

City of *OVILLA* City Council

Rachel Huber, Place One
Larry Stevenson, Place Two
David Griffin, Place Three

Richard Dormier, Mayor

Doug Hunt, Place Four, Mayor Pro Tem
Dean Oberg, Place Five
Dennis Burn, City Manager

NOTICE OF CITY COUNCIL BRIEFING SESSION 105 S. Cockrell Hill Road, Ovilla, TX 75154

Tuesday, October 13, 2015

6:00 P.M.

Council Chamber Room

PURSUANT TO SECTION 30.06, PENAL CODE (TRESPASS BY HOLDER OF LICENSE TO CARRY A CONCEALED HANDGUN), A PERSON LICENSED UNDER SUBCHAPTER H, CHAPTER 411, GOVERNMENT CODE (CONCEALED HANDGUN LAW), MAY NOT ENTER THIS PROPERTY WITH A CONCEALED HANDGUN

De conformidad con lo establecido en el artículo 30.06 del Código Penal (entrar sin autorización en una propiedad por parte de un titular de un permiso para portar armas ocultas) una persona con licencia bajo el subcapítulo h, capítulo 411 del código de gobierno (ley de portación oculta de armas), no puede entrar en esta propiedad portando una arma oculta.

AGENDA

- I. CALL TO ORDER
- II. CONDUCT A BRIEFING SESSION to review and discuss agenda items for the 6:30 p.m. regular meeting.
- III. CONDUCT A BRIEFING SESSION to review and discuss future agenda items.
 - a. Complaint Policy
 - b. Take home vehicle policy
 - c. Employee Pay Plan
- IV. ADJOURNMENT

THIS IS TO CERTIFY THAT A COPY OF THE NOTICE OF the October 13, 2015 Briefing Session Agenda was posted on the City Hall bulletin board, a place convenient and readily accessible to the general public at all times, and to the City's website, www.cityofovilla.org, on the 9th day of October 2015 prior to 6:00 p.m., in compliance with Chapter 551, Texas Government Code.



Pamela Woodall

Pamela Woodall, City Secretary

DATE OF POSTING: OCT. 9, 2015 TIME: 9:00 am/pm
DATE TAKEN DOWN: _____ TIME: _____ am/pm

This facility is ADA compliant. If you plan to attend this public meeting and have a disability that requires special arrangements, please call 972-617-7262 at least 48 hours in advance. Reasonable accommodation will be made to assist your needs. PLEASE SILENCE ALL PAGERS, CELL PHONES & OTHER ELECTRONIC EQUIPMENT WHILE THE CITY COUNCIL MEETING IS IN SESSION.



DATE: **October 13, 2015**

TO: **Honorable Mayor and Council Members**

FROM: **Dennis Burn, City Manager**

SUBJECT: **City Complaint Policy**

City of Ovilla Employee Policies Handbook. The handbook addresses a complaint by an employee concerning their dissatisfaction relating to their employment. I have attached the first two pages of the policy (not the entire policy) so that you may have a preview.

City of Ovilla Citizen Inquiry/Comment Form/Request. I have attached a copy of this form. This form is available on our web site and in the lobby. This form is to be used by individuals to tell the City how we can improve City services.

City of Ovilla Employee Complaint Form. I have attached a copy of this form. This form is available in the office of the City Secretary. This form is to be used by individuals to notify the City of a complaint they may have against an employee.

City of Ovilla Board/Council Complaint Acknowledgement Form. I have attached a copy of this form. This form is available at the office of the City Secretary. This form is to be used by individuals to file a complaint against a council or board member.

This is what we have in place. I am requesting that the City Council provide staff guidance on any other policy they desire should what we have in place now not be sufficient.

appeal (if any) are completed and all related administrative matters are concluded. An employee on administrative leave may be reinstated to the position held before being placed on administrative leave (if available) if the indictment or information is dismissed, the employee is acquitted, or the conviction is reversed on appeal.

COMPLAINTS AND APPEALS

10.1 ELIGIBILITY TO COMPLAIN OR APPEAL

Any regular full-time and part-time employee who has satisfactorily completed a training and evaluation period or a period of disciplinary probation may file a complaint or appeal. Any regular part-time employee may file an appeal after a disciplinary probation period or as specified in the Lay-Off Chapter

DEFINITION

Complaint: A complaint is a request by an employee for review of dissatisfaction relating to their employment which is subject to the control of the City, including any matter on which the employee alleges that disparate treatment, coercion, reprisal, or retaliation has been practiced against them.

Appeal: An appeal is a request by an employee or agent of the employee to management seeking relief from a disciplinary or adverse action taken against the employee by management.

COMPLAINT PROCEDURE

No matter will be entertained as a complaint unless it is raised as such within 5 working days after the occurrence of the event or after the employee becomes aware of the event-giving rise to the complaint.

Complaints (other than charges of sexual or other illegal harassment or discrimination) will be processed in accordance with the following steps. Supervisors should be aware of the required decision letter contents (see end of the paragraph).

Step 1: Informal Complaint:

The complaint will be discussed verbally by the complaining employee with the employee's immediate supervisor. The employee should state his/her concern(s) and the remedy they are seeking to resolve their complaint. It is the employee's responsibility to tell their immediate supervisor that this is a complaint. The immediate supervisor will have 3 working days from the date the complaint is received to verbally reply to the employee's complaint.

Step 2: Formal Complaint:

- a. If the complaint is not settled after Step 1 has been taken, the employee may elevate the complaint in writing to the second level supervisor (which may be the Department Head or, in some cases, the City Administrator). **The employee will give a copy of the written complaint to the immediate supervisor.** The written complaint will contain, as a minimum, the specific issue(s) of concern and the remedy sought to resolve the complaint, and the verbal reply of the immediate supervisor. If the employee fails to state the issue(s), the remedy sought, and the immediate supervisor's reply, the complaint will be denied and the employee so notified. The employee may also attach any evidence that supports their complaint. The second level supervisor will provide the employee a written decision within 10 working days.
- b. If the complaint is not settled after Step 2 has been taken, the employee may elevate the complaint in writing to the next level supervisor within 5 working days.
- c. If the second level supervisor is the City Administrator, the complaint must be sent via the Human Resources Director who will review the complaint package for compliance with applicable rules before forwarding the complaint to, and received by, the City Administrator. The written decision of the City Administrator is final and no further consideration of the complaint will be made.

Step 3:

- a. If the complaint remains unresolved at Step 2, and has not been reviewed by the City Administrator, the employee may elevate their complaint (which will contain only the documents in their Step 2 complaint package and the Step 2 decision letter) to the City Administrator via the Human Resources Director within 5 working days after receipt of the Step 2 decision letter.
- b. The Human Resources Director will review the complaint package for compliance with applicable rules, and will forward the complaint to the City Administrator.
- c. The City Administrator may chose to review the complaint and make a decision, or assign the complaint to a Review Panel (members selected by the City Administrator) who will issue a recommended decision to the City Administrator. The City Administrator may choose to accept or reject the Review Panel's recommendation. If the Review Panel's recommendation is rejected, the City Administrator may issue a decision based upon the evidence presented in the Step 3 complaint package.
- d. The City Administrator will have 10 working days, after personal receipt of the complaint, in which to make a decision.



TODAY'S DATE: _____

CITY OF OVILLA Citizen Inquiry / Comment Form/ Request

It is essential that the public have confidence in the ability and integrity of the CITY OF OVILLA to assist and/or offer helpful information to problems related to city business during working business hours. The City is committed to maintaining a professional organization. Please tell us how we are doing and feel free to offer suggestions that might help us improve city services.

Citizen/Resident Information (Please Print)

Name: _____

Address: _____ City: _____ Zip: _____

Hm. Phone: _____ Wk. Phone: _____ Cell Phone: _____

Hm. E-Mail: _____ Wk. E-Mail: _____

Inquiry / Comment / Request

Would you like to be contacted?

YES

NO

<u>Routing/Date</u>	<u>Administration Use Only</u>	<u>Disposition</u>
	<u>Action</u>	
_____	_____	_____



CITY OF OVILLA Employee Complaint Form

It is essential that the public have confidence in the ability and integrity of the CITY OF OVILLA to investigate and properly adjudicate complaints against all employees and/or its members. The City is committed to maintaining a professional organization; therefore, we encourage all staff, board members and council, who feel any member of the city has violated departmental policy, City of Ovilla rules, and unethical behavior or violated any applicable civil or criminal statute or lawful regulation, to submit a complaint to this office so that we may correct any deficiencies within our organization.

Complainant Information

Name: _____

Address: _____ City: _____ Zip: _____

Hm. Phone: _____ Wk. Phone: _____ Cell Phone: _____

Hm. E-Mail: _____ Wk. E-Mail: _____

Employee receiving complaint

Name: _____

Department _____

Supervisor? _____ yes _____ no

Has this incident been discussed with employee supervisor? _____ yes _____ no

Is this an isolated incident? _____ yes _____ no

Basic Information

Please complete the below information concerning your complaint.

Date(s) of incident: _____

Place(s) of incident: _____

Address(s) of incident: _____ City: _____

Witness Information

List witnesses or anyone that can provide information about the complaint being filed.

Name: _____

Address: _____ City: _____ Zip: _____

Hm. Phone: _____ Wk. Phone: _____ Cell Phone: _____

Hm. E-Mail: _____ Wk. E-Mail: _____

Name: _____

Address: _____ City: _____ Zip: _____

Hm. Phone: _____ Wk. Phone: _____ Cell Phone: _____

Hm. E-Mail: _____ Wk. E-Mail: _____

Name: _____

Address: _____ City: _____ Zip: _____

Hm. Phone: _____ Wk. Phone: _____ Cell Phone: _____

Hm. E-Mail: _____ Wk. E-Mail: _____

(Use back of this sheet if additional space is needed)

**OVILLA BOARD/COUNCIL COMPLAINT
ACKNOWLEDGEMENT FORM**

Initiated By: _____ Related to: <u>Council Conduct</u> _____

MEMBER NAME: _____

BOARD OR COUNCIL (Place number): _____ **YEARS OF MEMBERSHIP:** _____

INCIDENT / ADDRESS / LOCATION: _____

INCIDENT DATE: _____ **TIME (if applicable):** _____

OCCURRED DURING OPEN MEETING? **YES** **NO**

Complainant Name: _____ (Please print) Complainant Signature: _____

ALLEGATION(S) – STANDARDS OF CONDUCT VIOLATED:

(Attach document if more space needed)

**OVILLA BOARD/COUNCIL COMPLAINT
ACKNOWLEDGEMENT FORM**

MEMBER'S ACKNOWLEDGEMENT & RECEIPT OF COMPLAINT

I acknowledge that I have received a copy of this complaint from the City Secretary / City
Manager on this _____ day of _____ at _____ hours.

I am directed to respond in writing to the above allegations.

Member Signature

Mayor / Mayor Pro-Tem

ATTEST:

Pam Woodall, City Secretary

CITY OWNED VEHICLES

The following is a compilation of information regarding City owned vehicles being taken home.

Police Chief (Currently the Police Chief does not have a take home vehicle)

- In responding to incidents from home, using a police vehicle with a radio is always quicker than responding to the police station and looking for a vehicle to utilize.
- Can assist in dealing with issues while about town.
- More efficient when travelling to meetings allowing for starting from home and returning directly home after attending late meetings.
- Provides a professional image to the community.
- Provides a professional image to the law enforcement community.
- Quick response in inclement weather.
- Readiness of equipment.
 - Personal equipment needed on routine calls.
 - Command equipment needed in special circumstances.

As we all know the job of Police Chief has many facets. These include office paperwork for which no vehicle is required. However, there are many other duties, meetings, community events, patrolling, and emergency responses that are required from the Chief. It is difficult and inefficient to respond to an emergency call for assistance or assistance in general by first having to set up a patrol vehicle and then removing equipment at the end of the day. Additionally, the professional image we have discussed is enhanced for the community as they expect their Police Chief to arrive equipped for the task at hand and not in a personal vehicle. The positive public image produced by the citizens seeing who they know to be the chief, by his vehicle, patrolling their neighborhood is something that cannot be measured. In addition, the image portrayed during recruiting and other public outings is one that can be positive for the department or can tarnish the image of the department. One point of discussion at the police department has been that the officers desire to be seen as a professional police department both by the citizens and by the law enforcement community as a whole. Having a take home vehicle allows the Police Chief to drive into town to provide extra patrol coverage for the city and officers. The ability to do so is greatly enhanced by having a vehicle at the ready. It reduces preparation time and increases the amount of time spent on actual patrolling.

Public Works Employee (Currently one Public Works employee does take a vehicle home daily)

The Public Works department currently has a take home vehicle policy for an employee that is on call for the week. The employee is allowed to take the truck home in order to respond to afterhours call and to perform the weekend duties. Allowing the on call person to take the truck home reduces the response time for emergencies calls (water leaks, water cutoffs, sewer leaks, road blockages). A take-home vehicle is beneficial for afterhour's duties. On call personnel are able to respond directly to a call instead of having to come to city hall and pick up a truck. The on call truck is equipped to handle most emergencies thus cutting down on overtime required to complete the task. A public works employee is responsible for weekend duty and afterhours calls 365 days a year. We are also required by TCEQ to monitor our water and sewer system daily. This responsibility falls on the person that is on call for the week. Employees that are on call are not allowed to use City trucks for personal use.

Fire Department (Currently the Fire Chief does take a vehicle home daily)

CITY OWNED VEHICLES

The decision to issue the Fire Chief a vehicle must be safety and service based. A Fire Chief's vehicle is a tool to enable the Fire Chief to perform his job better, more safely, and more efficiently. The following are reasons for a take home vehicle in the Fire Department.

1. Safety – On any kind of fire incident, safety of our crewmembers is number one so that we make sure to do everything we can to go home to our families after shift. Whether it is a structure fire, a car wreck, or a medical call, the Chief Officer needs to be equipped and ready to respond at any moment. The quicker he/she can get to the scene, the quicker he/she can take command of the scene, and the first in crews can concentrate on what they are assigned to do. Our department operates off ICS, (Incident Command System), which is a nationwide program that gives structure to any kind of incident that we respond to, so that everyone knows their job and what is expected of them without any question.
2. On call 24/7 – For the City of Ovilla, and the Fire Department being a small Department, the Fire Chief is expected to be on call 24/7 for anything that comes up and needs to be handled. This includes fires and other emergencies outside of the Ovilla city limits. Any mutual aid fires with surrounding cities, the Fire Chief also responds with our Engine Company to assist in the ICS to either act as a Safety Officer, or Assistant to Command. Bigger cities have what is called a Battalion Chief on each shift whom acts in this role, and responds to calls in the same manner. The difference is this Battalion Chief is assigned to a 24-hour shift and is not on call 24/7. He/she works his/her 24 hours, then goes home for 48 hours, and is not on call while he/she is off.
3. Time – For the Fire Chief to be on call, receive a call and to have to come to the fire station before going to the scene is very time consuming. Consistency and being at the scene as quickly as possible are key to the Safety of our Firefighters and assisting with stopping the Emergency from escalating.
4. Command – As mentioned before, the Ovilla Fire Department operates under ICS, and the Command Vehicle is what carries the equipment to give the Incident Commander a way to keep the scene organized. Equipment such as radios, dry erase boards, command worksheets, gear, flashlights, and other things to utilize as a tool for the Command Post, will be used at every scene, and needs to be readily available.
5. Meetings – There are several meetings that the Fire Chief has to attend throughout the month, in which some of them are outside of the city limits, and there are also training events that occur for which this vehicle is utilized.

City Manager

It is the opinion of the City Manager that the Police Chief, the Fire Chief and an employee of Public Works should be allowed to take home a City owned vehicle as it provides an overall faster and more efficient response to after hour emergencies and routine work tasks. At no time will these vehicles be used for personal reasons.



DATE: **October 13, 2015**

TO: **Honorable Mayor and Council Members**

FROM: **Dennis Burn, City Manager**

SUBJECT: **Pay Plan**

This agenda item includes The Performance Assessment and Pay Plan Progression Process (PAPPPP), Annual Salary Form and Salary Survey. The PAPPPP is a document that will be used by all Department Heads to perform annual evaluations. The Annual Salary Form will become part of the PAPPPP but it is now currently blank. It is blank because not all cities have responded to the Salary Survey. The Salary Survey is what was sent to area municipalities for their response. I have included information that we have received but it is incomplete, as I previously stated.

Once we have received responses from area municipalities I will complete the PAPPPP and submit it to the City Council for consideration.

The Performance Assessment and Pay Plan Progression Process

Process Overview and Components

The Performance Assessment Process ensures that all employees of the City of Ovilla Organization have the opportunity to have their performance:

- Formally assessed by their supervisors on an annual basis
- Reviewed relative to expectations
- Documented for development planning and coaching purposes

This Process Guide describes the roles, responsibilities and components of the City of Ovilla Performance Assessment and Pay Plan Progression Process.

Key Components

- **Employee Input into Performance Assessment and Shared Responsibility for Learning and Goal Setting.**

The process begins with input provided by the employee on their prior year's performance coupled with consideration for future goals and objectives. Employees are given a self-evaluation form and asked to identify their key accomplishments towards goals and objectives over the previous year. Utilizing organizational goals and objectives for the coming year, new individual objectives and expectations are established

- **Ongoing Coaching by Supervisor.** This includes a mandatory mid-year review that will allow for employees to gauge whether or not they are meeting expectations.

Supervisors are expected to provide timely and constructive coaching and feedback to employees on their work performance. The objective of coaching is to continuously improve both individual and organizational performance. Supervisors should strive to create and foster an environment for effective dialogue and discussion with employees. Every employee should know what is expected of them.

- **Performance Review by Supervisor**

The next step is for the supervisor to fill out an evaluation of the employee. The supervisor will evaluate the employee based on their ability to meet expectations and perform job duties as expected.

- **Employee Feedback and Discussion**

The final step of the review process is for the employee and supervisor to sit down together and review the evaluations (both the evaluation filled out by the employee and the supervisor). Special attention should be given to areas where employee and supervisor differ in opinion of performance. As a result of this meeting, employees should understand how their performance is viewed, their

strengths, weaknesses and what they need to do to continue to improve over the coming evaluation period.

Evaluation Instructions and Form

The following form should be filled out prior to the annual evaluation. It should be filled out independently by both the employee and the supervisor. The combination of the two forms will be the basis for conversation and evaluation of the employee's performance.

Evaluations should be conducted and assigned one of the following ratings:

RE: Employee is **rarely equaled** on performance expectations

CE: Employee **clearly exceeds** job requirements. Contributes significantly to organizational success well beyond job demands

MR: Employee **meets all job requirements** and all expectations. Does not require more help from supervisor and others than is implicit in the position description. This is a very satisfactory performance in a position in which high performance standards are required.

MP: Employee is a **marginal performer**; does not consistently meet job-related requirements. Employee requires more than minimum help from others. Problem areas need to be identified and documented.

FM: Employee **fails to meet** expectations and requirements. Problem areas need to be identified and documented. Termination is likely considered.

Evaluation and Connection to Pay Plan

Generally speaking, a higher annual rating will equate to a higher potential raise. However, all raises are subject to budgetary constraints and the approval of funding for pay raises by the City Council. In some cases, employees are eligible to be moved out of their assigned pay classification and into the next pay classification. This is the exception rather than the rule and should only be considered following a history of exceptional employee reviews.

6. What goals would you be interested in working toward between now and the next performance evaluation?

7. What do you consider to be the top priorities of your job as you understand them?

8. Do you allocate your time wisely? Is it ever necessary for you to work overtime to keep up with your work load?

9. Where do you need to improve by your next review?

10. Answer the following with yes or no:

1. I know what the responsibilities of my job are.

2. I feel my workload is too heavy.

3. I feel my work is appreciated.

4. I know what my daily and weekly goals are.

5. I feel I have sufficient training to perform my job.

Are there any comments or suggestions you would like to offer?

Overall Evaluation Ranking (FOR SUPERVISORY USE ONLY) – Circle One:

RE

CE

MR

MP

FM



SEPTEMBER 2015 SALARY SURVEY FULL TIME POSITIONS

RESPONDING CITY: _____

POSITION TITLE	# OF EMPLOYEES IN POSITION	ANNUAL SALARY					CITY PAID BENEFIT								
		MINIMUM SALARY	MID RANGE SALARY	MAXIMUM SALARY	AVG. SALARY	REGULAR HOURLY RATE	HEALTH INS.	LIFE INS.	DENTAL INS.	VISION INS.	DEPENDENT COVERAGE	DISABILITY INS.	VACATION AND SICK TIME	PTO TIME	OTHER
FERRIS		0	0	0	0	0.00									
PALMER															
LANCASTER															
GLENN HEIGHTS															
MANSFIELD															
		60,101	91,229	77,876	73,487	35									
Utility Billing															
PERMIT AND BILLING OVILLA	1	0	0	42,016	42,016	19.61									
RED OAK	2	0	0	32,000	32,000	15.38									
DUNCANVILLE	1	0	0	0	0	0.00									
ENNIS	1	32,011	0	40,019	40,019	19.24									
MIDLOTHIAN		45,801	56,098	66,393	56,097	26.97									
DESOTO															
FERRIS	1	0	0	0	32,240	15.50									
PALMER															
LANCASTER															
GLENN HEIGHTS															
MANSFIELD															
		38,906	56,098	45,107	40,474	19									
Permit Clerk															
SEE UTILITY BILLING OVILLA	X	0	0	0	0	0.00									
RED OAK	0	0	0	0	0	0.00									
DUNCANVILLE	0	0	0	0	0	0.00									
ENNIS	1	34,008	0	42,515	38,262	18.39									
MIDLOTHIAN		34,297	41,933	49,629	41,932	20.60									
DESOTO															
FERRIS	0	0	0	0	0	0.00									
PALMER															
LANCASTER															
GLENN HEIGHTS															
MANSFIELD															
		34,122	41,933	46,072	40,097	19									
Administrative Assistant															



SEPTEMBER 2015 SALARY SURVEY FULL TIME POSITIONS

RESPONDING CITY: _____

POSITION TITLE	# OF EMPLOYEES IN POSITION	ANNUAL SALARY					CITY PAID BENEFIT							
		MINIMUM SALARY	MID RANGE SALARY	MAXIMUM SALARY	AVG. SALARY	REGULAR HOURLY RATE	HEALTH INS.	LIFE INS.	DENTAL INS.	VISION INS.	DEPENDENT COVERAGE	DISABILITY INS.	VACATION AND SICK TIME	PTO TIME
RED OAK	19	41,040	0	62,000	46,934	29.81								
DUNCANVILLE	48	50,843	0	63,141	59,068	28.40								
ENNIS	16	43,096	0	53,672	53,872	25.90								
MIDLOTHIAN		50,657	58,870	64,087	57,208	27.50								
DESOTO														
FERRIS	7	34,070	0	38,105	36,213	17.41								
PALMER														
LANCASTER														
GLENN HEIGHTS														
MANSFIELD														
		42,893	56,870	53,331	48,584	25								
POLICE PATROL 1000 HRS PART TIME	1	0	0	25,000	25,000	25.00								
Fire Chief														
OVILLA	1	0	0	38,017	38,017	23.86								
RED OAK	1	0	0	107,927	107,927	51.89								
DUNCANVILLE	1	0	0	120,200	120,200	57.79								
ENNIS	1	82,017	0	102,521	102,521	49.29								
MIDLOTHIAN		86,216	105,602	125,008	105,609	50.77								
DESOTO														
FERRIS	1	0	0	69,992	69,992	33.85								
PALMER														
LANCASTER														
GLENN HEIGHTS														
MANSFIELD														
		84,117	105,602	112,733	108,853	53								
Deputy Fire Marshall, Asst. Fire Chief														
OVILLA	1		0	20,600	20,600	19.23								
RED OAK	1		0	87,976	87,976	42.30								
DUNCANVILLE	1	98,208	0	103,257	99,410	47.79								
ENNIS	1	60,102	0	75,127	75,127	36.12								
AVG-Marshall/Asst. Chief MIDLOTHIAN		69,503	91,832	98,595	93,309	44.66								
DESOTO														



SEPTEMBER 2015 SALARY SURVEY FULL TIME POSITIONS

RESPONDING CITY: _____

POSITION TITLE	# OF EMPLOYEES IN POSITION	ANNUAL SALARY					CITY PAID BENEFIT								
		MINIMUM SALARY	MID RANGE SALARY	MAXIMUM SALARY	AVG. SALARY	REGULAR HOURLY RATE	HEALTH INS.	LIFE INS.	DENTAL INS.	VISION INS.	DEPENDENT COVERAGE	DISABILITY INS.	VACATION AND SICK TIME	PTO TIME	OTHER
RED OAK	2	0		28,837	28,837	13.88									
DUNCANVILLE	2	27,770		41,655	28,187	13.55									
ENNIS	4	28,288		35,360	35,360	17.00									
MIDLOTHIAN															
DESOTO															
PW MAINT FERRIS	3	0	0	34,008	34,008	16.35									
PALMER															
LANCASTER															
GLENN HEIGHTS															
MANSFIELD															
		28,722	0	34,341	30,653	15									
SEWER MAINTENANCE															
OVILLA	1	0		34,278	34,278	16.48									
RED OAK	0	0		0	0	0.00									
DUNCANVILLE	4	27,770		41,655	27,770	13.35									
ENNIS	5	28,288		35,360	35,350	17.00									
MIDLOTHIAN															
DESOTO															
PW SEWER/WATER FERRIS	3	0	0	34,008	34,008	16.35									
PALMER															
LANCASTER															
GLENN HEIGHTS															
MANSFIELD															
		28,029	0	36,325	32,854	16									

MIDLOTHIAN - AVERAGES NOT GIVEN USED AVG OF MIN-MAX / 3 AND AVG HOURS \$/2080
 WHERE CITIES REPORTED AVERAGES - THEIR AVERAGES WERE USED.
 NOT ALL CITIES REPORTED MIN. - MID- MAX

City of *OVILLA* City Council

Rachel Huber, Place One
Larry Stevenson, Place Two
David Griffin, Place Three

Richard Dormier, Mayor

Doug Hunt, Place Four, Mayor Pro Tem
Dean Oberg, Place Five
Dennis Burn, City Manager

105 S. Cockrell Hill Road, Ovilla, TX 75154

Tuesday, October 13, 2015

6:30 P.M.

Council Chamber Room

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De conformidad con lo establecido en el artículo 30.06 del Código Penal (entrar sin autorización en una propiedad por parte de un titular de un permiso para portar armas ocultas) una persona con licencia bajo el subcapítulo h, capítulo 411 del código de gobierno (ley de portación oculta de armas), no puede entrar en esta propiedad portando una arma oculta.

AGENDA

NOTICE is hereby given of a Regular Meeting of the City Council of the City of Ovilla, to be held on Tuesday, October 13, 2015 at 6:30 P.M. in the Ovilla Municipal Building, Council Chamber Room, 105 S. Cockrell Hill Road, Ovilla, Texas, 75154, for the purpose of considering the following items:

I. CALL TO ORDER

- Invocation
- Pledge of Allegiance

II. COMMENTS, PRESENTATIONS & REPORTS

Proclamation – Fire Prevention Month

▪ Citizen Comments

The City Council welcomes comments from Citizens. Those wishing to speak must sign in before the meeting begins. Speakers may speak on any topic, whether on the agenda or not. The City Council cannot act upon, discuss issues raised, or make any decisions at this time. Speakers under citizen's comments must observe a three-minute time limit. Inquiries regarding matters not listed on the Agenda may be referred to Staff for research and possible future action.

▪ Department Activity Reports / Discussion

- Police Department Police Chief B. Windham
 - Monthly Report
- Fire Department Fire Chief B. Kennedy
 - Monthly Report
- Public Works Public Works Director B. Piland
 - Monthly Report
- Finance Department City Manager D. Burn
 - August 2015 Financials
- Administration City Manager D. Burn
 - Activity Report(s)
 - Update with Oldcastle representative on paving improvements in the Ovilla Oaks Subdivision
 - Update on paving improvements on Water Street and a portion of Cockrell Hill Road.
 - Reminder of Annual Wreath-Laying Ceremony at Heritage Park, Sunday, November 08, from 2:00 p.m. to 3:00 p.m.
 - Park Board's offer to spearhead the Annual Christmas Tree Lighting in cooperation with the City and Ovilla Service League.

City of *O*VILLA City Council

Rachel Huber, Place One
Larry Stevenson, Place Two
David Griffin, Place Three

Richard Dormier, Mayor

Doug Hunt, Place Four, Mayor Pro Tem
Dean Oberg, Place Five
Dennis Burn, City Manager

- Monthly Municipal Court Report City Secretary P. Woodall
- Monthly Code/Animal Control Reports Code/AC Officer M. Dooly
 - Permits

III. CONSENT AGENDA

The following items may be acted upon in one motion. No separate discussion or action is necessary unless requested by a Council Member, in which event those items will be pulled from the consent agenda for individual consideration.

- C1. September 2015 Financial Transactions over \$5,000
- C2. ERCOT Annual renewal with \$100 annual membership fee
- C3. Minutes of the Council Briefing Session and Regular Meeting of September 14, 2015
- C4. Minutes of the Special Council Meeting of September 03, 2015
- C5. Minutes of the Special Council Meeting of August 24, 2015
- C6. Minutes of the Council Briefing Session and Regular Meeting of August 10, 2015
- C7. Annual Interlocal Cooperation Contract Between the County of Ellis and City of Ovilla

IV. REGULAR AGENDA

- ITEM 1. **DISCUSSION/ACTION** – Consideration of and action on a Memorandum of Understanding allowing the use of the Ovilla Water Tower site to serve as one of the five remote receiver sites used by Ellis County to support its five-channel VHF conventional voting radio system, authorizing the City Manager to execute said Agreement upon approval by City Council.
- ITEM 2. **DISCUSSION/ACTION** – Consideration of and action on Resolution R2015-023, authorizing the Mayor to execute approval of the Ellis County Hazard Mitigation Action Plan.
- ITEM 3. **DISCUSSION/ACTION** – Consideration of and action on Resolution R2015-024, candidate nomination for the Ellis Appraisal District Board of Director for the Years 2016-2017, authorizing the Mayor to execute said Resolution upon approval by City Council.
- ITEM 4. **DISCUSSION/ACTION** – Consideration of and action on Resolution R2015-025, candidate nomination for the Dallas Appraisal District Board of Director for the Years 2016-2017, authorizing the Mayor to execute said Resolution upon approval by City Council.
- ITEM 5. **DISCUSSION/ACTION** – Consideration of and action on contract agreements with AVR (utility billing software) to add online payments and delinquent processing modules to enhance customer service, authorizing the Mayor to execute said Agreement documents.
- ITEM 6. **DISCUSSION/ACTION** – Consideration of and action on recommendation from the Planning and Zoning Commission for the adoption of an updated City of Ovilla Zoning Map.
- ITEM 7. **DISCUSSION/ACTION** – Consider additional volunteer committee member appointments to the Comprehensive Land Use Plan Review Committee.
- ITEM 8. **DISCUSSION** – Review and share information on the success of Heritage Day 2015.

EXECUTIVE SESSION

The City Council of the City of Ovilla, Texas, reserves the right to meet in a closed session on any item listed on this Agenda should the need arise, pursuant to authorization by Texas Government Code, Sections 551.071 (consultation with attorney), 551.072 (deliberations about real property), 551.073 (deliberations about gifts and donations), 551.074 (personnel matters), 551.076 (deliberations about security devices), 551.087 (economic development), 418.183 (homeland security).

City of *OVILLA* City Council

Rachel Huber, Place One
Larry Stevenson, Place Two
David Griffin, Place Three

Richard Dormier, Mayor

Doug Hunt, Place Four, Mayor Pro Tem
Dean Oberg, Place Five
Dennis Burn, City Manager

COUNCIL WILL RECONVENE INTO OPEN SESSION, AND TAKE ACTION
NECESSARY PURSUANT TO EXECUTIVE SESSION, IF NEEDED.

V. REQUESTS FOR FUTURE AGENDA ITEMS AND/OR ANNOUNCEMENTS BY COUNCIL AND STAFF

VI. ADJOURNMENT

THIS IS TO CERTIFY THAT A COPY OF THE NOTICE OF the October 13, 2015 Regular City Council Agenda was posted on the City Hall bulletin board, a place convenient and readily accessible to the general public at all times, and to the City's website, www.cityofovilla.org, on the 09th day of October 2015 prior to 6:00 p.m., in compliance with Chapter 551, Texas Government Code.





Pamela Woodall, City Secretary

DATE OF POSTING: 10-09-2015 TIME: 10:00 am/pm
DATE TAKEN DOWN: _____ TIME: _____ am/pm

This facility is ADA compliant. If you plan to attend this public meeting and have a disability that requires special arrangements, please call 972-617-7262 at least 48 hours in advance. Reasonable accommodation will be made to assist your needs. PLEASE SILENCE ALL PAGERS, CELL PHONES & OTHER ELECTRONIC EQUIPMENT WHILE THE CITY COUNCIL MEETING IS IN SESSION.

City of Ovilla

~ PROCLAMATION ~

WHEREAS, the city of Ovilla, Texas is committed to ensuring the safety and security of all those living in and visiting Ovilla; and

WHEREAS, fire is a serious public safety concern both locally and nationally, and homes are the locations where people are at greatest risk from fire; and

WHEREAS, home fires killed 2,755 people in the United States in 2013, according to the National Fire Protection Association (NFPA), and fire departments in the United States responded to 369,500 home fires; and

WHEREAS, working smoke alarms cut the risk of dying in reported home fires in half; and

WHEREAS, three out of five home fire deaths result from fires in properties without working smoke alarms; and

WHEREAS, in one-fifth of all homes with smoke alarms, none were working; and

WHEREAS, when smoke alarms should have operated but did not do so it was usually because batteries were missing, disconnected, or dead; and

WHEREAS, half of home fire deaths result from fires reported at night between 11 p.m. and 7 a.m. when most people are asleep; and

WHEREAS, Ovilla's residents should install smoke alarms in every sleeping room, outside each separate sleeping area, and on every level of the home; and

WHEREAS, Ovilla's residents should install smoke alarms and alert devices that meet the needs of people who are deaf or hard of hearing; and

WHEREAS, Ovilla's residents who have planned and practiced a home fire escape plan are more prepared and will therefore be more likely to survive a fire; and

WHEREAS, Ovilla's first responders are dedicated to reducing the occurrence of home fires and home fire injuries through prevention and protection education; and

WHEREAS, Ovilla's residents are responsive to public education measures and are able to take personal steps to increase their safety from fire, especially in their homes; and

WHEREAS, the 2015 Fire Prevention Week theme, "Hear the Beep Where You Sleep. Every Bedroom Needs a Working Smoke Alarm!" effectively serves to remind us that we need working smoke alarms to give us the time to get out safely.

THEREFORE, I Doug Hunt, Mayor Pro Tem of Ovilla do hereby proclaim the month of October, as Fire Prevention Month throughout this city, and I urge all the people of Ovilla to install smoke alarms in every bedroom, outside each sleeping area, and on every level of the home, including the basement and to support the many public safety activities and efforts of Ovilla's fire and emergency services during Fire Prevention Week 2015.



Mayor Pro Tem Doug Hunt



OVILLA POLICE DEPARTMENT
 105 S Cockrell Hill Rd
 Ovilla, TX 75154
 (972) 617-7262

To: Mayor Richard Dormier
 Ovilla City Council
 Dennis Burn City Manager

Subject: Police Department Monthly Activity Report

	Sept 2015	Sept 2015 YTD	Sept 2014	Sept 2014 YTD
Calls For Service				
Accident	7	22	3	27
Alarms	12	123	16	165
Arrest	0	21	2	19
Assault	0	3	1	4
Assists: Agency/Unit:20 EMS/Fire:0 Motorist:1	21	253	24	266
Building / House Security Check	1263	12936	1330	12780
Burglary	0	2	1	7
Burglary of Motor Vehicle	0	3	0	1
Criminal Mischief	0	7	1	7
Disturbance	5	55	3	60
Neighborhood Check	1591	15538	1416	12604
Other Calls for Service	74	961	154	1110
Suspicious Person	6	44	8	56
Suspicious Vehicle	7	87	9	76
Theft	3	18	5	21
Traffic Assignment	6	168	10	93
TOTAL CALLS FOR SERVICE	2995	30241	2983	27296

Reserve Officer Hours	18	371.5	54	556.75
Average Response Time (Minutes)	5.1	3.8566667	4.2	4.16
Traffic Stop (Warnings)	20	283	41	405
Traffic Stop (Citations)	27	206	20	366
Total Citations & Warnings Combined	47	489	61	771
PERCENT OF STOPS RECEIVING CITATIONS	57.4	42.1	32.8	47.5

OVILLA PD VEHICLE MILEAGE

January-15		February-15		March-15		April-15		May-15		June-15		July-15		August-15		September-15		October-15													
Unit #	Beginning	Ending	Accrued	Unit #	Beginning	Ending	Accrued	Unit #	Beginning	Ending	Accrued	Unit #	Beginning	Ending	Accrued	Unit #	Beginning	Ending	Accrued												
100	88931	90026	1095	100	90026	90343.6	317.6	100	90718	91281	563	100	91281	92447	587	100	93018	93580	562												
102	91093	92394	1301	102	92394	94221	1827	102	95928	97236	1308	102	95928	99349	1204.9	102	99980	100726	746												
103	104345	106623	2278	103	106623	108745	2122	103	110028	111376	1348	103	110028	113618	783	103	115040	115836	796												
104	66588.4	67413.5	825.1	104	67413.5	70073	3079.4	104	70073	73152.4	3079.4	104	70073	75946	1222	104	76699.3	77537	837.7												
105	54522	56476	1954	105	56476	60076.3	1532.7	105	60076.3	61609	1532.7	105	60076.3	64795	1589	105	66853	68784	1931												
March-15				April-15				May-15				June-15				July-15				August-15				September-15				October-15			
100	90343.6	90718	374.4	100	90718	90718	374.4	100	91281	91860	579	100	91281	91860	579	100	93018	93018	571												
102	94221	95928	1707	102	95928	95928	1707	102	97236	98144.4	908.4	102	97236	98144.4	908.4	102	99349	99980	631												
103	108745	110028	1283	103	110028	110028	1283	103	111376	112835	1459	103	111376	112835	1459	103	115040	115040	1422												
104	68336.5	70073	1736.5	104	70073	70073	1736.5	104	73152.4	74724	1571.6	104	73152.4	74724	1571.6	104	75946	76699.3	753.3												
105	57996.2	60076.3	2080.1	105	60076.3	60076.3	2080.1	105	61609	63206	1597	105	61609	63206	1597	105	64795	66853	2058												
100	91281	91860	579	100	91860	91860	579	100	92447	92447	587	100	92447	92447	587	100	93580	93580	562												
102	97236	98144.4	908.4	102	98144.4	98144.4	908.4	102	99349	99349	1204.9	102	99349	99349	1204.9	102	99980	100726	746												
103	111376	112835	1459	103	112835	112835	1459	103	113618	113618	783	103	113618	113618	783	103	115040	115836	796												
104	73152.4	74724	1571.6	104	74724	74724	1571.6	104	75946	75946	1222	104	75946	75946	1222	104	76699.3	77537	837.7												
105	61609	63206	1597	105	63206	63206	1597	105	64795	64795	1589	105	64795	64795	1589	105	66853	68784	1931												
100	92447	93018	571	100	93018	93018	571	100	93580	93580	562	100	93580	93580	562	100	93580	93580	562												
102	99349	99980	631	102	99980	99980	631	102	99980	99980	746	102	99980	99980	746	102	99980	100726	746												
103	113618	115040	1422	103	115040	115040	1422	103	115040	115040	796	103	115040	115040	796	103	115040	115836	796												
104	75946	76699.3	753.3	104	76699.3	76699.3	753.3	104	77537	77537	837.7	104	77537	77537	837.7	104	76699.3	77537	837.7												
105	64795	66853	2058	105	66853	66853	2058	105	68784	68784	1931	105	68784	68784	1931	105	66853	68784	1931												
100	93580	94093	513	100	94093	94093	513	100	94093	94093	0	100	94093	94093	0	100	93580	93580	562												
102	100726	101065	339	102	101065	101065	339	102	101065	101065	0	102	101065	101065	0	102	99980	100726	746												
103	115836	117476	1640	103	117476	117476	1640	103	117476	117476	0	103	117476	117476	0	103	115040	115836	796												
104	77537	78402	865	104	78402	78402	865	104	78402	78402	0	104	78402	78402	0	104	76699.3	77537	837.7												
105	68784	70113	1329	105	70113	70113	1329	105	70113	70113	0	105	70113	70113	0	105	66853	68784	1931												
100	93580	94093	513	100	94093	94093	513	100	94093	94093	0	100	94093	94093	0	100	93580	93580	562												
102	100726	101065	339	102	101065	101065	339	102	101065	101065	0	102	101065	101065	0	102	99980	100726	746												
103	115836	117476	1640	103	117476	117476	1640	103	117476	117476	0	103	117476	117476	0	103	115040	115836	796												
104	77537	78402	865	104	78402	78402	865	104	78402	78402	0	104	78402	78402	0	104	76699.3	77537	837.7												
105	68784	70113	1329	105	70113	70113	1329	105	70113	70113	0	105	70113	70113	0	105	66853	68784	1931												



DATE: October 12, 2015

TO: Honorable Mayor and Council Members
Dennis Burn, City Manager

FROM: Linda Harding, City Accountant

SUBJECT: Accounting Department Report August, 2015

August Financial Report Notes:

- Water Purchase increased \$8,239.49 from prior month. Water – wholesale remains under budget.
- Plan review revenue is over budget \$44,047, due to the Midlothian I.S.D. payment in the amount of \$40,656.94.

Highlights of special projects:

Assisted the City Manager with the FY 2015-2016 Budget.

Council reports, A/P, P/R, A/R, EOM reports, various accounting obligations, and completed instructions given by City Manager.

Currently under review or development

- a. The prepared 2015-2016 Budget Book will be completed in September.
- b. Updating the Salary and Benefit Survey as information is received from Local Cities.
- c. Review of procedures
- d. Review of 2014-2015 accounting records in preparation of audit.

Other Items:

Examining the various funds, ordinances, resolutions, accounting files.

Ovilla City Council Monthly Report for Fire Department - September 2015

City of Ovilla Calls for Service	2014 Totals		2015 Totals
Fire 6		Fire 3	
EMS 27	33	EMS 27	30
ESD #2 Calls for Service			
Fire 5		Fire 4	
EMS 13	18	EMS 9	13
ESD #4 Calls for Service			
Fire 1		Fire 0	
EMS 1	2	EMS 8	8
Mutual Aid Provided			
Fire		Fire 12	
EMS	0	EMS 0	12
Total Calls For Service / Month	53		63
Total Calls For Service / YTD	607		542

	Time from Notify to Time On Scene		Reaction Times	
	<u>AUGUST</u>	<u>SEPTEMBER</u>	<u>AUGUST</u>	<u>SEPTEMBER</u>
Average Response Times for City of Ovilla	5:48	5:32		
Average Response Times for ESD # 2	8:06	8:43	E-701	1:32 1:47
Average Response Times for ESD # 4	7:31	7:48	E-702	2:11 1:40

From the Deputy Chief / Fire Marshal

7 Inspections
 2 Public Assist
 4 Consults
 5 MISD Inspections
 Public Education with 4 Adults and 30 Children
 QC Reports

Fire Department News For the Month

1. Received New Fitness Equipment for all City Employees to use
2. Slight remodel of hallway door for relocation
3. Fresh paint through the hallway, day room, and kitchen area
4. Ordered New Engine 701, should deliver July or August of 2016
5. Heritage Day we had our On Duty Staff plus 4 extra Volunteers to work the smoke trailer and pass out safety information to the kids and parents
6. Looking at bringing more Volunteers on in October



Date: October 8, 2015

TO: Honorable Mayor and City Council Members

FROM: Brad Piland Public Works Director

TOPIC: Public Works Monthly Report for September 2015

- Sewer Lift Station Repairs-
 - Removed pump 1 at Highland Meadows Lift Station
 - Removed pump 1 from Cumberland
 - Pulled pump 2 Heritage Lift Station, removed debris and replaced
- Read water meters, serviced disconnects and reconnects
- Replaced meters:
 - 104 Willow Creek and 708 Buckboard
- Street Repairs: Red Oak Creek Road, Shiloh Road, Lariat Trail and Main Street
- Repaired and replaced 4 street signs
- Preparation and set up for Heritage Day
- Daily water maintenance residual and pressure tests
- Tree and grass maintenance:
 - Heritage Park
 - Silver Spur Park
 - Baseball fields and Cindy Jones Park
- Repaired water leaks
 - E Main
 - New water line installation on Water Street
- ❖ Jimmy Bryan -
 - Serviced PD Units: 102,104,105
 - Serviced 2008 Chev Public Works truck

****Flushed Hydrants**

- Collected water samples for TCEQ reporting
- Water Maintenance – routine flushing mains and hydrant
- Meter Box repair and replace lids as needed

****Watered plants at City Hall and park**



DATE: October 12, 2015

TO: Honorable Mayor and Council Members

FROM:
Linda Harding, Accountant

SUBJECT: Financial Statements Thru August 2015

City of Ovilla General Fund
Actual vs Budget Review
 October 2014 through August 2015

	Current	Year to Date	Budget	\$ Over	% of Budget
	August 2015	Oct 2014 - Aug 2015		(Under)	Thru August
			Budget	Budget	91%
Revenues					
4000100 · Taxes					
4000105 · Ad Valorem, Current	1,597	1,311,282	1,309,020	2,262	100%
4000110 · Ad Valorem, Delinquent	70	15,446	8,000	7,446	193%
4000113 · Interest/Penalties - Prop Tax	211	12,137	6,800	5,337	178%
4000120 · Sales Tax	18,020	157,425	198,200	(40,775)	79%
4000125 · Sales Tax - Street Improvement	4,505	39,356	49,100	(9,744)	80%
4000130 · Franchise Tax	11,243	147,663	150,000	(2,337)	98%
Total 4000100 · Taxes	35,645	1,683,309	1,721,120	(37,811)	98%
4000200 · Licenses and Permits					
4000208 · Building Permits					
4000210 · Residential Building Permits	4,697	82,120	80,000	2,120	103%
4000213 · Fire Inspection Permits	0	4,650	4,800	(150)	97%
4000212 · Commercial Building Permits	9,989	9,989	0	9,989	100%
4000214 · Misc Building Permits	3,266	17,589	11,000	6,589	160%
Total 4000208 · Building Permits	17,951	114,348	95,800	18,548	119%
4000230 · Plan Review Fee	41,523	60,047	16,000	44,047	375%
4000260 · Alarm Permits	270	2,229	2,400	(171)	93%
4000270 · Animal Tag Fees	228	2,436	2,000	436	122%
4000272 · Impound Fees	230	1,055	1,400	(345)	75%
4000290 · Misc Licenses and Permits	85	800	1,000	(200)	80%
Total 4000200 · Licenses and Permits	60,287	180,915	118,600	62,315	153%
4000400 · Charges for Services					
4000325 · ESD #2	0	112,050	160,000	(47,950)	70%
4000330 · ESD #4	0	12,497	18,745	(6,248)	67%
4000411 · Copies and Maps	1	23	100	(77)	23%
4000415 · Police Reports	0	30	150	(120)	20%
4000420 · Park Lights	0	1,000	1,000	0	100%

**City of Ovilla General Fund
Actual vs Budget Review
October 2014 through August 2015**

	Current	Year to Date	Budget	\$ Over	% of Budget
	August 2015	Oct 2014 - Aug 2015		(Under)	Thru August
				Budget	91%
4000440 · Oak Leaf Animal Control	565	565	800	(235)	71%
4000450 · Subdivision Fees	0	10,045	9,725	320	103%
4000480 · Solid Waste (Garbage)	18,862	208,198	215,000	(6,802)	97%
4000490 · Misc Charges for Services	675	2,854	2,500	354	114%
Total 4000400 · Charges for Services	20,103	347,262	408,020	(60,758)	85%
4000500 · Fines and Forfeitures					
4000535 · Omni Warrant Revenue	104	982	400	582	246%
4000510 · Fines - Police	7,558	56,609	85,500	(28,891)	66%
4000520 · Fines - Animal Control	0	710	1,000	(290)	71%
4000525 · Fines - Code Enforcement	400	3,116	2,000	1,116	156%
4000550 · Municipal Court Technology	173	1,166	1,200	(34)	97%
4000551 · Municipal Court Security	130	874	700	174	125%
4000590 · Misc Fines and Forfeitures	0	100	400	(300)	25%
Total 4000500 · Fines and Forfeitures	8,365	63,559	91,200	(27,641)	70%
4000800 · Other Revenue					
4000810 · Heritage Day	7,435	9,233	9,000	233	103%
4000818 · Leose Proceeds	0	1,164	1,165	(1)	100%
4000820 · Water Tower Lease	4,020	85,902	96,500	(10,598)	89%
4000840 · Interest Earned	825	6,062	5,500	562	110%
4000870 · Insurance Proceeds	0	326	0	326	100%
4000885 · Proceeds from Sale of Assets	0	90,412	3,860	86,552	2,342%
4000887 · HOA Revenue	0	1,264	1,015	249	125%
4000890 · Misc Other Revenue	0	2,148	4,000	(1,852)	54%
Total 4000800 · Other Revenue	12,280	196,512	121,040	75,472	162%
4000900 · Transfers In					
4000925 · Admin.Rev. received from 4B-EDC	0	1,875	2,500	(625)	75%
4000930 · Admin. Rev. Rec. From W&S Fund	0	94,021	125,361	(31,340)	75%
4000940 · Admin.Rev. Rec. from MDD Fund	0	375	500	(125)	75%

**City of Ovilla General Fund
Actual vs Budget Review
October 2014 through August 2015**

	Current	Year to Date	Budget	\$ Over	% of Budget
	August 2015	Oct 2014 - Aug 2015		(Under)	Thru August
				Budget	91%
4000990 · Reduction in Fund Balance	0	0	163,300	(163,300)	0%
Total Revenues	136,680	2,567,826	2,751,641	(183,815)	93%
Gross Resources	136,680	2,567,826	2,751,641	(183,815)	93%
Expenditures					
10 · Administration					
5101100 · Salaries & Wages					
5101110 · City Administrator	6,338	70,358	61,800	8,558	114%
5101115 · City Secretary	4,041	38,892	39,397	(505)	99%
5101117 · City Accountant	3,803	36,438	36,000	438	101%
5101120 · Admin. Support	2,288	22,022	21,653	369	102%
5101180 · Merit Raises, Staff	0	0	4,800	(4,800)	0%
Total 5101100 · Salaries & Wages	16,470	167,711	163,650	4,061	102%
5101400 · Support Staff					
5101490 · Overtime	0	0	625	(625)	0%
Total 5101400 · Support Staff	0	0	625	(625)	0%
5102100 · Employee Benefits					
5102112 · Affordable Health Care Act Fee	0	0	0	0	0%
5102110 · Group Insurance	3,150	25,913	30,245	(4,332)	86%
5102135 · TMRS	1,472	14,431	17,607	(3,176)	82%
5102160 · Worker's Compensation	0	1,085	1,088	(3)	100%
5102170 · Payroll Taxes	225	2,529	3,140	(611)	81%
5102180 · Unemployment Taxes	0	13,172	17,100	(3,928)	77%
5102196 · Indiv. Membership Dues	0	255	1,500	(1,245)	17%
Total 5102100 · Employee Benefits	4,848	57,386	70,680	(13,294)	81%
5102200 · Special Services					
5102210 · Tax Assessing & Collecting Fees	0	1,553	1,570	(17)	99%

City of Ovilla General Fund
Actual vs Budget Review
 October 2014 through August 2015

	Current	Year to Date	Budget	\$ Over	% of Budget
	August 2015	Oct 2014 - Aug 2015		(Under)	Thru August
				Budget	91%
5102220 · Tax Appraisal Fee	0	14,104	14,000	104	101%
5102230 · Legal Fees	390	14,748	25,000	(10,252)	59%
5102240 · Audit	0	5,250	7,605	(2,355)	69%
5102250 · Accounting	40	1,687	2,000	(313)	84%
5102260 · Engineering Fees	0	622	1,000	(378)	62%
Total 5102200 · Special Services	430	37,963	51,175	(13,212)	74%
5102300 · Contractual Services					
5102310 · Consultant Fees	0	13,465	20,000	(6,535)	67%
Total 5102300 · Contractual Services	0	13,465	20,000	(6,535)	67%
5102500 · Operating Services					
5102530 · Custodial Service Contract	344	3,073	3,600	(527)	85%
Total 5102500 · Operating Services	344	3,073	3,600	(527)	85%
5102600 · Special Expenses					
5102610 · Election - Payroll	0	527	850	(324)	62%
5102620 · Election - Supplies	0	2,196	2,500	(304)	88%
5102630 · Election Meeting Expense	0	0	100	(100)	0%
5102650 · Codification Book Update	0	2,465	3,300	(835)	75%
Total 5102600 · Special Expenses	0	5,187	6,750	(1,563)	77%
5103100 · General Supplies					
5103110 · Office Supplies	738	7,176	8,000	(824)	90%
5103140 · Uniforms	0	-35	250	(285)	(14%)
Total 5103100 · General Supplies	738	7,141	8,250	(1,109)	87%
5103400 · Maintenance Supplies / Parts					
5103410 · Supplies - Custodial	84	696	1,200	(504)	58%
5103440 · Maintenance Agreement Expense	0	0	400	(400)	0%

City of Ovilla General Fund
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 October 2014 through August 2015

	Current	Year to Date	Budget	\$ Over	% of Budget
	August 2015	Oct 2014 - Aug 2015		(Under)	Thru August
				Budget	91%
5103460 · Miscellaneous	0	263	100	163	263%
Total 5103400 · Maintenance Supplies / Parts	84	959	1,700	(741)	56%
5104200 · Travel Expenses					
5104210 · Travel - Local	266	550	500	50	110%
5104220 · Professional Development	17	3,286	5,000	(1,714)	66%
5104222 · Professional Develop - Council	0	252	1,200	(948)	21%
5104225 · City Council Meal Expense	223	1,096	1,200	(104)	91%
5104230 · Professional Develop - In-House	0	0	200	(200)	0%
Total 5104200 · Travel Expenses	506	5,183	8,100	(2,917)	64%
5105200 · Data Processing Expenses					
5105230 · Data Proc-Maintenance & Repair	315	5,471	6,000	(529)	91%
5105240 · Data Processing - Software	1,475	12,082	13,300	(1,218)	91%
Total 5105200 · Data Processing Expenses	1,790	17,553	19,300	(1,747)	91%
5105300 · Printing Expense					
5105310 · Copier Expense	440	3,408	3,300	108	103%
5105320 · Printing - Newsletters	0	2,356	4,650	(2,294)	51%
5105330 · Printing - Forms	244	1,061	1,000	61	106%
5105350 · Printing - Other	0	761	500	261	152%
Total 5105300 · Printing Expense	684	7,587	9,450	(1,863)	80%
5105400 · Utilities					
5105410 · Telephone	110	1,218	1,400	(182)	87%
5105415 · Cellular Phone	342	1,746	2,680	(934)	65%
5105417 · Internet	102	1,057	840	217	126%
5105420 · Wireless Cards	558	1,149	1,100	49	104%
5105450 · Electricity	492	3,846	4,635	(789)	83%
Total 5105400 · Utilities	1,604	9,016	10,655	(1,639)	85%

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	Current	Year to Date		\$ Over	% of Budget
	August 2015	Oct 2014 - Aug 2015	Budget	(Under) Budget	Thru August 91%
5105500 · Repairs & Bldg Improvements					
5105520 · Repairs - Buildings	-42	1,091	500	591	218%
5105540 · Repairs - Machinery & Equipment	0	1,368	3,000	(1,632)	46%
5105590 · Repairs - Other	0	550	500	50	110%
Total 5105500 · Repairs & Bldg Improvements	-42	3,009	4,000	(991)	75%
5105600 · Insurance					
5105610 · Insurance - Property	0	1,034	1,250	(216)	83%
5105620 · Insurance - Liability	0	1,067	1,067	0	100%
5105630 · Insurance - Fidelity Bond	0	300	300	0	100%
5105635 · Public Officials Surety Bonds	0	900	1,000	(100)	90%
Total 5105600 · Insurance	0	3,301	3,617	(316)	91%
5105700 · Other Expenses					
5105705 · Postage	764	6,024	7,000	(976)	86%
5105710 · Cash - Over/Short			10	(10)	0%
5105725 · Records Management Expense	0	0	300	(300)	0%
5105730 · City - Memberships	0	1,850	2,100	(250)	88%
5105740 · Legal Notices/Advertisement	585	8,031	8,000	31	100%
5105752 · Employment Screening	0	132	400	(269)	33%
5105760 · Bank Service Charge	0	95	25	70	381%
5105764 · Filing Fees	0	146	500	(354)	29%
5105765 · Miscellaneous	0	2,513	2,000	513	126%
Total 5105700 · Other Expenses	1,349	18,790	20,335	(1,545)	92%
5106400 · Minor Capital Outlay					
5106440 · Machinery & Equipment	0	280	2,000	(1,720)	14%
5106465 · Furniture	97	5,268	1,000	4,268	527%
Total 5109000 · Reserves	0	29,992	61,957	(31,965)	48%

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	Current	Year to Date	Budget	\$ Over	% of Budget
	August 2015	Oct 2014 - Aug 2015		(Under)	Thru August
				Budget	91%
Total 10 - Administration	28,904	392,867	466,844	(73,977)	84%
20 - Police					
5201100 - Salaries & Wages					
5201120 - Police Chief	0	57,285	65,728	(8,443)	87%
5201143 - Command Staff	4,000	47,563	51,873	(4,310)	92%
5201150 - Certification Pay	0	1,661	2,400	(739)	69%
5201180 - Merit Raises - Staff	0	0	3,528	(3,528)	0%
Total 5201100 - Salaries & Wages	4,000	106,510	123,529	(17,019)	86%
5201400 - Support Salaries					
5201405 - Support Staff	1,841	22,099	23,234	(1,135)	95%
5201410 - Patrol	14,311	224,174	261,800	(37,626)	86%
5201415 - Certification Pay	69	866	1,636	(771)	53%
5201480 - Merit Raises	0	0	6,064	(6,064)	0%
5201490 - Overtime	1,200	11,528	16,400	(4,872)	70%
Total 5201400 - Support Salaries	17,421	258,667	309,134	(50,467)	84%
5202100 - Employee Benefits					
5202110 - Group Insurance	4,130	56,386	70,660	(14,274)	80%
5202135 - TMRS	1,718	28,415	31,907	(3,492)	89%
5202160 - Worker's Compensation	0	8,579	8,650	(72)	99%
5202170 - Payroll Taxes	447	6,189	7,400	(1,211)	84%
5202196 - Membership Dues	0	255	284	(29)	90%
Total 5202100 - Employee Benefits	6,296	99,823	118,901	(19,078)	84%
5202300 - Contractual Services					
5202355 - Contract Labor - Individual	0	0	500	(500)	0%
5202356 - Gingerbread House	0	1,000	1,000	0	100%
5202380 - Dispatch	0	13,875	13,875	0	100%
5202385 - Jail Expense	0	1,000	1,000	0	100%

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	Current	Year to Date	Budget	\$ Over	% of Budget
	August 2015	Oct 2014 - Aug 2015		(Under)	Thru August
			Budget	Budget	91%
5202390 - Special Response Team	0	0	1,000	(1,000)	0%
5202395 - Contractual Services Other	0	0	1,000	(1,000)	0%
Total 5202300 - Contractual Services	0	15,875	18,375	(2,500)	86%
5202500 - Operating Services					
5202540 - Computer Maintenance	0	572	700	(128)	82%
5202560 - Internet Subscriptions	0	317	1,350	(1,033)	23%
Total 5202500 - Operating Services	0	889	2,050	(1,161)	43%
5202600 - Special Expenses					
5202675 - National Night Out	0	419	500	(81)	84%
Total 5202600 - Special Expenses	0	419	500	(81)	84%
5203100 - General Supplies					
5203110 - Office Supplies	831	1,926	1,500	426	128%
5203140 - Uniforms	835	3,998	7,057	(3,059)	57%
5203170 - Evidence Gathering	0	244	700	(456)	35%
Total 5203100 - General Supplies	1,666	6,168	9,257	(3,089)	67%
5203400 - Maintenance Supplies & Parts					
5203410 - Supplies - Custodial	70	573	600	(27)	96%
Total 5203400 - Maintenance Supplies & Parts	70	573	600	(27)	96%
5204200 - Travel Expenses					
5204210 - Travel - Local	0	0	300	(300)	0%
5204220 - Professional Development	0	2,231	2,231	(0)	100%
5204225 - Professional Dev - LEOSE	0	1,075	1,165	(90)	92%
5204270 - Vehicle Expenses	1,688	19,202	24,000	(4,798)	80%
Total 5204200 - Travel Expenses	1,688	22,507	27,696	(5,189)	81%

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	Current	Year to Date	Budget	\$ Over	% of Budget
	August 2015	Oct 2014 - Aug 2015		(Under)	Thru August
				Budget	91%
5205200 · Data Processing Expenses					
5205220 · Data Proc - Equipment Rental	0	0	0	0	0%
5205240 · Data Processing - Software	0	17,208	17,500	(292)	98%
Total 5205200 · Data Processing Expenses	0	17,208	17,500	(292)	98%
5205300 · Printing Expenses					
5205310 · Copier Expense	84	936	1,500	(564)	62%
5205330 · Printing - Forms	0	45	300	(255)	15%
5205350 · Printing - Other	0	213	400	(187)	53%
Total 5205300 · Printing Expenses	84	1,195	2,200	(1,005)	54%
5205400 · Utilities					
5205410 · Telephone	110	1,235	1,600	(365)	77%
5205415 · Cellular Phone	116	1,280	1,350	(70)	95%
5205417 · Internet - PD	102	1,091	1,475	(384)	74%
5205420 · Wireless Cards	228	2,507	2,350	157	107%
5205450 · Electricity	302	3,808	4,120	(312)	92%
Total 5205400 · Utilities	858	9,921	10,895	(974)	91%
5205500 · Repairs & Building Improvements					
5205520 · Repairs - Building	275	1,680	1,517	163	111%
5205540 · Repairs- Machinery & Equipment	300	674	1,200	(526)	56%
5205550 · Repairs - Vehicles	861	7,355	7,500	(145)	98%
Total 5205500 · Repairs & Building Improvements	1,436	9,710	10,217	(507)	95%
5205600 · Insurance					
5205610 · Insurance - Property	0	1,631	1,641	(10)	99%
5205620 · Insurance - Liability	0	5,134	5,140	(6)	100%
5205640 · Insurance - Vehicle	0	2,366	2,400	(34)	99%

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	Current	Year to Date	Budget	\$ Over	% of Budget
	August 2015	Oct 2014 - Aug 2015		(Under)	Thru August
				Budget	91%
Total 5205600 · Insurance	0	9,131	9,181	(50)	99%
5205700 · Other Expenses					
5205742 · Public Relations	0	0	0	0	0%
5205752 · Employment Screeing	94	534	1,000	(466)	53%
5205765 · Miscellaneous	1,798	3,296	1,619	1,677	204%
Total 5205700 · Other Expenses	1,892	3,830	2,619	1,211	146%
5206400 · Minor Capital Outlay					
5206440 · Machinery & Equipment	0	660	1,150	(490)	57%
5206445 · Personal Protective Equipment	0	840	2,000	(1,160)	42%
Total 5206400 · Minor Capital Outlay	0	1,500	3,150	(1,650)	48%
Total 20 · Police	35,411	563,926	665,804	(101,878)	85%
25 · Municipal Court					
5251100 · Salaries & Wages					
5251140 · Municipal Judge	440	4,840	6,000	(1,160)	81%
Total 5251100 · Salaries & Wages	440	4,840	6,000	(1,160)	81%
5251400 · Support Staff					
5251405 · Support Staff	2,515	30,182	31,740	(1,558)	95%
5251420 · Jury Fees	0	0	200	(200)	0%
5251425 · City Prosecutor	2,880	8,118	8,500	(382)	96%
5251480 · Merit Raises	0	0	952	(952)	0%
5251490 · Overtime	0	88	1,400	(1,312)	6%
Total 5251400 · Support Staff	5,395	38,389	42,792	(4,403)	90%
5252100 · Employee Benefits					
5252110 · Group Insurance	630	6,935	7,561	(626)	92%
5252135 · TMRS	225	2,462	2,658	(196)	93%

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	Current	Year to Date	Budget	\$ Over	% of Budget
	August 2015	Oct 2014 - Aug 2015		(Under)	Thru August
			Budget	Budget	91%
5252160 · Worker's Compensation	0	-110	120	(230)	(92%)
5252170 · Payroll Taxes	36	439	475	(36)	92%
5252196 · Membership Dues	0	0	25	(25)	0%
Total 5252100 · Employee Benefits	891	9,726	10,839	(1,113)	90%
5252300 · Contractual Services					
5252375 · Traffic Fines	0	17,240	32,000	(14,760)	54%
Total 5252300 · Contractual Services	0	17,240	32,000	(14,760)	54%
5252500 · Operating Services					
5252540 · Computer Maintenance	0	0	75	(75)	0%
Total 5252500 · Operating Services	0	0	75	(75)	0%
5253100 · General Supplies					
5253110 · Office Supplies	60	60	150	(90)	40%
5253140 · Uniforms	0	0	50	(50)	0%
Total 5253100 · General Supplies	60	60	200	(140)	30%
5254200 · Travel Expenses					
5254210 · Travel - Local	0	0	25	(25)	0%
Total 5254200 · Travel Expenses	0	0	25	(25)	0%
5255200 · Data Processing Expenses					
5255240 · Data Processing - SW Maint.	0	0	1,860	(1,860)	0%
Total 5255200 · Data Processing Expenses	0	0	1,860	(1,860)	0%
5255300 · Printing Expense					
5255350 · Printing - Other	179	358	800	(442)	45%
Total 5255300 · Printing Expense	179	358	800	(442)	45%

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	Current	Year to Date	Budget	\$ Over	% of Budget
	August 2015	Oct 2014 - Aug 2015		(Under)	Thru August
				Budget	91%
5255600 · Insurance					
5255620 · Insurance - Liability	0	315	315	0	100%
Total 5255600 · Insurance	0	315	315	0	100%
5255700 · Other Expenses					
5255765 · Miscellaneous	0	0	100	(100)	0%
5255768 · Collection Agency Fees	872	3,042	3,000	42	101%
5255770 · Warrant Fee State Comptroller	0	0	900	(900)	0%
5255772 · Warrant Fee - Omni	0	920	400	520	230%
Total 5255700 · Other Expenses	872	3,961	4,400	(439)	90%
Total 25 · Municipal Court	7,838	74,889	99,306	(24,417)	75%
30 · Fire					
5301100 · Salaries & Wages					
5301125 · Fire Chief	2,839	34,484	41,375	(6,891)	83%
5301140 · Fire Captains	7,171	54,311	100,723	(46,412)	54%
5301180 · Merit Raises - Staff	0	0	4,263	(4,263)	0%
Total 5301100 · Salaries & Wages	10,010	88,795	146,361	(57,566)	61%
5301400 · Support Salaries					
5301440 · Firefighters	18,101	237,662	223,060	14,602	107%
5301480 · Merit Raises	0	0	6,692	(6,692)	0%
5301485 · Volunteer Incentive Program	1,328	16,053	15,600	453	103%
Total 5301400 · Support Salaries	19,428	253,714	245,352	8,362	103%
5302100 · Employee Benefits					
5302135 · TMRS	254	1,693	2,710	(1,017)	62%
5302137 · Volunteer Retirement	0	324	500	(176)	65%
5302160 · Worker's Compensation	0	3,623	8,350	(4,727)	43%

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	Current	Year to Date	Budget	\$ Over	% of Budget
	August 2015	Oct 2014 - Aug 2015		(Under)	Thru August
				Budget	91%
5302170 · Payroll Taxes	1,974	23,651	27,000	(3,349)	88%
5302196 · Membership Dues	0	1,054	1,900	(846)	55%
Total 5302100 · Employee Benefits	2,228	30,346	40,460	(10,114)	75%
5302300 · Contractual Services					
5302310 · Consultant Fees	0	0	1,500	(1,500)	0%
5302380 · Dispatch	0	14,615	14,615	0	100%
5302385 · Emergency Transport Service	0	63,559	66,257	(2,698)	96%
Total 5302300 · Contractual Services	0	78,174	82,372	(4,198)	95%
5302500 · Operating Services					
5302510 · Maintenance Agreements	288	2,261	11,395	(9,134)	20%
5302540 · Computer Maintenance	131	269	1,500	(1,231)	18%
5302570 · Warning System Maintenance	0	0	780	(780)	0%
5302580 · Generator Maintenance	0	428	2,120	(1,692)	20%
Total 5302500 · Operating Services	419	2,958	15,795	(12,837)	19%
5302600 · Special Expenses					
5302675 · National Night Out	0	253	253	(0)	100%
Total 5302600 · Special Expenses	0	253	253	(0)	100%
5303100 · General Supplies					
5303110 · Office Supplies	0	2,129	1,600	529	133%
5303140 · Uniforms	288	3,938	5,000	(1,062)	79%
5303160 · Medical Supplies	1,547	6,167	8,000	(1,833)	77%
5303165 · Medical Support	0	478	500	(22)	96%
5303170 · Evidence Gathering	0	0	50	(50)	0%
5303175 · Education Aids	0	0	50	(50)	0%
Total 5303100 · General Supplies	1,835	12,712	15,200	(2,488)	84%

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	Current	Year to Date		\$ Over	% of Budget
	August 2015	Oct 2014 - Aug 2015	Budget	(Under) Budget	Thru August 91%
5303400 · Maintenance Supplies & Parts					
5303410 · Supplies - Custodial	438	2,153	2,200	(47)	98%
5303420 · Building Alarm Maintenance	0	420	420	0	100%
Total 5303400 · Maintenance Supplies & Parts	438	2,573	2,620	(47)	98%
5304200 · Travel Expenses					
5304220 · Professional Development	13	669	1,300	(631)	51%
5304270 · Vehicle Expenses	820	7,303	10,000	(2,697)	73%
Total 5304200 · Travel Expenses	833	7,972	11,300	(3,328)	71%
5305200 · Data Processing Expenses					
5305230 · Data Proc-Maintenance & Repair	0	38	1,000	(963)	4%
5305240 · Data Processing - Software	0	2,916	2,916	0	100%
Total 5305200 · Data Processing Expenses	0	2,953	3,916	(963)	75%
5305300 · Printing Expense					
5305310 · Copier Expense	231	2,788	3,100	(312)	90%
5305330 · Printing - Forms	0	17	100	(83)	17%
Total 5305300 · Printing Expense	231	2,806	3,200	(394)	88%
5305400 · Utilities					
5305410 · Telephone	222	2,462	2,350	112	105%
5305415 · Cellular Phone	161	686	675	11	102%
5305417 · Internet - Fire Dept.	271	4,341	3,600	741	121%
5305430 · Natural Gas	50	1,751	2,400	(649)	73%
5305450 · Electricity	640	5,025	5,562	(537)	90%
Total 5305400 · Utilities	1,344	14,266	14,587	(321)	98%
5305500 · Repairs & Bldg Improvements					
5305520 · Repairs - Building	516	3,110	3,110	(0)	100%
5305540 · Repairs - Machinery & Equipment	4,537	11,498	18,934	(7,437)	61%

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	Current	Year to Date	Budget	\$ Over	% of Budget
	August 2015	Oct 2014 - Aug 2015		(Under)	Thru August
				Budget	91%
5305545 · Repairs - Apparatus	2,834	13,887	12,000	1,887	116%
5305550 · Repairs - Vehicles	406	3,724	3,500	224	106%
Total 5305500 · Repairs & Bldg Improvements	8,294	32,218	37,544	(5,326)	86%
5305600 · Insurance					
5305620 · Insurance - Liability	0	400	6,500	(6,101)	6%
5305640 · Insurance - Vehicle	0	9,813	10,200	(387)	96%
Total 5305600 · Insurance	0	10,213	16,700	(6,487)	61%
5305700 · Other Expenses					
5305705 · Postage	0	20	50	(30)	40%
5305752 · Employment Screening	81	372	165	207	225%
5305765 · Flags & Miscellaneous	0	95	100	(5)	95%
Total 5305700 · Other Expenses	81	487	315	172	155%
5306400 · Minor Capital Outlay					
5306440 · Machinery & Equipment	1,270	5,137	10,300	(5,163)	50%
5306445 · Personal Protective Equipment	1,456	9,433	20,247	(10,814)	47%
Total 5306400 · Minor Capital Outlay	2,726	14,570	30,547	(15,977)	48%
Total 30 · Fire	47,866	555,009	666,522	(111,513)	83%
40 · Community Services					
5401100 · Salaries & Wages					
5401135 · ACO/Code Enforcement Officer	3,170	38,075	40,000	(1,925)	95%
5401180 · Merit Raises - Staff	0		1,200	(1,200)	0%
5401190 · Overtime	431	3,774	2,850	924	132%
Total 5401100 · Salaries & Wages	3,601	41,849	44,050	(2,201)	95%
5402100 · Employee Benefits					
5402110 · Group Insurance	350	3,850	5,719	(1,869)	67%
5402135 · TMRS	326	3,449	3,350	99	103%

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	Current	Year to Date	Budget	\$ Over	% of Budget
	August 2015	Oct 2014 - Aug 2015		(Under)	Thru August
			Budget	Budget	91%
5402160 · Worker's Compensation	0	276	245	31	113%
5402170 · Payroll Taxes	58	671	600	71	112%
5402190 · License	111	261	625	(364)	42%
Total 5402100 · Employee Benefits	845	8,507	10,539	(2,032)	81%
5402300 · Contractual Services					
5402315 · Contract Building Inspections	3,433	57,222	61,800	(4,578)	93%
5402370 · Impound Fees	200	2,140	2,300	(160)	93%
Total 5402300 · Contractual Services	3,633	59,362	64,100	(4,738)	93%
5402600 · Special Expenses					
5402680 · Environmental Testing	0	926	2,300	(1,374)	40%
5402685 · Clean up Day	0	0	100	(100)	0%
Total 5402600 · Special Expenses	0	926	2,400	(1,474)	39%
5403100 · General Supplies					
5403110 · Office Supplies	0	0	50	(50)	0%
5403120 · Animal Care	0	106	150	(44)	71%
5403122 · Pet Supplies	41	312	500	(188)	62%
5403140 · Uniforms	0	285	350	(65)	81%
Total 5403100 · General Supplies	41	703	1,050	(347)	67%
5403400 · Maintenance Supplies & Parts					
5403460 · Miscellaneous	0	177	100	77	177%
Total 5403400 · Maintenance Supplies & Parts	0	177	100	77	177%
5404200 · Travel Expenses					
5404210 · Travel - Local	0	0	25	(25)	0%
5404220 · Professional Development	366	366	200	166	183%
5404270 · Vehicle Expenses	203	1,299	2,200	(901)	59%
Total 5404200 · Travel Expenses	569	1,665	2,425	(760)	69%

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	Current	Year to Date	Budget	\$ Over	% of Budget
	August 2015	Oct 2014 - Aug 2015		(Under)	Thru August
				Budget	91%
5405200 · Data Processing Expenses					
5405230 · Data Proc-Maintenance & Repairs	0	0	1,080	(1,080)	0%
Total 5405200 · Data Processing Expenses	0	0	1,080	(1,080)	0%
5405300 · Printing Expense					
5405330 · Printing - Forms	0	0	150	(150)	0%
Total 5405300 · Printing Expense	0	0	150	(150)	0%
5405400 · Utilities					
5405415 · Cellular Phone	118	912	949	(37)	96%
Total 5405400 · Utilities	118	912	949	(37)	96%
5405600 · Insurance					
5405610 · Insurance - Property	0	8	8	0	100%
5405620 · Insurance - Liability	0	212	215	(3)	99%
5405640 · Insurance - Vehicle	0	263	300	(37)	88%
Total 5405600 · Insurance	0	483	523	(40)	92%
5405700 · Other Expenses					
5405765 · Miscellaneous	0	77	100	(23)	77%
Total 5405700 · Other Expenses	0	77	100	(23)	77%
5406400 · Minor Capital Outlay					
5406440 · Machinery & Equipment	0	1,617	2,700	(1,083)	60%
Total 5406400 · Minor Capital Outlay	0	1,617	2,700	(1,083)	60%
Total 40 · Community Services	8,807	116,278	130,166	(13,888)	89%
45 · Solid Waste					
5455400 · Utilities					
5455465 · Solidwaste Pickup (Garbage)	18,343	185,263	204,661	(19,398)	91%

**City of Ovilla General Fund
Actual vs Budget Review
October 2014 through August 2015**

	Current	Year to Date	Budget	\$ Over	% of Budget
	August 2015	Oct 2014 - Aug 2015		(Under)	Thru August
				Budget	91%
Total 5455400 · Utilities	18,343	185,263	204,661	(19,398)	91%
Total 45 · Solid Waste	18,343	185,263	204,661	(19,398)	91%
50 · Streets					
5501400 · Support Staff					
5501415 · Maintenance Crew	1,800	20,039	24,044	(4,005)	83%
5501480 · Merit Raises	0	0	721	(721)	0%
5501490 · Overtime	127	958	1,575	(617)	61%
5501500 · Streets - On Call	0	350	700	(350)	50%
Total 5501400 · Support Staff	1,927	21,346	27,040	(5,694)	79%
5502100 · Employee Benefits					
5502110 · Group Insurance	630	5,675	7,565	(1,890)	75%
5502135 · TMRS	172	1,713	2,014	(301)	85%
5502160 · Worker's Compensation	0	1,076	1,340	(264)	80%
5502170 · Payroll Taxes	28	303	360	(57)	84%
5502190 · License	0	0	122	(122)	0%
Total 5502100 · Employee Benefits	830	8,767	11,401	(2,634)	77%
5502200 · Special Services					
5502280 · NCTCOG- SWMP Fees	0	1,556	6,400	(4,844)	24%
Total 5502200 · Special Services	0	1,556	6,400	(4,844)	24%
5502600 · Special Expenses					
5502620 · Emergency Clean Up	0	0	2,250	(2,250)	0%
Total 5502600 · Special Expenses	0	0	2,250	(2,250)	0%
5503100 · General Supplies					
5503110 · Office Supplies	0	0	100	(100)	0%

**City of Ovilla General Fund
Actual vs Budget Review
October 2014 through August 2015**

	Current	Year to Date	Budget	\$ Over	% of Budget
	August 2015	Oct 2014 - Aug 2015		(Under)	Thru August
				Budget	91%
5503140 · Uniforms	287	712	500	212	142%
Total 5503100 · General Supplies	287	712	600	112	119%
5503400 · Maintenance Supplies & Parts					
5503405 · Drainage Maintenance	0	0	500	(500)	0%
5503420 · Supplies - Street Signs	0	1,814	2,000	(186)	91%
5503460 · Miscellaneous	0	0	300	(300)	0%
Total 5503400 · Maintenance Supplies & Parts	0	1,814	2,800	(986)	65%
5504200 · Travel Expenses					
5504220 · Professional Development	0	24	500	(476)	5%
5504270 · Vehicle Expenses	359	2,589	6,500	(3,911)	40%
Total 5504200 · Travel Expenses	359	2,613	7,000	(4,387)	37%
5505300 · Printing Expense					
5505350 · Printing - Other	0	311	350	(39)	89%
Total 5505300 · Printing Expense	0	311	350	(39)	89%
5505400 · Utilities					
5505450 · Electricity	3,717	41,324	45,000	(3,676)	92%
Total 5505400 · Utilities	3,717	41,324	45,000	(3,676)	92%
5505500 · Repairs & Bldg Improvements					
5405520 · Repairs - Building	0	0	500	(500)	0%
5505540 · Repairs - Machinery & Equipment	1,060	1,315	3,500	(2,185)	38%
5505550 · Repairs - Vehicles	0	1,055	2,400	(1,345)	44%
5505560 · Repairs -Street Maint.& Repairs	2,696	12,800	50,000	(37,200)	26%
5505565 · Repairs - Infrastruct Drainage	0	39	3,000	(2,961)	1%
5505590 · Repairs - Other	0	0	1,500	(1,500)	0%
Total 5505500 · Repairs & Bldg Improvements	3,755	15,210	60,900	(45,690)	25%

City of Ovilla General Fund
Actual vs Budget Review
 October 2014 through August 2015

	Current	Year to Date	Budget	\$ Over	% of Budget
	August 2015	Oct 2014 - Aug 2015		(Under)	Thru August
				Budget	91%
5505600 · Insurance					
5505620 · Insurance - Liability	0	1,138	1,140	(2)	100%
5505640 · Insurance - Vehicle	0	3,470	3,460	10	100%
Total 5505600 · Insurance	0	4,608	4,600	8	100%
5505700 · Other Expenses					
5505752 · Employment Screening	16	86	150	(64)	57%
Total 5505700 · Other Expenses	16	86	150	(64)	57%
5506400 · Minor Capital Outlay					
5506440 · Machinery & Equipment	0	1,510	3,000	(1,490)	50%
5506445 · Personal Protective Equipment	0	0	300	(300)	0%
5506490 · Other	0	0	850	(850)	0%
Total 5506400 · Minor Capital Outlay	0	1,510	4,150	(2,640)	36%
5507400 · Capitalized Assets					
5507440 · Machinery & Equipment	0	2,775	7,000	(4,225)	40%
5507460 · Infrastructure	0	7,500	313,200	(305,700)	2%
Total 5507400 · Capitalized Assets	0	10,275	320,200	(309,925)	3%
Total 50 · Streets	10,891	110,132	492,841	(382,709)	22%
60 · Parks					
5602400 · Rentals					
5602490 · Rental - Other	210	2,515	2,900	(385)	87%
Total 5602400 · Rentals	210	2,515	2,900	(385)	87%
5602600 · Special Expenses					
5602680 · Heritage Day	3,020	3,872	8,000	(4,128)	48%

**City of Ovilla General Fund
Actual vs Budget Review
October 2014 through August 2015**

	Current	Year to Date	Budget	\$ Over	% of Budget
	August 2015	Oct 2014 - Aug 2015		(Under)	Thru August
				Budget	91%
5602690 - Special Events	0	2,509	2,092	0	120%
Total 5602600 · Special Expenses	3,020	6,381	10,092	-4,128	63%
5603400 · Maintenance Supplies & Parts					
5603460 · Miscellaneous	0	0	300	(300)	0%
Total 5603400 · Maintenance Supplies & Parts	0	0	300	(300)	0%
5605400 · Utilities					
5605450 · Electricity	562	6,786	8,300	(1,514)	82%
Total 5605400 · Utilities	562	6,786	8,300	(1,514)	82%
5605500 · Repairs & Bldg Improvements					
5605520 · Repairs - Building	0	0	250	(250)	0%
5605530 · REPAIRS-IMP OTHER THAN BLDGS	-123	1,268	1,000	268	127%
Total 5605500 · Repairs & Bldg Improvements	-123	1,268	1,250	18	101%
5605600 · Insurance					
5605610 · Insurance - Property	0	113	115	(2)	98%
5605620 · Insurance - Liability	0	481	500	(19)	96%
5605640 · Insurance - Vehicle	0	221	240	(19)	92%
Total 5605600 · Insurance	0	815	855	(40)	95%
5605700 · Other Expenses					
5605765 · Miscellaneous	0	392	300	92	131%
Total 5605700 · Other Expenses	0	392	300	92	131%
5606400 · Minor Capital Outlay		0			
5606410 · Land Improvements	0	637	500	137	127%
5606440 · Machinery & Equipment	0	321	500	(179)	64%
Total 5606400 · Minor Capital Outlay	0	958	1,000	(42)	96%

**City of Ovilla General Fund
Actual vs Budget Review
October 2014 through August 2015**

	Current	Year to Date		\$ Over	% of Budget
	August 2015	Oct 2014 - Aug 2015	Budget	(Under)	Thru August
				Budget	91%
5607400 · Capitalized Assets					
5607440 · Machinery & Equipment	0	260	500	(240)	52%
Total 5607400 · Capitalized Assets	0	260	500	(240)	52%
Total 60 · Parks	3,668	19,375	25,497	(6,122)	76%
Total Expenditures	161,728	2,017,739	2,751,641	(733,902)	73%
Net Change in Fund Balance	-25,048	550,087	0	550,087	100%

Ovilla W&S Utility Fund
Actual vs Budget Review
October 2014 through August 2015

	Current	Year to Date	Budget	\$ Over	% of Budget
	August 2015	Oct 2014 - Aug 2015		(Under)	Thru August
				Budget	91%
Resources					
4000400 · Charges for Services					
4000460 · Water Sales	81,937	689,388	930,000	(240,612)	74%
4000461 · Sewer Service	30,689	352,258	374,849	(22,591)	94%
4000465 · Water & Sewer Penalties	1,324	16,463	18,000	(1,538)	91%
4000471 · Reconnect Fees	322	4,513	5,000	(487)	90%
4000472 · Meters	0	2,857	2,200	657	130%
4000473 · Connect Fees	725	4,363	2,000	2,363	218%
4000478 · Infrastructure Improvement Fee	5,208	55,217	60,000	(4,783)	92%
4000480-Solid Waste Fees (Garbage)	538	528	0	528	100%
Total 4000400 · Charges for Services	120,743	1,125,585	1,392,049	(266,464)	81%
4000800 · Other Revenue					
4000880 · Capital Rec Fee	3,750	51,250	50,000	1,250	103%
4000840 · Interest Earned	204	2,768	2,600	168	106%
4000890 · Misc Other Revenue	0	1,500	1,500	0	100%
Total 4000800 · Other Revenue	3,954	55,518	54,100	1,418	103%
Total Resources	124,697	1,181,103	1,446,149	(265,046)	82%
Expense					
70 · Administration					
5701100 · Salaries & Wages					
5701110 · City Administrator	0	18,171	20,600	(2,429)	88%
5701115 · City Secretary	0	9,597	13,133	(3,536)	73%
5701117 · Finance Accountant	0	8,977	12,000	(3,023)	75%
5701120 · Part Time Admin. Support	0	5,434	7,218	(1,784)	75%
5701130 · Public Works Director	4,030	48,358	50,862	(2,504)	95%
5701180 · Merit Raises, Staff	0	0	3,200	(3,200)	0%
Total 5701100 · Salaries & Wages	4,030	90,537	107,013	(16,476)	85%

Ovilla W&S Utility Fund
Actual vs Budget Review
October 2014 through August 2015

	Current	Year to Date	Budget	\$ Over	% of Budget
	August 2015	Oct 2014 - Aug 2015		(Under)	Thru August
				Budget	91%
5702100 · Employee Benefits					
5702110 · Group Insurance	630	6,935	7,561	(626)	92%
5702135 · TMRS	364	3,977	4,259	(282)	93%
5702170 · Payroll Taxes	57	699	780	(81)	90%
Total 5702100 · Employee Benefits	1,051	11,611	12,600	(989)	92%
5702200 · Special Services					
5702230 · Legal Fees	0	0	1,000	(1,000)	0%
5702240 · Audit	0	8,450	5,780	2,670	146%
5702250 · Accounting	0	107	1,000	(893)	11%
Total 5702200 · Special Services	0	8,557	7,780	777	110%
5702300 · Contractual Services /Personnel					
5702310 · Consultant Fees	0	2,912	3,500	(588)	83%
Total 5702300 · Contractual Services /Personnel	0	2,912	3,500	(588)	83%
5703100 · General Supplies					
5703110 · Office Supplies	0	657	700	(43)	94%
Total 5703100 · General Supplies	0	657	700	(43)	94%
5703400 · Maintenance Supplies / Parts					
5703410 · Supplies - Custodial	0	0	200	(200)	0%
Total 5703400 · Maintenance Supplies / Parts	0	0	200	(200)	0%
5704200 · Travel Expenses					
5704210 · Travel - Local	0	164	200	(36)	82%
5704220 · Professional Development	0	581	750	(169)	77%
Total 5704200 · Travel Expenses	0	745	950	(205)	78%
5705200 · Data Processing Expenses					

Ovilla W&S Utility Fund
Actual vs Budget Review
October 2014 through August 2015

	Current	Year to Date	Budget	\$ Over	% of Budget
	August 2015	Oct 2014 - Aug 2015		(Under)	Thru August
				Budget	91%
5705240 · Data Processing - Software	0	0	400	(400)	0%
Total 5705200 · Data Processing Expenses	0	0	400	(400)	0%
5705300 · Printing Expense					
5705350 · Printing - Other	0	0	250	(250)	0%
Total 5705300 · Printing Expense	0	0	250	(250)	0%
5705400 · Utilities					
5705410 · Telephone	110	1,218	1,350	(132)	90%
5705415 · Cellular Phone	16	760	906	(146)	84%
5705417 · Internet	102	1,057	825	232	128%
Total 5705400 · Utilities	227	3,035	3,081	(46)	99%
5705700 · Other Expenses					
5705705 · Postage	500	7,679	6,600	1,079	116%
5705740 · Advertising	0	158	300	(142)	53%
5705760 · Bank Service Charge	30	35	200	(165)	18%
5705765 · Miscellaneous	0	0	100	(100)	0%
5705775 · Credit Card Transaction Fee	(28)	546	3,000	(2,454)	18%
Total 5705700 · Other Expenses	502	8,418	10,200	(1,782)	83%
5706400 · Minor Capital Outlay					
5706440 · Machinery & Equipment	0	0	500	(500)	0%
Total 5706400 · Minor Capital Outlay	0	0	500	(500)	0%
5709000 · Reserve					
5708215 · Admin. Exp. to General Fund	0	94,021	125,361	(31,340)	75%
5709002 · Capital Improv. Water Reserve	0	0	16,730	(16,730)	0%
5709003 · Capital Improv. Sewer Reserve	0	0	23,400	(23,400)	0%
5709010 · Administrative Reserves	0	0	4,247	(4,247)	0%
Total 5709000 · Reserve	0	94,021	169,738	(75,717)	55%

Ovilla W&S Utility Fund
Actual vs Budget Review
October 2014 through August 2015

	Current	Year to Date	Budget	\$ Over	% of Budget
	August 2015	Oct 2014 - Aug 2015		(Under)	Thru August
				Budget	91%
Total 70 · Administration	5,810	220,492	316,912	(96,420)	70%
75 · Water					
5751100 · Salaries & Wages					
5751133 · Superintendent	3,231	38,115	42,000	(3,885)	91%
5751180 · Merit Raises - Staff	0	0	1,260	(1,260)	0%
Total 5751100 · Salaries & Wages	3,231	38,115	43,260	(5,145)	88%
5751400 · Support Salaries					
5751405 · Support Staff	3,138	29,341	29,702	(361)	99%
5751415 · Maintenance Crew	4,230	49,188	51,350	(2,162)	96%
5751430 · Seasonal Crew	0	0	3,000	(3,000)	0%
5751450 · Certification Pay	92	900	1,200	(300)	75%
5751480 · Merit Raises	0	0	2,432	(2,432)	0%
5751490 · Overtime	260	2,539	4,000	(1,461)	63%
5751500 · Water - On Call	50	700	1,000	(300)	70%
Total 5751400 · Support Salaries	7,771	82,668	92,684	(10,016)	89%
5752100 · Employee Benefits					
5752110 · Group Insurance	1,960	20,170	30,244	(10,074)	67%
5752135 · TMRS	979	10,378	11,104	(726)	93%
5752160 · Worker's Compensation	0	2,658	3,150	(492)	84%
5752170 · Payroll Taxes	166	1,932	2,260	(328)	85%
5752190 · Licenses	111	222	222	0	100%
Total 5752100 · Employee Benefits	3,217	35,360	46,980	(11,620)	75%
5752300 · Contractual Services/Personnel					
5752350 · Contract Labor - Company	0	0	0	0	0%
5752380 · Dispatch	0	9,010	10,270	(1,260)	88%
Total 5752300 · Contractual Services/Personnel	0	9,010	10,270	(1,260)	88%

Ovilla W&S Utility Fund
Actual vs Budget Review
October 2014 through August 2015

	Current	Year to Date	Budget	\$ Over	% of Budget
	August 2015	Oct 2014 - Aug 2015		(Under)	Thru August
				Budget	91%
5752400 · Rentals					
5752420 · Rental - Machinery & Equipment	0	0	500	(500)	0%
Total 5752400 · Rentals	0	0	500	(500)	0%
5752500 · Operating Services					
5752580 · Water Testing	64	2,858	4,000	(1,142)	71%
5752590 · TCEQ Fees	0	2,634	3,000	(366)	88%
Total 5752500 · Operating Services	64	5,492	7,000	(1,508)	78%
5753100 · General Supplies					
5753140 · Uniforms	80	1,478	1,500	(22)	99%
Total 5753100 · General Supplies	80	1,478	1,500	(22)	99%
5753400 · Maintenance Supplies & Parts					
5753460 · Miscellaneous	38	223	300	(77)	74%
Total 5753400 · Maintenance Supplies & Parts	38	223	300	(77)	74%
5754200 · Travel Expenses					
5754220 · Professional Development	0	700	750	(50)	93%
5754270 · Vehicle Expenses	816	7,586	9,000	(1,414)	84%
Total 5754200 · Travel Expenses	816	8,286	9,750	(1,464)	85%
5755200 · Data Processing Expenses					
5755230 · Data Proc-Maintenance & Repairs	0	1,071	1,300	(229)	82%
5755240 · Data Processing - Software	0	3,434	4,200	(766)	82%
Total 5755200 · Data Processing Expenses	0	4,505	5,500	(995)	82%
5755300 · Printing Expenses					
5755310 · Copier Expense	0	2,025	2,700	(675)	75%
5755350 · Printing - Other	0	2,893	1,500	1,393	193%

Ovilla W&S Utility Fund
Actual vs Budget Review
October 2014 through August 2015

	Current	Year to Date	Budget	\$ Over	% of Budget
	August 2015	Oct 2014 - Aug 2015		(Under)	Thru August
				Budget	91%
Total 5755300 · Printing Expenses	0	4,918	4,200	718	117%
5755400 · Utilities					
5755415 · Cellular Phone	43	1,105	1,500	(395)	74%
5755450 · Electricity	2,656	24,346	22,660	1,686	107%
5755460 · Water, wholesale	47,542	289,010	360,500	(71,490)	80%
Total 5755400 · Utilities	50,241	314,462	384,660	(70,198)	82%
5755500 · Repairs & Building Improvements					
5755540 · Repairs- Machinery & Equipment	333	2,717	5,000	(2,283)	54%
5755550 · Repairs - Vehicles	0	1,059	2,000	(941)	53%
5755570 · Inventory Expense	500	6,993	10,000	(3,007)	70%
5755580 · Water Chemical Expense	2,042	7,930	8,000	(70)	99%
5755590 · Repairs - Other	0	2,562	3,000	(438)	85%
Total 5755500 · Repairs & Building Improvements	2,875	21,262	28,000	(6,738)	76%
5755600 · Insurance					
5755610 · Insurance - Property	0	2,643	2,643	0	100%
5755620 · Insurance - Liability	0	1,607	1,750	(143)	92%
5755640 · Insurance - Vehicle	0	616	1,600	(984)	39%
Total 5755600 · Insurance	0	4,866	5,993	(1,127)	81%
5755700 · Other Expenses					
5755752 · Employment Screening	144	144	300	(156)	48%
Total 5755700 · Other Expenses	144	144	300	(156)	48%
5756400 · Minor Capital Outlay					
5756440 · Machinery & Equipment	0	275	500	(225)	55%
5756490 · Other	0	0	500	(500)	0%
Total 5756400 · Minor Capital Outlay	0	275	1,000	(725)	28%

Ovilla W&S Utility Fund
Actual vs Budget Review
October 2014 through August 2015

	Current	Year to Date	Budget	\$ Over	% of Budget
	August 2015	Oct 2014 - Aug 2015		(Under)	Thru August
				Budget	91%
5757400 · Capitalized Assets					
5757440 · Machinery & Equipment	0	2,000	2,200	(200)	91%
5757450 · Vehicles	0	23,770	23,770	0	100%
5757470 · Infrastructure - Water	2,085	3,521	6,000	(2,479)	59%
Total 5757400 · Capitalized Assets	2,085	29,291	31,970	(2,679)	92%
5757900 · Long-Term Debt					
5758225 · Admin. Expense to Debt Fund	0	93,698	124,930	(31,233)	75%
Total 5757900 · Long-Term Debt	0	93,698	124,930	(31,233)	75%
Total 75 · Water	70,561	654,052	798,797	(144,745)	82%
80 · Sewer					
5801400 · Support Salaries					
5801405 · Support Staff	0	8,315	9,900	(1,585)	84%
5801415 · Maintenance Crew	4,360	54,150	55,702	(1,552)	97%
5801450 · Certification Pay	92	912	1,210	(298)	75%
5801480 · Merit Raises	0	0	1,968	(1,968)	0%
5801490 · Overtime	258	3,628	2,650	978	137%
5801500 · Sewer - On Call	100	900	1,150	(250)	78%
Total 5801400 · Support Salaries	4,810	67,905	72,580	(4,675)	94%
5802100 · Employee Benefits					
5802110 · Group Insurance	1,260	14,570	15,650	(1,080)	93%
5802135 · TMRS	426	4,817	4,491	326	107%
5802160 · Worker's Compensation-Sewer	0	2,658	2,730	(72)	97%
5802170 · Payroll Taxes	69	849	980	(131)	87%
5802190 · Licenses	0	111	222	(111)	50%
Total 5802100 · Employee Benefits	1,755	23,006	24,073	(1,067)	96%

Ovilla W&S Utility Fund
Actual vs Budget Review
October 2014 through August 2015

	Current	Year to Date	Budget	\$ Over	% of Budget
	August 2015	Oct 2014 - Aug 2015		(Under)	Thru August
				Budget	91%
5802300 · Contractual Services/Personnel					
5802350 · Contract Labor - Company	0	1,500	2,000	(500)	75%
Total 5802300 · Contractual Services/Personnel	0	1,500	2,000	(500)	75%
5802500 · Operating Services					
5802515 · Sardis Collection Expense	684	7,333	10,108	(2,775)	73%
5802590 · TCEQ Fees - Sewer	0	10	100	(90)	10%
Total 5802500 · Operating Services	684	7,343	10,208	(2,865)	72%
5803100 · General Supplies					
5803140 · Uniforms	0	917	1,000	(83)	92%
Total 5803100 · General Supplies	0	917	1,000	(83)	92%
5803400 · Maintenance Supplies & Parts					
5803460 · Miscellaneous	0	0	500	(500)	0%
Total 5803400 · Maintenance Supplies & Parts	0	0	500	(500)	0%
5804200 · Travel Expenses					
5804220 · Professional Development	235	535	500	35	107%
5804270 · Vehicle Expense	306	1,138	1,500	(362)	76%
Total 5804200 · Travel Expenses	541	1,673	2,000	(327)	84%
5805400 · Utilities					
5805450 · Electricity	72	2,560	2,781	(221)	92%
5805463 · TRA Wastewater Treatment	28,696	201,942	199,280	2,662	101%
Total 5805400 · Utilities	28,768	204,502	202,061	2,441	101%
5805500 · Repairs & Bldg Improvements					
5805510 · Repairs - Land Improvements	0	28	300	(272)	9%
5805540 · Repairs - Machinery & Equipment	390	8,425	6,500	1,925	130%
5805570 · Inventory Expense	0	1,625	2,000	(375)	81%

Ovilla W&S Utility Fund
Actual vs Budget Review
October 2014 through August 2015

	Current	Year to Date	Budget	\$ Over	% of Budget
	August 2015	Oct 2014 - Aug 2015		(Under)	Thru August
				Budget	91%
5805590 · Repairs - Other	0	585	500	85	117%
Total 5805500 · Repairs & Bldg Improvements	390	10,662	9,300	1,362	115%
5805600 · Insurance					
5805610 · Insurance - Property	0	55	93	(38)	59%
5805620 · Insurance - Liability	0	371	375	(4)	99%
5805640 · Insurance - Vehicle	0	38	50	(12)	76%
Total 5805600 · Insurance	0	464	518	(54)	90%
5805700 · Other Expenses					
5805752 · Employment Screening	0	0	200	(200)	0%
Total 5805700 · Other Expenses	0	0	200	(200)	0%
5807400 · Capitalized Assets					
5807440 · Machinery & Equipment	0	5,973	6,000	(27)	100%
Total 5807400 · Capitalized Assets	0	5,973	6,000	(27)	100%
Total 80 · Sewer	36,949	323,946	330,440	(6,494)	98%
Total Expense	113,320	1,198,490	1,446,149	(247,659)	83%
Change in Net Position	11,377	(17,387)	0	(17,387)	100%

Ovilla Debt Service
Actual vs Budget Review
October 2014 through August 2015

	Current	Year to Date	Budget	\$ Over	% of Budget
	August 2015	Oct 2014 - Aug 2015		(Under)	Thru August
			Budget	Budget	91%
Revenues					
4000100 · Taxes					
4000107 · Ad Valorem, Current I & S	506	415,871	415,211	660	100%
4000111 · Ad Valorem, Delinquent I & S	25	5,685	3,570	2,115	159%
4000114 · Interest/Penalties - I & S	68	4,273	2,844	1,429	150%
Total 4000100 · Taxes	599	425,829	421,625	4,204	101%
4000800 · Other Revenue					
4000840 · Interest Earned	45	547	770	(223)	71%
4000900 · Reduction of Reserve Fund Bal.	-	-	28,500	(28,500)	0%
4000930 · Admin.Rev.Rec.Fr Water & Sewer	-	93,698	124,930	(31,233)	75%
Total 4000800 · Other Revenue	45	94,245	154,200	(59,955)	61%
Total Revenues	644	520,074	575,825	(55,751)	90%
Expenditures					
5157900 · Long-Term Debt					
5157930 · Paying Agent Fees	400	400	500	(100)	80%
51579349 - 2011 Bond Issue Principle	365,000	365,000	365,000	-	100%
5157940 · 2011 Bond Issue Interest	105,163	210,325	210,325	-	100%
Total 5157900 · Long-Term Debt	470,563	575,725	575,825	(100)	100%
Total Expenditures	470,563	575,725	575,825	(100)	100%
Net Change in Fund Balance	(469,918)	(55,651)	-	(55,651)	100%

City of Ovilla Capital Projects Fund
Actual vs Budget Review
 October 2014 through August 2015

	Current	Year to Date		\$ Over	% of Budget
	August 2015	Oct 2014 - Aug 2015	Budget	(Under)	Thru August
				Budget	91%
Revenues					
4000800 · Other Revenue					
4000845 · Interest Earned - Texstar	0	0	1	(1)	40%
4000850 · Interest Earned - Prosperity	22	238	255	(17)	94%
Total 4000800 · Other Revenue	22	239	256	(17)	93%
Total Revenues	22	239	256	(17)	93%
Expense					
5879000 · Reserves					
5879010 · Admin Reserves	0	0	256	(256)	0%
Total 5879000 · Reserves	0	0	256	(256)	0%
Total Expense	0	0	256	(256)	0%
Change in Net Position	22	239	0	239	100%

**Ovilla Park Impact Fund
Actual vs Budget Review
October 2014 through August 2015**

	Current	Year to Date	Budget	\$ Over	% of Budget
	August 2015	Oct 2014 - Aug 2015		(Under)	Thru August
				Budget	91%
Revenues					
4000400 · Charges for Services					
4000460 · Park Impact	1,338	16,057	11,673	4,384	138%
Total 4000400 · Charges for Services	1,338	16,057	11,673	4,384	138%
4000800 · Other Revenue					
4000840 · Interest Earned	11	102	45	57	227%
Total 4000800 · Other Revenue	11	102	45	57	227%
Total Revenues	1,349	16,159	11,718	4,441	138%
Expenditures					
5606400 · Minor Capital Outlay					
5606410 · Land Improvements	0	0	500	(500)	0%
Total 5606400 · Minor Capital Outlay	0	0	500	(500)	0%
5607400 · Capitalized Assets					
5607440 · Capital Machinery & Equipment	0	0	3,500	(3,500)	0%
Total 5607400 · Capitalized Assets	0	0	3,500	(3,500)	0%
5609000 · Reserves					
5609035 · Park Impact Reserves	0	0	7,718	(7,718)	0%
Total 5609000 · Reserves	0	0	7,718	(7,718)	0%
Total Expenditures	0	0	11,718	(11,718)	0%
Net Change in Fund Balance	1,349	16,159	0	16,159	100%

Ovilla W&S Impact Fee Fund
Actual vs Budget Review
 October 2014 through August 2015

	Current	Year to Date		\$ Over	% of Budget
	August 2015	Oct 2014 -Aug 2015	Budget	(Under)	Thru August
				Budget	91%
Revenues					
4000400 - Charges for Services					
4000476 - Water Impact Fee	0	3,570	0	3,570	100%
4000477 - Sewer Impact Fee	2,800	32,730	13,810	18,920	237%
Total 4000400 - Charges for Services	2,800	36,300	13,810	22,490	263%
4000800 - Other Revenue					
4000840 - Interest Earned	13	200	195	5	103%
4000880 - Transfer In - Water Impact	0	0	73,505	(73,505)	0%
Total 4000800 - Other Revenue	13	200	73,700	(73,500)	0%
Total Revenues	2,813	36,500	87,510	(51,010)	42%
Expense					
5755500 - Repairs					
5755560 - Repairs - Water Lines	8,729	55,291	55,000	291	101%
5755500 - Repairs - Other	0	0	18,700	(18,700)	0%
Total 5755500 - Repairs	8,729	55,291	73,700	(18,409)	75%
5859000 - Reserves					
5859030 - Sewer Impact Fees Reserve	0	262	13,810	(13,548)	2%
Total 5859000 - Reserves	0	262	13,810	(13,548)	2%
Total Expense	8,729	55,553	87,510	(31,957)	63%
Change in Net Position	(5,915)	(19,053)	0	(19,053)	100%

Ovilla 4B Economic Development Corporation

Actual vs Budget Review

October 2014 through August 2015

	Current	Year to Date	Budget	\$ Over	% of Budget
	August 2015	Oct 2014 - Aug 2015		(Under)	Thru August
				Budget	91%
Revenues					
4000100 · Taxes					
4000120 · Sales tax	9,010	78,713	98,500	(19,787)	80%
Total 4000100 · Taxes	9,010	78,713	98,500	(19,787)	80%
4000800 · Other Revenue					
4000840 · Interest Income	128	1,212	785	427	154%
Total 4000800 · Other Revenue	128	1,212	785	427	154%
Total Revenues	9,138	79,924	99,285	(19,361)	81%
Expenditures					
8102200 · Special Services					
8102230 · Legal Fees	0	0	500	(500)	0%
8102240 · Audit	0	1,600	1,600	0	100%
Total 8102200 · Special Services	0	1,600	2,100	(500)	76%
8102300 · Consultant Services					
8102310 · Consultant Fees	8,500	8,500	20,000	(11,500)	43%
Total 8102300 · Consultant Services	8,500	8,500	20,000	(11,500)	43%
8103100 · General Supplies					
8103110 · Office Supplies	0	0	100	(100)	0%
Total 8103100 · General Supplies	0	0	100	(100)	0%
8104200 · Travel Expense					
8104210 · Travel Expense	0	504	1,000	(496)	50%
8104220 · Professional Development	0	2,050	2,300	(250)	89%
Total 8104200 · Travel Expense	0	2,554	3,300	(746)	77%

Ovilla 4B Economic Development Corporation

Actual vs Budget Review

October 2014 through August 2015

	Current	Year to Date	Budget	\$ Over	% of Budget
	August 2015	Oct 2014 - Aug 2015		(Under)	Thru August
				Budget	91%
8105300 · - Printing					
8105320 · Printing Expense	0	0	300	(300)	0%
Total 8105300 · - Printing	0	0	300	(300)	0%
8105500 · - Projects					
8105560 · Sewer Line	0	0	45,000	(45,000)	0%
Total 8105500 · - Projects	0	0	45,000	(45,000)	0%
8105600 · Insurance					
8105620 · Insurance - Liability	0	293	295	(2)	99%
Total 8105600 · Insurance	0	293	295	(2)	99%
8105700 · Other Expenses					
8105705 · Postage	0	0	100	(100)	0%
8105730 · Memberships	0	0	165	(165)	0%
8105740 · Advertising	0	3,719	5,300	(1,581)	70%
8105765 · Business Expense	0	0	1,000	(1,000)	0%
Total 8105700 · Other Expenses	0	3,719	6,565	(2,846)	57%
8109000 · Reserves					
8109015 · Administrative Reserves	0	0	19,125	(19,125)	0%
8109215 · Admin. Expense to General Fund	0	1,875	2,500	(625)	75%
Total 8109000 · Reserves	0	1,875	21,625	(19,750)	9%
Total Expenditures	8,500	18,541	99,285	(80,744)	19%
Net Change in Fund Balance	638	61,383	0	61,383	100%

Ovilla Municipal Development District

Actual vs Budget Review

October 2014 through August 2015

	Current	Year to Date	Budget	\$ Over	% of Budget
	August 2015	Oct 2014 - Aug 2015		(Under)	Thru August
				Budget	91%
Revenues					
4000100 · Taxes					
4000120 · Sales tax	3,468	29,301	30,000	(699)	98%
Total 4000100 · Taxes	3,468	29,301	30,000	(699)	98%
4000800 · Other Revenue					
4000840 · Interest Income	36	328	160	168	205%
Total 4000800 · Other Revenue	36	328	160	168	205%
Total Revenues	3,504	29,629	30,160	(531)	98%
Expenditures					
9102200 · Special Services					
9102230 · Legal Fees	0	0	250	(250)	0%
9102240 · Audit	0	1,600	1,600	0	100%
9102250 · Accounting	0	0	250	(250)	0%
Total 9102200 · Special Services	0	1,600	2,100	(500)	76%
9102300 · Consultant Services					
9102310 · Consultant Fees	0	0	500	(500)	0%
Total 9102300 · Consultant Services	0	0	500	(500)	0%
9103100 · General Supplies					
9103110 · Office Supplies	0	0	100	(100)	0%
Total 9103100 · General Supplies	0	0	100	(100)	0%
9104200 · Travel Expense					
9104220 · Professional Development	0	0	250	(250)	0%
Total 9104200 · Travel Expense	0	0	250	(250)	0%

Ovilla Municipal Development District

Actual vs Budget Review

October 2014 through August 2015

	Current	Year to Date		\$ Over (Under)	% of Budget Thru August
9105600 · Insurance					
9105620 · Insurance - Liability	0	293	295	(2)	99%
Total 9105600 · Insurance	0	293	295	(2)	99%
9105700 · Other Expenses					
9105705 · Postage	0	0	25	(25)	0%
Total 9105700 · Other Expenses	0	0	25	(25)	0%
9109000 · Reserves					
9109015 · Administrative Reserves	0	0	26,390	(26,390)	0%
9109215 · Admin. Expense to General Fund	0	375	500	(125)	75%
Total 9109000 · Reserves	0	375	26,890	(26,515)	1%
Total Expenditures	0	2,268	30,160	(27,892)	8%
Net Change in Fund Balance	3,504	27,361	0	27,361	100%

Ovilla Employee Benefit Trust
Actual vs Budget Review
 October 2014 through August 2015

	Current	Year to Date		\$ Over (Under)	% of Budget Thru August
	August 2015	Oct 2014 - Aug 2015	Budget	Budget	91%
Revenues					
4000991 · Insurance Contributions					
4000991 Insurance Contributions	13,316	146,745	0	146,745	100%
Total 4000991 · Insurance Contributions	13,316	146,745	0	146,745	100%
4000800 - Other Income					
4000840 - Interest Income	0	6	0	6	100%
Total Revenues	13,316	146,750	0	146,750	100%
Expenditures					
5902110 · Benefit Premiums					
5902110 · Benefit Premiums	13,316	158,005	0	158,005	100%
Total 5902110 · Insurance	13,316	158,005	0	158,005	100%
Total Expenditures	13,316	158,005	0	158,005	100%
Net Change in Fund Balance	0	(11,255)	0	(11,255)	100%

Ovilla Fire Department Auxiliary

Actual vs Budget Review

October 2014 through August 2015

	Current	Year to Date		\$ Over	% of Budget
	August 2015	Oct 2014 - Aug 2015	Budget	(Under)	Thru August
				Budget	91%
Revenues					
4000800 · Other Revenue					
4000815 · Gifts	0	2,660	4,900	(2,240)	54%
4000830 · Vending Machines	0	0	500	(500)	0%
Total 4000800 · Other Revenue	0	2,660	5,400	(2,740)	49%
Total Revenues	0	2,660	5,400	(2,740)	49%
Expenditures					
5333400 · Maintenance Supplies and Parts					
5333460 · Supplies - Miscellaneous	0	5,369	5,400	(31)	99%
Total 5333400 · Maintenance Supplies and Parts	0	5,369	5,400	(31)	99%
Total Expenditures	0	5,369	5,400	(31)	99%
Net Change in Fund Balance	0	(2,709)	0	(2,709)	100%

Ovilla Police Department Special Fund
Actual vs Budget Review
 October 2014 through August 2015

	Current	Year to Date	Budget	\$ Over (Under)	% of Budget
	August 2015	Oct 2014 -Aug 2015		\$ Over Budget	Thru August 91%
Revenues					
4000800 · Other Revenue					
4000815 · Gifts	0	800	5500	(4700)	14.55%
Total 4000800 · Other Revenue	0	800	5500	(4700)	14.55%
Total Revenues	0	800	5500	(4700)	14.55%
Expenditures					
5232600 · Special Expenses					
5232690 · Special Expenses - Other	5471	6696	4550	2146	147.15%
Total 5232600 · Special Expenses	5471	6696	4550	2146	147.15%
5235700 · Other Expense					
5235735 · Official Functions	0	231	231	0	100.0%
Total 5235700 · Other Expense	0	231	231	0	100.0%
5236400 · Minor Capital Outlay					
5236440 · Machinery and Equipment	312	1031	719	312	143.39%
Total 5236400 · Minor Capital Outlay	312	1031	719	312	143.39%
Total Expenditures	5783	7957	5500	2457	144.68%
Net Income	(5,783)	(7,157)	0	(7,157)	100%



To: Honorable Mayor and Council Members
From: Dennis Burn, City Manager
Subject: Information Report - September 28, 2015 through October 2, 2015

This report is to provide you an overview of City Manager information items for the week ending October 2, 2015.

Police Department

Patrol Officer Mike Alonso has given his notice that he is terminating his employment. His last day is October 6. That will leave us with three patrol officer vacancies. We have several promising applicants so it appears that we will be fully staffed soon. Please do not forget that National Night Out is Tuesday, October 6 from 6:00 PM to 8:00 PM. There will be food and fun activities for the children. The event will be held behind City Hall in the baseball fields. The Police Department Facebook page is up and operating. The new patrol vehicle has been ordered and after it is “outfitted” it should arrive in December.

Fire Department

The hallways, break room and kitchen have been painted. They will be preparing cheese burgers and hot dogs for the National Night Out Event.

Public Works

The old playground equipment has been removed from the Silver Spur Park and a new redwood playground system has been installed. Additional cushion material has/will be installed.

Code Enforcement

In conjunction with staff, I am now reviewing all permit applications before a permit is issued. This gives me a better understanding of our review process plus provides an additional set of eyes to insure that our requirements are met.

Strategic Plan

I have decided to suspend the preparation of the Strategic Plan by Orasi. The Comprehensive Land Use Plan (CLUP) must be prepared first as it drives the creation of a strategic plan. Orasi will attend CLUP meetings and participate in its update. I have informed the 4B EDC chairman and Orasi of the above. They had no objections.

Shiloh Road



As you are aware, a portion of Shiloh Road was closed for the construction of the storm sewer system for Bryson Manor. The closure was from Monday, September 21 through Saturday, September 26 at 12:30 PM (when it was opened).

Planning and Zoning Commission

There will be a meeting on Monday, October 5 at 6:00 PM. The updated Zoning Map will be presented for their consideration. It took two iterations to get the map right but I believe it is good. The Zoning Map will then be presented to City Council at the Tuesday, October 13 meeting for consideration.

Heritage Day

This was my first event and I really enjoyed it. The parade, the attendance, the music and vendors was all really first rate. Staff did a great job setting everything up and taking everything down.

Insurance Services Office, Inc. (ISO)

We had a meeting with an ISO representative who administers a program called the Building Code Effectiveness Grading Schedule (BCEGS). The program evaluates a community's building code enforcement focusing on natural hazard mitigation. The intent is to encourage code compliant construction which reduces catastrophe related damage and lowers insurance costs. The program includes premium discounts for property insurance within municipalities that have building codes that are well enforced. ISO has previously evaluated our fire department however, this is the first evaluation for building related code compliance.

We completed their questionnaire and we were interviewed. We will know our rating in approximately six months. The only suggestion the ISO representative had was we need to update our building codes to the 2012 edition. We are currently using the 2009 edition.



To: Honorable Mayor and Council Members
From: Dennis Burn, City Manager
Subject: Information Report - September 14, 2015 through September 25, 2015

This report is to provide you an overview of City Manager information items for the week ending September 25, 2015.

Flags

I have tasked our Police Chief to be in charge of the flags at Heritage Park, City Hall and the Police Department. He will insure that the flags are reputable and placed at the correct height.

Budget

The FY 2015-2016 Budget has been distributed to all members of the City Council and to each department head. Additional copies will be made available to the public at City Hall.

Police Department

The Police Department is moving forward with: (1) receiving proposals for the purchase of a new patrol car, (2) outside independent audit of the evidence room, (3) window tinting of patrol vehicles to reduce heat that stresses the on board computer system, (4) installing blinds in the building, (5) the purchase of ammunition and (6) adding janitorial services by our contract company - in the past patrol officers have had to perform the cleaning.

Fire Department

The Fire Department has added a new door in the hallway that secures the south side of the building. The work out equipment has been upgraded. The old work out equipment will be donated to other fire departments. The City never paid for the existing equipment. The equipment was given to us from various individuals. The new equipment was paid for from various city accounts including the Police and Fire Department Auxiliary Funds. The new fire engine (courtesy of ESD No.2) has been ordered and funds have been wired (Pierce Manufacturing Company).

Public Works

The Public Works Department has been preparing for Heritage Day. Bad areas on Main Street have been patched, mowing has been done, flowers have been planted at the back door/entrance to the Fire Department, bleachers have been painted and trash has been picked up. The lift station pumps at the lift station on the east end of Taylor Road have been out of



service since Saturday (9.19). We are pumping with a temporary bypass pump. Repair of existing pumps and/or new pumps have been ordered.

Code Enforcement

We have had complaints of “junk” on properties on Johnson Lane. We are working with the property owners to resolve the issues. The property owner (Laura Beattie) at 748 Cockrell Hill Road who spoke to the City Council at the 9.14 meeting during the public comment portion regarding a neighbor that built a fence that encroaches on her property will be meeting with me on Friday. It appears that the fence that was built does encroach on her property. However, it is not the responsibility of the City to verify fence placement relative to property lines. It is the property owner’s responsibility. The City does not survey property lines and then verify fence locations. Our responsibility is to verify fence material, installation of “pretty” side out, fence height and to insure that the fence does not encroach beyond the front yard set-back line. I will explain to her that the issue she has is with the neighbor not the City.

Performance Assessment and Pay Plan

We have requested from neighboring cities information regarding their pay structure for their various employees. Because cities are involved in the budget process and the TML conference the responses have been limited. We will continue to contact them requesting information. I have prepared a document entitled “The Performance Assessment and Pay Plan Progression Process”. This document will formally assess employees by their supervisor on an annual basis, they will be reviewed relative to expectations and will document development planning. I will present this plan to you at the October City Council meeting for discussion only. It will not be complete as far as the salary ranges are concerned but will be sufficient to show you the direction in which I am heading. Once I have received responses to the salary survey I will present the entire document to you for approval.

Strategic Plan

I met with Orasi to discuss their status on the preparation of the Strategic Plan. They will attend the Comprehensive Land Use Plan (CLUP) committee meetings as that plan has a direct bearing on their work. They need an updated Zoning Map once one has been approved and available. They are looking at other communities in the area to get a feel for what others are doing. They have looked at our demographics which indicates a high income level. They are looking at connectivity of our parks and recommending creating a more upscale downtown. I gave them a copy of the existing Strategic Guide and told them that their plan needs to be unique and not a “rehash” of our existing plan.

Shiloh Road

A portion of Shiloh Road is closed for the construction of the storm sewer system for Bryson Manor.



Other Items

Tree trimming (by Ellis County) has begun. South Westmoreland has had tree trimming performed. They will also trim the remainder of Westmoreland, Johnson Lane, Cockrell Hill Road, Red Oak Creek, Silverwood and Shiloh Road.

Ovilla Oaks Subdivision Paving. Oldcastle will begin the project the week of October 12.

Cockrell Hill Road Paving (by Dallas County). Problem areas will be repaired and then a single course chip seal surface will be installed over the entire width. This is scheduled to begin the week of October 5.

Water Street Paving (by Ellis County). This is scheduled to begin the week of September 28.

Zoning Map. The zoning map is complete and will be presented to the Planning and Zoning Commission and the City Council at their October meetings for approval.

Water and Sewer Impact Fee Update. A proposal from our City Engineer for the preparation of the water and sewer impact fee update will be presented to the City Council at the October meeting.

Heritage Day. I sent a letter to TxDOT informing them of our parade route on FM 664 and that we would be closing the road for a short period of time. I received a written response from TxDOT approving the closure.

Progressive Waste Solutions. Dick Demien will attend the October City Council meeting and make a presentation to you about their current operations and to address questions/concerns you may have.

Personal

Our son's wedding was wonderful. There was nice weather which is a plus since the ceremony was conducted outside. I will be gone Friday, October 23 and Monday, October 26. Sherry and I will be going to Denver to spend time with our daughter to get things prepared for her January wedding.



To: Honorable Mayor and Council Members
From: Dennis Burn, City Manager
Subject: Information Report - September 7, 2015 through September 11, 2015

This report is to provide you an overview of City Manager information items for the week ending September 11, 2015.

Health/Dental/Vision Insurance

A sign up meeting was held this week for all employees. Health Insurance (as a reminder) is provided to the employees at no charge to the employee. The City pays all costs for employee-only health insurance. Employees can choose to add dental and vision insurance at their cost. All insurance with our new providers begins October 1.

Park Board

The Park Board met this week and discussed Movie in the Park (tentative date of Saturday March 5, 2016) to be held at Heritage Park, National Night Out (Tuesday October 6, 2015) held at the baseball fields behind City Hall and the Christmas Tree Lighting (Saturday December 5, 2015) at Heritage Park. Also discussed was planning for a future Pavilion to be constructed possibly behind the Police Department. Chairman Brian Treadaway has ideas for the Pavilion that he will share with me.

Zoning Map/Population Projections

I met with Kimley-Horn and provided them with revisions to the zoning map they have prepared. The map is looking good and will be complete this month. The map has been revised with all our latest ordinances including those from 2013 to present. The map will be presented to both the Planning and Zoning Commission and the City Council for approval.

Water and Sewer Impact Fee Study

Our City Engineer, Birkhoff, Hendricks and Carter, is preparing a proposal for the preparation of a water and sewer impact fee study. Because our zoning has changed (in the last five years), our population projections have changed and because it has been five years since our last study (June 2011) this study is needed.

City Hall Renovation

This month I will be meeting with an architectural firm (recommended by our City Engineer) to review concepts for renovation to City Hall. This firm specializes in municipal work.



Comprehensive Land Use Plan (CLUP)

After our City Council meeting Monday night, when the CLUP will be discussed, I will contact Kimley-Horn to prepare a proposal to assist in the preparation of the document. They are the same consultant that assisted us with the last plan.

Meadow Glen Water Seepage

We have tested the water for the presence of chlorine (negative) and have performed a leak test (negative). A geotechnical engineer visited the site and does not believe that the water is ground water. The source of water may be a natural spring. The information provided me is somewhat confusing. I will meet with the geotechnical engineer soon to discuss his findings.

Heritage Day

I talked to Darwin Meyers, local TxDOT engineer, about closing FM 664 (Ovilla Road) for approximately 30 minutes for the parade. He had no objections. I sent him a letter formalizing the event.



To: Honorable Mayor and Council Members
From: Dennis Burn, City Manager
Subject: Information Report - August 31, 2015 through September 4, 2015

This report is to provide you an overview of City Manager information items for the week ending September 4, 2015.

Water Street Waterline Installation

The main 12" water line installation from the elevated water storage tank to Heritage Park is complete. Public Works will now transfer water services from the old water line to the new water line. Ellis County will start the paving improvements beginning the week of September 21.

Budget

There was a second public hearing on Thursday, September 3 at 5:30 PM for the tax rates. At the public hearing no one spoke in favor of or opposition to the tax rates. On Monday September 14, the final version of the budget will be presented to the City Council for consideration and approval. The only change to the budget from the last presentation will be transferring salary and benefits of one employee from the sewer fund to the water fund. I will provide each of you a Budget Book the following week.

MISD New Elementary School

Annexation. At the September 14 City Council meeting there will be a resolution whereby Ovilla and Midlothian agree to a new common boundary that will move that boundary from the centerline of Shiloh Road to the south right-of-way line. Midlothian will do the same at their next City Council meeting. We will then conduct two public hearings for the annexation of Shiloh Road from north right-of-way line to south right-of-way line. **Agreement:** I have revised and forwarded to MISD an interlocal agreement regarding cost sharing and construction of infrastructure. After the agreement is complete, I will place the agreement on a City Council agenda for consideration.

Information Technology (IT)

The servers from the copy room have been moved to the tech room at the Fire Department. The copier was moved from the copy room to my old office. I am now set up in the copy room and my old office is now the copy room. Very nice. Internet connectivity was tested, Netmotion and Firehouse were launched, and connection to public share was tested along with CRIMES software. All successful. Several issues remain to be resolved.



Employee Evaluations

I have completed all evaluations of the Department Heads. Each Department Head will conduct evaluations of their staff. After the evaluations are complete and I have reviewed each one, we will proceed with increasing salaries by the 3% maximum as included in the budget.

Ovilla Oaks Subdivision

Paving improvements, performed by Oldcastle Pavement Solutions through our interlocal agreement with Ellis County, are scheduled to begin the end of September.

The Town Planner

I met with Sherry Sefko of The Town Planner, LLC. She was hired by Ovilla in April 2014 to assist us in revising our Zoning and Subdivision Ordinances to ensure their consistency with each other. The basis of her work was performed by Terry Morgan & Associates who reviewed our ordinances in light of compliance with state law. Sherry will have a report and redline (revisions) to our Zoning and Subdivision Ordinances by mid-October. She is not willing to assist us with the Comprehensive Land Use Plan (other than providing us names of firms that prepare such reports).

Shiloh Road Bridge

I have a proposal from a contractor for the repair to the east abutment for the bridge on Shiloh Road. This contractor is under contract to Ellis County as a part of their annual bid program. I intend to use this contractor per our interlocal agreement with Ellis County. After review and modification of the proposal, I will place this as an item at the October City Council meeting.

Ovilla Municipal Court Report

FY-2014-2015	Total Traffic Cases Filed	State Law Cases Filed	Parking Cases Filed	Penal Code Cases Filed	City Ordinance Filed	Trials	Total Revenue	Amount Kept by City	Amount sent to State	Warrants Issued	Cases sent to Collections
October	18	0	0	3	3	1	\$5,574.40	\$3,728.99	\$1,845.41	16	16
November	25	1	0	4	0	1	\$4,361.00	\$2,663.66	\$1,697.34	19	51
December	30	0	0	1	2	0	\$5,417.38	\$3,195.00	\$2,222.38	0	46
January	32	3	0	0	8	0	\$7,500.62	\$4,371.65	\$3,128.97	11	66
February	28	1	0	4	1	0	\$4,381.80	\$2,755.24	\$1,626.56	18	106
March	34	1	0	0	2	1	\$5,572.30	\$3,086.72	\$2,485.58	3	7
April	32	0	0	0	0	2	\$6,270.38	\$3,453.99	\$2,816.39	6	6
May	8	1	0	3	1	0	\$5,212.90	\$3,304.22	\$1,908.68	7	7
June	18	0	0	4	2	0	\$4,984.97	\$3,222.48	\$1,762.49	8	8
July	30	1	0	3	4	0	\$2,506.04	\$1,515.24	\$990.80	13	13
August	32	0	0	0	0	0	\$8,261.00	\$4,882.12	\$3,378.88	9	9
September	13	0	0	2	0	0	\$7,548.10	\$5,819.99	\$1,728.11	9	9
Totals	300	8	0	24	23	5	\$67,590.89	\$41,999.30	\$25,591.59	119	344

2013-2014 FY

September	25	0	0	1	1	0	\$5,634.00	\$3,467.63	\$2,166.37	14
FY Totals	485	186	3	10	31	1	\$86,663.66	\$50,218.81	\$36,444.85	197

FY-2014-2015	Total # of Warrants	Total Amount of Warrants	Warrants Cleared	Warrants Amount	Cleared Omni/ Collections	Amount Omni/ Collections
October	389	\$118,562.35	4	\$1,113.00	4	\$1,113.00
November	405	\$124,725.78	3	\$1,068.40	3	\$1,068.40
December	394	\$126,563.34	11	\$3,399.93	9	\$2,921.93
January	399	\$132,488.90	6	\$1,163.80	6	\$1,163.80
February	403	\$141,210.30	14	\$200.00	12	\$200.00
March	391	\$137,449.88	15	\$2,726.73	15	\$2,726.73
April	385	\$135,147.38	12	\$1,704.90	12	\$1,704.90
May	389	\$136,101.38	3	\$1,917.00	3	\$1,917.00
June	384	\$134,498.18	13	\$2,947.47	13	\$2,947.47
July	392	\$137,165.18	5	\$850.55	5	\$850.55
August	395	\$138,429.01	6	\$1,800.03	6	\$1,800.03
September	391	\$137,229.01	13	\$3,478.90	13	\$3,478.90
Totals			105	\$22,370.71	101	\$21,892.71

Code Enforcement Report
 105 S Cockrell Hill Rd
 Ovilla, TX 75154
 (972) 617-7262

To: Mayor Richard Dormier
 Ovilla City Council
 Dennis Burn

Subject: **Code Enforcement Monthly Report**

	Sept.2015	Sept.2015 YTD	Sept .2014	Jan.2015 YTD
Calls For Service				
Complaint (Nuis 18,Permit 16,Parking13)	47	533	31	
Follow Up (Nuis 22, Permit-16, Parking-17)	55	608	41	
Door Notice (Nui -10 Parking-5)	15	359	22	
Mail Notice (Nuis-6, Parking-7 per 5)	18	207	5	
Posted Property (3 nuisance grass)	5	199	4	
Court	\$0	\$5,454	\$0.00	
Citizen Contacts	82	883	33	
Permits Reviewed	13	175	13	
Permits Issued	10	144	9	
Inspections	19	197	11	
Nuisance Abated by City (1 grass)	1	21	1	
Nuisance Signs (, 16 garage sale 7 business)	23	326	12	
Board Of Adjustment 1 approved 1 Denied	2	5	0	

OVILLA ANIMAL CONTROL
 105 S Cockrell Hill Rd
 Ovilla, TX 75154
 (972) 617-7262

To: Mayor Richard Dormier
 Ovilla City Council
 Mr. Burn

Subject: **Animal Control Monthly Report**

	Sept.2015	Sept. 2015 YTD	Sept.. 2014	Jan 2015 YTD
Calls For Service				
Complaint (Registration-12 At Large-10)	22	286	22	
Followups	30	332	32	
Door Notice (Registration-15 At Large-6)	21	69	16	
Impounded Animal (Dog 9, 2 Goats)	11	117	7	
Animal Welfare Check	4	115	6	
Impound Results (Return 5, Transport-4)	9	50	7	
Impound fee collected \$1140	\$205.00	\$1,140.00	35	
Court(0)barking	\$0.00	\$266.00	0	
Citizen Contacts	32	725	21	
Registration Tags Issued \$56	13	211	11	
Registration Reminder Mailed	18	139	18	
Nuisance Letter Mailed Barking	2	12	0	
Animals released (1snake 3skunk 2 Goats 3 horses)	13	38	2	
Deceased Removed	13	168	21	
Oak Leaf (3) 1 dog 1 possum 1 armadillo	3	13	2	
Traps Checked Out	9	63	13	

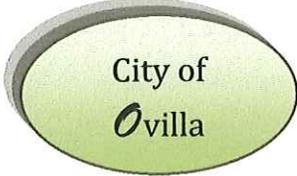


To: Honorable Mayor and Council Members
From: Mike Dooly, Community Services
Subject: Monthly and Y-T-D Building permits

Activity Report:

I. Building permits issued since October 2014: Total Homes = 48 and Total Other 275
(Other: plumbing, flatwork, fences, mechanical, swimming pools, etc.)

- September - New Home Construction: 0 / Other: 36
- August - New Home Construction: 4 / Other: 28
- July - New home construction: 4 / Other: 25
- June - New home construction: 5 / Other: 25
- May - New home construction: 3 / Other: 17
- April - New home construction: 8 / Other: 22
- March - New home construction: 3 / Other: 21
- February - New home construction: 2 / Other: 32
- January - New home construction: 3 / Other: 20
- December - New home construction: 5 / Other: 17
- November - New home construction: 6 / Other: 17
- October - New home construction: 5 / Other: 15



Ovilla City Council

CONSENT ITEMS C1 - C7

Meeting Date: October 13, 2015

Department: Administration/Finance

Discussion Action

Budgeted Expense: YES NO N/A

Submitted by: Staff

Amount: N/A

Attachments:

- C1. September 2015 Financial Transactions over \$5,000
- C2. ERCOT Annual renewal with \$100 annual membership fee
- C3. Minutes of the Council Briefing Session and Regular Meeting of September 14, 2015
- C4. Minutes of the Special Council Meeting of September 03, 2015
- C5. Minutes of the Special Council Meeting of August 24, 2015
- C6. Minutes of the Council Briefing Session and Regular Meeting of August 10, 2015
- C7. Annual Interlocal Cooperation Contract Between County of Ellis and City of Ovilla

Discussion / Justification:

Recommendation / Staff Comments:

Staff recommends approval.

Sample Motion(s):

I move to approve the consent items as presented.



DATE: October 12, 2015

TO: Honorable Mayor and Council Members

FROM:
Linda Harding, Accountant

SUBJECT: Transactions over \$5,000 for Month of August 2015

**City of Ovilla Expenditures Over \$5,000
for the Month of AUGUST 2015**

General Fund				
Date	Check#	Payee	Description	Amount
8/7/2015	44033	TMRS	Retirement	\$15,996.39
8/7/2015	44038	City of Midlothian	Emergency Medical Transport	\$15,889.75
8/13/2015	ACH	Quick Books Payroll Service	Payroll	\$36,439.88
8/14/2015	44062	US Treasury	Payroll Taxes	\$6,882.20
8/14/2015	44054	Bureau Veritas North America	Inspections	\$6,184.06
8/15/2015	44060	Progressive Waste Solutions	Garbage	\$16,692.00
8/26/2015	44130	United Health Care	Insurance	\$8,884.12
8/27/2015	ACH	Quick Books Payroll Service	Payroll	\$36,007.93
8/28/2015	44103	US Treasury	Payroll Taxes	\$7,051.14

Total General Fund Transactions \$5,000 and Over \$150,027.47

Water & Sewer Fund				
Date	Check#	Payee	Description	Amount
8/7/2015	15969	HD Supply Waterworks, LTD	Supplies	\$45,442.20
8/14/2015	15981	City of Dallas	Water Purchase	\$47,541.80
8/21/2015	15988	Trinity River Authority	Sewer Charge	\$28,696.00
8/27/2015	15995	City of Ovilla General Fund	Payroll 8/14/2015	\$10,767.42
8/28/2015	15996	City of Ovilla General Fund	Payroll 8/28/2015	\$11,835.16
8/31/2015	16019	City of Ovilla General Fund	Garbage	\$18,862.28

Total Water & Sewer Fund Transactions \$5,000 and Over \$163,144.86



**ELECTRIC RELIABILITY COUNCIL OF TEXAS, INC.
MEMBERSHIP APPLICATION AND AGREEMENT FOR MEMBERSHIP YEAR 2016**

This Membership Application and Agreement (Agreement) is by and between Electric Reliability Council of Texas Inc. (ERCOT) and City of Ovilla (Applicant). In consideration of the mutual covenants contained herein, the parties hereby agree that the Applicant shall become an ERCOT Member and receive the ERCOT Member Services and benefits described herein, subject to the terms and conditions of this Agreement. This Agreement shall be effective as of the date signed by the Applicant provided that the Applicant meets all of the qualifications for ERCOT Membership.

Capitalized terms that are not defined in this Agreement shall have the meaning as defined in the ERCOT Bylaws or the ERCOT Protocols.

A. Membership Application Information

1. Name of Entity applying for Membership: Ovilla
2. Type of Membership: Check **ONE** type of Membership. *Affiliated Entities as defined in the ERCOT Bylaws may hold only one Corporate Membership.*

Entities applying for additional Memberships, such as an Associate Membership, must use a separate Agreement for each Membership. The applicable fees are listed below and entitle Members to services ERCOT provides such as hosting ERCOT meetings, providing Members with necessary information and such other Member Services as may from time to time be offered. Please note that any Member may request that the Member's Annual Member Service Fees be waived for good cause shown.

Corporate. Voting. \$2,000 per Membership Year (except Residential and Commercial Consumer Members fees are \$100 per year). Corporate Membership includes the right to vote on matters submitted to the general membership such as election of Board Directors, election of Technical Advisory Committee (TAC) Representatives and TAC subcommittees thereof and amendments to the Articles of Incorporation and the ERCOT Bylaws. Residential Consumer Members do not elect a Director to represent the Residential Consumer interests as the Public Counsel is mandated to represent these interests.

Associate. Non-voting. \$500 per Membership Year (except Residential and Commercial Consumer Members fees are \$50 per year). Associate Membership includes no voting rights. However, an Associate Member may be elected by Corporate Members to serve as a voting member of the Board, TAC or a TAC subcommittee thereof.

Adjunct. Non-voting. \$500 per Membership Year. Entities not meeting the Segment requirements for Membership may join as Adjunct Members upon Board approval. Adjunct Membership does not include voting rights or the right to be elected to the Board, TAC or a TAC subcommittee thereof.

3. The Applicable Annual Member Services Fee must accompany this Agreement and be delivered to ERCOT by the Record Date in order for the Member to participate in the elections for the Membership Year. Please make checks payable to ERCOT and mail to ERCOT, Attention: Treasury Department, 7620 Metro Center Drive, Austin, Texas 78744. Please send an email to membership@ercot.com for wire instructions.

4. Segment Participation: (Check ONE Segment designation.)

Consumer. Any Entity representing the interests of end-users of electricity in the ERCOT Region.

Check **ONE** Subsegment designation:

- Residential Consumer**
 Small Commercial Consumer (Peak demand of 1000 KW or less)
 Large Commercial Consumer (Peak demand greater than 1000 KW)
 Industrial Consumer (Average monthly demand greater than 1 megawatt and engaged in an industrial process)

Cooperative. An Entity operating in the ERCOT Region that is: (i) a corporation organized under Chapter 161 of the Texas Utilities Code or a predecessor statute to Chapter 161 and operating under that chapter; (ii) a corporation organized as an electric cooperative in a state other than Texas that has obtained a certificate of authority to conduct affairs in the State of Texas; (iii) a cooperative association organized under Tex.Rev.Civ.Stat. 1396-50.01 or a predecessor to that statute and operating under that statute; or (iv) a River Authority as defined in Tex. Water Code §30.003.

Independent Generator. Any Entity that is not a Transmission and Distribution Entity (T&D Entity) or an Affiliate of a T&D Entity and (i) owns or controls generation of at least 10 MW in the ERCOT Region; or (ii) is preparing to operate and control generation of at least 10 MW in the ERCOT Region, and has approval of the appropriate governmental authority, has any necessary real property rights, has given the connecting transmission provider written authorization to proceed with construction and has provided security to the connecting transmission provider.

Independent Power Marketer. Any Entity that is not a T&D Entity or an Affiliate of a T&D Entity and is registered at the Public Utility Commission of Texas (PUCT) as a Power Marketer to serve in the ERCOT Region.

Independent REP. Any Entity that is certified by the PUCT to serve in the ERCOT Region as a Retail Electric Provider (REP) under PURA §39.352 and that is not an Affiliate of a T&D Entity operating in the ERCOT Region.

Aggregators may register to participate in this Segment if unable to qualify in any other Segment.

Investor-Owned Utility. (i) An investor-held, for-profit “electric utility” as defined in PURA §31.002(6) that (a) operates within the ERCOT Region, (b) owns 345 kV interconnected transmission facilities in the ERCOT Region, (c) owns more than 500 pole miles of transmission facilities in the ERCOT Region, or (d) is an Affiliate of an Entity described in (a), (b) or (c); or (ii) a public utility holding company of any such electric utility.

Municipal. An Entity operating in the ERCOT Region that owns or controls transmission or distribution facilities, owns or controls dispatchable generating facilities, or provides retail electric service and is either: (i) a municipally owned utility as defined in PURA §11.003 or (ii) a River Authority as defined in Tex. Water Code §30.003.

5. Identify your designated representative for required notices to ERCOT Members, participation in meetings of the Corporate Members and voting issues:

Name: Dennis Burn
Title: City Manager
Address: 105 S. Cockrell Hill Road
City, State, Zip: Ovilla, TX 75154
Phone: 972-617-7262
Fax: 972-515-3221
Email: dburn@cityofovilla.org

6. List any other ERCOT Memberships held by the Applicant or any Affiliates (attach extra pages if necessary):

(a) Entity name: _____
Segment: _____

(b) Entity name: _____
Segment: _____

(c) Entity name: _____
Segment: _____

B. Membership Agreement

1. **Membership.** Membership in ERCOT is open to any Entity that meets any of the Segment definitions set forth in the Bylaws. Members must be an organization that either operates in the ERCOT Region or represents consumers within the ERCOT Region. Members may join as a Corporate, Associate or Adjunct Member subject to the criteria set forth in the ERCOT Bylaws. Members must apply for Membership through an authorized officer or agent.

2. **Fees.** Annual Member Services Fees are described in the ERCOT Bylaws and may be changed through the procedure set forth therein. Any change in fees shall automatically become effective as to all ERCOT Members without the necessity of amending this Agreement. All Memberships are year to year and must be renewed annually. Annual Member Services Fee renewals shall be due by the record date for the annual membership meeting. Membership fees may not be prorated. This Agreement shall renew in yearly increments upon ERCOT's receipt of the following (1) Member's Renewal Application and (2) Member's applicable Annual Member Services Fee. Any Member may request that the Member's Annual Member Service Fees be waived for good cause shown.

3. **Application for Membership.** Members will submit the following items in order to apply for Membership: (i) payment of the Annual Member Services Fee and (ii) a signed copy of this Agreement. Upon approval, ERCOT will promptly notify Member Applicant of the same.

4. **Change of Designated Representative.** An ERCOT Member may change its representative at any time by written request (signed by a duly authorized representative of the ERCOT Member) submitted to the ERCOT Legal Department at membership@ercot.com.

5. **Suspension and Expulsion.** All ERCOT Members shall abide by the ERCOT Bylaws, as they may be amended from time to time, and any other rule or regulation duly adopted by the Board of Directors.

Any ERCOT Member, who willfully violates any provision of this Agreement, the ERCOT Bylaws, or any other rule or regulation duly adopted by the Board of Directors, may be reprimanded, suspended, and/or expelled in accordance with procedures adopted by the Board of Directors or set forth in the ERCOT Bylaws. Such action will affect all persons deriving Membership privileges through such ERCOT Member.

6. **Amendment.** This Agreement may be amended, modified, superseded, canceled, renewed, or extended and the terms and conditions hereof may be waived only by a written instrument executed by both parties hereto or, in the case of a waiver, by the party waiving compliance.

7. **Governing Law.** This Agreement shall be governed by and construed and interpreted in accordance with the laws of the State of Texas that apply to contracts executed in and performed entirely within the State of Texas, without reference to any rules of conflict of laws. Parties consent to the exclusive jurisdiction of Texas.

IN WITNESS WHEREOF, the Member certifies that (i) the Member meets the requirements for ERCOT Membership in the Segment designated herein; (ii) all information provided herein is true and correct to the best of the Member's knowledge; and (iii) through its authorized representative the Member agrees to be bound by the terms of this Agreement, the ERCOT Bylaws and any other requirements duly adopted by the Board of Directors.

By: _____

Printed Name: Richard A. Dormier

Title: Mayor of Ovilla

Date: October 13, 2015

CITY OF OVILLA MINUTES
Monday, September 14, 2015
City Council Briefing Session
105 S. Cockrell Hill Road, Ovilla, TX 75154

Mayor Dormier called the Council Briefing Session of the Ovilla City Council to order at 6:03 p.m., with notice of the meeting duly posted. Mayor Dormier made the following public announcement: *Pursuant to section 30.06, penal code (trespass by holder of license to carry a concealed handgun), a person licensed under subchapter h, chapter 411, government code (concealed handgun law), may not enter this property with a concealed handgun.*

The following City Council Members were present:

Rachel Huber	Council Member, Place 1
Larry Stevenson	Council Member, Place 2
David Griffin	Council Member, Place 3
Doug Hunt	Mayor Pro Tem, Place 4
Dean Oberg	Council Member, Place 5 (Noted absent)

Mayor Dormier announced present Council members, thus constituting a quorum. Various department directors and staff were also present. Staff presented Council with future agenda items and pending items still under staff review.

CONDUCT A BRIEFING SESSION to review and discuss agenda items for the 6:30 p.m. regular meeting.

- a. Legal Counsel Presentation regarding new legislation about Concealed Carry/Open Carry Handgun Laws (Item 6, Resolution R2015-021).

Ron MacFarlane gave a power point presentation of new laws pertaining to handguns, effective September 01, 2015 and what changes will be effective January 01, 2016.

Mayor Dormier and Council reviewed items listed on the 6:30 p.m. agenda. There were no additional questions pertaining to the Regular Council meeting agenda items.

CONDUCT A BRIEFING SESSION to review and discuss future agenda items.

- a. Complaint Policy will be coming to Council for consideration in the future months.

PENDING AGENDA Items still under staff review

N/A

ADJOURNMENT

Mayor Dormier adjourned the Briefing Session of the Ovilla City Council at 6:27 p.m.

ATTEST:

Richard Dormier, Mayor

Pamela Woodall, City Secretary

Approved October 13, 2015

CITY OF OVILLA MINUTES
Monday, September 14, 2015
Regular City Council Meeting
105 S. Cockrell Hill Road, Ovilla, TX 75154

Mayor Dormier called the Regular Council Meeting of the Ovilla City Council to order at 6:30 p.m., with notice of the meeting duly posted. The following City Council Members were present:

Rachel Huber	Council Member, Place 1
Larry Stevenson	Council Member, Place 2
David Griffin	Council Member, Place 3
Doug Hunt	Mayor Pro Tem, Place 4
Dean Oberg	Council Member, Place 5 - Absent

Pastor Vernon Sansom gave the Invocation and Mayor Dormier led the recitation of the Pledge of Allegiance. Mayor Dormier announced present Council members, thus constituting a quorum. City Manager Dennis Burn, various department directors and staff were also present. Mayor Dormier made the following public announcement: *Pursuant to section 30.06, penal code (trespass by holder of license to carry a concealed handgun), a person licensed under subchapter h, chapter 411, government code (concealed handgun law), may not enter this property with a concealed handgun.*

COMMENTS, PRESENTATIONS, REPORTS AND/OR APPOINTMENTS

- Mayor Dormier conducted the Oath of Office to Police Chief Brian Windham.
- Mayor Dormier read two Proclamations: Ovilla Night Out and Heritage Day
- Police Chief Windham introduced new officer William Lowden.

- ***Citizens Comments / Citizens Forum:***
 1. MS Laura Beattie, 748 Cockrell Hill – voiced concerns of fence permit pulled by her neighbor and that the fence installation encroached on her property.

- **Department Activity Reports / Discussion** – staff presented their reports.
 - Police Department Police Chief B. Windham
 - Plans to order new vehicle on October 01.
 - Fire Department Fire Chief B. Kennedy
 - Hired two new firefighter volunteers.
 - Public Works Public Works Director B. Piland
 - Finished installation of waterline on Water Street.
 - Finance Department City Accountant L. Harding
 - Reviewed July 2015 Monthly Financials.
 - Administration City Administrator Dennis Burn
 - Reviewed Activity Reports.
 - MS Rachel Sackett with Oldcastle Paving Solutions updated the plans for paving improvements in the Ovilla Oaks Subdivision. Oldcastle plans to begin the second week of October.
 - City Manager is obtaining proposals to remove and replace concrete around City Hall.
 - Gave monthly Municipal Court Report. City Secretary P. Woodall
 - Revenue was up in August 2015.
 - Gave monthly Code/Animal Control Reports Code/AC Officer M. Dooly
 - Reviewed monthly reports.

CONSENT AGENDA

- C1. July 2015 Financial Transactions over \$5,000
- C2. Quarterly Investment Report – Update information
- C3. 2015-2016 Annual City Calendar and scheduled meetings of the Ovilla City Council.

PL1 Huber moved to approve the consent items as presented, seconded by PL2 Stevenson.
No oppositions, no abstentions.

VOTE: The motion to approve carried unanimously: 4-0.

PUBLIC HEARING

PUBLIC HEARING AND DISCUSSION – Receive public comments on the Proposed Fiscal Year 2015-2016 Budget.

Mayor Dormier opened the Public Hearing at 7:16 p.m.
 There were no comments, in favor or opposition.
 Mayor Dormier closed the Public Hearing at 7:17 p.m.

REGULAR AGENDA

ITEM 1. *DISCUSSION/ACTION* – Consideration of and action on Ordinance 2015-021 approving and adopting the Budget and making appropriations for the support of the City Government of the City of Ovilla, Texas for the Fiscal Year beginning October 01, 2015 and ending September 30, 2016; providing an effective date.

Ordinance 2015-021 was presented for adoption of the budget for the Fiscal Year October 1, 2015 through September 30, 2016. The budget was based on the proposed tax rate of \$0.7000 per \$100 dollars of valuation, with a Maintenance and Operation rate of \$0.5320 and a debt rate of \$0.1680. This proposed tax rate would increase total taxes in Ovilla by 4.18% (by which it exceeds the current total tax rate) as proposed by record vote from Council during the August 10, 2015, Council Meeting and Budget Workshop.

PL3 Griffin moved that the Council approve & adopt Ordinance 2015-021, approving and adopting the Budget and making appropriations for the support of the City Government of the City of Ovilla for the Fiscal Year beginning October 01, 2015 and ending September 30, 2016; providing an effective date, seconded by PL2 Stevenson.

Mayor Dormier called a record vote.

MAYOR PRO-TEM Hunt	AYE	PLACE 1 Huber	AYE
PLACE 2 Stevenson	AYE	PLACE 3 Griffin	AYE
PLACE 5 Oberg	Absent		

No oppositions, no abstentions.

VOTE: The motion to approve carried unanimously: 4-0.

ITEM 2. *DISCUSSION/ACTION* – Consideration of and action on Ordinance 2015-022 levying, assessing and fixing the tax rate for the use and support of the municipal government of the City of Ovilla, Texas, and providing for the Debt Service Fund for Fiscal Year 2015-2016 and apportioning each levy for the specific purpose, and providing for collection of all annual taxes provided by state law; and providing an effective date.

During the August 10, 2015 Council Meeting and Budget Workshop, Council took a record vote for the proposed rate for Fiscal Year 2015-2016. The Law requires that the governing body adopt the tax rate as

Richard Dormier, Mayor
Rachel Huber, Place One
Larry Stevenson, Place Two

Doug Hunt, Place Four
David Griffin, Place Three
Dean Oberg, Place Five

an official action and set it out in a written ordinance or resolution. Because Council took a record vote for the proposed increased rate, which is an increase in ad valorem revenue for 2015, public hearings were conducted on August 24 and September 3. Ordinance 2015-022 will adopt the tax rate for FY 2015-2016 as proposed.

M&O	\$0.5320 per \$100.00 of valuation
Debt Service	\$0.1680 per \$100.00 of valuation
Total	\$0.7000 per \$100.00 of valuation

FINANCIAL IMPACT:

This budget will raise more total property taxes than last year's budget by \$228,157 (4.18%) and of that amount, \$101,925 is tax revenue to be raised from new property added to the roll this year.

PL2 Stevenson moved that the Council hereby approve the 2015 property tax rate be a total of \$0.7000 per \$100 valuation with a Maintenance and Operation rate of \$0.5320 and a debt rate of \$0.1680, seconded by Mayor Pro Tem Hunt.

Mayor Dormier called a record vote.

MAYOR PRO-TEM Hunt	AYE	PLACE 1 Huber	AYE
PLACE 2 Stevenson	AYE	PLACE 3 Griffin	AYE
PLACE 5 Oberg	Absent		

No oppositions, no abstentions.

VOTE: The motion to approve carried unanimously: 4-0.

Second Motion & Vote adopting Ordinance:

PL2 Stevenson further moved that the Council hereby approve Ordinance 2015-022 levying, assessing and fixing the tax rate for the use and support of the municipal government of the City of Ovilla, Texas, and providing for the Debt Service Fund for Fiscal Year 2015-2016 and apportioning each levy for the specific purpose, and providing for collection of all annual taxes provided by state law; and providing an effective date, seconded by Mayor Pro Tem Hunt.

No oppositions, no abstentions.

VOTE: The motion to approve carried unanimously: 4-0.

ITEM 3. DISCUSSION/ACTION – Consideration of and action on Ordinance 2015-023 of the City of Ovilla, Texas, ratifying the budget for the 2015-2016 tax year that raised more revenue from property taxes than in the previous year.

The presented ordinance endorses and validates the approval of Ordinance 2015-023, Fiscal Year 2015-2016 Budget.

Mayor Pro Tem Hunt moved that Council approve & adopt Ordinance 2015-023 ratifying the budget for the Fiscal Year 2015-2016 that will raise more revenue from property taxes than in the previous year.

Mayor Dormier called a record vote.

MAYOR PRO-TEM Hunt	AYE	PLACE 1 Huber	AYE
PLACE 2 Stevenson	AYE	PLACE 3 Griffin	AYE
PLACE 5 Oberg	Absent		

No oppositions, no abstentions.

VOTE: The motion to approve carried unanimously: 4-0.

ITEM 4. DISCUSSION/ACTION – Consideration of and action on Ordinance 2015-024 of the City of Ovilla, Texas, amending Appendix A, Article A7.000, Section A7.003 (B) (1) & (2) of the Code of Ordinances of the City of Ovilla; establishing a monthly flat fee and monthly rates for

wastewater service to residential and nonresidential customers; providing a savings clause; providing a severance clause; providing for incorporation into the Ovilla Code of Ordinances; and providing for publication.

PL2 Stevenson moved that Council approve & adopt Ordinance 2015-024 of the City of Ovilla, Texas, amending Appendix A, Article A7.000, Section A7.003 (B) (1) & (2) of the Code of Ordinances of the City of Ovilla; establishing a monthly flat fee and monthly rates for wastewater service to residential and nonresidential customers; providing a savings clause; providing a severance clause; providing for incorporation into the Ovilla Code of Ordinances; and providing for publication, seconded by PL3 Griffin.

No oppositions, no abstentions.

VOTE: The motion to approve carried unanimously: 4-0.

ITEM 5.*DISCUSSION/ACTION* – Consideration of and action on Resolution R2015-020 amending Section 7.2 of the City of Ovilla Employee Policies Handbook and providing an effective date.

During a Legislative Update Conference, staff and legal counsel learned that Texas H.B. 786, effective September 1, 2015, amends Subtitle A, Title 6, of the Texas Government Code by the addition of Chapter 619, entitled “Right to Express Breast Milk in the Workplace”. Currently, Section 7.2 of the Personnel Employee Policies Handbook addresses the allowance of the right to express breast milk, however, with the legislative update, this section requires slight revision to include:

Breastfeeding: *requires a public employer, including a city, to: (1) develop policies for its employees that encourage and accommodate breastfeeding; (2) provide breaks and a private room for breastfeeding; and (3) avoid discriminating against an individual based on the employee’s exercise of her right to breastfeed in the workplace. (Effective September 1, 2015.)*

PL2 Stevenson moved that Council approve Resolution R2015-020 of the City of Ovilla, Texas, amending Section 7.2 of the City of Ovilla Employee Policies Handbook and providing an effective date, seconded by PL1 Huber.

No oppositions, no abstentions.

VOTE: The motion to approve carried unanimously: 4-0.

ITEM 6.*DISCUSSION/ACTION* – Consideration of and action on Resolution R2015-021 of the City Council of the City of Ovilla, Texas amending the weapons ban and violence prevention policy set forth in Section 10.12 of the City of Ovilla Employee Policies Handbook; providing authorization for licensed concealed carrying of handguns by employees and providing an effective date.

Pursuant to the legislative update, City Attorney, Ron MacFarlane prepared a resolution for Council consideration regarding handguns effective September 1, 2015. The presented resolution will update the Employee Policies Handbook, to allow employees with a valid CHL to conceal carry a handgun on City property. All employees with a valid CHL, who desire to conceal carry a handgun, will present their CHL to the City Manager and a photocopy made and kept in their individual personnel file. The CHL must be kept on the employees person at all times while on City property.

City Manager Dennis Burn shared information that will effective in January 1, 2016:

1. Open carry takes effect.
2. We cannot prohibit someone with a CHL from coming into a municipal building with a concealed and/or open carry handgun.

Regarding Municipal Court, no notice of any kind is required regarding handguns. It is prohibited for anyone to have a handgun during court (no warning required). The exception to the prohibition is the Judge and Prosecuting Attorney, who are both allowed to carry a handgun.

Mayor Pro Tem Hunt moved that Council approve Resolution R2015-021 of the City Council of the City of Ovilla, Texas amending the weapons ban and violence prevention policy set forth in Section 10.12 of the City of Ovilla Employee Policies Handbook; providing authorization for licensed concealed carrying of handguns by employees and providing an effective date, seconded by PL2 Stevenson.

No oppositions, no abstentions.

VOTE: The motion to approve carried unanimously: 4-0.

ITEM 7. *DISCUSSION/ACTION* – Consideration of and action on Resolution R2015-022 of the City of Ovilla, Texas amending and confirming an apportionment agreement with the City of Midlothian, Texas; providing and declaring existing and future common city limit line and common boundary line with the City of Midlothian in Ellis County, Texas; accepting into and as part of the City of Ovilla property relinquished by the City of Midlothian as described herein; repealing inconsistent ordinances and providing for immediate effect.

In 2007, the cities of Ovilla and Midlothian passed resolutions whereby a common boundary line was established. In the area of the new elementary school (the northwest corner of Bryson Lane and Shiloh Road), this boundary line is the centerline of Shiloh Road. In order for the City of Ovilla to annex Shiloh Road (from the east property line to the west property line of the elementary school) both cities must re-establish this common boundary line. The Resolution before the City Council establishes this line at the south right-of-way line of Shiloh Road. The City of Midlothian will pass a similar resolution.

PL2 Stevenson moved that Council approve Resolution R2015-022 of the City of Ovilla, Texas amending and confirming an apportionment agreement with the City of Midlothian, Texas; providing and declaring existing and future common city limit line and common boundary line with the City of Midlothian in Ellis County, Texas; accepting into and as part of the City of Ovilla property relinquished by the City of Midlothian as described herein; repealing inconsistent ordinances and providing for immediate effect, seconded by PL1 Huber.

No oppositions, no abstentions.

VOTE: The motion to approve carried unanimously: 4-0.

ITEM 8. *DISCUSSION/ACTION* – Consideration of and action on an Interlocal Agreement for providing emergency services effective October 1, 2015, by and between Ellis County Emergency Services District No. 2 and the City of Ovilla.

Staff presented the proposed Interlocal Agreement by and between the City of Ovilla and Emergency Services District (ESD) #2 that provides funding to support part-time fire fighters in Ovilla for fire protection and emergency responder services on a 24-hour per-day, seven days per week basis. Total funding provided by ESD #2 for the services is \$160,000, same as the previous year and as noted in the presented agreement. During a duly posted meeting of the ESD #2 on August 17, 2015, this agreement was presented and approved by the ESD 2 Board.

PL3 Griffin moved that Council approve the Interlocal Agreement for providing emergency services effective October 1, 2015, by and between Ellis County Emergency Services District No. 2 and the City of Ovilla, seconded by PL2 Stevenson.

No oppositions, no abstentions.

VOTE: The motion to approve carried unanimously: 4-0.

ITEM 9. DISCUSSION/ACTION – Consideration of and action on an Interlocal Agreement for providing emergency services effective October 1, 2015, by and between Ellis County Emergency Services District No. 4 and the City of Ovilla.

Staff presented the proposed Interlocal Agreement by and between the City of Ovilla and Emergency Services District (ESD) #4 to provide funding to support part-time fire fighters in Ovilla for fire protection and emergency responder services. During a duly posted meeting of the ESD #4 on September 08, 2015, this agreement was presented and approved by the ESD #4 Board. Following the election held by the ESD #4 in May 2015, voters passed the tax rate increase. The ESD #4 Budget increased funding to Ovilla that was calculated on the number of runs for the calendar year of 2014. Total funding provided by ESD #4 for fire and emergency responder services is \$55,628.70, as presented in the agreement.

Mayor Pro Tem Hunt moved that Council approve the Interlocal Agreement for providing emergency services effective October 1, 2015, by and between Ellis County Emergency Services District No. 4 and the City of Ovilla, seconded by PL3 Griffin.

No oppositions, no abstentions.

VOTE: The motion to approve carried unanimously: 4-0.

ITEM 10. DISCUSSION/ACTION – Consideration of and action on the creation of a Comprehensive Land Use Plan Review Committee to review and update the City of Ovilla Comprehensive Land Use Plan (CLUP).

Staff reported that the Comprehensive Land Use Plan is an important tool in the process of land use and development. The purpose of a Comprehensive Land Use Plan is to give direction to future development in order to avoid the creation of incompatible physical impacts. Although nothing will insure that all land will develop exactly as it should, directed planning will enable City leaders to address many potential problems before they become permanent and undesirable landmarks. The Comprehensive Land Use Plan covers the entire jurisdiction of the municipality and has a long-term horizon. It is recommended that a revision of the Plan be completed once every five years. The Ovilla Comprehensive Land Use Plan was prepared in February 2010. It is time to review and update our plan.

PL1 Huber moved that Council approve the creation of a Comprehensive Land Use Plan Review Committee to review and update the City of Ovilla Comprehensive Land Use Plan, seconded by PL2 Stevenson.

No oppositions, no abstentions.

VOTE: The motion to approve carried unanimously: 4-0.

ITEM 11. DISCUSSION/ACTION – Consider committee member appointments to the Comprehensive Land Use Plan Review Committee.

Staff posted notice for interested individuals to serve on the Comprehensive Land Use Plan (CLUP) Review Committee. Several applications were submitted and were presented to Council for consideration as well as Ovilla Boards member sheets.

PL3 Griffin moved that Council appoint the noted volunteer Board Members and applicants to serve on the Comprehensive Land Use Plan (CLUP) Review Committee for the update of the 2010 Comprehensive Land Use Plan, seconded by Mayor Pro Tem Hunt. The motion died for a lack of action by the entire Council.

- | | |
|--------------------------|----------------------------|
| 1. Mark Clark | 8. Carol Richtsmeier (BOA) |
| 2. Billy Ray Dickey | 9. Sandy Cawley (BOA) |
| 3. Morris Gresham | 10. Windy Zabochnik (Park) |
| 4. William Hamilton, Sr. | 11. Carol Lynch (P&Z) |

*Richard Dormier, Mayor
Rachel Huber, Place One
Larry Stevenson, Place Two*

*Doug Hunt, Place Four
David Griffin, Place Three
Dean Oberg, Place Five*

- | | |
|-------------------|--------------------------|
| 5. Charlie Morton | 12. Scott Surplus (MSAC) |
| 6. Dani Muckleroy | 13. John Knight (EDC) |
| 7. William Turner | |

PL3 Griffin moved that Council appoint the noted volunteer Board Members and applicants to serve on the Comprehensive Land Use Plan (CLUP) Review Committee for the update of the 2010 Comprehensive Land Use Plan, seconded by PL2 Stevenson.

- | | |
|--------------------------|----------------------------|
| 1. Mark Clark | 8. Carol Richtsmeier (BOA) |
| 2. Billy Ray Dickey | 9. Sandy Cawley (BOA) |
| 3. Morris Gresham | 10. Windy Zabochnik (Park) |
| 4. William Hamilton, Sr. | 11. Carol Lynch (P&Z) |
| 5. Charlie Morton | 12. Scott Surplus (MSAC) |
| 6. Dani Muckleroy | 13. John Knight (EDC) |
| 7. William Turner | 14. Joseph M. Myers |

No oppositions, no abstentions.

VOTE: The motion to approve carried unanimously: 4-0.

ITEM 12. DISCUSSION – Discuss progress and receive updates on activities related to 2015 Heritage Day celebration, Saturday, September 26, 2015.

TX Dot Engineers approved the event’s road closure. Booths reserved to date were 44. Blue ribbons will be hung and *Back the Blue* wristbands will be sold.

No Action Taken.

EXECUTIVE SESSION

The City Council of the City of Ovilla, Texas, reserves the right to meet in a closed session on any item listed on this Agenda should the need arise, pursuant to authorization by Texas Government Code, Sections 551.071 (consultation with attorney), 551.072 (deliberations about real property), 551.073 (deliberations about gifts and donations), 551.074 (personnel matters), 551.076 (deliberations about security devices), 551.087 (economic development), 418.183 (homeland security).

Mayor Dormier announced that Council would move into Executive Session at 8:03 p.m. to discuss the following item:

ITEM 13. DISCUSSION/ACTION – Deliberate the appointment, employment, evaluation, reassignment and/or duties of the City Secretary.

Mayor Dormier and Council returned to Open Session at 8:46 p.m., and announced that no decisions were made in Executive Session.

PL3 Griffin moved to increase the city secretary’s salary 4% and will re-evaluate the salary within 6 months, based on a salary survey and pay plan that will be submitted by the city manager in the next few months, seconded by PL2 Stevenson.

No oppositions, no abstentions.

VOTE: The motion to approve carried unanimously: 4-0.

REQUESTS FOR FUTURE AGENDA ITEMS AND/OR ANNOUNCEMENTS

City Manager Dennis Burn advised Council that he would be out of the office beginning Thursday, September 17, through Monday, September 21.

- | | |
|------------------|---|
| 1. PL1 Huber | None |
| 2. PL2 Stevenson | Review Waste contract and would like a representative from Progressive Waste at the next meeting. |

Richard Dormier, Mayor
Rachel Huber, Place One
Larry Stevenson, Place Two

Doug Hunt, Place Four
David Griffin, Place Three
Dean Oberg, Place Five

3. PL3 Griffin Consider using any surplus/profit funds from Heritage Day to be given to the Park Board.
4. Mayor Pro Tem Hunt None
5. PL5 Oberg Absent
6. Mayor Thanked the City Manager for his good work on the Budget.

ADJOURNMENT

There being no further business, Mayor Dormier adjourned the meeting at 8:52 p.m.

ATTEST:

Richard Dormier, Mayor

Pamela Woodall, City Secretary

Approved October 13, 2015

Executive Session sealed and file separately.

CITY OF OVILLA MINUTES
Thursday, September 03, 2015
Special City Council Meeting
105 S. Cockrell Hill Road, Ovilla, TX 75154

Mayor Dormier called the Special Council Meeting of the Ovilla City Council to order at 5:30 p.m., with notice of the meeting duly posted. Mayor Dormier made the following public announcement: *Pursuant to section 30.06, penal code (trespass by holder of license to carry a concealed handgun), a person licensed under subchapter h, chapter 411, government code (concealed handgun law), may not enter this property with a concealed handgun.*

The following City Council Members were present:

Rachel Huber	Council Member, Place 1
Larry Stevenson	Council Member, Place 2
David Griffin	Council Member, Place 3
Dean Oberg	Council Member, Place 5

Absent Doug Hunt Mayor Pro Tem, Place 4

Mayor Dormier announced present Council members, thus constituting a quorum. City Manager Dennis Burn, various department directors and staff were also present.

PUBLIC HEARING

Mayor Dormier stated that this was the second of two required Public Hearings. He announced the following agenda item and opened the Public Hearing at 5:33 p.m. Receive public comments on the proposed tax rate for FY 2015-16:

- PUBLIC HEARING AND DISCUSSION – A TAX RATE of \$0.700000** per \$100 valuation proposed by the governing body of the City of Ovilla, with a Maintenance and Operation Rate of \$0.5320 and a debt rate of \$0.1680.

PROPOSED TAX RATE	\$0.700000 per \$100
PRECEDING YEAR'S TAX RATE	\$0.671900 per \$100
EFFECTIVE TAX RATE	\$0.640941 per \$100
ROLLBACK RATE	\$0.735361 per \$100

There were no comments during the public hearing in favor or opposition of the proposed tax rate. Mayor Dormier closed the Public Hearing at 5:34 p.m.

REQUESTS FOR FUTURE AGENDA ITEMS AND/OR ANNOUNCEMENTS

No ANNOUNCEMENTS.

- | | |
|-----------------------|--------|
| 1. PL1 Huber | None |
| 2. PL2 Stevenson | None |
| 3. PL3 Griffin | None |
| 4. Mayor Pro Tem Hunt | Absent |
| 5. PL5 Oberg | None |
| 6. Mayor | None |

ADJOURNMENT

There being no further business, Mayor Dormier adjourned the meeting at 5:35 p.m.

ATTEST:

Richard Dormier, Mayor

Pamela Woodall, City Secretary

Approved October 13, 2015

CITY OF OVILLA MINUTES

Monday, August 24, 2015

Special City Council Meeting

105 S. Cockrell Hill Road, Ovilla, TX 75154

Mayor Dormier called the Special Council Meeting of the Ovilla City Council to order at 5:38 p.m., with notice of the meeting duly posted. The following City Council Members were present:

	David Griffin	Council Member, Place 3
	Doug Hunt	Mayor Pro Tem, Place 4
	Dean Oberg	Council Member, Place 5
Absent	Rachel Huber	Council Member, Place 1
	Larry Stevenson	Council Member, Place 2

Mayor Dormier announced present Council members, thus constituting a quorum. City Manager Dennis Burn, various department directors and staff were also present.

PUBLIC HEARING

Mayor Dormier announced the following and opened the Public Hearing at 5:39 p.m.
Receive public comments on the proposed tax rate for FY 2015-16:

1. **PUBLIC HEARING AND DISCUSSION – A TAX RATE of \$0.700000** per \$100 valuation proposed by the governing body of the City of Ovilla, with a Maintenance and Operation Rate of \$0.5320 and a debt rate of \$0.1680.

PROPOSED TAX RATE	\$0.700000 per \$100
PRECEDING YEAR'S TAX RATE	\$0.671900 per \$100
EFFECTIVE TAX RATE	\$0.640941 per \$100
ROLLBACK RATE	\$0.735361 per \$100

Those speaking in favor of the proposed tax rate:

1. Dani Muckleroy, 608 Green Pastures
2. Phil Lynch, 316 Shadowwood Trail

There was no one to speak in opposition, nor any additional comments from the public.
Mayor Dormier closed the Public Hearing at 5:43 p.m.

REGULAR AGENDA

2. **DISCUSSION/ACTION – Consideration of and action** on the proposed budget for Fiscal Year 2015-2016 and take action as necessary to direct staff.

City Manager Dennis Burn noted a few changes (highlighted) to the proposed budget since the last meeting, adding the roadwork to Lariat Trail. Mayor Dormier reminded staff to incorporate lower sewer rates into the budget and transfer one paid employee out of the sewer fund to the water fund.

No Action.

REQUESTS FOR FUTURE AGENDA ITEMS AND/OR ANNOUNCEMENTS

No ANNOUNCEMENTS.

1. PL1 Huber Absent
2. PL2 Stevenson Absent
3. PL3 Griffin Consider a welcome presentation for the Ellis County Bar-B-Que.
4. Mayor Pro Tem Hunt None
5. PL5 Oberg Advised he will be absent at the September 14 Council meeting.

6. Mayor (1) Reminded staff of the Comprehensive Land Use Review Plan Committee needing appointments. (2) The City Secretary's annual review should be on the September agenda.

ADJOURNMENT

There being no further business, Mayor Dormier adjourned the meeting at 5:54 p.m.

ATTEST:

Pamela Woodall, City Secretary

Richard Dormier, Mayor

Approved October 13, 2015

CITY OF OVILLA MINUTES

Monday, August 10, 2015

City Council Briefing Session

105 S. Cockrell Hill Road, Ovilla, TX 75154

Mayor Dormier called the Council Briefing Session of the Ovilla City Council to order at 6:01 p.m., with notice of the meeting duly posted. The following City Council Members were present:

Rachel Huber	Council Member, Place 1
Larry Stevenson	Council Member, Place 2
David Griffin	Council Member, Place 3
Doug Hunt	Mayor Pro Tem, Place 4
Dean Oberg	Council Member, Place 5

Mayor Dormier announced present Council members, thus constituting a quorum. City Manager Dennis Burn, various department directors and staff were also present. Staff presented Council with future agenda items and pending items still under staff review.

CONDUCT A BRIEFING SESSION to review and discuss future agenda items.

- a. Status on IT replacement – City Manager Dennis Burn advised that he was interviewing a few companies and looking at options.
- b. Implementation of 50/50 sidewalk maintenance program – This will be included in the budget. A policy/agreement between the City and the customer will be established.
- c. Heritage Day progress – Mayor Pro Tem shared the status of the annual Ovilla celebration.

PENDING AGENDA Items still under staff review

- a. Abandonment of Bryson Lane – Pending
- b. Consideration of and action to appoint a committee to serve as members of the Comprehensive Land Use Plan Committee to update the Ovilla Comprehensive Use Plan. – Staff plans to present this to Council at the September Regular Meeting.
- c. Updates on Midlothian ISD: Costs to the road, Ovilla’s share of cost, pending development agreement with MISD, and update on annexation of Shiloh Road. A Resolution will be presented to Council soon.

CONDUCT A BRIEFING SESSION to review and discuss agenda items for the 6:30 p.m. regular meeting.

Mayor Dormier and Council reviewed items listed on the 6:30 p.m. agenda.

No questions for the 6:30 p.m. Agenda.

ADJOURNMENT

Mayor Dormier adjourned the Briefing Session of the Ovilla City Council at 6:22 p.m.

ATTEST:

Richard Dormier, Mayor

Pamela Woodall, City Secretary

Approved October 13, 2015

CITY OF OVILLA MINUTES

Monday, August 10, 2015

Regular City Council Meeting

105 S. Cockrell Hill Road, Ovilla, TX 75154

Mayor Dormier called the Regular Council Meeting of the Ovilla City Council to order at 6:32 p.m., with notice of the meeting duly posted. The following City Council Members were present:

Rachel Huber	Council Member, Place 1
Larry Stevenson	Council Member, Place 2
David Griffin	Council Member, Place 3
Doug Hunt	Mayor Pro Tem, Place 4
Dean Oberg	Council Member, Place 5

Mayor Dormier announced present Council members, thus constituting a quorum. City Manager Dennis Burn, various department directors and staff were also present.

Pastor Vernon Sansom gave the Invocation and Place 1 Huber led the recitation of the Pledge of Allegiance.

COMMENTS, PRESENTATIONS, REPORTS AND/OR APPOINTMENTS

- Mayor Dormier read and presented a Proclamation to the NSDAR – Constitution Week, Chapter NSDAR
- Mayor Dormier recognized Mr. John Knight as the new state representative for CASA.

- ***Citizens Comments / Citizens Forum:***
There was no one to speak.

- **Department Activity Reports / Discussion** – staff presented their reports.
 - Police Department Lieutenant J. Bennett
 - City Manager Burn complimented Lt. Bennett for keeping the department running smoothly while the search for a police chief was underway.
 - Lt. Bennett advised that he was currently reviewing two applicants for police officer positions, taking inventory of the building and doing some clean up.
 - Fire Department Fire Chief B. Kennedy
 - Gave the monthly report.
 - Public Works Public Works Director B. Piland
 - Gave monthly report.
 - PW Director Piland shared that crews were working on the installation of the 12” water line on Water Street.
 - Phase 1 Bryson Manor was underway.
 - Finance Department City Accountant L. Harding
 - June 2015 Monthly Financials
 - Administration City Administrator D. Burn
 - Gave activity reports.
 - Gave monthly Municipal Court Report. City Secretary P. Woodall
 - Gave monthly Code/Animal Control Reports. Code/AC Officer M. Dooly
 - Monthly Building Permits were reviewed.

CONSENT AGENDA

- C1.** Ordinance 2015-020 of the City of Ovilla, Texas, amending Ordinance 2015-015 of the City of Ovilla by providing an exemption to the City’s Dumpster regulations for temporary plywood

bins used during residential construction; providing a savings clause; providing a severance clause; providing for incorporation into the Ovilla Code of Ordinances; providing for immediate effect; providing for publication.

- C2. June 2015 Financial Transactions over \$5,000
- C3. Quarterly Investment Report
- C4. Committed Fund Balance Report(s)
- C5. Annual Contract 2016 – Technical Services Fee Schedule with Trinity River Authority of TX
- C6. Minutes of the July 13, 2015 Briefing Session and Regular City Council Meeting
- C7. Minutes of the July 02, 2015 Special Council Meeting Budget Workshop
- C8. Minutes of the June 29, 2015 Special Council Meeting Budget Workshop

Mayor Pro Tem Hunt moved to pull C3 from the Consent Items for separate consideration. Accountant Linda Harding advised she would return to the next Council meeting with clarity on the Investment Report. No Action was taken on C3.

Mayor Pro Tem Hunt moved to approve Consent Items C1 – C8 (omitting C3) as presented, seconded by PL5 Oberg.

No oppositions, no abstentions.

VOTE: The motion to approve carried unanimously: 5-0.

The numbering below tracks the items of the agenda whereas the order of consideration varied.

REGULAR AGENDA

Mayor Dormier moved the order of the agenda to address Item 4.

- 4. ***DISCUSSION/ACTION*** – Consideration of and action on an Agreement by and between the City of Ovilla and Orasi, for a Strategic Plan, authorizing the Mayor to execute said Agreement.

The City received one response for a Strategic Plan from Orasi for the City of Ovilla and the EDC. A Review Committee comprised of EDC Directors Ron Sims and David Staalsen made reference inquiries and submitted a recommendation to move forward with negotiations for an agreement. Orasi gave a presentation during the June 22 Regular EDC Meeting. The entire EDC was pleased with the presentation from Orasi and directed the City Manager to begin negotiations for an agreement with Orasi and return with an Agreement at the next regularly scheduled meeting. At the July 20, EDC Meeting, staff presented the Agreement. The 4-B EDC unanimously voted on approval of the presented Orasi Strategic Plan Proposal (Agreement). Orasi’s priced proposal was broken down into two phases, paid from the EDC Budget.

Phase 1: Community & Economic Development Profile

Phase 2: Comprehensive Strategic Plan

Totaling \$25,500

Jack Thompson, representative with Orasi spoke with Council and staff on Thursday, August 06, during the Budget Workshop, summarizing Orasi’s ability and expertise to analyze Ovilla’s resources, including the surrounding areas and to develop a plan to execute specific needs relative to economic development for Ovilla.

PL5 Oberg moved that the Council approve the Agreement by and between the City of Ovilla and Orasi for a Strategic Plan, authorizing the Mayor to execute said Agreement as presented, seconded by PL1 Huber. Mayor Pro Tem, PL4 Hunt opposed.

One opposition, no abstentions.

VOTE: The motion to approve carried 4-1.

1. **DISCUSSION/ACTION** – Review of the proposed Fiscal Year 2015-2016 Budget, discuss the preliminary determination of the tax rate, and direct staff as necessary.

During the August 06, 2015 Special Council Meeting Budget Workshop City Manager Dennis Burn presented a proposed budget using the current rate of \$0.6719. The Municipal Services Advisory Committee presented their recommendations to Council focusing on the equipment needs of the police, fire and public works departments. Staff received direction from Council to proceed with the following:

- Propose the budget with an increased total tax rate from the current same rate of \$0.6719 to \$0.70000.

Capital Expenditures

- Include one new police vehicle (consider another at mid-year)
- Patch & repair along Cockrell Hill Road
- Clean ditches along Cockrell Hill Road
- Complete road repair in Ovilla Oaks
- Shiloh Road Bridge east abutment repair
- 50/50 Sidewalk Program

Personnel

- No increase in staffing

City Manager Dennis Burn highlighted any recommended revisions to the proposed budget for easy access.
NO ACTION.

2. **DISCUSSION/ACTION** – Consideration of proposed tax rate for the Fiscal Year 2015-2016 Budget and take a record vote.

City Manager Dennis Burn explained a portion of the Truth and Taxation Laws. The tax rate is split into two parts. The first part is the maintenance and operation rate or commonly referred to as the M&O rate. This rate is used to fund the day-to-day operations and is unrestricted revenue. Council sets this rate.

The second part is the debt rate or commonly referred to as the I & S rate. This rate is used to fund any bonds that have been issued by the City. This rate is set by the amount of debt the City is currently paying and is calculated by the Tax Office.

FINANCIAL IMPACT:

1. If Council proposes a new rate of \$.7000 Ad Valorem Revenue will increase by \$63,638, as compared to the current rate of \$0.6719.
2. If Council proposes a rate that is the same rate as last year, \$.671900 Ad Valorem Revenue will increase by \$164,519 as compared to prior year.
3. If Council proposes the Effective Tax Rate, \$.640941 Ad Valorem Revenue will increase by \$94,406 as compared to prior year at \$0.6719.
4. If Council proposes the Rollback Rate, \$.735361 Ad Valorem Revenue will increase by \$143,721 as compared to current rate of \$0.6719.

PL3 Griffin moved that the Council hereby propose the 2015 property tax of \$0.7000 with a Maintenance and Operation rate of \$0.5320 and a debt rate of \$0.1680. This proposed tax rate would increase total taxes in Ovilla by 4.18% (by which it exceeds the current total tax rate), seconded by PL2 Stevenson.

No oppositions, no abstentions.

VOTE: The motion to approve carried unanimously: 5-0.

3. **DISCUSSION/ACTION** – Consider and schedule dates for two public hearings on the proposed Tax Rate for Fiscal Year 2015-2016.

Section 26.05 of the Tax Code requires that the governing body hold two public hearings, if the entity is proposing a tax increase or proposal to increase total tax revenue. The first notice shall be titled: *NOTICE of PUBLIC HEARING on TAX INCREASE*. The first tax rate hearing may not be held before the 7th day after the notice of the public hearing is given. (Tax Code 26.06a) The adoption of the tax rate shall be no less than three days but no more than 14 days after the second public hearing.

PL5 Oberg moved that Council schedule the listed dates and times for two Public Hearings on the Proposed Tax Rate for Fiscal Year 2015-2016 and direct staff to follow Tax Code Laws accordingly for Notice Requirements: The First Public Hearing will be held on Monday, August 24th at 5:30 p.m. at the Ovilla City Hall Council Chamber Room. The Second Public Hearing will be held on Thursday, September 3rd at 5:30 p.m. at the Ovilla City Hall Council Chamber Room, seconded by PL2 Stevenson.

No oppositions, no abstentions.

VOTE: The motion to approve carried unanimously: 5-0.

EXECUTIVE SESSION

At 8.08 p.m., Mayor Dormier announced that pursuant to Section 551.074, Personnel Matters of the TX Open Meetings Act, Council would convene into Executive Session to deliberate on the following items:

4. ***DISCUSSION/ACTION*** – Consideration of and action on an Employment Agreement between the City of Ovilla and Brian Windham, authorizing the City Manager and Mayor to execute said Agreement.
5. ***DISCUSSION/ACTION*** – Consideration of and action on the appointment of Brian Windham as the Ovilla Chief of Police.

Mayor Dormier and Council reconvened into Open Session at 8:34 p.m. Mayor Dormier announced that no decisions were made in Executive Session.

PL3 Griffin moved that Council approve the Employment Agreement between the City of Ovilla and Brian Windham, authorizing the City Manager and the Mayor to execute said Agreement, seconded by PL2 Stevenson. *No oppositions, no abstentions.*

VOTE: The motion to approve carried unanimously: 5-0.

PL2 Stevenson moved that the Council approve the recommendation of the City Manager with the appointment of Brian Windham as the Ovilla Chief of Police, seconded by PL5 Oberg.

No oppositions, no abstentions.

VOTE: The motion to approve carried unanimously: 5-0.

REQUESTS FOR FUTURE AGENDA ITEMS AND/OR ANNOUNCEMENTS

No ANNOUNCEMENTS.

1. PL1 Huber None
2. PL2 Stevenson None
3. PL3 Griffin Would like staff to bring a written complaint policy to Council for review. Reminder that December 2015 will be City Manager D. Burn’s 6-month review. Also, consider ribbon cutting at the Ellis County Bar-B-Que.
4. Mayor Pro Tem Hunt None
5. PL5 Oberg None

ADJOURNMENT

***Richard Dormier, Mayor
Rachel Huber, Place One
Larry Stevenson, Place Two***

***Doug Hunt, Place Four
David Griffin, Place Three
Dean Oberg, Place Five***

Mayor Pro Tem, PL4 Hunt moved to adjourn the Council meeting, seconded by PL5 Oberg. There being no further business, Mayor Dormier adjourned the meeting at 8:40 p.m.

ATTEST:

Pamela Woodall, City Secretary

Richard Dormier, Mayor

Approved October 13, 2015

Executive Session sealed and file separately.

INTERLOCAL COOPERATION CONTRACT
BETWEEN
COUNTY OF ELLIS AND CITY OF OVILLA

WHEREAS, the hereinafter below described government entities desire to increase their efficiency and effectiveness by entering into this contract one with the other; and

WHEREAS, such contracts are authorized under Chapter 791 of the Government Code of the State of Texas, said law cited as the Interlocal Cooperation Act of the State of Texas; and

WHEREAS, the function or service contracted for and to be provided by this agreement is with the definition of “Governmental function and services” as defined by Section 791.003 of the Government Code; and

WHEREAS, the function or service contracted to be provided is a function or service that each party to the contract is authorized to perform individually;

NOW, THEREFORE, the parties agree and covenant one with the other as follows:

- A) The County of Ellis (hereinafter COUNTY) shall be the party providing the function or service which shall include the maintenance, repair and / or construction of streets, roads, alleys, bridges, and parking areas, as well as the maintenance and construction of waterways and ditches. The COUNTY shall be further authorized to sell to the CITY goods and services.
- B) The City of Ovilla (hereinafter CITY) shall be the party receiving the function, goods, or service and providing payment for such function, goods and / or services.
- C) CITY, as paying party, acknowledges and certifies, as required by the Interlocal Cooperation Act, that all payments shall be made from current revenues available to CITY.
- D) The term of this agreement shall be from October 1, 2015 to September 30, 2016.

- E) Both parties acknowledge and understand, in reference to any project undertaken under this contract involving the construction, improvement, or the repair of a road, building or other facility, the following:
- 1) That prior to beginning said project, a work order in the form similar to Exhibit A attached hereto shall be adopted describing the project to be undertaken and identifying the project's location, and
 - 2) That the payment and penalty provisions set out in Section 791.014 (c) and (d) of the Government Code Interlocal Cooperation Act shall apply to this contract.
- F) CITY agrees to pay to COUNTY within thirty (30) days of billing by COUNTY for the goods, governmental function, and / or services provided in an amount that fairly compensates COUNTY for service or functions performed by COUNTY under this Contract.

EXECUTED in duplicate this the _____ day of _____, 20 ____.

COUNTY JUDGE
ELLIS COUNTY, TEXAS

Attest:

Ellis County Clerk

MAYOR Richard A. Dormier
City of Ovilla

Attest:

City Secretary, Pamela Woodall

EXHIBIT A

WORK ORDER UNDER INTERLOCAL AGREEMENT

Service Provider: Ellis County, Texas

Department to Provide Service: _____

Basis of Authority to Provide Service: *Interlocal Agreement dated:* _____

per Commissioners Count Minute Order _____

Local Government Requesting Service: _____

Description of Project to be Undertaken: _____

Location of Project to be Undertaken: _____

Requested by: _____
Kyle Butler

Department: *Ellis County Commissioner, Pct. 4*

APPROVED in Open Commissioners Court per Minute Order No. _____ on the
_____ day of _____, 2015/2016.

Carol Bush
County Judge, Ellis County, Texas

ACCEPTED AND AGREED TO this ___ day of _____, 2015/2016.

Signature: _____

Title: _____

On Behalf of: _____



Ovilla City Council

AGENDA ITEM REPORT

Item: 1

Meeting Date: October 13, 2015

Department: Administration

Discussion Action

Budgeted Expense: YES NO N/A

Submitted by: Dennis Burn, CM

Amount: N/A

Reviewed By: City Manager City Secretary City Attorney

Accountant

Other Chief Windham

Attachments:

Ellis County Sheriff's Department Memorandum of Understanding

Agenda Item / Topic:

ITEM 1. DISCUSSION/ACTION – Consideration of and action on a Memorandum of Understanding allowing the use of the Ovilla Water Tower site to serve as one of the five remote receiver sites used by Ellis County to support its five-channel VHF conventional voting radio system, authorizing the City Manager to execute said Agreement upon approval by City Council.

Discussion / Justification:

Staff was notified by Captain Chuck Lauback, Ellis County Sheriff's Department, that an approved and signed Memorandum of Understanding (MOU) was not on file with their department from the City of Ovilla, allowing the Sheriff's Department to install radio equipment (and to move some of Ovilla's equipment) into a climate controlled box, which is also attached to a battery backup. The battery backup is also a benefit to Ovilla in the event of a power outage. As reported by Captain Lauback, the Sheriff's Department was in communication with former Chief Moon, as this document was thought to have already been presented to Council.

Prior to the Memorandum of Understanding (MOU), Ellis County currently has radio equipment inside the Water Tower that is/was in need of upgrading. The new equipment was placed on top of the Water Tower Bowl.

This is the first staff has learned of the MOU and that the equipment has already been installed. The City of Ovilla has access to our equipment. This contract was effective January 01, 2015 for a ten-year term. Captain Lauback is expected to attend this evening's meeting to answer Council's questions.

Recommendation / Staff Comments:

Staff recommends

Sample Motion(s):

I move that Council approves / denies the Memorandum of Understanding allowing the use of the Ovilla Water Tower site to serve as one of the five remote receiver sites used by Ellis County to support its five-channel VHF conventional voting radio system, authorizing the City Manager to execute said Agreement.

MEMORANDUM OF UNDERSTANDING CONCERNING OVILLA WATER TOWER

WHEREAS, County of Ellis, a political subdivision of the State of Texas, hereafter referred to as “Ellis County”, and the City of Ovilla, a municipal corporation of the State of Texas, hereafter referred to as “Ovilla” have reached an agreement concerning the use of the Ovilla Water Tower site to serve as one of the five (5) remote receiver sites used by Ellis County to support its five channel VHF conventional voting radio system.

WHEREAS, the parties herein desire to enter into a Memorandum of Understanding setting forth Each party’s rights and obligations.

I) Description of Parties:

- A) Ellis County is a political subdivision of the State of Texas that desires to install and maintain one of its five channel VHF conventional voting radio system on the Ovilla Water Tower. This will be one of the remote receiver sites used by Ellis County to support its five channel VHF conventional voting radio system.
- B) Ovilla is a municipal corporation of the State of Texas that owns and operates the Ovilla Water Tower and the land it is on.

II) Description of the Property:

A 210 foot Water Tower located at 600 Block of Water Street, Ovilla, Texas 75154, Latitude 32-31-41.4 N and Longitude 96-53-30.8 W owned and maintained by Ovilla.

III) Agreement of the Parties:

- A) Ellis County currently has radio equipment inside the Ovilla Water Tower. This equipment needs to be upgraded. The Water Tower site has (5) voting receivers using a single receive antenna system. The following equipment will be installed in a climate controlled equipment cabinet at the base of the Water Tower:
 - 1) One (1) Two-Bay Climate Controlled Equipment Cabinet;
 - 2) Four (4) Motorola G Series Voting Receivers and Site Router Equipment (SO Channels 1,2,3, and County Fire);
 - 3) One (1) DB Spectra Receiver Multicoupler System;
 - 4) One (1) Motorola CDM Mobile Control Station and Power Supply (Public Works Channel)
 - 5) UPS System with 4 Hours Run Time batteries; and
 - 6) Rad Mux 4.9 GHz Microwave IDU (Indoor Unit).

The following equipment will be installed on top of the Water Tower Bowl:

- 1) One (1) RFS DB224 VHF Antenna with LDF5-50A Heliax Coaxial Cable;
- 2) One (1) 2' 4.9 GHz Radio Waves HPD2-4.7NS Microwave Dish; and
- 3) One (1) Motorola PTP49600 Microwave ODU (Outdoor Unit).

Equipment will be installed in a climate controlled equipment cabinet. External to the cabinet shall be the UPS & batteries, and the filtering components of the receiver multicoupler system. Antennas will be mounted on top of the Water Tower Bowl on existing mounting.

- B) It is agreed between the parties that the radio equipment owned by Ovilla and currently installed on the base of the Water Tower will be moved into the climate controlled equipment cabinet.

IV) Roles and Responsibilities:

- A) Ellis County will have twenty-four (24), seven (7) days a week access to their equipment on the tower.
- B) Ovilla will have twenty-four (24), seven (7) days a week access to their equipment inside the climate controlled equipment cabinet.
- C) A sign in sheet will be completed by any person that enters the climate controlled equipment cabinet. Both parties will insure compliance with this requirement whether the access is by an employee of the party or and independent contractor working at the direction of the party.
- D) Both parties will insure that no one has access to the other party's equipment inside the climate controlled equipment cabinet.
- E) Ovilla is responsible for electricity used at the Water Tower. Ovilla will make sure that the site has appropriate electricity and will be solely responsible for payment of any bills related to the electricity used at the site.
- F) Ellis County is responsible for purchasing and maintaining the UPS (Uninterrupted Power Supply) to the site and is solely responsible for payment of any bills related to repair and maintenance of the UPS system.
- G) Ovilla agrees to provide appropriate antennae mounting space on the Water Tower required to mount the equipment listed above, whether on the Water Tower Base or Bowl, as necessary.
- H) Each party will maintain and repair their own equipment at their own cost.

- I) Either party retains the right to upgrade their equipment over the term of this contract without the necessity of amending this agreement.
- J) Both parties agree that the equipment installed remains owned by the party installing the equipment.

V) Term of the Contract:

The term of this contract is for ten (10) years with the effective date of January 1, 2015 through December 31, 2024. The contract will be renewed for four (4) successive five (5) year terms if neither party has terminated this contract pursuant to paragraph (VI) below.

VI) Either party can terminate this agreement, with or without cause, with 90 days written notice to the other party. Written notice is to be sent by certified mail return receipt requested to the other party with delivery more than 90 days prior to termination of the contract. Written notice should be sent to the current Ellis County Sheriff for Ellis County and to the current Mayor of Ovilla for Ovilla.

VII) Upon termination, both parties shall have a reasonable amount of time to remove their equipment from the Water Tower and/or the Climate Controlled Equipment Cabinet, as appropriate. Reasonable time shall be no more than ninety (90) days.

VIII) Upon execution of this Memorandum of Understanding, Ellis County will be responsible for drafting an Interlocal Lease Agreement concerning the lease of space and use on the Water Tower.

THEREFORE, We, the undersigned, by signing below warrant that we have authority to bind our respective county or city government to the terms of this Memorandum of Understanding; that we agree to the terms and conditions of this Memorandum of Understanding on behalf of our respective county or city government; and that our respective county and city government agrees to perform their respective duties and obligations pursuant to this agreement.

Agreed:

CITY OF OVILLA

ATTEST:

By: _____

By: _____, Secretary

Dennis Burr, City Manager

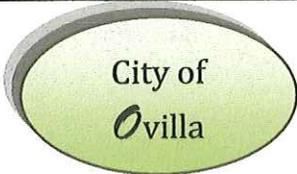
Date: _____

COUNTY OF ELLIS, TEXAS

By: Cindy Polley
Cindy Polley, County Clerk

By: Carol Bush 8/12/15
Carol Bush, County Judge

Date: 03-09-15



Ovilla City Council

AGENDA ITEM REPORT

Item: 2

Meeting Date: October 13, 2015

Department: Administration

Discussion Action

Budgeted Expense: YES NO N/A

Submitted by: Dennis Burn, CM

Amount: N/A

Reviewed By: City Manager City Secretary City Attorney

Accountant Other _____

Attachments:
Resolution R2015-023
Agenda Item / Topic:
ITEM 2. <i>DISCUSSION/ACTION</i> – Consideration of and action on Resolution R2015-023, authorizing the Mayor to execute approval of the Ellis County Hazard Mitigation Action Plan.
Discussion / Justification:
<p>This agenda item includes a resolution adopting the Ellis County Hazard Mitigation Action Plan (ECHMAP). In order for the plan to receive final FEMA approval, the plan must be adopted by each participating jurisdiction. There are 14 municipalities involved in the adoption of the plan.</p> <p>Ellis County is susceptible to several different natural hazards that have the potential to cause property loss, loss of life, economic hardship and threats to public health and safety. These hazards cannot always be accurately predicted but their impact on people and property can be lessened through hazard mitigation measures.</p> <p>The ECHMAP was developed by the collective efforts of several individuals and organizations. The ECHMAP will allow Ellis County and the participating jurisdictions to become eligible for federal aid.</p> <p>The actual ECHMAP is not in your packet as it is a 494 page document. The ECHMAP will be printed and a copy kept on file at City Hall for you and any others interested to review.</p>
Recommendation / Staff Comments:
Staff recommends approval of the resolution.
Sample Motion(s):
<i>I move that Council approves / denies Resolution R2015-023, authorizing the Mayor to execute approval of the Ellis County Hazard Mitigation Action Plan.</i>

CITY OF OVILLA, TEXAS

RESOLUTION NO. R2015-023

A RESOLUTION OF THE CITY OF OVILLA ADOPTING THE ELLIS COUNTY HAZARD MITIGATION ACTION PLAN, OCTOBER 2015.

WHEREAS the City Council of Ovilla recognizes the threat that natural hazards pose to people and property within Ellis County; and

WHEREAS the County of Ellis has prepared a multi-hazard mitigation plan, hereby known as Ellis County Hazard Mitigation Action Plan, October 2015 in accordance with the Disaster Mitigation Act of 2000; and

WHEREAS Ellis County Hazard Mitigation Action Plan, October 2015 identifies mitigation goals and actions to reduce or eliminate long-term risk to people and property in the City of Ovilla from the impacts of future hazards and disasters; and

WHEREAS adoption by the City Council of Ovilla demonstrates their commitment to the hazard mitigation and achieving the goals outlined in the Ellis County Hazard Mitigation Action Plan, October 2015.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF OVILLA, TEXAS, that;

Section 1. In accordance with ARTICLE 1.03 ORDINANCES AND RESOLUTIONS of the City of Ovilla Code of Ordinances, the City Council of Ovilla adopts the Ellis County Hazard Mitigation Action Plan, October 2015. (Exhibit A)

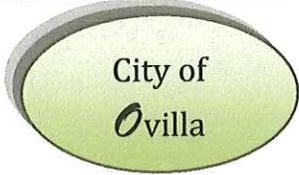
ADOPTED by a vote of _____ in favor and _____ against, and _____ abstaining, this 13 day of October 2015.

By: _____
Richard Dormier, Mayor
Ovilla, Texas

ATTEST:
By: _____
Pamela Woodall, City Secretary
Ovilla, Texas

APPROVED AS TO FORM:

By: _____
Ron G. MacFarlane, Jr.
City of Ovilla legal counsel



Ovilla City Council

AGENDA ITEM REPORT

Item: 3

Meeting Date: October 13, 2015

Department: Administration

Discussion Action

Budgeted Expense: YES NO N/A

Submitted by: Dennis Burn, CM

Amount: N/A

Reviewed By: City Manager City Secretary City Attorney

Accountant Other _____

Attachments:
Resolution R2015-024 Ellis Appraisal District letter and supporting documentation
Agenda Item / Topic:
ITEM 3. DISCUSSION/ACTION – Consideration of and action on Resolution R2015-024, candidate nomination for the Ellis Appraisal District Board of Director for the Years 2016-2017, authorizing the Mayor to execute said Resolution upon approval by City Council.
Discussion / Justification:
Each of the incorporated cities and towns, except the City of Dallas, shall have the right to nominate by official resolution one (1) candidate for each of the five positions to serve on the Board of Directors. Nominees for each entity shall be submitted to the Chief Appraiser by October 15. <p style="text-align: center;">Current members are: Chair: Phillip Lynch V-Chair: Ken Marks Secretary: Joe Pitts Member: Tommy Hamilton Member: Charles T. Abrams</p>
Recommendation / Staff Comments:
N/A
Sample Motion(s):
<i>I move that Council authorize the Mayor to execute Resolution R2015-024, naming the following individuals as Ovilla’s nominated candidates to serve on the Board of Directors for the years 2016-2017 and submit said document to the Chief Appraiser of Ellis Appraisal District.</i>
<ol style="list-style-type: none"> 1. Chair 2. V-Chair 3. Secretary 4. Member 5. Member

Resolution No. R2015-024

RESOLUTION OF CANDIDATE NOMINATIONS FOR THE ELLIS APPRAISAL DISTRICT
BOARD OF DIRECTORS FOR THE YEARS 2016-2017

WHEREAS, Section 6.03 (k) of the Texas Property Tax Code, requires that each taxing unit entitled to vote may nominate by Resolution one candidate for each of the five positions to be filled and submit those nominations to the Chief Appraiser of the Ellis Appraisal District before October 15, 2015.

THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF OVILLA, TEXAS, submits the following nominations for Board of Directors of the Ellis Appraisal District for 2016-2017:

Chair: Phillip Lynch
V-Chair: Ken Marks
Secretary: Joe Pitts
Member: Tommy Hamilton
Member: Charles T. Abrams

ACTION TAKEN this 13th day of October 2015, in Regular Session of the governing body of the above mentioned taxing unit; as authorized under Section 6.03 of the Texas Property Tax Code, for the purpose of casting votes to elect the Board of Directors of the Ellis Appraisal District.

Presiding Officer
Richard A. Dormier, Mayor

ATTEST:

Pamela Woodall, City Secretary



ELLIS APPRAISAL DISTRICT
400 Ferris Ave * PO Box 878
Waxahachie, Texas 75168
972-937-3552 * Toll Free 1-866-348-3552
ecad@elliscad.com

Board of Directors
Phillip Lynch, Chairman
Ken Marks, Vice Chairman
Joe Pitts, Secretary
Charles T. Abram, Member
John Bridges, Member
Tommy Hamilton, Member

Kathy Rodrigue, Chief Appraiser

August 17, 2015

Taxing Units of the Ellis Appraisal District:

It is election time and the **2016-2017 Board of Directors Taxing Unit Voting Entitlements** are enclosed.

The FIRST step for you in this process is NOMINATIONS. Each taxing unit may **nominate by resolution** adopted by its governing body (sample enclosed) one candidate for each position to be filled on the board of directors. The presiding officer of the governing body of the unit shall submit the name(s) of the unit's nominee(s) to the chief appraiser before October 15th.

Before October 30th, the chief appraiser will prepare a ballot, listing the candidates and shall deliver a copy of the ballot to the presiding officer of your unit. **The SECOND step for you in this process is to VOTE.** The governing body shall determine its **vote by resolution** (sample enclosed) and submit it to the chief appraiser before December 15th. Your voting entitlement may be cast for one candidate or distributed as the governing body chooses. It takes **834 votes** to secure a position on the board. The chief appraiser will count the votes, declare the five candidates who received the largest cumulative vote totals elected, and submit the results before December 31st to each governing body.

Please mark these dates for the governance of the Ellis Appraisal District:

Before **October 15** Your governing body submits candidates names to the chief appraiser

Before **October 30** I will prepare and deliver a ballot to the presiding officer of your unit

Before **December 15** Your governing body will vote by resolution and submit to the chief appraiser

Before **December 31** I will send the results of the election to each governing body

**Please make plans on your scheduled meetings to consider and act on these matters.
Your vote is very important to the continued dedicated leadership of this board.**

I have asked the current board members about their interest in serving another term. Tom Abrams, Tommy Hamilton, Phillip Lynch, Ken Marks and Joe Pitts are all willing to serve another term. I am enclosing the history of the current board members and some additional details about them individually for your review. Please contact me if you have any questions.

Respectfully submitted,

Kathy A. Rodrigue, RPA
Chief Appraiser

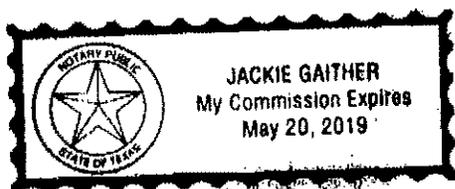
**ELLIS APPRAISAL DISTRICT
2016-2017 BOARD OF DIRECTORS
TAXING UNIT VOTING ENTITLEMENT**

TAXING UNITS	2014 CERT FRZ ADJ TAXABLE VALUES (as of 07/18/14)	2014 TAX RATE	TAX LEVY ON ACCTS WITH CEILING	2014 TOTAL LEVY	% OF TOTAL LEVY	2016 VOTES	2014 VOTES
ELLIS COUNTY	9,907,758,370	0.380091	4,169,953	41,828,451.06			
LATERAL ROAD	9,838,393,907	0.033508	379,927	3,676,576.03	18.19%	910	920
AVALON ISD	33,600,721	1.220000	32,231	442,159.80	0.18%	9	9
ENNIS ISD	1,651,115,982	1.540000	1,294,071	26,721,257.12	10.68%	534	573
FERRIS ISD	268,532,551	1.325000	380,366	3,938,422.30	1.57%	79	82
FROST ISD	2,175,066	1.240400	759	27,738.52	0.01%	1	0
ITALY ISD	88,208,678	1.246960	130,170	1,230,096.93	0.49%	25	26
MIDLOTHIAN ISD	3,040,090,679	1.540000	3,252,432	50,069,828.46	20.02%	1,001	986
MILFORD ISD	50,788,318	1.170000	40,984	635,207.32	0.25%	13	13
PALMER ISD	193,637,471	1.550000	356,253	3,357,633.80	1.34%	67	58
RED OAK ISD	1,234,889,490	1.540000	2,257,693	21,274,991.15	8.51%	425	388
WAXAHACHIE ISD	2,698,143,510	1.428900	3,468,194	42,021,966.61	16.80%	840	850
MAYPEARL ISD	243,068,152	1.346000	347,357	3,619,054.33	1.45%	72	79
BARDWELL	10,445,683	0.296582		30,980.02	0.01%	1	0
CEDAR HILL	79,859,771	0.698760		558,028.14	0.22%	11	12
ENNIS	1,410,087,870	0.695000		9,800,110.70	3.92%	196	207
FERRIS	89,402,211	0.687134		614,312.99	0.25%	12	13
GARRETT	15,273,305	0.468793		71,600.18	0.03%	1	1
GLENN HEIGHTS	118,365,820	0.795000		941,008.27	0.38%	19	20
GRAND PRAIRIE	10,036,745	0.669998	4,136	71,381.99	0.03%	1	2
ITALY	49,031,009	1.011600	60,905	556,902.69	0.22%	11	12
MANSFIELD	7,110,070	0.710000	4,990	55,471.50	0.02%	1	1
MAYPEARL	27,018,174	0.834661	24,084	249,594.16	0.10%	5	5
MIDLOTHIAN	2,222,831,269	0.708244		15,743,069.09	6.29%	315	284
MILFORD	11,122,647	0.518596	19,067	76,748.60	0.03%	1	2
OAK LEAF	97,975,873	0.386480		378,657.15	0.15%	8	8
OVILLA	189,835,577	0.671900	323,575	1,599,080.24	0.64%	32	33
PALMER	57,109,064	0.689500		393,767.00	0.16%	8	8
PECAN HILL	30,441,109	0.319192		97,165.58	0.04%	2	2
RED OAK	593,832,751	0.649000	318,350	4,172,324.55	1.67%	83	82
VENUS	19,383,531	0.893269		173,147.07	0.07%	3	3
WAXAHACHIE	2,133,927,776	0.680000	1,184,440	15,695,148.88	6.28%	314	321
TOTAL				250,121,882.22	100.00%	5,000	5,000

I, KATHY A. RODRIGUE, CHIEF APPRAISER FOR THE ELLIS APPRAISAL DISTRICT,
DO HEREBY CERTIFY THAT THE ABOVE VOTING ENTITLEMENTS
ARE TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE.

Kathy Rodrigue

SUBSCRIBED AND SWORN BEFORE ME THIS 17th DAY OF August, 2015.



Jackie Gaither
NOTARY

**ELLIS APPRAISAL DISTRICT
BOARD OF DIRECTORS**

Eligibility:

Person must have resided in the appraisal district for at least two years. Person may not be an employee of a taxing unit served by the appraisal district, but may be an elected official or a member of the governing body. A person may not be appointed if related within the second degree of consanguinity or affinity to either an appraiser who appraiser property for use in the appraisal district's appraisal review board proceedings or a tax representative who represents taxpayers for compensation before the appraisal district's appraisal review board. A person may not have delinquent taxes for more than 60 days after the date the person knew or should have known of the delinquency.

Term:

All directors other than the county tax assessor-collector serve a two-year term.

Meetings:

Meetings are required quarterly but are typically held once a month at the convenience of the majority of the board members.

Compensation:

Directors may not receive a salary, per diem, or other compensation. They are reimbursed for reasonable and necessary expenses incurred in the performance of a director's duties if included in the appraisal district budget.

General Statement of Functions:

The board of directors has the following primary responsibilities:

- Establish the appraisal district's appraisal office;
- Adopt the appraisal district's annual operating budget and reappraisal plan;
- Contract for necessary services;
- Hire a chief appraiser;
- Appoint a taxpayer liaison officer (districts in counties having a population of over 125,000);
- Appoint appraisal review board chairman and secretary; and
- Make general policy on the appraisal district's operation.



ELLIS APPRAISAL DISTRICT
400 Ferris Ave * PO Box 878
Waxahachie, Texas 75168
972-937-3552 * Toll Free 1-866-348-3552
ecad@elliscad.com

Board of Directors
Phillip Lynch, Chairman
Ken Marks, Vice Chairman
Joe Pitts, Secretary
Charles T. Abram, Member
John Bridges, Member
Tommy Hamilton, Member

Kathy Rodrigue, Chief Appraiser

2014-2015 Board of Directors History

Phillip Lynch

Chairman 2014-2015, 2012-2013, 2010-2011, 2008-2009, 2006-2007, 2004-2005, 2002-2003,
Vice-Chairman 2000-2001, Member 1998-1999, 1996-1997

Ken Marks

Vice-Chairman 2014-2015, Secretary 2012-2013, Member 2010-2011, 2008-2009, 2006-2007,
2002-2003, Secretary 2004-2005

Joe Pitts

Secretary 2014-2015, Member 2012-2013, 2010-2011, 2008-2009, 2006-2007

Charles T Abrams

Member 2014-2015

Tommy Hamilton

Member 2014-2015, 2012-2013

John Bridges

Non-Voting Member as the Ellis County Tax Assessor/Collector 1998-2015

This group works well together to serve the property owners and taxing units of Ellis County.

Legislation:

In 2003, the 78th Legislative Session, we worked with Jim Pitts to change the number of ARB members that a Board of Directors can appoint. With the success of this change the district was able to set up panels for hearings and to save approximately \$20,000 annually in ARB hearings costs. This also has enabled us to complete hearings earlier and to certify 100% of the appraisal roll on time.

Property Value Study:

The appraisal district has been successful since 2000 with having local property value assignments to all 11 of our school districts. We are very proud of this record and is a result of supporting the efforts of the staff to follow their constitutional requirements to appraise property at market value fairly and equitably.

Budgeting:

Through the use of technology, the Board has reduced the size of our staff from 31 to 24 budgeted positions for 2015 to handle a \$15 Billion appraisal roll. The budget is less than 1% of the total levy of the taxing units, which is extremely rare for a district of our size.

Technology:

This Board looks forward each year to sharing with each of you the latest technological investment in aerial and oblique photography, Pictometry. The entities of EAD receive the data and software at no charge. We also offer a robust website for the research purposes.

We encourage you to take a look at EAD's stewardship in the 2014 Ellis Appraisal District Annual Report on our website at: <http://www.elliscad.com/wp-content/uploads/2015/03/EAD-Annual-Report-2014.pdf>

Ellis Appraisal District 2014-2015 Board of Directors' Information

C.T. "Tom" Abrams - Mr. Abrams has served on the BOD since 2014. This year he was the recipient of the Pride of Ennis 2015 Distinguished Service Award, volunteering for civic and non-profit organizations and working with industry leaders to promote economic growth. Mr. Abrams was Mayor of Ennis from 1986-1990 and has been a resident of Ennis since 1977. Mr. Abrams graduated from college and served as an officer in the U.S. Army. Upon moving to Ennis, he started his own manufacturing company and built it into a successful international multi-plant operation. He also served on the Board of Directors of the Ennis Regional Medical Center. Mr. Abrams was nominated in 2013 by the City of Ennis and received votes from Ellis County, Ennis ISD, Palmer ISD, Cities of Ennis and Palmer.

Tommy Hamilton - Mr. Hamilton has served on the BOD since 2012. He worked in banking for 42 years with 25 of those in Waxahachie. He is currently a Senior Vice President of Relationship Banking at Citizen's National Bank and has been with them for thirteen years. He has served on the Board of Directors for the Gingerbread House for three years. He is also on the Ellis County Youth Exp Board. Mr. Hamilton was nominated by the City of Waxahachie. Mr. Hamilton was nominated in 2013 by Midlothian ISD, Waxahachie ISD, Maypearl ISD and Cities of Italy, Mansfield, Maypearl and Waxahachie and received votes from Ellis County, Avalon ISD, Milford ISD, Waxahachie ISD, Maypearl ISD and Cities of Italy, Maypearl and Waxahachie.

Phillip Lynch - Mr. Lynch has served on the BOD since 1996 first as a member for four years, then as Vice-Chairman for two years and as Chairman for the last twelve years. For 25 years, he has been the Owner/President of First American Pension Services Inc., US Marine, Member of American Society of Pension Professionals and Actuaries, and a 403(b) Practitioner and Compliance Consultant. He is currently serving as Consultant to the House Pension and Investments Committee in Austin. His representatives have clients in more than 550 school districts just in Texas. Since 1998, Mr. Lynch has been the Owner/CEO, 1st Texas Program Administrators Inc., a licensed Third Party Administrator and compliance specialist for school districts licensed and operating in Texas and Louisiana. Mr. Lynch was nominated in 2013 by Midlothian ISD, Waxahachie ISD and the Cities of Italy, Mansfield, Maypearl, Midlothian, Ovilla and Red Oak and received votes from Midlothian ISD, Red Oak ISD and Cities of Maypearl, Midlothian, Ovilla and Red Oak.

Ken Marks - Mr. Marks has continued to serve on the BOD since 2002 as a member, as Secretary from 2004-2005 and 2012-2013 and as Vice-Chairman 2014-2015. He is a State Certified Residential Real Estate Appraiser working for E.T. Jones & Associates. Mr. Marks has been a resident of Ellis County for 28 years. Mr. Marks was nominated in 2013 by Midlothian ISD, Waxahachie ISD and the Cities of Italy, Mansfield, and Maypearl received votes from Midlothian ISD and City of Maypearl.

Joe Pitts - Dr. Pitts has served as a member on the BOD since 2006. He began his 41 year career in education in 1955, teaching and ultimately in administration with Dallas ISD. He then became the Superintendent for Port Arthur ISD and retired in 1992 after 10 years of service. He then served for four years as a Board of Trustees Training Consultant for Region IV Education Service Center of the Texas Education Agency. Dr. Pitts was active in the American Association of School Administrators and the Texas Association of School Administrators. In 2008 he served on the Bond Oversight Committee for Red Oak ISD. Dr. Pitts was nominated by Midlothian ISD, Waxahachie ISD and the Cities of Italy, Mansfield and Maypearl and received votes from Waxahachie ISD, Cities of Cedar Hill and Maypearl.



Ovilla City Council

AGENDA ITEM REPORT

Item: 4

Meeting Date: October 13, 2015

Department: Administration

Discussion Action

Budgeted Expense: YES NO N/A

Submitted by: Dennis Burn, CM

Amount: N/A

Reviewed By: City Manager City Secretary City Attorney

Accountant Other _____

Attachments:
Resolution R2015-025 Dallas Central Appraisal District letter
Agenda Item / Topic:
ITEM 4. DISCUSSION/ACTION – Consideration of and action on Resolution R2015-025, candidate nomination for the Dallas Appraisal District Board of Director for the Years 2016-2017, authorizing the Mayor to execute said Resolution upon approval by City Council.
Discussion / Justification:
Each of the incorporated cities and towns, except the City of Dallas, shall have the right to nominate by official resolution one (1) candidate as the fourth member to the Board. Nominees for each entity shall be submitted to the Chief Appraiser by October 17. Qualifications: Must be resident of the DCAD for at least two years May be an elected official of an agency represented by the DCAD Cannot be an employee of any agency represented by the DCAD Current member to the suburban cities is Mr. Michael Hurtt and he has expressed his desire to serve again.
Recommendation / Staff Comments:
N/A
Sample Motion(s):
<i>I move that Council authorize the Mayor to execute Resolution R2015-025, naming _____, as Ovilla's nominated candidate to serve on the Board of Directors for the years 2016-2017 and submit said document to the Chief Appraiser of the Dallas Central Appraisal District.</i>

RESOLUTION NO. R2015-025

A RESOLUTION OF THE CITY OF OVILLA TEXAS, NOMINATING
_____ AS A CANDIDATE TO BE A MEMBER OF THE BOARD
OF DIRECTORS OF THE DALLAS CENTRAL APPRAISAL DISTRICT

WHEREAS, The Chief Appraiser of the Dallas Central Appraisal District has been charged with the responsibility of conducting the election process to determine the membership of the Board of Directors of the Dallas Central Appraisal District, according to the Property Tax Code of Texas; and

WHEREAS, each of the incorporated cities and towns, except for City of Dallas, shall have the right to nominate by an official resolution one (1) candidate as a member of the Board of Directors; and

WHEREAS, the said cities and towns shall, from among the nominations received, elect by a majority vote, with each city and town being entitled to one (1) vote, a member of the Board of Directors.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF OVILLA TEXAS:

THAT the Council of the City of OVILLA, Texas does hereby nominate _____ as a candidate to be a member of the Board of Directors of the Dallas Central Appraisal District.

DULY PASSED AND APPROVED this 13 day of October 2015.

APPROVED:

MAYOR Richard A. Dormier
Ovilla, Texas

ATTEST:

CITY SECRETARY, Pamela Woodall



**Dallas Central
Appraisal District**

Date: August 3, 2015

To: Richard Dormier, Mayor, City of Ovilla

From: W. Kenneth Nolan, Executive Director/Chief Appraiser

Re: Election/Appointment of Members to Board of Directors
Of the Dallas Central Appraisal District

The Property Tax Code, Section 6.03, requires that an election or appointment of members to the Board of Directors of an appraisal district be conducted in odd numbered years. The term of office for elected or appointed members is two years, beginning in even numbered years.

The Property Tax Code specifies the qualifications for membership to the Board of Directors in Section 6.03 of the Code. These qualifications are:

1. Must be a resident of the DCAD for at least two years prior to the election.
2. May be an elected official of an agency represented by the DCAD.
3. Cannot be an employee of any agency represented by the DCAD.

Pursuant to the provisions of the Property Tax Code in 1979, the agencies of Greater Dallas County elected to amend the manner in which representatives were chosen. By special provision of the Property Tax Code, it was decided that the following procedure would be adopted for the election or appointment of members.

Appointments

- A. The City of Dallas will be entitled to appoint one (1) member to the Board.
- B. The Dallas Independent School District will be entitled to appoint one (1) member to the Board.
- C. The Dallas County Commissioners Court may appoint one (1) member to the Board. The member appointed by the Commissioners Court may not be a resident of either the City of Dallas or the Dallas Independent School District.

Elections

- D. **Each of the incorporated cities and towns, except the City of Dallas, shall have the right to nominate by official resolution one (1) candidate as the fourth member to the Board.**

The said cities and towns shall, from among the nominations received, elect by a majority vote, with each city and town being entitled to one (1) vote, a member to the Board of Directors.

- E. Each of the Independent School Districts, except the Dallas Independent School District, shall have the right to nominate by official resolution one (1) candidate as the fifth member to the Board. The said Independent School Districts shall, from among the nominations received, elect by a majority vote, with each Independent School District being entitled to one (1) vote, a member to the Board of Directors.

The votes required for appointment of the Board of Directors as prescribed by the Texas Property Tax Code, in Subsections d and e, hereof, shall be by a majority of those authorized to vote in Subsections d and e, respectively, and not by a majority of the quorum. In accordance with the procedures described in the Property Tax Code, the schedule for election/appointment is as follows:

- By October 17: Nominees for each entity described in Subsections d and e hereto shall be submitted to the Chief Appraiser.
- By October 31: The Chief Appraiser shall prepare a resolution ballot for those entities described in Subsections d and e hereto and submit the ballot accordingly.
- By December 15: Each agency entitled to vote will do so by official resolution ballot and return same to the Chief Appraiser as soon thereafter as practical.
- By January 1: Results of the election will be affirmed.

The County of Dallas, the City of Dallas and the Dallas Independent School District should advise the Chief Appraiser of their appointments no later than November 15, if possible. These appointments should also be by official resolution. The term of office for each member is two years beginning on January 1, 2014.

At the conclusion of the process, every agency will be advised of the final appointments or election results. For the convenience of the entities, a sample resolution is included for the purpose of nominations from the suburban cities and school districts. If you have any questions about this process, please contact me or Cheryl Jordan at 214/631-0520.

Enclosure (Sample Resolution)

cc: Cynthia Powell, City Admin.
Pamela Woodall, City Secretary
Sharon Jungman, City Accountant



Ovilla City Council

AGENDA ITEM REPORT

Item: 5

Meeting Date: October 13, 2015

Department: Utility Billing/Public Works

Discussion Action

Budgeted Expense: YES NO N/A

Submitted by: Dennis Burn, CM

Amount: \$1200 Annually
(\$600 difference currently paying)

Reviewed By: City Manager City Secretary City Attorney

Accountant Other _____

Attachments:
Online payment processing comparison sheet Contract for online payments Contract for delinquent processing
Agenda Item / Topic:
ITEM 5. DISCUSSION/ACTION – Consideration of and action on contract agreements with AVR (utility billing software) to add online payments and delinquent processing modules to enhance customer service and authorizing the Mayor to execute said Agreement documents.
Discussion / Justification:
Ovilla’s Utility Billing software company, AVR, approached staff with optional modules for online processing and delinquent processing. Online payment processing offers advantages to the customer not currently offered or available through the company Ovilla is using (RevTrac): 1. Bank drafting at a \$.50 savings to the customer 2. Paperless billing 3. Customer availability to have full access to their account(s) and history online 4. Customer able to make payments to other departments (Municipal Court payments, permits.) 5. Accepts larger variety of credit cards In addition, AVR will add a delinquent processing module designed to process delinquent letters as opposed to the current method of exporting to excel and creating a mail merge. This module is included free of charge if Council approves the module for online processing. (Online processing will also perform the reconciliation for accounting.) Cost to Ovilla: 1. Ovilla would pay a one-time \$100 installation fee for a payment-processing terminal in the office. 2. Cost for online processing is \$100 monthly. RevTrac’s cost to Ovilla is approximately \$600 annually.
Recommendation / Staff Comments:
Staff recommends approval.
Sample Motion(s):
<i>I move that Council approves / denies the contract agreements with AVR (utility billing software) to add online payments and delinquent processing modules to enhance customer service, authorizing the Mayor to execute said Agreement documents.</i>

ONLINE PAYMENT PROCESSING/ACH (uVision Online) COMPARISON

COST	Currently Rev Trak	AVR
<i>Customer Fees</i>	3.50 per transaction	\$3.00 per transaction
<i>City Fees</i>	Approx \$600 Annually	\$1200 Annually

BENEFITS	Currently Rev Trak	AVR
<i>CUSTOMER</i>	only MC or VISA	VISA, MC, DISCOVER OR AMEX
		Full access to account info. Including account#, amount due, billing and payment history
		Bank Draft/ACH
		Recurring Credit or Debit Card
		Can OPT for paperless billing (will get an email with an 8 1/2 x 11 format of bill)
		If customer is not comfortable with online payments we will have an 800# to call in a payment
		Can make payments for other departments that we have set up in a separate link
<i>CITY</i>	Only payments to water and Heritage Day	Can take payments for other departments that we have set up in a separate link
	Customer fees have to be entered through quickbooks	Customer fees do not come through quickbooks, we only see amount of deposit. This means less accounting for our finance department.
	Customer must call to get amount	Customer has full access to information which should result in less calls.
		Bank Draft/ACH should mean less payment processing.
		Recurring Credit or Debit card should mean less payment processing.
		Paperless billing would result in less bills mailed.
		If we go to 8 1/2 x 11 statements eventually we can print a QR code for scanning.

DELINQUENT PROCESSING

COST	Currently	AVR
<i>City Fees</i>		Included in the \$100 per month if we purchase uVision Online. \$3178 if we only purchase Delinquent Processing

BENEFITS	Currently	AVR
<i>CITY</i>	6+ hours to process letters for delinquent accounts	Approx 1 hour to process

LEADING-EDGE SPECIALISTS IN UTILITY BILLING SINCE 1964

***A RECOMMENDATION FOR
CITY OF OVILLA***



**PREPARED FOR:
DENNIS BURN
CITY MANAGER

CITY OF OVILLA**

**PRESENTED BY:
TRISHA INNIS

AVR, INC.**

**DATE:
SEPTEMBER 25, 2015**

UVISION ONLINE

FOR

CITY OF OVILLA

Executive Summary

The **uVision Online** module will allow any utility service consumer of the Client to access and view details of their utility service account via the Internet. Consumers will create their own user name and password for secure access to their individual utility service account. This service will also give consumers the option to pay their utility service bill by credit or debit card and e-check payments with absolute security.

Product Details

uVision Online Monthly Access

Upon logging in, consumers will be able to:

- View general billing information (i.e. billing dates, penalty date, current balance, usage, etc.)
- View payment and billing history
- View usage history
- Make a payment
- Request a service order – E-mail
- Sign up for ACH & Credit Card
- Opt for paperless billing

Benefits

Updates in account information will occur every 24 hours at a specified time, through a website that is hosted and maintained by AVR, Inc.

A consumer may elect to receive an email notification that their monthly bill is ready to be accessed via a link that takes them directly to the login screen. (This allows for paperless billing).

Account holders may elect to receive notification of Penalty Date, Cut-Off Date and other important billing information. This service provides a higher level of convenience to the consumer by eliminating check writing and postage hassles.

Hosting

- **Security** – from an established, secured back-end processor.
- **Verification** – 24 hour uploads of payment transactions for immediate results.
- **Real-time Reporting** – Fast, reliable and there for you to review critical data when you need it.
- **Tied Integration** – you and your City are tied directly to your source of information and billing data without the involvement of a third party.
- **SSL 128 bit Encryption on Secure server connections**
- **Fast T-3 Internet backbone connections**
- **All E-Commerce files backed up daily**
- **Unique, dedicated IP address**
- **Guaranteed 99% network uptime**

Cost to the City

uVISION ONLINE MONTHLY ACCESS	\$100/month
RECURRING ACH MODULE (FEE WAIVED)	\$1,040
RECURRING CREDIT CARD MODULE (FEE WAIVED)	\$1,040

Convenience Fee(s)

Convenience Fee(s) for credit / debit cards are based on a fixed percentage of the payment amount made to company. E-Checks (Automated Clearing House) bank draft transactions are charged a fixed flat amount processing fee that is added to the total charge paid by the bill payer and this amount will be calculated and proposed separately through Payment Processor. They are subject to change. These Fee(s) are not negotiable and will be proposed under separate cover. (Exhibit A)

Exclusions

The following are not included in price and will be billed at actual cost upon completion:

- ✚ Travel expenses are billed \$50 per trip within a 50-mile radius of AVR, Inc., plus mileage at .80¢ per mile along with hotel and meals when applicable. If travel is outside of a 50-mile radius, additional fees may be applied.)
- ✚ Domain name registration

COST OF THE SOLUTIONS RECOMMENDED BY AVR, INC.

Product	Price
uVISION ONLINE RECURRING MONTHLY ACCESS	\$ 100/MTH
RECURRING ACH MODULE (FEE WAIVED)	\$ 1,040
RECURRING CREDIT CARD MODULE (FEE WAIVED)	\$ 1,040
uVISION ONLINE RECOMMENDED SYSTEM TOTAL	\$ 100/MTH*

*Monthly Contract Amount

TERMS AND CONDITIONS

**Contract – One year renewable agreement. Termination requires 30 days written notice.
 Shall be paid in the manner of equal monthly amounts due on the 5th of every month.
 Proposal Valid 30 Days Only.**

AUTHORIZED SIGNATURE

AVR, Inc. is approved to start work and proceed with project deliverables. I have agreed to the payment terms and milestones of the Agreement and accept it in its entirety. The respective signature that appears below has been and is on the date of this Agreement duly authorized by all necessary and appropriate corporate action to execute this Agreement.

ACCEPTED BY: DENNIS BURN, CITY MANAGER – CITY OF OVILLA

NAME: _____ **TITLE:** _____

SIGNATURE: _____ **DATE:** _____

Exhibit A

City of Ovilla

Fees

Convenience Fee Funding Model - "Convenience Fee Funding" means that the City is funding less than one hundred percent (100%) of the Services.

Web Convenience Fee Services

AVR would like to offer the City its full Visa CISP and Visa/MasterCard rules and regulations compliant web convenience fee solutions. The importance of CISP certification is outlined in the excerpt below and in Exhibit A.

CISP Excerpt

"In April 2000, Visa announced the launch of its Cardholder Information Security Program (CISP), approved in October 1999 and mandated June 2001. CISP defines a standard of due care for securing Visa cardholder data, wherever it is located. CISP compliance has been required of all entities storing, processing, or transmitting Visa cardholder data. Members must comply with CISP and are responsible for ensuring the compliance of their merchants and Agents—whether they support Issuing or Acquiring activity—for all payment channels, including retail (brick-and-mortar), mail/telephone-order, and e-commerce."

The CISP Requirements

- An easy-to-remember list of 12 basic security requirements with which all Visa payment system constituents need to comply
- More detailed sub-requirements, always tying back to the CISP requirements
 1. Install and maintain a working firewall to protect data
 2. Keep security patches up-to-date
 3. Protect stored data
 4. Encrypt data sent across public networks
 5. Use and regularly update anti-virus software
 6. Restrict access by "need to know"
 7. Assign unique ID to each person with computer access
 8. Don't use vendor-supplied defaults for passwords and security parameters
 9. Track all access to data by unique ID
 10. Regularly test security systems and processes
 11. Implement and maintain an information security policy
 12. AVR will restrict physical access to data

The information below details our pricing methodology and cost structure for convenience fee funded utility payment web services. Please feel free to contact us at any time to discuss any questions that you may have regarding the pricing methodology, convenience fees, CISP, or the card Associations' rules and regulations.

CONVENIENCE FEE: WEB PAYMENTS

Web Pricing Methodology

Payment Types Accepted:

- **Debit/Credit Cards** – Visa, MasterCard, Discover, American Express

The Convenience Fee for these payment types will be

- 1) A set (5%)ⁱ five percent charged to the card holder.
- 2) A flat fee of \$3.00 charged to the card holder.

The fee model chosen by the City will be indicated on the Credit Card Process form.

~~A one-time application fee of \$250 may be applicable.~~ (Fee waived)

- **E-Checks**

The Convenience Fee for this payment type will be a set \$1.00 charged to the account holder.

~~A one-time application fee of \$150 may be applicable.~~ (Fee waived)

AUTHORIZED SIGNATURE

I have agreed to the payment terms and milestones of the Agreement and accept it in its entirety. The respective signature that appears below has been and is on the date of this Agreement duly authorized by all necessary and appropriate corporate action to execute this Agreement.

ACCEPTED BY: DENNIS BURN, CITY MANAGER – CITY OF OVILLA

NAME: _____ TITLE: _____

SIGNATURE: _____ DATE: _____

ⁱ Texas Water Code, Section 49.2121. **Acceptance of Credit Cards**

(b) A district may:

(2) collect a fee, not to exceed five percent of the amount of the fee or charge being paid, that is reasonably related

to the expense incurred by the district in processing the payment by credit card;

PROACTIVE TO MEET THE NEEDS OF THE
FUTURE TODAY

Delinquent Processing

*A RECOMMENDATION FOR
CITY OF OVILLA*



Prepared For:
Dennis Burn
City Manager

Presented By:
Trisha Innis

Date:
September 25, 2015

RECOMMENDATION FOR CITY OF OVILLA

Executive Summary

The purpose of this proposal is to define the additional computer software module for enhancement to our existing utility billing system as communicated to AVR during conversation with Client.

Technical Description

The software titles outlined were selected because they are commonly used within the industry. Formal training on the software has been included.

Software Details

The Delinquent Processing module is a new process that combines previously separated functionalities of Delinquent Letters, Door Hangers and Cut Off into a streamlined and integrated process. A single list is generated for the entire process instead of segregated lists that may change throughout the billing cycle. Once selected, each step of the process uses the same list that is reduced by payments, adjustments and customer service agreements. Accounts are flagged on the Customer Care screen as notification that they have been cut off. Letters and hangers are generated through Microsoft Word's mail merge features, giving the user full control of template options for delinquency correspondence. Unlike previous modules, the Delinquent Processing module allows each selected list to be retained on file for as long as the user chooses, as well as allowing multiple lists to be in processing at the same time.

DELINQUENT PROCESSING SOFTWARE LICENSE AGREEMENT \$ 1,580

**Annual Maintenance = \$395.00 will be prorated to \$32.92/ per month based on installation date through January 2016*

Training

We recommend remote training which allows users hands-on experience to utilize & implement training obtained to achieve maximum knowledge of software.

The following reflects estimates based on strong professional experience with similar organizations and our understanding of needs as communicated to AVR. AVR reserves the right to amend the time, date, cost quotation and methodology during project depending on amount of AVR staff involvement, client personnel skill level or unforeseen complexity from client implementation requirements. Any such change is subject to the mutual agreement of AVR and the Client.

On-site training \$150/hr

Out-of-Pocket costs such as airfare, lodging, meals, etc. will be billed at actual cost

TRAINING (8 hrs)\$ 1,200*

**Cost will be waived if Client elects to receive training at AVR's office*

Configuration / Implementation

We configure the system to meet your unique operating needs through user-defined parameter tables and options within AVR itself. Software configuration activities include setting user passwords, security levels, report selection criteria, date tables just to name a few. Accurate and effective setup is necessary for the proper operation of the software .

CONFIGURATION\$ 1,500

Software Support

Annual Maintenance will be prorated based on installation date through January 2016.

ANNUAL SOFTWARE SUPPORT FEE\$ 98

Deliverables

End user and administrator documentation for licenses, warranties, power cord, video signal cable for outlined software and hardware product.

Assumptions

AVR reserves the right to amend the time, date, cost quotations of new features, functions or peripherals that are added, or if there are material changes to the specifications of the equipment. Any such change is subject to the mutual agreement of AVR and the Client.

Exclusion

The following are not included in price and will be billed at actual cost upon completion.

- An hourly rate of \$125/per hr with a minimum of 4 hours for hardware technical assistance not under contract. Any time in excess of minimum will be billed as actual time spent
- Flat rate trip charge of \$50 and per mileage rate of .80¢
- Freight, delivery
- Out-of-Pocket costs such as lodging, meals, airfare, etc.
- Internet access, e-mail accounts connectivity
- Cables, special wiring, additional peripherals

COSTS OF THE SOLUTIONS RECOMMENDED BY AD VALOREM RECORDS, INC.

Product	Price
Delinquent Processing Software License Agreement	\$ 1,580
Training <i>(*Cost will be waived if Client elects to receive training at AVR's office)</i>	\$ 1,200 *
Configuration	\$ 1,500
Software Support Fee Prorated	\$ 98
Total WITHOUT acceptance of uVision Online service (and training to occur at Client's office)	\$ 4,378
Total WITH acceptance of uVision Online service (and training to occur at AVR's office)	\$ 0

Terms and Condition
100% due upon acceptance

Authorized Signature

AVR is approved to start work and proceed with project deliverables. I have agreed to the payment terms and milestones of the agreement and accept it in its entirety. The respective signature that appears below has been and is on the date of this Agreement duly authorized by all necessary and appropriate corporate action to execute this Agreement.

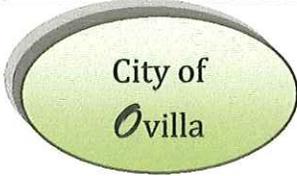
ACCEPTED: DENNIS BURN, CITY MANAGER – CITY OF OVILLA

NAME: _____

TITLE: _____

SIGNATURE: _____

DATE: _____



Ovilla City Council

AGENDA ITEM REPORT

Item: 6

Meeting Date: October 13, 2015

Department: Administration

Discussion Action

Budgeted Expense: YES NO N/A

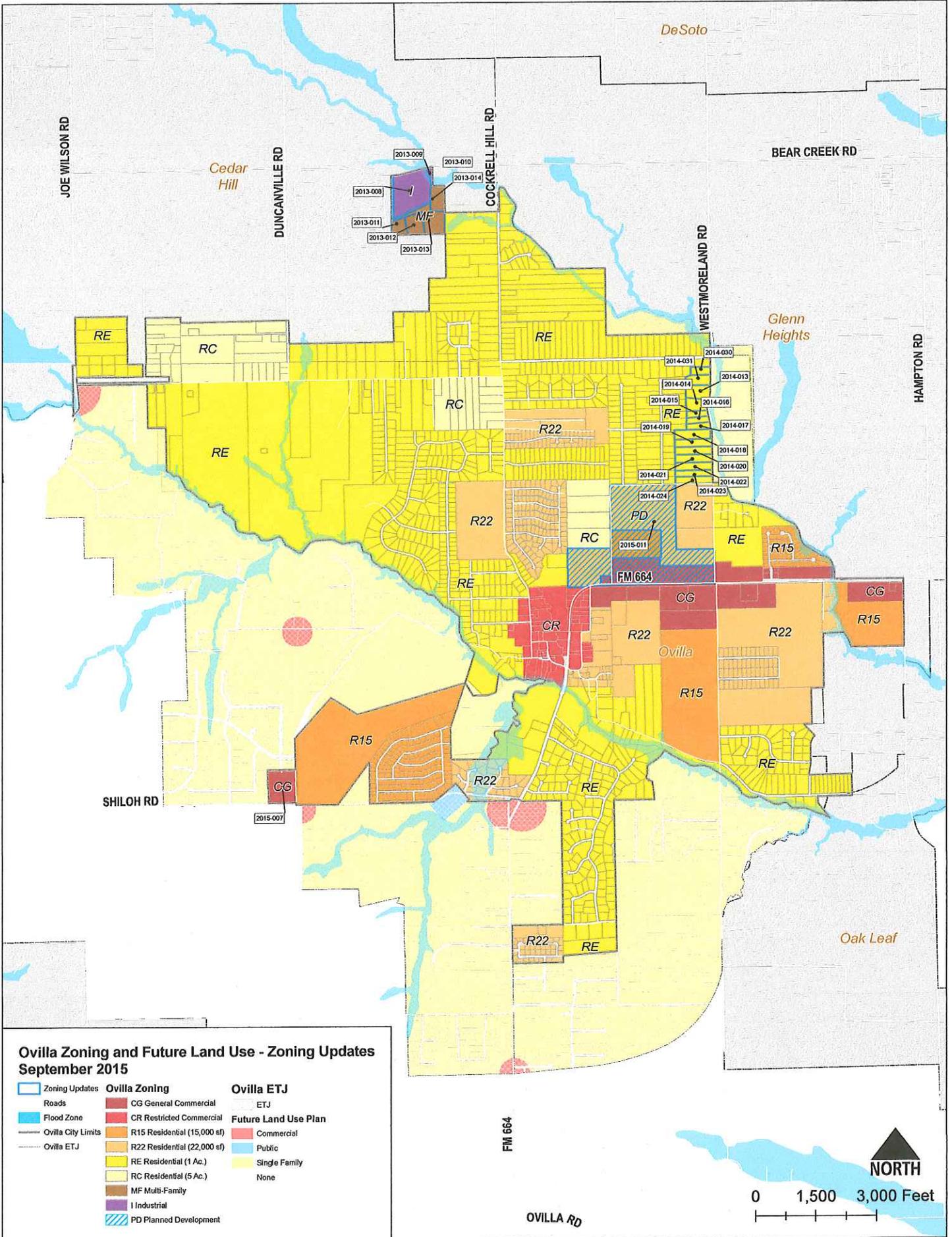
Submitted by: Dennis Burn, CM

Amount: N/A

Reviewed By: City Manager City Secretary City Attorney

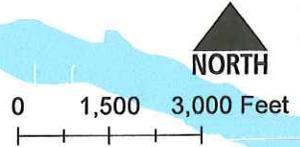
Accountant Other Kimley-Horn (prepared the map)

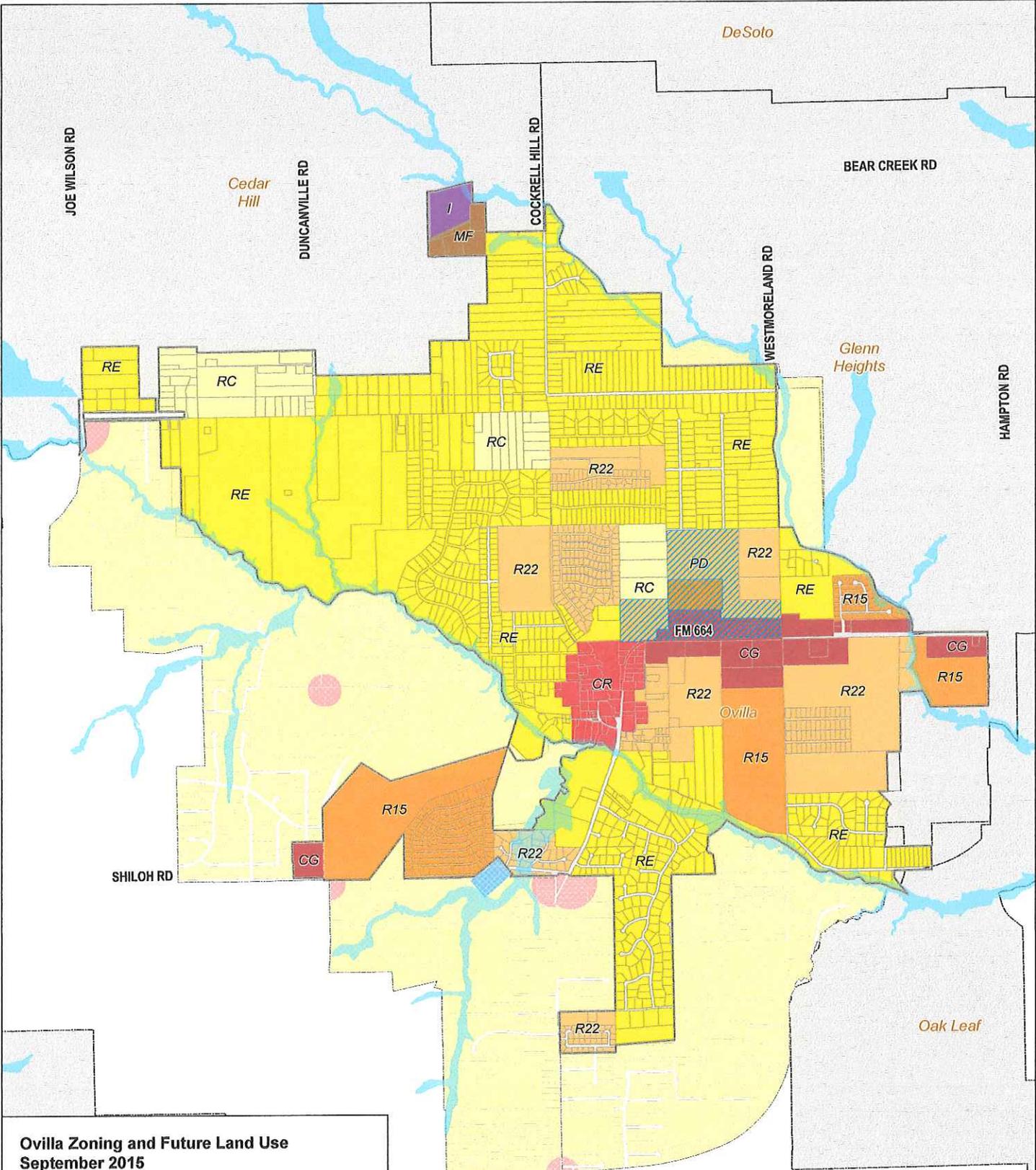
Attachments:
Updated Zoning Map(s) 2007 Adopted Map
Agenda Item / Topic:
ITEM 6. <i>DISCUSSION/ACTION</i> – Consideration of and action on recommendation from the Planning and Zoning Commission for the adoption of an updated City of Ovilla Zoning Map.
Discussion / Justification:
The City of Ovilla Zoning Map was last updated and adopted in 2007. Because there have been zoning changes since that time a new Zoning Map has been prepared. Three maps are included with this agenda item. One map entitled “Ovilla Zoning and Future Land Use September 2015”, if approved, will be the Official Zoning Map. A second map entitled “Ovilla Zoning and Future Land Use-Zoning Updates September 2015” shows the zoning updates that were approved in 2013, 2014 and 2015. The third map is the current zoning map. Nothing on these maps can be changed unless some member of the City Council is aware of an error.
Recommendation / Staff Comments:
Staff recommends approval of the adoption of the map.
Sample Motion(s):
<i>I move that Council approves / denies the recommendation from the Planning and Zoning Commission and hereby moves to adopt the presented updated City of Ovilla Zoning Map.</i>



Ovilla Zoning and Future Land Use - Zoning Updates September 2015

- | | | |
|--------------------|-----------------------------|-----------------------------|
| Zoning Updates | Ovilla Zoning | Ovilla ETJ |
| Roads | CG General Commercial | ETJ |
| Flood Zone | CR Restricted Commercial | Future Land Use Plan |
| Ovilla City Limits | R15 Residential (15,000 sf) | Commercial |
| Ovilla ETJ | R22 Residential (22,000 sf) | Public |
| | RE Residential (1 Ac.) | Single Family |
| | RC Residential (5 Ac.) | None |
| | MF Multi-Family | |
| | I Industrial | |
| | PD Planned Development | |

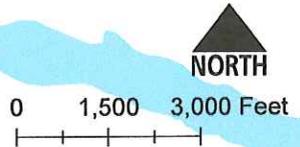




**Ovilla Zoning and Future Land Use
September 2015**

Roads	Ovilla Zoning	Ovilla ETJ
Flood Zone	CG General Commercial	ETJ
Ovilla City Limits	CR Restricted Commercial	Commercial
Ovilla ETJ	R15 Residential (15,000 sf)	Public
	R22 Residential (22,000 sf)	Single Family
	RE Residential (1 Ac.)	None
	RC Residential (5 Ac.)	
	MF Multi-Family	
	I Industrial	
	PD Planned Development	

**City Limits Area
3,655 acres**

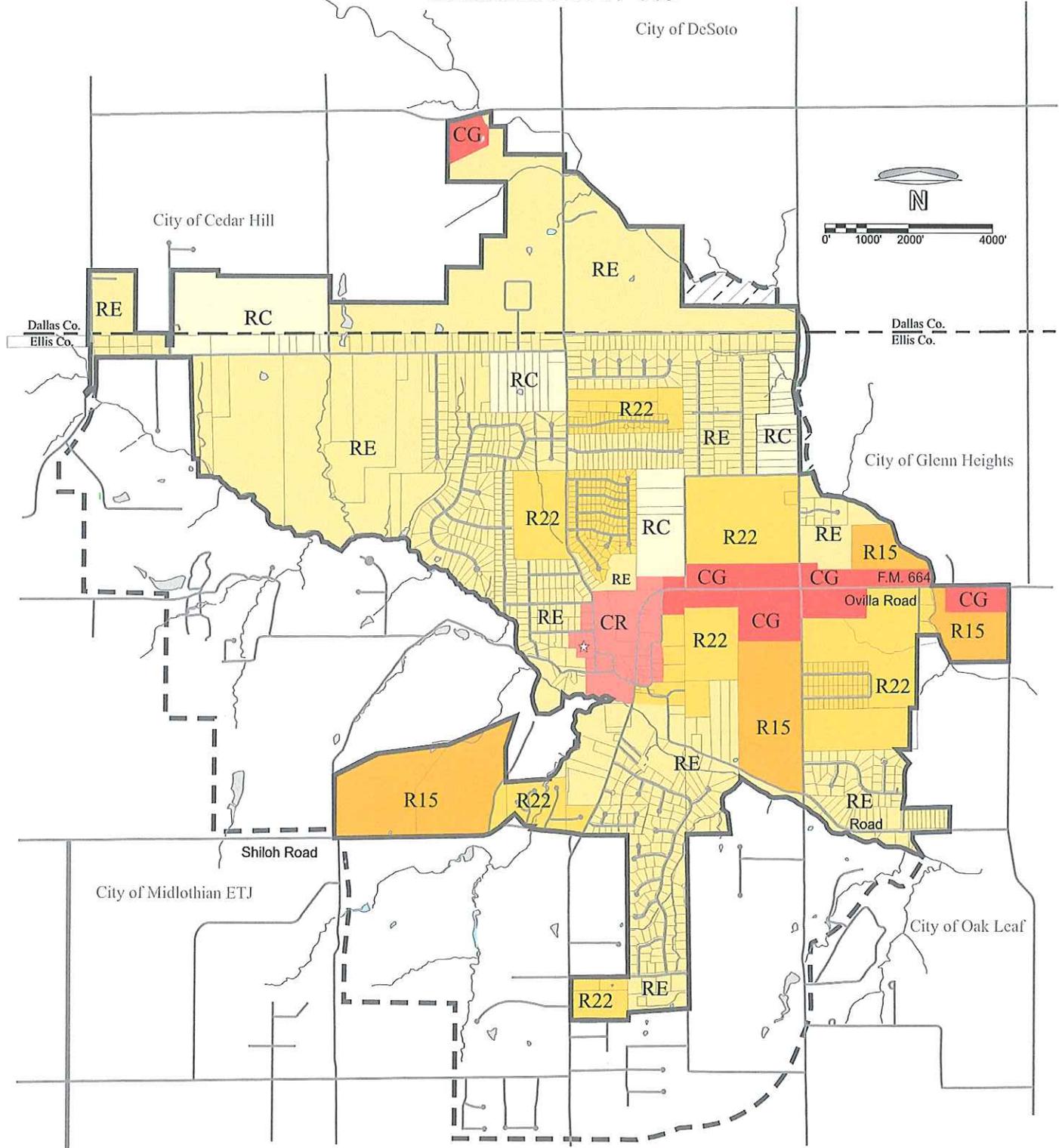


OVILLA RD

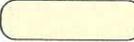
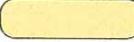
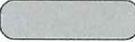
Zoning Map

City of Ovilla, Texas

Ordinance No. 07-003



Zoning Map Legend

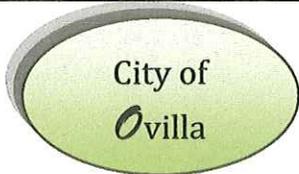
- | | |
|--|---|
|  RC Residential (5 Ac.) |  MH HUD-Code Manufactured Home |
|  RE Residential (1 Ac.) |  CR Restricted Commercial |
|  R22 Residential (22,000 sf) |  CG General Comercial |
|  R15 Residential (15,000 sf) |  I Industrial |
|  RD Two Family Residential |  PD Planned Development |
|  ME Multi Family | |

Map Key

-  City Hall
-  Street / Road
-  County Line
-  City Limit
-  ETJ
-  Stream / Creek

February 26, 2007

0 1000' 2000' 4000'



Ovilla City Council

AGENDA ITEM REPORT

Item: 7

Meeting Date: October 13, 2015

Department: Administration

Discussion Action

Budgeted Expense: YES NO N/A

Submitted by: Dennis Burn, CM

Amount: N/A

Reviewed By: City Manager City Secretary City Attorney

Accountant Other _____

Attachments:
N/A
Agenda Item / Topic:
ITEM 7. <i>DISCUSSION/ACTION</i> – Consider additional volunteer committee member appointments to the Comprehensive Land Use Plan Review Committee.
Discussion / Justification:
During the September 14, 2015 Council Meeting, fourteen individuals were appointed to the CLUP Review Committee. Place 3 Griffin asked to revisit this item to allow Council an option to possibly appoint a resident from Dallas County. Staff has not received interested applicants from Dallas County.
Recommendation / Staff Comments:
N/A
Sample Motion(s):
<i>I move that Council appoint the noted individual(s) as volunteer Board Members to serve on the Comprehensive Land Use Plan (CLUP) Review Committee for the update of the 2010 Comprehensive Land Use Plan:</i>
1.
2.



Ovilla City Council

AGENDA ITEM REPORT

Item: 8

Meeting Date: October 13, 2015

Department: Administration/Public Works

Discussion Action

Budgeted Expense: YES NO N/A

Submitted by: Dennis Burn, CM

Amount: N/A

Reviewed By: City Manager City Secretary City Attorney

Accountant Other: Mayor Pro Tem Hunt, PW Director Piland

Attachments:
N/A
Agenda Item / Topic:
ITEM 8. <i>DISCUSSION</i> – Review and share information on the success of Heritage Day 2015.
Discussion / Justification:
This item is to share the success of Heritage Day and review options or suggestions for next year.
Recommendation / Staff Comments:
N/A
Sample Motion(s):
<i>Discussion Only.</i>