

# City of OVILLA City Council

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

Richard Dormier, Mayor

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

---

Tuesday, May 27, 2014                      105 S. Cockrell Hill Road, Ovilla, TX 75154  
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, May 27, 2014 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**

Ellis County District Judge Bob Carroll will administer the Oath and Statement of Office to new Council Member Rachel Huber, Place 1

Mayor Dormier will administer the Oaths and Statements of Office to incumbent and returning Council Members David Griffin, Place 3 and Dean Oberg, Place 5

▪ **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**

- Administration    City Administrator C. Powell
  - Activity Report(s)

**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.*

- A. Resolution R2014-020 Updating authorized representatives for TexStar
- B. Resolution R2014-021 Updating authorized representatives for TexPool.
- C. April 28, 2014 Council Meeting Minutes

**IV. REGULAR AGENDA**

**ITEM 1.                      DISCUSSION/ACTION – Consideration** of and action on the nominations and appointment of Mayor Pro Tem.

# City of OVILLA City Council

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

Richard Dormier, Mayor

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

- ITEM 2. *DISCUSSION/ACTION* – *Consideration* of and action on Resolution R2014-022 adopting a Social Media Policy for the dissemination of information to the citizens of Ovilla and authorizing the Mayor to execute.
- ITEM 3. *DISCUSSION/ACTION* – *Consideration* of and action on nominations and appointments or reappointments to the Board of Adjustment.
- ITEM 4. *DISCUSSION/ACTION* – *Consideration* of and action on nominations and appointments or reappointments to the Economic Development Corporation.
- ITEM 5. *DISCUSSION/ACTION* – *Consideration* of and action on nominations and appointments or reappointments to the Planning and Zoning Commission.
- ITEM 6. *DISCUSSION/ACTION* – *Consideration* of and action on nominations and appointments or reappointments to the Capital Improvements Projects Committee.
- ITEM 7. *DISCUSSION/ACTION* – *Consider* one Council appointment to fill the vacancy on the City Council Finance Committee.
- ITEM 8. *DISCUSSION/ACTION* – *Consider* one Council appointment to fill the vacancy on the 5-Year Staffing Committee.

## EXECUTIVE SESSION

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

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

## V. REQUESTS FOR FUTURE AGENDA ITEMS

## VI. ADJOURNMENT

THIS IS TO CERTIFY THAT A COPY OF THE NOTICE OF the May 27, 2014 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 23<sup>rd</sup> day of May 2014 prior to 6:00 p.m., in compliance with Chapter 551, Texas Government Code.



Pamela Woodall, City Secretary



DATE OF POSTING: 5-23-2014 TIME: 11:00 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.



## **City Administrator Activity Report**

Cyndy Powell

May 12, 2014 – May 16, 2014

**Weekly Leadership Team meetings** – reading John Maxwell's book Developing the Leader within You.

**Employee Policies Handbook** – The Employee Policies Handbook was reviewed with remaining staff on Tuesday, April 29<sup>th</sup>.

**Neighborhood road work** – work continues on Thorntree and Westmoreland South. Ovilla Oaks will be addressed late summer.

**Cockrell Hill Road Repairs** – The Master Agreement with Dallas County was approved; the County will be providing a project agreement for Council's consideration before Dallas County begins work on the northern portion of Cockrell Hill. A Project Status Report is posted on the City's web site to keep citizens up to date on the progress of road work.

**Planning and Zoning Commission** – Met May 05, 2014 and approved an extension of the Bryson Manor preliminary plat.

**BOA** – Next meeting is May 19, 2014.

**Five Year Staffing Plan** – The Committee (Mayor Dormier, Oberg, Hall) was provided job descriptions. I have retrieved preliminary salary data from the Waters Survey Navigator for the positions. My next step will be to retrieve benefit information for a complete comparison and then request a meeting.

**Strategic Guide** – Staff has selected goal assignments.

**Economic Development Corporation** – Next meeting is May 19, 2014.

**Municipal Development District** – pending appointments.

**Main Street Sewer Project** – staff will update Council at a future Council Meeting. All invoices were not in at the time of printing for the May 12, 2014 agenda. The first section of asphalt was laid this week and the remainder of road work is scheduled for next week.

**ESD#4 Board Meeting** – the ESD met on Monday, April 28, 2014, new meeting day (last Monday). The meeting was brief and they will be forming an election committee at a future meeting.

**ESD#2 Board Meeting** – next meeting is Monday, May 19, 2014.

**Stonewood Lakes Estates (Cole Tracts 113 acres in the ETJ)** – staff continues to work with the developer, they have requested process for annexation and zoning.

**Shiloh & Bryson 122 acres in the City Limits** – staff continues to work with the developer.

**MISD parcel** - staff continues to work with the developer.

**Mosquito Control** – information has been provided to residents in the newsletter and on the web site to educate citizens in their role in controlling the mosquito population. Staff will be setting traps to obtain mosquito samples for testing.

**Finance Committee** (Mayor, Hunt, Hall) an appointment to the Committee will be made at the May 27, 2014 Council meeting. The Committee will meet June 5, 2014 at 6:00 p.m. to evaluate qualifications for Professional Auditors. The City received eight proposals to evaluate. These were distributed on Monday, May 12, 2014.

**TRA- Red Oak Creek** – at the City's request, TRA has ordered a temporary meter to monitor inflow and infiltration (I&I) into the wastewater system.

**BSW Scholars Luncheon** - May 29, 2014, at 11:30 a.m. at the Hilton Garden Inn Duncanville. Attendees: Averie's parents, Stevenson, Knight, Hunt, Huber, Griffin, Jones.



## **City Administrator Activity Report**

Cyndy Powell

May 05, 2014 – May 09, 2014

**Weekly Leadership Team meetings** –reading John Maxwell’s book Developing the Leader within You.

**Employee Policies Handbook** – The Employee Policies Handbook was reviewed with remaining staff on Tuesday, April 29<sup>th</sup>.

**Neighborhood road work** – Thursday, May 08, 2014, the 3 inches of rain made Thorntree impassable at this stage of the roadwork. On Friday morning the County and the City milled in base and compacted ¾ of road. Roadwork will continue Monday. Arrangements were made with Progressive to pick up the residents trash on Monday, May 12, 2014 and residents were notified. Westmoreland South – reclaiming of the road began the week of March 24, 2014 and is in progress. Thorntree – reclaiming began Wednesday, April 23, 2014. The County will resurface both roads at the same time.

**Cockrell Hill Road Repairs**– The Master Agreement with Dallas County will be provided for Council consideration and execution. Then a project agreement will be presented to Council for approval before Dallas County begins work on the northern portion of Cockrell Hill. A Project Status Report is posted on the City’s web site to keep citizens up to date on the progress of road work.

**Ovilla Oaks** – staff has been sweeping the loose gravel. The gravel around the edges of the road work did not “take” due to the lack of curing time. The plan worked out between City/County is after the reclaiming and surfacing is completed on Thorntree and Westmoreland, when the County comes out to chip and seal those streets they will chip seal Ovilla Oaks and top off with a sealer after the rough places have been graded. Staff delivered door hangers this week to notify the residents in Ovilla Oaks of the road work to occur in late summer.

**Planning and Zoning Commission** – Met May 05, 2014 and approved an extension of the Bryson Manor preliminary plat.

**BOA** – no meeting for May.

**Five Year Staffing Plan** – The Committee (Oberg, Hall, Mayor Dormier) was provided job descriptions. I have retrieved preliminary salary data from the Waters Survey Navigator for the positions. My next step will be to retrieve benefit information for a complete comparison and then request a meeting.

**Strategic Guide** – Staff has selected goal assignments.

**Economic Development Corporation** – Next meeting is May 17, 2014.

**Municipal Development District** – pending appointments.

**Main Street Sewer Project** – staff will update Council at the May 27, 2014 Council Meeting. All invoices were not in at the time of printing for the May 12, 2014 agenda.

**ESD#4 Board Meeting** – the ESD met on Monday, April 28, 2014, new meeting day (last Monday). The meeting was brief and they will be forming an election committee at a future meeting.

**Cole Tracts 113 acres in the ETJ** – staff continues to work with the developer.

**Shiloh & Bryson 122 acres in the City Limits** – staff continues to work with the developer.

**MISD parcel** - staff continues to work with the developer.

**Dallas Water Utilities** – staff investigated the discrepancies identified in the scada data of water pumped vs the gallons billed from DWU. The city's meter was re-calibrated. There will be no financial impact from the discrepancies in data readings.

**FM664 from I-35 to Westmoreland** – (3.1 miles, six lanes from I35 with a grass median transitioning to two lanes just after Westmoreland intersection, all curb and gutter.) The preliminary schematic has been approved (but can be revised) and may be viewed at [www.keepitmovingdallas.com](http://www.keepitmovingdallas.com) under the FM Roads tab. The environmental work is occurring and a Public Hearing will be held June or July. The right of way (r-o-w) map is being prepared now, once appraisals are completed the r-o-w acquisition may begin in early 2015. It is anticipated construction would bid late 2016 and work begin in early 2017 taking approximately 36 months. The City's role in right of way utility relocation is usually about 10% of the cost. Since Ellis County is classified as "economically disadvantaged" a reduction of about 5% may be requested to reduce the city's r-o-w acquisition costs. Oak Leaf has utilized this cost saving measure for the bridge being constructed in their city. The remaining questions are 1) how much r-o-w of this project is in our city limits? and 2) what are the preliminary cost estimates for the city's acquisition of r-o-w? It is anticipated the city will learn more in the coming months so we can escrow funds and enter into an agreement with TXDOT after the r-o-w is established.

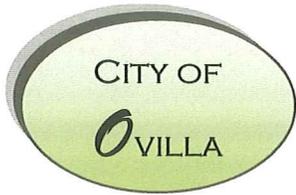
**Mosquito Control** – information has been provided to residents in the newsletter and on the web site to educate citizens in their role in controlling the mosquito population. Staff will be setting traps to obtain mosquito samples for testing.

**Update from Kenneth Govan of Oncor** – *"Because of our valued relationship, I want to let you know that today (April 29, 2014) Energy Future Holdings Corp. (EFH), the indirect majority investor in Oncor, filed for bankruptcy protection under Chapter 11 of the United States Bankruptcy Code. I want to assure you that this development is not expected to impact Oncor's operations. As a separate business, Oncor is not a part of this filing, and we continue to operate normally – keeping the lights on, building new electric lines, and available to restore power when needed. Oncor's financial position is solid, and we continue to be protected by a corporate ring-fence, which provides for separation of Oncor from EFH and its non-ring-fenced subsidiaries. Under the ring-fence, Oncor's assets are not available to satisfy debt or other obligations of EFH or its other affiliates in the bankruptcy. Our strong financial position will permit our investment program to continue – empowering customers to save money, electricity, and the environment – even as we work to improve reliability. As part of this program, we have invested more than \$5 billion in the grid over the past 5 years to improve service to customers. And we currently have plans to invest an additional \$5 billion by 2018."*

**After Hours contact number** (972-775-9010) - has been on the City's web site and can be found by clicking on Contact Us.

**Finance Committee** (Mayor, Hall, Hunt) Thursday, May 29, 2014, 6:00 p.m. to evaluate qualifications for Professional Auditors. The City received eight proposals to evaluate. These will be distributed on Monday, May 12, 2014.

**Memorial Day** – Monday, May 26, 2014 – Regular Council Meeting will be held Tuesday, May 27, 2014 at 7:00 p.m.



CONSENT ITEMS A-C

Meeting Date: May 27, 2014

Department: Administration

Discussion  Action

Budgeted Expense:  YES  NO  N/A

Submitted by: Staff

Amount: N/A

Attachments:

- A. Resolution R2014-020 Updating authorized representatives for TexStar
- B. Resolution R2014-021 Updating authorized representatives for TexPool.
- C. April 12, 2014 Council Meeting Minutes

It is necessary to update Items A & B with the appointment of the Mayor Pro Tem and changes in staff.

Agenda Item / Topic:

Discussion / Justification:

Recommendation / Staff Comments:

Staff recommends approval.

Sample Motion(s):

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

**RESOLUTION NO R2014-020**

**RESOLUTION AMENDING AUTHORIZED REPRESENTATIVES**

**WHEREAS, *City of Ovilla*** is a local government of the State of Texas and is empowered to delegate to a public funds investment pool the authority to invest funds and to act as custodian of investments purchased with local investment funds; and

**WHEREAS,** it is in the best interest of the Participant to invest local funds in investments that provide for the preservation and safety of principal, liquidity, and yield consistent with the Public Funds Investment Act; and

**WHEREAS,** the Texas Local Government Investment Pool (TexStar/LOGIC), a public funds investment pool, were created on behalf of entities whose investment objective in order of priority are preservation and safety of principal, liquidity, and yield consistent with the Public Funds Investment Act.

**NOW THEREFORE, be it resolved as follows:**

**Section One**

That the Individuals, whose signature appear in this Resolution, are Authorized Representatives of the Participant and are each hereby authorized to transmit funds for investment in TexStar/LOGIC and are each further authorized to withdraw funds from time to time, to issue letters of instruction, and to take all other actions deemed necessary or appropriate for the investment of local funds.

**Section Two**

That an Authorized Representative of the Participant may be deleted by a written instrument signed by all remaining Authorized Representatives provided that the deleted Authorized Representative (1) is assigned job duties that no longer require access to the Participant's TexStar/ LOGIC account or (2) is no longer employed by the Participant; and

**Section Three**

That the Participant may be Amending Resolution signed by the Participant add an Authorized Representative provided the additional Authorized Representative is an officer, employee, or agent of the Participant;

List the Authorized Representatives of the Participant. Any new individuals will be issued personal identification numbers to transact business with TexStar Participant Services.

1. Name Cyndy Powell Title City Administrator  
Signature \_\_\_\_\_ Phone Number 972.617.7262

2. Name Richard A. Dormier Title Mayor  
Signature \_\_\_\_\_ Phone Number \_\_\_\_\_

**RESOLUTION NO R2014-020**

**RESOLUTION AMENDING AUTHORIZED REPRESENTATIVES**

3. Name \_\_\_\_\_ Title Mayor Pro Tem

Signature \_\_\_\_\_ Phone Number \_\_\_\_\_

List the names of the Authorized Representative listed above that will have primary responsibility for performing transactions and receiving confirmations and monthly statements under the Participant Agreement.

Name City Accountant

Email \_\_\_\_\_ Fax Number 972.515.3221

In addition and at the option of the Participant, one additional Authorized Representative can be designated to perform only inquiry of selected information. This limited representative cannot perform transactions. If the Participant desires to designate a representative with inquiry rights only, complete the following information.

4. Name Pamela Woodall Title City Secretary

**Section Four**

That this Resolution and its authorized shall continue in full force and effect until amended or revoked by the Participant, and until TexStar Participant Services receives a copy of any such amendment or revocation. This Resolution is hereby introduced and adopted by the Participant at its regular/special meeting held of the 27 day May, 2014.

**NAME OF PARTICIPANT:** City of Ovilla

**BY:** \_\_\_\_\_

Signature

Richard A. Dormier

Printed Name

Mayor

Title

**ATTEST:** \_\_\_\_\_

Signature

Pamela Woodall

Printed Name

City Secretary, City of Ovilla

Title

**This document supersedes all prior Authorized Representative designations.**

**RESOLUTION NO R2014-021**

**RESOLUTION AMENDING AUTHORIZED REPRESENTATIVES**

**WHEREAS, *City of Ovilla***

*Ovilla* is a local government of the State of Texas and is empowered to delegate to a public funds investment pool the authority to invest funds and to act as custodian of investments purchased with local investment funds; and

**WHEREAS**, it is in the best interest of the Participant to invest local funds in investments that provide for the preservation and safety of principal, liquidity, and yield consistent with the Public Funds Investment Act; and

**WHEREAS**, the Texas Local Government Investment Pool ("TexPool/ Texpool *Prime*"), a public funds investment pool, were created on behalf of entities whose investment objective in order of priority are preservation and safety of principal, liquidity, and yield consistent with the Public Funds Investment Act.

**NOW THEREFORE, be it resolved as follows:**

**Section One**

That the Individuals, whose signature appear in this Resolution, are Authorized Representatives of the Participant and are each hereby authorized to transmit funds for investment in TexPool/ TexPool *Prime* and are each further authorized to withdraw funds from time to time, to issue letters of instruction, and to take all other actions deemed necessary or appropriate for the investment of local funds.

**Section Two**

That an Authorized Representative of the Participant may be deleted by a written instrument signed by all remaining Authorized Representatives provided that the deleted Authorized Representative (1) is assigned job duties that no longer require access to the Participant's TexPool/ TexPool *Prime* account or (2) is no longer employed by the Participant; and

**Section Three**

That the Participant may be Amending Resolution signed by the Participant add an Authorized Representative provided the additional Authorized Representative is an officer, employee, or agent of the Participant;

List the Authorized Representatives of the Participant. Any new individuals will be issued personal identification numbers to transact business with TexPool Participant Services.

1. Name Cyndy Powell Title City Administrator

Signature \_\_\_\_\_ Phone Number 972.617.7262

2. Name Richard A. Dormier Title Mayor

Signature \_\_\_\_\_ Phone Number \_\_\_\_\_

**RESOLUTION NO R2014-021**

**RESOLUTION AMENDING AUTHORIZED REPRESENTATIVES**

3. Name \_\_\_\_\_ Title Mayor Pro Tem

Signature \_\_\_\_\_ Phone Number \_\_\_\_\_

List the names of the Authorized Representative listed above that will have primary responsibility for performing transactions and receiving confirmations and monthly statements under the Participant Agreement.

Name City Accountant – \_\_\_\_\_

Email \_\_\_\_\_ Fax Number 972-515.3221

In addition and at the option of the Participant, one additional Authorized Representative can be designated to perform only inquiry of selected information. This limited representative cannot perform transactions. If the Participant desires to designate a representative with inquiry rights only, complete the following information.

4. Name Pamela Woodall \_\_\_\_\_ Title City Secretary \_\_\_\_\_

**Section Four**

That this Resolution and its authorized shall continue in full force and effect until amended or revoked by the Participant, and until TexPool Participant Services receives a copy of any such amendment or revocation. This Resolution is hereby introduced and adopted by the Participant at its regular/special meeting held of the 27 day May, 2014.

**NAME OF PARTICIPANT:** City of Ovilla \_\_\_\_\_

**BY:** \_\_\_\_\_

Signature

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

Printed Name

Mayor \_\_\_\_\_

Title

**ATTEST:** \_\_\_\_\_

Signature

Pamela Woodall \_\_\_\_\_

Printed Name

City Secretary, City of Ovilla

Title

**This document supersedes all prior Authorized Representative designations.**

**CITY OF OVILLA MINUTES**  
**Monday, April 28, 2014**  
**Regular City Council Meeting**  
**105 S. Cockrell Hill Road, Ovilla, TX 75154**

---

Mayor Dormier called the Regular Council Meeting of the Ovilla City Council to order at 7:05 P.M. The following City Council Members were present:

Ralph Hall	Mayor Pro Tem, Place 1
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 all Councilmen present, thus constituting a quorum. Various department-heads and staff were also present.

PL5 Oberg gave the Invocation and Mayor Dormier led the recitation of the Pledge of Allegiance.

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

▪ **Citizens Comments / Citizens Forum:**

1. Mr. Steve Fiedler and Mr. Bill Crouch, properties owners on Main Street, voiced gratitude for the recent installation of the Main Street sewer line and stated they were already making plans for improvements to the downtown area. Both men asked for Council's consideration to close off traffic through Water Street to help in the development and safety of that area.
2. Ms Susan Herndon shared comparison photos of current and previous years taken of Thorntree Drive, praising the much-improved road. She asked Council to consider widening the road.
3. Mr. Russ Herndon reiterated same as Ms Herndon.

▪ **Department Activity Reports / Discussion**

- Finance Department Accountant S. Jungman
  - March 2014 Financials were reviewed. The statements did not reflect mid-year revisions.
- Administration City Administrator C. Powell
  - Bi-weekly update activity report was reviewed. City Administrator shared that Ovilla's Annual Clean-up ran smoothly.

**CONSENT ITEMS**

- A. Authorize Mayor to execute a 5-year Tower Lease Agreement extension between the City of Ovilla and T-Mobile West L.L.C., effective June 01, 2014 through May 31, 2019.
- B. Committed Fund Balance Calculations for Quarter Ending 03-31-2014
- C. Quarterly Investment Report for Quarter Ending 03-31-2014

Mayor Pro Tem Hall asked to pull Consent Item A for further discussion before a motion.

PL4 Hunt made the motion that Council approves Consent items B & C as presented, seconded by PL2 Stevenson. *No oppositions, no abstentions.*

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

Mayor Pro Tem Hall confirmed with staff that T-Mobile did own their own meter for electrical service and that T-Mobile was handling that financial obligation. Mayor Pro Tem Hall along with the consensus of the

Council praised those particular staff members (whoever they were) that negotiated a financially beneficial contract with T-Mobile.

Mayor Pro Tem Hall moved that Council approve Consent Item A as presented, seconded by PL3 Griffin.

*No oppositions, no abstentions.*

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

**ITEM 1. DISCUSSION/ACTION – Consideration** of and action on recommendation from the scholarship committee regarding applicant selection for the Best Southwest Scholarship Program.

The City Council Scholarship Committee, consisting of Mayor Dormier, Council Member PL3 David Griffin, and Council Member PL2 Larry Stevenson met on April 28, 2014 at 6:00 p.m. to review applications from students residing in Ovilla. The Committee shared their recommendation with Council for the Best Southwest Partnership Education Committee's scholarship recipient to be Ms Averil Walker. The BSW 2<sup>nd</sup> Annual Quarterly Luncheon is scheduled for May 29, 2014, at 11:30 a.m. at the Hilton Garden Inn in Duncanville where the scholarship recipients will be announced.

PL2 Stevenson moved that Ms Averil Walker be Ovilla's selected recipient for the Best Southwest Partnership Education Committee's scholarship program, seconded by Mayor Pro Tem Hall. *No oppositions, no abstentions.*

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

**ITEM 2. DISCUSSION/ACTION – Consideration** of and action on Resolution R2014-013 delegating authority to the Police Chief to determine which type of emergency notifications are to be sent to the CTY subscribers including but not limited to severe thunderstorms, warnings, and watches as necessary.

After numerous severe thunderstorm warnings sent to Ovilla CTY subscribers the evening of Friday, March 28, city staff received over fifteen requests to be removed from the CTY notification system. The notification system is linked to the NOAA Weather system and due to the repetitiveness of the messages and for some, the irrelevance, and the fact that the NOAA notification coverage area is greater than Ovilla, citizens were choosing to be removed. There is a link on the City's web site to opt out of the system, but the system automatically collects landline data and adds that phone number back into the system quarterly. The current CTY notification threshold is set to start notifications at Severe Thunderstorm Warnings for both Dallas and Ellis Counties. Police Chief Mike Moon is the Emergency Management Coordinator. The City Administrator asked for Council's support in delegating authority to the Police Chief/Emergency Management Coordinator to determine the emergency notifications, including but not limited to severe weather warnings and/or watches.

PL3 Griffin moved that Council approve Resolution R2014-013, delegating authority to the Police Chief to determine which type of emergency notifications are to be sent to the CTY subscribers including but not limited to severe thunderstorms, warnings, and watches as necessary, seconded by PL5 Oberg. *No oppositions, no abstentions.*

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

**ITEM 3. DISCUSSION/ACTION - Consideration** of a draft Social Media Policy and take action as necessary to direct staff.

The Police Department and the Fire Department have been using Facebook for several years, which have proven to be a very good tool in pushing information to the public. It is necessary to regulate and manage the

dissemination of information by city policy. Chief Moon has managed the Police Department's Facebook page and would be the City's Social Media Administrator designee for the City's social networking sites.

PL4 Hunt moved that Council return with a resolution and completed policy for Council's consideration, seconded by PL2 Stevenson. *No oppositions, no abstentions.*

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

**ITEM 4. DISCUSSION/ACTION – Consideration** of and action for approval of proposed ERCOT Bylaws Amendment and Re-election of Unaffiliated Directors for the ERCOT Board of Directors and approve Mayor to execute the Official Consent and Ballot Form.

As a member city, Ovilla was notified by ERCOT asking for ballot response related to four items: the reelection of three Unaffiliated Directors to the ERCOT Board of Directors and a modification to ERCOT bylaws. Unaffiliated Directors: Mr. Crowell, Mr. Pfirrmann, and Ms Walsh – each continued to qualify to serve as Unaffiliated Directors and their tenures to date raised no issues that would merit a “no” vote.

Bylaws amendment: Regarding Board member eligibility - Change to allow a market participant in most of the utility-industry segments to be represented on the ERCOT Board by someone employed by an affiliated service company. ERCOT legal specialists recommended approval of all four items.

PL4 Hunt moved to approve the Bylaws Amendment and reelection of unaffiliated directors: Crowell, Pfirrmann & Walsh and approved the Mayor to execute the Official Consent and Ballot Form as presented, seconded by PL2 Stevenson. *No oppositions, no abstentions.*

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

**REQUESTS FOR FUTURE AGENDA ITEMS**

- |                       |   |
|-----------------------|---|
| 1. Mayor Pro Tem Hall | Reminded staff that he would like to see changes in the purchasing guidelines.<br>Move forward with the process to close Water Street |
| 2. PL2 Stevenson      | Review the street width on Thorntree  |
| 3. PL3 Griffin        | Once petition(s) are received for Water Street closing, prepare agenda item   |
| 4. PL4 Hunt           | Review the street width on Thorntree  |
| 5. PL5 Oberg          | None  |
| 6. Mayor Dormier      | None  |

**ADJOURNMENT**

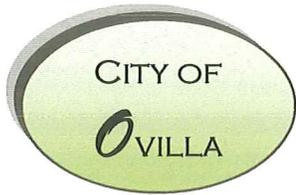
There being no further business, Mayor Dormier adjourned the meeting at 7:49 p.m.

ATTEST:

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

\_\_\_\_\_  
Richard Dormier, Mayor

*Approved May 27, 2014*



AGENDA ITEM REPORT

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

Meeting Date: May 27, 2014

Department: Administration

Discussion  Action

Budgeted Expense:  YES  NO  N/A

Submitted By: Staff

Amount: N/A

<b>Attachments:</b>
1. Copy of excerpt from LGC 22.037
Agenda Item / Topic:
ITEM 1. <i>DISCUSSION/ACTION</i> – Consider the appointment of Mayor Pro-Tem.
Discussion / Justification:
Section 22.037 of the Local Government Code states that the Mayor Pro-Tem is a council member that performs the mayor’s duties in the event of the mayor’s incapacity or absence. The Mayor-Pro-Tem is selected by majority vote of the council from among its own governing body. The Mayor-Pro-Tem’s term renews annually following the municipal election and retains the right to vote on all matters before the Council while performing the duties of the mayor.
Recommendation / Staff Comments:
N/A
Sample Motion(s):
<i>“I move that Council appoints _____ to serve as Mayor Pro-Tem for the City of Ovilla following the canvass of the May 2014 general election for the period of May 2014-May 2015.”</i>

Excerpt from the TX Local Government Code

Sec. 22.037. MAYOR AS PRESIDING OFFICER; PRESIDENT PRO TEMPORE. (a)  
The mayor shall preside at all meetings of the governing body of the municipality and, except in elections, may vote only if there is a tie.

(b) At each new governing body's first meeting or as soon as practicable, the governing body shall elect one alderman to serve as president pro tempore for a term of one year.

(c) If the mayor fails, is unable, or refuses to act, the president pro tempore shall perform the mayor's duties and is entitled to receive the fees and compensation prescribed for the mayor.

(d) If the mayor and the president pro tempore are absent, any alderman may be appointed to preside at the meeting.



# Ovilla City Council

## AGENDA ITEM REPORT

Item(s): 2

Meeting Date: May 27, 2014

Department: Administration

Discussion  Action

Budgeted Expense:  YES  NO  N/A

Submitted By: Staff

Amount: \$N/A

### Attachments:

1. Resolution 2014-022
2. Policy and Approval/agreement form

### Agenda Item / Topic:

**ITEM 2.**        *DISCUSSION/ACTION* – *Consideration* of and action on Resolution R2014-022 adopting a Social Media Policy for the dissemination of information to the citizens of Ovilla and authorizing the Mayor to execute.

### Discussion / Justification:

At Council's direction, staff presents the Social Media Policy for adoption as presented at the April 28, 2014 meeting. The policy will establish guidelines within which to promote the City of Ovilla on social media sites, and broadcast information to the public and its citizens through the use of social media tools.

### Recommendation / Staff Comments:

Staff recommends approval of Resolution R2014-022 adopting a Social Media Policy.

### Sample Motion(s):

*I move to approve/deny Resolution R2014-022, adopting a Social Media Policy for the dissemination of information to the citizens of Ovilla and authorizing the Mayor to execute.*

RESOLUTION NO. R2014-022

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OVILLA, TEXAS, ADOPTING A SOCIAL MEDIA POLICY FOR THE DISSEMINATION OF INFORMATION TO THE CITIZENS OF OVILLA.

\* \* \* \* \*

WHEREAS, the City of Ovilla, Texas (the "City") deems it necessary and proper and in the best interest of its citizens and the employees to adopt a Social Media Policy for the City of Ovilla; now, therefore,

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF OVILLA:

Section 1. That the Social Media Policy be adopted and implemented as proposed, thereby establishing guidelines within which to promote the City of Ovilla, and broadcast information to the public and its citizens through the use of social media tools.

Section 2. That a copy of the Social Media Policy be provided to all employees and placed on file with the City Secretary.

Section 3. That a copy of such policy is attached hereto as Exhibit "A" and made a part hereof for all purposes.

PASSED, APPROVED, AND RESOLVED this \_\_\_\_ day of \_\_\_\_\_ 2014.

ATTEST: APPROVED:

\_\_\_\_\_  
Pam Woodall, CITY SECRETARY

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

## CITY OF OVILLA SOCIAL MEDIA POLICY

### **Purpose:**

Social networking sites such as Facebook and Twitter, as well as blogs, have become an integral part of everyday life for hundreds of millions of people around the world. As a result, social media have become an increasingly important aspect of our interaction and our transparency with the public. The City desires to reach a broader audience and utilize the social media to involve the community. The City of Ovilla encourages employees to engage in social media communities for the limited purpose of discussing city programs, activities, and services. The purpose of this policy is to provide clear and concise guidelines for the use of social media. Anyone who participates in social media on behalf of the City is expected and required to understand and follow these policies. The employees and supervisors of the various City of Ovilla departments are responsible for the compliance of this policy.

### **Policy:**

The establishment of social media pages, sites, or accounts must be authorized by the City Administrator or his or her designee. Examples of Social Media applications include, but are not limited to, Google and Yahoo Groups (reference, social networking); Wikipedia (reference); MySpace and Facebook (social networking); YouTube (social networking and video sharing); Flickr (photo sharing); Twitter (social networking and microblogging); LinkedIn (business networking); and news media comment sharing/blogging. This policy covers all Social Media tools, both current and in the future.

### **Social Media Administrator:**

The City Administrator will designate a Social Media Administrator to serve as a common link for administration of all social media sites for the City of Ovilla, including establishing and terminating accounts. This person will have administrator access to all sites and shall provide assistance in maintaining compliance with the Social Media Policy's guidelines.

### **City Employee Posting Guidelines:**

The City of Ovilla understands that social networking and internet services have become a common form of communication in the workplace and among stakeholders and citizens. Employees who choose to participate in social networks as a City employee shall adhere to the following policies and guidelines:

All employees and departments that use social media are responsible for complying with all applicable federal and state laws and city policies. The City reserves the right to restrict or remove any content from any social media that the City Administrator deems to be in violation of this policy or any applicable law.

City policies, rules, regulations and code of conduct (Employee Handbook Section 9) apply to employees who engage in social networking activities while conducting City business.

City employees shall notify their supervisors if they identify a business need to create a social networking site or service to conduct City business. The City Administrator or his designee shall approve what social media outlets may be suitable for use by the City and its departments.

Departments have the option of allowing employees to participate in approved social networking sites as part of their job duties. Department heads may allow or disallow employee participation in any social networking activities in their departments.

Be honest and transparent. Post only within one's area of expertise. Post only useful information. Keep it professional, avoid confrontation. Be accurate. Correct errors, and if modifying an earlier post, identify the change. Be responsive to citizen concerns. Adopt a user name that follows a standard format and clearly identifies the user as a city employee.

Protect your privacy, the privacy of citizens, and the information the City holds. Follow all privacy protection laws (HIPPA, etc.) and protect sensitive and confidential City information. Follow all copyright laws, open records laws, fair use, financial disclosure laws and any other laws that might apply.

Do not cite vendors, suppliers, clients, citizens, co-workers or other stakeholders without their approval. Do not use ethnic slurs, profanity, personal insults, or engage in any conduct that would not be acceptable in the City's workplace. Avoid comments or topics that may be considered objectionable or inflammatory. Keep all postings factual and accurate. Do not post bad information that misleads the public. If a mistake is made, admit to it and post a correction as soon as possible.

Ensure that you have the legal right to publish others' material, including photos and articles pulled from other sites. Respect brand, trademark, copyright, fair use, disclosure of processes and methodologies, and financial disclosure laws. Even when using material from copyright-free sources, include appropriate attributions.

Frame any comments or responses in a respectful and positive manner. Do not argue with a commenter. Be clear, but not defensive. Respond in a timely manner, when a response to a comment is required and appropriate. Always pause and think before posting. If you are about to post something while you are angry, offended or otherwise uncomfortable, do not post anything. Understand that all postings are widely accessible, not easily retractable, and will be around for a long time.

City of Ovilla information that is considered non-public in nature must be protected. Respect and maintain the confidentiality entrusted to you. Do not divulge or discuss proprietary information, personal details about other people or other confidential material. Do not disclose information about actual or potential claims and litigation involving the City. Do not post intellectual property or photos of others without their written permission. Do not divulge, post, release or discuss any information, documents or comments you may have received from the city attorney or any other attorney representing the City.

All City of Ovilla social networking activities and sites are subject to the State of Texas Public Information Act, Federal e-discovery rules, and the City's record retention schedules. All social network sites and entries shall clearly indicate that all articles, comments or other content of whatever nature posted or submitted for posting is subject to public disclosure.

**Discipline:**

Employees found in violation of any provision of this policy may be subject to disciplinary action, up to and including termination of employment. Where laws are violated, the City may pursue criminal or civil action against the employee. The policies and guidelines outlined herein also apply to employees posting City-related information on personal (non-City) Social Media Sites. Internet User account and password access may be withdrawn without notice if an employee violates this policy.

All department heads are responsible for their subordinates' compliance with the provisions of this policy and for investigating instances of non-compliance.

Internet user account and password access may be withdrawn without notice if an employee violates this policy.

**Elected Officials Posting Guidelines:**

Elected officials who use the City's official social media outlets are subject to the same posting guidelines as City employees, the City's Code of Ethics Resolution 2012-010, the Texas Public Information Act and the Texas Open Meetings Act.

Recognize that a governing body holding a discussion about public business through social media outlets may constitute a meeting that is subject to the open meetings law.

Use of social media sites by an elected official to communicate with constituents should include a link back to the City's official website for detailed information.

Elected officials may not access social media for their political campaigns through the City's social media outlet.

**Public Comment Policy:**

City of Ovilla social media platforms provide an opportunity for the public to share and discuss information about the City's programs and activities. Posted comments reflect the opinions only of the authors and not the City of Ovilla or its employees.

Comments will be reviewed and screened to ensure compliance with the City of Ovilla social media public comment policy. The City reserves the right to restrict or remove any content that is deemed in violation of this policy or any applicable law.

The use of vulgar, offensive, threatening or harassing language is prohibited.

Comments that promote, fosters or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental ability or sexual orientation will not be permitted.

Reference to the personality of individuals, personal attacks or potentially libelous statements will not be permitted.

Comments should be related directly to the posted topic.

Questions from members of the news media will not be responded to by City personnel. Media members should direct their questions to the City via the appropriate channels.

Comments promoting or opposing any person campaigning for election to a political office or promoting or opposing any ballot proposition are prohibited. The promotion or advertisement of a business or commercial transaction is prohibited.

Communications made through social media platforms will in no way constitute a legal or official notice or comment to the City of Ovilla or any official of the City for any purpose. For example, a post or comment that asks that the City to provide public records will not be considered a public records request until it is sent through the proper channels. Duplicate posts are prohibited.

For the protection of privacy, comments that include personal information such as Social Security Numbers, phone numbers, addresses, and e-mail addresses are prohibited.

Anonymous postings are prohibited. A commenter is required to use their full name.

All postings to the city Facebook pages must be a direct post. Any postings through tagging are prohibited and will be deleted.

Responses to City-generated messages are encouraged. Other comments regarding City of Ovilla projects or programs should be submitted directly to the appropriate department.

**City of Ovilla**  
**SOCIAL MEDIA NETWORKING APPROVAL/AGREEMENT FORM**

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

Position/Title: \_\_\_\_\_

Department: \_\_\_\_\_

Name of Social Media site: \_\_\_\_\_

Approval of Dept. Manager: \_\_\_\_\_

*Signature*

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

City Administrator (or designee) Approval: \_\_\_\_\_

*Signature*

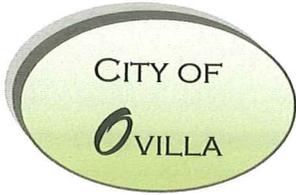
Date: \_\_\_\_\_

I agree to use City-approved social media sites for City business as appropriate and in compliance with the City of Ovilla Social Media Policy. I understand that I must have approval from my Department Manager and the City Administrator to create or participate in a social media site on behalf of the City. I also understand that I am responsible for all postings made by me on City social media sites, including those made in the comments sections. I further understand that this policy also applies to City-related postings made by me on personal (non-City) social media sites, and I agree to adhere to the guidelines in this policy when so doing.

I acknowledge that all City-approved social media sites are considered to be City property and may be monitored by officials of the City. I understand that employees do not have privacy rights in the use of City social media sites and the postings, data, access to or distribution of such materials is subject to Texas Public Information Act, Federal e-discovery rules, and the City's records retention schedules.

I agree to abide by all City security policies and procedures before accessing or posting to any social media site. I acknowledge that any abuse of social media sites, including violation of the rules and guidelines set forth in the Social Media Policy or in any current or future modified Employee Handbook, policy or procedure can be grounds for disciplinary action, up to and including termination of my employment.

\_\_\_\_\_  
Employee Signature



AGENDA ITEM REPORT

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

Meeting Date: May 27, 2014

Department: Administration

Discussion  Action

Budgeted Expense:  YES  NO  N/A

Submitted By: Staff

Amount: N/A

Attachments:

- 1. Current list of members
- 2. Attendance Record and brief annual summary
- 3. Applications

Agenda Item / Topic:

Item 3. **DISCUSSION/ACTION** – Consideration of and action on nominations and appointments or reappointment to the Board of Adjustment.

Discussion / Justification:

The Board of Adjustment consists of a five-member board and two alternates. Each member and alternate member shall be appointed by the City Council for a two-year term. Current terms expiring in July are:

- Julia Cearley, PL2
- Stephanie Albright, PL4
- Alternate Jeanne Ham, PL6

Staff made contact with the listed members having expiring terms and have not received responses as of this date. During their terms, all members notified staff in advance on any noted absences.

Staff has new applications on file but they are for various boards, not necessarily BOA.

Recommendation / Staff Comments:

N/A

Sample Motion(s):

"I move that Council APPOINT / REAPPOINT:

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_

To the Board of Adjustment."

-And/or-

"I move that Council direct staff to continue accepting applications for BOA appointment consideration."

**BOA**  
**Information Sheet**  
*Personal – do not give out!*  
**Effective 12.2013**

<b>MEMBERS:</b>	
<b>Rarick, Patricia (Kenneth) 2015 PL 1</b>	<b>Cearley, Julia (Tom) 2014 CHAIR PL 2</b>
109 Oak Forest Lane	804 Ovilla Oaks Dr
Ovilla, TX 75154	Ovilla, TX 75154
Hm: 972.617.5558	Hm: 972.617.9561
Wk:	Wk:
Cell:	Cell:
E-Mail:	E-Mail:
<b>Betik, Barbara 2015 VICE CHAIR PL 3</b>	<b>Albright, Stephanie 2014 PL 4</b>
601 Buckboard Trail	206 Split Rock Terrace
Red Oak, TX 75154	Ovilla, TX 75154
Hm: 972.217.3999	Hm: 972.217.1904
Wk:	Wk:
Cell:	Cell:
E-Mail:	E-Mail:
<b>Ware, Richard 2015 PL 5</b>	
116 Water Street	
Ovilla, TX 75154	
Hm: 972.515.8349	
Wk:	
Cell:	
E-Mail:	
<b>ALTERNATES</b>	
<b>Richtsmeier, Carol 2015 PL 7</b>	<b>Ham, Jeanne 2014 PL6</b>
925 Red Oak Creek Dr.	106 Oak Forest Lane
Ovilla, TX 75154	Ovilla, TX 75154
Hm: 469.693.1216	Hm: 972.617.1291
Wk:	Wk: Retired
Cell:	Cell:
E-Mail:	E-Mail:
Last update 12.2013	

June 2013 - thru May 2014

Board of Adjustment Attendance Record

	NO MTG 2013.06.17	2013.07.15	2013.08.19	2013.09.16	NO MTG 2013.10.21	2013.11.18	2013.12.16	NO MTG 2014.01.21	NO MTG 2014.02.18	NO MTG 2014.03.17	2014.04.21	2014.05.19
BOA												
Chair												
Cearley, J		x	x	Absent		x	x				Absent	Absent
Albright, S		x	Absent	x		x	Absent				Absent	x
V-Chair												
Betik, B		x	x	x		x	x				x	x
Ware, R		x	x	x		x	x				x	x
Rarick, P		x	x	x		x	Absent				x	x
Alternate												
Edmiston, L		Absent	Absent	Absent	Resigned							
Richtsmeier, C						x	x				x	
Alternate												
Ham, J		x		Absent		x	x				Absent	
CA				x		x	x					x
C-SEC		x	x	x		x	x				x	x
CODE ENF		x	x	x		x	x				x	x
BOA SEC		x		x		x	x				x	x
Other												Griffin, David

**\*BOA FY Meetings: May 2013 – May 2014\***

**VARIANCES**

METAL ACCESSORY BUILDING = 3 Applied, All denied

FRONT FACING GARAGE = 1 Applied, Denied

BUILDING LINE (Fence) = 1 Applied, Approved

DETACHED CARPORT = 2 Applied, 1 Denied, 1 Approved

ACCESSORY BUILDING: 2 Size, 1 Approved, 1 Denied  
1 Front Face Doors, Approved

RESIDENTIAL ATTACHED GARAGE = 1 Applied, Approved

**SPECIAL EXCEPTIONS**

FENCE RESIDENTIAL DISTRICTS = 2 Applied, 2 Approved

**NO MEETING DUE TO LACK OF QUORUM:**

June 2013

October 2013



This Information is a Public Record  
Public Service opportunities are offered by the City Of Ovilla without regard  
To race, color, national origin, religion, sex or disability.

**CITY OF OVILLA**  
**BOARDS AND COMMISSIONS**  
**INFORMATION STATEMENT AND APPLICATION**

*The City of Ovilla desires qualified, interested citizens to serve on city boards and/or commissions. We appreciate your interest in Ovilla's current needs and future. If you believe you meet the requirements and have the allowed time to serve on a board or commission, please complete the following.*

**Board and commission members must meet the required qualifications listed below:**

- ❖ Be a resident of the city for at least 6 months prior to date of appointment;
- ❖ Be a qualified voter at the time of the appointment;
- ❖ Have no criminal record that is considered by the City Council to be so serious that it serves as a disqualification (i.e. felony conviction);
- ❖ Not be an adversary party to pending litigation or claim against the city (except for eminent domain proceedings);
- ❖ Not to be an employee or a business associate of either an adversary party or a representative of an adversary party;
- ❖ Not in arrears on city taxes, water service charges or other obligations owed to the city; and
- ❖ Have a creditable record of attendance and performance in any previous board service.

If you are interested in applying for more than one position, please indicate your top three choices in order of your preference by placing a number in the space to the left of the board/commission/committee for which you are applying (#1 being your 1<sup>st</sup> choice, #3 being your last choice)

- BOARDS AND COMMISSIONS** (PARES BOARD)
- 3 Planning and Zoning Commission
  - Board of Adjustment
  - 2 Economic Development Corporation
  - 1 Municipal Development District

- MEETING INFORMATION**
- 1<sup>ST</sup> Monday of each month – 7:00 PM
  - 3<sup>rd</sup> Monday of each month – 7:00 PM
  - Every 3<sup>rd</sup> Monday or as necessary – 6:00 PM
  - As necessary

NAME FRED HART, JR.

HOME ADDRESS 202 LARIAT TRAIL  
OVILLA TX.

HOW LONG HAVE YOU LIVED IN OVILLA? 25<sup>1</sup> EMAIL    

HOME TELEPHONE     BUSINESS TELEPHONE N/A

PROFESSION RETIRED / FIRE CHIEF

INTERESTS ART, HORSES

1.) DO YOU HAVE EXPERIENCE THAT WOULD QUALIFY YOU FOR SERVING ON A PARTICULAR COMMITTEE?

WORKED FOR THE CITY OF DESOTO FOR 37 YEARS. MANAGED HEALTH, CODE, BLDG & FIRE

2.) HAVE YOU SERVED AS A MEMBER OF ANY MUNICIPAL BOARD OR COMMISSION IN OVILLA?

NO

3.) HAVE YOU SERVED AS A MEMBER OF ANY MUNICIPAL BOARD OR COMMISSION FOR ANOTHER MUNICIPALITY? NO

If yes to one or both, please list the municipality, committee and dates served:

[Empty box for listing municipalities and dates served]

4.) PLEASE LIST ANY CIVIC OR COMMUNITY ACTIVITIES IN WHICH YOU MAY HAVE PARTICIPATED.

- ❖ DESOTO LIONS CLUB
- ❖ KEEP DESOTO BEAUTIFUL
- ❖ MEALS ON WHEELS

5.) DO YOU HAVE ANY RELATIVES THAT ARE CITY EMPLOYEES, MEMBER OF THE CITY COUNCIL OR SERVE ON ANY BOARD? (YES OR NO) If yes, please list:

6.) WHAT IS YOUR CURRENT PLACE OF EMPLOYMENT OR BUSINESS AFFILIATION? (Please indicate if you are self-employed, home-maker, retired) RETIRED

STATEMENT OF INTENT: If appointed, I agree to serve on the Board/Commission for which I have applied.

[Signature]  
SIGNATURE

4-2-2014  
DATE

FRED HART, JR.  
PRINTED NAME OF APPLICANT

\*\*\*\*\*



CITY OF OVILLA OFFICIAL USE ONLY

DATE APPOINTED \_\_\_\_\_ COMMITTEE APPOINTED TO \_\_\_\_\_

RETURN TO CITY HALL,  
105 SOUTH COCKRELL HILL ROAD,  
OVILLA, TX 75154  
972-617-7262

ATTENTION: Pamela Woodall



This Information is a Public Record  
Public Service opportunities are offered by the City Of Ovilla without regard  
To race, color, national origin, religion, sex or disability.

**CITY OF OVILLA**  
**BOARDS AND COMMISSIONS**  
**INFORMATION STATEMENT AND APPLICATION**

*The City of Ovilla desires qualified, interested citizens to serve on city boards and/or commissions. We appreciate your interest in Ovilla's current needs and future. If you believe you meet the requirements and have the allowed time to serve on a board or commission, please complete the following.*

**Board and commission members must meet the required qualifications listed below:**

- ❖ Be a resident of the city for at least 6 months prior to date of appointment;
- ❖ Be a qualified voter at the time of the appointment;
- ❖ Have no criminal record that is considered by the City Council to be so serious that it serves as a disqualification (i.e. felony conviction);
- ❖ Not be an adversary party to pending litigation or claim against the city (except for eminent domain proceedings);
- ❖ Not to be an employee or a business associate of either an adversary party or a representative of an adversary party;
- ❖ Not in arrears on city taxes, water service charges or other obligations owed to the city; and
- ❖ Have a creditable record of attendance and performance in any previous board service.

If you are interested in applying for more than one position, please indicate your top three choices in order of your preference by placing a number in the space to the left of the board/commission/committee for which you are applying (#1 being your 1<sup>st</sup> choice, #3 being your last choice)

**BOARDS AND COMMISSIONS**

- Planning and Zoning Commission
- Board of Adjustment
- Economic Development Corporation
- Municipal Development District
- Capital Improvement Projects
- Park Development & Improvement

**MEETING INFORMATION**

- 1<sup>st</sup> Monday of each month – 7:00 PM
- 3<sup>rd</sup> Monday of each month – 7:00 PM
- Every 3<sup>rd</sup> Monday or as necessary – 6:00 PM
- As necessary
- As necessary
- As necessary

NAME David Staelsen

HOME ADDRESS 302 Thoratree, Ovilla, Tx. 75154

HOW LONG HAVE YOU LIVED IN OVILLA? 2.5 yrs EMAIL \_\_\_\_\_

HOME TELEPHONE: \_\_\_\_\_ BUSINESS TELEPHONE: \_\_\_\_\_

PROFESSION Industrial Distribution

INTERESTS motorcycles, camping, food

1.) DO YOU HAVE EXPERIENCE THAT WOULD QUALIFY YOU FOR SERVING ON A PARTICULAR COMMITTEE?

20 plus years in industrial distribution and have called and worked with hundreds of businesses in that time.

2.) HAVE YOU SERVED AS A MEMBER OF ANY MUNICIPAL BOARD OR COMMISSION IN OVILLA?

NO

3.) HAVE YOU SERVED AS A MEMBER OF ANY MUNICIPAL BOARD OR COMMISSION FOR ANOTHER MUNICIPALITY? NO

If yes to one or both, please list the municipality, committee and dates served:

[Empty box for listing municipalities and dates served]

4.) PLEASE LIST ANY CIVIC OR COMMUNITY ACTIVITIES IN WHICH YOU MAY HAVE PARTICIPATED.

❖ \_\_\_\_\_  
❖ \_\_\_\_\_  
❖ \_\_\_\_\_

5.) DO YOU HAVE ANY RELATIVES THAT ARE CITY EMPLOYEES, MEMBER OF THE CITY COUNCIL OR SERVE ON ANY BOARD? (YES OR (NO)) If yes, please list:

6.) WHAT IS YOUR CURRENT PLACE OF EMPLOYMENT OR BUSINESS AFFILIATION? (Please indicate if you are self-employed, home-maker, retired) Motion Industries Inc.

STATEMENT OF INTENT: If appointed, I agree to serve on the Board/Commission for which I have applied.

David H Staalsen  
SIGNATURE

4/5/14  
DATE

David H Staalsen  
PRINTED NAME OF APPLICANT



CITY OF OVILLA OFFICIAL USE ONLY

DATE APPOINTED \_\_\_\_\_ COMMITTEE APPOINTED TO \_\_\_\_\_

RETURN TO CITY HALL,  
105 SOUTH COCKRELL HILL ROAD,  
OVILLA, TX 75154  
972-617-7262

ATTENTION: Pamela Woodall

DATE RECEIVED: \_\_\_\_\_



This Information is a Public Record  
Public Service opportunities are offered by the City Of Ovilla without regard  
To race, color, national origin, religion, sex or disability.



**CITY OF OVILLA  
BOARDS AND COMMISSIONS  
INFORMATION STATEMENT AND APPLICATION**

*The City of Ovilla desires qualified, interested citizens to serve on city boards and/or commissions. We appreciate your interest in Ovilla's current needs and future. If you believe you meet the requirements and have the allowed time to serve on a board or commission, please complete the following.*

**Board and commission members must meet the required qualifications listed below:**

- ❖ Be a resident of the city for at least 6 months prior to date of appointment;
- ❖ Be a qualified voter at the time of the appointment;
- ❖ Have no criminal record that is considered by the City Council to be so serious that it serves as a disqualification (i.e. felony conviction);
- ❖ Not be an adversary party to pending litigation or claim against the city (except for eminent domain proceedings);
- ❖ Not to be an employee or a business associate of either an adversary party or a representative of an adversary party;
- ❖ Not in arrears on city taxes, water service charges or other obligations owed to the city; and
- ❖ Have a creditable record of attendance and performance in any previous board service.

\*\*If you are interested in applying for more than one position, please indicate the order of your preference by placing a number in the space to the left of the board/commission/committee for which you are applying (#1 being your 1<sup>st</sup> choice, #3 being your last choice)\*\*

**BOARDS AND COMMISSIONS**

- Planning and Zoning Commission
- Board of Adjustment
- Economic Development Corporation
- Municipal Development District

**MEETING INFORMATION**

- 1<sup>st</sup> Monday of each month – 7:00 PM
- 3<sup>rd</sup> Monday of each month – 7:00 PM
- Every other 4<sup>th</sup> Monday – 6:00 PM
- Undetermined

NAME BARBARA A. TURNER

HOME ADDRESS 406 BLUFF CREEK  
OVILLA, TEXAS 75154

HOW LONG HAVE YOU LIVED IN OVILLA? 7YRS EMAIL \_\_\_\_\_

HOME TELEPHONE \_\_\_\_\_ BUSINESS TELEPHONE \_\_\_\_\_

PROFESSION REAL ESTATE, INDUSTRIAL ENGINEER

INTERESTS Helping Ovilla achieve positive economic growth,  
while maintaining a safe community

1.) DO YOU HAVE EXPERIENCE THAT WOULD QUALIFY YOU FOR SERVING ON A PARTICULAR COMMITTEE?

*Posses a real estate broker's license in Texas and California. Served in management in private industry for more than 20 yrs. Have significant experience working with the Federal Acquisition Regulation (FAR)*

2.) HAVE YOU SERVED AS A MEMBER OF ANY MUNICIPAL BOARD OR COMMISSION IN OVILLA?

*Returned to Texas in 2004 where I have remained a resident of Ovilla. Currently not active on any municipal boards.*

3.) HAVE YOU SERVED AS A MEMBER OF ANY MUNICIPAL BOARD OR COMMISSION FOR ANOTHER MUNICIPALITY?

If yes to one or both, please list the municipality, committee and dates served:

[Empty box for listing municipalities and dates served]

4.) PLEASE LIST ANY CIVIC OR COMMUNITY ACTIVITIES IN WHICH YOU MAY HAVE PARTICIPATED.

- ❖ *Participated in Sparkle Clean Day 3 consecutive years, Wapahockie, Tx.*
- ❖ *Hosted Community meetings on real property + homeownership*
- ❖ *Participated in Honorary City Council program Wapahockie, Tx*
- Participated in mentorship program at Wapahockie High School*

5.) DO YOU HAVE ANY RELATIVES THAT ARE CITY EMPLOYEES, MEMBER OF THE CITY COUNCIL OR SERVE ON ANY BOARD? (YES OR NO) If yes, please list:

6.) WHAT IS YOUR CURRENT PLACE OF EMPLOYMENT OR BUSINESS AFFILIATION? (Please indicate if you are self-employed, home-maker, retired) Retired

STATEMENT OF INTENT: If appointed, I agree to serve on the Board/Commission for which I have applied.

Barbara A. Turner  
SIGNATURE

April 1, 2014  
DATE

BARBARA A. TURNER  
PRINTED NAME OF APPLICANT

\*\*\*\*\*



CITY OF OVILLA OFFICIAL USE ONLY

DATE APPOINTED \_\_\_\_\_ COMMITTEE APPOINTED TO \_\_\_\_\_

RETURN TO CITY HALL,  
105 SOUTH COCKRELL HILL ROAD,  
OVILLA, TX 75154  
972-617-7262

ATTENTION: Pamela Higgins

DATE RECEIVED: 5-8-2014



This Information is a Public Record  
Public Service opportunities are offered by the City Of Ovilla without regard  
To race, color, national origin, religion, sex or disability.

**CITY OF OVILLA  
BOARDS AND COMMISSIONS  
INFORMATION STATEMENT AND APPLICATION**

*The City of Ovilla desires qualified, interested citizens to serve on city boards and/or commissions. We appreciate your interest in Ovilla's current needs and future. If you believe you meet the requirements and have the allowed time to serve on a board or commission, please complete the following.*

**Board and commission members must meet the required qualifications listed below:**

- ❖ Be a resident of the city for at least 6 months prior to date of appointment;
- ❖ Be a qualified voter at the time of the appointment;
- ❖ Have no criminal record that is considered by the City Council to be so serious that it serves as a disqualification (i.e. felony conviction);
- ❖ Not be an adversary party to pending litigation or claim against the city (except for eminent domain proceedings);
- ❖ Not to be an employee or a business associate of either an adversary party or a representative of an adversary party;
- ❖ Not in arrears on city taxes, water service charges or other obligations owed to the city; and
- ❖ Have a creditable record of attendance and performance in any previous board service.

\*\*If you are interested in applying for more than one position, please indicate the order of your preference by placing a number in the space to the left of the board/commission/committee for which you are applying (#1 being your 1<sup>st</sup> choice, #3 being your last choice)\*\*

**BOARDS AND COMMISSIONS**

- Planning and Zoning Commission
- Board of Adjustment
- Economic Development Corporation
- Municipal Development District

**MEETING INFORMATION**

- 1<sup>st</sup> Monday of each month – 7:00 PM
- 3<sup>rd</sup> Monday of each month – 7:00 PM
- Every other 4<sup>th</sup> Monday – 6:00 PM
- Undetermined

NAME Alan G. Whittaker

HOME ADDRESS 523 Johnson Ln, Ovilla

HOW LONG HAVE YOU LIVED IN OVILLA? July 2012 EMAIL \_\_\_\_\_

HOME TELEPHONE \_\_\_\_\_ BUSINESS TELEPHONE \_\_\_\_\_

PROFESSION Psychologist / National & International Security Affairs

INTERESTS family, community involvement, professionally related interests

1.) DO YOU HAVE EXPERIENCE THAT WOULD QUALIFY YOU FOR SERVING ON A PARTICULAR COMMITTEE?

Strategic Planning, including former Dean of Faculty and Academic Affairs (COO) of the Dwight D. Eisenhower School for National Security and Resource Strategy, National Defense University, Washington, D.C.

2.) HAVE YOU SERVED AS A MEMBER OF ANY MUNICIPAL BOARD OR COMMISSION IN OVILLA?

no

3.) HAVE YOU SERVED AS A MEMBER OF ANY MUNICIPAL BOARD OR COMMISSION FOR ANOTHER MUNICIPALITY?

If yes to one or both, please list the municipality, committee and dates served:

Member, Board of Directors, Greater Columbia Community Relations Council, Columbia, SC 1979-1983

4.) PLEASE LIST ANY CIVIC OR COMMUNITY ACTIVITIES IN WHICH YOU MAY HAVE PARTICIPATED.

- Directed citizen opinion survey concerning public education system for Columbia, SC, 1981

5.) DO YOU HAVE ANY RELATIVES THAT ARE CITY EMPLOYEES, MEMBER OF THE CITY COUNCIL OR SERVE ON ANY BOARD? (YES OR NO) If yes, please list:

6.) WHAT IS YOUR CURRENT PLACE OF EMPLOYMENT OR BUSINESS AFFILIATION? (Please indicate if you are self-employed, home-maker, retired) self-employed consultant (retired from U.S. Government)

STATEMENT OF INTENT: If appointed, I agree to serve on the Board/Commission for which I have applied.

[Signature] SIGNATURE

7 MAY 2014 DATE

Alan G. Whittaker PRINTED NAME OF APPLICANT

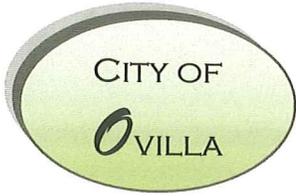


CITY OF OVILLA OFFICIAL USE ONLY

DATE APPOINTED \_\_\_\_\_ COMMITTEE APPOINTED TO \_\_\_\_\_

RETURN TO CITY HALL, 105 SOUTH COCKRELL HILL ROAD, OVILLA, TX 75154 972-617-7262

ATTENTION: Pamela Higgins



AGENDA ITEM REPORT

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

Meeting Date: May 27, 2014

Department: Administration

Discussion  Action

Budgeted Expense:  YES  NO  N/A

Submitted By: Staff

Amount: N/A

Attachments:

- 1. Current list of members
- 2. Applications

Agenda Item / Topic:

Item 4. DISCUSSION/ACTION - Consideration of and action on nominations and appointments or reappointment to the Economic Development Corporation.

Discussion / Justification:

The Economic Development Corporation consists of a seven-member board. EDC Bylaws state each member shall be appointed by the City Council for a two-year term. Current terms expiring in June are:

- Ronald Kingsley, PL1 (Desires reappointment)
- VACANT, PL3
- John Knight, PL5 (Desires reappointment)
- Richard Pettit, PL7 (Does not desire reappointment)

As of this date, staff has not received a response from PL1 regarding desires for reappointment. Place 7 does not wish for reappointment. Place 5 has voiced his desire for reappointment and has completed the Open Meetings Act Training. He notified staff in advance on any noted absences. Place 3 is vacant.

Applications submitted and in this Council packet have noted desires to serve on the EDC.

Recommendation / Staff Comments:

N/A

Sample Motion(s):

"I move that Council APPOINT / REAPPOINT:

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_

to the Economic Development Corporation."

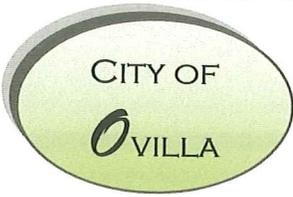
-And/or-

"I move that Council direct staff to continue accepting applications for EDC appointment consideration."

## Economic Development Corporation – 4B

Last Update: 04.2014

<b>Ronald P. Kingsley 2014 – Place 1</b>	<b>W. Emmett Fox 2015 - Place 2</b>
211 Willow Creek Lane	102 Slippery Rock Court
Ovilla, TX 75154	Ovilla, TX 75154
Hm: 972.217.1937	Cell: !
WK:	WK:
E-Mail:	E-Mail:
<b>Vacant - Place 3</b>	<b>Gary Jones 2015 – Place 4</b>
	604 Green Meadows Lane
	Ovilla, TX 75154
	Hm: 469.765.3500
	Cell:
	E-Mail:
<b>John Knight 2014 – Place 5</b>	<b>Howard Goldstein 2015 – Place 6</b>
114 Nob Hill Lane	108 Ashburne Glen Lane
Ovilla, TX 75154	Ovilla, TX 75154
Hm: 972.217-1170	Hm: 214-564-9927
WK:	WK:
Cell:	Cell:
E-Mail:	E-Mail:
<b>Richard J. Pettit 2014 – Place 7</b>	
104 Hummingbird Lane	
Ovilla, TX 75154	
Hm: 972.217.1288	
Cell:	
E-Mail:	



AGENDA ITEM REPORT

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

Meeting Date: May 27, 2014

Department: Administration

Discussion  Action

Budgeted Expense:  YES  NO  N/A

Submitted By: Staff

Amount: N/A

Attachments:

- 1. Current list of members
2. Attendance Record and brief annual summary
3. Application(s)

Agenda Item / Topic:

Item 5. DISCUSSION/ACTION - Consideration of and action on nominations and appointments or reappointment to the Planning and Zoning Commission.

Discussion / Justification:

The Planning & Zoning Commission consists of a seven-member board. Each member shall be appointed by the City Council for a two-year term. Current terms expiring are:

- Michael Yordy, PL2 (Desires another term- reappointment)
George Favron, PL4 (Does not desire another term)
Anita Lamar, PL6 (Does not desire another term)

As of May 22, Mr. George Favron and Ms Anita Lamar both expressed desires to allow their terms to expire. Mr. Yordy desires reappointment. Mr. Yordy has completed the Open Meetings Act Training and notified the city secretary's office in advance on any noted absences.

Recommendation / Staff Comments:

N/A

Sample Motion(s):

"I move that Council APPOINT / REAPPOINT:

- 1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

To the Planning & Zoning Commission."

-And/or-

I move that Council direct staff to continue accepting applications for P&Z appointment consideration."

**P & Z**  
**Information Sheet**  
*Personal – do not give out!*  
**Effective 04.2014**

<b>MEMBERS:</b>	
<b>JUNGMAN, Darrell (Sharon) 2015 PL 1</b>	<b>YORDY, Michael (Monna) VICE CHAIR 2014 PL 2</b>
907 A South Cockrell Hill Rd	103 Copperfield Court
Ovilla, TX 75154	Ovilla, TX 75154
Hm: 972.217.2302	Hm: 972.217.7101
Wk:	Wk:
Cell:	Cell:
E-Mail:	E-Mail:
<b>LYNCH, Carol (Phil) CHAIR 2015 PL 3</b>	<b>FAVARON, George 2014 PL 4</b>
316 Shadow Wood Trail	115 Lariat Trail
Ovilla, TX 75154	Ovilla, TX 75154
Hm: . . . . .	Hm: 972.217.0699
Wk: . . . . . 1	Wk: Retired
Cell:	Cell:
E-Mail:	E-Mail:
<b>PEARCY, Greg (Jennifer) 2015 PL 5</b>	<b>LAMAR, Anita 2014 PL 6</b>
603 Cedar Ridge Court	110 Ridgeway Gap
Ovilla, TX 75154	Ovilla, TX 75154
Hm: 469-261-9552	Hm: 972.617.8401
Wk:	Wk:
Cell:	Cell:
E-Mail:	E-Mail:
<b>ZIMMERMANN, Bill (Kenda) 2015 PL 7</b>	
622 William Drive	
Ovilla, TX 75154	
Hm: 972.617.2122	
Wk:	
Cell:	
E-Mail:	
Last update 04.2014	

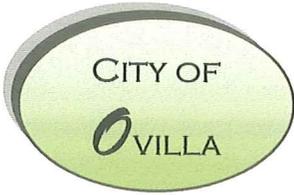
June 2013 - thru- May2014

Planning Zoning Commission Attendance Record

	2013.06.03	2013.07.01	2013.08.05	No MTG 2013.09.03	2013.10.07	2013.11.04	No MTG 2013.12.02	2014.01.06	No MTG 2014.02.04	No MTG 2014.03.04	No MTG 2014.04.01	2014.05.06
P&Z												
PL1 Rariek	x	x	Resigned (Swore in)		x	x		x				x
PL1 Jungman					Absent	x		x				Absent
PL2 Yordy	Absent	x	x									
PL3 Silva	x	Absent	Resigned									
PL3 Lynch			(Swore in)		x	x		x				x
PL4 Oberg	x	x	Resigned									
PL4 Favaron					(Swore in)	x		Absent				x
PL5 Edmiston	Absent	Absent	Resigned									
PL5 Pearcy					(Swore in)	x		x				x
PL6 Lamar	x	x	x		x	x		x				
Zimmermann	x	x	Absent		Absent	Absent		Absent				x
CA		x	x			x		x				x
C-SEC	x	x	x		x	x						x
CODE ENF	x		x		x	x		x				x
Board Sec	x	x	x		x	x						x

**PLANNING AND ZONING: MAY 2013 – MAY 2014**

- Preliminary Plat Bryson Manor
- Off- Street Parking Standards
- Maintenance/Inspection of fences
- Hay Baling Ordinance
- Revising Ordinance: allowable height of weeds/grass
- Accessory & Residential Accessory Buildings
- Reviewed duties/responsibilities of Commission



AGENDA ITEM REPORT

Item(s): 6 (City Secretary use only)

Meeting Date: May 27, 2014

Department: Administration

Discussion  Action

Budgeted Expense:  YES  NO  N/A

Submitted By: Staff

Amount: N/A

Attachments:

1. N/A

Agenda Item / Topic:

ITEM 6. DISCUSSION/ACTION - Consideration of and action on nominations and appointments or reappointments to the Capital Improvements Projects Committee.

Discussion / Justification:

The Ovilla Strategic Guide 2013-2018 Goal Statement III calls for the City to Create a Capital Improvement Plan by December 2018. The Committee and staff can develop the CIP Plan with citizen input and make a recommendation to Council.

The CIP Committee consists of a five-member advisory board that includes the Public Works Director. Their last meeting was held on August 12, 2013 to review, update and report a recommended 10-year CIP to the Council for consideration. Vacancies have remained on this board for quite some time. Current members are:

Public Works Director Brad Piland
Darrell Jungman
Paul Lamar

Recommendation / Staff Comments:

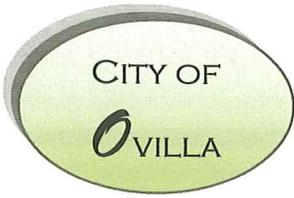
N/A

Sample Motion(s):

SAMPLE MOTION: "I move that Council appoint / reappoint:
1. \_\_\_\_\_
2. \_\_\_\_\_
To the CIP Board."

-And/or-

"I move that Council direct staff to continue accepting applications for interested volunteers to serve on the CIP."



AGENDA ITEM REPORT

Item(s): 7 (City Secretary use only)

Meeting Date: May 27, 2014

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 7.	<i>DISCUSSION/ACTION</i> – Consider one Council appointment to fill the vacancy on the City Council Finance Committee.
<b>Discussion / Justification:</b>	
<p>The Request for Qualifications for Professional Auditing Services was posted on Friday, April 18, 2014. The City received eight responses by May 09, 2014. The Finance Committee will evaluate the responses and make a recommendation to City Council at the June 09, 2014 Regular Meeting. At Council’s direction, staff will negotiate a Contract with the selected auditing firm with an anticipated contract execution date of Monday, June 24, 2014.</p> <p>The Finance Committee has scheduled a meeting to discuss and rank the proposals on Thursday, June, 05, 2014 at 6:00 p.m. to meet the timeline for negotiating and executing a contract by July 01, 2014.</p>	
<b>Recommendation / Staff Comments:</b>	
N/A	
<b>Sample Motion(s):</b>	
<p>“I move that Council appoint _____ to fill the vacancy on the City Council Finance Committee.”</p>	



AGENDA ITEM REPORT

Item(s): 8 (City Secretary use only)

Meeting Date: May 27, 2014

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 8.	<i>DISCUSSION/ACTION</i> – Consider one Council appointment to fill the vacancy on the 5-Year Staffing Committee.
<b>Discussion / Justification:</b>	
The 5-Year Staffing Committee was formed to review the current and future personnel needs of the City. The Committee has been provided revised job descriptions and preliminary salary data has been retrieved from the Waters Survey Navigator. Next steps including retrieving benefit information from comparable cities to provide for complete comparison. There are no pending committee meetings.	
<b>Recommendation / Staff Comments:</b>	
N/A	
<b>Sample Motion(s):</b>	
"I move that Council appoint _____ to fill the vacancy on the 5-year Staffing Committee."	