

# City of OVILLA City Council Agenda

Ralph G. Hall, Mayor Pro Tem PL One  
Larry Stevenson, Place Two  
David Griffin, Place Three

Richard Dormier, Mayor

Doug Hunt, Place Four  
Dean Oberg Place Five  
Cyndy Powell, City Administrator

105 S. Cockrell Hill Road, Ovilla, TX 75154

Monday, August 12, 2013

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 Monday, August 12, 2013 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 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 M. Moon
  - Monthly Report
- Fire Department Assistant Fire Chief P. Brancato
  - Monthly Report
- Public Works Public Works Director B. Piland
  - Monthly Report
  - CIP Update
- Administration City Administrator C. Powell
  - Bi-weekly update activity report
  - Monthly Municipal Court Report City Secretary P. Woodall

## 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.*

- Minutes of the July 22, 2013 Regular Council Meeting
- Minutes of the July 24, 2013 Special Council Meeting /Budget Workshop
- Financial Transactions

## IV. REGULAR AGENDA

- ITEM 1. **DISCUSSION/ACTION** – Consider extending the contract with Texas First Group, retaining the services of Ms Jacqueline Lee, to provide consultation services to all areas related to Human Resources commencing July 25, 2013 through August 30, 2013.

# City of *OVILLA* City Council Agenda

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Cyndy Powell, City Administrator

- ITEM 2. *DISCUSSION/ACTION* – Consider proposal of Terry Morgan & Assoc. for legal services regarding review and interpretation of the City’s ordinances related to land development in the city and authorize the Mayor to execute.
- ITEM 3. *DISCUSSION/ACTION* – Consider two Council appointments to a Review Committee for the RFP on Solid Waste Collection & Disposal, Recycling Materials Collections and Processing.
- ITEM 4. *DISCUSSION/ACTION* – Consider and review progress and outline various City Council and staff assignments to facilitate the success of the 2013 Heritage Day festivities.

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).*

VI. REQUESTS FOR FUTURE AGENDA ITEMS

VII. ADJOURNMENT

THIS IS TO CERTIFY THAT A COPY OF THE NOTICE OF the August 12, 2013, Regular City Council Agenda was posted on the City Hall bulletin board, a place convenient and readily accessible to the general public at all times, and to the City’s website, [www.cityofovilla.org](http://www.cityofovilla.org), on the 9th day of August 2013 prior to 6:00 p.m., in compliance with Chapter 551, Texas Government Code.



Pamela Woodall, City Secretary

DATE OF POSTING: 8.9.13 TIME: 10:30 am/pm  
DATE TAKEN DOWN: \_\_\_\_\_ TIME: \_\_\_\_\_ am/pm

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 Richard Dormier  
 and the Ovilla City Council

Subject: Police Department Monthly Activity Report:

<b>Jul-13</b>	<b>YTD</b>
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<u>Calls For Service</u>	<u>Total</u>	<u>Total</u>
ACCIDENT	3	18
ALARMS	18	104
ARREST	4	24
ASSAULT	0	2
ASSISTS: Agency/Unit: 23 EMS/Fire: 1 Motorist: 5	29	182
BLDG / HOUSE SECURITY CHECK	1481	9369
BURGLARY	2	5
BURGLARY OF MOTOR VEHICLE	0	1
CRIMINAL MISCHIEF	0	4
DISTURBANCE	13	49
NEIGHBORHOOD CHECK	1704	12296
OTHER CALLS FOR SERVICE	124	884
SUSPICIOUS PERSON	11	37
SUSPICIOUS VEHICLE	8	50
THEFT	0	5
TRAFFIC ASSIGNMENT	12	159
<b>TOTAL CALLS FOR SERVICE</b>	<b>3409</b>	<b>23189</b>
RESERVE OFFICER HOURS	27.75	445.25
AVERAGE RESPONSE TIME (MINUTES)	4.5	3.978571429
TRAFFIC STOP (WARNINGS)	31	220
CITATIONS	23	239
TOTAL CITATIONS & WARNINGS COMBINED	54	459
<b>PERCENT OF STOPS RECEIVING CITATIONS</b>	<b>42.6</b>	<b>52.1</b>

**OVILLA PD VEHICLE MILEAGE**

<b>May-13</b>		<b>June-13</b>		<b>July-13</b>		<b>August-13</b>		<b>September-13</b>		<b>October-13</b>		<b>November-13</b>		<b>December-13</b>		<b>January-14</b>		<b>February-14</b>	
Unit #	Beginning	Ending	Accrued	Unit #	Beginning	Ending	Accrued	Unit #	Beginning	Ending	Accrued	Unit #	Beginning	Ending	Accrued	Unit #	Beginning	Ending	Accrued
100	68127	69954	1827	100				100				100				100			
101	126330	126331	1	101				101				101				101			
102	70380	71575	1195	102				102				102				102			
103	73463	75182	1719	103				103				103				103			
104	45816	46985	1169	104				104				104				104			
105	13823	15558	1735	105				105				105				105			
<b>July-13</b>				<b>August-13</b>				<b>September-13</b>				<b>October-13</b>				<b>November-13</b>			
Unit #	Beginning	Ending	Accrued	Unit #	Beginning	Ending	Accrued	Unit #	Beginning	Ending	Accrued	Unit #	Beginning	Ending	Accrued	Unit #	Beginning	Ending	Accrued
100	69954	74411	4457	100				100				100				100			
101	126331	126370	39	101				101				101				101			
102	71575	73156	1581	102				102				102				102			
103	75182	78862	3680	103				103				103				103			
104	46985	48443	1458	104				104				104				104			
105	15558	20120	4562	105				105				105				105			
<b>September-13</b>				<b>October-13</b>				<b>November-13</b>				<b>December-13</b>				<b>January-14</b>			
Unit #	Beginning	Ending	Accrued	Unit #	Beginning	Ending	Accrued	Unit #	Beginning	Ending	Accrued	Unit #	Beginning	Ending	Accrued	Unit #	Beginning	Ending	Accrued
100			0	100			0	100			0	100			0	100			0
101			0	101			0	101			0	101			0	101			0
102			0	102			0	102			0	102			0	102			0
103			0	103			0	103			0	103			0	103			0
104			0	104			0	104			0	104			0	104			0
105			0	105			0	105			0	105			0	105			0
<b>November-13</b>				<b>December-13</b>				<b>January-14</b>				<b>February-14</b>				<b>March-14</b>			
Unit #	Beginning	Ending	Accrued	Unit #	Beginning	Ending	Accrued	Unit #	Beginning	Ending	Accrued	Unit #	Beginning	Ending	Accrued	Unit #	Beginning	Ending	Accrued
100			0	100			0	100			0	100			0	100			0
101			0	101			0	101			0	101			0	101			0
102			0	102			0	102			0	102			0	102			0
103			0	103			0	103			0	103			0	103			0
104			0	104			0	104			0	104			0	104			0
105			0	105			0	105			0	105			0	105			0

**OVILLA**

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

**Alarm Date Between {07/01/2013} And {07/31/2013}  
and District = "OVILA"**

**OVILA City of Ovilla**

<b>Incident</b>	<b>Alarm Date &amp; Time</b>	<b>Arrival Date &amp; Time</b>	<b>Stn</b>	<b>Shift</b>	<b>Response Time</b>
13-3000394	07/31/2013 21:55:41	07/31/2013 22:04:24			00:08:43
<b>Average Response Time for District/Incident Type</b>					<b>00:08:43</b>
<b>311 Medical assist, assist EMS crew</b>					
13-3000374	07/18/2013 20:20:58	07/18/2013 20:27:09	1	B	00:06:11
<b>Average Response Time for District/Incident Type</b>					<b>00:06:11</b>
<b>321 EMS call, excluding vehicle accident with injury</b>					
13-3000336	07/04/2013 00:31:18	07/04/2013 00:37:57	1	B	00:06:39
13-3000343	07/06/2013 09:41:45	07/06/2013 09:46:53	1	B	00:05:08
13-3000349	07/07/2013 11:33:46	07/07/2013 11:41:19	1	C	00:07:33
13-3000363	07/13/2013 09:05:19	07/13/2013 09:10:09	1	C	00:04:50
13-3000364	07/14/2013 17:17:28	07/14/2013 17:21:36	1	A	00:04:08
13-3000371	07/17/2013 11:28:06	07/17/2013 11:33:38	1	A	00:05:32
13-3000372	07/17/2013 22:29:48	07/17/2013 22:35:17	1	A	00:05:29
13-0000378	07/22/2013 11:40:04	07/22/2013 11:42:24	1	C	00:02:20
13-0000385	07/26/2013 11:39:55	07/26/2013 11:41:13	1	A	00:01:18
13-0000387	07/27/2013 04:06:25	07/27/2013 04:11:18	1	A	00:04:53
13-0000388	07/27/2013 06:54:37	07/27/2013 07:01:20	1	A	00:06:43
<b>Average Response Time for District/Incident Type</b>					<b>00:04:58</b>
<b>444 Power line down</b>					
13-0000392	07/30/2013 04:34:53	07/30/2013 04:44:09	1	A	00:09:16
<b>Average Response Time for District/Incident Type</b>					<b>00:09:16</b>
<b>550 Public service assistance, Other</b>					
13-3000352	07/08/2013 18:18:33	07/08/2013 18:18:59	1	A	00:00:26
<b>Average Response Time for District/Incident Type</b>					<b>00:00:26</b>
<b>561 Unauthorized burning</b>					
13-3000351	07/08/2013 16:03:10	07/08/2013 16:12:25	1	A	00:09:15
<b>Average Response Time for District/Incident Type</b>					<b>00:09:15</b>
<b>600 Good intent call, Other</b>					
13-3000389	07/28/2013 04:36:34	07/28/2013 04:45:56	1	B	00:09:22
<b>Average Response Time for District/Incident Type</b>					<b>00:09:22</b>
<b>743 Smoke detector activation, no fire - unintentional</b>					
13-3000360	07/11/2013 12:48:08	07/11/2013 12:56:57	1	A	00:08:49
<b>Average Response Time for District/Incident Type</b>					<b>00:08:49</b>
<b>-----</b>					
<b>Overall Average Response Time for District 00:05:55</b>					

**Total Incident Count: 18**

**Overall Average Response Time: 00:05:55**

OVILLA

Monthly Incident Counts By Station

Alarm Date Between {07/01/2013} And {07/31/2013}

Station #	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	Percent
	0	0	0	0	0	0	2	0	0	0	0	0	2	3.12%
1	0	0	0	0	0	0	62	0	0	0	0	0	62	96.87%

Total Runs by Month											
Jan	0	Feb	0	Mar	0	Apr	0	May	0	Jun	0
Jul	64	Aug	0	Sep	0	Oct	0	Nov	0	Dec	0

Grand Total Runs: 64

OVILLA

Staff with No Activities

Date >= {07/01/2013} and )Career = "2 "

Staff Member	Staff ID	Status	Status Date	Rank	Station
Bailey, Randall S.	741	VO	12/23/2008	DE	1
Bell, Warren J	726	LV	08/20/2012	FFE	1
Graham, Justin L.	723	VO	01/18/2011	PR	1
Martinez, Erick I	707	RES	06/14/2011	FF	1
Paluga, Patrick	732	RES	05/07/2013	FFE	1
Sidler, Joni L	711	VO	09/15/1999	FFP	1
Velasquez, Adrian C.	745	VO	11/24/2009	FFI	1

OVILLA

OFD Year-to-date Incident Participation

Activity Date Between {07/01/2013} And  
 {07/31/2013} and Career = "2 "

Staff Id/Name	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	Percent
751 Baker, Dalton	0	0	0	0	0	0	11	0	0	0	0	0	11	28.94
749 Chapman, John Daniel	0	0	0	0	0	0	5	0	0	0	0	0	5	13.15
724 O'Brien, Steve G	0	0	0	0	0	0	4	0	0	0	0	0	4	10.52
722 Spencer, Everett H	0	0	0	0	0	0	25	0	0	0	0	0	25	65.78
717 Witherspoon, Jacki D	0	0	0	0	0	0	10	0	0	0	0	0	10	26.31

Total Runs by Month											
Jan	0	Feb	0	Mar	0	Apr	0	May	0	Jun	0
Jul	38	Aug	0	Sep	0	Oct	0	Nov	0	Dec	0

Grand Total Runs: 38

OVILLA

OFD Fuel Usage Report

Date Between {07/01/2013} And {07/31/2013}

Date	Fuel Type	Gallons	Cost	Unit
<b>FA Fuel Apparatus</b>				
<b>Diesel</b>				
07/03/2013	Diesel	12.246	\$45.30	E701
	734 Lehmann, Matthew M			
07/06/2013	Diesel	6.353	\$23.50	E702
	734 Lehmann, Matthew M			
07/06/2013	Diesel	10.461	\$38.70	E702
	734 Lehmann, Matthew M			
07/08/2013	Diesel	12.174	\$45.03	755
	716 Ullrich, Austin			
07/08/2013	Diesel	13.800	\$51.06	E701
	743 Hudson, Ryan A			
07/13/2013	Diesel	6.270	\$23.84	E702
	722 Spencer, Everett H			
07/16/2013	Diesel	17.370	\$66.00	755
	722 Spencer, Everett H			
07/19/2013	Diesel	14.210	\$54.00	E701
	733 Rudd, Justin E.			
07/26/2013	Diesel	8.866	\$33.68	E701
	716 Ullrich, Austin			
	721 Kennedy, Brandon Kobby			
	738 Whitacre, Bryan			
07/26/2013	Diesel	0.001	\$0.01	755
	716 Ullrich, Austin			
	721 Kennedy, Brandon Kobby			
	738 Whitacre, Bryan			
<b>Diesel Totals:</b>		<b>101.751 Gal</b>	<b>\$381.12</b>	
<b>Gasoline</b>				
07/03/2013	Gasoline	10.804	\$36.72	STA1
	734 Lehmann, Matthew M			
<b>Gasoline Totals:</b>		<b>10.804 Gal</b>	<b>\$36.72</b>	

OVILLA

Average Response Time by District/Incident Type

Alarm Date Between {07/01/2013} And {07/31/2013}  
and District = "ESD2 "

ESD2 Midlothian ESD#2

Incident	Alarm Date & Time	Arrival Date & Time	Stn	Shift	Response Time
13-3000379	07/23/2013 20:48:06	07/23/2013 20:56:17			00:08:11
13-3000381	07/24/2013 10:30:49	07/24/2013 10:35:02			00:04:13
13-3000383	07/26/2013 05:02:48	07/26/2013 05:13:59			00:11:11
13-3000393	07/31/2013 08:43:30	07/31/2013 08:51:19			00:07:49
Average Response Time for District/Incident Type					00:07:51
<b>111 Building fire</b>					
13-3000341	07/05/2013 03:10:11	07/05/2013 03:21:24	1	C	00:11:13
Average Response Time for District/Incident Type					00:11:13
<b>143 Grass fire</b>					
13-3000339	07/04/2013 15:48:19	07/04/2013 15:54:56	1	C	00:06:37
13-3000340	07/04/2013 16:20:08	07/04/2013 16:20:08	1	C	00:00:00
Average Response Time for District/Incident Type					00:03:19
<b>151 Outside rubbish, trash or waste fire</b>					
13-3000346	07/06/2013 20:56:18	07/06/2013 21:03:37	1	B	00:07:19
13-0000381	07/24/2013 10:30:00	07/24/2013 10:35:00	1	B	00:05:00
Average Response Time for District/Incident Type					00:06:10
<b>311 Medical assist, assist EMS crew</b>					
13-3000344	07/06/2013 14:39:33	07/06/2013 14:47:00	1	B	00:07:27
13-3000353	07/09/2013 02:01:27	07/09/2013 02:14:11	1	A	00:12:44
13-3000357	07/10/2013 03:47:20	07/10/2013 04:00:09	1	B	00:12:49
13-3000362	07/12/2013 11:16:08	07/12/2013 11:25:35	1	B	00:09:27
13-3000373	07/18/2013 11:44:09	07/18/2013 11:53:19	1	B	00:09:10
13-0000383	07/26/2013 05:02:00	07/26/2013 05:13:00	1	B	00:11:00
Average Response Time for District/Incident Type					00:10:26
<b>324 Motor Vehicle Accident with no injuries</b>					
13-3000361	07/11/2013 15:31:13	07/11/2013 15:40:57	1	A	00:09:44
Average Response Time for District/Incident Type					00:09:44
<b>522 Water or steam leak</b>					
13-3000356	07/09/2013 22:59:08	07/09/2013 23:10:11	1	B	00:11:03
Average Response Time for District/Incident Type					00:11:03
<b>611 Dispatched &amp; cancelled en route</b>					
13-3000333	07/01/2013 23:51:36	07/02/2013 00:03:52	1	C	00:12:16
Average Response Time for District/Incident Type					00:12:16
<b>622 No Incident found on arrival at dispatch address</b>					
13-3000375	07/20/2013 11:18:27	07/20/2013 11:27:55	1	A	00:09:28
Average Response Time for District/Incident Type					00:09:28
<b>700 False alarm or false call, Other</b>					
13-0000379	07/23/2013 20:48:06	07/23/2013 20:56:17	1	A	00:08:11
Average Response Time for District/Incident Type					00:08:11

OVILLA

Average Response Time by District/Incident Type

Alarm Date Between {07/01/2013} And {07/31/2013}  
and District = "ESD2 "

ESD2 Midlothian ESD#2

Incident	Alarm Date & Time	Arrival Date & Time	Stn	Shift	Response Time
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Overall Average Response Time for District 00:08:45

Total Incident Count: 20

Overall Average Response Time: 00:08:45

OVILLA

Fire and EMS Combined List by Incident Number

Alarm Date Between {07/01/2013} And {07/31/2013}

Incident	Type	Date	Location	Description
13-0000378-0	FIRE	07/22/2013	Ovilla RD S & S Westmoreland RD S	321 EMS call, excluding
13-0000378-0	EMS	07/22/2013	Ovilla RD S & S Westmoreland RD S	bug bite
13-0000379-0	FIRE	07/23/2013	4051 Red Oak CIR	700 False alarm or false
13-0000380-0	FIRE	07/24/2013	103 Pecan LA	554 Assist invalid
13-0000381-0	FIRE	07/24/2013	9000BK Shiloh RD	151 Outside rubbish, trash
13-0000382-0	FIRE	07/26/2013	103 Pecan LA	554 Assist invalid
13-0000383-0	FIRE	07/26/2013	N Mockingbird LANE & Maggie LN	311 Medical assist, assist
13-0000384-0	FIRE	07/26/2013	1364 Lyndon Ave	111 Building fire
13-0000385-0	FIRE	07/26/2013	1211 Lariat Circle	321 EMS call, excluding
13-0000385-1	EMS	07/26/2013	1211 Lariat Circle	Unresponsive Person
13-0000386-0	FIRE	07/26/2013	135 Squire PL	550 Public service
13-0000387-0	FIRE	07/27/2013	111 Westlawn DR	321 EMS call, excluding
13-0000387-1	EMS	07/27/2013	111 Westlawn DR	Heart Attack
13-0000388-1	EMS	07/27/2013	126 Suburban DR	Fall from ground level
13-0000388-0	FIRE	07/27/2013	126 Suburban DR	321 EMS call, excluding
13-0000391-0	FIRE	07/30/2013	940 Vinson	611 Dispatched & cancelled
13-0000392-0	FIRE	07/30/2013	212 Willowcreek LN	444 Power line down
13-3000332-0	FIRE	07/01/2013	2602 SANDSTONE LN	611 Dispatched & cancelled
13-3000333-0	FIRE	07/01/2013	207 CIMARRON MEADOWS DR	611 Dispatched & cancelled
13-3000334-0	FIRE	07/02/2013	1541 CANYON DR	611 Dispatched & cancelled
13-3000335-0	FIRE	07/03/2013	3400 W Beltline RD	500 Service Call, other
13-3000336-0	FIRE	07/04/2013	110 ASHBURNE GLEN LN	321 EMS call, excluding
13-3000336-1	EMS	07/04/2013	110 ASHBURNE GLEN LN	Breathing Difficuiltly
13-3000337-0	FIRE	07/04/2013	1145 STARLING CIR	111 Building fire
13-3000338-0	FIRE	07/04/2013	3661 FM 1387	571 Cover assignment,
13-3000339-0	FIRE	07/04/2013	7229 SHILOH RD	143 Grass fire
13-3000340-0	FIRE	07/04/2013	3199 BRYSON LN	143 Grass fire
13-3000341-0	FIRE	07/05/2013	225 CIMARRON MEADOWS DR	111 Building fire
13-3000342-0	FIRE	07/06/2013	3213 BENT CREEK CT	611 Dispatched & cancelled
13-3000343-0	FIRE	07/06/2013	403 SHADOWWOOD TRL	321 EMS call, excluding
13-3000343-1	EMS	07/06/2013	403 SHADOWWOOD TRL	Unconscious Person
13-3000344-0	FIRE	07/06/2013	4721 ASHLEY CIR	311 Medical assist, assist
13-3000345-0	FIRE	07/06/2013	1511 WHITEROCK DR	611 Dispatched & cancelled
13-3000346-0	FIRE	07/06/2013	8699 MORGAN CT	151 Outside rubbish, trash
13-3000347-0	FIRE	07/06/2013	W FM 875 & V V JONES RD	611 Dispatched & cancelled
13-3000348-0	FIRE	07/06/2013	2006 WESTMORELAND RD	550 Public service
13-3000349-0	FIRE	07/07/2013	608 MEADOWLARK DR	321 EMS call, excluding
13-3000349-1	EMS	07/07/2013	608 MEADOWLARK DR	Unresponsive Person
13-3000350-0	FIRE	07/08/2013	1624 Fm 66	551 Assist police or other
13-3000351-0	FIRE	07/08/2013	1910 S DUNCANVILLE RD	561 Unauthorized burning

OVILLA

Fire and EMS Combined List by Incident Number

Alarm Date Between {07/01/2013} And {07/31/2013}

Incident	Type	Date	Location	Description
13-3000352-0	FIRE	07/08/2013	740 COCKRELL HILL RD	550 Public service
13-3000353-0	FIRE	07/09/2013	3710 PLEASANTVILLE RD	311 Medical assist, assist
13-3000354-0	FIRE	07/09/2013	834 E MAIN ST	321 EMS call, excluding
13-3000354-1	EMS	07/09/2013	834 E MAIN ST	Possible Stroke
13-3000355-0	FIRE	07/09/2013	1961 BRYSON LN	611 Dispatched & cancelled
13-3000356-0	FIRE	07/09/2013	940 MASON LN	522 Water or steam leak
13-3000357-0	FIRE	07/10/2013	4940 JOE WILSON RD	311 Medical assist, assist
13-3000358-0	FIRE	07/10/2013	1105 E HIGHLAND RD	311 Medical assist, assist
13-3000359-0	FIRE	07/11/2013	103 PECAN LN	321 EMS call, excluding
13-3000359-1	EMS	07/11/2013	103 PECAN LN	Injured person
13-3000360-0	FIRE	07/11/2013	103 ELM WOOD	743 Smoke detector
13-3000361-0	FIRE	07/11/2013	JOE WILSON RD & JOHNSON LN	324 Motor Vehicle Accident
13-3000362-0	FIRE	07/12/2013	940 MASON LN	311 Medical assist, assist
13-3000363-0	FIRE	07/13/2013	100 ROBIN GLEN LN	321 EMS call, excluding
13-3000363-1	EMS	07/13/2013	100 ROBIN GLEN LN	Fall from ground level
13-3000364-1	EMS	07/14/2013	110 ASHBURNE GLEN LN	Ground Level Fall
13-3000364-0	FIRE	07/14/2013	110 ASHBURNE GLEN LN	321 EMS call, excluding
13-3000365-0	FIRE	07/15/2013	5800BK JOE WILSON RD	611 Dispatched & cancelled
13-3000366-0	FIRE	07/15/2013	1030 TAYMAN DR	611 Dispatched & cancelled
13-3000367-0	FIRE	07/15/2013	N WALNUT GROVE RD & STEEPLECHASE CT	611 Dispatched & cancelled
13-3000368-0	FIRE	07/16/2013	3251 OVILLA RD	611 Dispatched & cancelled
13-3000369-0	FIRE	07/16/2013	1546 Knottingham	551 Assist police or other
13-3000370-0	FIRE	07/16/2013	821 Robin Meadow DR	111 Building fire
13-3000371-0	FIRE	07/17/2013	504 FOREST EDGE LN	321 EMS call, excluding
13-3000371-1	EMS	07/17/2013	504 FOREST EDGE LN	SICK PERSON
13-3000372-1	EMS	07/17/2013	708 BUCKBOARD	MEDICAL ALARM
13-3000372-0	FIRE	07/17/2013	708 BUCKBOARD	321 EMS call, excluding
13-3000373-0	FIRE	07/18/2013	5831 JUDY DR	311 Medical assist, assist
13-3000374-0	FIRE	07/18/2013	141 SUBURBAN DR	311 Medical assist, assist
13-3000375-0	FIRE	07/20/2013	2300 BRYSON LN	622 No Incident found on
13-3000376-0	FIRE	07/20/2013	E US HIGHWAY 287 & PRESIDENTIAL	143 Grass fire
13-3000377-0	FIRE	07/20/2013	LAZY SPRING DR & MEADOW LN E	611 Dispatched & cancelled
13-3000378-0	FIRE	07/22/2013	499 WESTMORELAND RD & OVILLA RD	
13-3000379-0	FIRE	07/23/2013	4351 RED OAK CIR	
13-3000380-0	FIRE	07/24/2013	103 PECAN LN	
13-3000381-0	FIRE	07/24/2013	6699 SHILOH RD & BRYSON LN	
13-3000382-0	FIRE	07/26/2013	103 PECAN LN	
13-3000383-0	FIRE	07/26/2013	3199 NORTH MOCKINGBIRD LN & SHILOH	
13-3000384-0	FIRE	07/26/2013	1364 Lyndon Avenue	
13-3000385-0	FIRE	07/26/2013	1211 LARIAT CIR	

OVILLA

Fire and EMS Combined List by Incident Number

Alarm Date Between {07/01/2013} And {07/31/2013}

Incident	Type	Date	Location	Description
13-3000386-0	FIRE	07/26/2013	135 SQUIRE PL	
13-3000387-0	FIRE	07/27/2013	111 WESTLAWN DR	
13-3000388-0	FIRE	07/27/2013	126 SUBURBAN DR	
13-3000389-0	FIRE	07/28/2013	107 BURTONWOOD CIR	
13-3000390-0	FIRE	07/28/2013	4557 PECAN CREEK DR	
13-3000391-0	FIRE	07/29/2013	940 VINSON LN	
13-3000392-0	FIRE	07/30/2013	215 WILLOW CREEK LN	
13-3000393-0	FIRE	07/31/2013	7230 EDGERTON DR	
13-3000394-0	FIRE	07/31/2013	618 MEADOWLARK DR	
13-3001089-0	FIRE	07/28/2013	107 Burtonwood CIR	600 Good intent call, Other
13-3001090-0	FIRE	07/28/2013	4557 Pecan Creek DR	611 Dispatched & cancelled
				EMS Incident Cnt: 13
<b>Total Incident Count</b>			<b>91</b>	Fire Incident Cnt: 78

OVILLA

Overlapping Incidents

Alarm Date Between {07/01/2013} And {07/31/2013}

Incident-Exp#	Alm Date	Alm Time	Clr Date	Clr Time	Overlaps (at least)		
					Incident-Exp#	Alm Date	Alm Time
13-3000351-000	07/08/2013	16:03:10	07/08/2013	16:16:39	13-3000350-000	07/08/2013	13:52:00
13-3000378-000	07/22/2013	11:40:04	07/22/2013	11:51:17	13-0000378-000	07/22/2013	11:40:04
13-3000379-000	07/23/2013	20:48:06	07/23/2013	21:00:20	13-0000379-000	07/23/2013	20:48:06
13-3000380-000	07/24/2013	10:05:41	07/24/2013	10:25:07	13-0000380-000	07/24/2013	10:05:00
13-3000381-000	07/24/2013	10:30:49	07/24/2013	10:38:50	13-0000381-000	07/24/2013	10:30:00
13-3000382-000	07/26/2013	02:14:31	07/26/2013	02:38:58	13-0000382-000	07/26/2013	02:14:00
13-3000383-000	07/26/2013	05:02:48	07/26/2013	05:23:59	13-0000383-000	07/26/2013	05:02:00
13-3000384-000	07/26/2013	05:10:10	07/26/2013	08:48:19	13-3000383-000	07/26/2013	05:02:48
13-0000384-000	07/26/2013	05:10:10	07/26/2013	08:48:19	13-3000384-000	07/26/2013	05:10:10
13-3000385-000	07/26/2013	11:39:55	07/26/2013	12:15:04	13-0000385-000	07/26/2013	11:39:55
13-0000386-000	07/26/2013	20:50:25	07/26/2013	21:05:03	13-3000386-000	07/26/2013	20:50:25
13-3000387-000	07/27/2013	04:06:25	07/27/2013	04:29:57	13-0000387-000	07/27/2013	04:06:25
13-0000388-000	07/27/2013	06:54:37	07/27/2013	07:17:05	13-3000388-000	07/27/2013	06:54:37
13-3000389-000	07/28/2013	04:36:34	07/28/2013	04:55:38	13-3001089-000	07/28/2013	04:36:34
13-3000390-000	07/28/2013	08:30:18	07/28/2013	08:32:34	13-3001090-000	07/28/2013	08:30:00
13-3000392-000	07/30/2013	04:34:53	07/30/2013	05:01:23	13-0000392-000	07/30/2013	04:34:53

Total Incident Count 78

Total Overlapping Incidents 16



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**DATE: August 8, 2013**

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

**FROM:** Brad Piland Public Works Director

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

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- Replace culverts at Buckboard and Hosford
- Road base Ovilla Oaks
- Sewer Lift Station Repairs- pulled pump 1 at Heritage lift station removed pump 1 and 2 from Cumberland
- Heritage Park Lift station – Maintenance
- Read Water meters, Service Disconnects and Reconnects
- Daily inspections of Ovilla Park, walk through
- Replaced 8 meters Brookwood addition
- 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
- Repaired water leaks at, 927 Cockrell Hill, 101 Williams, and 111 Cumberland
- Drainage work East Highland
- Installed new cushion material at toddler park
- Removed tree from Cockrell hill and Westmoreland

- Trim trees in right of way on East Main
- Prepare baseball field
- 72 tons asphalt Ovilla Oaks
  - ❖ Jimmy Bryan -
    - Serviced PD Units 103 & 100
    - Repaired Packer
    - Tires PD 104
    - Daily Rounds

#### Flushed Hydrants

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

Water plants at City Hall and park



105 South Cockrell Hill Road  
Ovilla, Texas 75154  
Ph: (972) 617-2262 Fax: (972) 515-3221

## **City Administrator Activity Report**

Cyndy Powell  
July 29 – August 04, 2013

**Weekly staff meetings** continue, they are held on Tuesday mornings at 9:00 a.m. This Tuesday, August 06, Ms. Lee will present to Staff and review the revised Employee Handbook.

**Budget Workshop** - The next budget workshop is scheduled for Wednesday, August 07, 2013 beginning at 5:30, dinner will be provided. Staff will present a revised budget for Council's consideration. Staff will be presenting a balanced budget at the Effective Tax Rate of .680703. The budget does not provide for funding of new personnel; does include funding at 100% for employee health insurance premium increase of 22.3%; does include the Dallas Water Utilities 2.5% increase to the cost of wholesale water; with the increase passed on to each water customer at \$0.64 on the base rate.

**Employee Personnel Handbook** - Ms. Lee presented her recommendations to City Council at the Budget Workshop held on Wednesday, July 24, 2014, from there the City Administrator will incorporate the recommendations into the other action items and make a recommendation of priorities to address as we move forward.

### **Burn Ban rescinded 07-22-13.**

**Road Repair Update: Ovilla Parc, Cockrell Hill, FM 664** - (Brad Piland) The repairs to E. Main Street have been completed and the County crews applied the final chip seal to Georgetown, Buckboard, and Silver Spur. The City's crew applied more than 48 tons of asphalt to Winding Way this week. I think by the middle of next week we will be finished with our part of the repairs in Ovilla Oaks. Kyle from the County indicated they would start the level up the portion of the repairs to Ovilla Oaks Friday (7/26) or Monday (7/29). Once the level up is finished they will apply the chip seal to Ovilla Oaks Dr. and then the side streets will be chip sealed. The only other road on the list for repair this year is Water St. but the City's crew still has to install a 12 inch water line down the road before the street is repaired. TXDOT road repairs on 664 are underway which could take about two weeks or through July.

**Responses to RFP for Solid Waste and Recycling** - The item was presented for Council's consideration on Monday, July 22, 2013. Representatives were available from each company. At the August 12, 2013 City Council meeting a Council Committee will be named to review the proposals and make a recommendation.

**Planning and Zoning Commission** - Next meeting is August 5, 2013.

**Employee Compensation and Classification Study RFQ** is being revised from an RFP (request for proposals) to an RFQ (request for qualifications) to provide the opportunity for staff to receive and review qualifications of consultants experienced in such studies. The study will include compensation, classification, and benefits.

**Strategic Plan RFQ** – The RFQ approved by City Council at the July 22, 2013 meeting was posted on Thursday, July 25, 2013. Responses will be received Friday, August 09, 2013. An informal committee will review the qualifications with staff and rank the respondents.

**Bryson Manor Subdivision** - Staff met with the developer and the broker this week regarding the possible option of a development agreement to address the requirements of the rough proportionality study. Staff is awaiting calculations from the developer on the contributions of ROW and road improvements that may be considered against the cost of the impact of the development determined by the rough proportionality study.

**Economic Development Corporation** next meeting August 19, 2013.

**Employee Health Insurance** – staff received re-rates from Gary Hayden with Hayden Financial for Health Insurance Premiums for FY2014; premiums incur a 22.3% increase and a 4% fee (ACA – Affordable Care Act) on the total premiums for 2014. Mr. Hayden will be present at the August 07, 2014 meeting to make a presentation to City Council on options to reduce the impact on the budget of the 22.3% rate increase. Mr. Hayden will also present the increase to the premium for the dental coverage purchased by the employee through Aetna. The increase affects all dental premium rates and the increase of employee only dental coverage is \$75.00 per year.

**Accident Review Board** will be reviewing the incident involving the overhead garage door coming in contact with an engine leaving for an emergency call. The damage is to the bottom panel of the garage door.



## **City Administrator Activity Report**

Cyndy Powell  
August 05 – August 08, 2013

**Weekly staff meetings** This Tuesday, August 13, Ms. Lee will present to Staff and review the revised Employee Handbook, second presentation.

**Budget Workshop** - The next budget workshop is scheduled for Wednesday, August 21, 2013 beginning at 5:30, dinner will be provided. Staff will present the balanced budget presented at the Workshop on August 07, for the benefit of the Councilor's that were unable to attend the meeting. The Effective Tax Rate of .680703 will be published. The budget does not provide for funding of new personnel; does include funding at 100% for employee health insurance premium increase of 22.3%; does include the Dallas Water Utilities 2.5% increase to the cost of wholesale water; with the increase passed on to each water customer at \$0.64 on the base rate.

**Employee Personnel Handbook** - Ms. Lee presented her recommendations to City Council at the Budget Workshop held on Wednesday, July 24, 2014, from there the City Administrator will incorporate the recommendations into the other action items and make a recommendation of priorities to address as we move forward.

**Burn Ban rescinded 07-22-13.**

**Road Repair Update: Ovilla Parc, Cockrell Hill, FM 664** - (Brad Piland) Asphalt work was completed this week on Winding Way in Ovilla Oaks.

**Responses to RFP for Solid Waste and Recycling** - The item was presented for Council's consideration on Monday, July 22, 2013. Representatives were available from each company. At the August 12, 2013 City Council meeting a Council Committee (two Councilors and staff) will be named to review the proposals and make a recommendation.

**Planning and Zoning Commission** – At the P&Z meeting August 5, 2013 consideration was denied to revise the City's ordinance to allow metal accessory buildings on residential property of less than two acres. No action was taken to name the Chairman and Vice Chairman, the item will be placed on the September 3<sup>rd</sup> Agenda following Labor Day.

**Employee Compensation and Classification Study RFQ** has been revised from an RFP and will be presented to City Council at a future meeting.

**Strategic Plan RFQ** – The RFQ approved by City Council at the July 22, 2013 meeting was posted on Thursday, July 25, 2013. Responses will be received Friday, August 09, 2013. An informal committee will review the qualifications with staff and rank the respondents. The committee consists of David Griffin, Dean Oberg, Gary Jones, John Knight and staff; alternates are Ralph Hall and Dick Pettit.

**Bryson Manor Subdivision** – Both Brad and I have met with the developer and the broker independently this week to hear of the expanded plans proposed by Mr. Bobby Glass. Glass has asked Lance Rust to present to City

Council at the August 26<sup>th</sup> meeting Glass' plan to incorporate development of the northern property known as the Cole tract located in the ETJ. The Cole tract is about 113 acres and would provide about 80 homes, on septic. He will be asking for consideration of bar ditch and concrete roads in lieu of curb and gutter with storm sewer. Mr. Glass was asked to bring the "whole" plan to Council. Staff would recommend any consideration be negotiated through a development agreement that would also address the requirements from the rough proportionality study. Staff is awaiting calculations from the developer on the contributions of ROW and road improvements that may be considered against the cost of the impact of the development determined by the rough proportionality study.

**Economic Development Corporation** next meeting August 19, 2013.

**Accident Review Board** will be reviewing the incident involving the overhead garage door coming in contact with an engine leaving for an emergency call. The damage is to the bottom panel of the garage door.

**Life Safety Fire Inspection Program** – Assistant Chief Brancato and Fire Marshal Kevin Lindsey are developing the Life Safety Fire Inspection program that would provide annual inspections of commercial establishments, public buildings, and multifamily residential dwellings. Kevin will present the program at a future Council meeting.



Jessica Foresman  
Court Clerk

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**DATE:** August 12, 2013  
**TO:** Honorable Mayor Dormier and City Council Members  
**FROM:** Jessica Foresman, Court Clerk  
**SUBJECT:** Monthly Staff Report

29 traffic, 1 penal code, 1 state law and 6 city ordinance related cases were filed for the month of July. 12 warrants were issued

Court Collection for the month of July was \$6,019.85

\$3,852.95 is kept by the City    FYTD \$46,568.84  
\$2,166.90 is remitted to State    FYTD \$28,274.26

**CITY OF OVILLA MINUTES**  
**Monday, July 22, 2013**  
**Regular City Council Meeting**  
**105 S. Cockrell Hill Road, Ovilla, TX 75154**

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

Mayor Dormier noted present members, thus constituting a quorum. Various department-heads and staff were also present.

PL2 Stevenson gave the Invocation

Mayor Pro Tem Hall led the recitation of the Pledge of Allegiance

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

◆ **Citizens Comments / Citizens Forum:**

1. Mr. Morris Gresham signed up to speak when Item 2 was addressed.
2. Mr. Ed Wilson – Advised that this was his second time to deliver his concerns in asking Council to consider lowering the speed limit in his neighborhood, Brookwood Subdivision.
3. Ms. James Northum – Asked Council to review and consider revising the Ovilla Code of Ordinances pertaining to the allowance of metal accessory buildings on residential property under 2 acres.

◆ **Department Activity Reports / Discussion**

- Mayor's Report Mayor Richard Dormier
  - Mayor Dormier spoke with Oncor representative, Kenneth Govan regarding the recent power outages and that tree trimming was planned.
- Finance City Accountant S. Jungman
  - Ms Jungman briefly reviewed the monthly financials and answered Council's questions.
- Administration City Administrator Cyndy Powell
  - Ms Powell briefly reviewed her bi-weekly activity report

**CONSENT ITEMS**

- Minutes of the July 08, 2013 Regular Council Meeting
- Quarterly Investment Report

PL4 Hunt made the motion that Council approves the consent item as presented, seconded by PL2 Stevenson. Mayor Dormier 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 I. DISCUSSION/ACTION** – Consideration of two bids received for the Solid Waste Collection and Recycling Contract RFP for residential and commercial services including alternate bid items and take action as necessary to award bid. (Powell)

City Administrator Ms Powell opened conversation sharing the recent discussions and status of the post bid meetings conducted between city representatives and the two company representatives. Based from the original bid tabulation, a detailed comparison sheet was shared. Both companies had representatives present. Mr. Robert Medigovich of Community Waste Disposal (CWD) and Ovilla's current solid waste collection service was first to address Council with promises to continue providing Ovilla residents with excellent service adding that CWD offered a few benefits under the Alternate Bid that the competitor did not: CNG Trucks and Hazwoper trained employees. Additionally, the commercial bid price was lower and the base bid was 3.5% lower than the city's current contract price. Mr. Medigovich added that CWD was the 2013 Keep Texas Beautiful Award recipient. Mr. Dick Demien of Progressive Waste quickly stated that his company submitted the lower base bid, had offices located in closer proximity than CWD and had a larger financial backing that included a vastly larger insurance policy.

Following presentations Council conversed over the base bid as well as the alternates. PL3 Griffin stated that although Progressive Waste was unable to provide everything on the alternate bids, the bid was at a savings. Mayor Dormier commented that Progressive seemed to include quite a few exceptions to their proposal. Mr. Demien responded that the RFP was contradictory in multiple areas. Mayor Dormier, the City Administrator and Council continued discussion with a consensus that they would create a subcommittee comprised of staff and a few council members. Ms Powell would bring an agenda item to the next Council meeting for the creation of the Review Committee.

**COUNCIL TOOK NO ACTION.**

**ITEM 2. DISCUSSION/ACTION** – Reconsider vote of Ordinance 2013-022, Residential Parking Development Standards, by notice of Veto filed by Mayor Dormier. (Mayor Dormier)

Mayor Dormier acknowledged Mr. Morris Gresham who signed up to speak. Mr. Gresham was not supportive of the ordinance and asked Council to uphold the Mayor's veto. He questioned why Ovilla would base their ordinance on one copied from the City of Arlington.

Ordinance 2013-022 was adopted by Council on Jul 08, 2013. Mayor Dormier submitted a formal letter of Veto on July 10, outlining his grounds for the veto with 5 bulleted justifications and clearly stating that he believed that the ordinance as written was not in the best interest of Ovilla. Section 1.03.006 of the Ovilla Code of Ordinances, consistent with Section 52.003 of the Local Government Code, allows the Mayor's veto of an ordinance and the authority to ask Council to reconsider their vote. The Planning and Zoning Commission along with various staff members revised the "Arlington" ordinance many times with at least a half-dozen versions. PL1 Hall agreed that intentions were sincere but the actual language and objective in Ordinance 2013-022 went astray - not what Council had intended. Council directed staff to revise Ovilla's own ordinance, to include screening and bring it back for review.

PL4 Hunt made the motion that Council upholds the veto of Ordinance 2013-022, seconded by PL2 Stevenson. *Mayor Dormier 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.**

**ITEM 3. DISCUSSION/ACTION** – Consider proposed RFQ for the development of a Citywide Five-Year Strategic Plan for the City of Ovilla. (Powell)

The EDC and City determined that a Five-Year Strategic Plan would be of benefit to the growth and progress of Ovilla. The RFQ for a Citywide Five-Year Strategic Plan offers the opportunity for consultants to submit their qualifications for the development of a Five-Year Strategic Plan with the input from the City's stakeholders, elected City officials, the Economic Development Corporation Board, City staff, citizens, and business owners. The Ovilla Economic Development Board considered the RFQ at their July 15, 2013 meeting,

*Richard Dormier, Mayor  
Ralph Hall, Place One  
Larry Stevenson, Place Two*

2

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

moved to approve the RFQ as presented with the inclusion of the supplemental background information on City departments, and recommended that staff present the RFQ to the City Council for consideration and action. If approved, the RFQ is scheduled to be posted on July 25. Mayor Pro Tem Hall suggested making revisions (page 5) to assign a point system for evaluation to inform the interested professionals that they would know for what they are competing. Page 5: Bullet 1 – 15 points, Bullet 2 – 20 points, Bullet 3 – 20 points, Bullet 4 – 15 points, Bullet 5 – 15 points, Bullet 5 – 15 points. Council consented.

PL4 Hunt made the motion that Council approve the proposed RFQ for the development of a Citywide Five-Year Strategic Plan as presented with the noted recommended revisions (by Mayor Pro Tem Hall); seconded by Mayor Pro Tem Hall. *Mayor Dormier 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.**

**ITEM 4. DISCUSSION/ACTION** – Consider nominations and an appointment/reappointment to the Board of Adjustment. (Consider one reappointment-Richard Ware)

PL3 Griffin stated that he sat with Mr. Ware during his tenure on the Board of Adjustment, that Mr. Ware was a positive influence to the Board, and that he highly recommended his reappointment.

PL3 Griffin made the motion that Council reappoints Richard Ware to PL5 on the Board of Adjustment for a two-year term; seconded by PL2 Stevenson. *Mayor Dormier 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.**

**ITEM 5. DISCUSSION** - Review progress and various assignments to facilitate the success of the 2013 Heritage Day festivities.

PL4 Hunt shared an outlined sheet of the various categories from advertising, entertainment, attractions and auto dealers for Heritage Day. Mayor Dormier made it clear his expectations that all Council members participate in the event and that he expected to be informed of any upcoming “pre-Heritage Day Committee” meetings. Mayor Pro Tem Hall suggested an official committee assignment. Mayor Dormier reminded everyone that Heritage Day was not intended to be a profitable event, but a celebration.

**DISCUSSION ONLY.**

### **ADJOURNMENT**

PL3 Griffin made a motion to adjourn the meeting; seconded by PL2 Stevenson.

There being no further business, Mayor Dormier adjourned the meeting at 8:10 p.m.

Richard Dormier, Mayor

ATTEST:

Pamela Woodall, City Secretary

*Approved August 12, 2013*

**CITY OF OVILLA MINUTES**  
**Wednesday, July 24, 2013**  
**Special City Council Meeting & Budget Workshop**  
**105 S. Cockrell Hill Road, Ovilla, TX 75154**

---

Mayor Dormier called the Special 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/Mayor Pro Tem
Larry Stevenson	Council Member Place 2
David Griffin	Council Member Place 3
Doug Hunt	Council Member Place 4
Dean Oberg	Council Member Place 5

Mayor Dormier noted present members, thus constituting a quorum. Various department-heads and staff were also present.

PL3 Griffin gave the Invocation  
Mayor Dormier recitation of the Pledge of Allegiance.

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

- ◆ **Citizens Comments / Citizens Forum:**
  - I. None

**REGULAR AGENDA**

**ITEM I. DISCUSSION/ACTION** – Presentation on the personnel assessment and the draft employee policy handbook, presented by former Interim City Administrator Ms Jacqueline Lee. Council may direct the city administrator to proceed with final review of draft and send to city attorney for legal review.

Former Interim City Administrator Ms Jacqueline Lee provided Mayor, Council and staff with an in-depth Ovilla Personnel Assessment prepared and written by Ms Lee. The assessment included listed areas:

1. Personnel Policies
2. Human Resources Functions
3. Staffing Levels
4. Fire Department Chief Position
5. Compensation and Classification
6. Performance Appraisals
7. Staff Meetings
8. Training and Professional Memberships
9. Safety and Risk Management & Health
10. Technology and Equipment

Ms Lee advised that the assessment was based on her personal observations of employment/human resources management related policies, procedures and practice, experienced and observed during her tenure as Interim City Administrator. Because the city had no separate HR Department and limited personnel, Ms Lee reviewed the filing systems, interviewed responsible personnel, evaluated, and offered recommendations. Ms Lee assured the Mayor and Council that the personnel files in the City Secretary's office and divisional files in the Police Department were up to date and compliant with state law. Recommendations in the assessment were specifically addressed:

- Update the employee personnel handbook (last update was in 2010)
- Development of Written Administrative Directives
- Clarify HR Management Roles and Responsibilities

- Training & Professional Memberships for HR Staff
- Council Meeting Agenda Reports Preparation from all staff
- Reassess staffing levels, review job descriptions and update
- Initiate search and hiring of Fire Chief
- Clerical support, operation procedures, training & certification reviews
- Compensation Study
- Develop a formal citywide workplace safety program
- Complete the Emergency Management Plan
- Provide workplace violence precautions and policies

The consensus of Council was that this was a positive step and would be addressed as time and funds allowed.

**NO ACTION.**

**ITEM 2. DISCUSSION** – Workshop and review of the proposed Fiscal Year 2013-2014 Budget and discuss the preliminary determination of tax rate.

Staff advised Council that health insurance premiums would be increasing approximately 22%, reminding Council that employee (only) health premiums were paid for by the city and any dependent coverage fell on the financial obligation of the employee. Additionally, a 4% fee of the total monthly premiums would be added this year as established under new federal regulations named, *The Affordable Care Act*. Based on the increased cost and her meeting with the city's health and dental financial advisor, Gary Hayden, Hayden Financial Partners, Inc., City Administrator Ms Powell suggested placing a portion of the financial burden on the employees and/or offer optional benefit packages that were less expensive, although negatively effecting benefit coverage. Ms Powell believed a "buy-up" plan would be cost-effective for the city. Staff confirmed that Hayden Financial Partners acquired bids with comparable plans from various insurance carriers, however, Ms Powell commented that her future intentions were to go out for bid and/or acquire another advisor to assure fair and equitable health insurance premium quotes. City Accountant Ms Jungman did share with Council that the new premiums were not out of line with previous years and that this year Ovilla was saddled with many claims as detailed in the Tier reports. Ms Jungman also asked Council to consider the cost to employees when making their decision. Ms Powell recommended staff invite Mr. Hayden to attend the next Council meeting and offer clarification of dual options. Consideration of whether or not to continue with the \$350 plan for employees not covered under the city's health insurance was also discussed. For preliminary budget preparation, Council's consensus was to continue with the current plan, fully funded by the city and to continue with the \$350 plan.

The tax Rate discussion followed with the review of the tax worksheet from Ellis County. Based on the ad valorem, the budget was at 1.2 million, with an approximate loss of one million in appraisals. If Council decided to remain with the same tax rate as last year, revenue would decrease significantly. The FY2013-2014 total effective tax rate submitted from Ellis County was 0.6807. Based on the county's tax worksheet, the effective rate breakdown calculations were 0.4722 for M&O and 0.2085 for I&S, totaling 0.6807. These figures showed the M&O rate lower from the current year, and the I&S rate listed as an increase. However, from that total rate, the City Administrator calculated the breakdowns as M&O 0.5107 and I&S 0.1700. City Administrator Ms Powell stated that her actual objective was to comeback with same rate. She added that staff had just received the numbers from Ellis County and that she had not had the time to carefully analyze. Mayor Pro Tem Hall stated that buying down the debt rate was an option. Additionally, Mayor Pro Tem Hall said to be cautious in budgeting from reserves and to figure the debt rate first – that would determine the M&O. The current M&O is 0.4975 and the I&S is 0.1700. Council and staff discussed adding \$36k from reserves to buy down debt. Based on the taxable values and comparisons from last year, Mayor Pro Tem Hall alleged that the calculations were inaccurate and advised staff to reexamine. Council's consensus directed staff to calculate the budget on the effective tax rate and return to the next workshop depicting those numbers.

Mayor Pro Tem Hall also briefly reviewed the 2011 General Obligation Bonds and stated that it was perfectly acceptable to execute payments from the general fund or water/sewer fund or other revenue. The current debt extends to 2029 at \$625,425.

City Accountant Sharon Jungman continued preliminary budget reviews with Council beginning with the revenues, adding that new home construction was coming to Ovilla. Increases in police fines and the Omni warrant revenues were listed. All donations from the annual Service League dinners go directly to the police and fire special accounts. Budget departmental line item expenditures were reviewed with explanations resting within the responsibility of the department head. Chief Moon gave a presentation with annual stat comparisons and his justification for one new police officer. Following the Fire Department's expenditure review, it was evident that a new fire engine (as listed in the supplemental) was not affordable in the next fiscal year but it was positive planning to list it for a future purchase and build a fleet replacement fund schedule. ESD#2 and ESD#4 revenues were both discussed. PL4 Hunt inquired about adding the Fire Chief back into the FY2013-2014 Budget. It was determined that a fulltime position was not reasonable until possibly mid-year next year. The current part-time fire fighters, including job requirements and their certifications were explained by Assistant Fire Chief Brancato. Council's consensus was to officially bring an agenda item to a subsequent meeting naming Assistant Chief Phillip Brancato as Interim Fire Chief. The Community Service Department budget was examined with no questions. The Street Department budget was discussed with confirmation that Cockrell Hill Road would be repaved. A 2.5% increased financial obligation in water purchase from Dallas Water Utilities would become effective this next fiscal year. City Administrator Cyndy Powell recommended passing that increased expense to the customer, therefore, staff would plan to return to Council following the budget approval with intent to amend the water rate schedules. Remaining funds: Park Impact, EDC, MDD, Capital Projects, Police Special and Fire Auxiliary were reviewed with minimal comments. In conclusion, Mayor Pro Tem Hall stressed it was mandatory that staff prepare and present a balanced budget.

City Administrator's final recommendations were to prepare and add in the budget for the hiring of a Fire Chief and hold off additional staff in the police department. Council members shared various opinions. The final consensus from Council for budget review at the next workshop: go with a staff position in the police department, hold off on the fire chief, and leave the insurance premiums as submitted. City Administrator Cyndy Powell remarked that she was planning to evaluate the staffing and scheduling situation at the police department prior to her adding the new officer position in the budget. It was agreed to meet again on August 7, 2013 at 5:30 p.m.

### **ADJOURNMENT**

There being no further business, Mayor Dormier adjourned the meeting at 10:18 p.m.

Richard Dormier, Mayor

ATTEST:

Pamela Woodall, City Secretary

*Approved August 12, 2013*



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**DATE:** 08-12-13

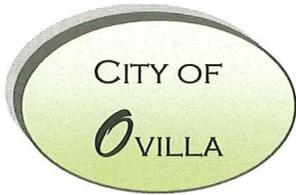
**TO:** Honorable Mayor and Council Members

**FROM:** Sharon Jungman

**SUBJECT:** Expenditures in July 2013 over \$5,000

City of Ovilla Expenditures in June 2013 Over \$5,000

General Fund		Date	Check#	Payee	Description	Amount
		7/25/2013	41539	ADH Marketing	E380 Camera for Fire Dept.	\$8,800.00
		7/5/2013	41479	APAC, Texas	Purchase Asphalt	\$13,763.69
		7/25/2013	41544	Blue Cross/Blue Shield	Health Insurance	\$5,305.68
		7/5/2013	41483	City of Midlothian	Emergency Transport Service Quarterly Pmt.	\$15,342.50
		7/5/2013	41485	Community Waste Disposal	Garbage Pick up	\$16,689.53
		7/29/2013	41571	Ellis County Precinct #4	Reclaim & Seal E. Main, Buckboard & Silver Spur, Reseal Buckboard, Silver Spur & Georgetown Road	\$96,000.00
		7/3/2013	ACH	Quick Books Payroll Service	Payroll	\$35,716.04
		7/18/2013	ACH	Quick Books Payroll Service	Payroll	\$38,377.65
		7/25/2013	41564	State Comptroller	Quarterly Pmt. For State Criminal Costs & Fees	\$8,788.98
		7/11/2013	41523	T.M.R.S.	Retirement	\$8,355.70
		7/31/2013	41587	Texas First Group Replacement Services	Consulting Fees for Jackie Lee	\$7,689.55
		7/5/2013	41501	Texas Municipal League	Quarterly Insurance Payment	\$11,677.00
		7/5/2013	ACH	US Treasury	Payroll Taxes	\$7,411.18
		7/19/2013	ACH	US Treasury	Payroll Taxes	\$8,040.56
		7/16/2013	41537	Wiseman Hardware	Purchase Ex Mark Mower	\$5,999.00
				Total General Fund Transactions Paid in July 2013 \$5,000 and Over		\$287,957.06
Water & Sewer Fund		Date	Check#	Payee	Description	Amount
		7/5/2013	15196	City of Dallas	Water Purchase	\$28,812.52
		7/31/2013	15215	City of Ovilla General Fund	Garbage Transfer for July	\$19,106.25
				Total Water & Sewer Fund Transactions Paid in July 2013 \$5,000 and Over		\$47,918.77



AGENDA ITEM REPORT

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

Meeting Date: August 12, 2013

Department: Administration

Discussion  Action

Budgeted Expense:  YES  NO  N/A

Submitted By: Staff

Amount: \$4,500 (not to exceed)

<b>Attachments:</b>	
1. Proposed Letter of Understanding	
<b>Agenda Item / Topic:</b>	
ITEM 1.	<i>DISCUSSION/ACTION</i> – Consider extending the contract with Texas First Group, retaining the services of Ms Jacqueline Lee, to provide consultation services to all areas related to Human Resources commencing July 24, 2013 through August 30, 2013.
<b>Discussion / Justification:</b>	
Ms Lee has continued working with staff to revise and assist with the implementation of a new personnel policy manual. Since the draft personnel rules has taken more time than originally estimated, because of extensive research (state and federal regulations) and follow-up meetings with the City Administrator, Department Heads and key staff, an extension to the agreement is requested. Ms Lee’s plan is to send the Draft to Council for review no later than August 19 <sup>th</sup> , which will allow Council a week to review. The proposed extension will allow for an additional 60 hours work for Ms Lee.	
<b>Recommendation / Staff Comments:</b>	
N/A	
<b>Sample Motion(s):</b>	
<b><i>“I MAKE A MOTION THAT COUNCIL APPROVES / DOES NOT APPROVE THE CONTRACT EXTENSION WITH TEXAS FIRST GROUP AS PRESENTED.”</i></b>	

## **Letter of Understanding for Consultation Services with the City of Ovilla**

A Letter of Understanding agreement was authorized by the City of Ovilla City Council for consultation services for a term of one month commencing June 24, 2013 through July 24, 2013 to retain the services of former Interim City Administrator, Jacqueline Lee. The following consultation services were to be provided:

- General consultation to incoming City Administrator, Cyndy Powell, on overall City of Ovilla Municipal Affairs related to Council, Departmental issues, projects and activities. (Status: Accomplished)
- Final draft of the revisions to the City of Ovilla Employee Personnel Handbook. (Status: Draft completed and discussion and review is underway with the City Administrator and Department Heads)
- Written Personnel Assessment of key personnel issues. (Status: Completed and written report provided and presented to City Council at the July 24, 2013 Council Workshop)
- Consultation services to the City Secretary and the Accountant regarding their Human Resources related duties and job responsibilities (Status: Accomplished)

The Extension of the Agreement is to finalize the development of the Draft/Revised Employee Personnel/Polices Handbook and presentation to City Council at the August 26, 2013 meeting, and to continue general consultation to the City Administrator. The terms of this agreement would continue under the auspice of Texas First Group from July 25, 2013 through August 30, 2013, with hours reduced from thirty-two (32) to sixteen hours (16) per week at the same rate of pay as the original agreement. If due to unforeseen circumstances or tasks related to the project, and time to perform duties exceeds the agreement terms, the City Administrator is authorized to approve up to thirty-two (32) additional hours.

A copy of the final approved agreement will be sent to Texas First Group.

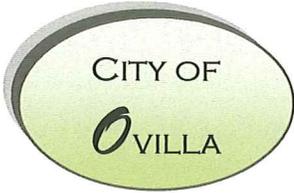
The signatures below confirms the terms of the Extension Consultation Agreement

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Richard Dormier, Mayor City of Ovilla

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Jacqueline Lee, Consultant, Texas First Group



AGENDA ITEM REPORT

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

Meeting Date: August 12, 2013

Department: Administration

Discussion  Action

Budgeted Expense:  YES  NO  N/A

Submitted By: Ms Powell

Amount: \$5,000 (not to exceed)

<b>Attachments:</b>	
1. Letter of Agreement	
<b>Agenda Item / Topic:</b>	
ITEM 2.	<i>DISCUSSION/ACTION</i> – Consider proposal of Terry Morgan & Assoc. for legal services regarding review and interpretation of the City’s ordinances related to land development in the city and authorize the Mayor to execute.
<b>Discussion / Justification:</b>	
The City is seeking professional experienced review and interpretation of the City’s subdivision regulations, comprehensive land use plan, density, and zoning regulations. Terry Morgan was recommended by the City Attorney, Ron MacFarlane as having the expertise in the area of land development and such agreements that may be considered in the future.	
<b>Recommendation / Staff Comments:</b>	
Staff recommends approval of the Letter Agreement submitted by Terry D. Morgan & Associates, P.C. not to exceed \$5,000 and authorizing the Mayor to execute.	
<b>Sample Motion(s):</b>	
<i>“I make a motion that Council approves / does not approve and authorizes / does not authorize the Mayor to execute the Letter of Agreement from Terry Morgan and Associates for development advice as presented.”</i>	

**TERRY D. MORGAN & ASSOCIATES, P.C.**

Attorneys and Counselors

RENAISSANCE TOWER  
1201 ELM STREET, SUITE 4800  
DALLAS, TEXAS 75270

**TERRY D. MORGAN**  
OF COUNSEL

GOINS, UNDERKOFER, CRAWFORD & LANGDON, L.L.P.

(214) 740-9944  
FAX: (214) 969-5902  
E-Mail: [terrym@gucl.com](mailto:terrym@gucl.com)

August 7, 2013

**LETTER AGREEMENT**

VIA EMAIL (CPowell@cityofovilla.org)

Ms. Cynthia H. Powell  
City Administrator  
City of Ovilla, TX  
105 Cockrell Hill Road  
Ovilla, Texas 75154

RE: Scope of Legal Services  
Development Advice  
City of Ovilla, Texas

Dear Ms. Powell:

This letter contains the proposal of Terry Morgan & Associates, P.C. ("TMA") for legal services to advise the City of Ovilla, Texas regarding various legal matters concerning the City's subdivision regulations, comprehensive plan, density, and zoning regulations. The scope of legal services for this task may generally be described as providing legal advice to the City Attorney, the City Administrator and the Mayor and City Council concerning interpretation and potential claims concerning such matters, as directed by the City Attorney. Without further amendment of this letter agreement, the scope of services does not include services pertaining to the defense of any actions filed by landowners or developers against the City.

TMA will perform such services as directed by the City Attorney. The City will compensate TMA for time and expenses, including any services already provided prior to the date of this letter agreement. Legal services will be billed by Terry D. Morgan at the rate of \$300 per hour. TMA charges for expenses as follows: for in-office photocopying, \$.25 per page; for telecopying, \$1.00 for the first page of a transmission, and \$.25 per subsequent page; for postage, cost. We will bill the City at cost for out-of-pocket expenses, but will not incur any unusual expense without the City's prior approval. Invoices will be sent to the City on a monthly basis, with payment to be rendered within thirty (30) days of receipt. The amount of this contract for legal services and expenses shall not exceed the sum of \$5,000 without express written amendment.

Ms. Cynthia H. Powell  
August 7, 2013  
Page 2

If the City agrees with the description and terms of the legal services set forth, please have a copy of this letter acknowledged and return it to me. If you have questions or changes, please do not hesitate to contact me. I look forward to working with the City in this matter.

Sincerely yours,

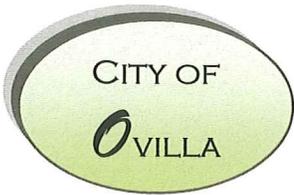


Terry D. Morgan  
for Terry Morgan & Associates, P.C.

TDM/jc  
09001-032/280485.doc

**ACKNOWLEDGMENT:**

By: \_\_\_\_\_  
Richard A. Dormier, Mayor



AGENDA ITEM REPORT

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

Meeting Date: August 12, 2013

Department: Administration

Discussion  Action

Budgeted Expense:  YES  NO  N/A

Submitted By: Staff

Amount: \$N/A

<b>Attachments:</b>	
1. N/A	
<b>Agenda Item / Topic:</b>	
ITEM 3.	<i>DISCUSSION/ACTION</i> - Consider two Council appointments to a Review Committee for the RFP on Solid Waste Collection & Disposal, Recycling Materials Collections and Processing.
<b>Discussion / Justification:</b>	
At the July 22, 2013 City Council meeting staff presented the two proposals for Solid Waste Collection/Disposal and Recycling services for residential and commercial customers. At Council's direction, this item is provided to appoint two Council members to serve on the proposal Review Committee along with staff to evaluate the proposals and make a recommendation to Council at a future meeting.	
<b>Recommendation / Staff Comments:</b>	
<b>Sample Motion(s):</b>	
<i>"I make a motion that Council appoints _____ and _____ to serve on the Review Committee for the Solid Waste Collection &amp; Disposal, Recycling Materials Collections and Processing."</i>	



# AGENDA ITEM REPORT

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

Meeting Date: August 12, 2013

Department: Administration

Discussion  Action

Budgeted Expense:  YES  NO  N/A

Submitted By: Staff & Council

Amount: \$N/A

<b>Attachments:</b>	
1. N/A	
<b>Agenda Item / Topic:</b>	
ITEM 4.	<i>DISCUSSION/ACTION</i> – Consider and review progress and make various assignments to facilitate the success of the 2013 Heritage Day festivities.
<b>Discussion / Justification:</b>	
Discuss and update Council the outcome and initial assignments of the first committee meeting, plans and progress of 2013 Heritage Day.	
<b>Recommendation / Staff Comments:</b>	
N/A	
<b>Sample Motion(s):</b>	