

# CITY OF OVILLA

Ralph G. Hall, Place One  
Larry Stevenson, Place Two  
David Griffin, Place Three

Tom Leverentz, Mayor

Doug Hunt, Place Four  
Richard Dormier, Mayor Pro-Tem/Place Five  
Randy Whiteman, City Administrator

## *OVILLA* City Council Agenda

105 S. Cockrell Hill Road, Ovilla, TX 75154

Tuesday, October 9, 2012

7:00 P.M.

Council Chamber Room

Pursuant to the provisions of Chapter 551 VTCA Government Code, NOTICE is hereby given of a Regular Meeting of the City Council of the City of Ovilla, to be held on Tuesday, October 9, 2012 at 7:00 P.M. in the City Hall 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, ANNOUNCEMENTS & REPORTS**

#### ◆ **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 decision 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 Chief M. Moon
  - ◆ Monthly Report
- ◆ Fire Department Assistant Chief P. Brancato
  - ◆ Monthly Report
- ◆ Public Works Director B. Piland
  - ◆ Monthly Report
- ◆ Finance Department City Administrator R. Whiteman
  - ◆ Monthly Municipal Court Report
- ◆ Administration City Administrator R. Whiteman
  - ◆ Monthly Reports – Code Enforcement/Animal Control
- ◆ Committees

### **III. CONSENT AGENDA**

- ◆ Financial transactions
- ◆ Minutes of the August 22, 2012 Special Budget Workshop Mtg.
- ◆ Minutes of the August 27, 2012 Regular Council Meeting
- ◆ Minutes of the September 10, 2012 Regular Council Meeting

***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.***

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## IV. REGULAR AGENDA

- ITEM 1. **DISCUSSION/ACTION** – Consider authorizing the Mayor to sign a contract to sell a 1991 Ford Rescue Truck surplus on the America's Source for Used Fire Apparatus (FIRETEC) sales.
- ITEM 2. **DISCUSSION/ACTION** – Consider approval of proposed Ordinance 2012-019 declaring a new design as the City of Ovilla's official logo.
- ITEM 3. **DISCUSSION ONLY** – Review bids and consider a budget amendment to authorize the remodel of the city hall front lobby offices.
- ITEM 4. **DISCUSSION ONLY** – Discussion related to the Texas Comptrollers Leadership Circle Awards.
- ITEM 5. **DISCUSSION/ACTION** – Consultation with attorney on a matter in which the duty of the attorney under the Texas Disciplinary Rules of Conduct of the State Bar of Texas conflicts with the provisions of the Texas Open Meetings Act.
- Closed session pursuant to Texas Local Government Code section 551.071(2)

## V. 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).

- ITEM 5. **DISCUSSION/ACTION** – Consultation with attorney on a matter in which the duty of the attorney under the Texas Disciplinary Rules of Conduct of the State Bar of Texas conflicts with the provisions of the Texas Open Meetings Act.
- Closed session pursuant to Texas Local Government Code section 551.071(2)

**The City Council will reconvene into Open Session.**

- Consider action as a result of discussion.

## VI. ADJOURNMENT

This is to certify that a copy of the Notice of the Regular City Council Meeting for October 9, 2012, was posted on the bulletin board at City Hall, 105 S. Cockrell Hill Road, Ovilla, on the 5th day of October 2012 prior to 6:00 p.m.



Pamela Woodall  
City Secretary

**CERTIFICATION:** I hereby certify that the Ovilla City Council Agenda was removed from the City Hall Bulletin Board, located at 105 S. Cockrell Hill Road, Ovilla, TX 75154, (a place accessible to the public at all times) on the \_\_\_\_\_ day of \_\_\_\_\_ 2012, at \_\_\_\_\_ am/pm, after having been posted for at least 72 continuous hours preceding the scheduled time of the posted meeting. \_\_\_\_\_

Pam Woodall, City Secretary

**IF YOU OR YOUR REPRESENTATIVE HAVE A DISABILITY THAT REQUIRES SPECIAL ARRANGEMENTS AND YOU PLAN TO ATTEND THIS PUBLIC MEETING, PLEASE CALL THE CITY SECRETARY AT 972-617-7262 WITHIN 24 HOURS OF THE MEETING. REASONABLE ACCOMMODATIONS WILL BE MADE TO MEET YOUR NEEDS AT THE MEETING. PLEASE SILENCE ALL PAGERS, CELL PHONES & OTHER ELECTRONIC EQUIPMENT WHILE THE CITY COUNCIL MEETING IS IN SESSION.**

# OVILLA POLICE DEPARTMENT

105 S. Cockrell Hill Rd.

Ovilla, TX 75154

(972) 617-7262

Mayor Tom Leverentz, Mr. Randy Whiteman,  
and the Ovilla City Council

Subject: Police Department Monthly Activity Report:

<b>Sep-12</b>	<b>YTD</b>
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<b>Calls For Service</b>	<b>Total</b>	<b>Total</b>
ACCIDENT	4	21
ALARMS	20	145
ARREST	2	18
ASSAULT	0	3
ASSISTS: Agency/Unit: 37 EMS/Fire: 3 Motorist: 2	31	298
BLDG / HOUSE SECURITY CHECK	1240	13489
BURGLARY	0	3
BURGLARY OF MOTOR VEHICLE	1	7
CRIMINAL MISCHIEF	2	10
DISTURBANCE	6	51
NEIGHBORHOOD CHECK	1843	15136
OTHER CALLS FOR SERVICE	122	777
SUSPICIOUS PERSON	7	57
SUSPICIOUS VEHICLE	2	78
THEFT	1	14
TRAFFIC ASSIGNMENT	24	415
<b>TOTAL CALLS FOR SERVICE</b>	<b>3305</b>	<b>30522</b>
RESERVE OFFICER HOURS	72.25	168.5
AVERAGE RESPONSE TIME (MINUTES)	3.42	4.38888889
TRAFFIC STOP (WARNINGS)	30	457
CITATIONS	23	311
TOTAL	53	768
<b>PERCENT OF STOPS RECEIVING CITATIONS</b>	<b>43.4</b>	<b>40.5</b>

OVILLA PD VEHICLE MILEAGE						
August-12		September-12				
Unit #	Beginning	Ending	Accrued	Unit #	Beginning	Ending
100	54543	55408	865	100	55408	56763
101	123103	124498	1395	101	124498	124738
102	60504	61587	1083	102	61587	62420
103	59495	62141	2646	103	62141	64596
104	33906	35954	2048	104	35954	38012
<b>October-12</b>				<b>November-12</b>		
Unit #	Beginning	Ending	Accrued	Unit #	Beginning	Ending
100			0	100		
101			0	101		
102			0	102		
103			0	103		
104			0	104		
<b>December-12</b>				<b>January-13</b>		
Unit #	Beginning	Ending	Accrued	Unit #	Beginning	Ending
100			0	100		
101			0	101		
102			0	102		
103			0	103		
104			0	104		
<b>February-13</b>				<b>March-13</b>		
Unit #	Beginning	Ending	Accrued	Unit #	Beginning	Ending
100			0	100		
101			0	101		
102			0	102		
103			0	103		
104			0	104		
<b>April-13</b>				<b>May-13</b>		
Unit #	Beginning	Ending	Accrued	Unit #	Beginning	Ending
100			0	100		
101			0	101		
102			0	102		
103			0	103		
104			0	104		
100			0	100		
101			0	101		
102			0	102		
103			0	103		
104			0	104		
100			0	100		
101			0	101		
102			0	102		
103			0	103		
104			0	104		

**City of Ovilla Fire Department**

**Calculated Total Staff Hours by Type of Alarm**

**Alarm Date Between {09/01/2012} And {09/30/2012}**

Incident	Date	Response	Alarm	Cleared	#Staff	Stf Hrs	Prop Use
<b>AL Automatic Alarm (Fire/Medical)</b>							
12-2000443-000	09/23/2012	00:06:37	16:11:32	16:22:20	5	0.90	419 1 or 2 family
<b>Subtotal Alarm Count</b>		<b>1</b>	<b>Subtotal Staff &amp; Hours</b>		<b>5</b>	<b>0.90</b>	
<b>EM Emergency Medical Service</b>							
12-2000411-000	09/02/2012	00:14:59	09:29:50	09:47:41	4	1.19	419 1 or 2 family
12-2000412-000	09/02/2012	00:05:02	10:54:36	11:21:47	2	0.90	419 1 or 2 family
12-2000415-000	09/04/2012	00:05:57	21:39:38	22:05:45	3	1.30	419 1 or 2 family
12-0000416-000	09/05/2012	00:05:58	10:37:09	10:58:53	3	1.08	419 1 or 2 family
12-2000416-000	09/06/2012	00:08:05	15:13:00	15:39:05	3	1.30	419 1 or 2 family
12-2000418-000	09/07/2012	00:01:58	08:21:30	08:47:31	3	1.30	419 1 or 2 family
12-2000424-000	09/09/2012	00:04:20	11:22:45	11:49:46	5	2.25	131 Church, mosque,
12-2000425-000	09/10/2012	00:06:00	12:55:00	13:25:26	3	1.52	419 1 or 2 family
12-2000426-000	09/10/2012	00:04:14	15:44:00	15:59:51	7	1.84	962 Residential
12-2000427-000	09/10/2012	00:05:12	22:30:05	22:51:24	4	1.42	419 1 or 2 family
12-2000429-000	09/12/2012	00:09:44	18:11:00	18:23:03	4	0.80	419 1 or 2 family
12-2000430-000	09/13/2012	00:08:39	09:51:12	10:18:50	3	1.38	419 1 or 2 family
12-2000431-000	09/13/2012	00:11:33	12:18:23	12:52:15	4	2.25	419 1 or 2 family
12-2000432-000	09/13/2012	00:09:07	19:41:00	20:03:46	4	1.51	581 Department or
12-2000433-000	09/13/2012	00:08:29	20:52:02	21:32:10	5	3.34	419 1 or 2 family
12-2000436-000	09/17/2012	00:16:53	08:08:33	08:25:26	4	1.12	419 1 or 2 family
12-2000439-000	09/22/2012	00:00:00	13:24:21	13:53:17	10	4.82	888 Fire station
12-2000440-000	09/22/2012	00:00:00	15:21:51	15:50:18	5	2.37	888 Fire station
12-2000446-000	09/27/2012	00:07:01	02:10:13	03:10:13	4	4.00	419 1 or 2 family
12-2000447-000	09/27/2012	00:10:54	02:39:18	03:24:40	4	3.02	419 1 or 2 family
12-2000449-000	09/28/2012	00:11:30	02:41:00	03:12:26	3	1.57	419 1 or 2 family
12-2000450-000	09/29/2012	00:09:46	16:42:00	17:38:26	4	3.76	419 1 or 2 family
12-2000451-000	09/30/2012	00:10:40	10:43:00	10:55:27	2	0.41	419 1 or 2 family
<b>Subtotal Alarm Count</b>		<b>23</b>	<b>Subtotal Staff &amp; Hours</b>		<b>93</b>	<b>44.53</b>	
<b>FM Fill In/Move Up</b>							
12-2000422-000	09/08/2012	00:06:59	10:06:03	10:13:02	11	1.28	888 Fire station
<b>Subtotal Alarm Count</b>		<b>1</b>	<b>Subtotal Staff &amp; Hours</b>		<b>11</b>	<b>1.28</b>	
<b>HC Hazardous Condition</b>							
12-2000413-000	09/04/2012	00:04:35	09:44:40	10:16:47	4	2.14	961 Highway or

City of Ovilla Fire Department

Calculated Total Staff Hours by Type of Alarm

Alarm Date Between {09/01/2012} And {09/30/2012}

Incident	Date	Response	Alarm	Cleared	#Staff	Stf Hrs	Prop Use
<b>HC Hazardous Condition</b>							
Subtotal Alarm Count	1		Subtotal Staff & Hours		4	2.14	
<b>IV Investigation of Smoke/Odor</b>							
12-2000414-000	09/04/2012	00:11:00	19:57:00	20:20:30	4	1.56	931 Open land or
12-2000438-000	09/20/2012	00:11:54	06:51:16	07:17:37	6	2.63	419 1 or 2 family
Subtotal Alarm Count	2		Subtotal Staff & Hours		10	4.20	
<b>LO Lockout</b>							
12-2000435-000	09/17/2012	00:03:36	07:23:00	08:29:37	4	4.44	962 Residential
Subtotal Alarm Count	1		Subtotal Staff & Hours		4	4.44	
<b>MV MVC</b>							
12-2000417-000	09/06/2012	00:05:32	18:57:00	19:19:06	4	1.47	961 Highway or
12-2000428-000	09/12/2012	00:03:56	12:24:41	12:37:48	3	0.65	962 Residential
Subtotal Alarm Count	2		Subtotal Staff & Hours		7	2.12	
<b>OT Other Fire/Incident</b>							
12-2000437-000	09/19/2012	00:05:17	12:08:01	12:21:47	3	0.68	931 Open land or
12-2000441-000	09/22/2012	00:06:36	16:38:16	17:00:02	4	1.45	931 Open land or
Subtotal Alarm Count	2		Subtotal Staff & Hours		7	2.13	
<b>RE Air-Light-Rehab</b>							
12-2000410-000	09/01/2012	00:17:11	22:33:06	02:16:55	3	11.19	419 1 or 2 family
12-2000419-000	09/07/2012	00:32:05	15:08:50	17:18:48	5	10.83	419 1 or 2 family
Subtotal Alarm Count	2		Subtotal Staff & Hours		8	22.02	
<b>SF Structure Fire</b>							
12-2000420-000	09/08/2012	00:06:09	09:29:03	09:35:12	12	1.23	419 1 or 2 family *
12-2000421-000	09/08/2012	00:11:39	09:52:00	10:03:39	12	2.33	419 1 or 2 family *
12-2000423-000	09/08/2012	00:22:41	19:48:00	20:10:41	5	1.89	511 Convenience store *
12-2000434-000	09/17/2012	00:08:25	07:12:51	07:21:16	4	0.56	342 Doctor, dentist *
Subtotal Alarm Count	4		Subtotal Staff & Hours		33	6.01	

City of Ovilla Fire Department

Calculated Total Staff Hours by Type of Alarm

Alarm Date Between {09/01/2012} And {09/30/2012}

Incident	Date	Response	Alarm	Cleared	#Staff	Stf Hrs	Prop Use
<b>SR Search/Rescue/Recovery</b>							
12-2000444-000	09/25/2012	00:05:50	12:23:00	12:37:32	2	0.48	419 1 or 2 family
12-2000445-000	09/26/2012	00:05:43	06:07:49	06:25:23	3	0.87	419 1 or 2 family
Subtotal Alarm Count		2	Subtotal Staff & Hours		5	1.36	

**VF Vehicle Fire**

12-2000448-000	09/27/2012	00:06:18	05:09:35	05:41:16	4	2.11	965 Vehicle parking
Subtotal Alarm Count		1	Subtotal Staff & Hours		4	2.11	

**Total Incident Count            42**

City of Ovilla Fire Department

Average Response Time by District/Incident Type (M

Alarm Date Between {09/01/2012} And {09/30/2012}  
and District = "OVILA"

OVILA City of Ovilla

Incident	Alarm Date & Time	Arrival Date & Time	Stn	Shift	Response Time
<b>321 EMS call, excluding vehicle accident with injury</b>					
12-2000415	09/04/2012 21:39:38	09/04/2012 21:45:35	1	C	00:05:57
12-2000418	09/07/2012 08:21:30	09/07/2012 08:23:28	1	C	00:01:58
12-2000424	09/09/2012 11:22:45	09/09/2012 11:27:05	1	B	00:04:20
12-2000425	09/10/2012 12:55:00	09/10/2012 13:01:00	1	C	00:06:00
12-2000426	09/10/2012 15:44:00	09/10/2012 15:48:14	1	C	00:04:14
12-2000427	09/10/2012 22:30:05	09/10/2012 22:35:17	1	C	00:05:12
12-2000432	09/13/2012 19:41:00	09/13/2012 19:50:07	1	C	00:09:07
12-2000439	09/22/2012 13:24:21	09/22/2012 13:24:21	1	C	00:00:00
12-2000440	09/22/2012 15:21:51	09/22/2012 15:21:51	1	C	00:00:00
12-2000446	09/27/2012 02:10:13	09/27/2012 02:17:14	1	C	00:07:01
Average Response Time for District/Incident Type					00:04:23
<b>324 Motor Vehicle Accident with no injuries</b>					
12-2000417	09/06/2012 18:57:00	09/06/2012 19:02:32	1	B	00:05:32
Average Response Time for District/Incident Type					00:05:32
<b>331 Lock-in (if lock out , use 511 )</b>					
12-2000445	09/26/2012 06:07:49	09/26/2012 06:13:32	1	C	00:05:43
Average Response Time for District/Incident Type					00:05:43
<b>357 Extrication of victim(s) from machinery</b>					
12-2000444	09/25/2012 12:23:00	09/25/2012 12:28:50	1	C	00:05:50
Average Response Time for District/Incident Type					00:05:50
<b>413 Oil or other combustibile liquid spill</b>					
12-2000413	09/04/2012 09:44:40	09/04/2012 09:49:15	1	C	00:04:35
Average Response Time for District/Incident Type					00:04:35
<b>511 Lock-out</b>					
12-2000435	09/17/2012 07:23:00	09/17/2012 07:26:36	1	A	00:03:36
Average Response Time for District/Incident Type					00:03:36
<b>651 Smoke scare, odor of smoke</b>					
12-2000414	09/04/2012 19:57:00	09/04/2012 20:08:00	1	C	00:11:00
Average Response Time for District/Incident Type					00:11:00
-----					
Overall Average Response Time for District 00:05:00					

Total Incident Count: 16

Overall Average Response Time: 00:05:00

City of Ovilla Fire Department

Average Response Time by District/Incident Type (M

Alarm Date Between {09/01/2012} And {09/30/2012}  
and District = "ESD2 "

ESD2 Midlothian ESD#2

Incident	Alarm Date & Time	Arrival Date & Time	Stn	Shift	Response Time
<b>131 Passenger vehicle fire</b>					
12-2000448	09/27/2012 05:09:35	09/27/2012 05:15:53	1	A	00:06:18
Average Response Time for District/Incident Type					00:06:18
<b>311 Medical assist, assist EMS crew</b>					
12-2000411	09/02/2012 09:29:50	09/02/2012 09:44:49	1	A	00:14:59
12-2000416	09/06/2012 15:13:00	09/06/2012 15:21:05	1	B	00:08:05
12-2000429	09/12/2012 18:11:00	09/12/2012 18:20:44	1	B	00:09:44
12-2000430	09/13/2012 09:51:12	09/13/2012 09:59:51	1	C	00:08:39
12-2000431	09/13/2012 12:18:23	09/13/2012 12:29:56	1	C	00:11:33
Average Response Time for District/Incident Type					00:10:36
<b>321 EMS call, excluding vehicle accident with injury</b>					
12-0000416	09/05/2012 10:37:09	09/05/2012 10:43:07	1	A	00:05:58
12-2000450	09/29/2012 16:42:00	09/29/2012 16:51:46	1	A	00:09:46
Average Response Time for District/Incident Type					00:07:52
<b>324 Motor Vehicle Accident with no injuries</b>					
12-2000428	09/12/2012 12:24:41	09/12/2012 12:28:37	1	B	00:03:56
Average Response Time for District/Incident Type					00:03:56
<b>561 Unauthorized burning</b>					
12-2000441	09/22/2012 16:38:16	09/22/2012 16:44:52	1	C	00:06:36
Average Response Time for District/Incident Type					00:06:36
<b>651 Smoke scare, odor of smoke</b>					
12-2000438	09/20/2012 06:51:16	09/20/2012 07:03:10	1	A	00:11:54
Average Response Time for District/Incident Type					00:11:54
-----					
Overall Average Response Time for District 00:08:52					

Total Incident Count: 11

Overall Average Response Time: 00:08:52

**City of Ovilla Fire Department**

**Average Response Time by District/Incident Type (M**

**Alarm Date Between {09/01/2012} And {09/30/2012}**

**DUNCN City of Duncanville**

Incident	Alarm Date & Time	Arrival Date & Time	Stn	Shift	Response Time
<b>111 Building fire</b>					
12-2000419	09/07/2012 15:08:50	09/07/2012 15:40:55	1	C	00:32:05
Average Response Time for District/Incident Type					00:32:05
-----					
Overall Average Response Time for District 00:32:05					

**ESD2 Midlothian ESD#2**

Incident	Alarm Date & Time	Arrival Date & Time	Stn	Shift	Response Time
<b>131 Passenger vehicle fire</b>					
12-2000448	09/27/2012 05:09:35	09/27/2012 05:15:53	1	A	00:06:18
Average Response Time for District/Incident Type					00:06:18
<b>311 Medical assist, assist EMS crew</b>					
12-2000411	09/02/2012 09:29:50	09/02/2012 09:44:49	1	A	00:14:59
12-2000416	09/06/2012 15:13:00	09/06/2012 15:21:05	1	B	00:08:05
12-2000429	09/12/2012 18:11:00	09/12/2012 18:20:44	1	B	00:09:44
12-2000430	09/13/2012 09:51:12	09/13/2012 09:59:51	1	C	00:08:39
12-2000431	09/13/2012 12:18:23	09/13/2012 12:29:56	1	C	00:11:33
Average Response Time for District/Incident Type					00:10:36
<b>321 EMS call, excluding vehicle accident with injury</b>					
12-0000416	09/05/2012 10:37:09	09/05/2012 10:43:07	1	A	00:05:58
12-2000450	09/29/2012 16:42:00	09/29/2012 16:51:46	1	A	00:09:46
Average Response Time for District/Incident Type					00:07:52
<b>324 Motor Vehicle Accident with no injuries</b>					
12-2000428	09/12/2012 12:24:41	09/12/2012 12:28:37	1	B	00:03:56
Average Response Time for District/Incident Type					00:03:56
<b>561 Unauthorized burning</b>					
12-2000441	09/22/2012 16:38:16	09/22/2012 16:44:52	1	C	00:06:36
Average Response Time for District/Incident Type					00:06:36
<b>651 Smoke scare, odor of smoke</b>					
12-2000438	09/20/2012 06:51:16	09/20/2012 07:03:10	1	A	00:11:54
Average Response Time for District/Incident Type					00:11:54
-----					
Overall Average Response Time for District 00:08:52					

**LANC City of Lancaster**

Incident	Alarm Date & Time	Arrival Date & Time	Stn	Shift	Response Time
<b>111 Building fire</b>					
12-2000410	09/01/2012 22:33:06	09/01/2012 22:50:17	1	C	00:17:11
Average Response Time for District/Incident Type					00:17:11

**City of Ovilla Fire Department**

**Average Response Time by District/Incident Type (M**

**Alarm Date Between {09/01/2012} And {09/30/2012}**

**LANC City of Lancaster**

Incident	Alarm Date & Time	Arrival Date & Time	Stn	Shift	Response Time
Overall Average Response Time for District 00:17:11					

**OAKLF City of Oak Leaf - Ovilla Response Area**

Incident	Alarm Date & Time	Arrival Date & Time	Stn	Shift	Response Time
311 Medical assist, assist EMS crew					
12-2000449	09/28/2012 02:41:00	09/28/2012 02:52:30	1	B	00:11:30
12-2000451	09/30/2012 10:43:00	09/30/2012 10:53:40	1	B	00:10:40
Average Response Time for District/Incident Type					00:11:05
321 EMS call, excluding vehicle accident with injury					
12-2000412	09/02/2012 10:54:36	09/02/2012 10:59:38	1	A	00:05:02
12-2000433	09/13/2012 20:52:02	09/13/2012 21:00:31	1	C	00:08:29
12-2000447	09/27/2012 02:39:18	09/27/2012 02:50:12	1	A	00:10:54
Average Response Time for District/Incident Type					00:08:08
561 Unauthorized burning					
12-2000437	09/19/2012 12:08:01	09/19/2012 12:13:18	1	C	00:05:17
Average Response Time for District/Incident Type					00:05:17
611 Dispatched & cancelled en route					
12-2000436	09/17/2012 08:08:33	09/17/2012 08:25:00	1	A	00:16:27
Average Response Time for District/Incident Type					00:16:27
622 No Incident found on arrival at dispatch address					
12-2000443	09/23/2012 16:11:32	09/23/2012 16:18:09	1	A	00:06:37
Average Response Time for District/Incident Type					00:06:37
Overall Average Response Time for District 00:09:22					

**OVILA City of Ovilla**

Incident	Alarm Date & Time	Arrival Date & Time	Stn	Shift	Response Time
321 EMS call, excluding vehicle accident with injury					
12-2000415	09/04/2012 21:39:38	09/04/2012 21:45:35	1	C	00:05:57
12-2000418	09/07/2012 08:21:30	09/07/2012 08:23:28	1	C	00:01:58
12-2000424	09/09/2012 11:22:45	09/09/2012 11:27:05	1	B	00:04:20
12-2000425	09/10/2012 12:55:00	09/10/2012 13:01:00	1	C	00:06:00
12-2000426	09/10/2012 15:44:00	09/10/2012 15:48:14	1	C	00:04:14
12-2000427	09/10/2012 22:30:05	09/10/2012 22:35:17	1	C	00:05:12
12-2000432	09/13/2012 19:41:00	09/13/2012 19:50:07	1	C	00:09:07
12-2000439	09/22/2012 13:24:21	09/22/2012 13:24:21	1	C	00:00:00
12-2000440	09/22/2012 15:21:51	09/22/2012 15:21:51	1	C	00:00:00
12-2000446	09/27/2012 02:10:13	09/27/2012 02:17:14	1	C	00:07:01
Average Response Time for District/Incident Type					00:04:23

City of Ovilla Fire Department

Average Response Time by District/Incident Type (M

Alarm Date Between {09/01/2012} And {09/30/2012}

OVILA City of Ovilla

Incident	Alarm Date & Time	Arrival Date & Time	Stn	Shift	Response Time
<b>324 Motor Vehicle Accident with no injuries</b>					
12-2000417	09/06/2012 18:57:00	09/06/2012 19:02:32	1	B	00:05:32
Average Response Time for District/Incident Type					00:05:32
<b>331 Lock-in (if lock out , use 511 )</b>					
12-2000445	09/26/2012 06:07:49	09/26/2012 06:13:32	1	C	00:05:43
Average Response Time for District/Incident Type					00:05:43
<b>357 Extrication of victim(s) from machinery</b>					
12-2000444	09/25/2012 12:23:00	09/25/2012 12:28:50	1	C	00:05:50
Average Response Time for District/Incident Type					00:05:50
<b>413 Oil or other combustible liquid spill</b>					
12-2000413	09/04/2012 09:44:40	09/04/2012 09:49:15	1	C	00:04:35
Average Response Time for District/Incident Type					00:04:35
<b>511 Lock-out</b>					
12-2000435	09/17/2012 07:23:00	09/17/2012 07:26:36	1	A	00:03:36
Average Response Time for District/Incident Type					00:03:36
<b>651 Smoke scare, odor of smoke</b>					
12-2000414	09/04/2012 19:57:00	09/04/2012 20:08:00	1	C	00:11:00
Average Response Time for District/Incident Type					00:11:00
-----					
Overall Average Response Time for District 00:05:00					

Total Incident Count: 37

Overall Average Response Time: 00:08:09

City of Ovilla Fire Department

Copy of Year-to-date Incident Participation

Activity Date Between {09/01/2012} And  
{09/30/2012} and Career = "2 "

Staff Id/Name	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	Percent
741 Bailey, Randall S.	0	0	0	0	0	0	0	0	4	0	0	0	4	12.50
749 Chapman, John Daniel	0	0	0	0	0	0	0	0	10	0	0	0	10	31.25
740 Espinosa, Anthony	0	0	0	0	0	0	0	0	4	0	0	0	4	12.50
723 Graham, Justin L.	0	0	0	0	0	0	0	0	3	0	0	0	3	9.37
750 Guffey, Nicholas Ray	0	0	0	0	0	0	0	0	11	0	0	0	11	34.37
713 Holt, William Neal	0	0	0	0	0	0	0	0	1	0	0	0	1	3.12
716 Leverentz, Thomas G	0	0	0	0	0	0	0	0	20	0	0	0	20	62.50
707 Martinez, Erick I	0	0	0	0	0	0	0	0	3	0	0	0	3	9.37
724 O'Brien, Steve G	0	0	0	0	0	0	0	0	12	0	0	0	12	37.50
711 Sidler, Joni L	0	0	0	0	0	0	0	0	5	0	0	0	5	15.62
722 Spencer, Everett H	0	0	0	0	0	0	0	0	23	0	0	0	23	71.87
745 Velasquez, Adrian C.	0	0	0	0	0	0	0	0	1	0	0	0	1	3.12
717 Witherspoon, Jacki D	0	0	0	0	0	0	0	0	12	0	0	0	12	37.50

Total Runs by Month											
Jan	0	Feb	0	Mar	0	Apr	0	May	0	Jun	0
Jul	0	Aug	0	Sep	32	Oct	0	Nov	0	Dec	0

Grand Total Runs: 32

City of Ovilla Fire Department

Staff with No Activities

Date >= {09/01/2012} and )Career = "2 "

Staff Member	Staff ID	Status	Status Date	Rank	Station
Bell, Warren J	726	LV	08/20/2012	FFE	1
Blanchet, Shawn M.	738	AL	08/20/2012	FF	1
Hanson, Jim L.	706	VO	06/06/2012	FF	1
Paluga, Patrick	732	VO	07/01/2002	FFE	1
Tennery, Colin P.	714	VO	07/05/2011	PR	1

City of Ovilla Fire Department

Inspections by Inspector

Date Completed Between {09/01/2012} And  
{09/30/2012}

Date	Time	Inspection Type/Occupancy	Hours
730 Lucia, Kevin B			
09/04/2012	13:15	201 INSPECTION - Update Contacts OAS Ovilla Auto Service 3322 Ovilla RD	0.25
09/25/2012	13:47	200 INSPECTION - General GRACECHURCH Grace Church of Ovilla 519 N Westmoreland RD	0.73
Total for Staff: 2			Total Hours: 0.98
Grand Total Activities: 2			Grand Totals: 0.98

City of Ovilla Fire Department

OFD Fuel Usage Report

Date Between {09/01/2012} And {09/30/2012}

Date	Fuel Type	Gallons	Cost	Unit
<b>FA Fuel Apparatus</b>				
<b>Diesel</b>				
09/04/2012	Diesel	15.103	\$60.40	704
	730 Lucia, Kevin B			
09/04/2012	Diesel	11.204	\$44.80	703
	725 Wolf, Darrell G.			
09/04/2012	Diesel	15.103	\$60.40	704
	748 Lindsey, Kevin Ray			
09/07/2012	Diesel	12.222	\$48.88	755
	712 Rogers, Brandon Steve			
	734 Lehmann, Matthew M			
	720 Wesson, Geoffrey S			
09/08/2012	Diesel	9.568	\$38.26	703
	736 Terry, David			
09/13/2012	Diesel	7.714	\$30.85	703
	749 Chapman, John Daniel			
09/15/2012	Diesel	13.083	\$52.32	700
	749 Chapman, John Daniel			
09/20/2012	Diesel	12.128	\$48.50	703
	749 Chapman, John Daniel			
	721 Kennedy, Brandon Kobby			
09/28/2012	Diesel	11.927	\$47.70	703
	720 Wesson, Geoffrey S			
09/28/2012	Diesel	16.020	\$64.06	704
	712 Rogers, Brandon Steve			
09/28/2012	Diesel	10.150	\$40.59	700
	734 Lehmann, Matthew M			
	<b>Diesel Totals:</b>	<b>134.222 Gal</b>	<b>\$536.76</b>	
<b>Gasoline</b>				
09/15/2012	Gasoline	26.741	\$98.91	SQD702
	712 Rogers, Brandon Steve			
	<b>Gasoline Totals:</b>	<b>26.741 Gal</b>	<b>\$98.91</b>	



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**DATE: October 4, 2012**

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

**FROM:** Brad Piland Public Works Director

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

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- Patched potholes - Suburban, Water, Cockrell Hill, Westmoreland, Joe Wilson Red Oak Creek
- Lay asphalt and stripe Police Department parking lot
- Sewer Lift Station Repairs- pulled pump 1 at Heritage lift station, replaced pump 1 Highland Meadows lift station, Pulled pump from Cumberland
- Pump Station - mow and weed eat
- Removed tree limbs from Johnson Lane.
- Read Water meters, Service Disconnects and Reconnects
- Final clean up at 302 Willowcreek
- Set out banners and signs for Heritage Day
- Update marquee as needed
- Daily water maintenance residual and pressure test
- Heritage Park, Silver Spur Park and baseball fields and park - tree and grass maintenance
- Repair water line 752 Cockrell Hill

- Set up for Heritage Day
- Take down Heritage Day banners and signs,
- Cleaned ditch and right of way on Meadow Glen
  - ❖ Jimmy Bryan -
    - Serviced Police Units 101 & 103
    - Repaired generator at pump station
    - Cleaned and prepared golf carts for Heritage Day
    - Serviced new animal control truck

**\*\*Flushed Hydrants**

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

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



Jessica Foresman  
Court Clerk

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**DATE:** October 9, 2012  
**TO:** Honorable Mayor Leverentz and City Council Members  
**CC:** City Administrator, Randy Whiteman  
**FROM:** Jessica Foresman, Court Clerk  
**SUBJECT:** Monthly Staff Report

24 traffic and 10 city ordinance related cases were filed for the month of September. 12 warrants were issued

Court Collection for the month of September was \$6,227.40

\$3,829.17 is kept by the City    FYTD \$54,192.64  
\$2,448.23 is remitted to State    FYTD \$35,425.14

**CODE ENFORCEMENT REPORT  
SEPTEMBER 2012**

- COMPLAINTS/VIOLATIONS –55
- FOLLOW-UPS – 74
- EDUCATION–81
- LETTERS SENT–3(1PUBLIC NUISANCE, 2 GRASS)
- NUISANCE ABATED–2(1 VEHICLE, 1 GRASS)
- DOOR HANGER NOTICES –20(5 PARKING IN YARD, 9 PERMIT, 6 GRASS)
- SIGNS REMOVED – 17(5 BUSINESSES, 112 GARAGE SALE SIGNS)
- PICTURES TAKEN –115
- GARAGE SALE PERMITS –4FOR A TTL \$20
- COURT –1- Guilty by Jury \$100, 1-Plea Guilty \$160
- STREET LIGHT REPORT COMPLAINTS –1FOLLOW-UPS –4
- PERMITS REVIEWS –nine INSPECTIONS –5
- ILLEGAL DUMPING – 2 RED OAK CREEK JOHNSON LANE (TRASH)

## **ANIMAL CONTROL REPORT SEPTEMBER 2012**

- COMPLAINTS/VIOLATIONS –65
- FOLLOW-UPS –79
- ANIMALS PICKED UP –3 DOGS
- ANIMAL RELOCATED –13 (2RACCOONS,5 POSSUM,5 ARMADILLO, 1 SNAKE)
- COURT - NUISANCE ANIMAL/AT LARGE GUILTY \$160
- DOOR HANGERS –28
- PICTURES TAKEN –78
- EDUCATION –77
- IMPOUND FEES - \$70
- DECEASED / REMOVED –15
- CITY TAGS –11ISSUED =\$132
- OAK LEAF CALLS – 2(1 DOG 1 RACCOON)
- TRAPS CHECKED OUT –7

**City of Ovilla Expenditures in September  
2012 Over \$5,000**

General Fund				Amount
Date	Check#	Payee	Description	Amount
9/28/2012	40605	American Communications	Radio Equipment for Fire Dept.	\$15,049.23
9/27/2012	40586	Blue Cross/Blue Shield	Health Insurance	\$5,758.24
6/14/2149	40529	Community Waste Disposal	Garbage Pick up for June & July	\$32,889.40
9/27/2012	40597	Community Waste Disposal	Garbage Pick up for August	\$16,483.49
9/21/2012	40552	Dell Marketing	Purchase Server from Dell	\$9,534.00
9/21/2012	40553	Ellis County Precinct #4	Pot hole Prep work & Seal Coating of 4.2 Miles	\$91,875.00
9/27/2012	40590	Ellis County Precinct #4	Red Oak Creek Rd. Road Repair	\$51,150.00
9/13/2012	ACH	Quick Books Payroll Service	Payroll	\$32,290.30
9/27/2012	ACH	Quick Books Payroll Service	Payroll	\$32,335.05
9/21/2012	40566	RDO Equipment	Backhoe for Street Dept.	\$71,500.00
9/11/2012	40536	T.M.R.S.	Retirement	\$12,499.37
9/14/2012	ACH	US Treasury	Payroll Taxes	\$6,359.63
9/28/2012	ACH	US Treasury	Payroll Taxes	\$6,492.35
Total General Fund Transactions Paid in September 2012 \$5,000 and Over				\$384,216.06
Water & Sewer Fund				Amount
Date	Check#	Payee	Description	Amount
9/11/2012	14913	City of Dallas	Water Purchase	\$42,087.38
9/27/2012	14932	City of Ovilla General Fund	Garbage Transfer for Sept. & Quarterly Payroll Transfer	\$27,103.56
Total Water & Sewer Fund Transactions Paid in September 2012 \$5,000 and Over				\$69,190.94

**CITY OF OVILLA MINUTES**  
**Wednesday, August 22, 2012**  
**Special City Council Budget Workshop and Meeting**  
**105 S. Cockrell Hill Road, Ovilla, TX 75154**

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Mayor Leverentz called the Special Council Meeting of the Ovilla City Council to order at 6:35 p.m. The following City Council Members were present:

Ralph Hall	Council Member Place 1
Larry Stevenson	Council Member Place 2
David Griffin	Council Member Place 3
Doug Hunt	Council Member Place 4
Richard Dormier	Council Member Place 5/Mayor Pro-Tem

Mayor Leverentz noted present members thus constituting a quorum. City Administrator Randy Whiteman and various department-head staff members were also present.

Mayor ProTem Dormier gave the Invocation  
PL2 Stevenson led the Pledge of Allegiance.

**REGULAR AGENDA**

- ITEM 1. Discussion Only** – Legal Counsel Ron MacFarlane will conduct a session on Open Meetings.
- ITEM 2. Discussion Only** – Review and discuss proposed Fiscal Year 2012-2013 Contract for fire protection services with Emergency Services District #2 and related personnel matters.
- ITEM 3. Discussion Only** – Review and discuss proposed Fiscal Year 2012-2013 Contract for fire protection services with Emergency Services District #4 and related personnel matters.

Mayor Leverentz announced that the Council reserves the right to meet in a closed session and stated that Council, City Administrator Rand Whiteman and the city's Legal Counsel Ron MacFarlane would adjourn to an Executive Session under Section 551.071, Consultation with Attorney regarding Items 1, 2 and 3. The noted individuals left for closed session at 6:37 p.m.

Mayor Leverentz announced the return to Regular Session at 8:02 p.m.  
**DISCUSSION ONLY. No Action on Items 1, 2 and 3.**

- ITEM 4. Discussion Only** – Workshop and review of the proposed Fiscal Year 2012-2013 Budget.

City Accountant Sharon Jungman noted specific updates to the proposed budget as directed and/or changed from previous meetings:

1. Communication (dispatch) services increased.
2. Electricity charges were divided and classified in each department's budget (per meter) to properly charge each department.
3. Due to Ellis County's equipment problems, funds to the infrastructure (roads) line item were not completely expended. Seal coating on Red Oak Creek would begin within the next week. Brookwood Addition, Georgetown, Silver Spur recently had seal coating applied. Mayor

ProTem Dormier reiterated from previous meetings that he believed a separate line item for road projects should be created.

4. PL1 Hall confirmed the 90-days left in undesignated fund balance.
5. PL3 Griffin confirmed he was in favor of the surveillance cameras and door buzzers listed on the supplemental for the upcoming fiscal year.
6. Council advised Chief Moon that it was doubtful a new officer would be included in the police budget.

City Accountant Sharon Jungman asked Council about refurbishing the parking lot. PW Director Brad Piland stated his crews could accomplish the job for about \$4,500 – \$4,800. Council approved staff to move forward with the parking lot now.

**ITEM 5. Discussion/Action – Consideration of a proposed tax rate for the Fiscal Year 2012-2013 Budget and take a record vote.**

The tax rate was described as split into two parts. The first part is the maintenance and operation rate or commonly referred to as the M&O rate. This rate is used to fund the day-to-day operations and is unrestricted revenue. This rate is set by Council.

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

The Ellis Central Appraisal District Certified a 2012 taxable value of \$250,544,004 for the City of Ovilla, which is a decrease of \$1,742,327 under the 2011 taxable value of \$252,286,331.

However, the City's decision to use \$162,610 in Water and Sewer Revenues and \$36,873 in Debt Fund Balance reduces the I & S tax rate for 2012 to 0.1700 - a .0004 decrease under the 2011 I & S rate of 0.1704.

The reduction in I & S tax rate creates a situation where the I & S Rate coupled with the Effective M&O Rate is below the overall Effective Tax Rate of 0.669327.

**FINANCIAL IMPACT:**

1. If Council proposes a rate that is the same rate as last year, (.6746) taxes will decrease \$11,565.
2. If Council proposes the Effective Tax Rate, (.669327) taxes will increase \$2,282.
3. If Council proposes the recommended I & S Rate and the Effective M & O Rate for a combined (.6675) tax rate, taxes will decrease \$2,228.

PL1 Hall made a that the Council hereby propose the 2012 property tax rate be a total of 0.6675 with a Maintenance and Operation rate of .4975 and a debt rate of .1700.

PL4 Hunt seconded the motion. **THIS MOTION REQUIRED A RECORD VOTE:**

**Mayor ProTem Dormier     AYE**  
**PL1 Hall                     AYE**  
**PL2 Stevenson           AYE**  
**PL3 Griffin               AYE**  
**PL4 Hunt                  AYE**  
**VOTE: The motion carried 5-0.**

**ITEM 6. Discussion/Action** – Consider and Schedule Dates for Two Public Hearings on the Proposed Tax Rate for Fiscal Year 2012-2013.

Based on the motion of the proposed tax rate listed under Item 5, no action was required on Item 6.  
**NO ACTION.**

**Adjournment**

PL4 Hunt made the motion to adjourn the meeting of August 22, 2012, at 8:55 p.m.

PL2 Stevenson seconded the motion.

**VOTE: The motion carried unanimously.**

\_\_\_\_\_  
Thomas Leverentz, Mayor

ATTEST:

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

*Approved October 9, 2012*

**\* Executive Agenda sealed and filed separately.**

**CITY OF OVILLA MINUTES**  
**Monday, August 27, 2012**  
**Regular City Council Meeting**  
**105 S. Cockrell Hill Road, Ovilla, TX 75154**

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Mayor Leverentz called the Regular Council Meeting of the Ovilla City Council to order at 7:00 P.M. The following City Council Members were present:

Ralph Hall	Council Member Place 1
Larry Stevenson	Council Member Place 2
David Griffin	Council Member Place 3
Doug Hunt	Council Member Place 4
Richard Dormier	Council Member Place 5/Mayor Pro-Tem

Mayor Leverentz noted present members thus constituting a quorum. City Administrator Randy Whiteman and various department-heads and staff were also present.

PL2 Stevenson gave the Invocation  
PL4 Hunt led the Pledge of Allegiance.

**COMMENTS, PRESENTATIONS, REPORTS AND/OR APPOINTMENTS**

◆ **Citizens Comments/Citizens Forum:**

1. No one spoke during the citizens' forum.

◆ **Department Activity Reports / Discussion**

Department representatives were available for Council comments or questions on their monthly reports.

- Finance Department Accountant S. Jungman
  - Monthly Financial Report was given by the city accountant. Council made a few inquiries with the Utility Fund's inventory assets and Capital assets.
- Administration/Committees City Administrator R. Whiteman
  - PL4 Hunt and, Heritage Day 2012 coordinator, shared progress updates and assignments for the upcoming event.

**CONSENT ITEMS**

- Minutes of the June 25, 2012 Council Meeting
- Minutes of the July 23, 2012 Council Meeting

PL4 Hunt made a motion to approve the consent items as presented.

PL1 Hall seconded the motion.

*Mayor Leverentz asked for a record vote by announcement of AYE or NAY.*

*Present Council announced AYE in favor. No oppositions, no abstentions.*

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

**REGULAR AGENDA**

**ITEM 1. Discussion/Action** – Consider request from Community Waste Disposal (CWD) for an annual market adjustment.

Community Waste Disposal (CWD) representative Robert Medigovich gave Council a report outlining changes in rates, the US Department of Labor information regarding the CPI index, the DOE regional

fuel prices for 2011-2012 and a worksheet that recapped the changes in disposal, fuel and landfill costs. CWD asked for an annual market adjustment for solid waste services to be effective December 1, 2012.

Mayor ProTem Dormier made a motion that Council approves Community Waste Disposal's request for an annual market adjustment as presented.

PL4 Hunt seconded the motion.

*Mayor Leverentz asked for a record vote by announcement of AYE or NAY.*

*Present Council announced AYE in favor. No oppositions, no abstentions.*

**VOTE: The motion carried 5-0.**

**ITEM 2. Discussion/Action** – Consider approval of proposed Resolution 2012-011 amending and updating the City of Ovilla's Investment Policy.

The Government Code states that the governing body should update their investment policy at least annually. Ovilla's last update was by Council approval of Resolution 2011-017 on June 27, 2011.

PL1 Hall made a motion that Council approves Resolution 2012-011 to include Exhibit "A", amending and updating the City of Ovilla Investment Policy.

PL2 Stevenson seconded the motion.

*Mayor Leverentz asked for a record vote by announcement of AYE or NAY.*

*Present Council announced AYE in favor. No oppositions, no abstentions.*

**VOTE: The motion carried 5-0.**

**ITEM 3. Discussion/Action** – Consider official ballot votes for Places 11-14 on TML Intergovernmental Risk Pool Board of Trustees Election.

Texas Municipal League (TML) forwarded ballots with names of officials that had been nominated for places 11-14, to serve six-year terms on the Texas Intergovernmental Risk Pool Board of Trustees.

PL3 Griffin made a motion that Council casts their votes for the following candidates:

Place 11 – Greg Ingram, Place 12 – Larry Gilley, Place 13 – Byron Black, Place 14 – Cynthia Kirk

PL2 Stevenson seconded the motion.

*Mayor Leverentz asked for a record vote by announcement of AYE or NAY.*

*Present Council announced AYE in favor. No oppositions, no abstentions.*

**VOTE: The motion carried 5-0.**

**ITEM 4. Discussion/Action** – Consider the declaration of the following item as surplus property and authorize sale.

Staff asked Council to declare a 1986 Chevrolet Dump Truck that was no longer in service as surplus property and authorize its sale or disposal.

PL1 Hall made the motion that Council approves the declaration of the identified property as surplus property and authorized it for sale or disposal.

PL3 Griffin seconded the motion.

*Mayor Leverentz asked for a record vote by announcement of AYE or NAY.*

*Present Council announced AYE in favor. No oppositions, no abstentions.*

**VOTE: The motion carried 5-0.**

**Adjournment**

PL4 Hunt made a motion to adjourn the meeting of August 27, 2012 at 7:36 p.m.

PL3 Griffin seconded the motion.

**VOTE: The motion carried unanimously.**

\_\_\_\_\_  
Thomas Leverentz, Mayor

ATTEST:

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

*Approved October 09, 2012*

# CITY OF OVILLA MINUTES

**Monday, September 10, 2012**

**Regular City Council Meeting**

**105 S. Cockrell Hill Road, Ovilla, TX 75154**

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Mayor Leverentz called the Regular Council Meeting of the Ovilla City Council to order at 7:00 P.M. The following City Council Members were present:

Larry Stevenson	Council Member Place 2
David Griffin	Council Member Place 3
Doug Hunt	Council Member Place 4
Richard Dormier	Council Member Place 5/Mayor Pro-Tem

Absent: Ralph Hall Council Member Place 1

Mayor Leverentz noted present members thus constituting a quorum. City Administrator Randy Whiteman and various department-heads and staff were also present.

PL2 Stevenson gave the Invocation  
Pledge of Allegiance – led by guest students from DT Shields Elementary.

## **COMMENTS, PRESENTATIONS, REPORTS AND/OR APPOINTMENTS**

### **◆ Citizens Comments / Citizens Forum:**

1. Mr. Ed Wilson offered a “thank you” to PW Director Brad Piland and work crews for the road resurfacing in his neighborhood, Brookwood Addition. Additionally, Mr. Wilson asked for speed limit signs in his neighborhood.
2. Ms Juanita Porter also voiced appreciation for the roadwork in her neighborhood but shared concerns of speeding and asked Council for speed limit signs in Brookwood Addition.
3. Mr. Phil Lynch commended the public work crews, stating they were courteous and professional workers. Mr. Lynch also commended all present that participated in the workings of Heritage Day.

### **◆ Department Activity Reports / Discussion**

Department representatives were available for Council comments or questions on their monthly reports.

- Police Department Chief M. Moon
  - Monthly Report – Nothing significant was discussed.
  - Reminded all of National Night Out, Tuesday, October 2 at 7:00 p.m.
- Fire Department Assistant Chief P. Brancato
  - Monthly Report-Nothing significant was discussed.
- Public Works Director B. Piland
  - Monthly Report – Director Piland also reported to Council updates of the Capital Improvement Projects Meeting, held just prior to the evening’s Council Meeting.
- Finance Department Accountant S. Jungman
  - Monthly Municipal Court Report- YTD collections down slightly from this time last year.
  - Update report on Ovilla Auto Code Enforcement Officer Mike Dooly  
Code Enforcement Officer Mike Dooly shared he had talked with Mr. Tennison of Ovilla Auto and asked that Mayor ProTem Dormier attend the next meeting of negotiations.
  - Monthly Reports – Code Enforcement/Animal Control  
Reported that all mosquito traps returned negative results for West Nile.

- Committees
  - PL4 Hunt reported that plans for Heritage Day 2012 were going well. Signs and banners would be placed around the city tomorrow. Assignments were given to Council for their expected participation in the Heritage Day festivities.
  - Two Red Oak students spoke promoting an application for a Safe Driving Grant in Red Oak.

**CONSENT ITEMS:**

- Financial transactions
- Minutes of the July 25, Special Budget Workshop Meeting.
- Minutes of the August 08, Special Budget Workshop Meeting.

PL4 Hunt made a motion to approve the consent items as presented.

PL2 Stevenson seconded the motion.

*Mayor Leverentz asked for a record vote by announcement of AYE or NAY.*

*Present Council announced AYE in favor. No oppositions, no abstentions.*

*PL1 Hall was noted absent.*

***VOTE: The motion carried unanimously: 4-0, 1 absent.***

**REGULAR AGENDA**

- ITEM 1.      ***DISCUSSION/ACTION*** – Consider a proposed Fiscal Year 2012-2013 Contract for fire protection services with Emergency Services District #2 and related personnel matters.**
- Council will receive a presentation from Assistant Chief Brancato on current staffing and staffing options.

Assistant Chief P. Brancato prepared a presentation beginning with a review of definitions for each fire department position and required certifications, current staffing and volunteer statistics. Two contract options with associated cost factors were presented, describing in his opinion that Contract Option 2 “gave the biggest bang for the buck.” The ESD recommended and approved Option 2.

PL3 Griffin made a motion that Council approves the proposed Fiscal Year 2012-2013 contract for Fire Protection Services with Emergency Services District #2 to be Option 2.

PL2 Stevenson seconded the motion.

*Mayor Leverentz asked for a record vote by announcement of AYE or NAY.*

*Present Council announced AYE in favor. No oppositions, no abstentions.*

*PL1 Hall was noted absent.*

***VOTE: The motion carried unanimously: 4-0, 1 absent.***

- ITEM 2.      ***DISCUSSION/ACTION*** – Consider a proposed Fiscal Year 2012-2013 Contract for fire protection services with Emergency Services District #4.**

Mayor ProTem Dormier made the motion that Council approves the proposed Fiscal Year 2012-2013 contract for Fire Protection Services with Emergency Services District #4.

PL2 Stevenson seconded the motion.

*Mayor Leverentz asked for a record vote by announcement of AYE or NAY.*

*Present Council announced AYE in favor. No oppositions, no abstentions.*

*PL1 Hall was noted absent.*

***VOTE: The motion carried unanimously: 4-0, 1 absent.***

*Tom Leverentz, Mayor  
Ralph Hall, Place One  
Larry Stevenson, Place Two*

2

*Doug Hunt, Place Four  
David Griffin, Place Three  
Richard Dormier, Place Five/Mayor ProTem*

**ITEM 3. DISCUSSION/ACTION** – Consider Resolution 2012-012 establishing energy conservation goals as required by TX Health and Safety Code §388.005.

The 82<sup>nd</sup> TX Legislature mandates the adoption of energy conservation goals. City Administrator noted that Ovilla does have energy conservation in effect with the Seco Grant. Last fiscal year Ovilla received new a/c units in multiple buildings, new air ducts and lighting.

PL2 Stevenson made a motion that the Council approves the proposed Resolution 2012-012 as presented.

PL4 Hunt seconded the motion.

Mayor Leverentz asked for a record vote by announcement of AYE or NAY.

Present Council announced AYE in favor. No oppositions, no abstentions.

PL1 Hall was noted absent.

**VOTE: The motion carried unanimously: 4-0, 1 absent.**

**ITEM 4. DISCUSSION/ACTION** – Consider Ordinance 2012-014, providing for the inclusion of an area receiving longstanding treatment as part of the Municipality pursuant to Section 41.003 of the TX Local Government Code.

PL2 Stevenson made a motion that Council approves proposed Ordinance 2012-014 as presented.

PL4 Hunt seconded the motion.

Mayor Leverentz asked for a record vote by announcement of AYE or NAY.

Present Council announced AYE in favor. No oppositions, no abstentions.

PL1 Hall was noted absent.

**VOTE: The motion carried unanimously: 4-0, 1 absent.**

**ITEM 5. DISCUSSION/ACTION** – Consider the appointment, employment, evaluation, reassignment, or duties of the following: (Section 551.074 Personnel Matters)

- Randy Whiteman, City Administrator
- Pam Woodall, City Secretary

**The City Council adjourned into Executive Session at 8:40 p.m.**

**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).*

- ◆ Consider the appointment, employment, evaluation, reassignment, or duties of the following: (Section 551.074 Personnel Matters)
  - ◆ Randy Whiteman, City Administrator
  - ◆ Pam Woodall, City Secretary

**The City Council reconvened into Open Session at 9:07 p.m.**

- ◆ Consider action as a result of discussion.

Mayor Leverentz announced that no decisions were made in the Executive Session.

Mayor ProTem Dormier made a motion that the Council approves the evaluation of the City Administrator Randy Whiteman with an annual salary of \$86,000 and the Council approves the evaluation of the City Secretary Pam Woodall with an annual salary of \$48,000.

Mayor Leverentz asked for a record vote by announcement of AYE or NAY.

Present Council announced AYE in favor. No oppositions, no abstentions.

PL1 Hall was noted absent.

**VOTE: The motion carried unanimously: 4-0, 1 absent.**

Following the vote, PL2 Stevenson asked for an agenda item at a subsequent meeting to review the goals and objectives with the City Administrator and City Secretary.

**Adjournment**

PL4 Hunt made a motion to adjourn the meeting of September 10, 2012 at 9:10 p.m.

PL2 Stevenson seconded the motion.

**VOTE: The motion carried unanimously.**

\_\_\_\_\_  
Thomas Leverentz, Mayor

ATTEST:

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

*Approved October 9, 2012*

**\* Executive Agenda sealed and filed separately.**

Council reviews of City Administrator and City Secretary filed in HR.



AGENDA ITEM REPORT

REGULAR AGENDA

Item(s): 1 (City Secretary use only)

Meeting Date: October 9, 2012

Department: Fire Department

Discussion  Action

Budgeted Expense:  YES  NO  N/A

Submitted by: Staff

<b>Attachments:</b>
1. FIRETEC application
<b>Agenda Item / Topic:</b>
<b>ITEM 1. DISCUSSION/ACTION</b> – Consider authorizing the Mayor to sign a contract to sell a 1991 Ford Rescue Truck surplus on the America’s Source for Used Fire Apparatus (FIRETEC) sales.
<b>Discussion / Justification:</b>
The truck was previously declared surplus property. It has been listed for sale on the TML website but had little interest. This company specializes in selling fire trucks.
<b>Recommendation / Staff Comments:</b>
<b>Sample Motion(s):</b>
<b>“I MAKE A MOTION THAT THE COUNCIL APPROVES THE MAYOR TO SIGN A CONTRACT TO SELL THE 1991 FORD RESCUE TRUCK (SURPLUS) ON THE AMERICA’S SOURCE FOR USED FIRE APPARATUS SALES (FIRETEC).”</b>
<b>MOTION:</b> _____
<b>SECONDED:</b> _____
<b>OPPOSITION:</b> _____
<b>ABSTENTION:</b> _____
<b>VOTE:</b> _____

# AMERICA'S SOURCE FOR USED FIRE APPARATUS

RIGHT TRUCK. REAL RESULTS.

**FIRETEC**

USED APPARATUS SALES

Form is best viewed with latest version of Adobe Reader

## Rescue Truck

Use tab key to advance to next field

### Customer:

Fire Department/Owner: Ovilla Fire Department Contact: Phillip Brancato  
Daytime Phone: ( 972 ) 617-7375 Fax: ( 972 ) 617-5793  
E-mail: pbrancato@cityofovilla.org  
Fire Department Address: 105 S Cockrell Hill Rd  
City: Ovilla State: Tx Zip + 4: 75154  
Nearest Airport (for scheduling inspections): DFW

### Apparatus:

Year: 1991 Manufacturer: FORD Model: F450  
Body Material: Steel Utility Body Walk-in: Y  N   
Box Size: 12' AC in Box: Y  N  Heat in Box: Y  N   
# of Cabinets: Left 3 Right 4 Doors: Standard  Roll-up   
Cabinet Dimesions:

12' Utility-style body with upper and lower storage cabinets. Upper cabinets have diamond plate doors that open upward. Center storage area between side cabinets.

Number of Patients Can Transport: N/A

### Chassis:

Make: Ford Model: F450  
VIN# 2DFLF47M8MCA53129 Mileage: 13,061  
Cab Type: Conventional/Regular cab Cab Material: Steel Color: White /Red  
Additional Seating: (amount and type) N/A  
Vehicle Dimensions: Height: Ft. 8 In. 2 Width: Ft. 8 In. 6 Length: Ft. 22 In. 0  
GVW: 14,500 Wheelbase: In. 162 # of Axles: 2 AWD: Y  N   
Brakes: Air  Hydraulic  Anti-Lock  Air Conditioner: Y  N   
Tire Condition: (tread & age) 90% Tire Size: Front: 235/85-16 Rear: 235/85-16

### Engine:

Make: Ford Model: 7.3 Fuel: Diesel Turbo: Y  N   
Horsepower: 185 # of Cylinders: 8 Hours: \_\_\_\_\_ Engine Brake: N/A

### Transmission:

Make: Ford Model: E4OD Type: Automatic Speeds: 4



# AMERICA'S SOURCE FOR USED FIRE APPARATUS

RIGHT TRUCK. REAL RESULTS.



USED APPARATUS SALES

Form is best viewed with latest version of Adobe Reader

## Affixed Equipment:

Lightbar: (size/type/mfg.) Federal Aerodynamic

Warning lights: (type/make/model) Whelen LED

Siren: (type/make/model) Federal PA 300

Mobile radio: (band/channels/make/model) Motorola 300

Generator: (size/type/mfg.) Honda 6500 Watt

Scene lights: (portable/type/quantity/mfg) Command Light Knight 2 6-lamp, four Extenda-Lite 500 watt

Cascade system: (size/type/mfg) Poseidon Air Systems cascade system and 4,500psi booster pump

Air bottles: (size/type/mfg/quantity) 12 - 6,000psi./250cf cylinders. Extra fill hoses included.

Winch: (size and location) N/A

## **Is this vehicle original, or has it been refurbished? (explain):**

Chassis was purchased used and body was remounted from another vehicle in 2000.

## **Describe rusted or corroded areas (location & degree):**

N/A

## **Mechanical or cosmetic repairs needed:**

N/A

## **Recent mechanical repairs:**

New batteries, replaced starter and glow plug circuit.

## **Additional comments/special features:**

Vehicle is in very good condition for an older truck and well maintained. It is dependable and well built.

Overall condition of vehicle:  Excellent  Good  Fair  Poor

Reason for selling: Received grant for a new Rehab vehicle for the region.

Asking price: \$25,000 Availability date: Sep 15, 2012

Signed \_\_\_\_\_

Date \_\_\_\_\_



# AMERICA'S SOURCE FOR USED FIRE APPARATUS

RIGHT TRUCK. REAL RESULTS.



USED APPARATUS SALES

Form is best viewed with latest version of Adobe Reader

## Equipment List (Additional Items Included in Sale)

Check and Describe all equipment that will remain with the vehicle:

- SCBA: (make/model/quantity) \_\_\_\_\_
- SCBA bottles: (make/model/quantity) \_\_\_\_\_
- Ladders: (size/type/mfg.) \_\_\_\_\_
- Suction hose: (hard/soft/size/quantity) \_\_\_\_\_
- Hose: (type/size/thread) \_\_\_\_\_
- Hose bed cover: (type/material) \_\_\_\_\_
- Brass/appliances: (type/size/thread) \_\_\_\_\_
- Spanner/hydrant wrenches: (quantity) \_\_\_\_\_
- Adapters: (size/type/thread/quantity) \_\_\_\_\_
- Pike poles/hooks: (type/size) \_\_\_\_\_
- Axes: (type/weight) \_\_\_\_\_
- Extinguishers: (size/type/make) One 10# ABC
- Hand lights: (make/model/quantity) Four Streamlight LiteBox lights and chargers
- Fans/blowers: (size/make/model) \_\_\_\_\_
- Other: (please describe)  
Two SCBA cylinder tote baskets
- Other: (please describe)  
Two folding tables and Two folding benches
- Other: (please describe)
- Other: (please describe)

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

**Be sure the TITLE or MSO is readily available**

Please email forms to [firetec@firetec.com](mailto:firetec@firetec.com) or print and fax completed forms (4 pages) to: 802-728-9206

**Status of photos:**

Have been emailed to: [photos@firetec.com](mailto:photos@firetec.com) (Please put your DEPARTMENT NAME on the subject line)  
or mailing CD with photos on \_\_\_\_\_ (date) or will email photos on \_\_\_\_\_ (date)



# AMERICA'S SOURCE FOR USED FIRE APPARATUS

RIGHT TRUCK. REAL RESULTS.



USED APPARATUS SALES

Form is best viewed with latest version of Adobe Reader

## LISTING AND MARKETING COMMISSION AGREEMENT

The undersigned being duly authorized, hereby enter into the following contractual agreement: Randolph Center, Llc. doing business as Firetec Used Apparatus Sales agrees to advertise in national sales publications\* and on its' websites [www.firetec.com](http://www.firetec.com) and [www.usedfiretrucks.com](http://www.usedfiretrucks.com) the following apparatus:

Apparatus (year/make/model): \_\_\_\_\_

Owned by: \_\_\_\_\_

Firetec® will refer to Owner all qualified inquiries Firetec® receives regarding the specified apparatus. If Owner sells the marketed apparatus or any other apparatus to the customer referred by Firetec®, or anyone acting on behalf of the referred customer, the Owner will pay a commission of 10% of the sale price (or a minimum of \$500) to Firetec® within 10 days of the sale. While Firetec does not require an exclusive agreement, seller understands that Firetec blankets the market with information and photos of the apparatus it has been hired to sell. Occasionally buyers will contact sellers without mentioning Firetec's involvement. Firetec keeps meticulous records of its contacts on each apparatus and strives to notify sellers of all potential leads. However, it's the responsibility of the seller to confirm with Firetec the source of the lead prior to sale, as commission may be due.

Owner agrees to notify Firetec®, at the time of sale, as to the sale price and the name and address of the buyer.

This agreement shall be in effect for a period of one (1) year unless extended. Either party may terminate at any time by notifying the other party in writing. If any sale takes place subsequent to termination, to a party previously referred by Firetec®, the same commission will be paid as if the agreement were still in effect.

Agreed to by:

\_\_\_\_\_  
Firetec Apparatus Sales

\_\_\_\_\_  
Authorized Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\*Firetec® reserves the right to advertise vehicles on website only. Frequency of print advertising at sole discretion of Firetec for all vehicles. November 2010.

When Submitting Form Please Insert  
Department Name in the Subject Line



# AMERICA'S SOURCE FOR USED FIRE APPARATUS

RIGHT TRUCK. REAL RESULTS.

# FIRETEC

USED APPARATUS SALES

## Requirements and Helpful Hints For Taking Apparatus Photos

### Acceptable Format:

High resolution digital images or 35mm color prints. Check your camera's manual for directions on how to take high-resolution images. Desired Minimum size is 1024 pixels by 768 pixels. Larger is better. Do not send scratched or out of focus photos.

### Unacceptable Format:

Polaroids, low-resolution digital images and ink jet prints.

### Mail or E-mail Photos/Images:

Mail prints to address below. Digital photos may be e-mailed to: photos@firetec.com. Be sure to put your department name on the subject line.

### Helpful Hints:

**Positioning The Vehicle:** Avoid clutter; it competes for the viewer's attention. If possible, select uncomplicated backgrounds (wires, poles, signs and other vehicles are distracting). You want to be close enough so that the vehicle is the main focus of the photo, but far enough away to capture all of what you are trying to show.

**Choose A Sunny Day:** It is best to take photos outside, on a sunny day. Be sure to keep the sun at the photographer's back (reposition the vehicle if necessary.) If this is not possible, use a flash. Take photos from multiple angles.

### More Helpful Hints:

- The vehicle should be on a level surface.
- Do not alter the photos or digital images. Our staff will make any modifications that are necessary.
- For film, use the entire roll; for digital images, take at least a dozen pictures and remember to include shots of all the important features. *Provide photos that would be appealing to potential buyers.*

**Good Photos  
Sell Trucks Faster!**

**Call if you have any questions!**

**1-800-FIRETEC**

(1-800-347-3832)

Firetec Apparatus Sales  
P.O. Box 177  
Randolph, VT 05060





# Ovilla City Council

## AGENDA ITEM REPORT

REGULAR AGENDA

Item(s): 2 (City Secretary use only)

Meeting Date: October 9, 2012

Department: Administration

Discussion  Action

Budgeted Expense:  YES  NO  N/A

Submitted by: Staff

<b>Attachments:</b>
1. Proposed Ordinance 2012-019 2. Proposed Logo
<b>Agenda Item / Topic:</b>
<b>ITEM 2.</b> <b>DISCUSSION/ACTION</b> – Consider approval of proposed Ordinance 2012-019 declaring a new design as the City of Ovilla’s official logo.
<b>Discussion / Justification:</b>
Tammy McCoy spent countless hours working to put together a “fitting” logo for Ovilla. Tammy enlisted everyone at City Hall on ideas and critique of the logo. Staff unanimously believes she did a great job.
<b>Recommendation / Staff Comments:</b>
Staff recommends approving the new logo.
<b>Sample Motion(s):</b>
<b>“I MAKE A MOTION THAT THE COUNCIL APPROVES ORDINANCE 2012-019 DECLARING THE NEW OFFICIAL CITY LOGO.”</b>
<b>MOTION:</b> _____
<b>SECONDED:</b> _____
<b>OPPOSITION:</b> _____
<b>ABSTENTION:</b> _____
<b>VOTE:</b> _____

**ORDINANCE 2012-019**

**AN ORDINANCE OF THE CITY OF OVILLA ADOPTING A NEW CITY LOGO; PROVIDING THAT THIS ORDINANCE SHALL BE CUMULATIVE OF ALL ORDINANCES; PROVIDING A SEVERABILITY CLAUSE; PROVIDING A SAVINGS CLAUSE; PROVIDING FOR PUBLICATION AS REQUIRED BY LAW; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the City of Ovilla is a type A general law municipality located in Dallas and Ellis Counties, created in accordance with the provisions of Chapter 6 of the Local Government Code and operating pursuant to the enabling legislation of the State of Texas; and

**WHEREAS**, the City desires to adopt a newer, more vibrant City Logo; and

**WHEREAS**, the City wishes to trademark said logo for official City use only; and

**WHEREAS**, Tammy McCoy, the City's longest tenured employee, designed the new logo; and

**WHEREAS**, Chapter 7 Administration of the Code of Ordinances, City of Ovilla, Texas regulates the use of the City's "City Name, Seal, or Logo, Slogan and other Insignia."

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

**SECTION 1.**

This ordinance shall be cumulative of all provisions of ordinances and of the Code of Ordinances of the City of Ovilla, Texas, as amended, except where the provisions of this ordinance are in direct conflict with the provisions of such ordinances and such Code, in which event the conflicting provisions of such ordinances and such Code are hereby repealed.

**SECTION 2.**

It is hereby declared to be the intention of the City Council that the Official City Logo be as described in Exhibit A.

This ordinance shall be in full force and effect from and after its passage and publication as required by law, and it is so ordained.

**PASSED AND APPROVED ON THIS 9<sup>th</sup> DAY OF OCTOBER, 2012.**

\_\_\_\_\_  
Tom Leverentz, MAYOR

ATTEST:

\_\_\_\_\_  
Pamela Woodall, CITY SECRETARY

EFFECTIVE: \_\_\_\_\_

APPROVED AS TO FORM AND LEGALITY:

\_\_\_\_\_  
RON MACFARLANE, CITY ATTORNEY

PASSED AND APPROVED ON THIS 9<sup>th</sup> DAY OF OCTOBER, 2012.

\_\_\_\_\_  
TOM LEVERENTZ, MAYOR

ATTEST:

\_\_\_\_\_  
PAM WOODALL, CITY SECRETARY

EFFECTIVE: \_\_\_\_\_

APPROVED AS TO FORM AND LEGALITY:

  
\_\_\_\_\_  
RON MACFARLANE, CITY ATTORNEY



105 S. Cockrell Hill Rd.  
Ovilla, TX 75154  
[www.cityofovilla.org](http://www.cityofovilla.org)

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Phone 972-617-7262  
Fax 972-515-3221



# Villa City Council

## AGENDA ITEM REPORT

REGULAR AGENDA

Item(s): 3 (City Secretary use only)

Meeting Date: October 9, 2012

Department: Administration

Discussion  Action

Budgeted Expense:  YES  NO  N/A

Submitted by: Staff

<b>Attachments:</b>
1. Two bids 2. Illustration
<b>Agenda Item / Topic:</b>
<b>ITEM 3. DISCUSSION ONLY</b> – Review bids and consider a budget amendment to authorize the remodel of the city hall front lobby offices.
<b>Discussion / Justification:</b>
To date, staff has received two bids (and an improved diagram) on the front lobby remodel and both exceeded what had originally been expected and reported to Council. Staff had hoped to complete the job with the FY2011-2012 funds that included a budget amendment of \$4,000 approved by Council.
<b>Recommendation / Staff Comments:</b>
Staff would like to move forward with the front lobby remodel.
<b>Sample Motion(s):</b>
<b>DISCUSSION ONLY.</b>

## City of Ovilla Front Lobby & Office Renovation 2012

<u>SCOPE OF WORK</u>	<u>COST</u>
1 Demo & rebuild walls & ceiling per new layout (includes ceiling tiles, wall texture, paint, base boards etc.)	\$7,286
2 Demo & install new low voltage wiring for telephones, computers etc.	\$850
3 Demo and install new electrical as necessary (this is an allowed item as we do not know what we will get into inside the walls).	\$6,571
4 HVAC by other	\$0
5 Install new countertops, money drawer etc.	\$2,414
6 Carpet demo & replace in new office	\$853
7 Demo carpet in reception area and install tile to match existing	<u>\$1,200</u>
<b>Total Cost</b>	<b>\$19,174</b>

### PAYMENT TERMS

Deposit w/ Agreement	\$9,587
Balance at Completion	<u>\$9,587</u>
<b>Total</b>	<b>\$19,174</b>

We agree to the terms and conditions above:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Jim Johnson Group, LLC

## Pam Higgins

---

**From:** Bill Marconi [billmarc1@sbcglobal.net]  
**Sent:** Tuesday, September 11, 2012 9:11 PM  
**To:** Pam Higgins  
**Subject:** Estimate from Bill Marconi  
**Attachments:** Proposal\_1148\_from\_Bill\_Marconi.pdf

Dear City of Ovilla,

Please review the estimate below. Feel free to contact us if you have any questions.  
We look forward to working with you.

Sincerely,  
Bill Marconi

----- Proposal Summary -----

Proposal # : 1148  
Proposal Date: 09/11/2012  
Expiration Date: 10/11/2012  
Total: \$17,941.00  
The complete version has been provided as an attachment to this email.  
-----

*Delivered by QuickBooks Online*

# Bill Marconi

Bill Marconi

6512 Torrey Pine Ln.  
Cleburne, TX 76033

(214)957-3186  
billmarc1@sbcglobal.net

## Proposal

Date	Proposal #
09/11/2012	1148
Exp. Date	
	10/11/2012

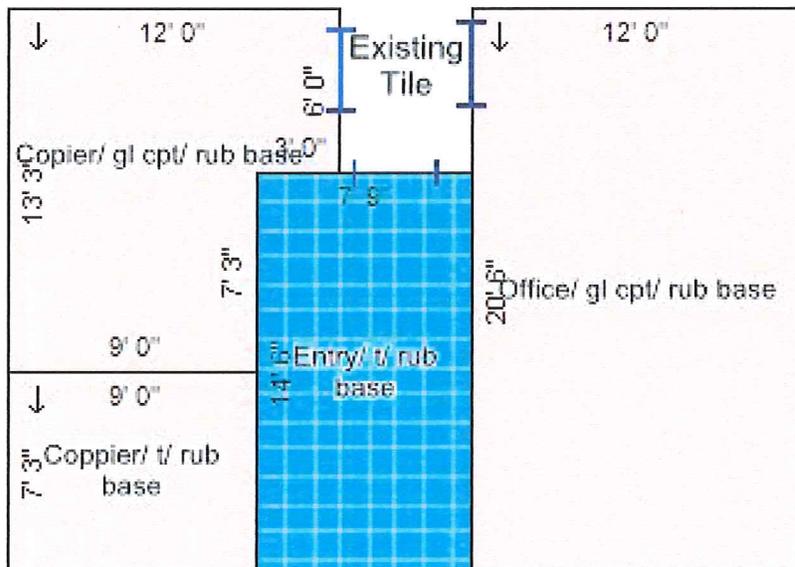
Address
City of Ovilla 105 S. Cockrell Hill Rd. Ovilla, Tx 75154

Activity	Amount
<ul style="list-style-type: none"> <li>• This estimate pertains to remodel work to be done in the front area at the Ovilla city hall including:</li> <li>-</li> <li>• Demolition of existing ceiling, walls and flooring to be done by city employees and is not included in this estimate. However, the removal of the existing glass partition wall is included and will be done by glass installation professionals.</li> <li>-</li> <li>• Installing a combination of new and existing metal studs to create a new vestibule, computer/copier room and large office. This includes moving the existing "dutch" door to the hallway to a new location to accomodate also moving the existing half wall and glass wall to it's new location as discussed. Metal stud framework will consist of using as many existing studs as possible and supplementing with new studs as needed.</li> <li>-</li> <li>• Relocating approx. 5 to 6 base plugs in conduit, relocating approx. 5 to 6 switches in conduit and relocating 3 to 4 existing ceiling fixtures in conduit. Also includes installation of phone/computer outlets as needed.</li> <li>-</li> <li>• Relocating one A/C supply in metal duct and grill and one A/C return air metal duct and grill.</li> <li>-</li> <li>• Installing new 5/8" firecode sheetrock in the new vestibule area, taped, bedded and textured. Install existing prefinished sheetrock as needed to finish out new walls in the computer/copier room and the large office.</li> <li>-</li> <li>• Installing new ceiling grid and panels in vestibule area and reworking existing grid and panels in computer/copier room and large office. Lay in panels to match existing as close as possible. Also includes replacement of fiberglass batt installation over new grid ceiling.</li> <li>-</li> <li>• Installing existing plastic laminate work top to new location in the large office.</li> <li>-</li> </ul>	
Continue to the next page.	



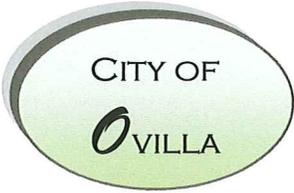
Marconi, Bill  
 Ovilla City Hall 105  
 S. Cockrell Hill Rd  
 Ovilla, TX 75154-

--  
 --



BPI Copper Ridge  
 Russet Peak 13x13  
 Summer Wheat Grout  
 Shaw Change in Attitude  
 color Play it Cool

□ 12' Carpet Glue Down: Peach    ■ Ceramic 12"x12" A: Cyan1



# Ovilla City Council

## AGENDA ITEM REPORT

REGULAR AGENDA

Item(s): 4 (City Secretary use only)

Meeting Date: October 9, 2012

Department: Administration

Discussion  Action

Budgeted Expense:  YES  NO  N/A

Submitted by: Staff

<b>Attachments:</b>	
1. TX Comptroller Leadership Circle Information	
<b>Agenda Item / Topic:</b>	
<b>ITEM 4.</b>	<b>DISCUSSION ONLY</b> – Discussion related to the Texas Comptrollers Leadership Circle Awards.
<b>Discussion / Justification:</b>	
PL1 Hall will address this item.	
<b>Recommendation / Staff Comments:</b>	
None.	
<b>Sample Motion(s):</b>	
<b>DISCUSSION ONLY.</b>	



# Texas Comptroller Leadership Circle 2012

## Nomination Introduction

### Reporting the good news about local government transparency.

The Comptroller of Public Accounts is pleased to announce that our popular Leadership Circle transparency program is beginning its third year. The Leadership Circle recognizes local governments across Texas that are striving to meet a high standard for financial transparency online. We are spotlighting local governments that are opening their books to the public; providing clear, consistent pictures of spending; and sharing information in a user-friendly format that lets taxpayers easily drill down for more information.

*We are spotlighting local governments that are opening their books to the public; providing clear, consistent pictures of spending; and sharing information in a user-friendly format.*

We are renewing the program, effective January 1, 2012, with the same scoring criteria we used in 2011. We have updated some of the criteria explanations to make it easier to understand how CPA staff reviews websites for the Leadership Circle. The 2012 Leadership Circle program retains the key qualities which have made this program successful—simplicity and fairness to all applications. The nomination process is still free. The

Economic Development and Analysis Division encourages all previous award recipients to reapply this year and welcomes new applicants.

The Leadership Circle has three award levels—Gold, Silver, and Bronze. The “Gold” designation highlights those entities that are setting the bar in their transparency efforts, “Silver” encourages those who are making progress, while “Bronze” inspires those who are just beginning their transparency efforts.

We will award Leadership Circle designees with a certificate reflecting your award level. We will spotlight you on our Texas Transparency website at <http://www.texas Transparency.org/local/index.php>.

We will also send you a digital “Texas Comptroller Leadership Circle” insignia reflecting your award level that can be posted on your website. Once awarded, the Leadership Circle designations last for one year from the date our office approves them. Entities will need to resubmit their score sheets annually to re-qualify for Leadership Circle designation.





# Texas Comptroller Leadership Circle

## Scoring Criteria

### Award Levels

The four major criteria are worth two (2) points each. Minor criteria are worth one (1) point apiece.

Each level of the Leadership Circle has specific requirements for the major and minor criteria.



Bronze – Any two (2) of the major documents—current budget, annual financial report, and check register—and four (4) minor criteria for a total of 8 points.



Silver – Any two (2) of the major documents, a webpage dedicated to financial transparency, and six (6) minor criteria for a total of 12 points.



Gold – All three (3) of the major documents, a webpage dedicated to financial transparency, and eight (8) minor criteria for a total of 16 points.





# Texas Comptroller Leadership Circle

## Major/Minor Criteria

### Criteria Explanation

The following information explains how each of the Leadership Circle criteria are reviewed by Comptroller staff. To receive credit for any criteria, you must meet the definition provided. If you have questions regarding any of these criteria, please contact us.

### Major Criteria

**Adopted budget** – The budget must be the official adopted budget for the current fiscal year. It must show proposed annual revenues and expenditures by major funds within broad categories of program, function, and/or department.

**Annual financial report** – The annual financial report (AFR) or comprehensive annual financial report (CAFR) must represent the most recently audited fiscal year. To be current, the audit must be posted within 12 months of the end of the fiscal year.

**Check/Expense register** – The current on-line check/expense register must be no older than 120 days, and show date, payee and amount paid for ALL expenses paid by the local government. If the Accounts Payable (AP) check register does not include all payments, such as electronic fund transfers, payroll, and bond or loan payments, these should be added to the AP check register, or listed in a separate report. Local governments should take care to ensure that no confidential or sensitive personal data is posted in the online check/expense register. For example we recommend that payroll data on employee salaries, fringe benefits and other deductions be consolidated and presented as cumulative totals to prevent the release of confidential data.\*

**Financial transparency webpage** – One webpage where users can find all three financial documents and any other relevant information. This can be a page dedicated specifically to financial transparency or a financial officer's webpage or a more general open government webpage. There must be a link on the homepage that directs users to the financial transparency webpage.

### Minor Criteria

**Local government contact information** – The main physical address and phone number of the local government must be posted on the homepage or on a dedicated contact webpage. If the contact information is available on a contact webpage, there must be an easily identified link on the homepage to the contact webpage.

**Contact information for elected officials** – A method of directly contacting each elected governing official by phone or email must be provided. The contact information must be specific to each elected official. Contact information is required for county judges and commissioners, mayors and city council members, and school board members. For special districts, contact information must be provided for any board members who

\* If you have questions regarding what data is considered confidential, please contact the Attorney General's open government hotline at 877-OPEN TEX [(877) 673-6839].





## Texas Comptroller Leadership Circle

### Minor Criteria (cont.)

#### Minor Criteria (cont.)

are elected to the board by the public and any members who hold elected positions in some other political subdivision of the state.

**Public information request** – Instructions and a point of contact (by phone or e-mail) for submitting an open records request must be provided. The Comptroller's office also recommends creating a form the public can use to submit a public information request and posting a link to the instructions on the financial transparency webpage.

**Easy access to financial documents** – Each current financial document must be viewable within three (3) clicks of the homepage.

**Budgets for three fiscal years** – The adopted budgets for the current fiscal year and the two (2) preceding fiscal years are required.

**Annual financial reports for three fiscal years** – The annual financial reports or comprehensive annual financial reports for the three (3) most recently audited fiscal years are required.

**Check registers for three fiscal years** – At least 36 consecutive months ending in the most recent current check register is required. The Comptroller's office recommends consolidating check registers by fiscal year.

**Searchable check register** – The check register must be presented in a searchable format. Microsoft Word documents, Excel spreadsheets, and HTML are examples of searchable formats. Documents created as PDFs may be searchable depending on how they are created, but scanned documents usually are not. A database that includes user-selectable filters would also be acceptable.

**Descriptive check register** – Each entry in the check register must include an explanation of the reason for the payment.

**Visual representation of financial data** – An example of a visual representation would be a chart or image that makes the financial data more easily understood by the public.

**Current tax rates** – A webpage must present the current rates of all property, sales, hotel and other local taxes imposed by the local government. For more comprehensive information, the webpage may direct the public to specific financial documents or other websites.

**Raw format budget** – A raw format budget is posted in an Excel spreadsheet, HTML, XML, XBRL, or other machine-readable format. PDF is not a machine-readable format. This increases the ease with which a local government's budget may be analyzed.





# Texas Comptroller Leadership Circle

## Contact Information

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Name of the local government

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Web address of the local government

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Chief executive (mayor, county judge, superintendent or executive director)

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Primary contact for nomination

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Phone

---

E-mail

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Mailing address

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Signature of chief executive (*mayor, county judge, superintendent or executive director*)





# Texas Comptroller Leadership Circle

## Scoring Sheet

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Name of local government

Please place a check mark next to each criterion your website meets and tally the points below

### Major Criteria *(Max 8 points)*

- Adopted budget *(2 points)*
- Annual financial report *(2 points)*
- Check register *(2 points)*
- Financial transparency webpage *(2 points)*

### Minor Criteria *(Max 12 points)*

- Local government contact information *(1 point)*
- Contact information for elected officials *(1 point)*
- Public information request *(1 point)*
- Easy access to financial documents *(1 point)*
- Budgets for three fiscal years *(1 point)*
- Annual financial reports for three fiscal years *(1 point)*
- Check registers for three fiscal years *(1 point)*
- Searchable check registers *(1 point)*
- Descriptive check registers *(1 point)*
- Visual representation of financial data *(1 point)*
- Current tax rates *(1 point)*
- Raw format budget *(1 point)*

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Total Points Received

*(Max 20 points)*





# Texas Comptroller Leadership Circle

Submission

## Leadership Form Submission Options

Choose an option for submitting your Leadership Circle Score Sheet.\*

**Mail:** Fill in the PDF form electronically, print it, then send to

Texas Comptroller of Public Accounts

Attn: Robert Wood, Director

Economic Development & Analysis Division

P.O. Box 13528

Austin, TX 78711-3528

**Fax:** Fill in the PDF form electronically, print it, then send by fax at 512-475-0664.

Mark your cover sheet, Attn: Robert Wood, Director, Economic Development & Analysis Division

**E-mail:** If you are using Adobe Professional, you can fill in the PDF form electronically, save, and then send it to [transparency@cpa.state.tx.us](mailto:transparency@cpa.state.tx.us).

If you have questions, please contact the Economic Development & Analysis Division at 1-800-531-5441, ext. 3-4679.

*\*Note: Please keep a hard copy for your records. The filled-in PDF cannot be saved electronically unless you are using Adobe Professional.*





## Texas Comptroller Leadership Circle

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Texas Comptroller of Public Accounts  
Economic Development & Analysis Division  
P.O. Box 13528  
Austin, TX 78711-3528

[www.texasparency.org/local/index.php](http://www.texasparency.org/local/index.php)  
1-800-531-5441, ext. 3-4679  
Publication #96-1402 (1/12)



AGENDA ITEM REPORT

REGULAR AGENDA

Item(s): 5 (City Secretary use only)

Meeting Date: October 9, 2012

Department: Administration

Discussion  Action

Budgeted Expense:  YES  NO  N/A

Submitted by: Staff

<b>Attachments:</b>	
1. Refer to Council policy (including the repealed 1-8 pages) in the back of your binder books.	
<b>Agenda Item / Topic:</b>	
<b>ITEM 5.</b>	<b>DISCUSSION/ACTION</b> – Consultation with attorney on a matter in which the duty of the attorney under the Texas Disciplinary Rules of Conduct of the State Bar of Texas conflicts with the provisions fo the Texas Open Meetings Act. <ul style="list-style-type: none"> <li>• Closed session pursuant to Texas Local Government Code section 551.071(2)</li> </ul> <p style="text-align: center;"><b><i>The City Council will reconvene into Open Session.</i></b></p> <ul style="list-style-type: none"> <li>• Consider action as a result of discussion.</li> </ul>
<b>Discussion / Justification:</b>	
Council had questions on how to place items on the agenda and the roles of Mayor and Council. The Council will meet in Executive Session and consult with the City Attorney Ron MacFarlane by conference call.	
<b>Recommendation / Staff Comments:</b>	
None.	
<b>Sample Motion(s):</b>	
"I MAKE A MOTION THAT COUNCIL _____."	
<b>MOTION:</b>	_____
<b>SECONDED:</b>	_____
<b>OPPOSITION:</b>	_____
<b>ABSTENTION:</b>	_____
<b>VOTE:</b>	_____

# CERTIFIED EXECUTIVE SESSION AGENDA

Date: 9 OCTOBER 2012

\*\*\*\*\*

I, Tom Leverentz, Mayor of the City of Ovilla, Texas hereby convene into Executive Session at \_\_\_\_ p.m. on the 9th day of October 2012.

The following Council Members and staff attended:

Council Members

Staff Members

Others

\_\_\_ Tom Leverentz, Mayor  
\_\_\_ Richard Dormier, Mayor Pro-Tem  
\_\_\_ Place 1, Ralph Hall  
\_\_\_ Place 2, Larry Stevenson  
\_\_\_ Place 3, David Griffin  
\_\_\_ Place 4, Doug Hunt

\_\_\_ R. Whiteman, City Administrator  
\_\_\_ P. Woodall, City Secretary  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_ City Attorney, Ron MacFarlane  
\_\_\_ Other Legal Counsel

***The following is an agenda of an Executive Session of the City of Ovilla, Texas, held pursuant to the Texas Open Meetings Act, Government Code Section:***

- |                                                                               |                                                       |
|-------------------------------------------------------------------------------|-------------------------------------------------------|
| <input checked="" type="checkbox"/> 551.071 - Consultation w/Attorney         | <input type="checkbox"/> 551.072 - Real Property      |
| <input type="checkbox"/> 551.073 - Deliberations about Gift                   | <input type="checkbox"/> 551.074 - Personnel Matters  |
| <input type="checkbox"/> 551.076 - Security Personnel or Devices              | <input type="checkbox"/> 551.086 - Test item (SB 595) |
| <input type="checkbox"/> 551.087 - Economic Development Negotiations (SB1851) |                                                       |
| <input type="checkbox"/> 418.183 - Homeland Security                          |                                                       |

Said Executive Session has been conducted in order to deliberate on the following matters:

- ITEM 5. DISCUSSION/ACTION** – Consultation with attorney on a matter in which the duty of the attorney under the Texas Disciplinary Rules of Conduct of the State Bar of Texas conflicts with the provisions of the Texas Open Meetings Act.
- Closed session pursuant to Texas Local Government Code section 551.071(2)

***The City Council will reconvene into Open Session.***

1. Consider action as a result of discussion.

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

I, Tom Leverentz, Mayor, hereby adjourn the Executive Session at \_\_\_\_ p.m. on the 9th day of October 2012. No Action was taken. Any action, as a result of this Executive Session, will be taken and recorded in open session.

I certify that this agenda is a true and accurate record of the proceedings.

\_\_\_\_\_  
Tom Leverentz, Mayor