

# 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

Monday, November 09, 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. Employee Pay Plan
- IV. ADJOURNMENT

THIS IS TO CERTIFY THAT A COPY OF THE NOTICE OF the November 09, 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](http://www.cityofovilla.org), on the 5<sup>th</sup> day of November 2015 prior to 6:00 p.m., in compliance with Chapter 551, Texas Government Code.



  
Pamela Woodall, City Secretary

DATE OF POSTING: 11-5-2015 TIME: 3:00 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.

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## AGENDA

NOTICE is hereby given of a Regular Meeting of the City Council of the City of Ovilla, to be held on Monday, November 09, 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

Orasi presentation on Strategic Plan update  
Veterans Day Proclamation 2015

#### ▪ 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   | Accountant L. Harding           |
| ○ September 2015 Financials  |                                 |
| • Administration   | City Manager D. Burn            |
| ○ Activity Report(s)   |                                 |
| ➤ Update on Comprehensive Land Use Plan outline and schedule of meetings |                                 |
| ○ Monthly Municipal Court Report   | City Secretary P. Woodall       |
| ○ Monthly Code/Animal Control Reports                                    | Code/AC Officer M. Dooly        |
| ➤ Permits  |                                 |

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## 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. October 2015 Financial Transactions over \$5,000
- C2. Quarterly Investment Report for quarter ending 09/30/2015
- C3. Quarterly Fund Balance Report for quarter ending 09/30/2015
- C4. Committed Fund Balance Report for quarter ending 09/30/2015
- C5. Minutes of the Council Briefing Session and Regular Meeting of October 13, 2015

## IV. REGULAR AGENDA

- ITEM 1. **DISCUSSION/ACTION** – Consideration of and action on approval of take home vehicles of specific department directors in the public safety field and on-call employees in the Public Works Department and direct staff as necessary.
- ITEM 2. **DISCUSSION/ACTION** – Consideration of and action on the update of the Ellis County Emergency Basic Management Plan and authorize the Mayor to execute approval and implementation.
- ITEM 3. **DISCUSSION/ACTION** – Consideration of and action on an Engineering Services Agreement by and between the City of Ovilla and Birkhoff, Hendricks and Carter, L.L.P., to complete an analysis of the Water and Wastewater Impact Fee Study update, authorizing payment of engineering services and authorizing the Mayor to execute said Agreement.
- ITEM 4. **DISCUSSION/ACTION** – Consideration of and action on Resolution R2015-026, of votes cast to elect Directors for the Ellis County Appraisal District 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 Resolution R2015-027, casting Ovilla's one vote to elect Michael Hurtt as Director for the Dallas Appraisal District for the Years 2016-2017, authorizing the Mayor to execute said Resolution upon approval by City Council.
- ITEM 6. **DISCUSSION/ACTION** – Consideration of and action on an Interlocal Agreement between the Midlothian Independent School District and the City of Ovilla, Texas for cost sharing and construction of infrastructure, authorizing the City Manager to execute said agreement.
- ITEM 7. **DISCUSSION/ACTION** – Consideration of and action on Resolution R2015-028 to form a Regional Law Enforcement Mutual Aid Task Force Agreement with other area law enforcement agencies for the purpose of providing and receiving law enforcement assistance, authorizing the City Manager to execute said Agreement.
- ITEM 8. **DISCUSSION/ACTION** – Consideration of and action on the transfer of excess municipal revenue collected at the Annual Heritage Day 2015 Celebration to the Park Fund and direct staff as necessary.
- ITEM 9. **DISCUSSION/ACTION** – Consideration of and action on the dismissal/removal of certain board members that have not complied with the completion of the Open Meetings Act training requirement and direct staff as necessary.

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ITEM 10. **DISCUSSION/ACTION** – Consideration of and action on the nominations and appointments/reappointments to serve on the Municipal Development District Board of Directors.

## 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).

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

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# VETERANS DAY PROCLAMATION 2015

November 11<sup>th</sup> has long held a cherished place in the heart of every American. From the inauguration of this treasured holiday in 1918, Americans have recognized the sacrifices made by our military. Known originally as Armistice Day (day of peace), after WWI, President Wilson declared November 11 to be a day of reflection. President Eisenhower later issued the first Veterans Day Proclamation encompassing all military conflicts and acknowledging every military member who has served. He wrote, "...let us solemnly remember the sacrifices of all those who fought so valiantly, on the seas, in the air, and on foreign shores, to preserve our heritage of freedom,...let us reconsecrate ourselves to the task of promoting an enduring peace so that their efforts shall not have been in vain."

The brave men and women that have served our nation are not forgotten in Ovilla. At the November 9, 2015 Council Meeting, Mayor Richard A. Dormier honored our servicemen and servicewomen with this proclamation.

**Whereas**, all Americans are encouraged to recognize the sacrifice and valor of those who have served in defense of this nation and the loved ones who stand beside them, memorializing the heroes who gave the ultimate sacrifice and all those who have not returned home; and,

**Whereas**, We call upon all Americans, including civic and fraternal organizations, places of worship, schools, and communities to support this day with commemorative expressions and programs; and

**Whereas**, the City of Ovilla has among its citizens, volunteers, and employees, individuals who have served in the United States Armed Forces, and we are reminded of our obligation to them; to serve our veterans as they have gallantly served us; and as we gather here today, let us not forget that freedom is never free, and our nation and our community is evermore indebted for their courageous service, now,

**Therefore**, I, Richard A. Dormier, Mayor of the City of Ovilla, on behalf of the entire Ovilla City Council, do hereby recognize November 11, 2015, as Veterans Day.

**IN WITNESS WHEREOF**, I have hereunto set my hand this ninth day of November, in the year of our Lord two thousand fifteen.

\_\_\_\_\_  
Richard A. Dormier, Mayor of Ovilla

Place One Council Member Rachael Huber \_\_\_\_\_

Place Two Council Member Larry Stevenson \_\_\_\_\_

Place Three Council Member David Griffin \_\_\_\_\_

Place Four Mayor Pro Tem Doug Hunt \_\_\_\_\_

Place Five Council Member Dean Oberg \_\_\_\_\_



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

Calls For Service	October 2015	October 2015 YTD	October 2014	October 2014 YTD
Accident	1	23	2	29
Alarms	16	139	22	187
Arrest	2	23	2	21
Assault	1	4	0	4
Assists	14	267	27	293
Building / House Security Check	992	13928	1394	14174
Burgulary	0	2	0	7
Burgulary of Motor Vehicle	0	3	0	1
Criminal Mischief	1	8	1	8
Disturbance	10	65	10	70
Neighborhood Check	1105	16643	1772	14376
Other Calls for Service	77	1038	156	1266
Suspicious Person	1	45	11	67
Suspicious Vehicle	6	93	14	90
Theft	1	19	2	23
Traffic Assignment	0	168	10	103
<b>TOTAL CALLS FOR SERVICE</b>	<b>2227</b>	<b>32468</b>	<b>3423</b>	<b>30719</b>

Reserve Officer Hours	42	413.5	51.5	608.25
Average Response Time (Minutes)	5.39	4.0757143	5.27	4.271
Traffic Stop (Warnings)	21	304	54	459
Traffic Stop (Citations)	12	218	15	381
Total Citations & Warnings Combined	33	522	69	840
<b>PERCENT OF STOPS RECEIVING CITATIONS</b>	<b>36.4</b>	<b>41.8</b>	<b>21.7</b>	<b>45.4</b>

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	1095	100	90343.6	90718	374.4	100	90718	91281	563	100	93018	93580	562
102	91093	92394	1301	102	92394	95928	1707	102	95928	99980	631	102	99980	100726	746	102	99980	100726	746
103	104345	106623	2278	103	106623	110028	1283	103	110028	115040	1422	103	115040	115836	796	103	115040	115836	796
104	66588.4	67413.5	825.1	104	67413.5	70073	1736.5	104	70073	74724	1571.6	104	74724	75946	1222	104	76699.3	77537	837.7
105	54522	56476	1954	105	56476	60076.3	2080.1	105	60076.3	63206	1597	105	63206	64795	1589	105	66853	68784	1931
<b>March-15</b>				<b>April-15</b>				<b>May-15</b>				<b>June-15</b>				<b>August-15</b>			
Unit #	Beginning	Ending	Accrued	Unit #	Beginning	Ending	Accrued	Unit #	Beginning	Ending	Accrued	Unit #	Beginning	Ending	Accrued	Unit #	Beginning	Ending	Accrued
100	90343.6	90718	374.4	100	90718	91281	563	100	91281	91860	579	100	91860	92447	587	100	93018	93580	562
102	94221	95928	1707	102	95928	97236	1308	102	97236	98144.4	908.4	102	98144.4	99349	1204.9	102	99980	100726	746
103	108745	110028	1283	103	110028	111376	1348	103	111376	112835	1459	103	112835	113618	783	103	115040	115836	796
104	68336.5	70073	1736.5	104	70073	73152.4	3079.4	104	73152.4	74724	1571.6	104	74724	75946	1222	104	76699.3	77537	837.7
105	57996.2	60076.3	2080.1	105	60076.3	61609	1532.7	105	61609	63206	1597	105	63206	64795	1589	105	66853	68784	1931
<b>May-15</b>				<b>June-15</b>				<b>July-15</b>				<b>August-15</b>				<b>September-15</b>			
Unit #	Beginning	Ending	Accrued	Unit #	Beginning	Ending	Accrued	Unit #	Beginning	Ending	Accrued	Unit #	Beginning	Ending	Accrued	Unit #	Beginning	Ending	Accrued
100	91281	91860	579	100	91860	92447	587	100	92447	93018	571	100	93018	93580	562	100	93580	94574	481
102	97236	98144.4	908.4	102	98144.4	99349	1204.9	102	99349	99980	631	102	99980	100726	746	102	100726	101300	235
103	111376	112835	1459	103	112835	113618	783	103	113618	115040	1422	103	115040	115836	796	103	115836	118858	1382
104	73152.4	74724	1571.6	104	74724	75946	1222	104	75946	76699.3	2058	104	76699.3	77537	837.7	104	77537	79,698.20	1296.2
105	61609	63206	1597	105	63206	64795	1589	105	64795	66853	2058	105	66853	68784	1931	105	68784	71615	1502
<b>July-15</b>				<b>August-15</b>				<b>September-15</b>				<b>October-15</b>				<b>November-15</b>			
Unit #	Beginning	Ending	Accrued	Unit #	Beginning	Ending	Accrued	Unit #	Beginning	Ending	Accrued	Unit #	Beginning	Ending	Accrued	Unit #	Beginning	Ending	Accrued
100	92447	93018	571	100	93018	94574	481	100	94574	95928	1707	100	95928	97236	1308	100	97236	98144.4	908.4
102	99349	99980	631	102	99980	101065	339	102	101065	102835	1459	102	102835	103618	783	102	103618	104345	2278
103	113618	115040	1422	103	115040	115836	796	103	115836	116623	2278	103	116623	117476	1640	103	117476	118858	1382
104	75946	76699.3	753.3	104	76699.3	77537	837.7	104	77537	78402	865	104	78402	79,698.20	1296.2	104	79,698.20	80,586.20	1382
105	64795	66853	2058	105	66853	68784	1931	105	68784	70113	1329	105	70113	71615	1502	105	71615	73152.4	3079.4
<b>September-15</b>				<b>October-15</b>				<b>November-15</b>				<b>December-15</b>				<b>January-16</b>			
Unit #	Beginning	Ending	Accrued	Unit #	Beginning	Ending	Accrued	Unit #	Beginning	Ending	Accrued	Unit #	Beginning	Ending	Accrued	Unit #	Beginning	Ending	Accrued
100	93580	94574	513	100	94574	95928	1707	100	95928	97236	1308	100	97236	98144.4	908.4	100	98144.4	99349	1204.9
102	100726	101065	339	102	101065	102835	1459	102	102835	103618	783	102	103618	104345	2278	102	104345	106623	2278
103	115836	117476	1640	103	117476	118858	1382	103	118858	120490	1204.9	103	120490	122200	1222	103	122200	124918	2718
104	77537	78402	865	104	78402	79,698.20	1296.2	104	79,698.20	80,586.20	1382	104	80,586.20	81,474.20	1382	104	81,474.20	82,362.20	1382
105	68784	70113	1329	105	70113	71615	1502	105	71615	73152.4	3079.4	105	73152.4	74040.4	3079.4	105	74040.4	74,928.4	3079.4

**Ovilla City Council Monthly Report for Fire Department - October 2015**

<b>City of Ovilla Calls for Service</b>	<b>2014 Totals</b>		<b>2015 Totals</b>
Fire 14		Fire 6	
EMS 19	33	EMS 20	26
<b>ESD #2 Calls for Service</b>			
Fire 12		Fire 4	
EMS 8	20	EMS 6	10
<b>ESD #4 Calls for Service</b>			
Fire 1		Fire 1	
EMS 4	5	EMS 7	8
<b>Mutual Aid Provided</b>			
Fire 24		Fire 15	
EMS	24	EMS 0	15
<b>Total Calls For Service / Month</b>	82		59
<b>Total Calls For Service / YTD</b>	607		603

	<b>Time from Notify to Time On Scene</b>		<b>Reaction Times</b>	
	<u>SEPTEMBER</u>	<u>OCTOBER</u>	<u>SEPTEMBER</u>	<u>OCTOBER</u>
<b>Average Response Times for City of Ovilla</b>	5:32	5:29		
<b>Average Response Times for ESD # 2</b>	8:43	7:32	<b>E-701</b>	1:47      1:58
<b>Average Response Times for ESD # 4</b>	7:48	8:25	<b>E-702</b>	1:40      1:48

**From the Deputy Chief / Fire Marshal**

3 PUBLIC EDUCATIONS - 17 ADULTS 95 CHILDREN  
 3 MISD INSPECTIONS  
 3 MEETINGS  
 4 CONSULTS  
 CQI REPORTS  
 QC Reports

**Fire Department News For the Month**

1. NEW PART TIME FIREFIGHTER PARAMEDIC CODY OATES
2. CHIEF ATTENDED TEXAS FIRE CHIEF'S ACADEMY LAST WEEK OF OCTOBER IN GARLAND.
3. WORKING WITH PIERCE ON NEW ENGINE, STILL LOOKING AT DELIVERY IN AUGUST 2016
4. PM COMPLETE ON BRUSH 702, THIS COMPLETES ALL YEARLY PM'S
- 5.
- 6.



Date: November 4 2015

**TO:** Honorable Mayor and City Council Members

**FROM:** Brad Piland Public Works Director

**TOPIC:** Public Works Monthly Report for October

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- Sewer Lift Station Repairs-
  - Removed pump 1 at Highland Meadows Lift Station
  - Removed pump 1 from Cumberland
  - Pulled pump 1 Heritage Lift Station, removed debris and replaced
  
- Read water meters, serviced disconnects and reconnects
- Replaced meters
  - Water street water line and meters
- Street repairs on Red Oak Creek Road, Shiloh, Lariat Trail and Main Street
- Repaired drainage Ovilla Park
- Installation of park equipment at Silver Spur Park
- Water Street road work, Ovilla Oaks road work
- 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:
  - 132 Water Street
  - New water line installation on Water Street
  - 302 Ashburn Glen
  - 200 Lariat Trail
  - 608 Georgetown
  
- ❖ Jimmy Bryan -
  - Serviced PD Units: 102,104,105
  - Serviced 2008 Chev Public Works truck

**\*\*Flushed Hydrants**

- Collect 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**



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DATE: November 9, 2015

TO: Honorable Mayor and Council Members

FROM:  
Linda Harding, Accountant

SUBJECT: Financial Statements Thru September 2015

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

	Current		Year to Date		\$ Over (Under)	% of Budget Thru September 100%
	September 2015	Oct 2014 - Sept 2015	Budget	Budget		
<b>Revenues</b>						
4000100 · Taxes						
4000105 · Ad Valorem, Current	783	1,312,065	1,309,020		3,045	100%
4000110 · Ad Valorem, Delinquent	32	15,478	8,000		7,478	193%
4000113 · Interest/Penalties - Prop Tax	157	12,293	6,800		5,493	181%
4000120 · Sales Tax	0	169,698	198,200		(28,502)	86%
4000125 · Sales Tax - Street Improvement	0	42,425	49,100		(6,675)	86%
4000130 · Franchise Tax	3,943	151,606	150,000		1,606	101%
<b>Total 4000100 · Taxes</b>	<b>4,915</b>	<b>1,703,565</b>	<b>1,721,120</b>		<b>(17,555)</b>	<b>99%</b>
4000200 · Licenses and Permits						
4000208 · Building Permits						
4000210 · Residential Building Permits	0	82,120	80,000		2,120	103%
4000213 · Fire Inspection Permits	0	4,650	4,800		(150)	97%
4000212 · Commercial Building Permits	0	9,989	0		9,989	100%
4000214 · Misc Building Permits	1,710	19,300	11,000		8,300	175%
<b>Total 4000208 · Building Permits</b>	<b>1,710</b>	<b>116,059</b>	<b>95,800</b>		<b>20,259</b>	<b>121%</b>
4000230 · Plan Review Fee	0	60,047	16,000		44,047	375%
4000260 · Alarm Permits	180	2,409	2,400		9	100%
4000270 · Animal Tag Fees	132	2,568	2,000		568	128%
4000272 · Impound Fees	140	1,195	1,400		(205)	85%
4000290 · Misc Licenses and Permits	155	955	1,000		(45)	96%
<b>Total 4000200 · Licenses and Permits</b>	<b>2,317</b>	<b>183,232</b>	<b>118,600</b>		<b>64,632</b>	<b>154%</b>
4000400 · Charges for Services						
4000325 · ESD #2	50,000	162,050	160,000		2,050	101%
4000330 · ESD #4	6,248	18,745	18,745		0	100%
4000411 · Copies and Maps	1	23	100		(77)	23%
4000415 · Police Reports	6	36	150		(114)	24%
4000420 · Park Lights	0	1,000	1,000		0	100%

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

	Current				Year to Date	Budget	\$ Over (Under)	% of Budget Thru September 100%
	September 2015		Oct 2014 - Sept 2015					
	September 2015	Oct 2014 - Sept 2015	September 2015	Oct 2014 - Sept 2015				
4000440 · Oak Leaf Animal Control	0	565	800	(235)	71%			
4000450 · Subdivision Fees	0	10,045	9,725	320	103%			
4000480 · Solid Waste (Garbage)	19,864	228,062	215,000	13,062	106%			
4000490 · Misc Charges for Services	290	3,144	2,500	644	126%			
<b>Total 4000400 · Charges for Services</b>	<b>76,409</b>	<b>423,670</b>	<b>408,020</b>	<b>15,650</b>	<b>104%</b>			
<b>4000500 · Fines and Forfeitures</b>								
4000535 · Omni Warrant Revenue	156	1,138	400	738	285%			
4000510 · Fines - Police	5,444	62,053	85,500	(23,447)	73%			
4000520 · Fines - Animal Control	183	894	1,000	(107)	89%			
4000525 · Fines - Code Enforcement	1,112	4,228	2,000	2,228	211%			
4000550 · Municipal Court Technology	90	1,256	1,200	56	105%			
4000551 · Municipal Court Security	68	942	700	242	135%			
4000590 · Misc Fines and Forfeitures	0	100	400	(300)	25%			
<b>Total 4000500 · Fines and Forfeitures</b>	<b>7,053</b>	<b>70,612</b>	<b>91,200</b>	<b>(20,588)</b>	<b>77%</b>			
<b>4000800 · Other Revenue</b>								
4000810 · Heritage Day	9,215	18,448	9,000	9,448	205%			
4000818 · Lease Proceeds	0	1,164	1,165	(1)	100%			
4000820 · Water Tower Lease	8,907	94,809	96,500	(1,691)	98%			
4000840 · Interest Earned	567	6,629	5,500	1,129	121%			
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%			
<b>Total 4000800 · Other Revenue</b>	<b>18,689</b>	<b>215,200</b>	<b>121,040</b>	<b>94,160</b>	<b>178%</b>			
<b>4000900 · Transfers In</b>								
4000925 · Admin.Rev. received from 4B-EDC	625	2,500	2,500	0	100%			
4000930 · Admin. Rev. Rec. From W&S Fund	31,340	125,361	125,361	0	100%			
4000940 · Admin.Rev. Rec. from MDD Fund	125	500	500	0	100%			

**City of Ovilla General Fund  
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	Current		Year to Date		\$ Over (Under)	% of Budget Thru September 100%
	September 2015	0	Oct 2014 - Sept 2015	Budget		
4000990 · Reduction in Fund Balance	0	0	163,300	(163,300)		0%
<b>Total Revenues</b>	141,473	2,724,640	2,751,641	(27,001)		99%
<b>Gross Resources</b>	141,473	2,724,640	2,751,641	(27,001)		99%
<b>Expenditures</b>						
10 · Administration						
5101100 · Salaries & Wages						
5101110 · City Administrator	792	71,150	61,800	9,350		115%
5101115 · City Secretary	566	39,458	39,397	61		100%
5101117 · City Accountant	525	36,964	36,000	964		103%
5101120 · Admin. Support	286	22,308	21,653	655		103%
5101180 · Merit Raises, Staff	0	0	4,800	(4,800)		0%
<b>Total 5101100 · Salaries &amp; Wages</b>	2,169	169,880	163,650	6,230		104%
5101400 · Support Staff						
5101490 · Overtime	0	0	625	(625)		0%
<b>Total 5101400 · Support Staff</b>	0	0	625	(625)		0%
5102100 · Employee Benefits						
5102112 · Affordable Health Care Act Fee	0	0	0	0		0%
5102110 · Group Insurance	2,019	27,932	30,245	(2,313)		92%
5102135 · TMRS	1,574	16,005	17,607	(1,602)		91%
5102160 · Worker's Compensation	0	1,085	1,088	(3)		100%
5102170 · Payroll Taxes	241	2,770	3,140	(370)		88%
5102180 · Unemployment Taxes	0	13,172	17,100	(3,928)		77%
5102196 · Indiv. Membership Dues	75	330	1,500	(1,170)		22%
<b>Total 5102100 · Employee Benefits</b>	3,909	61,295	70,680	(9,385)		87%
5102200 · Special Services						
5102210 · Tax Assessing & Collecting Fees	0	1,553	1,570	(17)		99%

**City of Ovilla General Fund  
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	Current				Year to Date	Budget	\$ Over (Under)	% of Budget Thru September
	September 2015		October 2014 - Sept 2015					
	Actual	Budget	Actual	Budget				
5102220 · Tax Appraisal Fee	0	14,104	14,000	104	101%			
5102230 · Legal Fees	1,455	16,203	25,000	(8,797)	65%			
5102240 · Audit	0	5,250	7,605	(2,355)	69%			
5102250 · Accounting	0	1,687	2,000	(313)	84%			
5102260 · Engineering Fees	0	622	1,000	(378)	62%			
<b>Total 5102200 · Special Services</b>	<b>1,455</b>	<b>39,418</b>	<b>51,175</b>	<b>(11,757)</b>	<b>77%</b>			
5102300 · Contractual Services								
5102310 · Consultant Fees	2,900	16,365	20,000	(3,635)	82%			
<b>Total 5102300 · Contractual Services</b>	<b>2,900</b>	<b>16,365</b>	<b>20,000</b>	<b>(3,635)</b>	<b>82%</b>			
5102500 · Operating Services								
5102530 · Custodial Service Contract	344	3,417	3,600	(183)	95%			
<b>Total 5102500 · Operating Services</b>	<b>344</b>	<b>3,417</b>	<b>3,600</b>	<b>(183)</b>	<b>95%</b>			
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%			
<b>Total 5102600 · Special Expenses</b>	<b>0</b>	<b>5,187</b>	<b>6,750</b>	<b>(1,563)</b>	<b>77%</b>			
5103100 · General Supplies								
5103110 · Office Supplies	475	7,651	8,000	(349)	96%			
5103140 · Uniforms	10	-25	250	(275)	(10%)			
<b>Total 5103100 · General Supplies</b>	<b>485</b>	<b>7,626</b>	<b>8,250</b>	<b>(624)</b>	<b>92%</b>			
5103400 · Maintenance Supplies / Parts								
5103410 · Supplies - Custodial	26	722	1,200	(478)	60%			
5103440 · Maintenance Agreement Expense	0	0	400	(400)	0%			

**City of Ovilla General Fund  
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	Current				Year to Date		\$ Over (Under) Budget	% of Budget Thru September 100%
	September 2015		October 2014 - Sept 2015		Budget	Budget		
	4	30	267	989				
5103460 · Miscellaneous					100	167	267%	
<b>Total 5103400 · Maintenance Supplies / Parts</b>					1,700	(711)	58%	
<b>5104200 · Travel Expenses</b>								
5104210 · Travel - Local	45	595	595	595	500	95	119%	
5104220 · Professional Development	-183	3,103	3,103	5,000	5,000	(1,897)	62%	
5104222 · Professional Develop - Council	0	252	252	1,200	1,200	(948)	21%	
5104225 · City Council Meal Expense	13	1,109	1,109	1,200	1,200	(91)	92%	
5104230 · Professional Develop - In-House	0	0	0	200	200	(200)	0%	
<b>Total 5104200 · Travel Expenses</b>	-125	5,059	5,059	8,100	8,100	(3,041)	62%	
<b>5105200 · Data Processing Expenses</b>								
5105230 · Data Proc-Maintenance & Repair	1,736	7,207	7,207	6,000	6,000	1,207	120%	
5105240 · Data Processing - Software	619	12,701	12,701	13,300	13,300	(599)	95%	
<b>Total 5105200 · Data Processing Expenses</b>	2,355	19,908	19,908	19,300	19,300	608	103%	
<b>5105300 · Printing Expense</b>								
5105310 · Copier Expense	-316	3,092	3,092	3,300	3,300	(208)	94%	
5105320 · Printing - Newsletters	0	2,356	2,356	4,650	4,650	(2,294)	51%	
5105330 · Printing - Forms	0	1,061	1,061	1,000	1,000	61	106%	
5105350 · Printing - Other	93	853	853	500	500	353	171%	
<b>Total 5105300 · Printing Expense</b>	-224	7,363	7,363	9,450	9,450	(2,087)	78%	
<b>5105400 · Utilities</b>								
5105410 · Telephone	110	1,328	1,328	1,400	1,400	(72)	95%	
5105415 · Cellular Phone	121	1,868	1,868	2,680	2,680	(812)	70%	
5105417 · Internet	102	1,159	1,159	840	840	319	138%	
5105420 · Wireless Cards	76	1,225	1,225	1,100	1,100	125	111%	
5105450 · Electricity	462	4,308	4,308	4,635	4,635	(327)	93%	
<b>Total 5105400 · Utilities</b>	871	9,888	9,888	10,655	10,655	(767)	93%	

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	Current				Year to Date		\$ Over (Under) Budget	% of Budget Thru September 100%
	September 2015		October 2014 - Sept. 2015		Budget	Budget		
5105500 · Repairs & Bldg Improvements								
5105520 · Repairs - Buildings	360	1,451	500	951	290%			
5105540 · Repairs - Machinery & Equipment	0	1,368	3,000	(1,632)	46%			
5105590 · Repairs - Other	0	550	500	50	110%			
<b>Total 5105500 · Repairs &amp; Bldg Improvements</b>	<b>360</b>	<b>3,369</b>	<b>4,000</b>	<b>(631)</b>	<b>84%</b>			
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%			
<b>Total 5105600 · Insurance</b>	<b>0</b>	<b>3,301</b>	<b>3,617</b>	<b>(316)</b>	<b>91%</b>			
5105700 · Other Expenses								
5105705 · Postage	325	6,766	7,000	(234)	97%			
5105710 · Cash - Over/Short			10	(10)	0%			
5105725 · Records Management Expense	0	0	300	(300)	0%			
5105730 · City - Memberships	0	2,050	2,100	(50)	98%			
5105740 · Legal Notices/Advertisement	129	8,160	8,000	160	102%			
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	108	2,708	2,000	708	135%			
<b>Total 5105700 · Other Expenses</b>	<b>562</b>	<b>20,057</b>	<b>20,335</b>	<b>(278)</b>	<b>99%</b>			
5106400 · Minor Capital Outlay								
5106440 · Machinery & Equipment	2,229	2,509	2,000	509	125%			
5106465 · Furniture	650	5,918	1,000	4,918	592%			
<b>Total 5109000 · Reserves</b>	<b>3,172</b>	<b>33,165</b>	<b>61,957</b>	<b>(28,792)</b>	<b>54%</b>			

**City of Ovilla General Fund  
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	Current		Year to Date		\$ Over (Under)	% of Budget Thru September
	September 2015	Oct 2014 - Sept 2015	Budget	Budget		
					Budget	100%
Total 10 · Administration	21,144	414,715	466,844	(52,129)		89%
20 · Police						
5201100 · Salaries & Wages						
5201120 · Police Chief	3,769	61,054	65,728	(4,674)		93%
5201143 · Command Staff	4,000	51,563	51,873	(310)		99%
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	7,769	114,279	123,529	(9,250)		93%
5201400 · Support Salaries						
5201405 · Support Staff	1,841	23,941	23,234	707		103%
5201410 · Patrol	14,664	238,838	261,800	(22,962)		91%
5201415 · Certification Pay	69	935	1,636	(701)		57%
5201480 · Merit Raises	0	0	6,064	(6,064)		0%
5201490 · Overtime	1,595	13,124	16,400	(3,276)		80%
Total 5201400 · Support Salaries	18,169	276,837	309,134	(32,297)		90%
5202100 · Employee Benefits						
5202110 · Group Insurance	4,324	60,709	70,660	(9,951)		86%
5202135 · TMRS	2,297	30,712	31,907	(1,195)		96%
5202160 · Worker's Compensation	0	8,579	8,650	(72)		99%
5202170 · Payroll Taxes	492	6,681	7,400	(719)		90%
5202196 · Membership Dues	0	255	284	(29)		90%
Total 5202100 · Employee Benefits	7,113	106,936	118,901	(11,965)		90%
5202300 · Contractual Services						
5202355 · Contract Labor - Individual	188	188	500	(313)		38%
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%

**City of Ovilla General Fund  
Actual vs Budget Review  
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	Current				Year to Date	Budget	\$ Over (Under)	% of Budget Thru September 100%
	September 2015		October 2014 - Sept 2015					
	Actual	Budget	Actual	Budget				
5202390 - Special Response Team	1,000	1,000	1,000	1,000	0	100%		
5202395 - Contractual Services Other	0	0	1,000	1,000	(1,000)	0%		
<b>Total 5202300 - Contractual Services</b>	<b>1,188</b>	<b>17,063</b>	<b>18,375</b>	<b>(1,313)</b>		<b>93%</b>		
5202500 - Operating Services								
5202540 - Computer Maintenance	0	572	700	700	(128)	82%		
5202560 - Internet Subscriptions	0	317	650	650	(333)	49%		
<b>Total 5202500 - Operating Services</b>	<b>0</b>	<b>889</b>	<b>1,350</b>	<b>(461)</b>		<b>66%</b>		
5202600 - Special Expenses								
5202675 - National Night Out	125	544	553	553	(9)	98%		
<b>Total 5202600 - Special Expenses</b>	<b>125</b>	<b>544</b>	<b>553</b>	<b>(9)</b>		<b>98%</b>		
5203100 - General Supplies								
5203110 - Office Supplies	137	2,063	2,016	2,016	47	102%		
5203140 - Uniforms	1,396	5,394	7,507	7,507	(2,113)	72%		
5203170 - Evidence Gathering	10	254	358	358	(104)	71%		
<b>Total 5203100 - General Supplies</b>	<b>1,543</b>	<b>7,711</b>	<b>9,881</b>	<b>(2,170)</b>		<b>78%</b>		
5203400 - Maintenance Supplies & Parts								
5203410 - Supplies - Custodial	309	882	600	600	282	147%		
<b>Total 5203400 - Maintenance Supplies &amp; Parts</b>	<b>309</b>	<b>882</b>	<b>600</b>	<b>282</b>		<b>147%</b>		
5204200 - Travel Expenses								
5204210 - Travel - Local	0	0	136	136	(136)	0%		
5204220 - Professional Development	732	2,963	2,481	2,481	482	119%		
5204225 - Professional Dev - LEOSE	0	1,075	1,075	1,075	0	100%		
5204270 - Vehicle Expenses	2,070	21,272	22,879	22,879	(1,607)	93%		
<b>Total 5204200 - Travel Expenses</b>	<b>2,802</b>	<b>25,310</b>	<b>26,571</b>	<b>(1,261)</b>		<b>95%</b>		

**City of Ovilla General Fund  
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	Current				Budget	Budget	% of Budget Thru September 100%
	Year to Date			\$ Over (Under)			
	September 2015	Oct 2014 - Sept 2015	September 2015				
<b>5205200 · Data Processing Expenses</b>							
5205220 · Data Proc - Equipment Rental	0	0	0	0	0	0%	
5205240 · Data Processing - Software	0	17,208	17,500	(292)	17,500	98%	
<b>Total 5205200 · Data Processing Expenses</b>	0	17,208	17,500	(292)	17,500	98%	
<b>5205300 · Printing Expenses</b>							
5205310 · Copier Expense	84	1,021	1,021	(0)	1,021	100%	
5205330 · Printing - Forms	0	45	300	(255)	300	15%	
5205350 · Printing - Other	284	498	400	98	400	124%	
<b>Total 5205300 · Printing Expenses</b>	369	1,563	1,721	(158)	1,721	91%	
<b>5205400 · Utilities</b>							
5205410 · Telephone	110	1,345	1,600	(255)	1,600	84%	
5205415 · Cellular Phone	337	1,617	1,350	267	1,350	120%	
5205417 · Internet - PD	102	1,192	1,475	(283)	1,475	81%	
5205420 · Wireless Cards	228	2,735	2,350	385	2,350	116%	
5205450 · Electricity	284	4,092	4,120	(28)	4,120	99%	
<b>Total 5205400 · Utilities</b>	1,060	10,981	10,895	86	10,895	101%	
<b>5205500 · Repairs &amp; Building Improvements</b>							
5205520 · Repairs - Building	1,121	1,990	2,802	(812)	2,802	71%	
5205540 · Repairs- Machinery & Equipment	0	674	1,067	(393)	1,067	63%	
5205550 · Repairs - Vehicles	693	8,048	7,942	106	7,942	101%	
<b>Total 5205500 · Repairs &amp; Building Improvements</b>	1,814	10,713	11,811	(1,098)	11,811	91%	
<b>5205600 · Insurance</b>							
5205610 · Insurance - Property	0	1,631	1,641	(10)	1,641	99%	
5205620 · Insurance - Liability	0	5,134	5,140	(6)	5,140	100%	
5205640 · Insurance - Vehicle	0	2,366	2,400	(34)	2,400	99%	

**City of Ovilla General Fund  
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	Current			Year to Date		\$ Over (Under) Budget	% of Budget Thru September 100%
	September 2015	Oct 2014 - Sept 2015	Budget	September 2015	% of Budget		
Total 5205600 · Insurance	0	9,131	9,181	(50)	99%		
5205700 · Other Expenses							
5205742 · Public Relations	0	0	0	0	0%		
5205752 · Employment Screening	128	662	1,000	(338)	66%		
5205765 · Miscellaneous	-1,766	1,531	1,519	12	101%		
Total 5205700 · Other Expenses	-1,637	2,193	2,519	(326)	87%		
5206400 · Minor Capital Outlay							
5206440 · Machinery & Equipment	2,421	3,081	1,283	1,798	240%		
5206445 · Personal Protective Equipment	0	1,651	2,000	(349)	83%		
Total 5206400 · Minor Capital Outlay	2,421	4,732	3,283	1,449	144%		
Total 20 · Police	43,046	606,972	665,804	(58,832)	91%		
25 · Municipal Court							
5251100 · Salaries & Wages							
5251140 · Municipal Judge	935	5,775	6,000	(225)	96%		
Total 5251100 · Salaries & Wages	935	5,775	6,000	(225)	96%		
5251400 · Support Staff							
5251405 · Support Staff	2,515	32,698	31,740	958	103%		
5251420 · Jury Fees	0	0	200	(200)	0%		
5251425 · City Prosecutor	0	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	2,515	40,904	42,792	(1,888)	96%		
5252100 · Employee Benefits							
5252110 · Group Insurance	662	7,597	7,561	36	100%		
5252135 · TMRS	225	2,687	2,658	29	101%		

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October 2014 through September 2015**

	Current				Year to Date	Budget	\$ Over (Under)	Budget	Thru September 100%	% of Budget
	September 2015	October 2014 - Sept 2015	October 2014 - Sept 2015	Budget						
	September 2015	October 2014 - Sept 2015	October 2014 - Sept 2015	Budget						
5252160 · Worker's Compensation	0	-110	120	(230)				(92%)		
5252170 · Payroll Taxes	36	475	475	0				100%		
5252196 - Membership Dues	0	0	25	(25)				0%		
<b>Total 5252100 · Employee Benefits</b>	<b>924</b>	<b>10,649</b>	<b>10,839</b>	<b>(190)</b>				<b>98%</b>		
5252300 · Contractual Services										
5252375 · Traffic Fines	5,605	22,845	32,000	(9,155)				71%		
<b>Total 5252300 · Contractual Services</b>	<b>5,605</b>	<b>22,845</b>	<b>32,000</b>	<b>(9,155)</b>				<b>71%</b>		
5252500 · Operating Services										
5252540 · Computer Maintenance	0	0	75	(75)				0%		
<b>Total 5252500 · Operating Services</b>	<b>0</b>	<b>0</b>	<b>75</b>	<b>(75)</b>				<b>0%</b>		
5253100 · General Supplies										
5253110 · Office Supplies	60	120	150	(30)				80%		
5253140 · Uniforms	0	0	50	(50)				0%		
<b>Total 5253100 · General Supplies</b>	<b>60</b>	<b>120</b>	<b>200</b>	<b>(80)</b>				<b>60%</b>		
5254200 · Travel Expenses										
5254210 · Travel - Local	10	10	25	(15)				38%		
<b>Total 5254200 · Travel Expenses</b>	<b>10</b>	<b>10</b>	<b>25</b>	<b>(15)</b>				<b>38%</b>		
5255200 · Data Processing Expenses										
5255240 · Data Processing - SW Maint.	0	0	1,860	(1,860)				0%		
<b>Total 5255200 · Data Processing Expenses</b>	<b>0</b>	<b>0</b>	<b>1,860</b>	<b>(1,860)</b>				<b>0%</b>		
5255300 · Printing Expense										
5255350 · Printing - Other	68	426	800	(374)				53%		
<b>Total 5255300 · Printing Expense</b>	<b>68</b>	<b>426</b>	<b>800</b>	<b>(374)</b>				<b>53%</b>		

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

	Current		Year to Date		\$ Over (Under)	% of Budget Thru September
	September 2015	October 2014 - Sept 2015	Budget	Budget		
5255600 · Insurance						
5255620 · Insurance - Liability	0	315	315	0	0	100%
<b>Total 5255600 · Insurance</b>	<b>0</b>	<b>315</b>	<b>315</b>	<b>0</b>	<b>0</b>	<b>100%</b>
5255700 · Other Expenses						
5255765 · Miscellaneous	0	20	100	(80)	(80)	20%
5255768 · Collection Agency Fees	247	3,289	3,000	289	289	110%
5255770 · Warrant Fee State Comptroller	0	0	900	(900)	(900)	0%
5255772 · Warrant Fee - Omni	232	1,152	400	752	752	288%
<b>Total 5255700 · Other Expenses</b>	<b>479</b>	<b>4,461</b>	<b>4,400</b>	<b>61</b>	<b>61</b>	<b>101%</b>
<b>Total 25 · Municipal Court</b>	<b>10,595</b>	<b>85,504</b>	<b>99,306</b>	<b>(13,802)</b>	<b>(13,802)</b>	<b>86%</b>
30 · Fire						
5301100 · Salaries & Wages						
5301125 · Fire Chief	2,839	37,323	41,375	(4,052)	(4,052)	90%
5301140 · Fire Captains	7,631	61,942	100,723	(38,781)	(38,781)	61%
5301180 · Merit Raises - Staff	0	0	4,263	(4,263)	(4,263)	0%
<b>Total 5301100 · Salaries &amp; Wages</b>	<b>10,470</b>	<b>99,265</b>	<b>146,361</b>	<b>(47,096)</b>	<b>(47,096)</b>	<b>68%</b>
5301400 · Support Salaries						
5301440 · Firefighters	17,187	254,848	223,060	31,788	31,788	114%
5301480 · Merit Raises	0	0	6,692	(6,692)	(6,692)	0%
5301485 · Volunteer Incentive Program	1,165	17,218	15,600	1,618	1,618	110%
<b>Total 5301400 · Support Salaries</b>	<b>18,352</b>	<b>272,066</b>	<b>245,352</b>	<b>26,714</b>	<b>26,714</b>	<b>111%</b>
5302100 · Employee Benefits						
5302135 · TMRS	254	1,947	2,710	(763)	(763)	72%
5302137 · Volunteer Retirement	108	432	500	(68)	(68)	86%
5302160 · Worker's Compensation	0	3,623	8,350	(4,727)	(4,727)	43%

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

	Current		Year to Date		Budget	\$ Over (Under) Budget	% of Budget Thru September 100%
	September 2015	Oct 2014 - Sept 2015	September 2015	Oct 2014 - Sept 2015			
5302170 · Payroll Taxes	1,940	25,591	27,000	(1,409)	95%		
5302196 · Membership Dues	0	1,054	1,900	(846)	55%		
<b>Total 5302100 · Employee Benefits</b>	<b>2,301</b>	<b>32,647</b>	<b>40,460</b>	<b>(7,813)</b>	<b>81%</b>		
<b>5302300 · Contractual Services</b>							
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%		
<b>Total 5302300 · Contractual Services</b>	<b>0</b>	<b>78,174</b>	<b>82,372</b>	<b>(4,198)</b>	<b>95%</b>		
<b>5302500 · Operating Services</b>							
5302510 · Maintenance Agreements	1,401	3,663	11,167	(7,504)	33%		
5302540 · Computer Maintenance	0	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%		
<b>Total 5302500 · Operating Services</b>	<b>1,401</b>	<b>4,359</b>	<b>15,567</b>	<b>(11,208)</b>	<b>28%</b>		
<b>5302600 · Special Expenses</b>							
5302675 · National Night Out	90	343	253	90	136%		
<b>Total 5302600 · Special Expenses</b>	<b>90</b>	<b>343</b>	<b>253</b>	<b>90</b>	<b>136%</b>		
<b>5303100 · General Supplies</b>							
5303110 · Office Supplies	0	2,129	2,130	(1)	100%		
5303140 · Uniforms	75	4,013	5,000	(987)	80%		
5303160 · Medical Supplies	1,423	7,590	8,000	(410)	95%		
5303165 · Medical Support	0	478	500	(22)	96%		
5303170 · Evidence Gathering	0	0	50	(50)	0%		
5303175 · Education Aids	0	0	50	(50)	0%		
<b>Total 5303100 · General Supplies</b>	<b>1,498</b>	<b>14,210</b>	<b>15,730</b>	<b>(1,520)</b>	<b>90%</b>		

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

	Current				Year to Date	Budget	\$ Over (Under)	% of Budget Thru September 100%
	September 2015	Oct 2014 - Sept 2015	Budget	Budget				
	September 2015	Oct 2014 - Sept 2015	Budget	Budget				
<b>5303400 - Maintenance Supplies &amp; Parts</b>								
5303410 - Supplies - Custodial	229	2,382	2,383	(1)	100%			
5303420 - Building Alarm Maintenance	0	420	420	0	100%			
<b>Total 5303400 - Maintenance Supplies &amp; Parts</b>	<b>229</b>	<b>2,802</b>	<b>2,803</b>	<b>(1)</b>	<b>100%</b>			
<b>5304200 - Travel Expenses</b>								
5304220 - Professional Development	0	669	1,300	(631)	51%			
5304270 - Vehicle Expenses	621	7,923	10,000	(2,077)	79%			
<b>Total 5304200 - Travel Expenses</b>	<b>621</b>	<b>8,592</b>	<b>11,300</b>	<b>(2,708)</b>	<b>76%</b>			
<b>5305200 - Data Processing Expenses</b>								
5305230 - Data Proc-Maintenance & Repair	400	823	1,000	(178)	82%			
5305240 - Data Processing - Software	0	2,532	2,916	(384)	87%			
<b>Total 5305200 - Data Processing Expenses</b>	<b>400</b>	<b>3,354</b>	<b>3,916</b>	<b>(562)</b>	<b>86%</b>			
<b>5305300 - Printing Expense</b>								
5305310 - Copier Expense	499	3,287	3,100	187	106%			
5305330 - Printing - Forms	0	17	35	(18)	50%			
<b>Total 5305300 - Printing Expense</b>	<b>499</b>	<b>3,305</b>	<b>3,135</b>	<b>170</b>	<b>105%</b>			
<b>5305400 - Utilities</b>								
5305410 - Telephone	225	2,688	2,578	110	104%			
5305415 - Cellular Phone	228	914	675	239	135%			
5305417 - Internet - Fire Dept.	153	4,494	3,600	894	125%			
5305430 - Natural Gas	55	1,807	2,217	(410)	81%			
5305450 - Electricity	602	5,627	5,562	65	101%			
<b>Total 5305400 - Utilities</b>	<b>1,263</b>	<b>15,529</b>	<b>14,632</b>	<b>897</b>	<b>106%</b>			
<b>5305500 - Repairs &amp; Bldg Improvements</b>								
5305520 - Repairs - Building	2,177	5,287	3,240	2,047	163%			
5305540 - Repairs - Machinery & Equipment	3,546	15,043	16,349	(1,306)	92%			

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

	Current		Year to Date		\$ Over (Under)	% of Budget Thru September
	September 2015	Oct 2014 - Sept 2015	Budget	100%		
5305545 · Repairs - Apparatus	0	13,887	13,887	(0)		100%
5305550 · Repairs - Vehicles	1,809	5,533	4,068	1,465		136%
<b>Total 5305500 · Repairs &amp; Bldg Improvements</b>	<b>7,531</b>	<b>39,749</b>	<b>37,544</b>	<b>2,205</b>		<b>106%</b>
5305600 · Insurance						
5305620 · Insurance - Liability	0	400	6,374	(5,975)		6%
5305640 · Insurance - Vehicle	0	9,813	10,200	(387)		96%
<b>Total 5305600 · Insurance</b>	<b>0</b>	<b>10,213</b>	<b>16,574</b>	<b>(6,361)</b>		<b>62%</b>
5305700 · Other Expenses						
5305705 · Postage	0	20	34	(14)		58%
5305752 · Employment Screening	0	372	372	0		100%
5305765 · Flags & Miscellaneous	0	95	100	(5)		95%
<b>Total 5305700 · Other Expenses</b>	<b>0</b>	<b>487</b>	<b>506</b>	<b>(19)</b>		<b>96%</b>
5306400 · Minor Capital Outlay						
5306440 · Machinery & Equipment	3,794	8,932	9,770	(838)		91%
5306445 · Personal Protective Equipment	9,341	18,774	20,247	(1,473)		93%
<b>Total 5306400 · Minor Capital Outlay</b>	<b>13,135</b>	<b>27,706</b>	<b>30,017</b>	<b>(2,311)</b>		<b>92%</b>
<b>Total 30 · Fire</b>	<b>57,792</b>	<b>612,802</b>	<b>666,522</b>	<b>(53,720)</b>		<b>92%</b>
40 · Community Services						
5401100 · Salaries & Wages						
5401135 · ACO/Code Enforcement Officer	3,170	41,244	40,000	1,244		103%
5401180 · Merit Raises - Staff	0		1,200	(1,200)		0%
5401190 · Overtime	312	4,087	2,850	1,237		143%
<b>Total 5401100 · Salaries &amp; Wages</b>	<b>3,482</b>	<b>45,331</b>	<b>44,050</b>	<b>1,281</b>		<b>103%</b>
5402100 · Employee Benefits						
5402110 · Group Insurance	350	4,200	5,719	(1,519)		73%
5402135 · TMRS	386	3,835	3,350	485		114%

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

	Current				Year to Date	Budget	\$ Over (Under) Budget	% of Budget Thru September 100%
	September 2015		October 2014 - Sept. 2015					
	September 2015	October 2014 - Sept. 2015	Budget	Budget				
5402160 · Worker's Compensation	0	276	245	31	113%			
5402170 · Payroll Taxes	68	738	600	138	123%			
5402190 · License	106	367	625	(258)	59%			
<b>Total 5402100 · Employee Benefits</b>	<b>910</b>	<b>9,417</b>	<b>10,539</b>	<b>(1,122)</b>	<b>89%</b>			
<b>5402300 · Contractual Services</b>								
5402315 · Contract Building Inspections	1,672	58,894	61,800	(2,906)	95%			
5402370 · Impound Fees	0	2,140	2,300	(160)	93%			
<b>Total 5402300 · Contractual Services</b>	<b>1,672</b>	<b>61,034</b>	<b>64,100</b>	<b>(3,066)</b>	<b>95%</b>			
<b>5402600 · Special Expenses</b>								
5402680 · Environmental Testing	0	926	2,300	(1,374)	40%			
5402685 · Clean up Day	0	0	100	(100)	0%			
<b>Total 5402600 · Special Expenses</b>	<b>0</b>	<b>926</b>	<b>2,400</b>	<b>(1,474)</b>	<b>39%</b>			
<b>5403100 · General Supplies</b>								
5403110 · Office Supplies	0	0	50	(50)	0%			
5403120 · Animal Care	0	106	150	(44)	71%			
5403122 · Pet Supplies	17	329	500	(171)	66%			
5403140 · Uniforms	0	285	350	(65)	81%			
<b>Total 5403100 · General Supplies</b>	<b>17</b>	<b>720</b>	<b>1,050</b>	<b>(330)</b>	<b>69%</b>			
<b>5403400 · Maintenance Supplies &amp; Parts</b>								
5403460 · Miscellaneous	0	177	100	77	177%			
<b>Total 5403400 · Maintenance Supplies &amp; Parts</b>	<b>0</b>	<b>177</b>	<b>100</b>	<b>77</b>	<b>177%</b>			
<b>5404200 · Travel Expenses</b>								
5404210 · Travel - Local	0	0	25	(25)	0%			
5404220 · Professional Development	135	501	200	301	250%			
5404270 · Vehicle Expenses	116	1,415	2,200	(785)	64%			
<b>Total 5404200 · Travel Expenses</b>	<b>251</b>	<b>1,916</b>	<b>2,425</b>	<b>(509)</b>	<b>79%</b>			

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

	Current		Year to Date		\$ Over (Under) Budget	% of Budget Thru September 100%
	September 2015	October 2014 - Sept 2015	Budget	Budget		
5405200 · Data Processing Expenses						
5405230 · Data Proc-Maintenance & Repairs	0	0	1,080	1,080	(1,080)	0%
Total 5405200 · Data Processing Expenses	0	0	1,080	1,080	(1,080)	0%
5405300 · Printing Expense						
5405330 · Printing - Forms	16	16	150	150	(134)	10%
Total 5405300 · Printing Expense	16	16	150	150	(134)	10%
5405400 · Utilities						
5405415 · Cellular Phone	89	1,002	949	949	53	106%
Total 5405400 · Utilities	89	1,002	949	949	53	106%
5405600 · Insurance						
5405610 · Insurance - Property	0	8	8	8	0	100%
5405620 · Insurance - Liability	0	212	215	215	(3)	99%
5405640 · Insurance - Vehicle	0	263	300	300	(37)	88%
Total 5405600 · Insurance	0	483	523	523	(40)	92%
5405700 · Other Expenses						
5405765 · Miscellaneous	0	77	100	100	(23)	77%
Total 5405700 · Other Expenses	0	77	100	100	(23)	77%
5406400 · Minor Capital Outlay						
5406440 · Machinery & Equipment	181	1,797	2,700	2,700	(903)	67%
Total 5406400 · Minor Capital Outlay	181	1,797	2,700	2,700	(903)	67%
Total 40 · Community Services	6,618	122,896	130,166	130,166	(7,270)	94%
45 · Solid Waste						
5455400 · Utilities						
5455465 · Solidwaste Pickup (Garbage)	18,343	203,606	204,661	204,661	(1,055)	99%

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

	Current		Year to Date		\$ Over (Under) Budget	% of Budget Thru September 100%
	September 2015	October 2014 - Sept 2015	Budget	Budget		
Total 5455400 · Utilities	18,343	203,606	204,661	(1,055)		99%
Total 45 · Solid Waste	18,343	203,606	204,661	(1,055)		99%
50 · Streets						
5501400 · Support Staff						
5501415 · Maintenance Crew	1,800	21,839	24,044	(2,205)		91%
5501480 · Merit Raises	0	0	721	(721)		0%
5501490 · Overtime	68	1,025	1,575	(550)		65%
5501500 · Streets - On Call	0	350	700	(350)		50%
Total 5501400 · Support Staff	1,868	23,214	27,040	(3,826)		86%
5502100 · Employee Benefits						
5502110 · Group Insurance	662	6,337	7,565	(1,228)		84%
5502135 · TMRS	167	1,880	2,014	(134)		93%
5502160 · Worker's Compensation	0	1,076	1,340	(264)		80%
5502170 · Payroll Taxes	27	329	360	(31)		91%
5502190 · License	0	0	122	(122)		0%
Total 5502100 · Employee Benefits	856	9,623	11,401	(1,778)		84%
5502200 · Special Services						
5502280 · NCTCOG- SWMP Fees	0	1,356	6,400	(5,044)		21%
Total 5502200 · Special Services	0	1,356	6,400	(5,044)		21%
5502600 · Special Expenses						
5502620 · Emergency Clean Up	1,000	1,000	2,250	(1,250)		44%
Total 5502600 · Special Expenses	1,000	1,000	2,250	(1,250)		44%
5503100 · General Supplies						
5503110 · Office Supplies	225	225	100	125		225%

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

	Current			Year to Date		\$ Over (Under)	% of Budget Thru September 100%
	September 2015	Oct 2014 - Sept 2015	Budget	Budget	Budget		
5503140 · Uniforms	0	712	500	212	142%		
Total 5503100 · General Supplies	225	937	600	337	156%		
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	613	3,202	6,500	(3,298)	49%		
Total 5504200 · Travel Expenses	613	3,226	7,000	(3,774)	46%		
5505300 · Printing Expense							
5505350 · Printing - Other	17	329	350	(21)	94%		
Total 5505300 · Printing Expense	17	329	350	(21)	94%		
5505400 · Utilities							
5505450 · Electricity	3,781	45,105	45,000	105	100%		
Total 5505400 · Utilities	3,781	45,105	45,000	105	100%		
5505500 · Repairs & Bldg Improvements							
5405520 · Repairs - Building	0	0	500	(500)	0%		
5505540 · Repairs - Machinery & Equipment	0	1,315	3,500	(2,185)	38%		
5505550 · Repairs - Vehicles	0	1,055	2,400	(1,345)	44%		
5505560 · Repairs - Street Maint. & Repairs	7,195	19,995	50,000	(30,005)	40%		
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	7,195	22,405	60,900	(38,495)	37%		

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

	Current		Year to Date		\$ Over (Under)	% of Budget Thru September
	September 2015	Oct 2014 - Sept 2015	Budget	100%		
<b>5505600 · Insurance</b>						
5505620 · Insurance - Liability	0	1,138	1,140	(2)		100%
5505640 · Insurance - Vehicle	0	3,470	3,460	10		100%
<b>Total 5505600 · Insurance</b>	0	4,608	4,600	8		100%
<b>5505700 · Other Expenses</b>						
5505752 · Employment Screening	0	86	150	(64)		57%
<b>Total 5505700 · Other Expenses</b>	0	86	150	(64)		57%
<b>5506400 · Minor Capital Outlay</b>						
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%
<b>Total 5506400 · Minor Capital Outlay</b>	0	1,510	4,150	(2,640)		36%
<b>5507400 · Capitalized Assets</b>						
5507440 · Machinery & Equipment	936	3,711	7,000	(3,289)		53%
5507460 · Infrastructure	0	7,500	313,200	(305,700)		2%
<b>Total 5507400 · Capitalized Assets</b>	936	11,211	320,200	(308,989)		4%
<b>Total 50 · Streets</b>	16,490	126,422	492,841	(366,419)		26%
<b>60 · Parks</b>						
<b>5602400 · Rentals</b>						
5602490 · Rental - Other	210	2,724	2,900	(176)		94%
<b>Total 5602400 · Rentals</b>	210	2,724	2,900	(176)		94%
<b>5602600 · Special Expenses</b>						
5602680 · Heritage Day	9,147	13,020	8,000	5,020		163%

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

	Current		Year to Date		\$ Over (Under) Budget	% of Budget Thru September 100%
	September 2015	Oct 2014 - Sept 2015	Budget	Budget		
	0	1,984	2,092	0		
5602690 - Special Events	9,147	15,004	10,092	5,020		149%
<b>Total 5602600 - Special Expenses</b>						
5603400 - Maintenance Supplies & Parts	0	0	300	(300)		0%
5603460 - Miscellaneous	0	0	300	(300)		0%
<b>Total 5603400 - Maintenance Supplies &amp; Parts</b>						
5605400 - Utilities	597	7,383	8,300	(917)		89%
5605450 - Electricity	597	7,383	8,300	(917)		89%
<b>Total 5605400 - Utilities</b>						
5605500 - Repairs & Bldg Improvements	0	0	250	(250)		0%
5605520 - Repairs - Building	0	0	250	(250)		0%
5605530 - REPAIRS-IMP OTHER THAN BLDGS	0	1,268	1,000	268		127%
<b>Total 5605500 - Repairs &amp; Bldg Improvements</b>						
5605600 - Insurance	0	1,268	1,250	18		101%
5605610 - Insurance - Property	0	113	115	(2)		98%
5605620 - Insurance - Liability	0	481	500	(19)		96%
5605640 - Insurance - Vehicle	0	221	240	(19)		92%
<b>Total 5605600 - Insurance</b>						
5605700 - Other Expenses	0	815	855	(40)		95%
5605765 - Miscellaneous	0	392	300	92		131%
<b>Total 5605700 - Other Expenses</b>						
5606400 - Minor Capital Outlay	0	392	300	92		131%
5606410 - Land Improvements	500	1,137	500	637		227%
5606440 - Machinery & Equipment	0	321	500	(179)		64%
<b>Total 5606400 - Minor Capital Outlay</b>						
	500	1,458	1,000	458		146%

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

	Current		Year to Date		\$ Over (Under) Budget	% of Budget Thru September 100%
	September 2015	October 2014 - Sept. 2015	September 2015	October 2014 - Sept. 2015		
5607400 - Capitalized Assets						
5607440 - Machinery & Equipment	0	260	500	500	(240)	52%
Total 5607400 - Capitalized Assets	0	260	500	500	(240)	52%
<b>Total 60 - Parks</b>	10,454	29,305	25,497	25,497	3,808	115%
<b>Total Expenditures</b>	184,482	2,202,222	2,751,641	2,751,641	(549,419)	80%
<b>Net Change in Fund Balance</b>	-43,009	522,417	0	522,417	522,417	100%

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

	Current				Year to Date	\$ Over (Under)	% of Budget
	September 2015	Oct 2014 - Sept 2015	Budget	Thru September			
<b>Resources</b>							
4000400 · Charges for Services							
4000460 · Water Sales	156,945	846,333	930,000	(83,667)	91%		
4000461 · Sewer Service	35,014	387,272	374,849	12,423	103%		
4000465 · Water & Sewer Penalties	1,674	18,136	18,000	136	101%		
4000471 · Reconnect Fees	156	4,669	5,000	(331)	93%		
4000472 · Meters	0	2,857	2,200	657	130%		
4000473 · Connect Fees	425	4,788	2,000	2,788	239%		
4000478 · Infrastructure Improvement Fee	5,423	60,639	60,000	639	101%		
4000480 · Solid Waste Fees (Garbage)	41	569	0	569	100%		
<b>Total 4000400 · Charges for Services</b>	<b>199,677</b>	<b>1,325,262</b>	<b>1,392,049</b>	<b>(66,787)</b>	<b>95%</b>		
<b>4000800 · Other Revenue</b>							
4000880 · Capital Rec Fee	0	51,250	50,000	1,250	103%		
4000840 · Interest Earned	207	2,975	2,600	375	114%		
4000890 · Misc Other Revenue	0	1,500	1,500	0	100%		
<b>Total 4000800 · Other Revenue</b>	<b>207</b>	<b>55,725</b>	<b>54,100</b>	<b>1,625</b>	<b>103%</b>		
<b>Total Resources</b>	<b>199,884</b>	<b>1,380,987</b>	<b>1,446,149</b>	<b>(65,162)</b>	<b>95%</b>		
<b>Expense</b>							
<b>70 · Administration</b>							
<b>5701100 · Salaries &amp; Wages</b>							
5701110 · City Administrator	5,546	23,717	20,600	3,117	115%		
5701115 · City Secretary	3,556	13,153	13,133	20	100%		
5701117 · Finance Accountant	3,278	12,255	12,000	255	102%		
5701120 · Part Time Admin. Support	2,002	7,436	7,218	218	103%		
5701130 · Public Works Director	4,030	52,388	50,862	1,526	103%		
5701180 · Merit Raises, Staff	0	0	3,200	(3,200)	0%		
<b>Total 5701100 · Salaries &amp; Wages</b>	<b>18,412</b>	<b>108,948</b>	<b>107,013</b>	<b>1,935</b>	<b>102%</b>		

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

	Year to Date			\$ Over (Under)	% of Budget Thru September
	Current September 2015	Oct 2014 - Sept 2015	Budget		
<b>5702100 · Employee Benefits</b>					
5702110 · Group Insurance	662	7,597	7,561	36	100%
5702135 · TMRS	364	4,341	4,259	82	102%
5702170 · Payroll Taxes	56	755	780	(25)	97%
<b>Total 5702100 · Employee Benefits</b>	<b>1,082</b>	<b>12,693</b>	<b>12,600</b>	<b>93</b>	<b>101%</b>
<b>5702200 · Special Services</b>					
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%
<b>Total 5702200 · Special Services</b>	<b>0</b>	<b>8,557</b>	<b>7,780</b>	<b>777</b>	<b>110%</b>
<b>5702300 · Contractual Services /Personnel</b>					
5702310 · Consultant Fees	0	2,912	3,500	(588)	83%
<b>Total 5702300 · Contractual Services /Personnel</b>	<b>0</b>	<b>2,912</b>	<b>3,500</b>	<b>(588)</b>	<b>83%</b>
<b>5703100 · General Supplies</b>					
5703110 · Office Supplies	29	686	700	(14)	98%
<b>Total 5703100 · General Supplies</b>	<b>29</b>	<b>686</b>	<b>700</b>	<b>(14)</b>	<b>98%</b>
<b>5703400 · Maintenance Supplies / Parts</b>					
5703410 · Supplies - Custodial	0	0	200	(200)	0%
<b>Total 5703400 · Maintenance Supplies / Parts</b>	<b>0</b>	<b>0</b>	<b>200</b>	<b>(200)</b>	<b>0%</b>
<b>5704200 · Travel Expenses</b>					
5704210 · Travel - Local	0	164	200	(36)	82%
5704220 · Professional Development	0	581	750	(169)	77%
<b>Total 5704200 · Travel Expenses</b>	<b>0</b>	<b>745</b>	<b>950</b>	<b>(205)</b>	<b>78%</b>
<b>5705200 · Data Processing Expenses</b>					

# Ovilla W&S Utility Fund

## Actual vs Budget Review

October 2014 through September 2015

	Current			Year to Date		\$ Over (Under) Budget	% of Budget Thru September 100%
	September 2015	Oct. 2014 - Sept 2015	Budget	Budget	Budget		
5705240 · Data Processing - Software	0	0	400	(400)	0%		
Total 5705200 · Data Processing Expenses	0	0	400	(400)	0%		
5705300 · Printing Expense	204	204	250	(46)	82%		
5705350 · Printing - Other	204	204	250	(46)	82%		
Total 5705300 · Printing Expense	204	204	250	(46)	82%		
5705400 · Utilities	110	1,328	1,350	(22)	98%		
5705410 · Telephone	36	798	906	(108)	88%		
5705415 · Cellular Phone	102	1,159	825	334	140%		
5705417 · Internet	250	3,285	3,081	204	107%		
Total 5705400 · Utilities	0	7,679	6,600	1,079	116%		
5705700 · Other Expenses	0	158	300	(142)	53%		
5705705 · Postage	0	35	200	(165)	18%		
5705740 · Advertising	0	0	100	(100)	0%		
5705760 · Bank Service Charge	65	611	3,000	(2,389)	20%		
5705765 · Miscellaneous	65	8,483	10,200	(1,717)	83%		
5705775 · Credit Card Transaction Fee	0	0	500	(500)	0%		
Total 5705700 · Other Expenses	0	0	500	(500)	0%		
5706400 · Minor Capital Outlay	31,340	125,361	125,361	0	100%		
5706440 · Machinery & Equipment	0	0	16,730	(16,730)	0%		
Total 5706400 · Minor Capital Outlay	0	0	23,400	(23,400)	0%		
5709000 · Reserve	0	0	4,247	(4,247)	0%		
5708215 · Admin. Exp. to General Fund	31,340	125,361	125,361	0	100%		
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	31,340	125,361	169,738	(44,377)	74%		

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

	Current		Year to Date		\$ Over (Under)	% of Budget Thru September
	September 2015	Oct 2014 - Sept 2015	Budget	100%		
<b>Total 70 - Administration</b>	51,382	271,874	316,912	(45,038)	86%	
<b>75 - Water</b>						
<b>5751100 - Salaries &amp; Wages</b>						
5751133 - Superintendent	3,231	41,346	42,000	(654)	98%	
5751180 - Merit Raises - Staff	0	0	1,260	(1,260)	0%	
<b>Total 5751100 - Salaries &amp; Wages</b>	3,231	41,346	43,260	(1,914)	96%	
<b>5751400 - Support Salaries</b>						
5751405 - Support Staff	111	29,453	29,702	(249)	99%	
5751415 - Maintenance Crew	4,230	53,418	51,350	2,068	104%	
5751430 - Seasonal Crew	1,500	1,500	3,000	(1,500)	50%	
5751450 - Certification Pay	92	992	1,200	(208)	83%	
5751480 - Merit Raises	0	0	2,432	(2,432)	0%	
5751490 - Overtime	295	2,834	4,000	(1,166)	71%	
5751500 - Water - On Call	100	800	1,000	(200)	80%	
<b>Total 5751400 - Support Salaries</b>	6,329	88,997	92,684	(3,687)	96%	
<b>5752100 - Employee Benefits</b>						
5752110 - Group Insurance	2,025	22,195	30,244	(8,049)	73%	
5752135 - TMRS	987	11,365	11,104	261	102%	
5752160 - Worker's Compensation	0	2,658	3,150	(492)	84%	
5752170 - Payroll Taxes	167	2,100	2,260	(161)	93%	
5752190 - Licenses	0	222	222	0	100%	
<b>Total 5752100 - Employee Benefits</b>	3,179	38,539	46,980	(8,441)	82%	
<b>5752300 - Contractual Services/Personnel</b>						
5752350 - Contract Labor - Company	0	0	0	0	0%	
5752380 - Dispatch	0	9,010	10,270	(1,260)	88%	
<b>Total 5752300 - Contractual Services/Personnel</b>	0	9,010	10,270	(1,260)	88%	

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

	Current Year to Date			\$ Over (Under)	% of Budget Thru September
	September 2015	Oct 2014 - Sept 2015	Budget		
<b>5752400 · Rentals</b>					
5752420 · Rental - Machinery & Equipment	0	0	500	(500)	0%
<b>Total 5752400 · Rentals</b>	0	0	500	(500)	0%
<b>5752500 · Operating Services</b>					
5752580 · Water Testing	288	3,146	4,000	(854)	79%
5752590 · TCEQ Fees	0	2,634	3,000	(366)	88%
<b>Total 5752500 · Operating Services</b>	288	5,780	7,000	(1,220)	83%
<b>5753100 · General Supplies</b>					
5753140 · Uniforms	0	1,478	1,500	(22)	99%
<b>Total 5753100 · General Supplies</b>	0	1,478	1,500	(22)	99%
<b>5753400 · Maintenance Supplies &amp; Parts</b>					
5753460 · Miscellaneous	0	223	300	(77)	74%
<b>Total 5753400 · Maintenance Supplies &amp; Parts</b>	0	223	300	(77)	74%
<b>5754200 · Travel Expenses</b>					
5754220 · Professional Development	0	700	750	(50)	93%
5754270 · Vehicle Expenses	344	7,930	9,000	(1,070)	88%
<b>Total 5754200 · Travel Expenses</b>	344	8,630	9,750	(1,120)	89%
<b>5755200 · Data Processing Expenses</b>					
5755230 · Data Proc-Maintenance & Repairs	300	1,371	1,300	71	105%
5755240 · Data Processing - Software	0	3,434	4,200	(766)	82%
<b>Total 5755200 · Data Processing Expenses</b>	300	4,805	5,500	(695)	87%
<b>5755300 · Printing Expenses</b>					
5755310 · Copier Expense	1,066	3,091	2,700	391	114%
5755350 · Printing - Other	0	2,893	1,500	1,393	193%

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

	Current			Year to Date		\$ Over (Under) Budget	% of Budget Thru September 100%
	September 2015	Oct 2014 - Sept 2015	Budget	Budget	100%		
Total 5755300 · Printing Expenses	1,066	5,984	4,200	1,784	142%		
<b>5755400 · Utilities</b>							
5755415 · Cellular Phone	65	1,170	1,500	(330)	78%		
5755450 · Electricity	2,663	27,009	22,660	4,349	119%		
5755460 · Water, wholesale	61,162	350,172	360,500	(10,328)	97%		
Total 5755400 · Utilities	63,889	378,351	384,660	(6,309)	98%		
<b>5755500 · Repairs &amp; Building Improvements</b>							
5755540 · Repairs- Machinery & Equipment	0	2,717	5,000	(2,283)	54%		
5755550 · Repairs - Vehicles	0	1,059	2,000	(941)	53%		
5755570 · Inventory Expense	813	7,807	10,000	(2,193)	78%		
5755580 · Water Chemical Expense	659	8,588	8,000	588	107%		
5755590 · Repairs - Other	0	2,562	3,000	(438)	85%		
Total 5755500 · Repairs & Building Improvements	1,472	22,734	28,000	(5,266)	81%		
<b>5755600 · Insurance</b>							
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%		
<b>5755700 · Other Expenses</b>							
5755752 · Employment Screening	0	144	300	(156)	48%		
Total 5755700 · Other Expenses	0	144	300	(156)	48%		
<b>5756400 · Minor Capital Outlay</b>							
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 September 2015**

	Current Year to Date			\$ Over (Under)	% of Budget Thru September
	September 2015	Oct 2014 - Sept 2015	Budget		
<b>5757400 · Capitalized Assets</b>					
5757440 · Machinery & Equipment	0	2,000	2,200	(200)	91%
5757450 · Vehicles	0	23,770	23,770	0	100%
5757470 · Infrastructure - Water	0	3,521	6,000	(2,479)	59%
<b>Total 5757400 · Capitalized Assets</b>	0	29,291	31,970	(2,679)	92%
<b>5757900 · Long-Term Debt</b>					
5758225 · Admin. Expense to Debt Fund	31,233	124,930	124,930	0	100%
<b>Total 5757900 · Long-Term Debt</b>	31,233	124,930	124,930	0	100%
<b>Total 75 · Water</b>	111,330	765,382	798,797	(33,415)	96%
<b>80 · Sewer</b>					
<b>5801400 · Support Salaries</b>					
5801405 · Support Staff	3,026	11,341	9,900	1,441	115%
5801415 · Maintenance Crew	4,368	58,518	55,702	2,816	105%
5801450 · Certification Pay	92	1,004	1,210	(206)	83%
5801480 · Merit Raises	0	0	1,968	(1,968)	0%
5801490 · Overtime	444	4,072	2,650	1,422	154%
5801500 · Sewer - On Call	50	950	1,150	(200)	83%
<b>Total 5801400 · Support Salaries</b>	7,981	75,886	72,580	3,306	105%
<b>5802100 · Employee Benefits</b>					
5802110 · Group Insurance	1,325	15,895	15,850	245	102%
5802135 · TMRS	439	5,256	4,491	765	117%
5802160 · Worker's Compensation-Sewer	0	2,658	2,730	(72)	97%
5802170 · Payroll Taxes	71	920	980	(60)	94%
5802190 · Licenses	0	111	222	(111)	50%
<b>Total 5802100 · Employee Benefits</b>	1,834	24,840	24,073	767	103%

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

	Current Year to Date			\$ Over (Under)	% of Budget
	September 2015	Oct 2014 - Sept 2015	Budget		
5802300 · Contractual Services/Personnel					
5802350 · Contract Labor - Company	10	1,510	2,000	(490)	76%
Total 5802300 · Contractual Services/Personnel	10	1,510	2,000	(490)	76%
5802500 · Operating Services					
5802515 · Sardis Collection Expense	666	7,999	10,108	(2,109)	79%
5802590 · TCEQ Fees - Sewer	0	10	100	(90)	10%
Total 5802500 · Operating Services	666	8,009	10,208	(2,199)	78%
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	0	535	500	35	107%
5804270 · Vehicle Expense	669	1,808	1,500	308	121%
Total 5804200 · Travel Expenses	669	2,343	2,000	343	117%
5805400 · Utilities					
5805450 · Electricity	148	2,708	2,781	(73)	97%
5805463 · TRA Wastewater Treatment	28,696	230,638	199,280	31,358	116%
Total 5805400 · Utilities	28,844	233,346	202,061	31,285	115%
5805500 · Repairs & Bldg Improvements					
5805510 · Repairs - Land Improvements	0	28	300	(272)	9%
5805540 · Repairs - Machinery & Equipment	1,774	10,198	6,500	3,698	157%
5805570 · Inventory Expense	370	1,995	2,000	(5)	100%

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

	Current			Year to Date		\$ Over (Under) Budget	% of Budget Thru September 100%
	September 2015	Oct 2014 - Sept 2015	Budget	September 2015	Budget		
5805590 · Repairs - Other	0	585	500	85			117%
<b>Total 5805500 · Repairs &amp; Bldg Improvements</b>	<b>2,144</b>	<b>12,806</b>	<b>9,300</b>	<b>3,506</b>			<b>138%</b>
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%
<b>Total 5805600 · Insurance</b>	<b>0</b>	<b>464</b>	<b>518</b>	<b>(54)</b>			<b>90%</b>
5805700 · Other Expenses							
5805752 · Employment Screening	0	0	200	(200)			0%
<b>Total 5805700 · Other Expenses</b>	<b>0</b>	<b>0</b>	<b>200</b>	<b>(200)</b>			<b>0%</b>
5807400 · Capitalized Assets							
5807440 · Machinery & Equipment	0	5,973	6,000	(27)			100%
<b>Total 5807400 · Capitalized Assets</b>	<b>0</b>	<b>5,973</b>	<b>6,000</b>	<b>(27)</b>			<b>100%</b>
<b>Total 80 · Sewer</b>	<b>42,147</b>	<b>366,093</b>	<b>330,440</b>	<b>35,653</b>			<b>111%</b>
<b>Total Expense</b>	<b>204,860</b>	<b>1,403,350</b>	<b>1,446,149</b>	<b>(42,799)</b>			<b>97%</b>
<b>Change in Net Position</b>	<b>(4,976)</b>	<b>(22,363)</b>	<b>0</b>	<b>(22,363)</b>			<b>100%</b>

**Ovilla Debt Service**  
**Actual vs Budget Review**  
 October 2014 through September 2015

	Current		Year to Date		\$ Over (Under)	% of Budget Thru September 100%
	September 2015	Oct 2014 - Sept 2015	Budget	Budget		
<b>Revenues</b>						
4000100 - Taxes						
4000107 - Ad Valorem, Current I & S	14	415,886	415,211	675		100%
4000111 - Ad Valorem, Delinquent I & S	248	5,934	3,570	2,364		166%
4000114 - Interest/Penalties - I & S	52	4,325	2,844	1,481		152%
<b>Total 4000100 - Taxes</b>	<b>315</b>	<b>426,144</b>	<b>421,625</b>	<b>4,519</b>		<b>101%</b>
4000800 - Other Revenue						
4000840 - Interest Earned	2	549	770	(221)		71%
4000900 - Reduction of Reserve Fund Bal.	-	-	28,500	(28,500)		0%
4000930 - Admin.Rev.Rec.Fr Water & Sewer	31,233	124,930	124,930	-		100%
<b>Total 4000800 - Other Revenue</b>	<b>31,235</b>	<b>125,479</b>	<b>154,200</b>	<b>(28,721)</b>		<b>81%</b>
<b>Total Revenues</b>	<b>31,550</b>	<b>551,623</b>	<b>575,825</b>	<b>(24,202)</b>		<b>96%</b>
<b>Expenditures</b>						
5157900 - Long-Term Debt						
5157930 - Paying Agent Fees	-	400	500	(100)		80%
51579349 - 2011 Bond Issue Principle	-	365,000	365,000	-		100%
5157940 - 2011 Bond Issue Interest	-	210,325	210,325	-		100%
<b>Total 5157900 - Long-Term Debt</b>	<b>-</b>	<b>575,725</b>	<b>575,825</b>	<b>(100)</b>		<b>100%</b>
<b>Total Expenditures</b>	<b>-</b>	<b>575,725</b>	<b>575,825</b>	<b>(100)</b>		<b>100%</b>
<b>Net Change in Fund Balance</b>	<b>31,550</b>	<b>(24,102)</b>	<b>-</b>	<b>(24,102)</b>		<b>100%</b>

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

	Current		Year to Date		\$ Over (Under)	% of Budget Thru September
	September 2015	October 2014 - Sept 2015	October 2014 - Sept 2015	Budget		
<b>Revenues</b>						
4000800 · Other Revenue	0	0	1	(1)		44%
4000845 · Interest Earned - Texstar	21	260	255	5		102%
4000850 · Interest Earned - Prosperity	21	260	256	4		102%
Total 4000800 · Other Revenue	21	260	256	4		102%
<b>Total Revenues</b>	21	260	256	4		102%
<b>Expense</b>						
5879000 · Reserves	0	0	256	(256)		0%
5879010 · Admin Reserves	0	0	256	(256)		0%
Total 5879000 · Reserves	0	0	256	(256)		0%
<b>Total Expense</b>	0	0	256	(256)		0%
<b>Change in Net Position</b>	21	260	0	260		100%

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

	Current			Year to Date		\$ Over (Under) Budget	% of Budget Thru September 100%
	September 2015	Oct 2014 - Sept 2015	Budget	September 2015	Oct 2014 - Sept 2015		
<b>Revenues</b>							
4000400 · Charges for Services							
4000460 · Park Impact	0	16,057	11,673	4,384	4,384	138%	138%
<b>Total 4000400 · Charges for Services</b>	0	16,057	11,673	4,384	4,384	138%	138%
4000800 · Other Revenue							
4000840 · Interest Earned	10	112	45	67	67	250%	250%
<b>Total 4000800 · Other Revenue</b>	10	112	45	67	67	250%	250%
<b>Total Revenues</b>	10	16,169	11,718	4,451	4,451	138%	138%
<b>Expenditures</b>							
5606400 · Minor Capital Outlay							
5606410 · Land Improvements	500	500	500	0	0	100%	100%
<b>Total 5606400 · Minor Capital Outlay</b>	500	500	500	0	0	100%	100%
5607400 · Capitalized Assets							
5607440 · Capital Machinery & Equipment	3,500	3,500	3,500	0	0	100%	100%
<b>Total 5607400 · Capitalized Assets</b>	3,500	3,500	3,500	0	0	100%	100%
5609000 · Reserves							
5609035 · Park Impact Reserves	0	0	7,718	(7,718)	(7,718)	0%	0%
<b>Total 5609000 · Reserves</b>	0	0	7,718	(7,718)	(7,718)	0%	0%
<b>Total Expenditures</b>	4,000	4,000	11,718	(7,718)	(7,718)	34%	34%
<b>Net Change in Fund Balance</b>	(3,990)	12,169	0	12,169	12,169	100%	100%

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

	Current			Year to Date		\$ Over (Under)	% of Budget Thru September
	September 2015	Oct 2014 -Sept 2015	Budget	September 2015	Thru September		
<b>Revenues</b>							
4000400 · Charges for Services							
4000476 · Water Impact Fee	0	3,570	0	3,570	0	3,570	100%
4000477 · Sewer Impact Fee	0	32,730	13,810	18,920	18,920	18,920	237%
<b>Total 4000400 · Charges for Services</b>	0	36,300	13,810	22,490	22,490	22,490	263%
<b>4000800 · Other Revenue</b>							
4000840 · Interest Earned	29	229	195	34	34	34	118%
4000880 · Transfer In - Water Impact	0	0	73,505	(73,505)	(73,505)	(73,505)	0%
<b>Total 4000800 · Other Revenue</b>	29	229	73,700	(73,471)	(73,471)	(73,471)	0%
<b>Total Revenues</b>	29	36,529	87,510	(50,981)	(50,981)	(50,981)	42%
<b>Expense</b>							
5755500 · Repairs							
5755560 · Repairs - Water Lines	3,600	58,891	55,000	3,891	3,891	3,891	107%
5755500 · Repairs - Other	0	0	18,700	(18,700)	(18,700)	(18,700)	0%
<b>Total 5755500 · Reserves</b>	3,600	58,891	73,700	(14,809)	(14,809)	(14,809)	80%
<b>5859000 · Reserves</b>							
5859030 · Sewer Impact Fees Reserve	0	262	13,810	(13,548)	(13,548)	(13,548)	2%
<b>Total 5859000 · Reserves</b>	0	262	13,810	(13,548)	(13,548)	(13,548)	2%
<b>Total Expense</b>	3,600	59,153	87,510	(28,357)	(28,357)	(28,357)	68%
<b>Change in Net Position</b>	(3,571)	(22,623)	0	(22,623)	(22,623)	(22,623)	100%

**Ovilla 4B Economic Development Corporation**  
**Actual vs Budget Review**  
**October 2014 through September 2015**

	Current			Year to Date	Budget	\$ Over (Under) Budget	% of Budget Thru September 100%
	September 2015	Oct 2014 - Sept 2015	Budget				
<b>Revenues</b>							
4000100 · Taxes	6,136	84,849	98,500	(13,651)	86%		
4000120 · Sales tax	6,136	84,849	98,500	(13,651)	86%		
<b>Total 4000100 · Taxes</b>							
4000800 · Other Revenue	124	1,336	785	551	170%		
4000840 · Interest Income	124	1,336	785	551	170%		
<b>Total 4000800 · Other Revenue</b>							
<b>Total Revenues</b>	6,261	86,185	99,285	(13,100)	87%		
<b>Expenditures</b>							
8102200 · Special Services	0	0	500	(500)	0%		
8102230 · Legal Fees	0	1,600	1,600	0	100%		
8102240 · Audit	0	1,600	2,100	(500)	76%		
<b>Total 8102200 · Special Services</b>							
8102300 · Consultant Services	0	8,500	20,000	(11,500)	43%		
8102310 · Consultant Fees	0	8,500	20,000	(11,500)	43%		
<b>Total 8102300 · Consultant Services</b>							
8103100 · General Supplies	0	0	100	(100)	0%		
8103110 · Office Supplies	0	0	100	(100)	0%		
<b>Total 8103100 · General Supplies</b>							
8104200 · Travel Expense	0	504	1,000	(496)	50%		
8104210 · Travel Expense	0	504	1,000	(496)	50%		
8104220 · Professional Development	0	2,050	2,300	(250)	89%		
8104230 · Professional Development	0	2,050	2,300	(250)	89%		
<b>Total 8104200 · Travel Expense</b>							

**Ovilla 4B Economic Development Corporation**  
**Actual vs Budget Review**  
 October 2014 through September 2015

	Current			Year to Date		\$ Over (Under)	% of Budget Thru September 100%
	September 2015	Oct 2014 - Sept 2015	Budget	September 2015	Budget		
8105300 - - Printing	0	0	300	(300)	0%		
8105320 - Printing Expense	0	0	300	(300)	0%		
<b>Total 8105300 - - Printing</b>	<b>0</b>	<b>0</b>	<b>300</b>	<b>(300)</b>	<b>0%</b>		
8105500 - - Projects	0	0	45,000	(45,000)	0%		
8105560 - Sewer Line	0	0	45,000	(45,000)	0%		
<b>Total 8105500 - - Projects</b>	<b>0</b>	<b>0</b>	<b>45,000</b>	<b>(45,000)</b>	<b>0%</b>		
8105600 - Insurance	0	293	295	(2)	99%		
8105620 - Insurance - Liability	0	293	295	(2)	99%		
<b>Total 8105600 - Insurance</b>	<b>0</b>	<b>293</b>	<b>295</b>	<b>(2)</b>	<b>99%</b>		
8105700 - Other Expenses	0	0	100	(100)	0%		
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%		
<b>Total 8105700 - Other Expenses</b>	<b>0</b>	<b>3,719</b>	<b>6,565</b>	<b>(2,846)</b>	<b>57%</b>		
8109000 - Reserves	0	0	19,125	(19,125)	0%		
8109015 - Administrative Reserves	0	0	19,125	(19,125)	0%		
8109215 - Admin. Expense to General Fund	625	2,500	2,500	0	100%		
<b>Total 8109000 - Reserves</b>	<b>625</b>	<b>2,500</b>	<b>21,625</b>	<b>(19,125)</b>	<b>12%</b>		
<b>Total Expenditures</b>	<b>625</b>	<b>19,166</b>	<b>99,285</b>	<b>(80,119)</b>	<b>19%</b>		
<b>Net Change in Fund Balance</b>	<b>5,636</b>	<b>67,019</b>	<b>0</b>	<b>67,019</b>	<b>100%</b>		

**Ovilla Municipal Development District**  
**Actual vs Budget Review**  
**October 2014 through September 2015**

	Current		Year to Date		\$ Over (Under)	% of Budget
	September 2015	Oct 2014 - Sept 2015	Budget	Thru September		
<b>Revenues</b>						
4000100 · Taxes						
4000120 · Sales tax	2,406	31,707	30,000	1,707	1,707	106%
<b>Total 4000100 · Taxes</b>	<b>2,406</b>	<b>31,707</b>	<b>30,000</b>	<b>1,707</b>	<b>1,707</b>	<b>106%</b>
4000800 · Other Revenue						
4000840 · Interest Income	36	364	160	204	204	227%
<b>Total 4000800 · Other Revenue</b>	<b>36</b>	<b>364</b>	<b>160</b>	<b>204</b>	<b>204</b>	<b>227%</b>
<b>Total Revenues</b>	<b>2,442</b>	<b>32,071</b>	<b>30,160</b>	<b>1,911</b>	<b>1,911</b>	<b>106%</b>
<b>Expenditures</b>						
9102200 · Special Services						
9102230 · Legal Fees	0	0	250	(250)	(250)	0%
9102240 · Audit	0	1,600	1,600	0	0	100%
9102250 · Accounting	0	0	250	(250)	(250)	0%
<b>Total 9102200 · Special Services</b>	<b>0</b>	<b>1,600</b>	<b>2,100</b>	<b>(500)</b>	<b>(500)</b>	<b>76%</b>
9102300 · Consultant Services						
9102310 · Consultant Fees	0	0	500	(500)	(500)	0%
<b>Total 9102300 · Consultant Services</b>	<b>0</b>	<b>0</b>	<b>500</b>	<b>(500)</b>	<b>(500)</b>	<b>0%</b>
9103100 · General Supplies						
9103110 · Office Supplies	0	0	100	(100)	(100)	0%
<b>Total 9103100 · General Supplies</b>	<b>0</b>	<b>0</b>	<b>100</b>	<b>(100)</b>	<b>(100)</b>	<b>0%</b>
9104200 · Travel Expense						
9104220 · Professional Development	0	0	250	(250)	(250)	0%
<b>Total 9104200 · Travel Expense</b>	<b>0</b>	<b>0</b>	<b>250</b>	<b>(250)</b>	<b>(250)</b>	<b>0%</b>

**Ovilla Municipal Development District**  
**Actual vs Budget Review**  
 October 2014 through September 2015

	Current	Year to Date	\$ Over (Under)	% of Budget Thru September
9105600 · Insurance				
9105620 · Insurance - Liability	0	293	(2)	99%
Total 9105600 · Insurance	0	293	(2)	99%
9105700 · Other Expenses				
9105705 · Postage	0	0	(25)	0%
Total 9105700 · Other Expenses	0	0	(25)	0%
9109000 · Reserves				
9109015 · Administrative Reserves	0	0	(26,390)	0%
9109215 · Admin. Expense to General Fund	125	500	0	100%
Total 9109000 · Reserves	125	500	(26,390)	2%
Total Expenditures	125	2,393	(27,767)	8%
Net Change in Fund Balance	2,317	29,678	29,678	100%

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

	Current	Year to Date		\$ Over (Under)	% of Budget
		September 2015	Oct 2014 - Sept 2015		
<b>Revenues</b>					
4000991 - Insurance Contributions					
4000991 Insurance Contributions	14,841	161,586	0	161,586	100%
<b>Total 4000991 - Insurance Contributions</b>	<b>14,841</b>	<b>161,586</b>	<b>0</b>	<b>161,586</b>	<b>100%</b>
4000800 - Other Income					
4000840 - Interest Income	4	9	0	9	100%
<b>Total Revenues</b>	<b>14,845</b>	<b>161,595</b>	<b>0</b>	<b>161,595</b>	<b>100%</b>
<b>Expenditures</b>					
5902110 - Benefit Premiums					
5902110 - Benefit Premiums	14,756	172,685	0	172,685	100%
<b>Total 5902110 - Insurance</b>	<b>14,756</b>	<b>172,685</b>	<b>0</b>	<b>172,685</b>	<b>100%</b>
<b>Total Expenditures</b>	<b>14,756</b>	<b>172,685</b>	<b>0</b>	<b>172,685</b>	<b>100%</b>
<b>Net Change in Fund Balance</b>	<b>89</b>	<b>(11,090)</b>	<b>0</b>	<b>(11,090)</b>	<b>100%</b>

**Ovilla Fire Department Auxiliary  
Actual vs Budget Review  
October 2014 through September 2015**

	Current			Year to Date		% of Budget Thru September 100%
	September 2015	Oct 2014 - Sept 2015	Budget	\$ Over (Under)	Budget	
<b>Revenues</b>						
4000800 - Other Revenue						
4000815 - Gifts	0	2,660	4,900	(2,240)		54%
4000830 - Vending Machines	0	0	500	(500)		0%
<b>Total 4000800 - Other Revenue</b>	<b>0</b>	<b>2,660</b>	<b>5,400</b>	<b>(2,740)</b>		<b>49%</b>
<b>Total Revenues</b>	<b>0</b>	<b>2,660</b>	<b>5,400</b>	<b>(2,740)</b>		<b>49%</b>
<b>Expenditures</b>						
5333400 - Maintenance Supplies and Parts						
5333460 - Supplies - Miscellaneous	1,274	6,643	5,400	1,243		123%
<b>Total 5333400 - Maintenance Supplies and Parts</b>	<b>1,274</b>	<b>6,643</b>	<b>5,400</b>	<b>1,243</b>		<b>123%</b>
5333400 - Maintenance Supplies and Parts						
5333460 - Supplies - Miscellaneous	(200)	(200)	0	0		100%
<b>Total 5333400 - Maintenance Supplies and Parts</b>	<b>(200)</b>	<b>(200)</b>	<b>0</b>	<b>0</b>		<b>100%</b>
<b>Total Expenditures</b>	<b>1,075</b>	<b>6,443</b>	<b>5,400</b>	<b>1,043</b>		<b>119%</b>
<b>Net Change in Fund Balance</b>	<b>(1,075)</b>	<b>(3,783)</b>	<b>0</b>	<b>(3,783)</b>		<b>100%</b>

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

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



To: Honorable Mayor and Council Members  
From: Dennis Burn, City Manager  
Subject: Information Report - October 5, 2015 through October 16, 2015

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This report is to provide you an overview of City Manager information items for the week ending October 16, 2015.

### Police Department

Sidewalks. I cannot find in our Code of Ordinances where parking on sidewalks is prohibited. However, it is prohibited by State Law in the Transportation Code. From time to time, in the Ashburne Glen Subdivision especially, individuals do park their vehicles partially on the sidewalks obstructing pedestrian foot traffic. We will not begin enforcement now but that is where we are headed. We will begin notifications with information on our Facebook Page, the water bill, door hangers and general word of mouth. Beginning November 1, 2015 we will begin enforcement by ticketing vehicles.

Staffing. While we are getting back to being fully staffed, we will begin hiring Red Oak officers on a part time basis (subject to budget considerations). The officers will be placed in dual commission status which means they have full and legal authority to act as police officers in our City.

National Night Out. Except for us running short of food, I felt the event was a success. I estimate approximately 125 people attended. Next year I want to have neighborhood banners so that residents of our various neighborhoods can meet one another and to have our police officers circulate to each group and so that we all get to know each other.

Lighting. We are in the process of replacing/repairing the lights that illuminate the building and the flag pole. We will also check into the lighting at City Hall.

### Public Works

Water Street and Cockrell Hill Road (from Main Street to Water Street). These roadways are in the process of being reconstructed by Ellis County. The work consists of reclaiming the existing pavement, adding base course as needed and then the installation of a double penetration chip seal surface. The portion of Cockrell Hill Road from Main Street to the south edge of the Fire Department drive will consist of 6" thick base course and 3" thick pavement. This section is being "beefed up" for the heavy Fire Department vehicles.



Tree Trimming. On October 26 tree trimming by Ellis County will begin on: Johnson Lane, Cockrell Hill Road, Westmoreland, Red Oak Creek Road, Shiloh Road and East Highland. At approximately the same time Oncor will begin trimming trees that interfere with their overhead lines.

Ovilla Oaks Subdivision. Oldcastle will begin paving improvements in the Ovilla Oaks Subdivision on October 21. Door hangers have gone out to the residences.

Cockrell Hill Road (Dallas County Portion). I will be meeting with Dallas County Precinct 3 on Monday to discuss their scope of repair work and schedule to complete the project.

### Code Enforcement

MISD contacted me regarding the installation of an electronic message board at the new elementary school. Electronic message boards are not allowed. I told them to apply for a permit with the proposed design and other pertinent information. I will then place this item before the City Council for consideration of a meritorious exception.

### Heritage Day

Staff had a meeting to discuss the 2015 Heritage Day and to discuss ways to make the event even better. Some suggestions were: (1) Parking. Delineate spaces and use cones to establish rows. (2) Duration. Start the parade at 8:30 (instead of 9:00) and end the event at 2:00 (instead of 2:30). (3) Add a mounted horse and a motorcycle patrol in the parade. (4) If a trailer hitch encroaches into another's booths space then the encroacher must pay for a second booth. (5) No golf carts or motor scooters allowed in the event area. (6) Water the fields prior to the event. (7). Renumber booths for ease of identification. (8) Have a parade director and volunteers to maintain spacing and to prevent large gaps.

### City Hall Sign

The message sign has been greatly improved. All the ballast and lamps have been replaced, new plastic faces have been installed and the cabinet and pole has been repainted. Some of the letters were damaged during the work and are in the process of being replaced.

### Development

I met with the developer, engineer and broker who are interested in building a subdivision on a 117.5 acre tract of land. The tract is south of FM 664 with Westmoreland Road being the east boundary. The tract is zoned R-15. We provided them information regarding the subdivision process and answered questions regarding rough proportionality.

I have looked at all new home construction building permits issued from October 1, 2014 through September 30, 2015. In my opinion there are several permits issued that have understated valuation amounts. We are not receiving permit revenue that we should. Our



ordinance allows the City to question valuation amounts. I am now doing this to make sure that we are receiving the revenue we should. I have no idea how long this has been going on but it stops now.

#### **4B Economic Development Corporation**

There will be a meeting at 6:00 PM on Monday, October 19. Agenda items are: approval of the FY 2015-2016 Budget, status update on the Strategic Plan (remember I am suspending the Strategic Plan until the Comprehensive Land Use Plan is complete. So this agenda item is an update as to what efforts have been made so far), consideration of a RFP for the construction of a restroom for Heritage Park and consideration of a City monument sign.

#### **Web Site Redesign**

We are in the process of redesigning the City of Ovilla web site. We will reformat the site to make the presentation more pleasing and user friendly. We will be assisted by a firm, CivicPlus, in our redesign efforts and in web site use training.



To: Honorable Mayor and Council Members  
From: Dennis Burn, City Manager  
Subject: Information Report - October 19, 2015 through October 23, 2015

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This report is to provide you an overview of City Manager information items for the week ending October 23, 2015.

### **Police Department**

Our Chief met with a representative of Community Safety Institute and they are assisting us in reviewing what grant opportunities are available.

### **Fire Department**

Our Chief will be attending the Fire Chief's Academy in Garland next week. When he completes the course he will have the title of Chief Fire Executive (CFE).

### **Public Works**

#### **Water Street and Cockrell Hill Road (from Main Street to Water Street).**

The first course of the double penetration pavement was installed on Thursday, October 22. This should protect the roadway in the event of the heavy predicted rainfall this weekend. The second course will be installed next week.

Cockrell Hill Road (Dallas County Portion). Dallas County Precinct 3 next week will mill and repave the rough places, install additional pavement on the edges to eliminate the wavy lines and stripe the surface. This will all be done at no charge to the City.

Building/Flagpole Lights. All exterior lights at City Hall/Fire Department/Police Department are functioning and we are illuminated. The only outstanding issue is the light for the flagpole outside the Police Department. We will check tonight to make sure what I am telling you is true.

### **4B Economic Development Corporation**

The 4B EDC met on Monday, October 19. Jack Thompson with Orasi made a presentation of his status on the preparation of the Strategic Plan. I reminded the group that I have suspended the preparation of the Strategic Plan until the update to the Comprehensive Plan is complete.



We discussed the construction of a restroom in Heritage Park. Staff was directed to prepare a request for proposal. City monument entrances were discussed. I will talk to TxDOT about right-of-way requirements for the widening of FM 664 and the schedule of improvements through Ovilla for possible location of a monument sign.

### **Web Site Redesign**

We are in the process of redesigning the City of Ovilla web site. We have had staff meetings to discuss the format and what/how information is presented. We will have several on line meetings with our consultant, Civic Plus, to review our web site as it is developed. The launch date is scheduled for Thursday, March 10, 2016.

### **Ovilla/MISD Agreement**

We now have the final version of an agreement for cost sharing and construction of infrastructure between Ovilla and the Midlothian Independent School District. This agreement applies to construction relative to the new elementary school. I have forwarded the agreement to our attorney for his final review. I will place the agreement on the November 9 City Council agenda for consideration.

### **Comprehensive Land Use Plan**

The City Council has established the membership of a committee for the review and update of our Comprehensive Land Use Plan. Each individual has been notified that they are a member of the committee and have been forwarded a copy of the current plan. We will develop a meeting calendar and begin the review process.

### **Ovilla Town Topics Newsletter**

The newsletter is complete and has been sent to the printer. The newsletter will be mailed next week and posted on our web site.



To: Honorable Mayor and Council Members  
From: Dennis Burn, City Manager  
Subject: Information Report - October 26, 2015 through October 30, 2015

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This report is to provide you an overview of City Manager information items for the week ending October 30, 2015.

### **Police Department**

Weekly Activity Reports. In the past, our previous Police Chief, had sent activity reports to select individuals in this City via e-mail. Not all citizens received the report. I believe that the information sent out should be available to everyone who is interested. Beginning today, and continuing each week thereafter, a report will be available to all (that have a computer) on the City web site at the bottom of the home page under the Facebook banner. Individuals need not have a Facebook account to access the information. When the banner is clicked it takes you to the Police Department page and the report is immediately available. Having individuals come by for a paper copy is rather "old school" but we will still make copies available at the Police Department should the need arise. Should the information not be sufficient for some individuals, then a public information request can be submitted.

Staffing. The department still lacks 3-full time officers. However, we may have one new applicant soon and another two after they graduate from the academy in December.

### **Fire Department**

Nothing new to report.

### **Public Works**

#### **Water Street and Cockrell Hill Road (from Main Street to Water Street).**

The heavy rains we had last week caused some settlement along the roadways especially in the vicinity of the water line we recently installed. Ellis County has added 3"-4" of base course to the entire roadways in an effort to increase stability. Next week the base course will be processed and the double penetration pavement will soon follow.

#### **Cockrell Hill Road (Dallas County Portion).**



Dallas County Precinct 3 on or about November 6 will mill and repave the rough places, install additional pavement on the edges to eliminate the wavy lines and stripe the surface. This will all be done at no charge to the City.

#### Ovilla Oaks Subdivision.

Several portions of the overall project have been reclaimed and cement stabilized. Paving will begin next week. The remaining roadway segments will be reclaimed and cement stabilized next week. The contractor anticipates that they will be paved out by November 11. The heavy rains last weekend have delayed the project completion.

#### Bryson Manor Phase 2.

We are working with the developer on their next phase for Bryson Manor. We are working through issues such as alley requirement, front yard setback and density requirements. A concept plan will be presented to the Planning and Zoning Commission and to the City Council once all issues have been resolved.

#### Code Enforcement

In an effort to be more thorough and to avoid misinterpretation of our ordinances I have been reviewing all permit applications before they are issued. I am reviewing valuations stated on the permit applications, total living space square footage, building materials, 2-story home first floor square footage requirements, fence locations, drainage and many other issues. A second set of eyes should help the process.

I have denied new home permit applications on two proposed houses in the Ovilla Creek Estates Subdivision because the first floor living area square footage was less than the required 60% minimum square footage required for the total house. Bureau Veritas, who review house plans for us, missed this requirement. I caught it and informed Bureau Veritas that they need to review this issue on all two story houses. (Note: We are looking into other options, other than Bureau Veritas, to perform our plan review).

#### Ovilla Service League

The Ovilla Service League provided lunch to the Public Works and City Hall staff on Friday. It was very nice of them and much appreciated.

#### Oncor

Oncor will transfer their existing equipment from an old pole to the new pole in front of the Police Department on Sunday, November 1 at 8:00 AM. The work effort will take 4-5 hours. We will be without electricity for that period of time. Employees have been notified as well as our IT support and our security alarm service.

#### Time Change



Sunday, November 1. 2:00 AM becomes 1:00 AM. Just a reminder.



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**DATE:** November 9, 2015

**TO:** Honorable Mayor and City Council

**FROM:** Dennis Burn, City Manager

**SUBJECT:** Comprehensive Land Use Plan

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This memo is to share the status of plans for the update of the CLUP 2015 and includes a list of the members appointed by the City Council to the Comprehensive Land Use Committee (CLUP) and a draft agenda for the first two meetings. Each member of the committee has been notified of their appointment and have received an electronic copy of the 2010 CLUP. A paper copy of the 2010 CLUP will be distributed to each member at the first meeting.

Each member of the CLUP (that is not already a board member) was encouraged to complete the Open Meetings Act training (based on the advice of our attorney). Eleven of the fifteen members have completed the training. All members have been notified of the training requirement.

Staff expects the need to conduct three to four meetings. The first and third meetings will be held at City Council Chamber Room and the second meeting will be a Public Town Hall Meeting held at a local church. City Manager Dennis Burn recommends that the meetings be held the fourth Thursday of each month, beginning in January 2016; each meeting at 6:00 p.m.

Staff will acquire comparison information necessary as listed on the draft outline for the review committee to determine recommendations to Council.

## 2015 Comprehensive Land Use Plan Review Committee

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### Current Board Members:

1. Sandra Cawley (BOA)  
711 Buckboard  
972-217-1133  
[sandracawley@aircanopy.net](mailto:sandracawley@aircanopy.net)
2. Darrell Jungman (P&Z) Dallas County  
907-A S. Cockrell Hill Road  
972-217-2302  
[Darrell.jungman@usps.gov](mailto:Darrell.jungman@usps.gov)
3. John Knight (EDC)  
114 Nob Hill Lane  
972-217-1170  
[Johnknight27@yahoo.com](mailto:Johnknight27@yahoo.com)
4. Carol Lynch (P&Z)  
316 Shadowwood Trail  
972-515-8585  
[lynchcap@att.net](mailto:lynchcap@att.net)
5. Mike Myers (MSAC)  
115 Hummingbird Lane  
214-734-3504  
[Myers972@yahoo.com](mailto:Myers972@yahoo.com)
6. Carol Richtsmeier (BOA)  
925 Red Oak Creek Drive  
469-693-1216  
[Jprichie4@aol.com](mailto:Jprichie4@aol.com)
7. Scott Surplus (MSAC)  
102 Rimrock Court  
972-617-7759  
[ssurplus@yahoo.com](mailto:ssurplus@yahoo.com)
8. Windy Zabochnik (Park Board)  
922 Red Oak Creek Drive  
469-774-2182  
[windyzabochnik@gmail.com](mailto:windyzabochnik@gmail.com)

### Ovilla Residents:

9. Mark Clark  
1210 Red Oak Creek Drive  
972-877-5646  
[mclark6780@aol.com](mailto:mclark6780@aol.com)
10. Billy Ray Dickey  
630 William Drive  
972-617-1112  
[padbrd@sbcglobal.net](mailto:padbrd@sbcglobal.net)
11. Morris Gresham  
202 Brookwood Court  
972-217-5203  
[morrisgresham@sbcglobal.net](mailto:morrisgresham@sbcglobal.net)
12. William Hamilton, Sr.  
1208 Red Oak Creek Road  
972-617-5130  
[willbillsr@sbcglobal.net](mailto:willbillsr@sbcglobal.net)
13. Charlie Morton  
1207 Red Oak Creek Road  
972-617-3084  
[chmorton@airmail.net](mailto:chmorton@airmail.net)
14. Dani Muckleroy  
608 Green Meadows Lane  
972-217-5005  
[danim@flash.net](mailto:danim@flash.net)
15. William "Bill" Turner  
108 Woodridge Court  
972-617-0950  
[billCFPO@flash.net](mailto:billCFPO@flash.net)

HIGHLIGHTED =  
COMPLETED COURSE

City of Ovilla  
Comprehensive Plan Update  
2015

1. First Meeting
  - a. Elect a chairman of the committee.
  - b. Discuss purpose of update and changes in the City since the last plan:
    - i. Purpose of comprehensive plan and update;
    - ii. Population change;
    - iii. New subdivisions;
    - iv. New ideas from EDC since then;
    - v. Change in City budget \$; and
    - vi. Demographics changes
      1. Age;
      2. Average income; and
      3. Ranking in Best SW Cities.
  - c. Question the group on the following topics:
    - i. What makes Ovilla a great place to live?
    - ii. What improvements could be made to make Ovilla a better place to live (what do you dislike)?
    - iii. What would you like to see change in the next 5, 10, 20 years?
      1. Land use;
      2. Transportation; and
      3. City Facilities (parks, trails, city hall, fire and police stations, public works).
  - d. Take notes and schedule next meeting to include the public in a Town Hall setting.
2. Second Meeting (suggest drinks and cookies for the meeting) Public Town Hall Meeting at Local Church
  - a. Brief discussion on purpose of update and public input;
  - b. Brief discussion on changes in the City since last plan;
  - c. Citizen input regarding land use, transportation, and city facilities:
    - i. What do you like about Ovilla;
    - ii. What do you dislike about Ovilla (Restaurants, grocery or shopping?);
    - iii. What would you like to see in the next 5, 10, 20 years; and
    - iv. General discussion items from the audience.
  - d. Take notes and schedule next meeting of the committee to see a draft report incorporating the information gathered at the first two meetings.

LOCAL GOVERNMENT CODE

TITLE 7. REGULATION OF LAND USE, STRUCTURES, BUSINESSES, AND  
RELATED ACTIVITIES

SUBTITLE A. MUNICIPAL REGULATORY AUTHORITY

CHAPTER 213. MUNICIPAL COMPREHENSIVE PLANS

Sec. 213.001. PURPOSE. The powers granted under this chapter are for the purpose of promoting sound development of municipalities and promoting public health, safety, and welfare.

Added by Acts 1997, 75th Leg., ch. 459, Sec. 1, eff. Sept. 1, 1997. Renumbered from Sec. 219.001 by Acts 2001, 77th Leg., ch. 1420, Sec. 12.002(2), eff. Sept. 1, 2001.

Sec. 213.002. COMPREHENSIVE PLAN. (a) The governing body of a municipality may adopt a comprehensive plan for the long-range development of the municipality. A municipality may define the content and design of a comprehensive plan.

(b) A comprehensive plan may:

(1) include but is not limited to provisions on land use, transportation, and public facilities;

(2) consist of a single plan or a coordinated set of plans organized by subject and geographic area; and

(3) be used to coordinate and guide the establishment of development regulations.

(c) A municipality may define, in its charter or by ordinance, the relationship between a comprehensive plan and development regulations and may provide standards for determining the consistency required between a plan and development regulations.

(d) Land use assumptions adopted in a manner that complies with Subchapter C, Chapter 395, may be incorporated in a comprehensive plan.

Added by Acts 1997, 75th Leg., ch. 459, Sec. 1, eff. Sept. 1, 1997. Renumbered from Sec. 219.002 by Acts 2001, 77th Leg., ch. 1420, Sec. 12.002(2), eff. Sept. 1, 2001.

Sec. 213.003. ADOPTION OR AMENDMENT OF COMPREHENSIVE PLAN.

(a) A comprehensive plan may be adopted or amended by ordinance following:

- (1) a hearing at which the public is given the opportunity to give testimony and present written evidence; and
- (2) review by the municipality's planning commission or department, if one exists.

(b) A municipality may establish, in its charter or by ordinance, procedures for adopting and amending a comprehensive plan.

Added by Acts 1997, 75th Leg., ch. 459, Sec. 1, eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 62, Sec. 13.07, eff. Sept. 1, 1999; Acts 2001, 77th Leg., ch. 1420, Sec. 12.002(2), eff. Sept. 1, 2001.

Sec. 213.004. EFFECT ON OTHER MUNICIPAL PLANS. This chapter does not limit the ability of a municipality to prepare other plans, policies, or strategies as required.

Added by Acts 1997, 75th Leg., ch. 459, Sec. 1, eff. Sept. 1, 1997. Renumbered from Sec. 219.004 by Acts 2001, 77th Leg., ch. 1420, Sec. 12.002(2), eff. Sept. 1, 2001.

Sec. 213.005. NOTATION ON MAP OF COMPREHENSIVE PLAN. A map of a comprehensive plan illustrating future land use shall contain the following clearly visible statement: "A comprehensive plan shall not constitute zoning regulations or establish zoning district boundaries."

Added by Acts 1997, 75th Leg., ch. 459, Sec. 1, eff. Sept. 1, 1997. Renumbered from Sec. 219.005 by Acts 2001, 77th Leg., ch. 1420, Sec. 12.002(2), eff. Sept. 1, 2001.

### Ovilla Municipal Court Report

FY-2015-2016		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		12	0	0	1	0	1	\$6,503.40	\$4,829.79	\$1,673.61	18	18
November												
December												
January												
February												
March												
April												
May												
June												
July												
August												
September												
<b>Totals</b>		<b>12</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>\$6,503.40</b>	<b>\$4,829.79</b>	<b>\$1,673.61</b>	<b>18</b>	<b>18</b>

2014-2015 FY

October	18	0	0	0	3	3	1	\$5,574.40	\$3,728.99	\$1,845.41	16	16
<b>FY Totals</b>	<b>18</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>3</b>	<b>1</b>	<b>\$5,574.40</b>	<b>\$3,728.99</b>	<b>\$1,845.41</b>	<b>16</b>	<b>16</b>

FY-2014-2015		Total # of Warrants	Total Amount of Warrants	Warrants Cleared	Warrants Amount
October	398	\$140,651.01	11	\$2,061.60	
November					
December					
January					
February					
March					
April					
May					
June					
July					
August					
September					
Totals			11	\$2,061.60	

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**

Calls For Service	Oct.2015	Oct.2015 YTD	Oct .2014	Jan.2015 YTD
Complaint (Nuis 14,Permit 13,Parking10	37	570	23	
Follow Up (Nuis 14, Permit-14, Parking-11)	39	647	28	
Door Notice (Nui -14 Parking-6 permit-9)	29	378	22	
Mail Notice (Nuis-5, Parking-9 per 6)	22	227	12	
Posted Property (2 nuisance )	2	201	2	
Court	\$0	\$5,454	\$0.00	
Citizen Contacts	67	950	43	
Permits Reviewed	14	189	11	
Permits Issued	11	155	8	
Inspections	22	219	15	
Nuisance Abated by City	0	21	2	
Nuisance Signs ( , 10 garage sale 4 business)	14	340	28	
Board Of Adjustment	0	5	0	

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

To: Mayor Richard Dormier  
 Ovilla City Council  
 Mr.Dennis Burn

Subject: **Animal Control Monthly Report**

	Oct.2015	Oct. 2015 YTD	Oct.. 2014	Jan 2015 YTD
Calls For Service				
Complaint (Registration-15 At Large-7 bark--4)	26	312	18	
Followups	28	360	23	
Door Notice (Registration-20 At Large-2)	22	91	12	
Impounded Animal (Dog 4, )	4	121	7	
Animal Welfare Check	7	122	9	
Impound Results (Return 2, Transport3)	5	55	3	
Impound fee collected	\$105.00	\$1,245.00	35	
Court( 0 )barking	\$0.00	\$266.00	1	
Citizen Contacts	52	777	30	
Registration Tags Issued \$132	11	222	16	
Registration Reminder Mailed	16	155	2	
Nuisance Letter Mailed Barking	2	14	0	
Animals released (1snake 2 skunk )	3	41	0	
Deceased Removed	28	196	33	
Oak Leaf (2) 1 dog 1 armadillo	2	15	2	
Traps Checked Out	8	71	6	



To: Honorable Mayor and Council Members

From: Mike Dooly, Community Services

Subject: Monthly and Y-T-D Building permits

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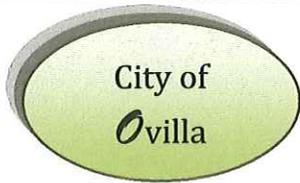
Activity Report:

**I. Building permits issued since beginning of FY 2015-2016:**

**Total Homes = 1 and Total Other 20**

(Other: plumbing, flatwork, fences, mechanical, swimming pools, etc.)

- October - New home construction: 1 / Other: 20



# Ovilla City Council

## CONSENT ITEMS C1 - C5

Meeting Date: November 09, 2015

Department: Administration/Finance

Discussion  Action

Budgeted Expense:  YES  NO  N/A

Submitted by: Staff

Amount: N/A

### Attachments:

- C1. October 2015 Financial Transactions over \$5,000
- C2. Quarterly Investment Report for quarter ending 09/30/2015
- C3. Quarterly Fund Balance Report for quarter ending 09/30/2015
- C4. Committed Fund Balance Report for quarter ending 09/30/2015
- C5. Minutes of the Council Briefing Session and Regular Meeting of October 13, 2015

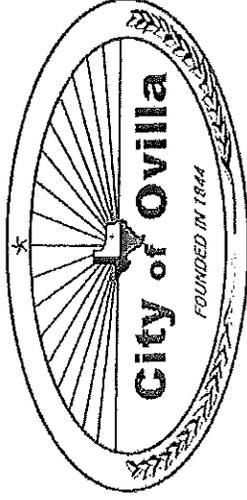
### Discussion / Justification:

### Recommendation / Staff Comments:

Staff recommends approval.

### Sample Motion(s):

*I move to approve the consent items as presented.*



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DATE: November 9, 2015

TO: Honorable Mayor and Council Members

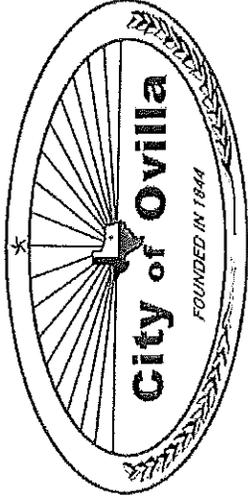
FROM:  
Linda Harding, Accountant

SUBJECT: Transactions Over \$5,000.00 for September 2015

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

General Fund			Description	Amount
Date	Check#	Payee	Description	Amount
9/4/2015.	44131	TMRS	Retirement	\$10,586.61
9/4/2015	44135	Gexa	Electricity	\$5,285.72
9/4/2015	44132	Blue Cross Blue Shield-Texas	Health insurance	\$9,338.42
9/8/2015	44147	Orasi Development	Strategic Guide	\$8,500.00
9/10/2015	ACH	Quick Books Payroll Service	Payroll	\$37,647.08
9/11/2015	44177	Progressive Waste Solutions	Garbage	\$18,343.00
9/11/2015	44151	US Treasury	Payroll Taxes	\$6,930.52
9/11/2015	44168	Bureau Veritas North America	Inspections	\$50,429.24
9/11/2015	44165	Midlothian ISD	Refund of Sewer Impact	\$5,988.00
9/24/2015	ACH	Quick Books Payroll Service	Payroll	\$43,676.55
9/25/2015	44208	US Treasury	Payroll Taxes	\$7,577.60
9/30/2015	44249	Gexa	Electricity	\$5,213.21
Total General Fund Transactions \$5,000 and Over				\$209,515.95

Water & Sewer Fund			Description	Amount
Date	Check#	Payee	Description	Amount
9/11/2015	16013	City of Ovilla General Fund	Payroll 9/11/2015	\$11,338.54
9/11/2015	16007	City of Dallas	Water Purchase	\$61,161.59
9/25/2015	16035	Trinity River Authority	Sewer Charge	\$28,696.00
9/25/2015	16025	City of Ovilla General Fund	Payroll 9/25/2015	\$11,515.59
9/30/2015	16051	City of Ovilla General Fund	Garbage	\$19,863.91
Total Water & Sewer Fund Transactions \$5,000 and Over				\$132,575.63



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DATE: November 9, 2015

TO: Honorable Mayor and Council Members

FROM:  
Linda Harding, Accountant

SUBJECT: Investment Report for Quarter Ending 9/30/2015

City of Ovilla  
Investment Report  
For Quarter Ending September 30, 2015

Fund	Bank	Investment Type	Description	Bank Account Number	Quick Books Account #	Inception Date	Maturity Date	Rate	Beginning Market Value 6-30-2015	Activity During Quarter	Ending Market Value 9/30/2015	Book Value 9/30/2015	Difference
GENERAL FUND													
GF	Prosperity Bank	Operating	General	6602109437	1012500	N/A	N/A	0.3200%	\$ 1,505,418.55	Interest Earned \$ 546.25 Net Deposit \$ 760,385.29 Net Withdrawals \$ 745,073.54 Ending Balance \$ 1,521,276.55	\$ 1,521,276.55	\$ 1,521,276.55	(\$0.00)
GF	Texstar Investment		Pool	07017-1111	1012525	N/A	N/A	0.0390%	\$ 3,726.18	Interest Earned \$ 0.85 Withdrawal \$ - Ending Balance \$ 3,727.03	\$ 3,727.03	\$ 3,727.03	(\$0.00)
GF	Prosperity Bank		Money Market	9307605	1012520	3/2/11	N/A	0.2000%	\$ 229,387.71	Interest Earned \$ 115.65 Withdrawal \$ - Ending Balance \$ 229,503.36	\$ 229,503.36	\$ 229,503.36	\$0.00
GF	Texstar Investment		Pool	07017-1112	1011525	N/A	N/A	0.0390%	\$ 928.95	Interest Earned \$ 0.12	\$ 929.07	\$ 929.07	\$0.00
GF	Prosperity Bank		Money Market	9307583	1012250	N/A	N/A	0.2000%	\$ 127,553.25	Interest Earned \$ 64.31 Net Deposit \$ - Net Withdrawals \$ - Ending Balance \$ 127,617.56	\$ 127,617.56	\$ 127,617.56	\$0.00
GF	Prosperity Bank		CD	670010694	1012260	2/25/14	2/25/15	0.0350%	\$ 245,051.95	Interest Earned \$ 216.19 Net Deposit \$ - Net Withdrawals \$ - Ending Balance \$ 245,278.04	\$ 245,278.04	\$ 245,278.04	\$0.00
GF	Prosperity Bank		CD	670010608	1012290	10/17/12	10/17/13	0.3000%	\$ 55,707.05	Interest Earned \$ 41.67	\$ 55,748.72	\$ 55,748.72	\$0.00
Total General Fund													
DEBT SERVICE													
Debt	Prosperity Bank	Savings Account	Sinking Fund	660620281	1010000	N/A	N/A	0.1500%	\$ 444,885.08	Interest Earned \$ 128.74 Deposits \$ 158,852.30 Deductions \$ 575,744.81 Ending Balance \$ 28,124.31	\$ 28,124.31	\$ 28,124.31	(\$0.00)
Water & Sewer Utility Fund													
W&S	Prosperity Bank	Operating	Utility	6602109445	1021500	N/A	N/A	0.3200%	\$ 838,235.61	Interest Earned \$ 546.25 Net Deposit \$ 543,025.37 Net Withdrawals \$ 784,845.95	\$ 546.25	\$ 543,025.37	\$ 784,845.95

City of Ovilla  
Investment Report  
For Quarter Ending September 30, 2015

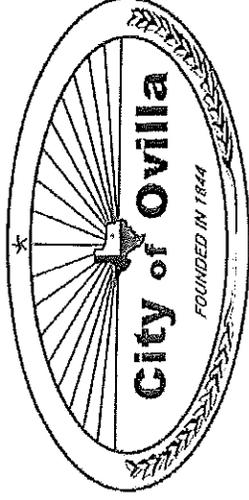
Fund	Bank	Investment Type	Description	Bank Account Number	Quick Books Account #	Inception Date	Maturity Date	Rate	Beginning Market Value 6-30-2015	Activity During Quarter	Ending Market Value 9/30/2015	Book Value 9/30/2015	Difference
W&S	Texstar Investment	Pool		07017-0535	1021525	N/A	N/A	0.0390%	\$ 1,145.00	Interest Earned Net Deposit Withdrawals Ending Balance	\$ 0.13 -\$ -\$ \$1,145.13	\$596,961.38	\$0.00
W&S	Prosperity Bank	Utility		4547531	1021800	N/A	N/A	0.3500%	\$ 138.42	Interest Earned Net Deposit Net Withdrawals	\$ 0.12 -\$ -\$138.54	\$138.54	\$0.00
W&S	Prosperity Bank	Money Mkt.		18004323	1020500	N/A	N/A	0.2000%	\$ 188,322.81	Interest Earned Net Deposit Net Withdrawals	\$ 94.95 -\$ -\$ 188,418.76	\$188,418.76	\$0.00
Total W&S Utility Fund										Total W&S Fund	\$786,663.81	\$786,663.81	\$0.00
CAPITAL PROJECTS													
CP	Texpool Investment	Construction Funds	Pool	78761	1023000	N/A	N/A	0.0362%	\$ 308.16	Interest Earned Deposits Withdrawals Ending Balance	\$ -\$ -\$ \$308.16	\$308.16	\$0.00
CP	Texstar Investment	Pool		07017-0534	1023500	N/A	N/A	0.0390%	\$ 1,395.72	Interest Earned Deposits Withdrawals Ending Balance	\$ 0.13 -\$ -\$ \$1,395.85	\$1,395.85	\$0.00
CP	Prosperity Bank	Money Market		9307648	1024000	N/A	N/A	0.2000%	\$129,988.14	Interest Earned Deposits Withdrawals Ending Balance	\$ 65.54 -\$ -\$ \$130,053.68	\$130,053.68	\$0.00
Total Capital Projects											\$131,757.69	\$131,757.69	\$0.00
W&S IMPACT FEE													
W&S Impact	Prosperity Bank	Water Impact		6604032322	8510100	N/A	N/A	0.2000%	\$ 76,788.72	Interest Earned Net Deposit Net Withdrawals Ending Balance	\$ 38.72 -\$ -\$ \$ 76,827.44	\$76,827.44	\$0.00
W&S Impact	Texstar Investment	Sewer Impact		07017-1354	8520155	N/A	N/A	0.0390%	\$ 3,152.88	Interest Earned Net Deposits Net Withdrawals Ending Balance	\$ 0.81 -\$ -\$ \$3,153.69	\$3,153.69	\$0.00
W&S Impact	Prosperity Bank	Sewer Impact		301668899	8520160	N/A	N/A	0.2000%	\$43,701.40	Interest Earned Net Deposit Net Withdrawals Ending Balance	\$ 16.15 \$ 19,245.75 \$ 46,749.67 \$16,213.64	\$16,213.64	\$0.00
Total W&S Impact Fund											\$96,194.77	\$96,194.77	\$0.00
PARK IMPROVEMENT													

City of Ovilla  
Investment Report  
For Quarter Ending September 30, 2015

Fund	Bank	Investment Type	Description	Bank Account Number	Quick Books Account #	Inception Date	Maturity Date	Rate	Beginning Market Value 6-30-2015	Activity During Quarter	Ending Market Value 9/30/2015	Book Value 9/30/2015	Difference
Park	Prosperity Bank	Money Market		9307613	1010200	3/16/11	N/A	0.2000%	\$ 57,802.71	Interest Earned Deposits Withdrawals Ending Balance	\$ 31.43 \$ 5,352.32 \$ \$62,886.46	\$62,886.46	\$0.00
Total Park Improvement Fund											\$62,886.46	\$62,886.46	\$0.00
		Operating					Ovilla, 4B EDC						
4B EDC	Prosperity Bank	Operating		4553691	1012500	N/A	N/A	0.3200%	\$ 431,082.49	Interest Earned Net Deposit Net Withdrawals Ending Balance	\$ 380.40 \$ \$ \$ 431,462.89	\$431,462.89	\$0.00
		Operating											
WDD	Prosperity Bank	Operating		6457451	1012501	N/A	N/A	0.3200%	\$ 117,827.10	Interest Earned Net Deposit Net Withdrawals Ending Balance	\$ 107.99 \$ 8,415.57 \$ \$126,350.66	\$126,350.66	\$0.00
		Operating											
		Operating											
Police Special	Prosperity Bank	Operating		11039792	1001010	N/A	N/A	0.0000%	\$ 7,007.47	Interest Earned Net Deposit Net Withdrawals Ending Balance	\$ \$ \$ 7,007.47 \$0.00	\$0.00	\$0.00
		Operating											
Fire Auxil.	Prosperity Bank	Operating		11003909	1010000	N/A	N/A	0.0000%	\$ 5,487.43	Interest Earned Net Deposit Net Withdrawals Ending Balance	\$ \$ \$ 4,767.47 \$719.96	\$719.96	\$0.00
		Operating											
Empl. Bene Trust	Prosperity Bank	Operating		21508777	1025000	9/15/14	N/A	0.0000%	\$ 86.73	Interest Earned Net Deposit Net Withdrawals Ending Balance	\$ 4.08 \$ 40,593.50 \$ 40,507.73 \$176.58	\$176.58	(\$0.00)
		Operating											
										Total Investments	\$3,848,417.46	\$3,848,417.46	(\$0.00)

This report is prepared according to Chapter 2255.02 of the Public Funds Investment Act (PFIA), Section 2255.02(3)(a) of the PFIA, states that "not less than quarterly, the investment officer shall prepare and submit to the governing body of the entity

*[Signature]*  
Dennis M. Burley, City Manager



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DATE: November 9, 2015

TO: Honorable Mayor and Council Members

FROM:  
Linda Harding, Accountant

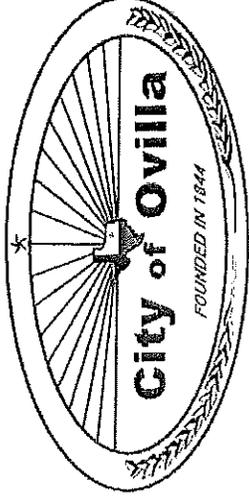
SUBJECT: Fund Balance Requirement Report Quarter Ending September 30 2015

**City of Ovilla**  
**Fund Balance Requirement**  
**as of September 30, 2015**

Description	Account Number	2014-2015 Budget Amount
Total General Fund 2014-2015 Budget		2,751,641
Machinery and Equipment	5106440	(2,000)
Furniture	5106465	(1,000)
Audio and Visual Equipment	5106470	0
Machinery and Equipment	5206440	(1,150)
Personal Protective Equipment	5206445	(2,000)
Machinery and Equipment	5306440	(10,300)
Personal Protective Equipment	5306445	(20,247)
Machinery and Equipment	5406440	(2,700)
Machinery and Equipment	5506440	(3,000)
Personal Protective Equipment	5506445	(300)
Other	5506490	(850)
Machinery and Equipment	5507440	(7,000)
Infrastructure	5507460	(313,200)
Land Improvements	5606410	(500)
Machinery and Equipment	5606440	(500)
Machinery and Equipment	5607440	(500)
Total Budget Less Capital or one time Expenditures	A	2,386,394
FY 13-14 Audit - Ending Unassigned FB	B	1,590,504 25%
Percentage in Current Reserve	B/A	66.6489%
Requierment per policy (PP-3)		25%

Note: The City's fund balance policy is to maintain an unassigned fund balance equal to 25% of the current year budgeted expenditures less budgeted capital equipment items and any budgeted reserves for the general fund. Per work above, the City appears to be in compliance with its policy. Amounts above were pulled directly from budget and report balances.

<b>2,386,394. / 365 days = per day expenses</b>	<b>6538.07</b>
<b>1,590,504. /6,538.07 = days in reserve</b>	<b>243.27</b>
<b>Days needed (25% of 365 days)</b>	<b>91.25</b>
<b>243.27 days - 91.25 days required = days over reserve per policy</b>	<b>152.02</b>



---

DATE: November 9, 2015

TO: Honorable Mayor and Council Members

FROM:

Linda Harding, Accountant

SUBJECT: Committed Fund Balance Report Quarter Ending September 30 2015

**City of Ovilla**  
**Committed Fund Balance**  
**as of September 30, 2015**

Description	Account Number	2014-2015 Budget Amount
Total General Fund 2014-2015 Budget		2,751,641
Machinery and Equipment	5106440	(2,000)
Furniture	5106465	(1,000)
Audio and Visual Equipment	5106470	0
Machinery and Equipment	5206440	(1,150)
Personal Protective Equipment	5206445	(2,000)
Machinery and Equipment	5306440	(10,300)
Personal Protective Equipment	5306445	(20,247)
Machinery and Equipment	5406440	(2,700)
Machinery and Equipment	5506440	(3,000)
Personal Protective Equipment	5506445	(300)
Other	5506490	(850)
Machinery and Equipment	5507440	(7,000)
Infrastructure	5507460	(313,200)
Land Improvements	5606410	(500)
Machinery and Equipment	5606440	(500)
Machinery and Equipment	5607440	(500)
Total Budget Less Capital or one time Expenditures		2,386,394
Less Contingency Reserve	5109001	0
		2,386,394
		25%
<b>Committed Fund Balance</b>		<b>\$ 596,598.50</b>
<b>Total Reserve Bank Value Accounts</b>		
Prosperity Bank CD (Acct. #670010608)	1012290	\$ 55,748.72
Prosperity Money Market Reserve (Acct. #9307583)	1012250	\$ 127,617.56
Prosperity CD (Acct. #670010694)	1012260	\$ 245,278.04
Bryson Manor Phase I-Rough Proportionality	1011295	\$ 196,563.50
Texstar Reserves ( Acct.#07017-1112)	1011525	\$ 3,727.03
Total Reserve Cash		\$ 628,934.85
Total undesignated cash reserves (Acct. #9307605)	1012520	\$ 229,503.36
Total Reserve Cash & Designated Cash		\$ 858,438.21
Number of Days in Current Reserve	\$ 6,538.07	<b>131.30</b>
Unassigned Fund Balance from 2013-2014 Audit		\$ 1,590,504.38
Less Approved Road Work on Cockrell Hill Rd. 5-28-13		\$ (228,953.00)
Balance Left in Current Unassigned GF Balance		\$ 1,361,551.38

**CITY OF OVILLA MINUTES**  
**Tuesday, October 13, 2015**  
**City Council Briefing Session**  
**105 S. Cockrell Hill Road, Ovilla, TX 75154**

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In the absence of Mayor Dormier, Mayor Pro-Tem Hunt called the Council Briefing Session of the Ovilla City Council to order at 6:01 p.m., with notice of the meeting duly posted. Mayor Pro-Tem Hunt 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

Mayor Pro-Tem Hunt noted Mayor Dormier's absence and 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.

**CALL TO ORDER**

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

1. Staff and Council reviewed Item 5 regarding AVR modules for online and in-office payments and delinquent processing.
2. Captain Chuck Laubach was present to discuss the Memorandum of Understanding (MOU) between Ellis County and the City of Ovilla listed under the Consent Items.

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

- a. Complaint Policy - there were no comments
- b. Take home vehicle policy - PL5 Oberg asked that staff return with a report depicting costs associated with take home vehicles.
- c. Employee Pay Plan - Council's consensus directed staff to return with added information and comparisons from cities that are similar in size, budgets and economic development as Ovilla.

**ADJOURNMENT**

Mayor Pro-Tem Hunt adjourned the Briefing Session of the Ovilla City Council at 6:33 p.m.

ATTEST:

\_\_\_\_\_  
Doug Hunt, Mayor Pro-Tem

\_\_\_\_\_  
Pamela Woodall, City Secretary

**Approved November 09, 2015**

**CITY OF OVILLA MINUTES**  
**Tuesday, October 13, 2015**  
**Regular City Council Meeting**  
**105 S. Cockrell Hill Road, Ovilla, TX 75154**

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In Mayor Dormier's absence, Mayor Pro-Tem Hunt called the Regular Council Meeting of the Ovilla City Council to order at 6:39 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

PL2 Stevenson gave the Invocation and PL3 Griffin led the recitation of the Pledge of Allegiance.

Mayor Pro-Tem Hunt noted Mayor Dormier's absence and announced present Council members, thus constituting a quorum. City Manager Dennis Burn, various department directors and staff were also present. Mayor Pro-Tem Hunt 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 Pro-Tem Hunt read the Fire Prevention Proclamation.

**1. Citizens Comments / Citizens Forum:**

1. MS Dani Muckleroy, 608 Green Meadows Lane, expressed gratitude for allowing her to represent Ovilla in the Heritage Day parade and festivities.

**• Department Activity Reports / Discussion – staff presented their reports.**

- Police Department Police Chief B. Windham
  - Discussed response times.
  - Responded to PL3 Griffin that once the Police Department is fully staffed, officers would address serving local warrants.
- Fire Department Fire Marshal K. Lindsey
  - No questions.
- Public Works Public Works Director B. Piland
  - Completed field-testing on 12" water line on Water Street.
  - Currently working on the replacement/update of Park equipment, adding cushioning.
- Finance Department City Manager Dennis Burn
  - Reviewed Monthly Financials.
- Administration City Manager Dennis Burn
  - Reviewed Activity Reports.
  - Updated Council with an Oldcastle representative, Rachel Sackett, regarding paving improvements in the Ovilla Oaks Subdivision. MS Sackett advised Council that Oldcastle was delayed in starting the paving improvements and expected to begin the week of October 20 sometime.
  - Updated Council on the paving improvements on Water Street and a portion of Cockrell Hill Road.

- Reminded those present of the Annual Wreath-Laying Ceremony at Heritage Park, Sunday, November 08, from 2:00 p.m. to 3:00 p.m.
- Park Board offered to spearhead the Annual Christmas Tree Lighting in cooperation with the City and Ovilla Service League.
- Gave monthly Municipal Court Report. City Secretary P. Woodall
  - FY 2013-14 and FY 2014-15 comparisons showed that revenue was down, however the month of September 2015 is up from previous months.
- Gave monthly Code/Animal Control Reports Code/AC Officer M. Dooly
  - Reviewed monthly reports and annual permits report.

### **CONSENT AGENDA**

- 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

PL3 Griffin moved to approve the consent items as presented, seconded by PL2 Stevenson.

*No oppositions, no abstentions.*

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

### **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.

Staff was notified by Captain Chuck Laubach, Ellis County Sheriff's Department, that an approved and signed (by Ellis County- not Ovilla) Memorandum of Understanding (MOU) was not on file with their department from the City of Ovilla, which allowed 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 gave added benefit to Ovilla in the event of a power outage. As reported by Captain Laubach, the Sheriff's Department had previously been 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 had 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 was the first staff had learned of the MOU and that the equipment was already installed. The contract was effective January 01, 2015 for a ten-year term. Captain Laubach attended the meeting to answer Council's questions.

PL3 Griffin moved that Council approve 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, seconded by PL2 Stevenson.

*No oppositions, no abstentions.*

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

**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.

Resolution R2015-023 was presented to Council, 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. 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. 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. A printed copy of the ECHMAP will be kept on file at City Hall for anyone to review.

PL2 Stevenson moved that Council approve Resolution R2015-023, authorizing the Mayor to execute approval of the Ellis County Hazard Mitigation Action Plan, seconded by PL5 Oberg.

*No oppositions, no abstentions.*

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

**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.

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.

**Current members are:** Chair: Phillip Lynch, V-Chair: Ken Marks,  
Secretary: Joe Pitts, Member: Tommy Hamilton, Member: Charles T. Abrams

PL3 Griffin moved that Council authorize the Mayor to execute Resolution R2015-024, naming the following individuals as Ovilla's nominated candidates (no named position) to serve on the Board of Directors for the years 2016-2017 and submit said document to the Chief Appraiser of Ellis Appraisal District, seconded by PL5 Oberg: Phillip Lynch, Ken Marks, Joe Pitts, Tommy Hamilton and Charles T. Abrams.

*No oppositions, no abstentions.*

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

**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.

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 a 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.

The current member to the suburban cities is Mr. Michael Hurtt and he has expressed his desire to serve again.

PL1 Huber moved that Council authorize the Mayor to execute Resolution R2015-025, naming **Michael Hurtt**, 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, seconded by PL2 Stevenson.

*No oppositions, no abstentions.*

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

**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.

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 currently 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.) Staff presented a chart showing the advantages Ovilla will gain in contracting with AVR adding these two modules to the current water software package.

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, compared to RevTrac's cost to Ovilla being approximately \$600 annually.

PL2 Stevenson moved that Council approve 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, seconded by PL5 Oberg.

*No oppositions, no abstentions.*

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

**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.

The City of Ovilla Zoning Map was last updated and adopted in 2007. Due to zoning changes since 2007, staff presented a new Zoning Map for Council review. The Planning and Zoning Commission met on October 5, 2015, reviewed the new map and forwarded recommendation for approval. Three maps were presented to Council. One map entitled "Ovilla Zoning and Future Land Use September 2015", and, 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. Council reviewed and discussed R15 and R22 zoning to confirm correctness on the map.

PL5 Oberg moved that Council approve the recommendation from the Planning and Zoning Commission and hereby moved to adopt the presented updated City of Ovilla Zoning Map, seconded by PL2 Stevenson.

*No oppositions, no abstentions.*

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

**ITEM 7. DISCUSSION/ACTION** – Consider additional volunteer committee member appointments to the Comprehensive Land Use Plan Review Committee.

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.

PL3 Griffin moved that Council appoint **Darrell Jungman** as a volunteer Board Member 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.

No oppositions, no abstentions.

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

**ITEM 8. DISCUSSION** – Review and share information on the success of Heritage Day 2015.

Council discussed the success of Heritage Day and reviewed options or suggestions for improvements at next year’s celebration.

PL1 Huber: Suggested to have the booth applicant sign for a policy/set of rules upon rental of booth.

PL3 Griffin: Post signs at entrances prohibiting the random use of golf carts inside the festival area. Council continued much discussion on this topic when related to ADA. Additionally, look into a better sound system.

PL5 Oberg: Encourage volunteer giving at the blood bank set up each year.

Additional suggestions:

1. Better parking arrangements
2. Begin parade a little earlier – 8:30 a.m. possibly
3. Mounted horse patrol
4. Better spacing for parade directors and volunteers
5. Be mindful of trailer-hitch encroachments
6. Re-number the booths

Council’s consensus was to commend Mayor Pro-Tem Hunt and the Public Works Department for their outstanding efforts and dedicated work in the planning process and the clean up after closing.

**No Action.**

**REQUESTS FOR FUTURE AGENDA ITEMS AND/OR ANNOUNCEMENTS**

- |                       |  |
|-----------------------|--|
| 1. PL1 Huber          | None   |
| 2. PL2 Stevenson      | None   |
| 3. PL3 Griffin        | Bring back an agenda item moving any surplus/profit funds collection at Heritage Day and give to the Park Board. |
| 4. Mayor Pro Tem Hunt | Return with automobile take home policy and costs associated.  |
| 5. PL5 Oberg          | None   |
| 6. Mayor              | Absent   |

**ADJOURNMENT**

There being no further business, Mayor Pro-Tem Hunt adjourned the meeting at 8:13 p.m.

ATTEST:

\_\_\_\_\_  
Doug Hunt, Mayor Pro-Tem

\_\_\_\_\_  
Pamela Woodall, City Secretary

**Approved November 09, 2015**

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

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



## AGENDA ITEM REPORT

Item: 1

Meeting Date: November 09, 2015

Department: Fire, Police, PW

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

Director B. Piland, Chiefs Kennedy & Windham

### Attachments:

N/A

### Agenda Item / Topic:

**ITEM 1.**      **DISCUSSION/ACTION** – Consideration of and action on approval of take home vehicles of specific department directors in the public safety field and on-call employees in the Public Works Department and direct staff as necessary.

### Discussion / Justification:

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

## Item: 1 continued

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)

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.

**Item: 1 continued**

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.

**Recommendation / Staff Comments:**

Staff recommends

**Sample Motion(s):**

*I move that Council approves / denies the approval of take home vehicles of Department Directors Kennedy and Windham and approves/denies the on-call employee in the Public Works Department.*



# Ovilla City Council

## AGENDA ITEM REPORT

Item: 2

Meeting Date: November 09, 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

Chiefs Kennedy & Windham

Attachments:	
Emergency Basic Management Plan	
Agenda Item / Topic:	
ITEM 2.	<i>DISCUSSION/ACTION</i> – Consideration of and action on the update of the Ellis County Emergency Basic Management Plan and authorize the Mayor to execute approval and implementation.
Discussion / Justification:	
<p>The Emergency Management Basic Plan for Ellis County (attached) is the newest edition for 2016. The Texas Department of Public Transportation requires that this document be updated at least every five years. The current plan expires in May, 2016. This plan supersedes any previous versions once signed by all appropriate agencies and then approved by the State. Revisions to the plan are on page BP-2.</p> <p>Once the City Council approves the plan, the Mayor will execute the sheet entitled "Approval and Implementation". The signature sheet will be forwarded to the Ellis County Emergency Management Office not later than November 13, 2015.</p>	
Recommendation / Staff Comments:	
Staff recommends	
Sample Motion(s):	
<i>I move that Council approves / denies the update of the Ellis County Emergency Basic Management Plan and authorize the Mayor to execute approval and implementation as presented.</i>	

# APPROVAL & IMPLEMENTATION

## Ellis County

### Emergency Management Plan

This letter promulgates the Ellis County Emergency Management Plan that provides the conceptual framework for mitigating, preparing, responding to, and recovering from any disaster that threatens life, property, and the resources of within Ellis County or any of the signatory cities of this plan.

This plan applies to all county and signatory cities' departments and agencies assigned emergency responsibilities as well as those department and agencies that may respond to any emergency or disaster situation that arises in the county or the cities.

The Emergency Management Director, in close consultation with the Emergency Management Coordinator, shall provide guidance and direction to all phases of emergency management—Mitigation, Preparedness, Response, and recovery.

This plan is hereby accepted for approval and implementation by the county's Emergency Management Director and the Emergency Management Coordinator.

By the affixing of our signatures on this letter, we, the County Judge and mayors of the signatory cities, do deem this plan in place. This plan supercedes all previous plans and is effective immediately.

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MAYOR OF OVILLA

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DATE

## State Planning Standards Checklist for the Basic Plan

Jurisdiction(s): Ellis County Plan Date: October 2015

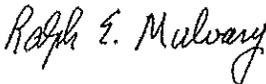
Date of most recent change, if any: 09/18/2015

(The date that appears on the signature page)

**Note:** The Basic Plan will be considered Deficient if the *italicized* standards are not met.

This Basic Plan shall:	Section/paragraph
<b>PLAN FORMAT</b>	
<i>BP-1. Include an Approval &amp; Implementation Page signed by the chief elected official(s) of the jurisdiction(s) party to the plan.</i>	I BP-3 & 4
<i>BP-2. Include a Record of Changes.</i>	ii BP-2
<i>BP-3. Include a Table of Contents.</i>	iii BP-5 to BP-6
<b>I. AUTHORITY</b>	
<i>BP-4. Identify local, state, and federal legal authorities that establish the legal basis for planning and carrying out emergency responsibilities.</i>	I BP-7
<b>II. PURPOSE</b>	
<i>BP-5. Include a purpose statement that describes the reason for development of the plan and its annexes and identifies who the plan applies to.</i>	II. BP-8
<b>III. EXPLANATION OF TERMS</b>	
<i>BP-6. Explain and/or define terms, acronyms, and abbreviations used in the document.</i>	III. BP-8 to BP-11
<b>IV. SITUATION &amp; ASSUMPTIONS</b>	
<i>BP-7. Include a situation statement that summarizes the potential hazards facing the jurisdiction(s), including likelihood of occurrence and estimated impact on public health and safety, and property.</i>	IV.A & Figure 1 BP-11 to BP-12
<i>BP-8. Include a list of planning assumptions on which the plan and its annexes are based.</i>	IV.B BP-12 to BP-13
<b>V. CONCEPT OF OPERATIONS</b>	
<i>BP-9. Describe the jurisdiction's overall approach to emergency management.</i>	V.A – C BP-13 to BP-14
<i>BP-10. Include a statement acknowledging the adoption of the National Incident Management System (NIMS).</i>	V.B.8 BP-14
<i>BP-11. Describe its incident command arrangements and the interface between field operations and the Emergency Operating Center..</i>	V.D – E BP-15 TO BP-17
<i>BP-12. Outline the process that will be used to obtain state or federal assistance.</i>	V.F BP-17 TO BP-18
<i>BP-13. Summarize emergency authorities of local officials.</i>	V.G BP18 TO BP-19
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BP-24. Explain readiness levels, indicate who determines them, and describe general actions to be taken at various readiness levels.	VIII BP-36 TO BP-39
<b>IX. ADMINISTRATION &amp; SUPPORT</b>	
BP-25. Outline policies on agreements & contracts and refer to summary of current emergency service agreements and contracts in appendices.	IX.A BP-39
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<b>X. DEVELOPMENT &amp; MAINTENANCE</b>	
BP-30. Identify who is responsible for approving and promulgating the plan and indicate how it will be distributed.	X.A & B BP-41 TO BP-42
BP-31. Outline the process and schedule for review and update the plan and its annexes.	X.C & D BP-42 TO BP-43
<b>ATTACHMENTS</b>	
BP-32. Include a Distribution List for the plan and its annexes.	Attachment 1 BP-1-1
BP-33. Include a list of references pertinent to the plan.	Attachment 2 BP-2-1
BP-34. Include a graphic depicting the local emergency organization.	Attachment 3 BP-3-1 TO BP-3-3
BP-35. Include a graphic depicting emergency management functional responsibilities.	Attachment 4 BP-4-1
BP-36. Include a summary of assignments for developing and maintaining the annexes to the plan.	Attachment 5 BP-5-1
BP-37. Include a summary of emergency-related agreements and contracts.	Attachment 6 BP-6-1
BP-38. Include a summary of the Incident Command System.	Attachment 7 BP-7-1
BP-39 Court Order Adopting NIMS	Attachment 8 BP-8-1

FOR LOCAL GOVERNMENT USE	Signature	Date
This Checklist Completed By:	 RALPH E. MULVANY	10/08/2015

# **EMERGENCY MANAGEMENT BASIC PLAN**

## **FOR**

# **Ellis County, Texas**



### RECORD OF CHANGES

CHANGE #	DATE OF CHANGE	DESCRIPTION	CHANGED BY
1	09/18/15	Removed all annotations of Waxahachie from the Basic	Ralph Mulvany
2	09/18/15	"Authority" – Added Federal – lines 6-12; State – 2; Acronyms - added	Ralph Mulvany
3	09/18/15	Definitions – Added- Area Command, Public Information. Updated – 6a(6); 6b(7); 6c(7); 6d; 10	Ralph Mulvany
4	09/18/15	Concept of Operations – added – B8 & 9; added references to NIMS throughout document; added G2c	Ralph Mulvany
5	09/18/15	Administrative Support- added A.2; added – D. Training; Added – F. Post-incident and Exercise Review	Ralph Mulvany
6	09/18/15	Plan Development and Maintenance – added website to E3	Ralph Mulvany
7	09/18/15	Attachments – Attachment 2 – added websites; Attachment 7 – added	Ralph Mulvany

# APPROVAL & IMPLEMENTATION

## Ellis County

### Emergency Management Plan

This letter promulgates the Ellis County Emergency Management Plan that provides the conceptual framework for mitigating, preparing, responding to, and recovering from any disaster that threatens life, property, and the resources of within Ellis County or any of the signatory cities of this plan.

This plan applies to all county and signatory cities' departments and agencies assigned emergency responsibilities as well as those department and agencies that may respond to any emergency or disaster situation that arises in the county or the cities.

The Emergency Management Director, in close consultation with the Emergency Management Coordinator, shall provide guidance and direction to all phases of emergency management—Mitigation, Preparedness, Response, and recovery.

This plan is hereby accepted for approval and implementation by the county's Emergency Management Director and the Emergency Management Coordinator.

By the affixing of our signatures on this letter, we, the County Judge and mayors of the signatory cities, do deem this plan in place. This plan supercedes all previous plans and is effective immediately.

\_\_\_\_\_  
County Judge, Ellis County

\_\_\_\_\_  
Date

\_\_\_\_\_  
MAYOR OF ALMA

\_\_\_\_\_  
DATE

\_\_\_\_\_  
MAYOR OF BARDWELL

\_\_\_\_\_  
DATE

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MAYOR OF FERRIS

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MAYOR OF GARRETT

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MAYOR OF ITALY

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MAYOR OF MAYPEARL

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MAYOR OF MIDLOTHIAN

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MAYOR OF MILFORD

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MAYOR OF OAK LEAF

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MAYOR OF OVILLA

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MAYOR OF PALMER

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MAYOR OF PECAN HILL

\_\_\_\_\_  
DATE

\_\_\_\_\_  
MAYOR OF RED OAK

\_\_\_\_\_  
DATE

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# BASIC PLAN

## I. AUTHORITY

### A. Federal

1. Robert T. Stafford Disaster Relief & Emergency Assistance Act, (as amended), 42 U.S.C. 5121
2. Emergency Planning and Community Right-to-Know Act, 42 USC Chapter 116
3. Emergency Management and Assistance, 44 CFR
4. Hazardous Waste Operations & Emergency Response, 29 CFR 1910.120
5. Homeland Security Act of 2002
6. Homeland Security Presidential Directive. *HSPD-5*, Management of Domestic Incidents
7. Homeland Security Presidential Directive, *HSPD-3*, Homeland Security Advisory System
8. National Incident Management System
9. National Response Framework
10. National Strategy for Homeland Security, July 2002
11. Nuclear/Radiological Incident Annex of the National Response Framework
12. Presidential Policy Directive 8 – National Preparedness

### B. State

1. Government Code, Chapter 418 (Emergency Management)
2. Government Code, Chapter 421 (Homeland Security)
3. Government Code, Chapter 433 (State of Emergency)
4. Government Code, Chapter 791 (Inter-local Cooperation Contracts)
5. Health & Safety Code, Chapter 778 (Emergency Management Assistance Compact)
6. Executive Order of the Governor Relating to Emergency Management
7. Executive Order of the Governor Relating to the National Incident Management System
8. Administrative Code, Title 37, Part 1, Chapter 7 (Division of Emergency Management)
9. *The Texas Homeland Security Strategic Plan*, Parts I and II, December 15, 2003
10. *The Texas Homeland Security Strategic Plan*, Part III, February 2004

### C. Local

1. Commissioner's Court Order # 8330, dated July 11, 1988.
2. Joint Resolution between Ellis County and the Cities of Ellis County dated Nov 10, 2003.
3. Inter-local Agreements & Contracts. See the summary in Attachment 6.

## II. PURPOSE

This Basic Plan outlines our approach to emergency operations, and is applicable to Ellis County. It provides general guidance for emergency management activities and an overview of our methods of mitigation, preparedness, response, and recovery. The plan describes our emergency response organization and assigns responsibilities for various emergency tasks. This plan is intended to provide a framework for more specific functional annexes that describe in more detail who does what, when, and how. This plan applies to all local officials, departments, and agencies. The primary audience for the document includes our chief elected official and other elected officials, the emergency management staff, department and agency heads and their senior staff members, leaders of local volunteer organizations that support emergency operations, and others who may participate in our mitigation, preparedness, response, and recovery efforts to include the whole of community.

## III. EXPLANATION OF TERMS

### A. Acronyms

AAR	After Action Report
ARC	American Red Cross
CFR	Code of Federal Regulations
DDC	Disaster District Committee
DHS	Department of Homeland Security
EOC	Emergency Operations or Operating Center
FBI	Federal Bureau of Investigation
FEMA	Federal Emergency Management Agency, an element of the U.S. Department of Homeland Security
Hazmat	Hazardous Material
HSPD-5	Homeland Security Presidential Directive 5
ICP	Incident Command Post
ICS	Incident Command System
IP	Improvement Plan
JFO	Joint Field Office
JIC	Joint Information Center
NIMS	National Incident Management System
NRF	National Response Framework
OSHA	Occupational Safety & Health Administration
PIO	Public Information Officer
SOPs	Standard Operating Procedures
SOC	State Operations Center
TRRN	Texas Regional Response Network
TSA	The Salvation Army

### B. Definitions

1. Area Command (Unified Area Command). An organization established (1) to oversee the management of multiple incidents that are each being managed by an ICS organization or (2) to oversee the management of large or multiple incidents to which several Incident Management Teams have been assigned. Sets overall strategy and

priorities, allocates critical resources according to priorities, ensures that incidents are properly managed, and ensures that objectives are met and strategies followed. Area Command becomes Unified Area Command when incidents are multijurisdictional.

2. Disaster District. Disaster Districts are regional state emergency management organizations mandated by the Executive Order of the Governor relating to Emergency Management whose boundaries parallel those of Highway Patrol Districts and Sub-Districts of the Texas Department of Public Safety.
3. Disaster District Committee. The DDC consists of a Chairperson (the local Highway Patrol captain or command lieutenant), and agency representatives that mirror the membership of the State Emergency Management Council. The DDC Chairperson, supported by committee members, is responsible for identifying, coordinating the use of, committing, and directing state resources within the district to respond to emergencies.
4. Emergency Operations Center. Specially equipped facilities from which government officials exercise direction and control and coordinate necessary resources in an emergency situation.
5. Public Information. Information that is disseminated to the public via the news media before, during, and/or after an emergency or disaster ensuring the needs of the whole community are addressed.
6. Emergency Situations. As used in this plan, this term is intended to describe a *range* of occurrences, from a minor incident to a catastrophic disaster. It includes the following:
  - a. Incident. An incident is a situation that is limited in scope and potential effects. Characteristics of an incident include:
    - 1) Involves a limited area and/or limited population.
    - 2) Evacuation or in-place sheltering is typically limited to the immediate area of the incident.
    - 3) Warning and public instructions are provided in the immediate area, not community-wide.
    - 4) One or two local response agencies or departments acting under an incident commander normally handle incidents. Requests for resource support are normally handled through agency and/or departmental channels.
    - 5) May require limited external assistance from other local response agencies or contractors.
    - 6) For the purposes of the NRF, incidents include the full range of occurrences that require an emergency response to protect life or property.
  - b. Emergency. An emergency is a situation that is larger in scope and more severe in terms of actual or potential effects than an incident. Characteristics include:
    - 1) Involves a large area, significant population, or important facilities.
    - 2) May require implementation of large-scale evacuation or in-place sheltering and implementation of temporary shelter and mass care operations.

- 3) May require community-wide warning and public instructions.
  - 4) Requires a sizable multi-agency response operating under an incident commander.
  - 5) May require some external assistance from other local response agencies, contractors, and limited assistance from state or federal agencies.
  - 6) The EOC will be activated to provide general guidance and direction, coordinate external support, and provide resource support for the incident.
  - 7) For the purposes of the NRF, an emergency (as defined by the Stafford Act) is "any occasion or instance for which, in the determination of the President, Federal assistance is needed to supplement State and local efforts and capabilities to save lives and to protect property and public health and safety, or to lessen or avert the threat of catastrophe in any part of the United States."
- c. Disaster. A disaster involves the occurrence or threat of significant casualties and/or widespread property damage that is beyond the capability of the local government to handle with its organic resources. Characteristics include:
- 1) Involves a large area, a sizable population, and/or important facilities.
  - 2) May require implementation of large-scale evacuation or in-place sheltering and implementation of temporary shelter and mass care operations.
  - 3) Requires community-wide warning and public instructions.
  - 4) Requires a response by all local response agencies operating under one or more incident commanders.
  - 5) Requires significant external assistance from other local response agencies, contractors, and extensive state or federal assistance.
  - 6) The EOC will be activated to provide general guidance and direction, provide emergency information to the public, coordinate state and federal support, and coordinate resource support for emergency operations.
  - 7) For the purposes of the NRF, a *major disaster* (as defined by the Stafford Act) is any catastrophe, regardless of the cause, which in the determination of the President causes damage of sufficient severity and magnitude to warrant major disaster federal assistance.
- d. Catastrophic Incident. For the purposes of the NRF, this term is used to describe any natural or manmade occurrence that results in extraordinary levels of mass casualties, property damage, or disruptions that severely affect the population, infrastructure, environment, economy, national morale, and/or government functions. An occurrence of this magnitude would result in sustained national impacts over prolonged periods of time, and would immediately overwhelm local and state capabilities. All catastrophic incidents are *Incidents of National Significance*.
7. Hazard Analysis. A document, published separately from this plan, that identifies the local hazards that have caused or possess the potential to adversely affect public health and safety, public or private property, or the environment.
  8. Hazardous Material (Hazmat). A substance in a quantity or form posing an unreasonable risk to health, safety, and/or property when manufactured, stored, or transported. The substance, by its nature, containment, and reactivity, has the capability for inflicting harm during an accidental occurrence. Is toxic, corrosive,

flammable, reactive, an irritant, or a strong sensitizer, and poses a threat to health and the environment when improperly managed. Includes toxic substances, certain infectious agents, radiological materials, and other related materials such as oil, used oil, petroleum products, and industrial solid waste substances

9. Inter-local agreements. Arrangements between governments or organizations, either public or private, for reciprocal aid and assistance during emergency situations where the resources of a single jurisdiction or organization are insufficient or inappropriate for the tasks that must be performed to control the situation. Commonly referred to as mutual aid agreements.
10. Stafford Act. The Robert T. Stafford Disaster Relief and Emergency Assistance Act authorizes federal agencies to undertake special measures designed to assist the efforts of states in expediting the rendering of aid, assistance, emergency services, and reconstruction and rehabilitation of areas devastated by disaster
11. Standard Operating Procedures. Approved methods for accomplishing a task or set of tasks. SOPs are typically prepared at the department or agency level. May also be referred to as Standard Operating Guidelines (SOGs).

#### **IV. SITUATION AND ASSUMPTIONS**

##### **A. Situation**

Our County is exposed to many hazards, all of which have the potential for disrupting the community, causing casualties, and damaging or destroying public or private property. A summary of our major hazards is provided in Figure 1. More detailed information is provided in our Hazard Analysis, published separately.

**Figure 1**

#### **HAZARD SUMMARY**

Hazard Type:	Likelihood of Occurrence* (See below)	Estimated Impact on Public Health & Safety			Estimated Impact on Property	
		Limited	Moderate	Major	Limited Major	Moderate
<b>Natural</b>						
Drought	LIKELY	←-----→			←-----→	
Earthquake	UNLIKELY	N/A			N/A	
Flash Flooding	LIKELY		←-----→		→	←-----
Flooding (river or tidal)	OCCASIONAL	←-----→			←-----→	
Hurricane	UNLIKELY	N/A			N/A	
Subsidence	OCCASIONAL	←-----→			←-----→	
Tornado	LIKELY		←-----→		→	←-----
Wildfire	OCCASIONAL	←-----→			←-----→	
Winter Storm	OCCASIONAL	←-----→			←-----→	
<b>Technological</b>						
Dam Failure	UNLIKELY	N/A			N/A	
Energy/Fuel Shortage	OCCASIONAL	←-----→			←-----→	
Hazmat/Oil Spill (fixed site)	OCCASIONAL		←-----→		→	←-----
Hazmat/Oil Spill (transport)	LIKELY		←-----→		→	←-----
Major Structural Fire	OCCASIONAL		←-----→		→	←-----
Nuclear Facility Incident	UNLIKELY	N/A			N/A	
Water System Failure	LIKELY		←-----→		→	←-----
<b>Security</b>						
Civil Disorder	OCCASIONAL		←-----→			←-----→
Enemy Military Attack	UNLIKELY	N/A			N/A	
Terrorism	OCCASIONAL		←-----→		→	←-----

\* Likelihood of Occurrence: Unlikely, Occasional, Likely, or Highly Likely

## B. Assumptions

1. Our County will continue to be exposed to and subject to the impact of those hazards described above and as well as lesser hazards and others that may develop in the future.
2. It is possible for a major disaster to occur at any time and at any place. In many cases, dissemination of warning to the public and implementation of increased readiness measures may be possible. However, some emergency situations occur with little or no warning.
3. Outside assistance will be available in most emergency situations, affecting our County. Since it takes time to summon external assistance, it is essential for us to be prepared to carry out the initial emergency response on an independent basis.
4. Proper mitigation actions, such as floodplain management, and fire inspections, can prevent or reduce disaster-related losses. Detailed emergency planning, training of

emergency responders and other personnel, and conducting periodic emergency drills and exercises can improve our readiness to deal with emergency situations.

## V. CONCEPT OF OPERATIONS

### A. Objectives

The objectives of our emergency management program are to protect public health and safety and preserve public and private property.

### B. General

1. It is our responsibility to protect public health and safety and preserve property from the effects of hazardous events. We have the primary role in identifying and mitigating hazards, preparing for and responding to, and managing the recovery from emergency situations that affect our community.
2. It is impossible for government to do everything that is required to protect the lives and property of our population. Our citizens have the responsibility to prepare themselves and their families to cope with emergency situations and manage their affairs and property in ways that will aid the government in managing emergencies. We will assist our citizens in carrying out these responsibilities by providing public information and instructions prior to and during emergency situations.
3. Local government is responsible for organizing, training, and equipping local emergency responders and emergency management personnel, providing appropriate emergency facilities, providing suitable warning and communications systems, and for contracting for emergency services. The state and federal governments offer programs that provide some assistance with portions of these responsibilities.
4. To achieve our objectives, we have organized an emergency management program that is both integrated (employs the resources of government, organized volunteer groups, and businesses) and comprehensive (addresses mitigation, preparedness, response, and recovery). This plan is one element of our preparedness activities.
5. This plan is based on an all-hazard approach to emergency planning. It addresses general functions that may need to be performed during any emergency situation and is not a collection of plans for specific types of incidents. For example, the warning annex addresses techniques that can be used to warn the public during any emergency situation, whatever the cause.
6. Departments and agencies tasked in this plan are expected to develop and keep current standard operating procedures that describe how emergency tasks will be performed. Departments and agencies are charged with ensuring the training and equipment necessary for an appropriate response are in place.

7. This plan is based upon the concept that the emergency functions that must be performed by many departments or agencies generally parallel some of their normal day-to-day functions. To the extent possible, the same personnel and material resources used for day-to-day activities will be employed during emergency situations. Because personnel and equipment resources are limited, some routine functions that do not contribute directly to the emergency may be suspended for the duration of an emergency. The personnel, equipment, and supplies that would normally be required for those functions will be redirected to accomplish emergency tasks.
8. We have adopted the National Incident Management System (NIMS) in accordance with the President's Homeland Security Directive (HSPD)-5. Our adoption of NIMS will provide a consistent approach to the effective management of situations involving natural or man-made disasters, or terrorism. NIMS allows us to integrate our response activities using a set of standardized organizational structures designed to improve interoperability between all levels of government, private sector, and nongovernmental organizations.
9. This plan, in accordance with the National Response Framework (NRF), is an integral part of the national effort to prevent, and reduce America's vulnerability to terrorism, major disasters, and other emergencies, minimize the damage and recover from attacks, major disasters, and other emergencies that occur. In the event of an Incident of national significance, as defined in HSPD-5, we will integrate all operations with all levels of government, private sector, and nongovernmental organizations through the use of NRF coordinating structures, processes, and protocols

### **C. Operational Guidance**

We will employ the six components of the NIMS in all operations, which will provide a standardized framework that facilitates our operations in all phases of emergency management. Attachment 7 provides further details on the NIMS.

1. Initial Response. Our emergency responders are likely to be the first on the scene of an emergency situation. They will normally take charge and remain in charge of the incident until it is resolved or others who have legal authority to do so assume responsibility. They will seek guidance and direction from our local officials and seek technical assistance from state and federal agencies and industry where appropriate.
2. Implementation of ICS
  - a. The first local emergency responder to arrive at the scene of an emergency situation will implement the incident command system and serve as the incident commander until relieved by a more senior or more qualified individual. The incident commander will establish an incident command post (ICP) and provide an assessment of the situation to local officials, identify response resources required, and direct the on-scene response from the ICP.
  - b. For some types of emergency situations, a specific incident scene may not exist in the initial response phase and the EOC may accomplish initial response actions, such as mobilizing personnel and equipment and issuing precautionary warning to the public. As the potential threat becomes clearer and a specific impact site or

sites identified, an incident command post may be established, and direction and control of the response transitioned to the Incident Commander.

3. Source and Use of Resources.

- a. We will use our own resources, all of which meet the requirements for resource management in accordance with the NIMS, to respond to emergency situations, purchasing supplies and equipment if necessary, and request assistance if our resources are insufficient or inappropriate. §418.102 of the Government Code provides that the county should be the first channel through which a municipality requests assistance when its resources are exceeded. If additional resources are required, we will:
  - 1) Summon those resources available to us pursuant to inter-local agreements. See Attachment 6 to this plan, which summarizes the inter-local agreements and identifies the officials authorized to request those resources.
  - 2) Summon emergency service resources that we have contracted for. See Attachment 6.
  - 3) Request assistance from volunteer groups active in disasters.
  - 4) Request assistance from industry or individuals who have resources needed to deal with the emergency situation.
- b. When external agencies respond to an emergency situation within our jurisdiction, we expect them to conform to the guidance and direction provided by our incident commander, which will be in accordance with the NIMS.

**D. Incident Command System (ICS)**

1. We intend to employ ICS, an integral part of the NIMS, in managing emergencies. ICS is both a strategy and a set of organizational arrangements for directing and controlling field operations. It is designed to effectively integrate resources from different agencies into a temporary emergency organization at an incident site that can expand and contract with the magnitude of the incident and resources on hand. A summary of ICS is provided in Attachment 7.
2. The incident commander is responsible for carrying out the ICS function of command – managing the incident. The four other major management activities that form the basis of ICS are operations, planning, logistics, and finance/administration. For small-scale incidents, the incident commander and one or two individuals may perform all of these functions. For larger incidents, a number of individuals from different departments or agencies may be assigned to separate staff sections charged with those functions.
3. An incident commander using response resources from one or two departments or agencies can handle the majority of emergency situations. Departments or agencies participating in this type of incident response will normally obtain support through their own department or agency.
4. In emergency situations where other jurisdictions or the state or federal government are providing significant response resources or technical assistance, it is generally

desirable to transition from the normal ICS structure to a Unified or Area Command structure. This arrangement helps to ensure that all participating agencies are involved in developing objectives and strategies to deal with the emergency. Attachment 7 provides additional information on Unified and Area Commands.

5. Over the course of an emergency response the Incident Commander may change. For example during the response to an incident involving the release of a large quantity of a hazardous material, the initial incident commander may be the local fire chief that arrives on the scene first. Subsequently, over the course of the response, as efforts shift to long term clean up, the role of incident commander may transfer over to a state or federal regulatory authority such as an official from the Texas Commission on Environmental Quality (TCEQ) or a United States Environmental Protection Agency (EPA) On-Scene Coordinator in the Region.

#### **E. ICS - EOC Interface**

1. For major emergencies and disasters, the Emergency Operations Center (EOC) will be activated. When the EOC is activated, it is essential to establish a division of responsibilities between the incident command post and the EOC. A general division of responsibilities is outlined below. It is essential that a precise division of responsibilities be determined for specific emergency operations.
2. The incident commander is generally responsible for field operations, including:
  - a. Isolating the scene.
  - b. Directing and controlling the on-scene response to the emergency situation and managing the emergency resources committed there.
  - c. Warning the population in the area of the incident and providing emergency instructions to them.
  - d. Determining and implementing protective measures (evacuation or in-place sheltering) for the population in the immediate area of the incident and for emergency responders at the scene.
  - e. Implementing traffic control arrangements in and around the incident scene.
  - f. Requesting additional resources from the EOC.
3. The EOC is generally responsible for:
  - a. Providing resource support for the incident command operations.
  - b. Issuing community-wide warning.
  - c. Issuing instructions and providing information to the general public.
  - d. Organizing and implementing large-scale evacuation.
  - e. Organizing and implementing shelter and mass arrangements for evacuees.
  - f. Coordinating traffic control for large-scale evacuations.
  - g. Requesting assistance from the State and other external sources.
4. In some large-scale emergencies or disasters, emergency operations with different objectives may be conducted at geographically separated scenes. In such situations, more than one incident command operation may be established. **If this** situation occurs, a transition to an Area Command or a Unified Area Command is desirable,

and the allocation of resources to specific field operations will be coordinated through the EOC.

## **F. State, Federal & Other Assistance**

### 1. State & Federal Assistance

- a. If local resources are inadequate to deal with an emergency situation, we will request assistance from the State. State assistance furnished to local governments is intended to supplement local resources and not substitute for such resources, including mutual aid resources, equipment purchases or leases, or resources covered by emergency service contracts. As noted previously, cities must request assistance from their county before requesting state assistance.
- b. Requests for state assistance should be made to the Disaster District Committee (DDC) Chairperson, who is located at the Department of Public Safety District Office in Waco. See Appendix 2 to Annex M, Resource Management, for a form that can be used to request state assistance. In essence, state emergency assistance to local governments begins at the DDC level and the key person to validate a request for, obtain, and provide that state assistance and support is the DDC Chairperson. A request for state assistance must be made by the chief elected official (the County Judge/Mayor) and may be made by telephone, fax, or teletype. The DDC Chairperson has the authority to utilize all state resources within the district to respond to a request for assistance, with the exception of the National Guard. Use of National Guard resources requires approval of the Governor.
- c. The Disaster District staff will forward requests for assistance that cannot be satisfied by state resources within the District to the State Operations Center (SOC) in Austin for action.

### 2. Other Assistance

- a. If resources required to control an emergency situation are not available within the State, the Governor may request assistance from other states pursuant to a number of interstate compacts or from the federal government through the Federal Emergency Management Agency (FEMA).
- b. For major emergencies and disasters for which a Presidential declaration has been issued, federal agencies may be mobilized to provide assistance to states and local governments. The *National Response Framework (NRF)* describes the policies, planning assumptions, concept of operations, and responsibilities of designated federal agencies for various response and recovery functions. The *Nuclear/Radiological Incident Annex of the NRP* addresses the federal response to major incidents involving radioactive materials.
- c. FEMA has the primary responsibility for coordinating federal disaster assistance. No direct federal disaster assistance is authorized prior to a Presidential emergency or disaster declaration, but FEMA has limited authority to stage initial response resources near the disaster site and activate command and control

structures prior to a declaration and the Department of Defense has the authority to commit its resources to save lives prior to an emergency or disaster declaration. See Annex J, Recovery, for additional information on the assistance that may be available during disaster recovery.

- d. The NRF applies to Stafford and non-Stafford Act incidents and is designed to accommodate not only actual incidents, but also the threat of incidents. Therefore, NRF implementation is possible under a greater range of incidents.

## **G. Emergency Authorities**

1. Key federal, state, and local legal authorities pertaining to emergency management are listed in Section I of this plan.
2. Texas statutes and the Executive Order of the Governor Relating to Emergency Management provide local government, principally the chief elected official, with a number of powers to control emergency situations. If necessary, we shall use these powers during emergency situations. These powers include:
  - a. Emergency Declaration. In the event of riot or civil disorder, the County Judge may request the Governor to issue an emergency declaration for this jurisdiction and take action to control the situation. Use of the emergency declaration is explained in Annex U, Legal.
  - b. Disaster Declaration. When an emergency situation has caused severe damage, injury, or loss of life or it appears likely to do so, the County Judge may by executive order or proclamation declare a local state of disaster. The County Judge may subsequently issue orders or proclamations referencing that declaration to invoke certain emergency powers granted the Governor in the Texas Disaster Act *on an appropriate local scale* in order to cope with the disaster. These powers include:
    - 1) Suspending procedural laws and rules to facilitate a timely response.
    - 2) Using all available resources of government and commandeering private property, subject to compensation, to cope with the disaster.
    - 3) Restricting the movement of people and occupancy of premises.
    - 4) Prohibiting the sale or transportation of certain substances.
    - 5) Implementing price controls.

A local disaster declaration activates the recovery and rehabilitation aspects of this plan. A local disaster declaration is required to obtain state and federal disaster recovery assistance. See Annex U, Legal, for further information on disaster declarations and procedures for invoking emergency powers.

- c. Authority for Evacuations. State law provides a county judge or mayor with the authority to order the evacuation of all or part of the population from a stricken or threatened area within their respective jurisdictions.

## **H. Actions by Phases of Emergency Management**

1. This plan addresses emergency actions that are conducted during all four phases of emergency management.

- a. Mitigation

We will conduct mitigation activities as an integral part of our emergency management program. Mitigation is intended to eliminate hazards, reduce the probability of hazards causing an emergency situation, or lessen the consequences of unavoidable hazards. Mitigation should be a pre-disaster activity, although mitigation may also occur in the aftermath of an emergency situation with the intent of avoiding repetition of the situation. Our mitigation program is outlined in Annex P, Mitigation.

- b. Preparedness

We will conduct preparedness activities to develop the response capabilities needed in the event an emergency. Among the preparedness activities included in our emergency management program are:

- 1) Providing emergency equipment and facilities.
- 2) Emergency planning, including maintaining this plan, its annexes, and appropriate SOPs.
- 3) Conducting or arranging appropriate training for emergency responders, emergency management personnel, other local officials, and volunteer groups who assist us during emergencies.
- 4) Conducting periodic drills and exercises to test our plans and training.

- c. Response

We will respond to emergency situations effectively and efficiently. The focus of most of this plan and its annexes is on planning for the response to emergencies. Response operations are intended to resolve an emergency situation while minimizing casualties and property damage. Response activities include warning, emergency medical services, firefighting, law enforcement operations, evacuation, shelter and mass care, emergency public information, search and rescue, as well as other associated functions.

- d. Recovery

If a disaster occurs, we will carry out a recovery program that involves both short-term and long-term efforts. Short-term operations seek to restore vital services to the community and provide for the basic needs of the public. Long-term recovery focuses on restoring the community to its normal state. The federal government, pursuant to the Stafford Act, provides the vast majority of disaster recovery assistance. The recovery process includes assistance to individuals, businesses, and to government and other public institutions. Examples of recovery programs include temporary housing, restoration of government services, debris removal, restoration of utilities, disaster mental health services, and reconstruction of damaged roads and bridges. Our recovery program is outlined in Annex J, Recovery.

e. Stand Down

When a centralized County coordination presence is no longer required, the local EOC implements the demobilization plan to transfer responsibilities to recovery assistance program oversight and monitoring that shifts back to individual agencies' offices.

f. After Action Critique

Following a public emergency, all agencies submit an after action report through the local EOC detailing problems encountered and key issues affecting performance. Data from these issues and targeted reviews are analyzed and provided, as appropriate, to management for consideration. After a particularly large or unique public emergency operation, the jurisdiction also may convene an interagency forum to identify lessons learned. Each agency involved is encouraged to keep records of its activity to assist in preparing its own after action report.

g. Training

Various emergency management planning and preparedness training courses should be held in order to familiarize emergency response personnel with emergency management plans and communication and coordination systems in place. Individual jurisdictions should seek to take advantage of training opportunities offered by their county and/or the state.

h. Testing Your Plan

- 1) Testing the plan during a drill or exercise is the best way to identify problem areas and evaluate preparedness without actually experiencing a disaster. All drills and emergency management exercises should include some sort of post-exercise critique to help identify shortfalls in planning -- problems in organization or operational concepts and procedures that do not work well in practice. These shortfalls should be addressed in the next iteration of the local planning process.
- 2) The County of Ellis also tests their plan when they respond to an actual emergency or disaster. Emergency responders who observe problems attributable to unworkable or incomplete plans and procedures should be encouraged to identify those problems as soon as they become evident. A formal post incident review should be conducted after any major emergency or disaster to identify lessons learned; such reviews should specifically consider the adequacy of the current plan. If deficiencies are identified, they should be addressed in the next round of planning.

## **VI. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES**

## **A. Organization**

### **1. General**

Most departments and agencies of local government have emergency functions in addition to their normal day-to-day duties. During emergency situations, our normal organizational arrangements are modified to facilitate emergency operations. Our governmental organization for emergencies includes an executive group, emergency services, and support services. Attachment 3 depicts our emergency organization.

### **2. Executive Group**

The Executive Group provides guidance and direction for emergency management programs and for emergency response and recovery operations. The Executive Group includes the County Judge, Mayor(s), City Manager(s), and Emergency Management Coordinator(s).

### **3. Emergency Services**

Emergency Services include the Incident Commander and those departments, agencies, and groups with primary emergency response actions. The incident commander is the person in charge at an incident site.

### **4. Emergency Support Services**

This group includes departments and agencies that support and sustain emergency responders and also coordinate emergency assistance provided by organized volunteer organizations, business and industry, and other sources.

### **5. Volunteer and Other Services**

This group includes organized volunteer groups and businesses that have agreed to provide certain support for emergency operations.

## **B. Assignment of Responsibilities**

### **1. General**

For most emergency functions, successful operations require a coordinated effort from a number of departments, agencies, and groups. To facilitate a coordinated effort, elected and appointed officials, departments and agency heads, and other personnel are assigned primary responsibility for planning and coordinating specific emergency functions. Generally, primary responsibility for an emergency function will be assigned to an individual from the department or agency that has legal responsibility for that function or possesses the most appropriate knowledge and skills. Other officials, departments, and agencies may be assigned support responsibilities for specific emergency functions. Attachment 4 summarizes the general emergency responsibilities of local officials, department and agency heads, and other personnel.

2. The individual having primary responsibility for an emergency function is normally responsible for coordinating preparation of and maintaining that portion of the emergency plan that addresses that function. Plan and annex assignments are outlined in Attachment 5. Listed below are general responsibilities assigned to the Executive Group, Emergency Services, Support Services, and other Support Agencies. Additional specific responsibilities can be found the functional annexes to this Basic Plan.
3. Executive Group Responsibilities
  - a. The County Judge will:
    - 1) Establish objectives and priorities for the emergency management program and provide general policy guidance on the conduct of that program.
    - 2) Monitor the emergency response during disaster situations and provides direction where appropriate.
    - 3) With the assistance of the Public Information Officer, keep the public informed during emergency situations.
    - 4) With the assistance of the legal staff, declare a local state of disaster, request the Governor declare a state of emergency, or invoke the emergency powers of government when necessary.
    - 5) Request assistance from other local governments or the State when necessary.
    - 6) Direct activation of the EOC.
  - b. The Executive Assistant to the Judge/City Manager or Emergency Manager Coordinator (EMC) will:
    - 1) Implement the policies and decisions of the governing body relating to emergency management.
    - 2) Organize the emergency management program and identifies personnel, equipment, and facility needs.
    - 3) Assign emergency management program tasks to departments and agencies.
    - 4) Ensure that departments and agencies participate in emergency planning, training, and exercise activities.
    - 5) Coordinate activation of the EOC and supervise its operation.
  - c. The Emergency Management Coordinator (EMC) will:
    - 1) Serve as the staff advisor to our County Judge on emergency management matters.

- 2) Keep the County Judge governing body apprised of our preparedness status and emergency management needs.
- 3) Coordinate local planning and preparedness activities and the maintenance of this plan.
- 4) Prepare and maintain a resource inventory.
- 5) Arrange appropriate training for local emergency management personnel and emergency responders.
- 6) Coordinate periodic emergency exercises to test our plan and training.
- 7) Manage the EOC, develop procedures for its operation, and conduct training for those who staff it.
- 8) Activate the EOC when required.
- 9) Perform day-to-day liaison with the state emergency management staff and other local emergency management personnel.
- 10) Coordinate with organized volunteer groups and businesses regarding emergency operations.

#### 4. Common Responsibilities

All emergency services and support services will:

- a. Provide personnel, equipment, and supplies to support emergency operations upon request.
- b. Develop and maintain SOPs for emergency tasks.
- c. Provide trained personnel to staff the incident command post and EOC and conduct emergency operations.
- d. Provide current information on emergency resources for inclusion in the Resource List in Appendix 1 to Annex M, Resource Management.
- e. Report information regarding emergency situations and damage to facilities and equipment to the Incident Commander or the EOC.

#### 5. Emergency Services Responsibilities

a. The Incident Commander will:

- 1) Manage emergency response resources and operations at the incident site command post to resolve the emergency situation.

- 2) Determine and implement required protective actions for response personnel and the public at an incident site.
- b. Warning.
- 1) Primary responsibility for this function is assigned to the Emergency Management Coordinator, who will prepare and maintain Annex A (Warning) to this plan and supporting SOPs.
  - 2) Emergency tasks to be performed include:
    - a) Receive information on emergency situations.
    - b) Alert key local officials of emergency situations.
    - c) Disseminate warning information and instructions to the public through available warning systems ensuring the needs of the whole community are addressed.
    - d) Disseminate warning and instructions to institutional facilities such as schools and hospitals.
- c. Communications.
- 1) Primary responsibility for this function is assigned to the County Sheriff, who will prepare and maintain Annex B (Communications) to this plan and supporting SOPs.
  - 2) Emergency tasks to be performed include:
    - a) Identify the communications systems available with the local area and determine the connectivity of those systems, and ensure their interoperability.
    - b) Develop plans and procedures for coordinated use of the various communications systems available in this jurisdiction during emergencies.
    - c) Determine and implement means of augmenting communications during emergencies, including support by volunteer organizations.
- d. Radiological Protection.
- 1) Primary responsibility for this function is assigned to the Fire Marshal, who will prepare and maintain Annex D to this plan and supporting SOPs.
  - 2) Emergency tasks to be performed include:
    - a) Maintain inventory of radiological equipment.

- b) Ensure response forces include personnel with current training in radiological monitoring and decontamination.
  - c) Respond to radiological incidents and terrorist incidents involving radiological materials.
  - d) Make notification concerning radiological incidents to state and federal authorities.
- e. Evacuation.
- 1) Primary responsibility for this function is assigned to the County Sheriff who will prepare and maintain Annex E (Evacuation) to this plan and supporting SOPs.
  - 2) Emergency tasks to be performed include:
    - a) Identify areas where evacuation has been or may in the future and determine of population at risk.
    - b) Perform evacuation planning for known risk areas to include route selection and determination of traffic control requirements.
    - c) Develop simplified planning procedures for ad hoc evacuations.
    - d) Determine emergency public information requirements ensuring the needs of the whole community are addressed.
    - e) Perform evacuation planning for individuals with functional and access needs and institutional facilities (schools, hospitals, nursing homes, and other institutions).
- f. Firefighting.
- 1) Primary responsibility for this function is assigned to the Fire Chief, who will prepare and maintain Annex F (Firefighting) to this plan and supporting SOPs.
  - 2) Emergency tasks to be performed include:
    - a) Fire prevention activities.
    - b) Fire detection and control.
    - c) Hazardous material and oil spill response.
    - d) Terrorist incident response.
    - e) Evacuation support.
    - f) Post-incident reconnaissance and damage assessment.
    - g) Fire safety inspection of temporary shelters.
    - h) Prepare and maintain fire resource inventory.
- g. Law Enforcement.

1) Primary responsibility for this function is assigned to the County Sheriff who will prepare and maintain Annex G (Law Enforcement) to this plan and supporting SOPs.

2) Emergency tasks to be performed include:

- a) Maintenance of law and order.
- b) Traffic control.
- c) Terrorist incident response.
- d) Provision of security for vital facilities, evacuated areas, and shelters.
- e) Access control for damaged or contaminated areas.
- f) Warning support.
- g) Post-incident reconnaissance and damage assessment.
- h) Prepare and maintain law enforcement resource inventory.

h. Health and Medical Services.

1) Primary responsibility for this function is assigned to the Ellis County Health Authority, who will prepare and maintain Annex H (Health & Medical Services) to this plan and supporting SOPs.

2) Emergency tasks to be performed include:

- a) Coordinate health and medical care and EMS support during emergency situations.
- b) Public health information and education.
- c) Inspection of food and water supplies.
- d) Develop emergency public health regulations and orders.
- e) Coordinate collection, identification, and interment of deceased victims.

i. Direction and Control.

1) Primary responsibility for this function is assigned to the County Judge, EMC Coordinator, and appropriate jurisdictions, who will prepare and maintain Annex N (Direction & Control) to this plan and supporting SOPs.

2) Emergency tasks to be performed include:

- a) Direct and control our local operating forces.
- b) Maintain coordination with neighboring jurisdictions and the Disaster District in Waco.
- c) Maintain the EOC in an operating mode or be able to convert the designated facility space into an operable EOC rapidly.
- d) Assigns representatives, by title, to report to the EOC and develops procedures for crisis training.

- e) Develops and identifies the duties of the staff, use of displays and message forms, and procedures for EOC activation.
  - f) Coordinates the evacuation of areas at risk.
- j. Hazardous Materials & Oil Spill.
- 1) The primary responsibility for this function is assigned to the local Fire Department and County Environmental Department, the Fire Marshal who will prepare and maintain Annex Q (Hazardous Material & Oil Spill Response) to this plan and supporting SOPs. The National Oil and Hazardous Substances Pollution Contingency Plan addresses the Federal response to oil spills and hazardous materials releases.
  - 2) Emergency tasks to be performed include:
    - a) In accordance with OSHA regulations, establish ICS to manage the response to hazardous materials incidents.
    - b) Establish the hazmat incident functional areas (e.g., Hot Zone, cool zone, Cold Zone, etc.)
    - c) Determine and implement requirements for personal protective equipment for emergency responders.
    - d) Initiate appropriate actions to control and eliminate the hazard in accordance with established hazmat response guidance and SOPs.
    - e) Determine areas at risk and which public protective actions, if any, should be implemented.
    - f) Apply appropriate firefighting techniques if the incident has, or may, result in a fire.
    - g) Determines when affected areas may be safely reentered.
- k. Search & Rescue.
- 1) The primary responsibility for this function is assigned to the Fire Marshal, who will prepare and maintain Annex K (Search and Rescue) to this plan and supporting SOPs.
  - 2) Emergency tasks to be performed include:
    - a) Coordinate and conduct search and rescue activities.
    - b) Identify requirements for specialized resources to support rescue operations.
    - c) Coordinate external technical assistance and equipment support for search and rescue operations.
- l. Terrorist Incident Response.
- 1) Primary responsibility for this function is assigned to the County Sheriff's Office, who will prepare and maintain Annex V (Terrorist Incident Response) to this plan and supporting SOPs.

2) Emergency tasks to be performed include:

- a) Coordinate and carry out defensive anti-terrorist activities, including criminal intelligence, investigation, protection of facilities, and public awareness activities.
- b) Coordinate and carry out offensive counter-terrorist operations to neutralize terrorist activities.
- c) Carry out terrorism consequence operations conducted in the aftermath of a terrorist incident to save lives and protect public and private property.
- d) Ensure required notification of terrorist incidents is made to state and federal authorities.

6. Support Services Responsibilities

a. Shelter and Mass Care.

1) Primary responsibility for this function is assigned the County Health Authority, American Red Cross-Dallas Area Chapter, and Salvation Army of Ellis County, who will prepare and maintain Annex C (Shelter and Mass Care) to this plan and supporting SOPs

2) Emergency tasks to be performed include:

- a) Perform emergency shelter and mass care planning.
- b) Coordinate and conduct shelter and mass care operations with our other departments, relief agencies, and volunteer groups.

b. Public Information.

1) Primary responsibility for this function is assigned to the County Public Information Officer (PIO) (Assistant to the County Judge), who will prepare and maintain Annex I (Public Information) to this plan and supporting SOPs.

2) Emergency tasks to be performed include:

- a) Establish a Joint Information Center (JIC)
- b) Conduct on-going hazard awareness and public education programs.
- c) Pursuant to the Joint Information System (JIS), compile and release information and instructions for the public during emergency situations and respond to questions relating to emergency operations.
- d) Provide information to the media and the public during emergency situations.
- e) Arrange for media briefings.
- f) Compiles print and photo documentation of emergency situations.

c. Recovery.

1) Primary responsibility for this function is assigned to the Emergency Management Coordinator, Long-term Recovery Committee (LTRC), and American Red Cross-Dallas Area Chapter, who will prepare and maintain Annex J (Recovery) to this plan and supporting SOPs.

2) Emergency tasks to be performed include:

- a) Establish and train a damage assessment team using local personnel. Coordinate the efforts of that team with state and federal damage assessment personnel who may be dispatched to assist us.
- b) Assess and compile information on damage to public and private property and needs of disaster victims and formulate and carry out programs to fill those needs.
- c) If damages are beyond our capability to deal with, compile information for use by our elected officials in requesting state or federal disaster assistance.
- d) If we are determined to be eligible for state or federal disaster assistance, coordinate with state and federal agencies to carry out authorized recovery programs.

d. Public Works & Engineering.

1) Primary responsibility for this function is assigned to the County Engineer, who will prepare and maintain Annex K (Public Works & Engineering) to this plan and supporting SOPs.

2) Emergency tasks to be performed include:

- a) Protect government facilities and vital equipment where possible.
- b) Assess damage to streets, bridges, traffic control devices, and other public facilities.
- c) Direct temporary repair of vital facilities.
- d) Restore damaged roads and bridges.
- e) Restore waste treatment and disposal systems.
- f) Arrange for debris removal.
- g) General damage assessment support.
- h) Building inspection support.
- i) Provide specialized equipment to support emergency operations.
- j) Support traffic control and search and rescue operations.

e. Utilities.

1) Primary responsibility for this function is assigned to the County Engineer, who will prepare and maintain Annex L (Energy and Utilities) to this plan and supporting SOPs.

2) Emergency tasks to be performed include:

- a) Prioritize restoration of utility service to vital facilities and other facilities.
- b) Arrange for the provision of emergency power sources where required.
- c) Identify requirements for emergency drinking water and portable toilets to the department or agency responsible for mass care.
- d) Assess damage to, repair, and restore public utilities.
- e) Monitor recovery activities of privately owned utilities.

f. Resource Management.

- 1) Primary responsibility for this function is assigned to the County Auditor, who will prepare and maintain Annex M (Resource Management) to this plan and supporting SOPs.
- 2) Emergency tasks to be performed include:
  - a) Maintain an inventory of emergency resources.
  - b) During emergency operations, locates supplies, equipment, and personnel to meet specific needs.
  - c) Maintain a list of suppliers for supplies and equipment needed immediately in the aftermath of an emergency.
  - d) Establish emergency purchasing procedures and coordinate emergency procurements.
  - e) Establish and maintain a manpower reserve and coordinate assignment of reserve personnel to departments and agencies that require augmentation.
  - f) Coordinate transportation, sorting, temporary storage, and distribution of resources during emergency situations.
  - g) Establish staging areas for resources, if required.
  - h) During emergency operations, identify to the Donations Management Coordinator those goods, services, and personnel that are needed.
  - i) Maintain records of emergency-related expenditures for purchases and personnel.

g. Human Services.

- 1) Primary responsibility for this function is assigned to the Waxahachie Chapter of the Salvation Army and American Red Cross-Dallas Area Chapter, who will prepare and maintain Annex O (Human Services) to this plan and supporting SOPs
- 2) Emergency tasks to be performed include:
  - a) Identify emergency feeding sites.
  - b) Identify sources of clothing for disaster victims.
  - c) Secure emergency food supplies.

- d) Coordinate the operation of shelter facilities, whether operated by local government, local volunteer groups, or organized disaster relief agencies such as the American Red Cross.
  - e) Coordinate special care requirements for disaster victims such as the aged, functional and access needs individuals, and others.
  - f) Coordinate the provision of disaster mental health services to disaster victims, emergency workers, and/or others suffering trauma due to the emergency incident/disaster.
- h. Hazard Mitigation.
- 1) The primary responsibility for this function is assigned to the County Engineer, who will prepare and maintain Annex P (Hazard Mitigation) to this plan and supporting SOPs.
  - 2) Emergency tasks to be performed include:
    - a) Maintain the local Hazard Analysis.
    - b) Identify beneficial pre-disaster hazard mitigation projects and seek approval from local officials to implement such projects.
    - c) In the aftermath of an emergency, determine appropriate actions to mitigate the situation and coordinate implementation of those actions.
    - d) Coordinate and carry out post-disaster hazard mitigation program.
- i. Transportation.
- 1) The primary responsibility for this function is assigned to the County Engineer, who will prepare and maintain Annex S (Transportation) to this plan and supporting SOPs.
  - 2) Emergency tasks to be performed include:
    - a) Identifies local public and private transportation resources and coordinates their use in emergencies.
    - b) Coordinates deployment of transportation equipment to support emergency operations.
    - c) Establishes and maintains a reserve pool of drivers, maintenance personnel, parts, and tools.
    - d) Maintains records on use of transportation equipment and personnel for purpose of possible reimbursement.
- j. Donations Management.
- 1) The primary responsibility for this function is assigned to the Emergency Management Coordinator (EMC) and Long-term Recovery Committee (LTRC), who will prepare and maintain Annex T (Donations Management) to this plan and supporting SOPs.

2) Emergency tasks to be performed include:

- a) Compile resource requirements identified by the Resource Management staff.
- b) Solicit donations to meet known needs.
- c) Establish and implement procedures to receive, accept or turn down offers of donated goods and services, and provide instructions to donors of needed goods or services.
- d) In coordination with the Resource Management staff, establish a facility to receive, sort, and distribute donated goods.

k. Legal.

1) The primary responsibility for this function is assigned to the County Attorney, who will prepare and maintain Annex U (Legal) to this plan and supporting SOPs.

2) Emergency tasks to be performed include:

- a) Advise local officials on emergency powers of local government and procedures for invoking those measures.
- b) Review and advise our officials on possible legal issues arising from disaster operations.
- c) Prepare and/or recommend legislation to implement the emergency powers that may be required during an emergency.
- d) Advise local officials and department heads on record-keeping requirements and other documentation necessary for the exercising of emergency powers.

l. Department and agency heads not assigned a specific function in this plan will be prepared to make their resources available for emergency duty at the direction of our chief elected official.

## 7. Volunteer & Other Services

a. Volunteer Groups. The following are local volunteer agencies that can provide disaster relief services and traditionally have coordinated their efforts with our local government:

1) Waxahachie Chapter, American Red Cross.

The Red Cross provides shelter management, feeding at fixed facilities and through mobile units, first aid, replacement of eyeglasses and medications,

provision of basic clothing, and limited financial assistance to those affected by emergency situations, and feeding for emergency workers.

2) Waxahachie Chapter, The Salvation Army.

The Salvation Army provides emergency assistance to include mass and mobile feeding, temporary shelter, counseling, missing person services, medical assistance, and the warehousing and distribution of donated good including food clothing, and household items. It also provides referrals to government and private agencies for special services.

3) Southern Baptist Convention Disaster Relief.

Provides mobile feeding units staffed by volunteers. Active in providing disaster childcare, the agency has several mobile childcare units. It can also assist with clean-up activities, temporary repairs, reconstruction, counseling, and bilingual services.

4) Radio Amateur Civil Emergency Service (RACES).

The Radio Amateur Civil Emergency Service (RACES) provides amateur radio support for emergency operations, including communications support in the EOC.

b. Business Support.

The following businesses have agreed to provide support for emergency operations as indicated:

- 1) Wal-Mart
- 2) Home Depot

## **VII. DIRECTION AND CONTROL**

### **A. General**

1. The County Judge is responsible for establishing objectives and policies for emergency management and providing general guidance for disaster response and recovery operations, all in compliance with the NIMS. During disasters, she/he may carry out those responsibilities from the EOC.
2. The County Judge will provide overall direction of the response activities of all our departments. During major emergencies and disaster, she/he will normally carry out those responsibilities from the EOC.
3. Emergency Management Coordinator (EMC) will manage the EOC.

4. The Incident Commander, assisted by a staff sufficient for the tasks to be performed, will manage the emergency response at an incident site.
5. During emergency operations, department heads retain administrative and policy control over their employees and equipment. However, personnel and equipment will carry out mission assignments directed by the incident commander. Each department and agency is responsible for having its own operating procedures to be followed during response operations, but interagency procedures, such a common communications protocol, may be adopted to facilitate coordinated effort.
6. If our own resources are insufficient or inappropriate to deal with an emergency situation, we may request assistance from other jurisdictions, organized volunteer groups, or the State. The process for requesting State or Federal assistance is covered in section V.F of this plan; see also the Request for Assistance form in Annex M, Appendix 3. External agencies are expected to conform to the general guidance and directed provided by our senior decision-makers.

## **B. Emergency Facilities**

1. Incident Command Post. Except when an emergency situation threatens, but has not yet occurred, and those situations for which there is no specific hazard impact site (such as a severe winter storm or area-wide utility outage), an incident command post or command posts will be established in the vicinity of the incident site(s). As noted previously, the incident commander will be responsible for directing the emergency response and managing the resources at the incident scene.
1. Emergency Operating Center. When major emergencies and disasters have occurred or appear imminent, we will activate our EOC, which is located at **109 S. Jackson St Waxahachie (Courts Building)**. Counties and jurisdictions should work to establish locations for alternate emergency operation facilities should the area of current operation centers be impacted.
2. The following individuals are authorized to activate the EOC:
  - a. County Judge
  - b. Emergency Management
  - c. County Fire Marshal
3. The general responsibilities of the EOC are to:
  - a. Assemble accurate information on the emergency situation and current resource data to allow local officials to make informed decisions on courses of action.
  - b. Working with representatives of emergency services, determine and prioritize required response actions and coordinate their implementation.
  - c. Provide resource support for emergency operations.

- d. Suspend or curtail government services, recommend the closure of schools and businesses, and cancellation of public events.
  - e. Organize and activate large-scale evacuation and mass care operations.
  - f. Provide emergency information to the public.
5. Representatives of those departments and agencies assigned emergency functions in this plan will staff the EOC. EOC operations are addressed in Annex N (Direction and Control). The interface between the EOC and the incident command post is described in paragraph V.E above.
  6. Our Alternate EOC is located at **1150 U.S. 67 FRONTAGE RD #300, MIDLOTHIAN, TX 76065** . This facility will be used if our primary EOC becomes unusable.
  7. We have a mobile command and control vehicle, operated by Ellis County Sheriff's Office, which may be used as an incident command post.

### **C. Line of Succession**

1. The line of succession for the County Judge is:
  - a. County Judge
  - b. County Judge pro tem
  - c. County Engineer
2. The line of succession for Executive Assistant to the Judge is:
  - a. Executive Assistant to the Judge
  - b. Public Information Officer
  - c. Commissioners Court Assistant
3. The line of succession for the Emergency Management Coordinator is:
  - a. Emergency Management Coordinator
  - b. Fire Marshal
  - c. Waxahachie Emergency Management Coordinator
4. The lines of succession for each of our department and agency heads shall be in accordance with the SOPs established by those departments and agencies.

<b>VIII.      READINESS LEVELS</b>
------------------------------------

- A. Many emergencies follow some recognizable build-up period during which actions can be taken to achieve a gradually increasing state of readiness. We use a four-tier system. Readiness Levels will be determined by the County Judge or, for certain circumstances, the Emergency Management Coordinator. General actions to be taken at each readiness

level are outlined in the annexes to this plan; more specific actions will be detailed in departmental or agency SOPs.

**B.** The following Readiness Levels will be used as a means of increasing our alert posture.

1. Level IV (4): Normal Conditions

- a. Emergency incidents occur and local officials are notified. One or more departments or agencies respond to handle the incident; an incident command post may be established. Limited assistance may be requested from other jurisdictions pursuant to established inter-local agreements.
- b. The normal operations of government are not affected.

2. Level III (3): Increased Readiness

- a. Increased Readiness refers to a situation that presents a greater potential threat than “Level IV (4)”, but poses no immediate threat to life and/or property. Increased readiness actions may be appropriate when the situations similar to the following occur:
  - 1) Tropical Weather Threat. A tropical weather system has developed that has the potential to impact the local area. Readiness actions may include regular situation monitoring, a review of plans and resource status, determining staff availability and placing personnel on-call.
  - 2) Tornado Watch indicates possibility of tornado development. Readiness actions may include increased situation monitoring and placing selected staff on alert.
  - 3) Flash Flood Watch indicates flash flooding is possible due to heavy rains occurring or expected to occur. Readiness actions may include increased situation-monitoring, reconnaissance of known trouble spots, deploying warning signs.
  - 4) Wildfire Threat. During periods of extreme wildfire threat, readiness actions may include deploying additional resources to areas most at risk, arranging for standby commercial water tanker support, conducting daily aerial reconnaissance, or initiating burn bans.
  - 5) Mass Gathering. For mass gatherings with previous history of problems, readiness actions may include reviewing security, traffic control, fire protection, and first aid planning with organizers and determining additional requirements.
- b. Declaration of “Level III (3)” will generally require the initiation of the “Increased Readiness” activities identified in each annex to this plan.

3. Level II (2): High Readiness

a. High Readiness refers to a situation with a significant potential and probability of causing loss of life and/or property. This condition will normally require some degree of warning to the public. Actions could be triggered by severe weather warning information issued by the National Weather Service such as:

- 1) Tropical Weather Threat. A tropical weather system may impact the local area within 72 hours. Readiness actions may include continuous storm monitoring, identifying worst-case decision points, increasing preparedness of personnel and equipment, updating evacuation checklists, verifying evacuation route status, and providing the public information for techniques to protect homes and businesses on the evacuation routes.
- 2) Tornado Warning. Issued when a tornado has actually been sighted in the vicinity or indicated by radio, and may strike in the local area. Readiness actions may include activating the EOC, continuous situation monitoring, and notifying the public about the warning.
- 3) Flash Flood Warning. Issued to alert persons that flash flooding is imminent or occurring on certain streams or designated areas, and immediate action should be taken. Readiness actions may include notifying the public about the warning, evacuating low-lying areas, open shelters to house evacuees, and continuous situation monitoring.
- 4) Winter Storm Warning. Issued when heavy snow, sleet, or freezing rain are forecast to occur separately or in a combination. Readiness actions may include preparing for possible power outages, putting road crews on stand-by to clear and/or sand the roads, and continuous situation monitoring.
- 5) Mass Gathering. Civil disorder with relatively large-scale localized violence is imminent. Readiness actions may include increased law enforcement presence, putting hospitals and fire departments on alert, and continuous situation monitoring.
- 6) Human-Induced Hazards. The hazards include acts of terrorism that may involve weapons of mass destruction such as dirty bombs, chemical and biological agents, and hazardous materials and oil spills.
- 7) Homeland Security Advisory System Level Orange. If the Federal Officials receive intelligence indicating the likelihood of a terrorist attack, the national threat alert system may be raised to Orange thus triggering an increase to Level II (2): High Readiness locally.

b. Declaration of a "Level II (2)" will generally require the initiation of the "High Readiness" activities identified in each annex to this plan.

#### 4. Level I (1): Maximum Readiness

a. Maximum Readiness refers to situation that hazardous conditions are imminent. This condition denotes a greater sense of danger and urgency than associated with a "Level II (2)" event. Actions could also be generated by severe weather

warning information issued by the National Weather Service combined with factors making the event more imminent.

- 1) Tropical Weather Threat. The evacuation decision period is nearing for an approaching tropical weather system that may impact the local area. Readiness actions may include continuous situation monitoring, cull activation of the EOC, recommending precautionary actions for special facilities, placing emergency personnel and equipment into position for emergency operations, and preparing public transportation resources for evacuation support.
  - 2) Tornado Warning. Tornado has been sited especially close to a populated area or moving towards a populated area. Readiness actions may include taking immediate shelter and put damage assessment teams on stand-by.
  - 3) Flash Flood Warning. Flooding is imminent or occurring at specific locations. Readiness actions may include evacuations, rescue teams on alert, sheltering evacuees and/or others displaced by the flooding, and continuous monitoring of the situation.
  - 4) Mass Gathering. Civil disorder is about to erupt into large-scale and widespread violence. Readiness actions may include having all EMS units on stand-by, all law enforcement present for duty, notify the DDC that assistance may be needed and keep them apprised of the situation, and continuous situation monitoring is required.
  - 5) Human-Induced Hazards. Following the release of information regarding intentional or accidental releases of harmful agents that may be chemical, biological, or radiological in nature, officials may declare a Level I (1) alert, Maximum Readiness. Readiness actions may include the deployment of HazMat teams, requests for additional resources, and the issuing of evacuation or shelter-in-place advisories.
  - 6) Homeland Security Advisory System Level Red. If the Federal Officials receive intelligence indicating the likelihood of a terrorist attack, the national threat alert system may be raised to Red thus triggering an increase to Level I (1) of Maximum Readiness
- b. Declaration of "Level I (1)" will generally require the initiation of the "Maximum Readiness" activities identified in each annex to this plan.

## **IX. ADMINISTRATION AND SUPPORT**

### **A. Agreements and Contracts**

1. Should our local resources prove to be inadequate during an emergency; requests will be made for assistance from other local jurisdictions, other agencies, and industry in accordance with existing mutual-aid agreements and contracts and those agreements and contracts concluded during the emergency. Such assistance may include

equipment, supplies, or personnel. All agreements will be entered into by authorized officials and should be in writing whenever possible. Agreements and contracts should identify the local officials authorized to request assistance pursuant to those documents.

2. In an effort to facilitate assistance pursuant to mutual aid agreements, our available resources are identified and are a part of the Texas Regional Response Network (TRRN).
3. The agreements and contracts pertinent to emergency management that we are a party to are summarized in Attachment 6.

## **B. Reports**

1. Hazardous Materials Spill Reporting. If we are responsible for a release of hazardous materials of a type or quantity that must be reported to state and federal agencies, the department or agency responsible for the spill shall make the required report. See Annex Q, Hazardous Materials and Oil Spill Response, for more information. If the party responsible for a reportable spill cannot be located, the Incident Commander and County Fire Marshal shall ensure that the required report(s) are made.
2. Initial Emergency Report. This short report should be prepared and transmitted by the EOC when an on-going emergency incident appears likely to worsen and we may need assistance from other local governments or the State. See Annex N, Direction and Control for the format and instructions for this report.
3. Situation Report. A daily situation report should be prepared and distributed by the EOC during major emergencies or disasters. See Annex N, Direction and Control, for the format of and instructions for this report.
4. After Action Report/Lessons. These reports should be prepared to document response efforts in order to identify strengths in the current system as well as areas for improvements. This shall be considered part of the planning process. Reports should be distributed, after each major emergency or disaster as well as exercises and simulations.
5. Other Reports. Several other reports covering specific functions are described in the annexes to this plan.

## **C. Records**

1. Record Keeping for Emergency Operations

Our county/city is responsible for establishing the administrative controls necessary to manage the expenditure of funds and to provide reasonable accountability and justification for expenditures made to support emergency operations. This shall be done in accordance with the established local fiscal policies and standard cost accounting procedures.

- a. Activity Logs. The Incident Command Post and the EOC shall maintain accurate logs recording key response activities, including:
  - 1) Activation or deactivation of emergency facilities.
  - 2) Emergency notifications to other local governments and to state and federal agencies.
  - 3) Significant changes in the emergency situation.
  - 4) Major commitments of resources or requests for additional resources from external sources.
  - 5) Issuance of protective action recommendations to the public.
  - 6) Evacuations.
  - 7) Casualties.
  - 8) Containment or termination of the incident.
- b. Incident Costs. All department and agencies shall maintain records summarizing the use of personnel, equipment, and supplies during the response to day-to-day incidents to obtain a estimate of annual emergency response costs that can be used as in preparing future department or agency budgets.
- c. Emergency or Disaster Costs. For major emergencies or disasters, all departments and agencies participating in the emergency response shall maintain detailed of costs for emergency operations to include:
  - 1) Personnel costs, especially overtime costs
  - 2) Equipment operations costs
  - 3) Costs for leased or rented equipment
  - 4) Costs for contract services to support emergency operations
  - 5) Costs of specialized supplies expended for emergency operations

These records may be used to recover costs from the responsible party or insurers or as a basis for requesting financial assistance for certain allowable response and recovery costs from the state and/or federal government.

## 2. Preservation of Records

- a. In order to continue normal government operations following an emergency situation disaster, vital records must be protected. These include legal documents as well as property and tax records. The principal causes of damage to records are fire and water; therefore, essential records should be protected accordingly. Each agency responsible for preparation of annexes to this plan will include protection of vital records in its SOPs.
- b. If records are damaged during an emergency situation, we will seek professional assistance to preserve and restore them.

## D. Training

It will be the responsibility of each agency director to ensure that agency personnel, in accordance with the NIMS, possess the level of training, experience, credentialing, currency, physical and medical fitness, or capability for any positions they are tasked to fill.

#### **E. Consumer Protection**

Consumer complaints regarding alleged unfair or illegal business practices often occur in the aftermath of a disaster. Such complaints will be referred to the County Attorney, who will pass such complaints to the Consumer Protection Division of the Office of the Attorney General.

#### **F. Post-Incident and Exercise Review**

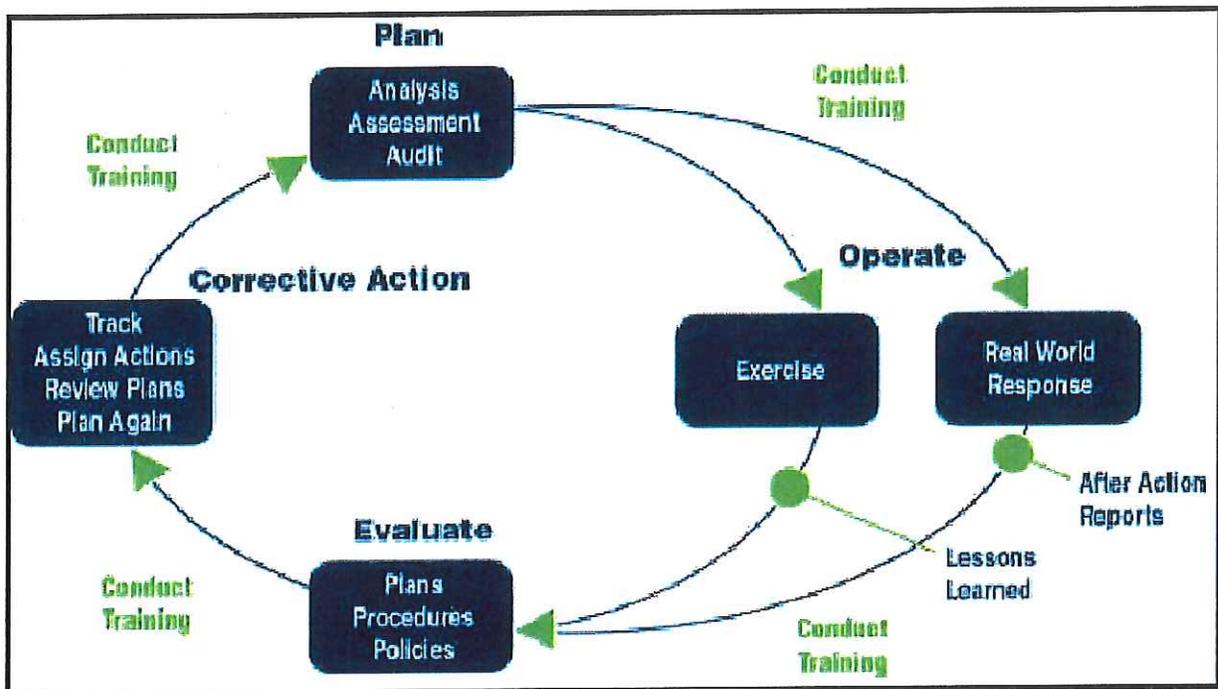
The County Judge is responsible for organizing and conducting a critique following the conclusion of a significant emergency event/incident or exercise. The After Action Report (AAR) will entail both written and verbal input from all appropriate participants. An Improvement Plan will be developed based on the deficiencies identified, and an individual, department, or agency will be assigned responsibility for correcting the deficiency and a due date shall be established for that action.

### **X. PLAN DEVELOPMENT AND MAINTENANCE**

#### **A. Preparedness Cycle**

The EMP will be maintained, reviewed, and updated following a preparedness cycle that includes four phases: Plan, Operate, Evaluate, and Corrective Action. Participation of primary and support agencies during all phases of this cycle ensures the plan reflects the current policies, organizational structures, and methodologies utilized by County response organizations.

**Figure 6: Emergency Management Planning Cycle**



## B. Plan Development

The County Judge is responsible for approving and promulgating this plan.

## C. Distribution of Planning Documents

1. The County Judge shall determine the distribution of this plan and its annexes. In general, copies of plans and annexes should be distributed to those individuals, departments, agencies, and organizations tasked in this document. Copies should also be set-aside for the EOC and other emergency facilities.
2. The Basic Plan should include a distribution list (See Attachment 1 to this plan) that indicates who receives copies of the basic plan and the various annexes to it. In general, individuals who receive annexes to the basic plan should also receive a copy of this plan, because the Basic Plan describes our emergency management organization and basic operational concepts.

## D. Review

The Basic Plan and its annexes shall be reviewed annually by local officials. The County Judge/EMC will establish a schedule for annual review of planning documents by those tasked in them.

## E. Update

2. This plan will be updated based upon deficiencies identified during actual emergency situations and exercises and when changes in threat hazards, resources and capabilities, or government structure occur.
3. The Basic Plan and its annexes must be revised or updated by a formal change at least **every five years**. Responsibility for revising or updating the Basic Plan is assigned to the Emergency Management Coordinator (EMC). Responsibility for revising or updating the annexes to this plan is outlined in Section VI.B, Assignment of Responsibilities, as well as in each annex. For details on the methods of updating planning documents as well as more information on when changes should be made, refer to Chapter 3 of the Texas Division of Emergency Management (TDEM) *Local Emergency Management Planning Guide* (TDEM-10).  
Chapter 3 <https://www.txdps.state.tx.us/dem/downloadableforms.htm>
4. Revised or updated planning documents will be provided to all departments, agencies, and individuals tasked in those documents.
5. §418.043(4) of the Government Code provides that DEM shall review local emergency management plans. The process for submitting new or updated planning documents to DEM is described in Chapter 6 of the DEM-10. The County Judge is responsible for submitting copies of planning documents to our TDEM District Coordinator for review.

**ATTACHMENTS:**

1. Distribution List
2. References
3. Organization for Emergencies
4. Functional Responsibility Matrix
5. Annex Assignments
6. Summary of Agreements & Contracts
7. National Incident Management System
8. Court Order Adopting NIMS

**ATTACHMENT 1  
DISTRIBUTION LIST**

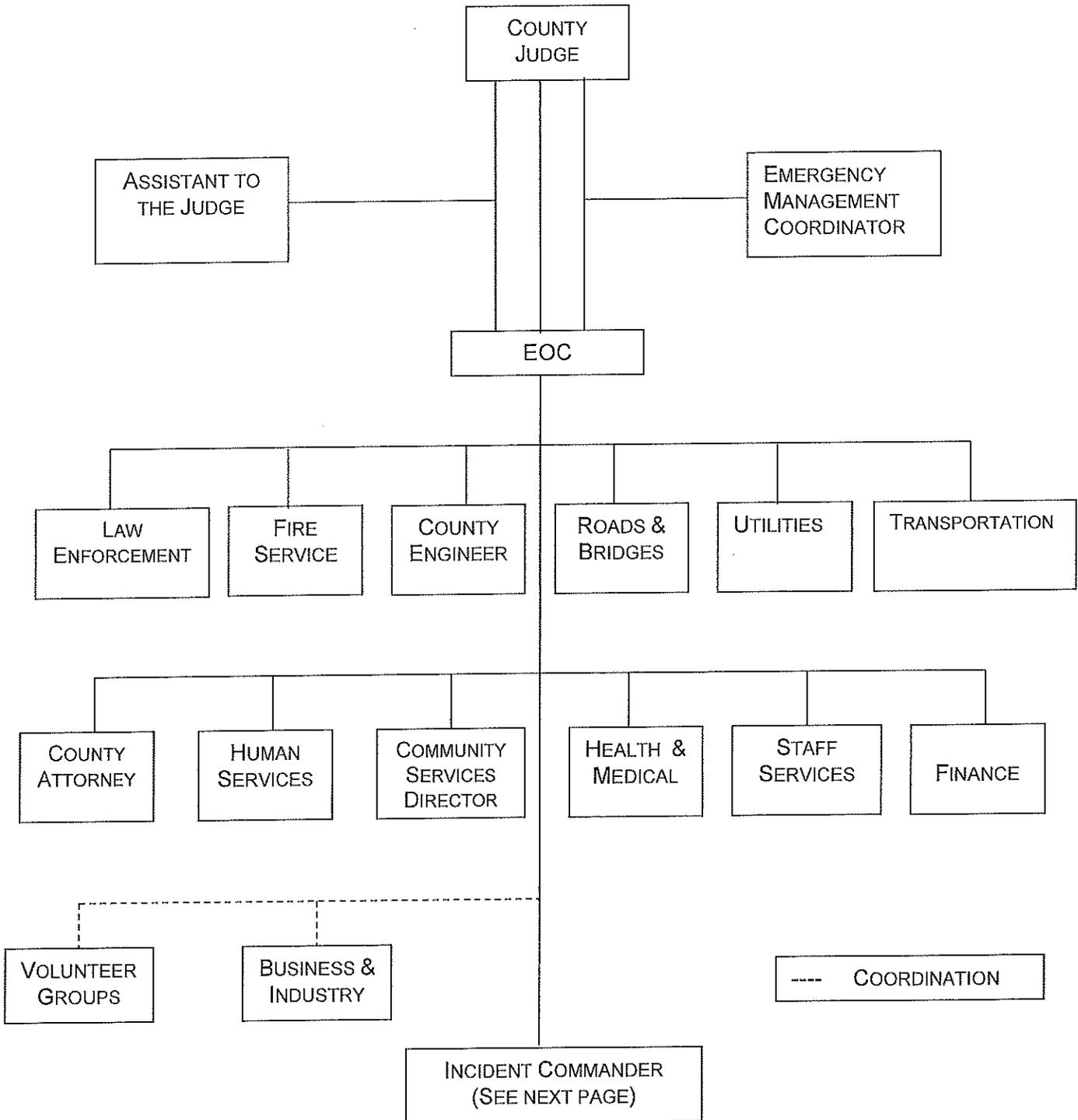
<u>Jurisdiction/Agency Plan</u>	<u>Basic Plan</u>	<u>Annexes</u>
EOC Reference Library	2	All
County Judge/Mayor	1	All
City Manager	1	All
Each County Commissioner	1	All
EMC	1	All
City Secretary/Asst. to the Judge	1	All
County Sheriff	2	All
Police Chief	1	All
Each Constable	1	All
Fire Chief/Fire Marshal	2	All
Community Services Director	1	C, E, O
County Health Officer	1	C, D, H, O, Q
Finance Director/Tax Assessor	1	J, M
City Public Works Director/County Engineer	1	E, G, J, K, L, S
Public Utilities Director	1	J, K, L
Human Resources Director	1	C, M, O, T
County Attorney	1	All
Justices of the Peace	1	G, H, N
Medical Examiner	1	G, H, N
RACES Officer	1	All
Radiological Officer	1	D, E, Q
_____ Hospital	1	C, E, S
County Animal Control	1	E, H
ISD Transportation Director	1	C, E, H, O
County Independent School District	1	C, E, O, S
Ellis County Local Emergency Planning Committee	1	All
American Red Cross	1	C, E, J, O, T
The Salvation Army	1	C, E, J, O, T
Southern Baptist Convention Disaster Relief	1	C, E, J, O, T
Hazard County Rural Transportation Service	1	S
GDEM Regional Liaison Officer	1	All
R.J. Smith Refuse Company	1	J, M, T
ABC Disposal & Demolition	1	J, M, T

**ATTACHMENT 2  
REFERENCES**

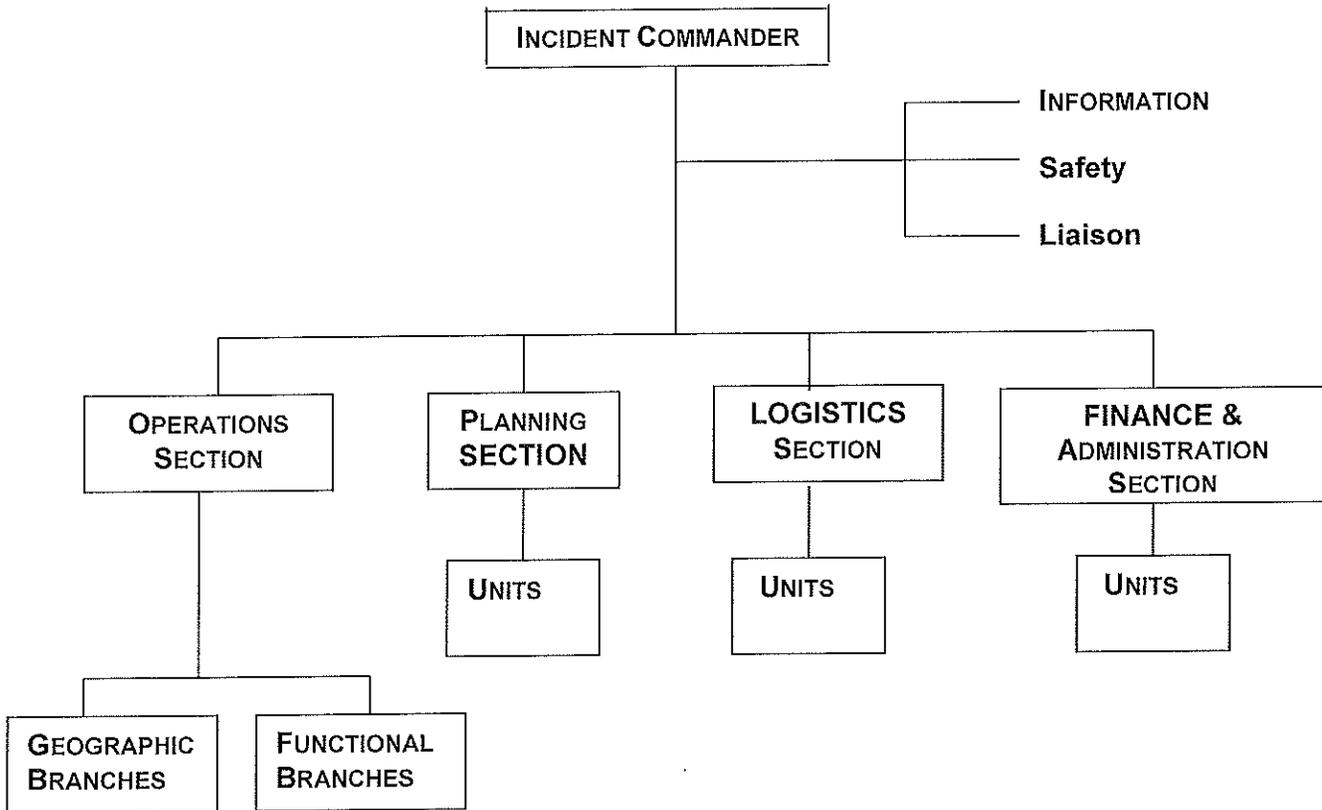
1. Texas Department of Public Safety, Texas Division of Emergency Management, *Local Emergency Management Planning Guide*, DEM-10  
<https://www.txdps.state.tx.us/internetforms/Forms/TDEM-10.pdf>
2. Texas Department of Public Safety, Texas Division of Emergency Management, *Disaster Recovery Manual*  
<http://dps.texas.gov/Internetforms/Forms/TDEM-62.pdf>
3. Texas Department of Public Safety, Texas Division of Emergency Management, *Mitigation Handbook*  
<http://dps.texas.gov/internetforms/Forms/TDEM-21.pdf>
4. FEMA, Independent Study Course, IS-288: *The Role of Voluntary Organizations in Emergency Management IS-288.a The Role of Voluntary Organizations in Emergency Management - (2/12/2015)*  
<https://training.fema.gov/is/crslist.aspx?page=6>
5. FEMA, *Comprehensive Preparedness Guide (CPG-101)*  
[http://www.fema.gov/pdf/about/divisions/npd/CPG\\_101\\_V2.pdf](http://www.fema.gov/pdf/about/divisions/npd/CPG_101_V2.pdf)
6. U. S. Department of Homeland Security, *National Response Plan*  
[http://www.dhs.gov/xlibrary/assets/NRP\\_Brochure.pdf](http://www.dhs.gov/xlibrary/assets/NRP_Brochure.pdf)
7. 79<sup>th</sup> Texas Legislature, *House Bill 3111*

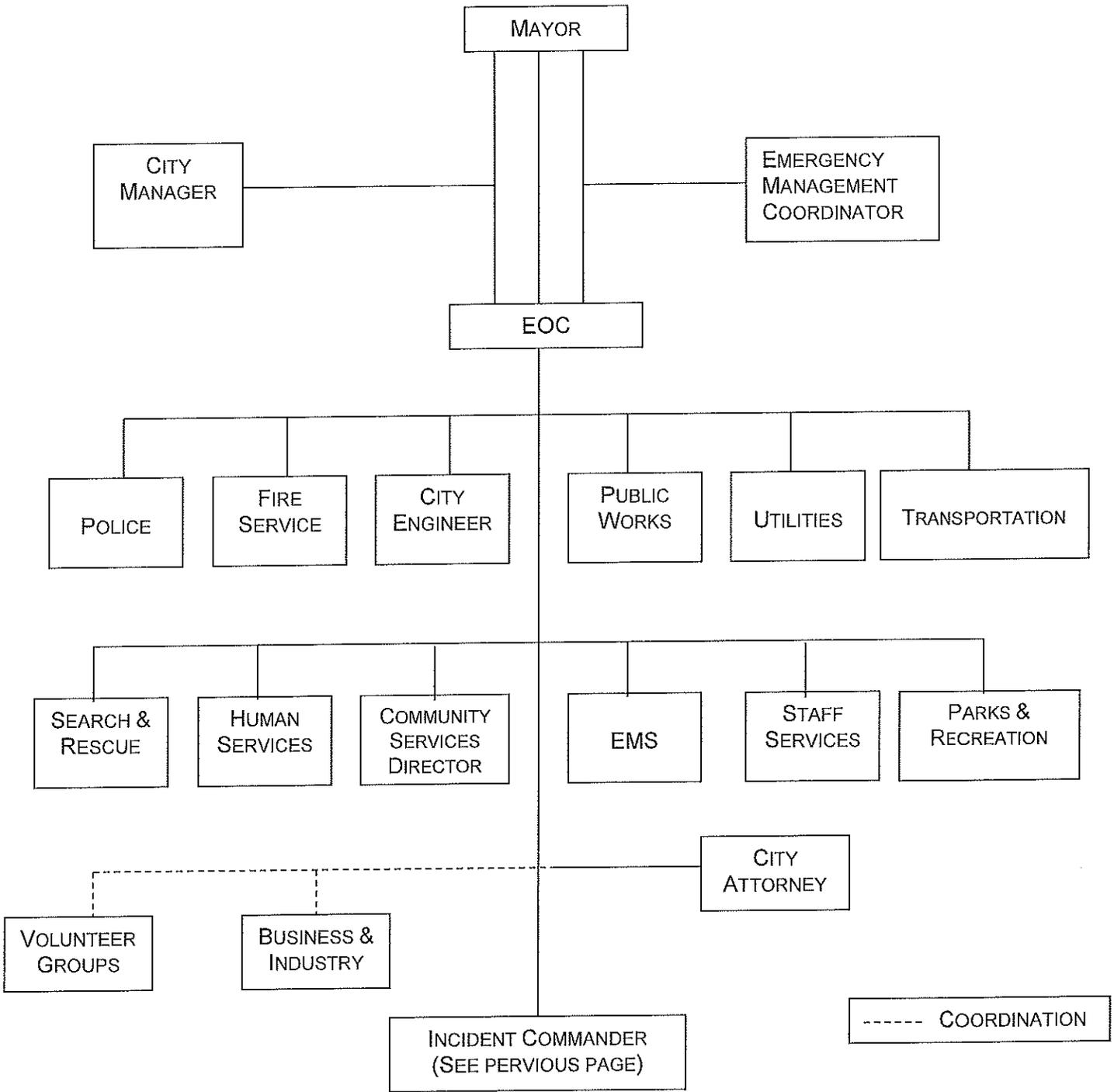
**ATTACHMENT 3  
ORGANIZATION FOR EMERGENCY MANAGEMENT**

**ORGANIZATION FOR EMERGENCY MANAGEMENT – COUNTY PROGRAM**



**ORGANIZATION FOR EMERGENCY MANAGEMENT – SIGNATORY CITY**





**ATTACHMENT 4  
EMERGENCY MANAGEMENT FUNCTIONAL RESPONSIBILITIES**

**FUNCTIONAL RESPONSIBILITIES**

	Warning	Communications	Shelter & Mass Care	Radiological Protection	Evacuation	Firefighting	Law Enforcement	Health & Medical	Public Information	Recovery	Public Works & Engineering	Utilities	Resource Management	Direction & Control	Human Services	Hazard Mitigation	Hazmat & Oil Spill Response	Search & Rescue	Transportation	Donations Management	Legal	Terrorist Incident Response	
County Judge/Mayor	S	S	S	S	S	S	S	S	S	S	S	S	S	P	S	S	S	S	S	S	S	S	S
Asst. to Judge/City Manager									P	S			S							S			
EMC	S	C	C	C	S	C	C	C	C	C	C	C	S	C	C	S	C	C	C	S	C	C	C
Law Enforcement	P	P	S	S	P	S	P						S	S	S		S	S		S			P
Fire Service	S	S	S	P	S	P							S	S		S	P	S		S			S
Public Works		S	S	S	S		S			S	P	S	S	S		P	S	S					S
Utilities		S								S		P	S	S		S	S			S			S
Health & Medical Services			S	S	S			P					S	S	S		S	S	S	S	S		S
Human Services			S		S								S		P	S				S			S
Community Services			P	S	S								S	S	S						P		S
Human Resources													P								S		
Tax Assessor/Finance Dir.										P			S			S					S		
Transportation/ISD			S		S								S		S		S			P			S
City/County Attorney's Office					S								S			S					S	P	S
Search & Rescue					S									S				P					S

P – INDICATES PRIMARY RESPONSIBILITY  
 S – INDICATES SUPPORT RESPONSIBILITY  
 C – INDICATES COORDINATION RESPONSIBILITY

**ATTACHMENT 5  
ANNEX ASSIGNMENTS**

<b>ANNEX</b>	<b>ASSIGNED TO:</b>
Annex A: Warning	Emergency Management Coordinator
Annex B: Communications	County Sheriff
Annex C: Shelter & Mass Care	Red Cross/Salvation Army
Annex D: Radiological Protection	County Sheriff
Annex E: Evacuation	County Sheriff
Annex F: Firefighting	Fire Marshal
Annex G: Law Enforcement	County Sheriff
Annex H: Health and Medical Services	Ellis County Health Officer & AMR
Annex I: Public Information	Asst. to the Judge
Annex J: Recovery	Emergency Management Coordinator/Red Cross/LTRC
Annex K: Public Works & Engineering	County Engineer
Annex L: Utilities	County Engineer
Annex M: Resource Management	County Auditor
Annex N: Direction & Control	Emergency Management
Annex O: Human Services	Human Services Director/ Salvation Army/ LTRC
Annex P: Hazard Mitigation	County Engineer
Annex Q: Hazardous Materials & Oil Spill Response	Fire Marshal
Annex R: Search & Rescue	Fire Marshal/ Emergency Management
Annex S: Transportation	County Engineer
Annex T: Donations Management	Emergency Management Coordinator/ LTRC
Annex U: Legal	County Attorney
Annex V: Terrorist Incident Response	County Sheriff

**ATTACHMENT 6**  
**SUMMARY OF AGREEMENTS & CONTRACTS**

**Agreements**

*Joint resolutions establishing an interjurisdictional emergency management program with Ellis County and the following cities: Midlothian, Ovilla, Oak Leaf, Glenn Heights, Red Oak, Ferris, Pecan Hill Palmer, Bardwell, Alma, Garrett, Ennis, Italy, Milford, and Red Oak are stored in the office of Emergency Management as well as the Ellis County Clerk's Office.*

*Mutual Aid Agreements are currently all verbal. A committee has recently been formed between S. Dallas County cities and N. Ellis County cities to form a mutual aid system. The Ellis Dallas Unified command Team (EDUCT) is currently working with city and County Attorneys to create a written Mutual Aid agreement.*

<b>ATTACHMENT 7 NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS) SUMMARY</b>
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## **A. BACKGROUND**

1. NIMS is a comprehensive, national approach to incident management that is applicable to all jurisdictional levels and across functional disciplines. This system is suitable across a wide range of incidents and hazard scenarios, regardless of size or complexity. It provides a flexible framework for all phases of incident management, as well as requirements for processes, procedures, and systems designed to improve interoperability.
2. NIMS is a multifaceted system that provides a national framework for preparing for, preventing, responding to, and recovering from domestic incidents.

## **B. COMPONENTS**

1. Command and Management. The incident management structures employed by NIMS can be used to manage emergency incidents or non-emergency events such as celebrations. The system works equally well for small incidents and large-scale emergency situations. The system has built-in flexibility to grow or shrink depending on current needs. It is a standardized system, so personnel from a variety of agencies and geographic locations can be rapidly incorporated into a common management structure.
  - a. Incident Management System. A system that can be used to manage emergency incidents or non-emergency events such as celebrations.

### 1) FEATURES OF ICS

ICS has a number of features that work together to make it a real management system. Among the primary attributes of ICS are:

- a) **Common Terminology**. ICS requires the use of common terminology, such as the use of standard titles for facilities and positions within an organization, to ensure efficient and clear communications.
- b) **Organizational Resources**. All resources including personnel, facilities, major equipment, and supply items used to support incident management activities must be "typed" with respect to capability. This typing will minimize confusion and enhance interoperability.
- c) **Manageable Span of Control**. Span of control should ideally vary from three to seven. Anything less or more requires expansion or consolidation of the organization.
- d) **Organizational Facilities**. Common terminology is used to define incident facilities, the activities conducted at these facilities, and the organizational positions that can be found working there.
- e) **Use of Position Titles**. All ICS positions have distinct titles.

- f) Reliance on an Incident Action Plan. The incident action plan, which may be verbal or written, is intended to provide supervisory personnel a common understanding of the situation and direction for future action. The plan includes a statement of objectives, organizational description, assignments, and support material such as maps. Written plans are desirable when two or more jurisdictions are involved, when state and/or federal agencies are assisting local response personnel, or there has been significant turnover in the incident staff.
- g) Integrated Communications. Integrated communications includes interfacing disparate communications as effectively as possible, planning for the use of all available systems and frequencies, and requiring the use of clear text in communications.
- h) Accountability. ICS is based on an orderly chain of command, check-in for all responders, and only one supervisor for each responder.

## 2) UNIFIED COMMAND

- a) Unified Command is a variant of ICS used when there is more than one agency or jurisdiction with responsibility for the incident or when personnel and equipment from a number of different agencies or jurisdictions are responding to it. This might occur when the incident site crosses jurisdictional boundaries or when an emergency situation involves matters for which state and/or federal agencies have regulatory responsibility or legal requirements.
- b) ICS Unified Command is intended to integrate the efforts of multiple agencies and jurisdictions. The major change from a normal ICS structure is at the top. In a Unified command, senior representatives of each agency or jurisdiction responding to the incident collectively agree on objectives, priorities, and an overall strategy or strategies to accomplish objectives; approve a coordinated Incident Action Plan; and designate an Operations Section Chief. The Operations Section Chief is responsible for managing available resources to achieve objectives. Agency and jurisdictional resources remain under the administrative control of their agencies or jurisdictions, but respond to mission assignments and direction provided by the Operations Section Chief based on the requirements of the Incident Action Plan.

## 3) AREA COMMAND

- a) An Area Command is intended for situations where there are multiple incidents that are each being managed by an ICS organization or to oversee the management of large or multiple incidents to which several Incident Management Teams have been assigned. Area Command becomes Unified Area Command when incidents are multijurisdictional.
- b) The organization of an Area Command is different from a Unified Command in that there is no operations section, since all operations are conducted on-scene, at the separate ICPs.

- b. Multiagency Coordination Systems. Multiagency coordination systems may be required for incidents that require higher level resource management or information management. The components of multiagency coordination systems include facilities, equipment, EOCs, specific multiagency coordination entities, personnel, procedures, and communications; all of which are integrated into a common framework for coordinating and supporting incident management.
  - c. Public Information. The NIMS system fully integrates the ICS Joint Information System (JIS) and the Joint Information Center (JIC). The JIC is a physical location where public information staff involved in incident management activities can collocate to perform critical emergency information, crisis communications, and public affairs functions. More information on JICs can be obtained in the DHS *National Incident Management System Plan*, dated March 2004.
2. Preparedness. Preparedness activities include planning, training, and exercises as well as certification of response personnel, and equipment acquisition and certification. Activities would also include the creation of mutual aid agreements and Emergency Management Assistance Compacts. Any public information activities such as publication management would also be preparedness activities.
  3. Resource Management. All resources, such as equipment and personnel, must be identified and typed. Systems for describing, inventorying, requesting, and tracking resources must also be established.
  4. Communications and Information Management. Adherence to NIMS specified standards by all agencies ensures interoperability and compatibility in communications and information management.
  5. Supporting Technologies. This would include any technologies that enhance the capabilities essential to implementing the NIMS. For instance, voice and data communication systems, resource tracking systems, or data display systems.
  6. Ongoing Management and Maintenance. The NIMS Integration Center provides strategic direction and oversight in support of routine review and continual refinement of both the system and its components over the long term.

**ATTACHMENT 8  
COURT ORDER ADOPTING NIMS**

**COMMISSIONERS COURT ORDER  
ADOPTING THE NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS)**

ORDER NO. 314.05

BY THE COMMISSIONERS COURT OF ELLIS COUNTY, TEXAS, ADOPTING THE NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS) AS THE STANDARD FOR INCIDENT MANAGEMENT.

WHEREAS on February 28, 2003, the President issued Homeland Security Presidential Directive (HSPD) - 5 that created the Department of Homeland Security in cooperation with representatives of federal, state, and local government, to develop a National Incident Management System (NIMS) to provide a consistent approach to the effective management of situations involving natural disasters, man-made disasters or terrorism; and

WHEREAS, the final NIMS was released on March 1, 2004, and

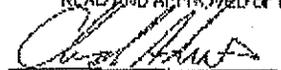
WHEREAS, the NIMS outlines a practice model for the accomplishment of the significant responsibilities associated with prevention, preparedness, response, recovery, and mitigation of all major and natural hazards situations, and

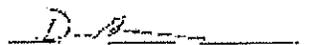
WHEREAS, the HSPD-5 requires that state and local governments adopt the NIMS by fiscal year 2005 as a pre-condition to the receipt of federal grants, contracts and activities related to the management and preparedness for certain disaster and hazard situations and

WHEREAS, the County of Ellis desires to adopt the NIMS as required by HSPD-5;

BE IT ORDERED, ADJUDGED AND DECREED BY THE COMMISSIONERS COURT OF ELLIS COUNTY, TEXAS that Ellis County, Texas does hereby adopt the National Incident Management System

READ AND APPROVED on first reading this the 13<sup>th</sup> day of September 2005

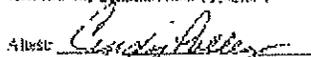
  
Chad Adams, County Judge

  
Donna Robinson, Commissioner Precinct 1

  
Heath Sims, Commissioner Precinct 3

  
Larry Jones, Commissioner Precinct 2

  
Ron Rivera, Commissioner Precinct 4

Attest:   
Cindy Peltier, County Clerk



AGENDA ITEM REPORT

Item: 3

Meeting Date: November 09, 2015

Department: Water & Sewer Impact Fee Fund

Discussion  Action

Budgeted Expense:  YES  NO  N/A

Submitted by: Dennis Burn, CM

Amount: \$23,600

Reviewed By:  City Manager  City Secretary  City Attorney

Accountant  PW Director B. Piland

Attachments:

Letter and Agreement from Birkhoff, Hendricks and & Carter, L. L. P.

Agenda Item / Topic:

ITEM 3. **DISCUSSION/ACTION** – Consideration of and action on an Engineering Services Agreement by and between the City of Ovilla and Birkhoff, Hendricks and Carter, L.L.P., to complete an analysis of the Water and Wastewater Impact Fee Study update, authorizing payment of engineering services and authorizing the Mayor to execute said Agreement.

Discussion / Justification:

Our City Engineer, Birkhoff, Hendricks and Carter, LLP, has provided an agreement to prepare an analysis of the Water and Wastewater Impact Fee Update. The agreement includes a scope of services, completion schedule, payment schedule and Information to be provided by the City. Their fee of \$23,600.00 is within the FY 2015-2016 budget amount of \$37,500.00. The agreement was reviewed and approved (as to legal form) by our attorney.

I have informed our engineer that I am putting their preparation of the update on hold until the Comprehensive Land Use Plan (CLUP) is complete as the CLUP provides so much useful information.

Recommendation / Staff Comments:

Staff recommends

Sample Motion(s):

*I move that Council approves / denies the Engineering Services Agreement by and between the City of Ovilla and Birkhoff, Hendricks and Carter, L.L.P., to complete an analysis of the Water and Wastewater Impact Fee Study update, authorizing payment of engineering services and authorizing the Mayor to execute said Agreement as presented.*

**BIRKHOFF, HENDRICKS & CARTER, L.L.P.**  
**PROFESSIONAL ENGINEERS**

11910 Greenville Ave., Suite 600

Dallas, Texas 75243

Phone (214) 361-7900

www.bhellp.com

JOHN W. BIRKHOFF, P.E.  
GARY C. HENDRICKS, P.E.  
JOE R. CARTER, P.E.  
MATT HICKEY, P.E.  
ANDREW MATA, JR., P.E.  
JOSEPH T. GRAJEWSKI, III, P.E.  
DEREK B. CHANEY, P.E.  
CRAIG M. KERKHOFF, P.E.

September 21, 2015

Mr. Dennis Burn, P.E.  
City Manager  
105 S. Cockrell Hill  
Ovilla, Texas 75154

Re: Engineering Proposal

Dear Mr. Burn:

In accordance with your request, we are enclosing two original Engineering Services Agreements for the City's Water and Sewer Impact Fee Update. The proposal for the impact fee is based on a new CIP using new land use plan to be provided by the City, and the same master plans established in the current impact fee. If the agreement meets the City's approval, please execute both originals and mail one back to our office.

We are available to discuss any questions you may have with the proposal.

Sincerely,



Andrew Mata Jr., P.E.

Enclosures



# ENGINEERING SERVICES AGREEMENT

**THIS AGREEMENT** is made and entered into by and between the **City of Ovilla, Texas**, hereinafter referred to as "City", and **Birkhoff, Hendricks & Carter, L.L.P.**, hereinafter referred to as "Engineer", to be effective from and after the date as provided herein.

## WITNESSETH:

**WHEREAS**, the City desires to engage the services of the Engineer to complete an analysis of the Water and Wastewater Impact Fee Update, located in the City of Ovilla, Texas, hereinafter referred to as the "Project"; and

**WHEREAS**, the Engineer desires to render such engineering services for the City under the terms and conditions provided herein.

## NOW, THEREFORE, KNOW ALL MEN BY THESE PRESENTS:

That for and in consideration of the covenants contained herein, and for the mutual benefits to be obtained hereby, the parties hereto agree as follows:

### I. Employment of the Engineer

The City hereby agrees to retain the Engineer to perform professional engineering services in connection with the Project; Engineer agrees to perform such services in accordance with the terms and condition of this Agreement.

### II. Scope of Services

The parties agree that Engineer shall perform such services as are set forth and described in Exhibit "A", which is attached hereto and thereby made a part of this Agreement. The parties understand and agree that deviations or modifications, in the form of written changes may be authorized from time to time by the City.

### III. Schedule of Work

The Engineer agrees to commence services immediately upon execution of this Agreement, and to proceed diligently with said service to completion as described in the Completion Schedule attached hereto as Exhibit "B" and thereby made a part of this Agreement.

#### **IV. Compensation and Method of Payment**

The parties agree that Engineer shall be compensated for all services provided pursuant to this Agreement in the amount and manner described and set forth in the Payment Schedule attached hereto as Exhibit "C" and thereby made a part of this Agreement. Engineer further agrees that it will prepare and present such monthly progress reports and itemized statements as are described in said Exhibit "C". City agrees to pay invoices upon receipt.

#### **V. Information to be Provided by the City**

The City agrees to furnish, if available, prior to commencement of services, all that information set forth and described on Exhibit "D", which is attached hereto and thereby made a part of this Agreement.

#### **VI. Insurance**

Engineer agrees to procure and maintain for the duration of the contract Professional Liability Insurance (\$1,000,000), Worker's Compensation, General Liability and Automobile Insurance.

#### **VII. Assignment and Subletting**

The Engineer agrees that neither this Agreement nor the services to be performed hereunder will be assigned or sublet without the prior written consent of the City. The Engineer further agrees that the assignment or subletting of any portion or feature of the work or materials required in the performance of this Agreement shall not relieve the Engineer from its full obligations to the City as provided by this Agreement.

#### **VIII. Audits and Records**

The Engineer agrees that at any time during normal business hours and as often as City may deem necessary, Engineer shall make available to representatives of the City for examination all of its records with respect to all matters covered by this Agreement, and will permit such representatives of the City to audit, examine, and make excerpts or transcripts from such records, and to make audits of all contracts, invoices, materials, payrolls, records of personnel, conditions of employment and other data relating to all matters covered by this Agreement, all for a period of one year from the date of final settlement of this Agreement or for such other or longer period, if any, as may be required by applicable statute or other lawful requirement.

### **IX. Contract Termination**

The parties agree that City or the Engineer shall have the right to terminate this Agreement without cause upon thirty (30) days written notice to the other. In the event of such termination without cause, Engineer shall deliver to City all finished or unfinished documents, data, studies, surveys, drawings, maps, models, reports photographs or other items prepared by Engineer in connection with this Agreement. Engineer shall be entitled to compensation for any and all services completed to the satisfaction of City in accordance with the provisions of this Agreement prior to termination.

### **X. Engineer's Opinion of Cost**

The parties recognize and agree that any and all opinions of cost prepared by Engineer in connection with the Project represent the best judgment of Engineer as a design professional familiar with the construction industry, but that the Engineer does not guarantee that any bids solicited or received in connection with the Project will not vary from the opinion by the Engineer.

### **XI. Ownership of Documents**

Original drawings, specifications and reports are the property of the Engineer; however, the Project is the property of the City. City shall be furnished with such reproductions of drawings, specifications and reports. Upon completion of the services or any earlier termination of this Agreement under Article X, Engineer will revise drawings to reflect changes made during construction as reported by the City and contractor, and he will furnish the City with one (1) complete set of reproducible and two blue-line sets of record prints. Additional prints shall be furnished at cost, as an additional service, at any other time requested by City.

### **XII. Complete Contract**

This Agreement, including the exhibits hereto numbered "A" through "D" constitutes the entire agreement by and between the parties regarding the subject matter hereof.

### **XIII. Mailing of Notices**

Unless instructed otherwise in writing, Engineer agrees that all notices or communications to City permitted or required under this Agreement shall be addressed to City at the following address:

Mr. Dennis Burn, P.E.  
City Manager  
City of Ovilla  
105 S. Cockrell Hill Rd.  
Ovilla, Texas 75154

City agrees that all notices or communications to Engineer permitted or required under this Agreement shall be addressed to Engineer at the following address:

Andrew Mata Jr., P.E.  
Birkhoff, Hendricks & Carter, L.L.P.  
11910 Greenville Ave., Suite 600  
Dallas, Texas 75243  
Phone: (214) 361-7900  
Fax: (214) 461-8390  
amata@bhcllp.com

All notices or communications required to be given in writing by one party or the other shall be considered as having been given to the addressee on the date such notice or communication is posted by the sending party.

**XIV. Contract Amendments**

This Agreement may be amended only by the mutual agreement of the parties expressed in writing.

**XV. Effective Date**

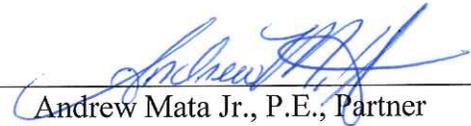
This Agreement shall be effective from and after execution by both parties hereto.

**WITNESS OUR HANDS AND SEALS** on the date indicated below.

**CITY OF OVILLA, TEXAS**

**BIRKHOFF, HENDRICKS & CARTER, L.L.P.  
PROFESSIONAL ENGINEERS**

By: \_\_\_\_\_

By:  \_\_\_\_\_  
Andrew Mata Jr., P.E., Partner

Date: \_\_\_\_\_

Date: 9/21/15 \_\_\_\_\_

**ATTEST**

By: \_\_\_\_\_

# EXHIBIT "A"

## SCOPE OF SERVICES

1. Review the last impact fee report and ordinance and update capital projects eligible for recovery in the impact fee program.
2. Develop water impact fee models for the years 2016 and 2026. Based on population and land use absorption provided by the City and/or the City's Planner. Water models will be run on an extended period simulation over a 72-hour modeling period for maximum daily demand conditions.
3. Update Wastewater Master Plan using the major trunk system in formulation of the wastewater impact fee.
4. Development of a 10-year capital improvement program including cost estimates and implementation schedule. The 10-year capital improvement program will be based on land use and growth assumptions provided by the City and/or the City's Planner.
5. Inventory new and existing water and wastewater projects eligible for the impact fee program.
6. For each water project identified, analyze the capacity currently utilized, total capacity available, the capacity utilized over the impact fee period.
7. Review of the existing living unit equivalent (LUE) for the water impact fee. Update water meter equivalency based on latest AWWA Standards.
8. Calculate the water and wastewater impact fee based on the list of projects eligible for recovery, actual construction cost of existing projects, projected cost of projects on the 10-year C.I.P, living unit equivalent and the utilized capacity of the facilities during the 10-year period.
9. Complete a water and wastewater impact fee report that includes capital improvements, opinions of probable costs, capacity tabulations, and capital improvement program maps.
10. Coordinate information and findings with city staff.
11. Attend meetings to discuss project approach, study findings, interim reports and final conclusions and recommendations
12. Make presentation to Impact Fee Advisory Committee.
13. Make presentation to City Council for adoption of an Impact Fee.
14. All scheduling meetings and publishing of public notices shall be completed by the City.

# EXHIBIT "B"

## COMPLETION SCHEDULE

Notice to Proceed .....	October, 2015
Kick-Off Meeting with City to Obtain Record Information .....	One Week after Notice to Proceed
Review Wastewater Master Plan .....	November 9 – November 20, 2015
Begin Water Modeling for Design Years .....	November 2 – December 4, 2015
Calculate Utilized capacity in Lines .....	December 7 – December 18, 2015
Prepare C.I.P. ....	December 21 – January 8, 2016
Calculate Costs .....	January 11 – January 22, 2016
Determine Impact Fee .....	January 25 – February 5, 2016
Advisory Committee .....	February, 2016
City Council for Adoption .....	February – April 2016

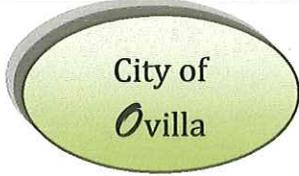
**EXHIBIT "C"**  
**PAYMENT SCHEDULE**

Payment for engineering services shall be based on a lump sum amount of \$23,600.00. The City shall be invoiced monthly based on percent complete, with payment due upon receipt.

# EXHIBIT "D"

## INFORMATION TO BE PROVIDED BY THE CITY

1. Current Impact Fee Ordinance
2. Current C.I.P. for Water and Sewer.
3. Current Land Use Plan.
4. Land Use Absorption in the Ten-Year Period.
5. Cost data of projects completed by the City or oversize cost paid by the City for waterlines, wastewater lines, and facilities. Cost to include construction cost, design costs, inspection cost and property acquisition costs.
6. Water meter count by size and type of meter.
7. Population projections, base year 2016, period year 2026, and build-out population.



# Ovilla City Council

## AGENDA ITEM REPORT

Item: 4

Meeting Date: November 09, 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

### Attachments:

Resolution R2015-026  
Official Ballot  
Taxing Unit Voting Entitlement

### Agenda Item / Topic:

ITEM 4. **DISCUSSION/ACTION** – Consideration of and action on Resolution R2015-026, of votes cast to elect Directors for the Ellis County Appraisal District for the Years 2016-2017, authorizing the Mayor to execute said Resolution upon approval by City Council.

### Discussion / Justification:

Resolution R2015-024 was approved by Council during their October 13, 2015 meeting, that submitted nominations for the Board of Directors to the Ellis Appraisal District.

Resolution R2015-026, along with the official ballot, votes to elect Directors for the Ellis County Appraisal District for the Years 2016-2017. Ovilla is entitled to cast 32 votes for one candidate or distribute votes among any number of candidates listed on the ballot.

### Recommendation / Staff Comments:

### Sample Motion(s):

*I move that Council approves / denies Resolution R2015-026, with \_\_\_\_\_ votes cast to elect \_\_\_\_\_ as Director(s) for the Ellis County Appraisal District for the Years 2016-2017, authorizing the Mayor to execute said Resolution upon approval by City Council.*

TAXING UNIT: City of Ovilla, Texas

**Resolution No. R2015-026**

**RESOLUTION OF VOTES CAST TO ELECT DIRECTORS FOR  
THE ELLIS APPRAISAL DISTRICT FOR THE YEARS 2016-2017**

*WHEREAS*, Section 6.03 (k) of the Texas Property Tax Code, requires that each taxing unit entitled to vote cast their vote by Resolution and submit results of that vote to the Chief Appraiser of the Ellis Appraisal District before December 15, 2015.

*THEREFORE*, the City of Ovilla submits the attached Official Ballot, as issued by the Chief Appraiser, stating the votes cast for candidate(s) in the 2016-2017 Board of Directors' election for the Ellis Appraisal District.

*ACTION TAKEN* this 09<sup>th</sup> day of November 2015, in Open/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.

\_\_\_\_\_  
Richard Dormier, Mayor  
Presiding Officer

ATTEST:

\_\_\_\_\_  
Pamela Woodall, City Secretary

OFFICIAL BALLOT  
TO ELECT  
BOARD OF DIRECTORS  
FOR THE  
ELLIS APPRAISAL DISTRICT  
FOR 2016-2017

Issued to: CITY OF OVILLA

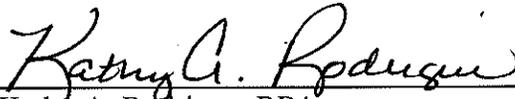
Number of Votes: 32

Directions: Please enter the number of votes cast on the blank space opposite the name of the candidate. You may cast all of your votes for one candidate or divide your votes among any number of the candidates.

NAME OF CANDIDATES  
(listed alphabetically)

1. C.T. "TOM" ABRAM \_\_\_\_\_
2. JOHN BRIDGES \_\_\_\_\_
3. TOMMY HAMILTON \_\_\_\_\_
4. PHILLIP LYNCH \_\_\_\_\_
5. KEN MARKS \_\_\_\_\_
6. JOE PITTS \_\_\_\_\_

Issued under my hand this 16<sup>th</sup> day of October, 2015.

  
Kathy A. Rodrigue, RPA  
Chief Appraiser  
Ellis Appraisal District

**Texas Property Tax Code Sec. 6.03. Board of Directors.**

(a) The appraisal district is governed by a board of directors. Five directors are appointed by the taxing units that participate in the district as provided by this section. If the county assessor-collector is not appointed to the board, the county assessor-collector serves as a nonvoting director.

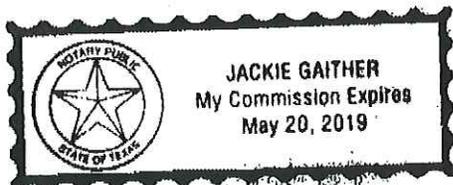
**ELLIS APPRAISAL DISTRICT  
2016-2017 BOARD OF DIRECTORS  
TAXING UNIT VOTING ENTITLEMENT**

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
<b>TOTAL</b>				<b>250,121,882.22</b>	<b>100.00%</b>	<b>5,000</b>	<b>5,000</b>

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



# Ovilla City Council

## AGENDA ITEM REPORT

Item: 5

Meeting Date: November 09, 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     

<b>Attachments:</b>
Resolution R2015-027/Official Ballot
<b>Agenda Item / Topic:</b>
ITEM 5. <i>DISCUSSION/ACTION</i> – Consideration of and action on Resolution R2015-027, casting Ovilla’s one vote to elect Michael Hurtt as Director for the Dallas Appraisal District for the Years 2016-2017, authorizing the Mayor to execute said Resolution upon approval by City Council.
<b>Discussion / Justification:</b>
Resolution R2015-025, approved by Council during their October 13, 2015 meeting, submitted the nomination of Michael Hurtt as the fourth member of the Board of Directors to the Dallas Appraisal District representing Ovilla as well as Cedar Hill, DeSoto, Farmers Branch, Richardson and Sachse.  The presented Resolution R2015-027, along with the official ballot, casts Ovilla’s one vote to elect Michael Hurtt as the fourth member of the Director for the Dallas County Appraisal District for the Years 2016-2017.
<b>Recommendation / Staff Comments:</b>
<b>Sample Motion(s):</b>
<i>I move that Council approves / denies Resolution R2015-027, casting Ovilla's one entitled vote to elect Michael Hurtt as Director for the Dallas Appraisal District for the Years 2016-2017, authorizing the Mayor to execute said Resolution upon approval by City Council.</i>

**RESOLUTION 2015-027**

**A RESOLUTION OF THE CITY OF OVILLA, ELLIS & DALLAS COUNTIES, TEXAS, CASTING ITS VOTE FOR THE FOURTH MEMBER OF THE BOARD OF DIRECTORS OF THE DALLAS CENTRAL APPRAISAL DISTRICT.**

**WHEREAS,** Dallas County eligible taxing entities have expressed and approved an option which allows for representation to the Appraisal District Board of Directors (in accordance with the Section 6.03 of the Texas Property Tax Code) as follows:

1. The City of Dallas shall appoint one (1) member to the Board.
2. The Dallas Independent School District shall appoint one (1) member to the Board.
3. The Dallas County Commissioners Court shall appoint one (1) member to the Board. The member appointed by the Dallas County Commissioners Court shall not be a resident of either the City of Dallas or the Dallas Independent School District.
4. Each of the incorporated cities and towns, except for the City of Dallas, shall have the right to nominate by an official resolution one (1) candidate as the fourth member of the Board of Directors. The said cities and towns shall, from the nominations received, elect by a majority vote, with each city and town being entitled to one (1) vote, the fourth member of the Board of Directors.
5. Each of the independent school districts and Dallas County Community College District, except for the Dallas Independent School District, shall have the right to nominate by an official resolution one (1) candidate as the fifth member of the Board of Directors. The said independent school districts shall, from the nominations received, elect by a majority vote, with each independent school district being entitled to one (1) vote, the fifth member of the Board of Directors.

The votes required for election to the Board of Directors in 4 and 5 hereof shall be by a majority of those authorized to vote in 4 and 5 respectively and not by a majority of the quorum, and

**WHEREAS,** the City of Ovilla does hereby cast its vote by marking the ballot below: (Check one only)

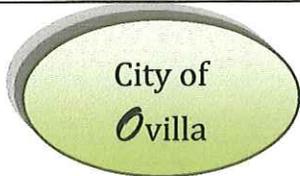
- Loren Byers**
- Blake Clemens**
- Steven Gorwood**
- Michael Hurtt**

**NOW, THEREFORE BE IT RESOLVED** that the City Council of the City of Ovilla does hereby confirm its one (1) vote for the election of Michael Hurtt as the suburban cities' representative to the Board of Directors of the Dallas Central Appraisal District.

**PASSED AND APPROVED, this the 09 day of November, 2015**

\_\_\_\_\_  
MAYOR Richard A. Dormier

ATTEST: \_\_\_\_\_  
CITY SECRETARY Pamela Woodall



# Ovilla City Council

## AGENDA ITEM REPORT

Item: 6

Meeting Date: November 09, 2015

Department: Administration

Discussion  Action

Budgeted Expense:  YES  NO  N/A

Submitted by: Dennis Burn, CM

Amount: Paid thru rough proportionality

Reviewed By:  City Manager  City Secretary  City Attorney

Accountant  Department Director B. Piland

### Attachments:

Interlocal Agreement

### Agenda Item / Topic:

**ITEM 6.** *DISCUSSION/ACTION* – Consideration of and action on an Interlocal Agreement between the Midlothian Independent School District and the City of Ovilla, Texas for cost sharing and construction of infrastructure, authorizing the City Manager to execute said agreement.

### Discussion / Justification:

This agenda item includes an Interlocal Agreement between Midlothian Independent School District (MISD) and the City of Ovilla. This agreement sets forth the provisions for the construction of Bryson Lane and Shiloh Road, distribution of payments from Rough Proportionality and cost participation for Wastewater System Improvements. The Ovilla City Attorney has reviewed and approved this agreement.

#### Bryson Lane Improvements

The total cost for Bryson Lane Improvements is \$476,625. MISD will contribute \$381,877 toward the cost of the improvements with the remainder, \$94,748, being the responsibility of Ovilla. The \$94,748 remainder will be paid by Ovilla to MISD from the rough proportionality payments received from Shaw Development.

#### Shiloh Road Improvements

Shiloh Road will be reconstructed at no cost to the City. Because the reconstruction involves hot mix asphaltic concrete pavement, and not reinforced concrete pavement as the City requires, it is a substandard City street and is therefore not eligible for reimbursement.

#### Wastewater System Improvements

Once the wastewater system improvements are complete and dedicated to the City for maintenance and repair, MISD will pay to the City, on behalf of Shaw Development, \$150,000.00. The City will credit Shaw Development for the pro-rata cost of any benefitted owner(s) when and if such payments are due.

### Recommendation / Staff Comments:

**Sample Motion(s):**

*I move that Council approves / denies the Interlocal Agreement between the Midlothian Independent School District and the City of Ovilla, Texas for cost sharing and construction of infrastructure, authorizing the City Manager to execute said agreement.*

**INTERLOCAL AGREEMENT BETWEEN  
MIDLOTHIAN INDEPENDENT SCHOOL DISTRICT  
AND THE CITY OF OVILLA, TEXAS  
FOR COST SHARING AND CONSTRUCTION OF INFRASTRUCTURE**

The Parties to this Interlocal Agreement Between Midlothian Independent School District and the City of Ovilla ("Agreement") are the Midlothian Independent School District (the "District") and the City of Ovilla (the "City") (collectively referred to as the "Parties"). The Parties enter into this Agreement under the general provisions of the Interlocal Cooperation Act, Texas Government Code Chapter 791, under the specific authority of §791.006, §791.026 and §791.028. This Agreement is made for the purpose of efficient and effective use of resources and is in the best economic interests of the Parties. The District and the City are political subdivisions of the State of Texas. Addresses are as follows:

District:	City:
Superintendent of Schools	City Manager
Midlothian Independent School District	City of Ovilla, Texas
100 Walter Stephenson Rd.	105 Cockrell Hill
Midlothian Texas 76065	Ovilla, Texas 75154

**WHEREAS**, the Parties have identified certain common, legitimate public purposes in entering into this Agreement;

**WHEREAS**, the governing bodies of the District and the City have each met in legally convened open meetings and authorized their respective representatives to enter into this Agreement;

**WHEREAS**, Shaw Development, LLC (the "Developer") is the owner of approximately One Hundred Twenty-Four and 850/100 (124.850) acres of real property (the "Developer Property") upon which the Bryson Manor Subdivision ("Subdivision") will be located

**WHEREAS**, the District plans to construct a new public elementary school on certain property ("District Property"), located within the city limits of the City and adjacent to the Developer Property;

**WHEREAS**, certain roadway improvements to Bryson Lane and Shiloh Road and certain wastewater system improvements are required by the District to adequately serve the new elementary school;

**WHEREAS**, the City has entered into a Development Agreement with the Developer concerning the improvement of certain streets and roadways and Wastewater System Improvements to serve the Subdivision and surrounding area, a copy of which is incorporated herein by reference ("Shaw-City Agreement");

**WHEREAS**, among the Developer's obligations under the Shaw-City Agreement is improvement and construction in connection with Bryson Lane and Shiloh Road, defined therein

as the “Bryson Lane Improvements” and the “Shiloh Road Improvements” and reimbursement of the City for construction of certain “Wastewater System Improvements”;

**WHEREAS**, the District has entered into a Joint Development Agreement with the Developer (“Shaw-MISD Agreement”) under which the District agreed to design and construct the Bryson Lane Improvements and Shiloh Road Improvements (“collectively “Off-Site Roadway Improvements”) in accordance with the City’s Plans and Specifications and pay an amount to the City to offset amounts to be paid by Developer to the City for its construction of the Wastewater System Improvements;

**WHEREAS**, the City and the District have determined that entering into this Agreement will be the most efficient means of assuring developing the infrastructure necessary to support the District’s Property; and

**WHEREAS**, the Parties now desire to set forth their agreement as to the terms, provisions, and conditions of (a) construction and improvements to be performed by the District in connection with the “Bryson Lane Improvements” and the “Shiloh Road Improvements”; (b) the District’s right to collect Rough Proportionality Payments paid by the Developer from the City for the District’s participation in the Off-Site Roadway Improvements; (c) the District’s participation in the cost of the Wastewater System Improvements; and the District’s right to pass-through future connection charges via assignment of Developer’s rights.

**NOW THEREFORE**, the Parties for and in consideration of the covenants and agreements herein set forth to be kept and performed by them respectively have agreed to and do hereby agree together as follows:

**I. DESIGN AND CONSTRUCTION OF OFF-SITE ROADWAY IMPROVEMENTS.**

1.1 Subject to condition precedent of the conveyance by the Developer of the MISD Realignment Tract to the District, the District will construct, or cause to be constructed through independent contractors selected and retained by the District the “Bryson Lane Improvements” and the “Shiloh Road Improvements” as defined by the Shaw-City Agreement. (collectively “Off-Site Roadway Improvements”).

1.1.1 Bryson Lane Improvements. The Bryson Lane Improvements shall be built and constructed in accordance with the Plans and Specifications prepared by MJ Thomas Engineering, LLC dated April 28, 2015 as generally set out in **Exhibit D-2** of the Shaw-City Agreement (attached hereto). The total cost of the Bryson Lane Improvements is approximately \$476,625. The District shall contribute \$381,876.93 to the cost of the Bryson Lane Improvements, with the City responsible for the remainder. The City represents that it has reviewed and approved all Plans and Specifications completed as of the effective date of this Agreement. Any Addenda or Change Orders issued by the District will be submitted to the City for approval, which approval shall not be unreasonably withheld or delayed.

1.1.2 Shiloh Road Improvements. The Shiloh Road Improvements shall be built and constructed in accordance with the Plans and Specifications prepared by MJ Thomas Engineering, LLC dated April 28, 2015 as generally set out in **Exhibit H-2** of the Shaw-City Agreement. The City represents that it has reviewed and approved all Plans and Specifications completed as of the effective date of this Agreement. Any Addenda or Change Orders issued by the District will be submitted to the City for approval, which approval shall not be unreasonably withheld or delayed. The District understands that hot mix asphaltic concrete is a substandard city street, and any Shiloh Road Improvement built of hot mix asphaltic concrete will not be subject to reimbursement.

1.2 NOTHING HEREIN SHALL CREATE OR CONSTITUTE ANY WARRANTY GIVEN BY THE DISTRICT AS TO THE DESIGN, CONSTRUCTION MATERIALS, CONSTRUCTION MEANS AND METHODS, THE GENERAL FITNESS OF THE COMPLETED OFF-SITE ROADWAY IMPROVEMENTS OR THEIR FITNESS FOR A PARTICULAR PURPOSE. The District will assign to the City all warranties required by the Construction Documents from contractor's performing construction of the Off-Site Roadway Improvements.

1.3 After completion of the Off-Site Roadway Improvements and acceptance by the City, the Off-Site Roadway Improvements shall become part of the public roadway system of the City and subject to the jurisdiction of the City. All future maintenance and repairs after the date of acceptance and after a one year warranty period covering 100% of the improvements shall be made by the City.

1.4 Inspection of Off-Site Roadway Improvements.

1.4.1 The Off-Site Roadway Improvements will be subject to inspection and approval by the City. The District agrees to coordinate with the City Manager to assure that water, sanitary sewer, and storm drainage utilities which are reasonably anticipated to be installed within the street or within the street right-of-way will be completed prior to the commencement of construction on the specific section of the street in which the utility improvements have been placed or for which they are programmed. While it is understood that in every construction project a decision may be made to realign a line or service after construction has commenced, the District will require its contractor to advise the City Manager immediately when such a need has been identified and work cooperatively with the City to make such utility change in a manner that we be least disruptive to the street construction or stability.

1.4.2 In connection with the Off-Site Roadway Improvements to be constructed by the District and dedicated to the City under this Agreement, the District may be entitled to a credit for any and all inspection fees to be charged by the City.

1.5 Payment of Rough Proportionality Payments to the District for Construction of Off-Site Roadway Improvements.

1.5.1 The City agrees to promptly collect the Rough Proportionality Payments as indicated in Paragraph B. 2. (b) of the Shaw-City Agreement, and if any payment has not been

timely made upon execution of this Agreement to make immediate demand for payment to Shaw.

1.5.2 All Rough Proportionality Payments submitted by Shaw pursuant to Paragraph B. 2. (b) of the Shaw-City Agreement and collected by the City shall be held in Trust by the City for the benefit of the District until paid. This applies only to what is owed by the City for the Bryson Lane Improvements.

1.5.2 Not later than ten (10) business days following payment by Shaw of any Rough Proportionally Payment to the City in compliance with Paragraph B. 2. (b) of the Shaw-City Agreement, the City shall pay to the District the amount of the Rough Proportionality Payment collected from Shaw.

## **II. WASTEWATER DEVELOPMENT**

2.1 Payment of Wastewater Development Fee to City on Behalf of Developer. Upon final completion of the Wastewater System Improvements and dedication of the Wastewater System to the City for future maintenance and repair, the District agrees to pay to the City, on behalf of the Developer, a Wastewater Development Payment, in the amount of One Hundred Fifty Thousand and NO/100 Dollars (\$150,000.00), Pursuant to the Wastewater Development Agreement entered into between the District and the Developer (the "District-Shaw Wastewater Development Agreement") with final execution date of September 2, 2015. The payment anticipated by this paragraph shall be the extent of the District's responsibility regarding the Wastewater System Improvements.

2.2 Acknowledgement by City of Right of Reimbursement and Assignment of Rights. Developer, in Paragraph 2 (c) of the Shaw-MISD Agreement, Developer assigned a portion of Developer's Right of Pro-Rata Wastewater System Cost Reimbursement under Paragraph B.4.(g) of the Shaw-City Agreement. The City acknowledges such assignments and agrees to make such payments to the District directly, if, as and when any payments become due and owing to the Developer.

## **III. TERM OF AGREEMENT**

3.1 The term of this Agreement will begin on the date of execution by both parties. The term of this Agreement will continue until all sums due and owing to the District from the Pro-Rata Wastewater System Cost Reimbursement payments allocated to the Developer have been paid by the City to the District.

## **IV. MISCELLANEOUS.**

4.1 *Notice and Addresses.* All notices required hereunder must be given by certified mail or registered mail, return receipt requested, addressed to the proper Party, at the addresses set out in the initial paragraph of this Agreement. Either Party may change the address to which notices are to be sent by giving the other Party notice of the new address in the manner provided in this section. Notices shall be deemed to have been received three (3) days after deposit in the mail.

4.2 *Parties Bound.* This Agreement shall be binding upon, and inure to the benefit of, the Parties to this Agreement and their respective legal representatives, successors, and assigns.

4.3 *Prior Agreements Superseded.* This Agreement constitutes the sole and only agreement of the Parties regarding their responsibilities to each other concerning the work noted herein on the Sewer Facilities and supersedes any prior understandings or written or oral agreements between the Parties respecting the Project. This Agreement in no way modifies or supersedes any document executed by the Parties prior to this Agreement which does not involve the Project.

4.4 *Amendment.* No amendment, modification, or alteration of the terms of this Agreement shall be binding unless it is in writing, dated subsequent to the date of this Agreement, and duly executed by the Parties to this Agreement.

4.5 *Violation of Law.* The City and the District shall not violate any Federal, State or local laws, regulations or ordinances in the performance of this Agreement.

4.6 *Enforceability.* If any provision of this Agreement proves unlawful or unenforceable by a court having jurisdiction over the Parties or the subject matter, such provision shall be severable from the other provision of this Agreement, and all remaining provisions shall be fully enforceable.

4.7 *Governing Law and Place for Performance.* This Agreement shall be governed by the laws of Texas, which state shall also be deemed the place where this Agreement was entered into and the place of performance and transaction of business and Parties. In the event of litigation pertaining to the Agreement, the exclusive forum, venue, and place of jurisdiction shall also be the County of Ellis and the State of Texas unless otherwise agreed in writing by the Parties.

4.8 *Signature Warranty Clause.* The signatories to this Agreement represent and warrant that they have the authority to execute this agreement on behalf of the District and the City, respectively.

4.9 *No Waiver of Immunities.* Nothing in the Agreement shall be construed to waive any immunities from suit or liability enjoyed by the District, the City, their past or present officers, employees, or agents or employees.

4.10 *No Third Party Beneficiary.* This Agreement inures to the benefit of and obligates only the Parties. No term or provision of this Agreement shall benefit or obligate any person or entity not a Party. The Parties shall cooperate fully in opposing any attempt by any third person or entity to claim any benefit, protection, release or other consideration under this Agreement.

4.11 *No Joint Venture.* Nothing contained herein shall be deemed or construed by the Parties, or by any third party, as creating the relationship of principal and agent, partners, joint venturers or any other similar such relationship between the Parties.

4.12 *Approval by Governing Bodies.* This Agreement has been approved by the governing bodies of the City and of the District.

4.13 *Payment from Current Revenues.* Each Party paying for the performance of governmental functions or services must make those payments from current revenues available to the paying Party.

4.14 *Assignment.* Neither Party may assign its interests in this Agreement except upon receiving the written consent of the other Party.

*[Signatures on next page.]*

EXECUTED TO BE EFFECTIVE this \_\_\_\_\_ day of November, 2015.

**MIDLOTHIAN INDEPENDENT SCHOOL  
DISTRICT**

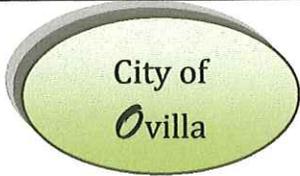
By: \_\_\_\_\_  
Lane Ledbetter, Superintendent of Schools

**CITY OF OVILLA**

By: \_\_\_\_\_  
Dennis Burn, City Manager

APPROVED:

\_\_\_\_\_  
City Attorney



# Ovilla City Council

## AGENDA ITEM REPORT

Item: 7

Meeting Date: November 09, 2015

Department: Police Department

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

Department Director Chief B. Windham

### Attachments:

Resolution R2015-028  
Greater Dallas-Fort Worth Regional Law Enforcement Mutual Aid Task Force Agreement  
Agreement Tally Sheet

### Agenda Item / Topic:

**ITEM 7.**      **DISCUSSION/ACTION** – Consideration of and action on Resolution R2015-028 to form a Regional Law Enforcement Mutual Aid Task Force Agreement with other area law enforcement agencies for the purpose of providing and receiving law enforcement assistance, authorizing the City Manager to execute said Agreement.

### Discussion / Justification:

The Ovilla Police Department and the law enforcement agencies in the greater Dallas-Ft. Worth area have recognized the necessity and desirability of entering into a “Regional Law Enforcement Interlocal Assistance Agreement.”

In furtherance of this objective, an agreement has been drafted and coordinated with the North Texas Police Chiefs Association, and other interested regional police agencies. The proposed agreement establishes a regional mutual aid law enforcement assistance to cooperate in the delivery of public safety services to protect health, life and property. Statutory authority for such a mutual aid agreements is contained in Chapter 791 of the Texas Government Code and Section 362.002 of the Texas Local Government Code.

This proposed mutual aid agreement allows for a member law enforcement agency to call upon other member agency(s) for assistance of additional personnel and equipment. The providing of assistance is discretionary with the requested member, and is subject to the availability of resources. No contractual obligation to provide resources is created, and all obligations under this agreement are voluntary.

When law enforcement personnel and equipment are furnished pursuant to this agreement, they will be under the command of the requesting member’s chief law enforcement officer or his designee. The responding member has, however, (in his sole discretion) the option to withdraw personnel and/or equipment and discontinue participation in any activity initiated pursuant to this agreement.

As required by Chapter 791, the Interlocal Cooperation Contracts, the proposed agreement states that law enforcement officers assigned, designated, or ordered to perform law enforcement duties pursuant thereto shall receive the same wage, salary, pension, and all other compensation and all other rights for such services, including injury or death benefits, and workers compensation benefits, the same as though the service has been rendered within the limits of the member where the

**Item: 7 continued.**

employee is regularly employed. In this connection, the agreement further provides that all wage and disability payments, include worker's compensation benefits, pension payments, damage to equipment and clothing, medical expenses and expenses of travel, food and lodging shall be paid by the member which regularly employs such persons. Provisions of the agreement also state that in the event of a lawsuit, the officer concerned will be defended by the jurisdiction where he/she is regularly employed. Each party to the agreement expressly waives all claims against other member agencies.

This agreement becomes effective between the parties immediately upon execution. Any party to the agreement may terminate participation in the agreement by giving (30) thirty days written notice.

I believe this regional mutual assistance agreement will benefit the City of Ovilla. We have always been ready to respond to other jurisdictions with man power and equipment, and occasionally we have received like responses from those other jurisdictions. This agreement clarifies the responsibilities and points out the legal issues involved.

I hereby recommend our City Council pass a resolution authorizing our participation. Should you have additional questions regarding this proposed agreement, please contact me directly.

Brian Windham  
Chief of Police

**Recommendation / Staff Comments:**

Staff recommends approval.

**Sample Motion(s):**

*I move that Council approves / denies Resolution R2015-028 to form a Regional Law Enforcement Mutual Aid Task Force Agreement with other area law enforcement agencies for the purpose of providing and receiving law enforcement assistance, authorizing the City Manager to execute said Agreement.*

**RESOLUTION NO. R2015-028**

A RESOLUTION OF THE CITY COUNCIL OF THE **CITY OF OVILLA** TO FORM A REGIONAL LAW ENFORCEMENT MUTUAL AID TASK FORCE AGREEMENT WITH OTHER AREA LAW ENFORCEMENT AGENCIES FOR THE PURPOSE OF PROVIDING AND RECEIVING LAW ENFORCEMENT ASSISTANCE;

WHEREAS, the **City of Ovilla** desires to contribute to the protection and safety of citizens in this City and in surrounding communities; and

WHEREAS, the legislature has authorized the formation of interlocal assistance agreements between and among the cities and their law enforcement agencies; and

WHEREAS, the **City of Ovilla** wishes to participate in an interlocal assistance agreement among local law enforcement agencies in the greater Dallas-Ft. Worth North Texas area for the purpose of providing and receiving law enforcement assistance; and

WHEREAS, the **Ovilla Police Department** and other local law enforcement agencies have tentatively approved an Interlocal assistance agreement to be known as the Greater Dallas– Fort Worth Regional Law Enforcement Mutual Aid Task Force Agreement; and

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

SECTION 1. That the City Manager is hereby authorized to execute the attached "Greater Dallas-Fort Worth Regional Law Enforcement Mutual Aid Task Force Agreement."

SECTION 2. That this resolution shall take effect immediately from and after its passage in accordance with the provisions of the Code of Ordinances of the **City of Ovilla**, and it is accordingly so resolved.

APPROVED on this the 09 day of November 2015.

ATTEST:

APPROVED:

\_\_\_\_\_  
Pamela Woodall, City Secretary  
City of Ovilla

\_\_\_\_\_  
Richard A. Dormier, Mayor  
City of Ovilla

**GREATER DALLAS-FORT WORTH REGIONAL  
LAW ENFORCEMENT MUTUAL AID TASK FORCE  
AGREEMENT**

1. Preamble:

WHEREAS, the governmental entities which are parties to this agreement desire to form a law enforcement mutual aid task force to cooperate in the investigation of criminal activity; enforcement of the laws of this State; and, to protect health, life and property from riot, disaster, threat of concealed explosives, unlawful assembly characterized by force and violence or threatened violence by groups of three or more persons; and,

WHEREAS, Chapter 791, et. seq. of the Texas Government Code authorizes local government entities to enter into Interlocal Contracts and Section 362.002 of the Texas Local Government Code specifically authorizes Mutual Aid Task Force agreements such as this agreement;

NOW, THEREFORE, it is mutually agreed by the parties hereto to enter into this Agreement upon the following terms:

2. Definitions:

The following terms shall have the following meanings when used in this Agreement:

“Law Enforcement Officer” means any commissioned peace officer as defined under the Texas Code of Criminal Procedure.

“Member” means any local government entity, including the Dallas-Fort Worth International Airport Board (hereinafter “DFW Airport”), which is a party to this Agreement.

“Chief Law Enforcement Officer” means the Chief of Police or the Director of Public Safety of a municipality or DFW Airport, or the Sheriff of a County.

“Requesting Member” means a member who requests law enforcement assistance from another member under this Agreement.

“Responding member” means a member to whom a request for assistance is directed by a requesting member under this Agreement.

3. Name:

The members hereby form a mutual aid law enforcement task force to be named the Greater Dallas-Forth Worth Regional Law Enforcement Mutual Aid Task Force (hereinafter "Task Force").

4. Purpose:

The purpose of the Task Force is to cooperate in the investigation of criminal activity; enforcement of the laws of this State; and, to protect health, life and property from riot, disaster, threat of concealed explosives, unlawful assembly characterized by force and violence or threatened violence by groups of three or more persons.

5. Request for Assistance:

Any request for assistance under this Agreement shall, when reasonably possible, include a statement of the amount and type of equipment and number of law enforcement personnel requested, and shall specify the location to which the equipment and personnel are to be dispatched. However, the amount and type of equipment and number of personnel actually furnished by a responding member shall be determined by the responding member's chief law enforcement officer or his designee.

6. Response to Request for Assistance:

Responding members will assign law enforcement officers to perform law enforcement duties outside the responding member's territorial limits, but within the territorial limits of a requesting member, subject to the responding member's determination of availability of personnel and discretion when:

A. Such assignment is requested by the chief law enforcement officer or his designee, of a requesting member, and

B. The chief law enforcement officer, or his designee, of the responding member has determined, in his sole discretion that the assignment is necessary to fulfill the purposes of this agreement in providing police protection and services within the territorial limits of the requesting member.

7. Operational control:

All personnel of the responding member shall report to the requesting member's officer in tactical control at the location to which said law enforcement personnel have been dispatched and shall be under the operational command of the requesting member's chief law enforcement officer or his designee.

8. Release:

Law Enforcement Officers of the responding member will be released by the requesting member when their services are no longer necessary.

9. Withdrawal from Response:

The chief law enforcement officer, or his designee, of the responding member, in his sole discretion, may at any time withdraw the personnel and equipment of the responding member or discontinue participation in any activity initiated pursuant to this Agreement.

10. Qualifications of Office and Oath:

While any law enforcement officer regularly employed by a responding member is in the service of the requesting member under this Agreement, said law enforcement officer shall be deemed to be a peace officer of the requesting member and be under the command of the requesting member's chief law enforcement officer with all powers of a law enforcement officer of the requesting member as if said law enforcement officer were within the territorial limits of the governmental entity where said officer is regularly employed. The qualifications of office of said law enforcement officers where regularly employed shall constitute his or her qualifications for office within the territorial limits of the requesting member and no additional oath, bond or compensation shall be required.

11. Right to Reimbursement:

Each party to this agreement, when providing services of personnel as a responding party, expressly waives the right to receive reimbursement for services performed or equipment utilized under this Agreement even though a request for such reimbursement may be made pursuant to Chapter 362 of the Texas Local Government Code.

12. Officer Benefits:

Any law enforcement officer or other police personnel assigned to the assistance of another member pursuant to this Agreement shall receive the same wage, salary, pension, and all other compensation in all other rights of employment in providing such service, including injury, death benefits and worker compensation benefits and well as any available insurance, indemnity or litigation defense benefits. Said benefits shall be the same as though the law enforcement officer or personnel in question had been rendering service within the territorial limits of the member where he or she is regularly employed. All wage and disability payments, including worker compensation benefits, pension payments, damage to equipment, medical expenses, travel, food and lodging shall be paid by the member which regularly employs the officer providing service pursuant to this Agreement in the same manner as though such service had been rendered within the limits of the member where such person or law enforcement officer is

regularly employed. Each responding member shall remain responsible for the payment of salary and benefits as well as for legal defense of the responding member's officers or personnel when acting pursuant to this agreement.

13. Liability:

In the event that any person performing law enforcement services pursuant to this Agreement shall be named or cited as a party to any civil claim or lawsuit arising from the performance of their services, said person shall be entitled to the same benefits from their regular employer as they would be entitled to receive if such similar action or claim had arisen out of the performance of their duties as a member of the department where they are regularly employed and within the jurisdiction of the member by whom they are regularly employed. The Members hereby agree and covenant that each Member shall remain solely responsible for the legal defense and any legal liability due to the actions of an officer or other personnel regularly employed by said member. Nothing herein shall be construed to expand or enlarge the legal liability of a Member for any alleged acts or omissions of any employee beyond that which might exist in the absence of this Agreement. Nothing herein shall be construed as a waiver of any legal defense of any nature whatsoever to any claim against a Member or against an officer or employee of a Member.

14. Waiver of Claims:

Each party of this Agreement to its members respectively waives all claims against each and every other party or member for compensation from any loss, damage, personal injury or death occurring as a consequence of the performance of this Agreement even though such alleged damage may have or is alleged to have occurred as a result of alleged negligent or other tortious conduct of any party to this Agreement.

15. Immunity Not Waived:

The parties hereto expressly do not waive any immunity or other defenses to any civil claims with the execution of this agreement. It is understood and agreed that, by executing this Agreement, no party or member hereto waives, nor shall be deemed hereby to waive, any immunity or defense which otherwise is available in claims arising which are signs of or connection with, any activity conducted pursuant to this Agreement.

16. Venue:

Each party to this Agreement agrees that if legal action is brought under this Agreement, the venue shall lie in the county in which the defendant member is located, and if located in more than one county, then it shall lie in the county in which the principal offices of said defendant member are located. The Parties hereby stipulate and agree that this Agreement is to be construed and applied under Texas law.

17. Arrest Authority Outside Primary Jurisdiction:

It is expressly agreed and understood that a law enforcement officer employed by a responding party who performs activities pursuant to this Agreement may make arrests outside the jurisdiction in which said officer is regularly employed, but within the area covered by this Agreement; provided, however, that the law enforcement agency of the requesting jurisdiction and/or the jurisdiction in which the arrest is made shall be notified of such arrest without unreasonable delay. The police officers employed by the parties to this Agreement shall have such investigative or other law enforcement authority in the jurisdictional area encompassed by the members, collectively, to this Agreement as is reasonable and proper to accomplish the purposes for which a request for mutual aid assistance is made pursuant to this Agreement.

18. Clauses Severable:

The provisions of this Agreement are to be deemed severable such that should any one or more of the provisions or terms contained in this Agreement be, for any reason, held to be invalid, illegal, void, or unenforceable; such holding shall not affect the validity of any other provision or term herein and the agreement shall be construed as if such invalid, unenforceable, illegal or void provision or term did not exist.

19. Termination:

Any Party to this Agreement may terminate its participation or rights and obligations as a Party by providing thirty (30) days written notice via certified mail to the Chief Law Enforcement Officer of every other Party. Should one Party terminate its participation in, or withdraw from, this Agreement, such termination or withdrawal shall have no effect upon the rights and obligations of the remaining Parties under this Agreement.

20. Effective Date:

This Agreement becomes effective immediately upon the execution by the Parties hereto and continues to remain in effective until terminated pursuant to Section 19 above.

21. Modification:

This Agreement may be amended or modified by the mutual agreement of the parties hereto in writing to be attached to and incorporated into this Agreement. This instrument contains the complete agreement of the parties hereto and any oral modifications, or written amendments not incorporated to the Agreement, shall be of no force or effect to alter any term or condition herein.

22. Execution of Agreement:

This Agreement shall be executed by the duly authorized official of the respective Parties pursuant to approving resolutions of the governing body of the respective units of local government. Copies of said approving resolutions shall be attached hereto and made a part hereof. This agreement may be executed in multiple original copies by the respective Parties.

23. Compliance with Law:

The Parties shall observe and comply with all applicable Federal, State and Local laws, rules, ordinances and regulations that affect the provision of services provided herein.

24. Interjurisdictional Pursuit Agreement:

The Parties hereto expressly understand and agree that this agreement does not in any way modify or restrict the procedures or guidelines, which are followed by any law enforcement agency or Member pursuant to the Inter-Jurisdictional Pursuit Policy Agreement to which some Members or their law enforcement agencies, may be parties. To the extent any provision of, or action taken pursuant to, the Inter-Jurisdictional Pursuit Policy Agreement may be construed to conflict with the terms and conditions of this Agreement, the terms of the Inter-Jurisdictional Pursuit Policy Agreement shall control as to those particular actions.

25. Coordinating Agency.

The Parties hereby agree that the City of Highland Park Department of Public Safety shall served as the Coordinating Agency of the Agreement. The Chief Law Enforcement Officer, or his designee, of said Coordinating Agency shall maintain on file executed originals of this Agreement, related resolutions or orders of the Parties and other records pertaining to this Agreement. Said Coordinating Agency shall notify all members of the identity of the current Parties hereto every twelve (12) months.

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Executed and entered into on this \_\_\_\_\_ day of \_\_\_\_\_, 2002 by:

Member Agency: \_\_\_\_\_

Authorized official: \_\_\_\_\_

Printed name: \_\_\_\_\_

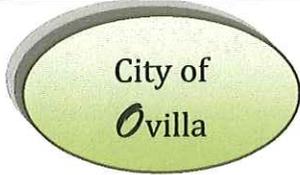
Title: \_\_\_\_\_

Date of governing body approving resolution: \_\_\_\_\_

Updated: 12-30-13					
<u>MUTUAL AID</u>	<u>Executed</u>	<u>RESOLUTION</u>	<u>Executed</u>	<u>PURSUIT</u>	<u>Date Signed</u>
Addison PD	03/14/2003	Addison PD	03/11/2003	Addison PD	12/03/2002
Allen PD	10/22/2002	Allen PD	10/22/2002	Allen PD	10/22/2002
Alvarado PD	10/22/2002	Alvarado PD	10/21/2002	Alvarado PD	10/22/2002
Argyle PD	12/16/2013	Argyle PD	12/16/2013		
Arlington PD	11/19/2002	Arlington PD	11/19/2002	Arlington PD	11/19/2002
Azle PD	04/15/2003	Azle PD	04/15/2003	Azle PD	04/16/2003
Balch Springs PD	05/12/2006	Balch Springs PD	05/08/2006	Balch Springs PD	05/12/2006
Bartonville PD	12/17/2013	Bartonville PD	12/17/2013		
Bedford PD	10/22/2002	Bedford PD	10/22/2002	Bedford PD	10/30/2002
Bells PD	09/11/2002	Bells PD	10/08/2002	Bells PD	09/11/2002
Blue Mound PD	11/19/2002	Blue Mound PD	11/19/2002	Blue Mound PD	10/29/2002
Boyd PD	02/07/2012	Boyd PD	02/07/2012	Boyd PD	02/10/2012
Bridgeport PD	05/06/2003	Bridgeport PD	05/06/2003	Bridgeport PD	05/06/2003
Burleson PD	10/24/2002	Burleson PD	10/24/2002	Burleson PD	09/27/2002
Carrollton PD	04/01/2003	Carrollton PD	04/01/2003	Carrollton PD	10/16/2002
Cedar Hill PD	09/10/2002	Cedar Hill PD	09/10/2002	Cedar Hill PD	10/15/2002
Cedar Hill ISD PD	10/12/2004	Cedar Hill ISD PD	10/12/2004	Cedar Hill ISD PD	10/12/2004
Celina PD	11/09/2004	Celina PD	11/09/2004	Celina PD	11/09/2004
Cleburne PD	09/29/2003	Cleburne PD	09/23/2003	Cleburne PD	09/29/2003
Cockrell Hill PD	02/12/2003	Cockrell Hill PD	02/11/2003	Cockrell Hill PD	11/05/2005
Colleyville PD	11/06/2002	Colleyville PD	11/06/2002	Colleyville PD	11/06/2002
Collin Co. College Dist.	11/22/2005	Collin Co. College Dist.	11/22/2005		
Collin Co. SO	01/28/2003	Collin Co. SO	12/20/2002	Collin Co. SO	01/17/2003
Collinsville PD	10/14/2002	Collinsville PD	10/14/2002	Collinsville PD	10/17/2002
Coppell PD	09/24/2002	Coppell PD	09/24/2002	Coppell PD	09/24/2002
Corinth PD	11/06/2008			Corinth PD	11/06/2008
Corsicana PD	10/01/2002	Corsicana PD	10/01/2002		
Crowley PD	04/01/2004	Crowley PD	04/01/2004	Crowley PD	04/19/2004
Dallas PD	06/27/2003	Dallas PD	06/11/2003	Dallas PD	01/14/2004
DCCC District PD	04/03/2007	DCCC District PD	04/03/2007		
Dallas Co. SO	11/26/2006	Dallas Co. SO	11/21/2006	Dallas Co. SO	11/11/2003
Dallas Co. Constable	09/16/2002				
Dalworthington Gardens	09/19/2002	Dalworthington Gardens	09/19/2002		
Decatur PD	03/24/2003	Decatur PD	03/24/2003	Decatur PD	03/28/2003
Denison PD	10/21/2002	Denison PD	10/21/2002	Denison PD	10/30/2002
Denton PD	09/17/2002	Denton PD	09/17/2002	Denton PD	09/17/2002
Denton Co. S.O.	07/17/2007	Denton Co. SO	07/17/2007	Denton Co. SO	07/17/2007
Desoto PD	10/01/2002	Desoto PD	10/01/2002	Desoto PD	10/02/2002
DFW Internat'l Airport	01/23/2007	DFW Internat'l Airport	12/08/2006	DFW Internat'l Airport	03/20/2008
Double Oak PD	02/17/2004	Double Oak PD	02/17/2004	Double Oak PD	02/17/2004
Duncanville PD	10/01/2002	Duncanville PD	10/01/2002	Duncanville PD	09/19/2002
Eules PD	09/24/2002	Eules PD	09/24/2002	Eules PD	09/24/2002
Fairview PD	05/04/2004	Fairview PD	05/04/2004	Fairview PD	05/04/2004
Farmers Branch PD	12/13/2002	Farmers Branch PD	11/18/2002	Farmers Branch PD	10/15/2002
Ferris PD	10/30/2008	Ferris PD	10/30/2008	Ferris PD	10/30/2008
Flower Mound PD	03/17/2003	Flower Mound PD	03/17/2003	Flower Mound PD	03/17/2003
Forest Hills PD	12/14/2006	Forest Hills PD	12/14/2006		
Ft. Worth PD	10/27/2003	Ft. Worth PD	10/21/2003		
Frisco PD	11/18/2002	Frisco PD	11/05/2002	Frisco PD	05/16/2008
Garland PD	03/02/2004	Garland PD	03/02/2004	Garland PD	02/20/2004
Glen Heights PD	05/06/2003	Glen Heights PD	05/06/2003	Glenn Heights PD	04/24/2003
Grand Prairie PD	09/19/2002	Grand Prairie PD	09/17/2002	Grand Prairie PD	09/23/2002
Grapevine PD	09/17/2002	Grapevine PD	09/23/2002	Grapevine PD	09/17/2002
Greenville PD	10/22/2002	Greenville PD	10/22/2002	Greenville PD	10/23/2002
Haltom City PD	08/25/2003	Haltom City PD	08/25/2003	Haltom City PD	08/28/2003

<u>MUTUAL AID</u>	<u>Executed</u>	<u>RESOLUTION</u>	<u>Executed</u>	<u>PURSUIT</u>	<u>Date Signed</u>
Heath PD	10/03/2002	Heath PD	10/03/2002		
Hickory Creek PD	12/04/2003	Hickory Creek PD	12/13/2003	Hickory Creek PD	12/09/2003
Highland Park DPS	09/03/2002	Highland Park DPS	09/03/2002	Highland Park DPS	09/03/2002
Highland Village PD	01/14/2003	Highland Village PD	01/14/2003	Highland Village PD	01/28/2003
Hudson Oaks PD	03/27/2003	Hudson Oaks PD	03/27/2003	Hudson Oaks PD	03/28/2003
Hurst PD	05/21/2003	Hurst PD	05/21/2003	Hurst PD	05/20/2003
Hutchins PD	05/17/2010	Hutchins PD	05/17/2010		
Irving PD	10/10/2002	Irving PD	10/10/2002	Irving PD	09/27/2002
Joshua PD	08/12/2003	Joshua PD	08/12/2003	Joshua PD	08/12/2003
Justin PD	08/13/2012	Justin PD	08/13/2012	Justin PD	08/13/2012
Keller PD	10/01/2002	Keller PD	10/01/2002	Keller PD	10/24/2002
Kennedale PD	08/28/2003	Kennedale PD	08/28/2003	Kennedale	08/18/2003
Lake Dallas PD	06/10/2005	Lake Dallas PD	06/09/2005	Lake Dallas PD	06/14/2005
Lake Worth PD	10/09/2002	Lake Worth PD	10/08/2002	Lake Worth PD	10/11/2002
Lancaster PD	09/23/2002	Lancaster PD	09/23/2002	Lancaster PD	10/16/2002
Lavon Marshal's Office	11/18/2005	Lavon Marshal's Office	11/15/2005		
Lavon PD	11/21/2005	Lavon PD	11/15/2005		
Little Elm PD	01/18/2005	Little Elm	01/18/2005	Little Elm PD	12/14/2006
Lewisville PD	03/03/2003	Lewisville PD	03/03/2003	Lewisville PD	03/03/2003
Mansfield PD	01/30/2003	Mansfield PD	01/27/2003	Mansfield PD	01/30/2003
McKinney PD	11/19/2002	McKinney PD	11/19/2002	McKinney PD	05/11/2004
Melissa PD	12/14/2004	Melissa PD	12/14/2004	Melissa PD	12/14/2004
Mesquite PD	11/08/2002	Mesquite PD	11/04/2002	Mesquite PD	11/11/2002
Murphy PD	07/07/2003	Murphy PD	08/04/2003	Murphy PD	07/07/2003
Northlake PD	04/14/2005	Northlake PD	04/14/2005	Northlake PD	01/06/2011
North Richland Hills	02/24/2003	North Richland Hills	02/24/2003	North Richland Hills	05/02/2003
Pantego PD	11/11/2002	Pantego PD	11/11/2002	Pantego PD	11/07/2002
Parker PD	08/09/2005	Parker PD	08/09/2005	Parker PD	08/09/2005
Pecan Hill PD	05/16/2006	Pecan Hill PD	05/16/2006	Pecan Hill PD	02/20/2007
Plano PD	09/20/2002	Plano PD	09/23/2002	Plano PD	09/16/2002
Princeton PD	11/02/2004	Princeton PD	10/26/2004	Princeton PD	11/02/2004
Prosper PD	11/12/2002	Prosper PD	11/12/2002	Prosper PD	10/22/2002
Red Oak PD	11/16/2005	Red Oak PD	11/14/2005	Red Oak PD	11/14/2005
Reno PD	04/18/2006	Reno PD	04/17/2006	Reno PD	04/17/2006
Richardson PD	01/14/2003	Richardson PD	01/13/2003	Richardson PD	12/23/2002
Richland Hills PD	12/10/2002	Richland Hills PD	12/10/2002	Richland Hills PD	12/16/2002
River Oaks PD	09/24/2002	River Oaks PD	09/24/2002	River Oaks PD	09/24/2002
Roanoke PD	07/22/2003	Roanoke PD	07/22/2003	Roanoke PD	07/22/2003
Rockwall PD	10/22/2002	Rockwall PD	10/21/2002	Rockwall PD	10/22/2002
Rockwall Co. SO	01/24/2005	Rockwall Co. SO	01/24/2005	Rockwall Co. SO	01/24/2005
Rowlett PD	09/17/2002	Rowlett PD	09/17/2002	Rowlett PD	10/23/2002
Royse City PD	03/09/2005	Royse City PD	03/08/2005	Royse City PD	03/09/2005
Runaway Bay PD	05/21/2003	Runaway Bay PD	05/20/2003	Runaway Bay PD	05/21/2003
Sachse PD	03/04/2003	Sachse PD	03/03/2003	Sachse PD	02/10/2003
Saginaw PD	10/01/2002	Saginaw PD	10/01/2002	Saginaw PD	09/09/2002
Seagoville PD	03/05/2009	Seagoville PD	03/05/2009	Seagoville PD	03/02/2009
Sherman PD	09/16/2002	Sherman PD	09/16/2002	Sherman PD	09/05/2002
Southlake PD	10/01/2002	Southlake PD	10/01/2002	Southlake PD	10/02/2002
				Tarrant Co. SO	08/14/2009
Terrell PD	01/03/2006	Terrell PD	01/03/2006	Terrell PD	05/31/2006
TWU DPS	11/10/2008				
The Colony PD	11/04/2002	The Colony PD	11/04/2002	The Colony PD	12/30/2002
Trophy Club DPS	05/16/2005	Trophy Club DPS	05/16/2005		
University North Texas	07/03/2008				
University Park PD	09/05/2002	University Park PD	09/05/2002	University Park PD	09/24/2002
Watauga DPS	12/08/2003	Watauga DPS	12/08/2003	Watauga DPS	12/08/2003

Waxahachie PD	09/16/2002	Waxahachie PD	09/16/2002		
Weatherford PD	01/14/2003	Weatherford PD	01/14/2003	Weatherford PD	03/05/2003
Westworth PD	09/10/2002	Westworth PD	09/10/2002	Westworth PD	09/10/2002
Whitesboro PD	10/08/2002	Whitesboro PD	10/08/2002	Whitesboro PD	10/08/2002
White Settlement PD	01/14/2003	White Settlement PD	01/14/2003	White Settlement PD	01/15/2003
Wise Co. SO	06/02/2003	Wise Co. SO	06/02/2003		



# Ovilla City Council

## AGENDA ITEM REPORT

Item: 8

Meeting Date: November 09, 2015

Department: Administration GF / Park Fund

Discussion  Action

Budgeted Expense:  YES  NO  N/A

Submitted by: Dennis Burn, CM

Excess Funds: \$8,656

Reviewed By:  City Manager  City Secretary  City Attorney

Accountant  Dept. Director / Other

### Attachments:

Analysis of revenue and expenditures

### Agenda Item / Topic:

**ITEM 8.** *DISCUSSION/ACTION* - Consideration of and action on the transfer of excess municipal revenue collected at the Annual Heritage Day 2015 Celebration to the Park Fund and direct staff as necessary.

### Discussion / Justification:

This agenda item includes a single sheet showing budgeted and actual revenue and budgeted and actual expenses for Heritage Day. Actual revenue less actual expenses shows a surplus of \$8,656.00. The City Council has previously expressed an interest in placing any excess funds in the Park Board budget.

A budget amendment for this transfer of funds will be included during the annual Mid-Year Budget revisions.

### Recommendation / Staff Comments:

Staff recommends transfer of these funds to the Park Fund.

### Sample Motion(s):

*I move that Council approves / denies the transfer of excess municipal revenue collected at the Annual Heritage Day 2015 Celebration to the Park Fund.*

**HERITAGE DAY**  
**SEPTEMBER 26, 2015**  
**FY 2014-2015 BUDGET**

REVENUE		EXPENSES		REVENUE LESS EXPENSES
BUDGET	\$ 9,000	BUDGET	\$8,000	
<b>ACTUAL REVENUE</b>	<b>\$ 20,923</b>	<b>ACTUAL EXPENSES</b>	<b>\$12,267</b>	<b>\$8,656</b>
<b>REVENUE DETAIL</b>		<b>EXPENSE DETAIL</b>		
BOOTH	\$ 3,626	ADVERTISING	\$4,824	
MERCHANDISE	\$ 947	GENERAL EXPENSES	\$5,193	
SPONSORS	\$ 16,350	ENTERTAINMENT	\$2,250	
	\$ 20,923		\$12,267	



AGENDA ITEM REPORT

Item: 9

Meeting Date: November 09, 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

Department Director/Other

Attachments:

Mandatory Course Completion

Agenda Item / Topic:

ITEM 9. DISCUSSION/ACTION – Consideration of and action on the dismissal/removal of certain board members that have not complied with the completion of the Open Meetings Act training requirement and direct staff as necessary.

Discussion / Justification:

The Open Meetings Act training is intended to help public officials comply with the law and avoid unintentional violations of the law as well as help all Texans understand how the Open Meetings Act benefits them. The public places trust in its elected and appointed officials. This trust includes the expectation that public officials will conduct public business responsibly and in accordance with the law.

Shortly after Council appoints a new board member, they are notified of their appointment (if they don't already know). New information about their board and the statute regarding the Open Meetings Act training is given. Board members listed and highlighted on the attached "Mandatory Course Completion" sheets have been reminded by email on more than one occasion of the training since their first board appointment notice. Another reminder was given by a telephone call on November 04.

EXCERPT from Open Meetings Act:

Sec. 551.005. OPEN MEETINGS TRAINING. (a) Each elected or appointed public official who is a member of a governmental body subject to this chapter shall complete a course of training of not less than one and not more than two hours regarding the responsibilities of the governmental body and its members under this chapter not later than the 90th day after the date the member:

(1) takes the oath of office, if the member is required to take an oath of office to assume the person's duties as a member of the governmental body; or

(2) otherwise assumes responsibilities as a member of the governmental body, if the member is not required to take an oath of office to assume the person's duties as a member of the governmental body.

(c) The office of the attorney general or other entity providing the training shall provide a certificate of course completion to persons who complete the training required by this section.

**Item: 9 continued**

**A governmental body shall maintain and make available for public inspection the record of its members' completion of the training.**

(d) Completing the required training as a member of the governmental body satisfies the requirements of this section with regard to the member's service on a committee or subcommittee of the governmental body and the member's ex officio service on any other governmental body.

(e) The training required by this section may be used to satisfy any corresponding training requirements concerning this chapter or open meetings required by law for the members of a governmental body. The attorney general shall attempt to coordinate the training required by this section with training required by other law to the extent practicable.

(f) The failure of one or more members of a governmental body to complete the training required by this section does not affect the validity of an action taken by the governmental body.

(g) A certificate of course completion is admissible as evidence in a criminal prosecution under this chapter. However, evidence that a defendant completed a course of training offered under this section is not prima facie evidence that the defendant knowingly violated this chapter.

**Recommendation / Staff Comments:**

Staff recommends that Council allow us to work with these four individuals through the holidays and return in January 2016 with a status.

**Sample Motion(s):**

*I move that Council approves / denies staff recommendation and return with course completion status on these individuals in January 2016.*

*Or*

*I move that Council approves / denies the dismissal/removal of the listed board members that have not complied with the completion of the Open Meetings Act training requirement.*

- 1.
- 2.
- 3.
- 4.

# Mandatory Course Completion

COUNCIL	TERM	Public Information Act Date of Issue-completion	Open Meetings Act Date of Issue-completion
Mayor	2017	Richard DORMIER	07/18/2010
PL1	2016	RACHEL HUBER	06/19/2014
PL2	2017	Larry STEVENSON	07/09/2012
PL3 Mayor Pro Tem	2016	David GRIFFIN	06/04/2012
PL4	2017	Doug HUNT	08/02/2009
PL5	2016	Dean OBERG	11/25/2007

## P & Z COMMISSION

Chair - PL3	2017	Carol Lynch	09/06/2013
Vice-Chair PL2	2016	Michael Yordy	11/22/2006
PL1	2017	Darrell Jungman	07/24/2013
PL4	2016	Alan Whittaker	06/13/2014
PL5 Appointed 06/2015	2017	John Zabojsnik	09/08/2015
PL6	2016	Fred Hart	06/12/2014
PL7	2017	Bill Zimmermann	02/01/2011

## BOARD OF ADJUSTMENT

PL1	2017	Carol Richtsmeier	12/02/2013
PL2	2016	Jamie Hilburn	07/15/2014
Chair - PL3	2017	Barbara Betik	07/20/2009
PL4	2016	Stephanie Albright	01/27/2006
PL5-Vice Chair	2017	Richard Ware	01/17/2008
Alternates:			
PL6	2016	Jeanne Ham	07/09/2012
PL7 Appointed 10/2013	2017	Sandra Cawley	(due 09/2015)

## EDC

President PL4	2017	Gary Jones	07/22/2009
PL1	2016	Ronald Kingsley	02/28/2012
PL2	2017	Ermett Fox	09/11/2012
PL3 - VACANT	2016	David Staalsen	Resigned 10/2015
PL5	2016	John Knight	05/24/2012
PL6	2017	Ronald Sims	05/16/2015
PL7	2016	Barbara Turner	06/24/2014

# Mandatory Course Completion

Public Information Act      Open Meetings Act  
Date of Issue-completion      Date of Issue-completion

**TERM**

**Municipal Development District (renewals November**

TERM	Public Information Act Date of Issue-completion	Open Meetings Act Date of Issue-completion
2017	06/19/2014	06/19/2014
2016		12/01/2013
2017	07/18/2010	07/18/2010
2016		10/01/2015
2017		(due 07/2015)

**COMPREHENSIVE LAND USE PLAN REVIEW COMMITTEE**

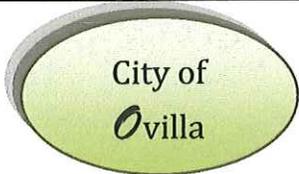
Current Board Member (BOA)	Sandra	Cawley	07/24/2013
Current Board Member (P&Z)	Darrell	Jungman	05/24/2012
Current Board Member (EDC)	John	Knight	09/06/2013
Current Board Member (P&Z)	Carol	Lynch	01/01/2015
Current Board Member (MSAC)	Mike	Myers	12/02/2013
Current Board Member (BOA)	Carol	Richtsmeier	01/06/2015
Current Board Member (MSAC)	Scott	Surplus	09/08/2015
Current Board Member (Park)	Windy	Zabojnik	
CLUP	Mark	Clark	
CLUP	Billy Ray	Dickey	10/17/2015
CLUP	Morris	Gresham	10/18/2015
CLUP	William	Hamilton, Sr.	on file
CLUP	Charlie	Morton	10/19/2015
CLUP	Dani	Muckleroy	11/01/2015
CLUP	William	Turner	

**PARK BOARD- reinstated July 2014**

PL1	Teresa	Lindsey	11/24/2014
PL2	Monna	Yordy	11/30/2014
PL3	Brian	Treadaway	(due 03/2015)
PL4	Angela	Love	(due 04/2015)
PL5	Windy	Zabojnik	09/08/2015

**Municipal Services Advisory Committee - created 2014**

MSAC Member	Scott	Surplus	01/06/2015
MSAC Member	Ozzie	Molina	01/06/2015
MSAC Member	Joseph	Myers	01/01/2015



# Ovilla City Council

## AGENDA ITEM REPORT

Item: 10

Meeting Date: November 09, 2015

Department: Fire, Police, PW

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

Department Director / Other

### Attachments:

Member list

### Agenda Item / Topic:

**ITEM 10.**     **DISCUSSION/ACTION** – Consideration of and action on the nominations and appointments/reappointments to serve on the Municipal Development District Board of Directors.

### Discussion / Justification:

The Municipal Development District Board (MDD) is comprised of five (5) Directors, each whom shall be appointed by the City Council. Each of the Directors shall be a resident of either the City of Ovilla or its extraterritorial jurisdiction, serving a two-year term or until a successor is appointed. Those with expiring terms are:

- Place 1, Rachel Huber
- Place 3, Richard Dormier
- Place 5, Lisa Ware

Meetings conducted in 2015 were in April, July.  
Place 3 Director Dormier was absent from the April meeting. Everyone was present at the July meeting. The next scheduled meeting is in January 2016.

### Recommendation / Staff Comments:

### Sample Motion(s):

*I move that Council approves / denies the appointment / reappointments of the following to serve as Directors on MDD for a term:*

1. \_\_\_\_\_ Place 1
2. \_\_\_\_\_ Place 3
3. \_\_\_\_\_ Place 5.

*And/or*

*I move that Council direct staff to post notice accepting applications for board appointments.*



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 Ovilla, Texas 75154  
 Ph:(972) 617-7262 Fax: (972) 515-3221

**INFORMATION  
 SHEET**  
 Administration use only

<b>MUNICIPAL DEVELOPMENT DISTRICT – (EST. 11.03.2009)</b>	
<b>TERM 2 YR EXP. 11.2015</b>	<b>TERM 2 YR - EXP. 11.2016</b>
<b>PL1 Huber, Rachel</b>	<b>PL2 Scivally, James</b>
201 Willow Wood	229 Lariat Trail
Ovilla, TX 75154	Ovilla, TX 75154
Hm:	Hm:
Wk:	Wk:
Cell:	Cell:
E-Mail: <a href="mailto:place1huber@cityofovilla.org">place1huber@cityofovilla.org</a>	Email:
<b>TERM 2 YR - EXP. 11.2015</b>	<b>TERM 2 YR - EXP. 11.2016</b>
<b>PL3 Dormier, Richard</b>	<b>PL4 Langenheder, Ron</b>
504 Edgewood Lane	1905 Westmoreland Rd.
Ovilla, TX 75154	Ovilla, TX 75154
Hm:	Hm:
WK:	WK: retired
Cell:	Cell:
E-Mail: <a href="mailto:mayordormier@cityofovilla.org">mayordormier@cityofovilla.org</a>	E-Mail:
<b>TERM 2 YR - EXP. 11.2015</b>	
<b>PL5 Ware, Lisa</b>	
116 Water Street	
Ovilla, TX 75154	
Hm:	
WK:	
Cell:	
Email:	