

City of *OVILLA* City Council

Rachel Huber, Place One
Dean Oberg, Place Two
David Griffin, Place Three, Mayor Pro Tem

Richard Dormier, Mayor

Doug Hunt, Place Four
Michael Myers, Place Five
John R. Dean, Jr. City Manager

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

Monday, September 11, 2017

6:00 P.M.

Council Chamber Room

AGENDA

- I. CALL TO ORDER
- II. CONDUCT A BRIEFING SESSION to review and discuss agenda items for the 6:30 p.m. regular meeting.
- III. ADJOURNMENT

THIS IS TO CERTIFY THAT A COPY OF THE NOTICE OF the September 11, 2017 Briefing Session Agenda was posted on the City Hall bulletin board, a place convenient and readily accessible to the general public at all times, and to the City's website, www.cityofovilla.org, on the 08th day of September 2017 prior to 6:00 p.m., in compliance with Chapter 551, Texas Government Code.





Pamela Woodall, City Secretary

DATE OF POSTING: 9.8.2017 TIME: 10:00 am/pm
DATE TAKEN DOWN: _____ TIME: _____ am/pm

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

City of *OVILLA* City Council

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John R. Dean, Jr. City Manager

105 S. Cockrell Hill Road, Ovilla, TX 75154

Monday, September 11, 2017

6:30 P.M.

Council Chamber Room

AGENDA

NOTICE is hereby given of a Regular Meeting of the City Council of the City of Ovilla, to be held on **Monday, September 11, 2017 at 6:30 P.M.** in the Ovilla Municipal Building, Council Chamber Room, 105 S. Cockrell Hill Road, Ovilla, Texas, 75154, for the purpose of considering the following items:

I. CALL TO ORDER

- Invocation
- US. Pledge of Allegiance and TX Pledge

II. COMMENTS, PRESENTATIONS & REPORTS

- Proclamations: NSDAR Constitution Week, Heritage Day Event, National Night Out/Ovilla Night Out
- Recognition of City Manager John R. Dean, Jr. by the NSDAR for his military service.

▪ 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.

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 on the regular agenda during this meeting.

- C1. July 2017 Financial Transactions over \$5,000
- C2. Minutes of the August 30, 2017 Special Council Meeting
- C3. Minutes of the August 21, 2017 Special Council Meeting
- C4. Minutes of the August 14, 2017 Briefing Session and Regular Meeting
- C5. Annual Calendar of Meetings and Approved Holidays
- C6. Consideration of and action on an Interlocal Agreement for providing emergency services effective October 1, 2017, by and between Ellis County Emergency Services District No. 2 and the City of Ovilla.
- C7. Consideration of and action on an Interlocal Agreement for providing emergency services effective October 1, 2017, by and between Ellis County Emergency Services District No. 4 and the City of Ovilla.

IV. PUBLIC HEARING

PUBLIC HEARING – Receive public comments on the Proposed Fiscal Year 2017-2018 Budget.

V. REGULAR AGENDA

- ITEM 1. **DISCUSSION/ACTION** – Consideration of and action on Ordinance 2017-12 approving and adopting the Budget and making appropriations for the support of the City Government of the City of Ovilla, Texas for the Fiscal Year beginning October 01, 2017 and ending September 30, 2018; providing an effective date.

City of *OVILLA* City Council

Rachel Huber, Place One

Dean Oberg, Place Two

David Griffin, Place Three, Mayor Pro Tem

Richard Dormier, Mayor

Doug Hunt, Place Four

Michael Myers, Place Five

John R. Dean, Jr. City Manager

- ITEM 2. **DISCUSSION/ACTION** – Consideration of and action on Ordinance 2017-13 levying, assessing and fixing the tax rate for the use and support of the municipal government of the City of Ovilla, Texas, and providing for the Debt Service Fund for Fiscal Year 2017-2018 and apportioning each levy for the specific purpose, and providing for collection of all annual taxes provided by state law; and providing an effective date.
- ITEM 3. **DISCUSSION/ACTION** – Consideration of and action on Ordinance 2017-14 of the City of Ovilla, Texas, ratifying the budget for the 2017-2018 tax year that raised more revenue from property taxes than in the previous year.
- ITEM 4. **DISCUSSION/ACTION** – Consideration of and action on Resolution R2017-22 of the City of Ovilla, Texas, implementing a records management policy for that purpose and to prescribe procedures consistent with the Local Government Records Act for efficient recordkeeping.
- ITEM 5. **DISCUSSION/ACTION** – Consideration of and action on Resolution R2017-23 for candidate nominations for the Dallas Central Appraisal District Board of Directors for the years 2018-2019.
- ITEM 6. **DISCUSSION/ACTION** – Consideration of and action on Resolution R2017-24 for candidate nominations for the Ellis Appraisal District Board of Directors for the years 2018-2019.
- ITEM 7. **DISCUSSION** – Discuss progress and receive updates on activities related to 2017 Heritage Day celebration, Saturday, September 23, 2017.
- ITEM 8. **DISCUSSION** – Discuss sewer averaging.
- ITEM 9. **DISCUSSION/ACTION** – Consideration of and action on Resolution R2017-25 repealing Resolution R2017-19 and rescinding authorization and approval of the Red Oak Creek 12" Water Line Installation Project Agreement by and between the City of Ovilla and FM Utilities, and directing staff as necessary.
- ITEM 10. **DISCUSSION/ACTION** – Consideration of any item(s) pulled from the Consent Agenda above for individual consideration and action.

VI. DEPARTMENT REPORTS

▪ Department Activity Reports / Discussion

- Police Department Police Chief B. Windham
 - Monthly Report
- Fire Department Fire Chief B. Kennedy
 - Monthly Report
- Public Works Public Works Director B. Piland
 - Monthly Report /Water loss report
 - 1. Monthly Park Maintenance Reports
 - 2. Street Maintenance Report
- Finance Department Accountant L. Harding
 - July 2017 Financials
 - Bank Balances through September 06, 2017
- Administration
 - City Manager Reports
 - Monthly Municipal Court Report City Secretary P. Woodall
 - Monthly Code/Animal Control Reports Code/AC Officer M. Dooly

City of *OVILLA* City Council

Rachel Huber, Place One
Dean Oberg, Place Two
David Griffin, Place Three, Mayor Pro Tem

Richard Dormier, Mayor

Doug Hunt, Place Four
Michael Myers, Place Five
John R. Dean, Jr. City Manager

VI. 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).

Closed session pursuant to Section §551.071 of the Texas Government Code
Consultation with city attorney on matters in which the duty of the attorney under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflict with the Texas Open Meetings Act.

Closed Meeting called pursuant to Texas Government Code §551.074 – Personnel Matters

ITEM 11. **DISCUSSION/ACTION** – Deliberate the appointment, employment, evaluation, reassignment and/or duties of the City Manager. (Three-month evaluation pursuant to the Employee Policies Manual)

ITEM 12. **DISCUSSION/ACTION** – Deliberate the appointment, employment, evaluation, reassignment and/or duties of the City Secretary. (Annual evaluation.)

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

VIII. ADJOURNMENT

THIS IS TO CERTIFY THAT A COPY OF THE NOTICE OF the September 11, 2017 Regular City Council Agenda was posted on the City Hall bulletin board, a place convenient and readily accessible to the general public at all times, and to the City's website, www.cityofovilla.org, on the 08th day of September 2017 prior to 6:00 p.m., in compliance with Chapter 551, Texas Government Code.



Pamela Woodall, City Secretary

DATE OF POSTING: 9-8-2017 TIME: 10:00 am/pm
DATE TAKEN DOWN: _____ TIME: _____ am/pm

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PROCLAMATION

WHEREAS: September 17, 2017, marks the two hundred thirtieth anniversary of the drafting of the Constitution of the United States of America by the Constitutional Convention; and

WHEREAS: It is fitting and proper to accord official recognition to this magnificent document and its memorable anniversary; and to the patriotic celebrations which will commemorate the occasion; and

WHEREAS: Public Law 915 guarantees the issuing of a proclamation each year by the President of the United States of America designating September 17 through 23 as Constitution Week,

NOW, THEREFORE, I Richard A. Dormier, by virtue of the authority vested in me as Mayor of Ovilla, Texas, do hereby proclaim the week of September 17 through 23 as

CONSTITUTION WEEK

AND ask our citizens to reaffirm the ideals the Framers of the Constitution had in 1787 by vigilantly protecting the freedoms guaranteed to us through this guardian of our liberties, remembering that lost rights may never be regained.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Ovilla, Texas, to be affixed this 11 day of September in the year of our Lord two thousand seventeen.

Richard A. Dormier
Mayor of Ovilla

Attest

Pamela Woodall
City Secretary

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



PROCLAMATION

WHEREAS, The City of Ovilla will celebrate its 54th year of incorporation for its Heritage Day Celebration and will celebrate **OVILLA- Small Town Texas Style**, as its theme this year; and

WHEREAS, The City of Ovilla is dependent on its residents to come together in a spirit of cooperation to maintain the quality of life desired by those who live in Ovilla; and

WHEREAS, Our churches, volunteers, city staff and various organizations have long been the main catalyst in organizing and providing support to the City of Ovilla; and

WHEREAS, They all play a vital role in sustaining the spirit of cooperation necessary to maintain our heritage; and

NOW, THEREFORE BE IT RESOLVED that the City of Ovilla and its residents acknowledge the generous contributions from various organizations that help **OVILLA** and so recognize and honor all of our residents and contributors of Ovilla and proudly presents Noma Lankford to serve this year as Ovilla's Honorary Grand Marshal in the Heritage Day Parade Annual Celebration. Noma is a long-time resident and along with her husband Bill, together they established the Happy House Daycare in 1975. It is still open and running this day. Although retired, Noma continues to labor her love over the children at Happy House Daycare.

IN WITNESS WHEREOF, I hereby affix my signature this 11th day of **September** in the year of our Lord two thousand seventeen.

Richard A. Dormier, Mayor
City of Ovilla

*Mayor Pro Tem/Place 3 David Griffin,
Place 1 Council Rachel Huber, Place 2 Council Dean Oberg
Place 4 Council Doug Hunt, Place 5 Council Michael Myers*

PROCLAMATION



OVILLA NIGHT OUT

Whereas, police-community partnerships, neighborhood watch, safety, awareness, anti-crime efforts and cooperation are important themes of the **National Night Out** program held annually the first Tuesday of August since 1984 across America; and

Whereas, Texas has the option to use the alternate date of the first Tuesday in October to avoid hot weather, Ovilla will host **Ovilla Night Out** on Tuesday, October 03, 2017; and

Whereas, **Ovilla Night Out** is meant to increase awareness about police programs in the community, such as drug prevention, town watch, neighborhood watch, and other anti-crime efforts; and,

Whereas, the Ovilla Police Department in conjunction with the Ovilla Fire Department presents a fun and informative event complete with music, face painting, bounce houses, and free food and refreshments.

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF OVILLA, hereby calls upon citizens of Ovilla to join the City and the Ovilla Police and Fire Departments to celebrate Ovilla Night Out on Tuesday, October 03, 2017 behind the Ovilla Municipal Building beginning at 6:00 p.m.

FURTHERMORE, LET IT BE RESOLVED THAT THE CITY COUNCIL OF THE CITY OF OVILLA, hereby proclaims Tuesday, October 03, 2017 as Ovilla Night Out.

IN WITNESS THEREOF, I hereby affix my signature this 11th day of September in the year of our Lord two thousand seventeen.

Richard Dormier, Mayor

City of Ovilla



Mayor Richard Dormier, Mayor Pro Tem/Place 3 David Griffin
Council Member Place 1 Rachel Huber, Council Member Place 2 Dean Oberg
Council Member Place 4 Doug Hunt, Council Member Place 5 Mike Myers
Police Chief Brian Windham and Fire Chief Brandon Kennedy



villa City Council

CONSENT ITEMS C1 – C7

Meeting Date: September 11, 2017

Department: Administration/Finance

☒ Discussion ☒ Action

Budgeted Expense: ☒ YES ☐ NO ☒ N/A

Submitted by: Staff

Amount: N/A

Attachments:

- C1.** July 2017 Financial Transactions over \$5,000
- C2.** Minutes of the August 30, 2017 Special Council Meeting
- C3.** Minutes of the August 21, 2017 Special Council Meeting
- C4.** Minutes of the August 14, 2017 Briefing Session and Regular Meeting
- C5.** Annual Calendar of Meetings and Approved Holidays
- C6.** Consideration of and action on an Interlocal Agreement for providing emergency services effective October 1, 2017, by and between Ellis County Emergency Services District No. 2 and the City of Ovilla.
- C7.** Consideration of and action on an Interlocal Agreement for providing emergency services effective October 1, 2017, by and between Ellis County Emergency Services District No. 4 and the City of Ovilla.

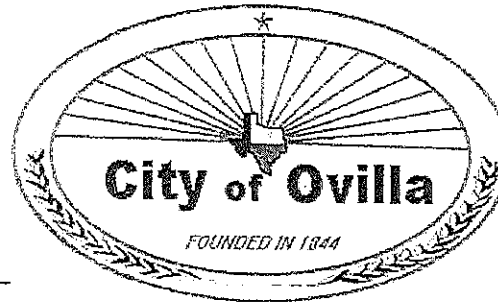
Discussion / Justification:

Recommendation / Staff Comments:

Staff recommends approval.

Sample Motion(s):

I move to approve the consent items as presented.



DATE: September 11, 2017

TO: Honorable Mayor and Council Members

FROM:
Linda Harding, Accountant

SUBJECT: Transactions Over \$5,000 For July 2017

**City of Ovilla Expenditures Over \$5,000
for the Month of JULY 2017**

Date	Check#	General Fund Payee	Description	Amount
7/7/2017	46635	City of Midlothian	Emergency trans	\$ 15,889.75
7/7/2017	46631	T.M.R.S.	Retirement	\$ 22,605.79
7/11/2017	46644	Texas Municipal Equip	Vac Machine	\$ 12,345.00
7/11/2017	46645	Texas Municipal Equip	Used Jet	\$ 17,750.00
7/13/2017	ach	Quick Books Payroll Service	Payroll	\$ 50,201.39
7/14/2017	46652	Casco Industries	Coat/Boots	\$ 6,791.50
7/14/2017	46671	State Comptroller	State Criminal Fee	\$ 25,560.57
7/14/2017	46685	US Treasury	Payroll Taxes	\$ 9,337.68
7/14/2017	46683	Technology and Beyone	Various equipment and support	\$ 5,131.67
7/21/2017	46695	Texas Muncipal League IRP	Quarterly TML Insurance	\$ 14,853.46
7/21/2017	46696	Waste Connection	Solid Waste	\$ 18,369.00
7/27/2017	ach	Quick Books Payroll Service	Payroll	\$ 49,944.58
7/28/2017	46701	US Treasury	Payroll Taxes	\$ 8,697.74
7/31/2017	46721	United Health Care	Health Insurance	\$ 11,343.92

Total General Fund Transactions \$5,000 and Over

\$ 268,822.05

Date	Check#	Water & Sewer Fund Payee	Description	Amount
7/7/2017	16818	Trinity River Authority	Sewer	\$ 23,897.00
7/13/2017	16821	City of Ovilla General Fund	Payroll 7 14 17	\$ 13,165.18
7/17/2047	16823	City of Ovilla General Fund	Solid Waste	\$ 21,262.86
7/21/2017	16834	Trinity River Authority	Sewer	\$ 12,830.00
7/21/2017	16829	City of Dallas	Water	\$ 32,302.95
7/28/2017	16837	City of Ovilla General Fund	Payroll 7 28 17	\$ 13,571.81

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

\$ 117,029.80

CITY OF OVILLA MINUTES

Wednesday, August 30, 2017

Special City Council Meeting and 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 5:30 p.m., with notice of the meeting duly posted. Mayor Dormier made the following public announcement asking all individuals to be cognizant of the two signs at the entrance to the Council Chamber room referencing Sections 30.06 and 30.07 of the *Penal Code, persons licensed under Subchapter H, Chapter 411, Government Code may not enter this property with a concealed handgun nor enter this property with a handgun that is carried openly.*

The following City Council Members were present:

Rachel Huber	Council Member, Place 1
Dean Oberg	Council Member, Place 2
David Griffin	Mayor Pro Tem, Place 3
Doug Hunt	Council Member, Place 4 (arrived during Public Hearing)
Michael Myers	Council Member, Place 5

Mayor Dormier announced present Council members, thus constituting a quorum. Department directors and various staff were also present.

CALL TO ORDER

Mayor Pro Tem Griffin gave the Invocation. PL1 Huber led both the recitation of the U.S. Pledge of Allegiance and the Texas Pledge.

COMMENTS, PRESENTATIONS & REPORTS

None.

PUBLIC HEARING

Mayor Dormier opened the public hearing at 5:33 pm to receive public comments on the proposed tax rate for Fiscal Year 2017-18:

PUBLIC HEARING AND DISCUSSION – A TAX RATE of \$0.680399 per \$100 valuation proposed by the governing body of the City of Ovilla, with a Maintenance and Operation Rate of 0.512399 and a debt rate of 0.1680.

PROPOSED TAX RATE	\$0.680399 per \$100
PRECEDING YEAR'S TAX RATE	\$0.700000 per \$100
EFFECTIVE TAX RATE	\$0.575531 per \$100
ROLLBACK RATE	\$0.680400 per \$100

There were no comments.

Mayor Dormier closed the public hearing at 5:33 pm.

REGULAR AGENDA

ITEM 1. DISCUSSION/ACTION – Consideration of and action on Ordinance 2017-11 of the City of Ovilla, Texas, amending the Code of Ordinances of the City of Ovilla, Texas, by the adoption of Chapter 15 "Streets, Sidewalks and other Public Places;" providing regulations governing the placement of facilities in, on, or over public rights-of-way within the City of Ovilla; providing regulations for small cell wireless services in public rights-of-way; adoption of a wireless services (small cells) design manual; providing a savings clause; providing a

severance clause; providing for incorporation into the Code of Ordinances; providing an effective date and providing for publication.

To comply with the requirements of a new Chapter 284 (SB 1004) of the Local Government Code and standards necessary for Newtwork Providers (wireless phone services providers and structure access companies) to install small wireless facilities (called either network nodes or small cell antennas) in the municipal right-of-way. Municipalities do have a limited right and ability to control the design of such installations by creation and adoption of a design manual. The City attorney prepared an ordinance and design manual for review and adoption.

PL2 Oberg moved to approve Ordinance 2017-11 of the City of Ovilla, Texas, amending the Code of Ordinances of the City of Ovilla, Texas, by the adoption of Chapter 15, "Streets, Sidewalks and other Public Places;" providing regulations governing the placement of facilities in, on, or over public rights-of-way; adoption of a wireless services (small cells) design manual; providing a savings clause; providing a severance clause; providing for incorporation into the Code of Ordinances; providing an effective date and providing for publication, seconded by PL4 Hunt.

No oppositions, no abstentions.

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

ITEM 2. *DISCUSSION/ACTION* – Consideration of and action on Resolution R2017-21 approving and supporting the City of Ovilla Police Department's submission of a Rifle-Resistant Body Armor Grant Application.

Staff presented the following to Council:

Governor Abbott Announces Rifle Resistant Body Armor Grant Program For Texas Law Enforcement

Governor Greg Abbott announced that the Office of the Governor's Criminal Justice Division (CJD) is now accepting grant applications from law enforcement agencies seeking assistance for the purchase of rifle-resistant body armor. Senate Bill 12, authored by Sen. Royce West and Rep. Phil King, stipulates that funds may be used only by eligible law enforcement agencies to equip eligible officers with bullet-resistant personal body armor compliant with the National Institute of Justice (NIJ) standard for rifle protection. The Governor's CJD is committed to providing funds to as many departments as possible.

PL4 Hunt moved to approve Resolution R2017-21 approving and supporting the City of Ovilla Police Department's submission of a Rifle-Resistant Body Armor Grant Application, seconded by PL2 Oberg.

No oppositions, no abstentions.

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

EXECUTIVE SESSION

None.

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

None.

ADJOURNMENT

PL2 Oberg moved to adjourn the meeting, seconded by PL1 Huber.

There being no further business, Mayor Dormier adjourned the meeting at 5:49 p.m.

ATTEST:

Richard Dormier, Mayor

Pamela Woodall, City Secretary

Approved September 11, 2017

***Richard Dormier, Mayor
Rachel Huber, Place One
Dean Oberg, Place Two***

***Doug Hunt, Place Four
David Griffin, Place Three
Michael Myers, Place Five***

CITY OF OVILLA MINUTES

Monday, August 21, 2017

Special City Council Meeting and 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 5:31 p.m., with notice of the meeting duly posted. Mayor Dormier made the following public announcement asking all individuals to be cognizant of the two signs at the entrance to the Council Chamber room referencing Sections 30.06 and 30.07 of the *Penal Code, persons licensed under Subchapter H, Chapter 411, Government Code may not enter this property with a concealed handgun nor enter this property with a handgun that is carried openly.*

The following City Council Members were present:

Rachel Huber	Council Member, Place 1
Dean Oberg	Council Member, Place 2 (arrived at 5:49 pm)
David Griffin	Mayor Pro Tem, Place 3
Michael Myers	Council Member, Place 5

Absent: Doug Hunt Council Member, Place 4

Mayor Dormier announced present Council members, thus constituting a quorum. City Manager John R. Dean, Jr., department directors and various staff were also present.

CALL TO ORDER

Mayor Dormier gave the Invocation. Mayor Pro Tem Griffin led both the recitation of the U.S. Pledge of Allegiance and the Texas Pledge.

COMMENTS, PRESENTATIONS & REPORTS

None.

PUBLIC HEARING

Mayor Dormier opened the public hearing at 5:33 pm to receive public comments on the proposed tax rate for Fiscal Year 2017-18:

1. **PUBLIC HEARING AND DISCUSSION – A TAX RATE of \$0.680399** per \$100 valuation proposed by the governing body of the City of Ovilla, with a Maintenance and Operation Rate of 0.512399 and a debt rate of 0.1680.

PROPOSED TAX RATE	\$0.680399 per \$100
PRECEDING YEAR'S TAX RATE	\$0.700000 per \$100
EFFECTIVE TAX RATE	\$0.575531 per \$100
ROLLBACK RATE	\$0.680400 per \$100

There were no comments.

Mayor Dormier closed the public hearing at 5:35 pm.

EXECUTIVE SESSION

None.

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

None.

ADJOURNMENT

PL2 Oberg moved to adjourn the meeting, seconded by PL1 Huber.

There being no further business, Mayor Dormier adjourned the meeting at 5:36 p.m.

ATTEST:

Richard Dormier, Mayor

Pamela Woodall, City Secretary

Approved September 11, 2017

CITY OF OVILLA MINUTES
Monday, August 14, 2017
City Council Briefing Session
105 S. Cockrell Hill Road, Ovilla, TX 75154

Mayor Dormier called the Council Briefing Session of the Ovilla City Council to order at 6:00 p.m., with notice of the meeting duly posted. Mayor Dormier made the following public announcement asking all individuals to be cognizant of the two signs at the entrance to the Council Chamber room referencing Sections 30.06 and 30.07 of the *Penal Code, persons licensed under Subchapter H, Chapter 411, Government Code may not enter this property with a concealed handgun nor enter this property with a handgun that is carried openly.*

The following City Council Members were present:

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

Mayor Dormier announced that all Council members were present, thus constituting a quorum. Various department directors, and staff were also present.

CALL TO ORDER

CONDUCT A BRIEFING SESSION to review and discuss pending agenda items (if any).

N/A

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

Mayor Dormier, Council, and staff reviewed each item on the agenda. Specific agenda items were briefly discussed for clarification:

Item 5 – Council clarification on the timing of the execution of GovPilot.

ADJOURNMENT

Mayor Dormier adjourned the Briefing Session of the Ovilla City Council at 6:08 p.m.

ATTEST:

Richard A. Dormier, Mayor

Pamela Woodall, City Secretary

Approved XXXXXXXXXX

CITY OF OVILLA MINUTES

Monday, August 14, 2017

Regular City Council Meeting

105 S. Cockrell Hill Road, Ovilla, TX 75154

Mayor Dormier called the Regular Council Meeting of the Ovilla City Council to order at 6:30 p.m., with notice of the meeting duly posted. Mayor Dormier made the following public announcement asking all individuals to be cognizant of the two signs at the entrance to the Council Chamber room referencing Sections 30.06 and 30.07 of the *Penal Code, persons licensed under Subchapter H, Chapter 411, Government Code may not enter this property with a concealed handgun nor enter this property with a handgun that is carried openly.*

The following City Council Members were present:

Rachel Huber	Council Member, Place 1
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Michael Myers	Council Member, Place 5
Doug Hunt	Council Member, Place 4

Mayor Dormier announced all present Council members, thus constituting a quorum. City Manager John R. Dean, Jr., department directors and various staff were also present.

CALL TO ORDER

PL5 Myers gave the Invocation. Mayor Pro Tem Griffin led both recitations of the Pledge of Allegiance and the Pledge to the Texas Flag.

COMMENTS, PRESENTATIONS & REPORTS

1. Proclamation: Happy House Day Care – (not read)
2. Ellis County District Attorney Patrick Wilson gave a drones presentation.

Citizen Comments

1. Dr. Michael Goddard, new superintendent of Red Oak Independent School District was present to introduce himself.

CONSENT AGENDA

- C1. June 2017 Financial Transactions over \$5,000
- C2. Investment Report for quarter ended June 2017
- C3. Committed Fund Balance Report as of June 30, 2017
- C4. Dallas County Master Interlocal Agreement (Road and Bridge)
- C5. Direct Service Inspection Agreement (Heat/Air systems)
- C6. Trinity River Authority of TX annual technical services fee schedule
- C7. Trinity River Authority of TX Red Oak Creek Regional Wastewater System Advisory Committee appointment of John Dean.
- C8. Minutes of the August 03, 2017 Special Council Meeting and Budget Workshop
- C9. Minutes of the July 10, 2017 Briefing Session and Regular Meeting
- C10. Minutes of the June 29, 2017 Special Council Meeting and Budget Workshop
- C11. Minutes of the June 26, 2017 Special Council Meeting and Budget Workshop
- C12. Minutes of the June 12, 2017 Briefing Session and Regular Meeting

PL2 Oberg moved to approve the consent items as presented, seconded by PL4 Hunt.

No oppositions, no abstentions.

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

DEPARTMENT REPORTS

- **Department Activity Reports / Discussion**
 - Police Department Police Chief B. Windham
 - Monthly Report
 - 1. Citizens on Patrol training is complete.
 - Fire Department Fire Chief B. Kennedy
 - Monthly Report - discussed TX Forestry Grant
 - Public Works Public Works Director B. Piland
 - Monthly Report /Water loss report
 - 1. Monthly Park Maintenance Reports
 - 2. Street Maintenance Report
 - Finance Department Accountant L. Harding
 - June 2017 Financials
 - Bank Balances through August 10, 2017
 - Administration
 - City Manager Reports - working on updates to Employee Policies Handbook
 - Monthly Municipal Court Report City Secretary P. Woodall
 - Monthly Code/Animal Control Reports Code/AC Officer M. Dooly
 - 1. No positive Zika or West Nile mosquito tests in Ovilla.

REGULAR AGENDA

Mayor Dormier moved the order of the Agenda to address Item 2 first.

- ITEM 2. DISCUSSION/ACTION** – Receive and consider recommendation from the Planning and Zoning Commission to consider revisions to Chapter 10, Section 10.02.130 and Chapter 14, Sections 14.3, 15.3, 16.3, 17.3 and 18.3, regarding the minimum square feet for living areas in newly erected or constructed residential dwelling, directing staff as necessary.

Staff received a request from James Moon, Attorney for Massey Shaw regarding Ovilla's regulations on the residential minimum 2400 square footage for any new residential dwelling. An agenda item was presented to the Planning and Zoning Commission at their August 07 Regular Meeting (residential home size is located in the Zoning Ordinance as well as Building Regulations in the Ovilla Code) for review and recommendation to Council. The P&Z members in attendance agreed unanimously to recommendation to leave the Code at 2400 square feet for any new residential dwelling. Council consensus was to remain with 2400 square feet.

NO ACTION.

Mayor returned to the regular order of the agenda.

- ITEM 1. DISCUSSION** – Staff update regarding the July 10, 2017 Order of Abatement constituting a "Nuisance Outside Storage" under Article 8.02 of the Code of Ordinances of the City of Ovilla, at 101 Oakwood Lane, Ovilla, TX 75154.

In accordance with statutes, the Ovilla City Council held a public hearing and deliberation on July 10, 2017, on the code violation abatement "Nuisance Outside Storage" of the property commonly known as 101 Oakwood Lane, Ovilla, TX. The Ovilla City Council approved an abatement order at this address, allowing the owner 30-days. It has since been 30-days. Staff provided an update with photos taken this date at 3:00 pm of the current status at the property. Staff is proceeding with the removal of property with the hiring of a company that will itemize, remove and storage until further notice.

NO ACTION.

- ITEM 3. DISCUSSION/ACTION** – Consideration of and action to consider revision to Appendix A, Fee Schedule, Section A7.003 Water Rates of the Ovilla Code of Ordinances, and direct staff as necessary.

In accordance with the terms of the City of Dallas Water Rate Agreement, Dallas Water Utilities submitted their June 2017 summary increasing the wholesale flat rate for Ovilla 13-cents. Over the years the City has absorbed the costs of Dallas Water Utilities rate increases – the last water rate increase passed on to the Ovilla customer was in September 2014.

Mayor Pro Tem Griffin moved to direct staff to return at the next Council meeting with an Ordinance to revise Appendix A, Fee Schedule, Section A7.003 Water Rates, of the Ovilla Code of Ordinances, seconded by PL2 Oberg.

No oppositions, no abstentions.

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

Mayor Dormier moved the order of the Agenda to address Item 5.

- ITEM 5. DISCUSSION/ACTION** – Consideration of and action on Resolution R2017-20 to approve a Master Subscription Agreement with GovPilot effective October 1st, 2017, authorizing the Mayor to execute said agreement.

Staff received demonstrations from several providers to automate processes in several different areas including Code Enforcement, Pet Licensing, Permitting and Work Orders. Staff recommended approval prior to the beginning of the new Fiscal Year to allow the company to start preparing the system with Ovilla's information so it will be up and operable at the beginning of the fiscal year (October 1) which will assure accurate fiscal year record keeping. No funds will be expended in the current Fiscal Year on this project.

PL2 Oberg moved to approve Resolution R2017-20 approving the Master Subscription Agreement with GovPilot effective October 1st, 2017, authorizing the Mayor to execute said agreement, seconded by PL4 Hunt.

No oppositions, no abstentions.

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

Mayor Dormier returned to the regular order of the Agenda.

- ITEM 4. DISCUSSION/ACTION** – Consideration of and action on improvements to culvert/ditch work on Cockrell Hill Road and Main Street.

Staff explained that at the time of the improvements to Cockrell Hill Road, the corner was widened from 21-feet to 24-feet. Two feet was also added to the culvert at the corner of Cockrell Hill Road and Main Street. Concerns to widen the road for safety reasons has been a topic of discussion. The Public Works Director recommended to move the stripes from the inside of the curve off the edge of the roadway and move the center stripe and the edge marking to the far west edge of the road. This will allow two 12-foot lanes and welcomed Council direction. There was continues discussion for a remedy and a suggestion to expand 10-foot with a clean-out and acquire a drainage easement from the church.

NO ACTION.

- ITEM 6. DISCUSSION/ACTION** – Consideration of any item(s) pulled from the Consent Agenda above for individual consideration and action.

N/A

*Richard Dormier, Mayor
Rachel Huber, Place One
Dean Oberg, Place Two*

*Doug Hunt, Place Four
David Griffin, Place Three
Michael Myers, Place Five*

VI. EXECUTIVE SESSION

Mayor Dormier, Council, City Manager and City Secretary convened into Executive Session at 8:36 p.m., on the following matter.

- ITEM 9. DISCUSSION/ACTION** – Closed session called pursuant to Section §551.072 of the Texas Government Code to deliberate the purchase, exchange, lease, or value of real property.

Mayor Dormier, Council, City Manager and City Secretary resumed into Regular Session at 8:51 p.m. Mayor Dormier stated that no action or decisions occurred in the Executive Session. There was no discussion in Regular Session.
No Action.

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

- | | |
|------------------|--|
| 1. Mayor Dormier | None |
| 2. PL1 Huber | Safety and condition of bridge on Shiloh Road |
| 3. PL2 Oberg | None |
| 4. PL3 Griffin | None |
| 5. PL4 Hunt | None |
| 6. PL5 Myers | Growth of weeds/vegetation at Ovilla Road and Main Street. |
| 7. City Manager | None |

ADJOURNMENT

PL2 Oberg moved to adjourn the meeting of August 14, 2017, seconded by PL4 Hunt. There being no further business, Mayor Dormier adjourned the meeting at 8:54 p.m.

ATTEST:

Richard Dormier, Mayor

Pamela Woodall, City Secretary

Approved September 11,, 2017

*Citizens' forum form attached.
Executive Session Agenda filed separately.*

FY 2017-2018 Scheduled Council Meetings

Meeting dates may be subject to revision, rescheduling or the calling of a Special Council Meeting should the City Council of Ovilla have the need.

Tuesday, October 10, 2017

Monday, November 13, 2017

Monday, December 11, 2017

Monday, January 08, 2018

Monday, February 12, 2018

Monday, March 12, 2018

Monday, April 09, 2018

Monday, May 14, 2018

General Election – TBD

Canvass Election – TBD

Monday, June 11, 2018

Monday, July 09, 2018

Budget Meetings – TBD

Monday, August 13, 2018

Budget Meetings – TBD

Monday, September 10, 2018



Ovilla City Council Members

Mayor Richard Dormier

Place 1	Rachel Huber
Place 2	Dean Oberg
Place 3	David Griffin
Place 4	Doug Hunt
Place 5	Mike Myers
City Manager	John R. Dean, Jr.

All City Council meetings are posted and conducted in accordance with the Open Meetings Act, Chapter 551 of the Local Government Code.

2017-2018 *Fiscal Year Calendar & Holidays*

Columbus Day	Monday	October 9, 2017
Veteran's Day	Friday	November 10, 2017
Thanksgiving Holiday	Thursday Friday	November 23, 2017 November 24, 2017
Christmas Holiday	Monday Tuesday	December 25, 2017 December 26, 2017
New Year's Holiday	Monday	January 1, 2018
Martin Luther King Day	Monday	January 15, 2018
Presidents' Day	Monday	February 19, 2018
Good Friday (Easter)	Friday	March 30, 2018
Memorial Day	Monday	May 28, 2018
Independence Day Holiday	Wednesday	July 04, 2018
Labor Day	Monday	September 3, 2018
*Heritage Day	Saturday	September 22, 2018
Personal Day!		

Approved by Council during the September 11, 2017 Council Meeting

***Not a Holiday-Special Calendar Days**



**INTERLOCAL AGREEMENT FOR PROVIDING
EMERGENCY SERVICES**

STATE OF TEXAS

§

§

COUNTY OF ELLIS

§

This Interlocal Agreement for Providing **EMERGENCY SERVICES** ("Agreement"), effective as of October 1, 2017, by and between **ELLIS COUNTY EMERGENCY SERVICES DISTRICT NO. 2** ("District"), a political subdivision of the State of Texas, organized and operating pursuant to the provisions of Section 48-e, Article III of the Texas Constitution and Chapter 775 of the Health and Safety Code, as amended ("H&S Code") and the **CITY OF OVILLA** ("City"), a general law city duly organized and operating under the laws of the State of Texas.

WITNESSETH

WHEREAS, the District is a duly organized emergency services district, created to protect life and health, and for such other purposes as determined by the District under Chapter 775 of the H&S Code, with full authority to carry out the objects of its creation; and

WHEREAS, City is a general law city of the State of Texas; and

WHEREAS, District and City are authorized to enter into an agreement pursuant to the Interlocal Cooperation Act, Chapter 791 of the Texas Government Code; and

WHEREAS, District and City desire to enter into an agreement, whereby City will perform certain government functions and services for District, which functions and services will be limited to providing certain emergency services ("Emergency Services," as hereinafter defined) within the entire response area of the District ("Service Area," as hereinafter defined); and

WHEREAS, District and City agree that it is desirable, and District has determined that it is in the best interest of the residents and property owners of the District, to enter into an agreement for Emergency Services whereby the City will provide Emergency Services within the Service Area;

NOW, THEREFORE, for and in consideration of the premises and mutual covenants hereinafter contained, the parties hereto agree each with the other as follows:

ARTICLE I.

DEFINITIONS

Section 1.01 Definitions.

In addition to other terms defined herein, the following terms shall have the meanings assigned to them in this Article I whenever they are used in this Agreement.

- A. Board. The Board of Commissioners for the District.
- B. Service Area. The geographic area of the District as it exists from time to time. City acknowledges that the Service Area boundaries are subject to change from time to time as a result of District annexations or de-annexations.
- C. Emergency Services. All fire protection and suppression services, rescue, emergency medical and other services to be made available to the District pursuant to this Agreement. Emergency Services include:
1. Fire protection and suppression to protect people and property;
 2. Fire prevention education; and
 3. Emergency medical service as a first responder organization, including, but not limited to, providing advanced life support and emergency medical treatment on scene, including the use of certain techniques such as automatic external defibrillators; and
 4. Other services, as may be mutually agreed upon in writing by the District and City.
- D. Equipment. All apparatus and related equipment provided by District for use by City in providing the Emergency Services under this Agreement.
- E. Fiscal Year. The period from October 1 through September 30.
- F. Facilities. The Larry C. Marlow Fire Station Annex ("Fire Annex"), located at 105 S. Cockrell Hill Road, Ovilla, Texas 75154.

ARTICLE II.

REPRESENTATIONS AND WARRANTIES

Section 2.01 District's Representations and Warranties.

The District represents and warrants that it is a political subdivision of the State of Texas created and operating pursuant to the H&S Code and has the authority to enter into this Agreement and the transactions contemplated hereby, and to carry out its obligations.

Section 2.02 City's Representations and Warranties.

A. City is a general law city, a political subdivision of the State of Texas, created and operating pursuant to the Texas Constitution and the Texas Local Government Code, and has the authority to enter into this Agreement and the transactions contemplated hereby and to carry out its obligations.

B. Neither the execution or delivery of this Agreement nor the consummation of the transactions or fulfillment of the obligations contemplated hereby conflicts with or results in a breach of the terms, conditions, or provisions of any corporate restriction or any agreement or instrument to which City is now a party or by which it is bound, or constitutes a default under any of the foregoing, or results in the creation or imposition of any prohibited lien, charge or encumbrance whatsoever on any property or assets of City.

C. City is familiar with the boundaries of the Service Area.

ARTICLE III.

SERVICE TO BE PROVIDED

Section 3.01 General.

A. During the term of this Agreement, City will provide Emergency Services to the Service Area on a 24-hour-per-day, seven-day-a-week basis. The Emergency Services shall be performed in accordance with City's SOPs and City Fire Department personnel job qualifications as they exist on the effective date of this Agreement (or as subsequently modified, provided that such modified version is approved in writing by the District), and shall be at least equal to the Emergency Services provided by City within its corporate boundaries. City may, and it is anticipated that it will, call upon its mutual aid agreements with other Emergency Services providers in the event of a need for additional Emergency Services capability in the Service Area.

B. City agrees that in the event City receives official notice of an alleged material breach of compliance with state, local, or federal laws, regulations, or ordinances related to the City's obligations under this Agreement, City will notify the District within 10 working days of such alleged breach. City will notify the District of the final disposition of such allegations within 10 working days of receipt of written notice.

C. City's Fire Chief or his/her designated representative agrees to attend the District's regular or special meetings when requested by the Board.

Section 3.02 Personnel.

A. City shall only utilize responsible, competent, and well-trained personnel in delivering the Emergency Services and must conduct regularly scheduled training sessions to ensure fulfillment of this duty, in accordance with the City's SOPs, City Fire Department

personnel job qualifications, and the regulations promulgated by the Texas Commission on Fire Protection and the Texas Department of State Health Services.

B. At all times, City shall maintain a minimum on-duty staffing at the Ovilla Fire Station of at least three individuals who are certified as firefighters by the Texas Commission on Fire Protection ("TCFP") and at least two of these individuals shall be licensed Paramedics.

C. City shall retain at least five Captain positions for Emergency Services personnel.

D. City will maintain a personnel policy for all Emergency Services employees, which must include policies addressing discrimination, sexual harassment, and chain of command. The policy must be made available to the District upon request.

Section 3.03 Facilities and Equipment.

A. District will provide certain Equipment and Facilities, as set forth on Exhibit "A", for use by City in providing the Emergency Services to the Service area, as well as for use by City in providing emergency services within its own geographical boundaries and in providing mutual or automatic aid, as set forth in Section 3.06. City may also use any other District facilities or equipment not referenced on Exhibit "A" in order to provide Emergency Services. District may, in its reasonable discretion and from time to time, make substitutions and additions to the Equipment listed on Exhibit "A" without further amendment to this Agreement.

B. The parties agree that all Facilities and Equipment belonging to the District and/or paid for by the District, in whole or in part, and used in the provision of the Emergency Services, are and will remain under the sole ownership, management and budgetary authority of the District, and that any equipment and personnel of the City used in the provision of the Emergency Services are and will remain under the sole ownership, management and budgetary authority of the City.

C. Maintenance:

1) City agrees to use the Equipment only in a manner contemplated by any and all applicable guidelines, warranties and NFPA Codes. City shall maintain all Equipment in good condition and repair, save for normal wear and tear. City agrees and acknowledges that it is responsible for all costs of operation and maintenance of the Equipment, including, but not limited to, fuel, repairs, preventative maintenance, tire replacement, insurance coverage (as provided in Article IV), daily cleaning, and general upkeep of the Equipment.

2) City is responsible for supplying any equipment not included on Exhibit "A" or otherwise provided by District in accordance with Section 3.03A.

D. Damage to or Removal of Equipment or Facilities:

1) Any damage to Equipment or Facilities arising out of misuse, abuse, or negligence on the part of City personnel will be the sole responsibility of City. In the event of a dispute as to the existence of misuse, abuse or negligence, the parties will each select a representative and will agree upon a neutral third-party to act as arbitrator and will submit to binding arbitration.

2) City shall not remove any Equipment for use in other locations without the District's prior written approval.

E. Facilities:

1.) City shall have exclusive right to occupy the Fire Annex and to use the Fire Annex for governmental uses and purposes, including using the Fire Annex as a fire station.

2.) City shall have the sole responsibility to keep, maintain, repair and operate the Facilities and all the improvements to the Facilities at City's sole cost and expense. City shall maintain the Facilities and the improvements and appurtenances thereto, in a presentable condition consistent with good business practice and in a safe, neat and good physical condition.

3.) City agrees that in the event it shall become necessary to make changes to the plumbing, wiring or similar installations of the Facilities, City will make such changes and installations at its sole cost and expense.

4.) City shall assume and pay for all costs or charges for utility services furnished to the Facilities during the term of this Agreement.

5.) City shall provide for the adequate sanitary handling and disposal away from the Facilities of all trash, garbage and other refuse caused or created as a result of the operation of its governmental business.

Section 3.04 Dispatch Services

The City acknowledges that the City of Midlothian will dispatch all responses to calls for Emergency Services originating within the Service Area. The City shall respond to all calls to which it is dispatched by the City of Midlothian.

Section 3.05 Reporting to District.

A. Reports

The City shall provide reports in a timeframe and format as agreed to by the District's Board and the City's Fire Chief.

B. Other Information

The City shall provide or cause to be provided to the District, or to any agent of the District, such reports or information concerning the Emergency Services provided by the City as the District may reasonably request. Such reports may include, at the District's discretion, response times for the various calls made by the City, types of calls, and any other information reasonably requested by the District.

Section 3.06 Non-Exclusive Agreement and Mutual Aid.

City hereby acknowledges and agrees that it has a responsibility to the Service Area under this agreement as well as to the City. The District hereby acknowledges that the City also serves and will continue to serve the City.

Section 3.07 Approvals and Permits.

City must obtain and maintain all necessary licenses, permits, and approvals, as the case may be, that are necessary from any governmental bodies or agencies having jurisdiction in connection therewith for the provision of Emergency Services to the Service Area as called for by this Agreement.

Section 3.08 District Office and Meeting Location.

A. The District has entered into a Lease Agreement with the City for the real property on which the Fire Annex is located, effective February 8, 2016. The previous Lease and Sublease between the parties were terminated by mutual agreement.

B. The District will continue to designate the Fire Annex as the District's office as required by Section 775.036 (f) of the Texas Health and Safety Code. The City shall provide this office for the District at no cost to the District. The City shall also provide the District with use of a computer workstation in the Fire Annex, computer server hard drive space for District's accounting software and documents, and a climate-controlled area for a District filing cabinet, all at no cost to the District. The City's Fire Chief will determine what constitutes reasonable access to the Fire Annex and use of a computer workstation by District Commissioners, but in no event shall "reasonable access" be less than seven, 24-hour periods per month.

C. Additionally, the District may use the Fire Annex training room for District meetings, CERT training, or other events as agreed upon in advance by the Fire Chief at no cost to the District.

ARTICLE IV.
INSURANCE AND INDEMNIFICATION

Section 4.01 Insurance.

A. City facilities and equipment: The City must insure all of the City's facilities and equipment, or cause them to be insured, for loss or damage of such kind usually insured against by entities similarly situated. The City shall designate the District as an additional insured on any

liability insurance or liability risk pool coverage that covers any Emergency Services offered by the City.

B. Equipment. City shall insure the Equipment, and shall designate the District as a loss payee and additional insured on the policy or policies covering the Equipment. City shall secure a letter from the insurer's underwriter indicating that any District personnel who may occasionally use the Equipment are covered by the policy or policies, and provide a copy of that letter to the District within 10 days of annual policy renewal during each year this Agreement is in place.

C. Facilities. Beginning January 1, 2017, City shall insure the Facilities for all risks and in an amount agreeable to the District that will fully cover the total value of the Facilities. Such insurance shall list District as a loss payee and additional insured. The City shall provide a copy of the certificate of insurance on the Facilities to the District within 10 days of annual policy renewal during each year this Agreement is in place.

D. Workers Compensation Insurance: At all times during the term of this Agreement, City must maintain Worker's Compensation Insurance with respect to all paid employees, and volunteer members that volunteer directly for the City.

Section 4.02 Indemnification.

To the fullest extent permitted by law, each party shall and does hereby agree to indemnify, protect, defend, and hold harmless the other party, its officers, agents and employees, for, from and against all claims, demands, liabilities, damages, costs, suits, losses, liens, expenses, causes of action, judgments, and fees (including court costs, attorney's fees, and costs of investigation), of any nature, kind, or description, by, through, or of any person or entity whomsoever arising out of, or alleged to have arisen out of, (in whole or in part) the Emergency Services to be performed, or in any way related to the Emergency Services..

Section 4.03 Liability

Specifically citing Texas Government Code Section 791.006 (a-1), the parties agree that, for purposes of determining civil liability for non-party claims, the act of any person or persons while fighting fires, providing rescue services, providing first response EMS services, traveling to or from any type of emergency call or emergency scene, or in any manner furnishing services in accordance with this Agreement, is the act of the party performing such act. The payment of any and all civil or other liability, including negligence, resulting from the furnishing of services under this Agreement is the responsibility of the individual party performing such acts. This specifically includes, but is not limited to, the payment of court costs, expenses, and attorneys' fees resulting from any such claim or lawsuit. The parties agree that the assignment of liability described in this Article IV is intended to be different than liability otherwise assigned under Section 791.006 (a) of the Texas Government Code.

It is expressly understood and agreed that a Party will not be held liable for the actions of any of the other Party's employees or volunteer members while in any manner furnishing services under this Agreement.

ARTICLE V. PAYMENTS

Section 5.01 Preparation of Budget.

A. The City agrees to submit, for review by the District, a preliminary draft of the portion of the City's proposed budget that relates to the provision of Emergency Services. The City agrees to submit the updated budgetary information to the District at least 30 days before final adoption by the City Council.

B. The City's budget must include all operation, maintenance and capital expenses proposed by the City for Emergency Services.

Section 5.02 Payments to City.

A. In consideration of City providing the Emergency Services under this Agreement, District will pay to City a sum, based on a contract price of \$190,000 per year, to be paid as follows:

- 1) Initial payment of \$95,000 due March 15, 2018, 2018; and
- 2) A Final payment of \$95,000 due September 15, 2018.

B. In further consideration of City providing the Emergency Services under this Agreement, District will pay to City a one-time sum of \$12,000 within 30 days after receiving the City's written confirmation of the purchase of a thermal imager and gas monitor(s), the total price of which must equal or exceed \$12,000 in order for the City to receive the full amount of the one-time payment.

C. For any shift where there are less than three firefighters on duty, the District will deduct \$360 from the next applicable payment in Section 5.02 for each firefighter below the minimum staffing of three.

D. Expenses incurred during the term may be paid only with funds from the Fiscal Year's budget associated with the term.

Section 5.03 Payments from Current Revenues.

All payments made by either party under this Agreement shall be from current revenues.

ARTICLE VI. MISCELLANEOUS

Section 6.01 Acquisition, Title to and Ownership of Assets

A. Pursuant to State law, all assets provided to the City or assets purchased or leased at any time using District funds, whether such funds were used to acquire or lease the asset in whole or in part, shall remain the property of the District regardless of title, and regardless of how or by whom the asset is used. If the District provides less than 100% of the funds required to

purchase or lease an asset, the District's ownership in that asset shall be equal to the proportionate share of the funds provided.

B. From the Effective Date of the Agreement forward and notwithstanding any other provision in this Agreement, the District retains an ownership interest in all assets acquired or leased using District funds, whether funded by the District in whole or in part, in proportion to the amount of the acquisition price or lease expense paid by the District. The District agrees to make such assets fully available to, and to place such assets in the possession of, the City, to be used by the City in accordance with this Agreement and the protocols adopted by the City from time to time.

C. The City may not sell, trade, assign or convey to another person or entity any asset provided to the City by the District or acquired or leased in whole or in part using District funds without prior written approval of the District.

Section 6.02 Independent Contractor.

Nothing in this Agreement may be construed to make either party the partner or joint venturer of or with the other party. It is further agreed that in the performance of all obligations of City under this Agreement, City is an independent contractor with the right to supervise, manage, control, and direct the performance of the Emergency Services required under this Agreement. The District will look to City for results only and the District will not direct or oversee City or its agents, members, employees or volunteers in the delivery of such Emergency Services, or the manner, means, or methods by which the Emergency Services are performed or the manner in which City conducts its internal operations, except with regard to financial and fiscal matters.

Section 6.03 Governmental Immunity

The fact that District and City accept certain responsibilities relating to the rendition of Emergency Services under this Agreement as a part of their responsibility for providing protection for the public health, makes it imperative that the performance of these vital services be recognized as a governmental function and that the doctrine of governmental immunity shall be and it is hereby invoked to the extent possible under the law. Neither District nor City waives nor shall be deemed hereby to waive, any immunity or defense that would otherwise be available to it against claims arising from the exercise of government powers and functions.

Section 6.04 Term of Agreement.

This Agreement is for the period of October 1, 2017 to September 30, 2018, after which time this Agreement shall terminate unless otherwise agreed to by the parties. Under no circumstances has the District agreed to pay funds to City or adopt a budget for certain levels of expenditures except upon the adoption, from time to time, of the referenced annual budgets, nor beyond any one year at a time under the term of this Agreement. The parties may, upon mutual agreement and consideration, renew the Agreement for successive one-year terms.

Section 6.05 Termination of Agreement.

If either Party desires to terminate this Agreement without cause prior to the expiration of the term, such Party must provide at least 60 days' written notice to the other Party. In addition, a Party may terminate this Agreement for cause as a result of a material breach of this Agreement. If the termination of this Agreement is for cause, the non-breaching Party must provide the breaching Party written notice clearly identifying the specific breach and providing a minimum 30-day cure period prior to terminating this Agreement under this provision. This Agreement may only be terminated for a material breach after a right to cure period has been exhausted. In the event of termination by either party, the District shall compensate the City pro-rata for all Emergency Services performed through the termination date, together with any reimbursable expenses then due pursuant to this Agreement.

Section 6.06 Notices.

All notices, certificates or other communications hereunder shall be deemed given when delivered by regular mail, hand delivery, or facsimile addressed as follows:

If to District, at: President
Ellis County Emergency Services District No. 2
105 S. Cockrell Hill Road
Ovilla, Texas 75154
Facsimile: _____

With a copy to: Kelli A. N. Carlton
The Carlton Law Firm, P.L.L.C.
2705 Bee Cave Road, Suite 200
Austin, Texas 78746
Facsimile: (512) 900-2855

If to City, at: City Manager
City of Ovilla
105 S. Cockrell Hill Road
Suite 2
Ovilla, Texas 75154
Facsimile: _____

The District or City may by notice hereunder designate any further or different address to which subsequent notices, certificates or other communications shall be sent.

Section 6.07 Binding Effect.

This Agreement inures to the benefit of and is binding upon the District and City.

Section 6.08 Severability.

In the event any provision of this Agreement is held invalid or unenforceable by any court of competent jurisdiction, such holding will not invalidate or render unenforceable any

other provision hereof. Such invalid or unenforceable provision shall be severed from all other provisions while all other provisions remain in full force and effect.

Section 6.09 Execution and Counterparts.

This Agreement may be simultaneously executed in several counterparts, each of which shall be considered an original and all of which shall constitute one and the same instrument.

Section 6.10 Captions.

The captions or headings in this Agreement are for convenience only and in no way define, limit, or otherwise describe the scope or intent of any provision or section of this Agreement.

Section 6.11 Governing Law.

The validity, interpretation, and performance of this Agreement shall be governed by the laws of the State of Texas.

Section 6.12 Venue.

This Agreement is fully performable and enforceable in Ellis County, Texas, wherein venue hereunder shall lie.

Section 6.13 Entirety of the Agreement.

This Agreement constitutes the entire Agreement and understanding between the parties and supersedes all previous agreements, understandings, discussions, or representations concerning its subject matter, save and except the Lease Agreement between the City and the District dated February 8, 2016.

Section 6.14 Assignment and Modification

City may not assign this Agreement, in whole or in part, without obtaining the prior written consent of the District. Further, this Agreement may be modified only by written mutual agreement and signed by both parties.

IN WITNESS WHEREOF, the District and City have executed this Agreement in their respective names, have affixed their respective seals, and the duly authorized officers have attested to the signatures.

Signed this _____ day of _____, 2017.

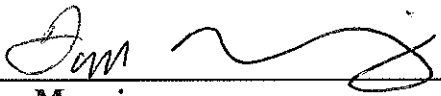
ATTEST: By:  Tom Manning Secretary, Board of Commissioner's	ELLIS COUNTY EMERGENCY SERVICES DISTRICT NO. 2 By: _____ Ray Reed President, Board of Commissioners
ATTEST: By: _____ Printed Name: _____ Title: _____	CITY OF OVILLA By: _____ Printed Name: _____ Title: Mayor

EXHIBIT "A"

The following Facility is part of the Agreement:

1. The Larry C. Marlow Fire Annex, located at 105 S. Cockrell Hill Rd., Ovilla, Texas 75154.

The following Equipment is part of the Agreement:

1. One 99576 000024 Lucas 2, 2.1 Chest Compression System;
2. One 2016 300205-497 Pierce Dash CF Pumper; and
3. Any additional Equipment purchased in whole or in part with District funds and placed in the service of the City under this Agreement.

**INTERLOCAL COOPERATION AGREEMENT
FIRE PROTECTION AND FIRST RESPONDER SERVICES**

THIS AGREEMENT is made and entered into this 11th, day of September 2017, by and between Ellis County Emergency Services District #4, a political subdivision of the State of Texas, hereinafter referred to as "District" and the City of Ovilla, a municipal corporation located in Ellis County, Texas, hereinafter referred to as "City.";

WHEREAS, District is a duly organized political subdivision of the State of Texas engaged in the administration of the Ellis County Emergency Services district #4 and the provision of emergency services for the benefits of the residents of the District; and

WHEREAS, City is a municipal corporation, duly organized and operating under the laws of the State of Texas and is engaged in the provision of fire protection services and emergency medical first responder services for the benefit of the City of Ovilla; and

WHEREAS, city is the owner and operator of certain fire protection vehicles and other equipment designed for the extinguishing of fire and prevention of damage to property and injury to persons from fire and has in its employment and/or service trained personnel whose duties are related to the use of such vehicles and equipment as well as the provision of emergency medical services in the capacity of a first responder; and

WHEREAS, District and City mutually desire to be subject to and contract pursuant to provisions of the Government Code, Chapter 791, the Interlocal Cooperation Act, and Chapter 352 of the Local Government Code,

NOW, THEREFORE, District and City, for the mutual promises, covenants, agreements and consideration stated herein, agree as follows:

SECTION 1

TERM

The term of this Agreement shall be for the period of October 1st, 2017 to and through September 30, 2018.

SECTION 2

SERVICES PROVIDED

The services to be rendered in accordance with this Agreement by City are the fire protection and emergency medical first responder services normally rendered by City to citizens of Ovilla to the areas determined by agreement with the Ovilla Fire Chief as stated in Exhibit A of this agreement.

SECTION 3
RESPONSE AREA AND DISPATCH PROCEDURES

The Fire Chief for the City of Ovilla will establish response criteria, response area, and dispatch procedures for all calls within the boundaries of the District as stated in Exhibit A of this agreement. Boundaries of ESD #4 may be identified by the ROISD boundaries. The cities of Oak Leaf and Pecan Hill are included in the boundaries of ESD #4. The city of Red Oak, Ovilla and Glenn Heights do not fall within the boundaries of the ESD #4.

SECTION 4
9-1-1 COORDINATOR

The Ellis County 9-1-1 Coordinator will be the 9-1-1 Coordinator for ESD #4.

SECTION 5
COMPENSATION

The fiscal year shall be the first day of October to the last day of September. The Fire Chief shall submit an annual budget request to the ESD Board for approval prior to the start of the fiscal year. Typically, the Fire Chief will complete this process during the preparation of the city budget process.

The District agrees to pay the City from the budgeted available funds \$14,000.00 base rate and \$45,600.00 for number of responses in the ESD. This would result in an average run cost of \$608.00 and would currently provide OFD with \$59,600.00 of the projected revenue. The District will have an additional 90 days from the beginning of the Agreement to finalize total run averages based on the information provided from the Fire Chief. Payments will be made in three (3) equal payments throughout the fiscal year. These payments will be made in January, May and September of the contract year. Payment is to be delivered to the Fire Chief, 105 S. Cockrell Hill Road. The ESD will be solely liable for these payments from its revenues and the title to capital equipment purchase shall be vested in the City.

SECTION 6
DISTRICT'S OFFICE

The District will designate 547 N. Methodist, Central Fire Station, as the District's office as required by Section 775.036 (f) of the Texas Health and Safety Code. The District will also have use of a computer workstation in the Fire Station, computer server hard drive space for District's accounting software and documents, and area for a District filing cabinet. The Fire Chief will determine access to the Fire Station and use of a computer workstation by District Emergency Commissioners. The District may use the Fire Station training room for District meetings, or other events as agreed upon in advance by the Fire Chief.

SECTION 7 MONTHLY REPORTS

The Dept. will provide the District monthly fire department fire and EMS response reports to responses in the District. The reports should include response times, incident types, and department activity in the District. The District will use these reports for District Fire/EMS service plan upgrades to meet State and National standards.

SECTION 8 TERMINATION

This Agreement may be terminated at any time, by either party giving sixty (60) days advance written notice to the other party. In the event of such termination by either party, City shall be compensated pro rata for all services performed to termination date, together with reimbursable expenses then due and as authorized by this Agreement.

SECTION 9 ENTIRE AGREEMENT

This Agreement represents the entire and integrated Agreement between District and City and supersedes all prior negotiations, representations, and/or Agreements, either written or oral. Except as otherwise specifically provided, any change in the terms of this contract shall be made by an amendment in writing and signed by both District and City.

SECTION 10 GOVERNMENTAL IMMUNITY

The fact that District and City accept certain responsibilities relating to the rendition of fire protection services and emergency medical services (first responder) under this Agreement as a part of their responsibility for providing protection for the public health, makes it imperative that the performance of these vital services be recognized as a governmental function and that the doctrine of governmental immunity shall be and it is hereby invoked to the extent possible under the law. Neither district nor city waives nor shall be deemed hereby to waive, any immunity or defense that would otherwise be available to it against claims arising from the exercise of government powers and functions.

SECTION 11
INDEPENDENT CONTRACTOR

It is understood and agreed that the services of the City are furnished by Ovilla as an independent contractor and City shall exercise independent discretion and judgment to determine the method, manner and means of performance of its contractual obligations.

SECTION 12
LEGAL AUTHORITY

The City represents that it possesses the practical ability and legal authority to enter into this contract, receive and manage the funds authorized by this contract, and to perform the services the City is obligated to perform hereunder.

The person signing this contract on behalf of the City warrants that he has been duly authorized by the City to execute this agreement on behalf of the City and to bind the City to all terms herein set forth.

The person signing this contract on behalf of the District warrants that he has been duly authorized by the District to execute this agreement on behalf of the District and to bind the District to all terms herein set forth.

SECTION 13
SEVERABILITY

In the event that any portion of this Agreement shall be found to be contrary to law, it is the intent of the parties hereto that the remaining portions shall remain valid and in full force and effect to the extent possible.

SECTION 14
EXHIBITS

The exhibits identified below are a part of this agreement:

1. Exhibit A (Response Procedures).
2. Exhibit B (District Map).

**SECTION 15
ASSIGNMENT**

This Agreement may not be assigned by any party hereto without the prior written consent of the other party. No assignment, delegation of duties or subcontract under this Agreement shall be effective without the prior written consent of the other party hereto.

**SECTION 16
GOVERNING LAW**

This Agreement shall be governed by and construed in accordance with the laws of the State of Texas. Venue shall be in Ellis County, Texas.

**SECTION 17
NOTICE TO PARTIES**

Any notice to be given hereunder by either party to the other shall be in writing and may be affected by personal delivery in writing or by certified mail, return receipt requested.

Notice to District: Attn: Ray Brindle
 ESD#4
 547 N. Methodist Street
 Red Oak, Texas 75154

Notice to City: Attn: Brandon Kennedy, Fire Chief
 City of Ovilla Fire Department
 105 S. Cockrell Hill Road
 Ovilla, Texas 75154

With copy to: The MacFarlane Firm, PC
 Attorneys & Counselors at Law
 Dallas Communications Complex
 400 E. Royal Lane, Suite 290
 Irving, Texas 75039
 Telephone: 972-725-9341
 Facsimile: 888-453-8006

Signed this 11th, day of September 2017.

ELLIS COUNTY EMERGENCY SERVICES DISTRICT #4

By: _____

Its: _____

CITY OF OVILLA

By: _____

Mayor

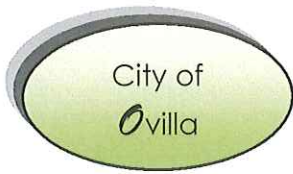
Attest:

City Secretary

EXHIBIT A

Agreement of response area, response criteria, and dispatch procedures between Red Oak Fire Rescue (ROFR) and Ovilla Fire Department (OFD):

- A. All of the ESD has been divided into response areas known as Box Numbers. These Box Numbers stipulate which Station has the shortest run time to this area within the Box. Red Oak Box Numbers are 8000 and 9000 series. Ovilla Fire Department Box Numbers are 7000 series.
- B. ROFR response to ESD
 - 1. ROFR will provide a first responder company from the closest station to all EMS calls throughout the ESD.
 - 2. If no ROFR first responder is available, ROFR will notify ETEMS and make notification. ETEMS shall indicate if mutual aid is requested.
 - 3. If ROFR is unable to respond first responder service, ROFR will request first responder service from OFD.
 - 4. ROFR will respond to all Structure Fire calls throughout the ESD.
 - 5. ROFR will respond to all other calls in the ESD with the exception of those occurring in the 7000 series of Box Numbers.
 - 6. ROFR will respond to any other call in the 7000 series of Box Numbers if OFD is unavailable, or anytime requested by OFD.
- A. OFD Response to ESD
 - 1. OFD will provide first EMS to calls occurring in the 7000 series of Box Numbers.
 - 2. OFD will respond to all calls occurring within the 7000 series of Box Numbers.
 - 3. OFD will respond to any other fire or EMS call in the ESD if ROFR is unavailable, or anytime requested by ROFR.
- A. Simultaneous Response and Special Circumstances
 - 1. On all calls where both departments are dispatched simultaneously, the first arriving department shall advise the other department whether to continue to the scene, stage at the intermediate location, or return to their station.
 - 2. Special circumstances such as drought, severe weather, or equipment out-of-service may necessitate a response identical to Structure Fires on other types of incidents. The Chiefs of the ROFR and the OFD will mutually determine the types of calls and the time period of this variance.
- A. Dispatch Procedures
 - 1. The Northern Ellis Emergency Dispatch (NEED) Center (Dispatch) has been provided with a map that outlines the response areas (Box Numbers) as defined in this agreement.
 - 2. If Dispatch fails to tone-out either ROFR or OFD as specified above, the department not dispatched will immediately request the Dispatcher to transmit the proper tone-out and will initiate the correct response to the call.



villa City Council

PUBLIC HEARING

Meeting Date: September 11, 2017

Department: Administration/Finance

Receive comments regarding the proposed Fiscal Year Budget 2017-2018

Attachments:
NOTICE
Agenda Item / Topic:
<p>Receive public comments on the proposed FY Budget for FY 2017-18:</p> <p><i>This budget will raise more revenue from property taxes than last year's budget by an amount of \$138,282, which is a 6.49% increase from last year's budget. The property tax revenue to be raised from new property added to the tax roll this year is \$70,686.</i></p>
Discussion / Justification:

**CITY OF OVILLA
NOTICE OF PUBLIC HEARING
September 11, 2017
OVILLA MUNICIPAL BUILDING
COUNCIL CHAMBER ROOM
105 S. COCKRELL HILL ROAD, OVILLA, TX 75154**

Notice is hereby given that a Public Hearing will be conducted by the City Council of the City of Ovilla, Texas on Monday, September 11, 2017 at 6:30 p.m., in the Council Chamber Room, located at the Ovilla Municipal Building, 105 S. Cockrell Hill Road, Ovilla Texas to consider an Ordinance adopting the Fiscal Year 2017-2018 Budget and making appropriations for the support of the City Government of the City of Ovilla for the Fiscal year beginning October 01, 2017 and ending September 30, 2018.

This Budget will raise more total property taxes than last year's budget by **\$138,282**, which is a **6.49%** increase, and of that amount, **\$70,686** is tax revenue to be raised from new property added to the roll this year.

If you are unable to attend, you may submit your written views to the City Secretary by any of these methods:

1. Mailing to 105 S. Cockrell Hill Road, Ovilla, TX 75154
2. Calling 972-617-7262
3. Email pwoodall@cityofovilla.org.

A detailed budget is available for review or additional information in the office of the City Secretary.



Ovilla City Council

AGENDA ITEM REPORT

Item 1

Meeting Date: September 11, 2017

Department: Finance

☒ Discussion ☒ Action

Budgeted Expense: ☐ YES ☐ NO ☒ N/A

Submitted By: Linda Harding, Accountant

Amount: \$ 5,838,341 total budget

Reviewed By: ☒ City Manager ☒ City Secretary ☐ City Attorney

☒ Accountant ☒ Other: Department Directors

Attachments

1. Ordinance 2017-12
2. FY 2017-2018 Budget and posted notice
3. Budget recap and comparison

Agenda Item / Topic

ITEM 1. **DISCUSSION/ACTION** – Consideration of and action on Ordinance 2017-12 approving and adopting the Budget and making appropriations for the support of the City Government of the City of Ovilla, Texas for the Fiscal Year beginning October 01, 2017 and ending September 30, 2018; providing an effective date.

Discussion / Justification

Attached is the proposed FY 2017-2018 Budget resulting from the Council budget workshops conducted.

Ordinance 2017-12 is presented for adoption of the budget for the Fiscal Year October 1, 2017 – September 30, 2018. This budget is based on the proposed tax rate of \$0.680399 per \$100 dollars of valuation, with a Maintenance and Operation rate of \$0.512399 and a debt rate of \$0.168000. This proposed tax rate would increase total taxes in Ovilla by 0% (by which it exceeds the current total tax rate) as proposed by record vote from Council during the August 03, 2017, Council Meeting and Budget Workshop.

This budget will raise more revenue from property taxes than last year's budget by an amount of \$138,282, which is a 6.49% increase from last year's budget. The property tax revenue to be raised from new property added to the tax roll this year is \$70,686.

Recommendations / Staff Comments

Staff recommends approval.

Sample Motion(s)

*I move that the Ovilla City Council **approves & adopts / denies** Ordinance 2017-12, approving and adopting the Budget and making appropriations for the support of the City Government of the City of Ovilla for the Fiscal Year beginning October 01, 2017 and ending September 30, 2018; providing an effective date.*

RECORD VOTE:

MAYOR PRO-TEM Griffin_____

PLACE 1 Huber _____

PLACE 2 Oberg _____

PLACE 4 Hunt _____

PLACE 5 Myers_____

ORDINANCE 2017-12



AN ORDINANCE APPROVING AND ADOPTING THE BUDGET AND MAKING APPROPRIATIONS FOR THE SUPPORT OF THE CITY GOVERNMENT OF THE CITY OF OVILLA FOR THE FISCAL YEAR BEGINNING OCTOBER 01, 2017 AND ENDING SEPTEMBER 30, 2018; PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Manager submitted to the City Council a budget for the fiscal year beginning October 1, 2017 and ending September 30, 2018;

WHEREAS, the City Council reviewed the submitted budget and held a duly posted Public Hearing and notice(s) as required by state law and city ordinance; and

WHEREAS, the City Council having reviewed and studied the submitted budget is of the opinion that such budget should be approved and adopted.

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

SECTION ONE

That the proposed budget of the revenues and expenditures necessary for conducting the affairs of the City of Ovilla, said budget providing a complete financial plan for the ensuing fiscal year beginning October 01, 2017 and ending September 30, 2018, as submitted by the City Manager, attached hereto as Exhibit A, be and the same is hereby adopted as the Budget of the City of Ovilla for the Fiscal Year October 01, 2017 through September 30, 2018.

SECTION TWO

The amounts listed on the attached budget (Exhibit A) are hereby appropriated out of their respective and designated funds unless otherwise authorized by a duly enacted ordinance of the City.

SECTION THREE

That this Ordinance shall take effect immediately from and after its passage as the law in such case provides, and the City Secretary is directed to furnish a copy of this budget to the County Clerk of Ellis County as required by Chapter 102 of the TEXAS LOCAL GOVERNMENT CODE.

PASSED AND APPROVED ON THIS 11 DAY OF September 2017.

MAYOR, Richard A. Dormier

CITY SECRETARY, Pamela Woodall

GENERAL FUND RECAP SHEET

Proposed Budget FY 2017-2018

	<u>ACTUAL</u> <u>FY 2015-2016</u>	<u>Original</u> <u>Budget</u> <u>2016-2017</u>	<u>Adjusted</u> <u>Budget</u> <u>2016-2017</u>	<u>Actual</u> <u>Rev./Exp.</u> <u>10/1/2016 -</u> <u>7/27/2017</u>	<u>Proposed</u> <u>Budget</u> <u>2017-</u> <u>2018</u>	<u>DIFFERENCE</u>
REVENUE						
Taxes	1,881,951.04	2,023,436.00	2,039,620.00	1,932,937.49	2,134,245.00	183,432.00
Building Permits	106,239.33	166,100.00	166,100.00	56,327.46	83,952.00	-82,148.00
Licenses and Permits	37,620.35	45,968.00	45,968.00	15,750.33	22,629.00	-23,339.00
Charges for Services	503,079.55	508,728.00	509,228.00	362,246.76	517,446.00	8,218.00
Fines and Forfeitures	202,443.69	177,625.00	277,517.00	230,131.18	287,205.00	9,688.00
Other Revenue	192,259.83	145,180.00	170,035.00	135,279.24	156,325.00	-13,710.00
Reduction in Fund Balance	0.00	95,000.00	450,167.00	0.00	277,863.00	-180,167.00
Transfers in	95,583.00	150,788.00	155,105.00	101,827.69	75,754.00	-79,351.00
Total Revenue	3,019,176.79	3,312,825.00	3,813,740.00	2,834,500.15	3,555,419.00	-177,377.00
Expense						
Administration	472,289.18	614,526.00	695,905.00	528,187.94	608,355.00	-87,550.00
Police	768,969.39	827,010.00	855,589.00	671,869.03	948,664.00	93,075.00
Court	147,125.28	116,460.00	176,676.00	140,432.17	191,149.00	14,473.00
Fire	687,292.54	831,318.00	848,911.00	655,752.05	841,662.00	-7,249.00
Community Service	137,979.90	132,174.00	132,174.00	97,804.49	198,737.00	66,563.00
Solid Waste	196,469.00	221,676.00	226,110.00	163,085.00	228,497.00	2,387.00
Streets	995,109.67	419,538.00	715,538.00	375,458.30	456,922.00	-258,616.00
Parks	45,963.80	150,123.00	162,837.00	92,884.20	81,433.00	-81,404.00
EXPENSE	3,451,198.76	3,312,825.00	3,813,740.00	2,725,473.18	3,555,419.00	-258,321.00
REVENUE LESS EXPENSE	-432,021.97	0.00	0.00	109,026.97	0.00	80,944.00

WATER AND SEWER FUND RECAP SHEET

Proposed Budget FY 2017-2018

	<u>ACTUAL</u> <u>FY 2015-2016</u>	<u>Original</u> <u>Budget</u> <u>2016-2017</u>	<u>Adjusted</u> <u>Budget</u> <u>2016-2017</u>	<u>Actual</u> <u>Rev./Exp.</u> <u>10/1/2016 -</u> <u>7/27/2017</u>	<u>Proposed</u> <u>Budget</u> <u>2017-</u> <u>2018</u>	<u>DIFFERENCE</u>
REVENUE						
Water Sales	880,853.65	959,305.00	959,305.00	588,112.89	920,296.00	-39,009.00
Sewer Sales	336,344.59	396,500.00	396,500.00	288,208.67	399,708.00	3,208.00
Fees	91,029.97	98,050.00	98,050.00	72,955.82	98,809.00	759.00
Other Revenue	200,403.72	84,150.00	84,150.00	120,445.95	40,400.00	-43,750.00
Total Revenue	1,508,631.93	1,538,005.00	1,538,005.00	1,069,723.33	1,459,213.00	-78,792.00
Expense						
Administration	383,208.33	254,530.00	255,851.00	151,361.12	276,716.00	20,865.00
Water	776,369.28	884,886.00	877,565.00	615,462.04	815,527.00	-62,038.00
Sewer	401,076.04	398,589.00	404,589.00	308,370.92	366,970.00	-37,619.00
EXPENSE	1,560,653.65	1,538,005.00	1,538,005.00	1,075,194.08	1,459,213.00	-78,792.00
REVENUE LESS EXPENSE	-52,021.72	0.00	0.00	-5,470.75	0.00	0.00

DEBT SERVICE

Proposed Budget FY 2017-2018

	<u>ACTUAL</u> <u>FY 2015-2016</u>	<u>Original</u> <u>Budget</u> <u>2016-2017</u>	<u>Adjusted</u> <u>Budget</u> <u>2016-2017</u>	<u>Actual</u> <u>Rev./Exp.</u> <u>10/1/2016 -</u> <u>7/27/2017</u>	<u>Proposed</u> <u>Budget</u> <u>2017-</u> <u>2018</u>	<u>DIFFERENCE</u>
REVENUE						
Tax	468,643.01	511,227.00	516,348.00	506,894.92	565,728.00	49,380.00
Other Revenue	103,338.91	59,798.00	54,677.00	45,092.65	10,922.00	(43,755.00)
Total Revenue	571,981.92	571,025.00	571,025.00	551,987.57	576,650.00	5,625.00
Expense						
Long Term Debt	578,425.00	571,025.00	571,025.00	97,762.50	576,650.00	5,625.00
EXPENSE	578,425.00	571,025.00	571,025.00	97,762.50	576,650.00	5,625.00
REVENUE LESS EXPENSE	-6,443.08	0.00	0.00	454,225.07	0.00	0.00

4B EDC

Proposed Budget FY 2017-2018

	<u>ACTUAL</u> <u>FY 2015-2016</u>	<u>Original</u> <u>Budget</u> <u>2016-2017</u>	<u>Adjusted</u> <u>Budget</u> <u>2016-2017</u>	<u>Actual</u> <u>Rev./Exp.</u> <u>10/1/2016 -</u> <u>7/27/2017</u>	<u>Proposed</u> <u>Budget</u> <u>2017-</u> <u>2018</u>	<u>DIFFERENCE</u>
REVENUE						
Sales Tax	94,155.57	98,307.00	98,307.00	82,426.64	100,800.00	2,493.00
Other Revenue	1,645.47	116,340.00	116,340.00	1,484.97	31,340.00	(85,000.00)
Total Revenue	95,801.04	214,647.00	214,647.00	83,911.61	132,140.00	-82,507.00
Expense						
Total Expense	19,734.00	214,647.00	214,647.00	92,869.77	132,140.00	(82,507.00)
EXPENSE	19,734.00	214,647.00	214,647.00	92,869.77	132,140.00	-82,507.00
REVENUE LESS EXPENSE	76,067.04	0.00	0.00	-8,958.16	0.00	0.00

MUNICIPAL DEVELOPMENT DIST.

Proposed Budget FY 2017-2018

	<u>ACTUAL</u> <u>FY 2015-2016</u>	<u>Original</u> <u>Budget</u> <u>2016-2017</u>	<u>Adjusted</u> <u>Budget</u> <u>2016-2017</u>	<u>Actual</u> <u>Rev./Exp.</u> <u>10/1/2016 -</u> <u>7/27/2017</u>	<u>Proposed</u> <u>Budget</u> <u>2017-</u> <u>2018</u>	<u>DIFFERENCE</u>
REVENUE						
Sales Tax	42,654.20	41,515.00	41,515.00	41,854.72	50,500.00	8,985.00
Other Revenue	508.83	476.00	476.00	506.49	600.00	124.00
Total Revenue	43,163.03	41,991.00	41,991.00	42,361.21	51,100.00	9,109.00
Expense						
Total Expense	2,360.56	41,991.00	41,991.00	2,084.98	51,100.00	9,109.00
EXPENSE	2,360.56	41,991.00	41,991.00	2,084.98	51,100.00	9,109.00
REVENUE LESS EXPENSE	40,802.47	0.00	0.00	40,276.23	0.00	0.00

PARK IMPACT

Proposed Budget FY 2017-2018

	<u>ACTUAL</u> <u>FY 2015-2016</u>	<u>Original</u> <u>Budget</u> <u>2016-2017</u>	<u>Adjusted</u> <u>Budget</u> <u>2016-2017</u>	<u>Actual</u> <u>Rev./Exp.</u> <u>10/1/2016 -</u> <u>7/27/2017</u>	<u>Proposed</u> <u>Budget</u> <u>2017-</u> <u>2018</u>	<u>DIFFERENCE</u>
REVENUE						
Revenue	14,868.08	13,523.00	13,523.00	5,161.72	8,793.00	(4,730.00)
Total Revenue	14,868.08	13,523.00	13,523.00	5,161.72	8,793.00	-4,730.00
Expense						
Total Expense	6,000.00	13,523.00	13,523.00	0.00	8,793.00	(4,730.00)
EXPENSE	6,000.00	13,523.00	13,523.00	0.00	8,793.00	-4,730.00
REVENUE LESS EXPENSE	8,868.08	0.00	0.00	5,161.72	0.00	0.00

WATER AND SEWER IMPACT

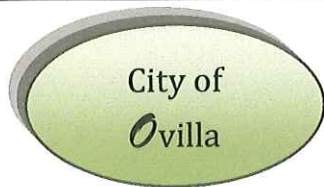
Proposed Budget FY 2017-2018

	<u>ACTUAL</u> <u>FY 2015-2016</u>	<u>Original</u> <u>Budget</u> <u>2016-2017</u>	<u>Adjusted</u> <u>Budget</u> <u>2016-2017</u>	<u>Actual</u> <u>Rev./Exp.</u> <u>10/1/2016 -</u> <u>7/27/2017</u>	<u>Proposed</u> <u>Budget</u> <u>2017-</u> <u>2018</u>	<u>DIFFERENCE</u>
REVENUE						
Revenue	45,771.99	109,330.00	109,330.00	20,641.01	54,756.00	(54,574.00)
Total Revenue	45,771.99	109,330.00	109,330.00	20,641.01	54,756.00	-54,574.00
Expense						
Total Expense	11,800.00	109,330.00	109,330.00	37,599.89	54,756.00	(54,574.00)
EXPENSE	11,800.00	109,330.00	109,330.00	37,599.89	54,756.00	-54,574.00
REVENUE LESS EXPENSE	33,971.99	0.00	0.00	-16,958.88	0.00	0.00

CAPITAL PROJECTS

Proposed Budget FY 2017-2018

	<u>ACTUAL</u> <u>FY 2015-2016</u>	<u>Original</u> <u>Budget</u> <u>2016-2017</u>	<u>Adjusted</u> <u>Budget</u> <u>2016-2017</u>	<u>Actual</u> <u>Rev./Exp.</u> <u>10/1/2016 -</u> <u>7/27/2017</u>	<u>Proposed</u> <u>Budget</u> <u>2017-</u> <u>2018</u>	<u>DIFFERENCE</u>
REVENUE						
Revenue	264.55	261.00	90,261.00	252.06	270.00	(89,991.00)
Total Revenue	264.55	261.00	90,261.00	252.06	270.00	-89,991.00
Expense						
Total Expense	0.00	50,261.00	90,261.00	0.00	270.00	(89,991.00)
EXPENSE	0.00	50,261.00	90,261.00	0.00	270.00	-89,991.00
REVENUE LESS EXPENSE	264.55	-50,000.00	0.00	252.06	0.00	0.00



Ovilla City Council

AGENDA ITEM REPORT

Item 2

Meeting Date: September 11, 2017

Department: Finance

☒ Discussion ☒ Action

Budgeted Expense: ☐ YES ☐ NO ☒ N/A

Submitted By: Linda Harding, Accountant

Amount: \$ 0.680399 per \$100 of valuation

Reviewed By: ☒ City Manager ☒ City Secretary ☐ City Attorney

☒ Accountant ☐ Other _____

Attachments:

1. Legal Notice and Ordinance 2017-13

Agenda Item / Topic:

ITEM 2. DISCUSSION/ACTION – Consideration of and action on Ordinance 2017-13 levying, assessing and fixing the tax rate for the use and support of the municipal government of the City of Ovilla, Texas, and providing for the Debt Service Fund for Fiscal Year 2017-2018 and apportioning each levy for the specific purpose, and providing for collection of all annual taxes provided by state law; and providing an effective date.

Discussion / Justification:

During the August 03, 2017 Council Meeting and Budget Workshop, Council took a record vote for the proposed tax rate for Fiscal Year 2017-2018.

Attached is an ordinance to adopt the tax rate for FY 2017-2018 as proposed.

M&O	\$ 0.512399 per \$100.00 of valuation
Debt Service	\$ 0.168000 per \$100.00 of valuation
Total	\$ 0.680399 per \$100.00 of valuation

PROPOSED TAX RATE	\$0.680399 per \$100
PRECEDING YEAR'S TAX RATE	\$0.700000 per \$100
EFFECTIVE TAX RATE	\$0.575531 per \$100
ROLLBACK RATE	\$0.680400 per \$100

Truth-in-Taxation Law requires that the governing body adopt the tax rate as an official action and set it out in a written ordinance or resolution. The Council's record vote on the proposed rate (same rate of \$0.680399) is an increase in ad valorem revenue for 2017. Therefore, two public hearings were required and conducted on August 21st and August 30th. Legal requirements have been met. Staff is presenting the ordinance for adoption.

This year's proposed tax rate of \$0.680399 is the recommended rate.

FINANCIAL IMPACT:

This budget will raise more total property taxes than last year's budget by 6.49 % and of that amount, \$70,686, is tax revenue to be raised from new property added to the roll this year.

Recommendation / Staff Comments:

Staff recommends approval of Ordinance 2017-13.

Sample Motion(s):

**There are two motions:
THIS MOTION REQUIRES A RECORD VOTE**

REQUIRED LANGUAGE FOR MAKING THE MOTION

August 03, 2017, Council took a record vote on a proposed/recommended Tax Rate of \$0.680399.

First Motion & Record Vote:

*I move that the Council hereby **approve/deny** the 2017 property tax rate be a total of \$0.680399 per \$100 valuation with a Maintenance and Operation rate of \$0.512399 and a debt rate of \$0.168000.*

MAYOR PRO-TEM Griffin _____

PLACE 1 Huber _____

PLACE 2 Oberg _____

PLACE 4 Hunt _____

PLACE 5 Myers _____

Second Motion & Vote adopting Ordinance:

*I further move that the Council hereby **approve/deny** Ordinance 2017-13 levying, assessing and fixing the tax rate for the use and support of the municipal government of the City of Ovilla, Texas, and providing for the Debt Service Fund for Fiscal Year 2017-2018 and apportioning each levy for the specific purpose, and providing for collection of all annual taxes provided by state law; and providing an effective date.*

NOTICE OF 2017 TAX YEAR PROPOSED PROPERTY TAX RATE FOR CITY OF OVILLA

A tax rate of \$0.680399 per \$100 valuation has been proposed by the governing body of CITY OF OVILLA. This rate exceeds the lower of the effective or rollback tax rate, and state law requires that two public hearings be held by the governing body before adopting the proposed tax rate.

The governing body of CITY OF OVILLA proposes to use revenue attributable to the tax rate increase for the purpose of street improvements, increase in police personnel, vehicle replacement for police and community service.

• PROPOSED TAX RATE	\$0.680399 per \$100
• PRECEDING YEAR'S TAX RATE	\$0.700000 per \$100
• EFFECTIVE TAX RATE	\$0.575531 per \$100
• ROLLBACK TAX RATE	\$0.680400 per \$100

The effective tax rate is the total tax rate needed to raise the same amount of property tax revenue for CITY OF OVILLA from the same properties in both the 2016 tax year and the 2017 tax year.

The rollback tax rate is the highest tax rate that CITY OF OVILLA may adopt before voters are entitled to petition for an election to limit the rate that may be approved to the rollback rate.

YOUR TAXES OWED UNDER ANY OF THE ABOVE RATES CAN BE CALCULATED AS FOLLOWS:

$$\text{property tax amount} = (\text{rate}) \times (\text{taxable value of your property}) / 100$$

For assistance or detailed information about tax calculations, please contact:

John Bridges
Ellis County Tax Assessor-Collector
109 S Jackson St, Waxahachie, TX 75165
972-825-5150
john.bridges@co.ellis.tx.us
elliscountytax.com

You are urged to attend and express your views at the following public hearings on proposed tax rate:
First Hearing: 08/21/2017 5:30 PM at Council Room, 105 S Cockrell Hill Rd, Ovilla, TX
Second Hearing: 08/30/2017 5:30 PM at Council Room, 105 S Cockrell Hill Rd, Ovilla, TX

ORDINANCE 2017-13



AN ORDINANCE LEVYING, ASSESSING AND FIXING THE TAX RATE FOR THE USE AND SUPPORT OF THE MUNICIPAL GOVERNMENT OF THE CITY OF OVILLA, TEXAS, AND PROVIDING FOR THE DEBT SERVICE FUND FOR FISCAL YEAR 2017-2018 AND APPORTIONING EACH LEVY FOR THE SPECIFIC PURPOSE, AND PROVIDING FOR COLLECTION OF ALL ANNUAL TAXES PROVIDED BY STATE LAW; AND PROVIDING AN EFFECTIVE DATE.

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

WHEREAS, the City Council of the City of Ovilla hereby finds that the tax for the fiscal year beginning October 1, 2017 and ending September 30, 2018, hereinafter levied for current expenses of the City and the general improvements of the City and its property must be levied to provide the revenue requirement of the budget for the ensuing year; and

WHEREAS, the City Council of the City of Ovilla has approved, by a separate ordinance, the budget for the fiscal year beginning October 1, 2017 and ending September 30, 2018; and

WHEREAS, the City Council has complied with all statutory and constitutional requirements concerning the levying and assessing of ad valorem taxes.

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF OVILLA, TEXAS that there is hereby levied and there shall be assessed and collected for the Maintenance and Operation of the municipal government of the City of Ovilla, Texas, and to meet Interest and Sinking requirements for fiscal year 2017-2018, upon all property, real, personal and mixed within the corporate limits of the City subject to taxation, a total tax of **\$0.680399** on each one-hundred dollars (\$100.00) of assessed valuation based on 100% of market value of said property, said tax being so levied and apportioned to the specific purpose herein set forth.

SECTION ONE

For the maintenance and operation of the general government and for general improvements of the City and its property, known as the General Fund, a tax rate of **\$0.512399** on each one-hundred dollars (\$100.00) of assessed valuation of all taxable property shall be adopted, and

SECTION TWO

For the purpose of paying interest and principle for the redemption of bonds and other long-term obligations heretofore legally issued by the City, known as the Debt Service Fund, a tax rate of **\$0.168000** on each one-hundred dollars (\$100.00) of assessed valuation of all taxable property shall be adopted.

ORDINANCE 2017-13

Taxes are payable in Ovilla, TX, at the office of the Ellis County Tax Collector. The City shall have available all rights and remedies provided by law for the enforcement of the collection of taxes levied under this Ordinance.

PASSED AND APPROVED ON THIS 11 DAY OF September, 2017.

MAYOR, Richard A. Dormier

Attest:

CITY SECRETARY, Pamela Woodall

AGENDA ITEM REPORT

Item 3

Meeting Date: September 11, 2017

Department: Finance & Administration

☒ Discussion ☒ Action

Budgeted Expense: ☐ YES ☐ NO ☒ N/A

Submitted by: John R. Dean, Jr., CM

Amount: \$5,838,341 total budget

Reviewed By: ☒ City Manager ☒ City Secretary ☐ City Attorney

☒ Accountant

☐ Other _____

Attachments:

1. Ordinance 2017-14

Agenda Item / Topic:

ITEM 3. **DISCUSSION/ACTION** – Consideration of and action on Ordinance 2017-14 of the City of Ovilla, Texas, ratifying the budget for the 2017-2018 tax year that raised more revenue from property taxes than in the previous year.

Discussion / Justification:

This endorses and validates the approval of Ordinance 2017-12, Fiscal Year 2017-2018 Budget.

Recommendation / Staff Comments:

Staff recommends approval.

Sample Motion(s):

*I move that Council **approves & adopts/denies** Ordinance 2017-18 ratifying the budget for the Fiscal Year 2017-2018 that will raise more revenue from property taxes than in the previous year.*

RECORD VOTE:

MAYOR PRO-TEM Griffin _____

PLACE 2 Huber _____

PLACE 2 Oberg _____

PLACE 4 Hunt _____

PLACE 5 Myers _____

ORDINANCE 2017-14

AN ORDINANCE OF THE CITY OF OVILLA, TEXAS, RATIFYING THE BUDGET FOR THE 2017-2018 TAX YEAR THAT RAISED MORE REVENUE FROM PROPERTY TAXES THAN IN THE PREVIOUS YEAR.

WHEREAS, Title 4, Chapter 102 of the Local Government Code provides that the governing body ratify their budget by a separate vote, separate to the adoption of the fiscal year's budget; and

WHEREAS the fiscal year's budget raised more revenue from property taxes than in the previous year; and

WHEREAS, the City Council approved the levy tax rate that will raise more total revenue for maintenance and operations than last year's rate; and

WHEREAS, this budget will raise more total revenue from property tax revenue than last year's budget by \$138,282 or a 6.49 % increase and of that amount, \$70,686 is tax revenue to be raised from new property added to the tax roll this year.

WHEREAS, this budget will increase total property tax revenue from last year's budget by \$138,282 or a 6.49 % increase.

WHEREAS, the City Council on September 11, 2017, passed and approved Ordinance 2017-12, which adopted the budget for the fiscal year beginning October 1, 2017 and ending September 30, 2018.

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

SECTION 1.

That the budget for the 2017-2018 tax year, that raised more revenue from property taxes than in the previous year is hereby ratified.

SECTION 2.

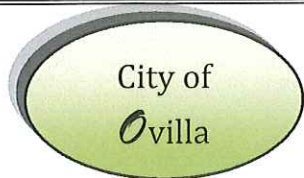
That this Ordinance shall take effect immediately from and after its passage as the law and charter in such cases provide.

PASSED, APPROVED and EFFECTIVE this 11 day of September 2017.

MAYOR, Richard A. Dormier

ATTEST:

CITY SECRETARY, Pamela Woodall



Ovilla City Council

AGENDA ITEM REPORT

Item 4

Meeting Date: September 11, 2017

Department: Administration

☒ Discussion ☒ Action

Budgeted Expense: ☐ YES ☐ NO ☒ N/A

Submitted by: P. Woodall, CS

Amount: \$N/A

Reviewed By: ☒ City Manager ☒ City Secretary ☐ City Attorney

☒ Accountant

☒ Other All Department Directors

Attachments:

1. Resolution R2017-22
2. Management Policy

Agenda Item / Topic:

ITEM 4. **DISCUSSION/ACTION** – Consideration of and action on Resolution R2017-22 of the City of Ovilla, Texas, implementing a records management policy for that purpose and to prescribe procedures consistent with the Local Government Records Act for efficient recordkeeping.

Discussion / Justification:

Records Management is an ongoing requirement and necessity for proper retention of city property and preservation of vital documents. The Local Government Code states that each entity establish an applicable management policy for their city. The presented resolution adopts an outlined policy to aid department directors (or their designated liaison) for efficient annual record-keeping for the City of Ovilla and to remain compliant with the LGC.

Recommendation / Staff Comments:

Staff recommends approval.

Sample Motion(s):

I move that Council **approves/denies** Resolution R2017-22 implementing a records management policy, effective immediately.

RESOLUTION R2017-22

WHEREAS, Title 6, Subtitle C, Local Government Code (Local Government Records Act), provides that each local government must establish an active and continuing records management program; and

WHEREAS, the City of Ovilla, desires to adopt and implement a records management plan for that purpose and to prescribe policies and procedures consistent with the Local Government Records Act and in the interests of cost-effective and efficient recordkeeping;

NOW THEREFORE BE IT RESOLVED THAT:

SECTION 1. DEFINITION OF RECORDS OF THE CITY OF OVILLA. All documents, papers, letters, books, maps, photographs, sound or video recordings, microfilm, magnetic tape, electronic media, or other information recording media, regardless of physical form or characteristic and regardless of whether public access to it is open or restricted under the laws of the state, created or received by the City of Ovilla, or any of its officers or employees pursuant to law or in the transaction of public business are hereby declared to be the records of the City of Ovilla and shall be created, maintained, and disposed of in accordance with the provisions of this ordinance or procedures authorized by it and in no other manner. The term city records does not include:

- 1) Extra identical copies of documents created only for convenience of reference or research by officers or employees of the city;
- 2) Blank forms;
- 3) Stocks and publications;
- 4) Library and museum materials acquired solely for the purposes of reference or display; or
- 5) Copies of documents in any media furnished to members of the public to which they are entitled under article 6252-17a, Vernon's Texas Civil Statutes or other state law.

SECTION 2. RECORDS DECLARED PUBLIC PROPERTY. All records as defined in Sec. 1 of this plan are hereby declared to be the property of the City of Ovilla. No official or employee of the City of Ovilla has, by virtue of his or her position, any personal or property right to such records even though he or she may have developed or compiled them. The unauthorized destruction, removal from files, or use of such records is prohibited.

SECTION 3. POLICY. It is hereby declared to be the policy of the City of Ovilla to provide for efficient, economical, and effective controls over the creation, distribution, organization, maintenance, use, and disposition of all records of this office through a comprehensive system of integrated procedures for the management of records from their creation to their ultimate disposition, consistent with the requirements of the Local Government Records Act and accepted records management practice.

SECTION 4. RECORDS MANAGEMENT OFFICER. The City Secretary will serve as records management officer for the City of Ovilla as provided by law and will ensure that the maintenance, destruction, storage, or other disposition of the records of this office are carried out in accordance with the requirements of the Local Government Records Act.

SECTION 5. RECORDS CONTROL SCHEDULES. Appropriate records control schedules and retention periods issued by the Texas State Library and Archives Commission shall be adopted by the records management officer for use in City of Ovilla, as provided by law. Any destruction of records of the City of Ovilla will be in accordance with these schedules and the Local Government Records Act.

SECTION 8. DUTIES OF RECORDS MANAGEMENT OFFICER. In addition to other duties assigned the Records Management Officer shall:

- (1) administer the records management program and provide assistance to department directors in its implementation;
- (2) plan, formulate, and prescribe records disposition policies and procedures manual to share with directors and to ensure permanent preservation of the historically valuable records of the City of Ovilla as attached hereto as Exhibit A.
- (3) in cooperation with department directors, identify essential records and establish a disaster plan for each municipal office and department to ensure maximum availability of the records in order to re-establish operations quickly and with minimum disruption and expense;
- (4) establish standards for filing and storage equipment and for recordkeeping supplies;
- (5) monitor records retention schedules and administrative rules issued by the Texas State Library and Archives Commission to determine if the records management program and the City of Ovilla records control schedules are in compliance with state regulations;
- (6) instruct Records Liaison Officers and other personnel in policies and procedures of the records management plan and their duties in the records management program;
- (7) ensure that the maintenance, preservation, microfilming, destruction, or other disposition of the [TYPE OF GOVERNMENT] records is carried out in accordance with the policies and procedures of the records management program and the requirements of state law;
- (8) maintain records on the volume of records destroyed under approved records control schedules, the volume of records either microfilmed or stored electronically, and the estimated cost and space savings as the result of such disposal or disposition;
- (9) report annually to the City Manager on the implementation of the records management plan in each department of the City of Ovilla.
- (10) bring to the attention of the City Manager non-compliance by department directors or other municipal liaison personnel with the policies and procedures of the records management program or the Local Government Records Act.

**PASSED, ADOPTED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF
Ovilla, TEXAS, on this 11 day of September, 2017.**

Richard A. Dormier, MAYOR

ATTEST:

Pamela Woodall, CITY SECRETARY

Records Management Policy & Procedure



September 11, 2017

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FOREWORD

The purpose of this handbook is to give all city employees the tools to manage the city's records in an efficient, economical, and effective manner while ensuring the integrity of each record. This handbook defines the criteria under which each employee will manage the "life-cycle" (creation, use, storage, and disposition) of each record.

It is the goal of the City of Ovilla's Records Management program to provide efficient, economical, and effective control over the creation, distribution, maintenance, use and disposition of all city records through a comprehensive system of integrated procedures for the management of records, consistent with the requirements of the Texas Local Government Records Act and accepted records management practices.

The cooperation and willingness from employees to abide by these policies is important to the success of this comprehensive system for managing records.

The records of the City of Ovilla serve as the city's memory and history. They document past events, growth, development, and actions. Managed correctly, records are an asset to the city. When unmanaged, they become a liability in terms of money, time and space.

All persons who create, retrieve, edit, store, and dispose of records are responsible for correctly managing the records according to the prescribed procedures and seeking assistance by contacting the Records Management Coordinator in the City Secretary's Office if questions arise.

POLICIES AND RECORDS MANAGEMENT LAWS

The City of Ovilla employees shall comply with the ordinances adopted by the Ovilla City Council and policies adopted by City Management regarding records management activities.

RECORDS RETENTION

The City of Ovilla shall follow the retention schedules established by the Texas State Library & Archives Commission (TSLAC). Retention schedules for each record are available in each division. Electronic records are subject to these rules, just as paper records are. The retention period, unless otherwise noted in the schedule, applies only to an official record as distinct from convenience or working copies created for informational purposes. The Records Management Officer in cooperation with the department shall decide which record shall be identified as the record copy (original). This determination will be considered through an inventory of department records.

A retention disposition schedule shall identify the following:

- Records which are necessary to be retained to meet business and legal requirements
- Official record copy vs. duplicate copies
- Appropriate time to dispose of records

Electronic records designated as "archival" must be preserved in an accessible and usable form on a continuing basis or migrated to a new system when or if that time is determined. The purpose of migration is to preserve electronic records and to retain the ability to access, retrieve, and use them.

A documented, systematic approach to records destruction is essential to demonstrating that records are processed in the normal course of business operations.

The following list is the types of retention schedules used by the City of Ovilla.

Retention Schedules:

GR – Records Common to all Local Governments

PS – Public Safety Agencies

LC – Municipal Courts

EL – Elections and Voter Registration

UT – Utility Services

Abbreviations used in the Retention Schedules:

AV = As long as administratively valuable

CE = Calendar year end

CFR = Code of Federal Regulations

FE = Fiscal year end

TAC = Texas Administrative Code

RECORDS DISPOSITION

Records Disposition will be conducted annually as determined by the Destruction Schedule created by each department in compliance with the Texas State Library & Archives Commission (TSLAC) adopted local retention schedules.

Any Official record (record copy) shall be disposed utilizing the records management Request to Store authorization form available through the City Secretary's Office. Department Directors will complete forms annually, including color coding labels on each stored box. Each form must be approved and signed by the Department Director and City Secretary, and is routed in the same order.

The City Secretary's office will maintain the Request to Store and Records Authorization Form for documented retention. Once determined by TSLAC schedules, the Records Management Coordinator will contact the Department upon approval by the City Secretary prior to destruction or permanent keeping.

ELECTRONIC FILE CREATION

Records created on a computer must be managed just as paper documents are. When you create a document, you create a record that will be categorized and filed in a particular file folder according to its content. Electronic files are easily changed and updated to documents and may create new records. If the same information is stored on more than one medium, determination of what is the official record must be made.

ELECTRONIC FILE MAINTENANCE & USE

When electronic records are created as documents on a computer, records management principles should be applied to ensure appropriate record keeping practices. The PC is a storehouse of information, but the usefulness of electronic records is directly impacted by how they are organized.

The accessibility of electronic document files and the efficient management of records in electronic format will be enhanced by:

- Grouping files functionally into records series such as operational/administrative, financial/legal, historical/archival
- Arranging files in logical order
- Standardized file names
- Grouping by Record Series

There are many benefits to standardizing the terminology used in naming electronic files:

- Accessing files easily and rapidly
- Training new employees in less time
- Avoiding loss of information
- Naming files quickly and easily
- Sharing files more easily
- Identifying groups of files eligible for disposition at the same time

ANNUAL RECORDS AUDIT

Departments are subject to an annual records management audit by the Records Management Coordinator to ensure that retention schedules are followed. The audit includes review of the following:

- The department's current records inventory
- The department's record destruction schedules
- Action taken with the records during the preceding year
- A progress report of department compliance and suggestions for efficiency if necessary.

SECURITY

Access to files on the network are controlled through a system of 'rights'. Users may have full, limited, or no rights to files as deemed appropriate by their supervisor. A supervisor may not assign rights greater than their own rights.

LEGAL ISSUES

Each judge has authority to accept or reject records as evidence in court.

Ways to gain acceptance in court:

- 1) Establish written procedures for records creation, maintenance and disposition
- 2) Oversee regular schedule for records purge
- 3) Ensure system documentation
- 4) Enforce stringent security controls
- 5) Train staff and monitor work habits
- 6) Audit the process

DEFINITIONS

Local Government Record – Any document, paper, letter, book, map, photograph, sound or video recording, microfilm, magnetic tape, electronic medium, regardless of physical form or characteristic and regardless of whether public access to it is open or restricted under laws of the state, created or received by local government or any of its officers, or employees pursuant to law, including an ordinance, or in the transaction of public business. [LGC 201.003(8)].

Electronic Storage – Maintenance of local government record data in the form of digital electronic signals on a computer hard disk, magnetic tape, optical disk, or similar machine readable medium.

Source document – The local government record from which local government record data is obtained for electronic storage. The term does not include backup copies of the data in any media generated from electronic storage.

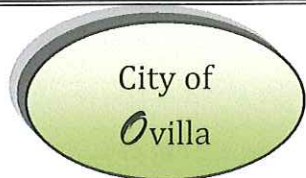
Records Management Officer – Person designated by the governing body of each local government pursuant to Local Government Code, Section 203.025.

Active Records – Records in current use which must be retained in offices because frequent reference is necessary in the conduct of day-to-day operations.

Archives – Non-current records that are worthy of permanent preservation and special administration because of the importance of the information they contain for continuing administrative, legal, fiscal purposes, or for historical or other research. This definition does not include records maintained by e-mail archiving.

Vital Records – Records which contain information that is essential for the continuation or reconstruction of the organization in the event of a disaster.

Records Retention Schedule – A document which describes recurring records or records series of a department on a continuing basis, indicating for each the length of time they are to be maintained in the office area or storage center, and when and if such records or records series may be destroyed or otherwise disposed of.



Ovilla City Council

AGENDA ITEM REPORT

Item 5

Meeting Date: September 11, 2017

Department: Administration

☒ Discussion ☒ Action

Budgeted Expense: ☐ YES ☐ NO ☒ N/A

Submitted by: John R. Dean, Jr., CM

Amount: \$N/A

Reviewed By: ☒ City Manager ☒ City Secretary ☐ City Attorney

☒ Accountant

☐ Other

Attachments:

1. Resolution R2017-23
2. Letter from Dallas Central Appraisal District (DCAD)
3. Current list of Board of Directors

Agenda Item / Topic:

ITEM 5. DISCUSSION/ACTION – Consideration of and action on Resolution R2017-23 for candidate nominations for the Dallas Central Appraisal District Board of Directors for the years 2018-2019.

Discussion / Justification:

The Tax Code requires that an election or appointment of members to the Board of Directors of the DCAD be conducted in odd-numbered years and to begin serving in even-numbered years – for a two year term. Each of the incorporated cities and towns, except the City of Dallas, shall have the right to nominate by official resolution one (1) candidate as the fourth member to the Board. Nominees for each entity shall be submitted to the Chief Appraiser by October 16.

Qualifications:

Must be resident of the DCAD for at least two years

May be an elected official of an agency represented by the DCAD

Cannot be an employee of any agency represented by the DCAD

Current member to the suburban cities:

Michael Hurtt

Recommendation / Staff Comments:

N/A

Sample Motion(s):

I move that Council **approves/denies** Resolution R2017-23, nominating _____, a candidate to be a member of the Board of Directors of the Dallas Central Appraisal District for the years 2018-2019.

RESOLUTION NO. R2017-23

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

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

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

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

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

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

DULY PASSED AND APPROVED this 11 day of September, 2017.

APPROVED:

Richard A. Dormier, MAYOR

ATTEST:

Pamela Woodall, CITY SECRETARY



**Dallas Central
Appraisal District**

Date: August 15, 2017

To: Richard Dormier, Mayor, City of Ovilla

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

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

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

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

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

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

Appointments

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

Elections

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

majority vote, with each city and town being entitled to one (1) vote, a member to the Board of Directors.

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

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

- By October 16: Nominees for each entity described in Subsections d and e hereto shall be submitted to the Chief Appraiser.
- By October 31: The Chief Appraiser shall prepare a resolution ballot for those entities described in Subsections d and e hereto and submit the ballot accordingly.
- By December 15: Each agency entitled to vote will do so by official resolution ballot and return same to the Chief Appraiser as soon thereafter as practical.
- By January 1: Results of the election will be affirmed.

The County of Dallas, the City of Dallas and the Dallas Independent School District should advise the Chief Appraiser of their appointments no later than November 15, if possible. These appointments should also be by official resolution. The term of office for each member is two years beginning on January 1, 2018.

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

Enclosure (Sample Resolution)

cc: Pamela Woodall, City Secretary
Linda Harding, City Accountant



Dallas Central Appraisal District

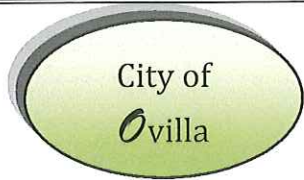
BOARD OF DIRECTORS

2017

The Board of Directors governs the Dallas Central Appraisal District. The taxing entities that vote on the appraisal district's budget (county, city, school and special districts) select the directors on the appraisal district's Board of Directors.

Directors on the Dallas Central Appraisal District's Board of Directors:

Member	Represents Entity
Michael Hurtt, Chairman	Suburban Cities
John R. Ames, Vice Chairman, Ex Officio Director	Dallas County Tax Assessor-Collector
Steve Pryor, Secretary	Suburban School Districts
John Warren, Director	County of Dallas
Dr. Lew Blackburn, Director	Dallas ISD
John Threadgill, Director	City of Dallas



AGENDA ITEM REPORT

Item 6

Meeting Date: September 11, 2017

Department: Administration

☒ Discussion ☒ Action

Budgeted Expense: ☐ YES ☐ NO ☒ N/A

Submitted by: John R. Dean, Jr., CM

Amount: \$N/A

Reviewed By: ☒ City Manager ☒ City Secretary ☐ City Attorney

☒ Accountant

☐ Other

Attachments:

1. Resolution R2017-24
2. Letter from Ellis County Appraisal District (ECAD)
3. Current list of Board of Directors/ Taxing entities

Agenda Item / Topic:

ITEM 6. DISCUSSION/ACTION – Consideration of and action on Resolution R2017-24 for candidate nominations for the Ellis Appraisal District Board of Directors for the years 2018-2019.

Discussion / Justification:

The Tax Code requires that an election or appointment of members to the Board of Directors of the ECAD be conducted in odd-numbered years and to begin serving in even-numbered years – for a two year term. The City may nominate (by resolution) one candidate for each position to be filled on the Board of Directors, submitted to the Chief Appraiser by October 15.

The list of current directors is attached. All directors are interested in serving another term.

Recommendation / Staff Comments:

N/A

Sample Motion(s):

I move that Council **approves/denies** Resolution R2017-24, nominating _____, candidate(s) to be a member of the Board of Directors of the Dallas Central Appraisal District for the years 2018-2019.

TAXING UNIT: CITY OF OVILLA

Resolution No. R2017-24

RESOLUTION OF **CANDIDATE NOMINATIONS** FOR THE ELLIS APPRAISAL DISTRICT
BOARD OF DIRECTORS FOR THE YEARS 2018-2019

WHEREAS, Section 6.03 (g) of the Texas Property Tax Code, requires that each taxing unit entitled to vote may nominate by Resolution one candidate for each of the five positions to be filled and submit those nominations to the Chief Appraiser of the Ellis Appraisal District before October 15, 2017.

THEREFORE, the CITY OF OVILLA submits the following nomination(s) for Board of Directors of the Ellis Appraisal District for 2018-2019:

ACTION TAKEN this 11 day of September, 2017, in Open Session of the governing body of the above mentioned taxing unit; as authorized under Section 6.03 of the Texas Property Tax Code, for the purpose of nominating candidates to the Board of Directors of the Ellis Appraisal District.

Presiding Officer
Richard Dormier, Mayor of Ovilla

ATTEST:

Pamela Woodall, City Secretary

TAXING UNIT: CITY OF OVILLA



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

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

Kathy Rodrigue, Chief Appraiser

August 17, 2017

Taxing Units of the Ellis Appraisal District:

It is election time and the **2018-2019 Board of Directors Taxing Unit Voting Entitlements** are enclosed.

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

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

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

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

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

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

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

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

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

Respectfully submitted,

Kathy A. Rodrigue, RPA
Chief Appraiser

To: Natasha Blackburn; Pam Wilson (pwilson@maypearlisd.org); Ritchie Bowling (rbowling@maypearlisd.org); Robin Bullock (robin_bullock@midlothian-isd.net); Ryan Kahlden (rkahlden@wisd.org); Scott Niven (cindy.kirkpatrick@redoakisd.org); Theda McGrew (theda_mcgrew@midlothian-isd.net); Vickie Benbow (Vickie.Benbow@redoakisd.org)

Cc: Jackie Gaither; Patrick Lantrip; Tonya Detavernier

Subject: 2018-2019 Ellis Appraisal District Board of Director's Election

Attachments: 2018 BOD Election Info for Taxing Entities.pdf; Resolutions for BOD Election.doc; 2016-2017 Board of Director's History.pdf; BOD Responsibilities.doc

Hello All,

Please find attached a letter on the 2018 EAD Board of Director's Election with step by step instructions for (1) NOMINATIONS PROCESS and for (2) CASTING VOTES once you receive a BALLOT from me before October 30th. Also included is a brief summary of BOD member responsibilities and qualifications.

Please mark these dates for the Election Process:

Before **October 15** Your governing body submits candidate(s) name(s) to the chief appraiser by resolution (Sample Resolution Attached)

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

Before **December 15** Your governing body will vote by resolution, enter your votes on the ballot, and submit to me (Sample Resolution)

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

Also included is a list of current board members who are willing to continue serving with their History of service. Once all nominations are submitted by resolution, a list of all candidate bios will be sent out with the ballot.

Please let me know if you have any questions,
Kathy

Kathy Rodrigue, RPA
Chief Appraiser, Ellis Appraisal District

Let's serve others and make a difference in this world!

Direct Line: 972.937.3218
Fax: 972.937.1618



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

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

Kathy Rodrigue, Chief Appraiser

2016-2017 Board of Directors History

Phillip Lynch

Chairman 2016-2017, 2014-2015, 2012-2013, 2010-2011, 2008-2009, 2006-2007, 2004-2005, 2002-2003, Vice-Chairman 2000-2001, Member 1998-1999, 1996-1997

Ken Marks

Vice-Chairman 2016-2017, 2014-2015, Secretary 2012-2013, Member 2010-2011, 2008-2009, 2006-2007, 2002-2003, Secretary 2004-2005

Joe Pitts

Secretary 2016-2017, 2014-2015, Member 2012-2013, 2010-2011, 2008-2009, 2006-2007

Charles T Abram

Member 2016-2017, 2014-2015

Tommy Hamilton

Member 2016-2017, 2014-2015, 2012-2013

John Bridges

Non-Voting Member as the Ellis County Tax Assessor/Collector 1998-2017

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

Efficiency:

The Board of Directors determines the number of ARB members needed each year. Working in panels has enabled the district to minimize ARB hearings costs. This also has enabled us to complete hearings earlier and to certify 100% of the appraisal roll on time.

Property Value Study and MAP:

The appraisal district has been successful since 2000 with having local property value assignments to all 11 of our school districts. We have also either met or exceeded expectations in each of the MAP reviews conducted by the Comptroller. We are very proud of these records.

Budgeting:

Through the use of technology, the Board has reduced the size of our staff from 31 to 25 budgeted positions for 2017 to handle an almost \$17.6 Billion appraisal roll. The budget is less than 1% of the total levy of the taxing units, which is extremely rare for a district of our size.

Technology:

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

We encourage you to take a look at EAD's stewardship in the 2016 Ellis Appraisal District Annual Report on our website at: <http://www.elliscad.com/wp-content/uploads/2013/08/EAD-Annual-Report-2016-1.pdf>

ELLIS APPRAISAL DISTRICT BOARD OF DIRECTORS

Eligibility:

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

Term:

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

Meetings:

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

Compensation:

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

General Statement of Functions:

The board of directors has the following primary responsibilities:

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

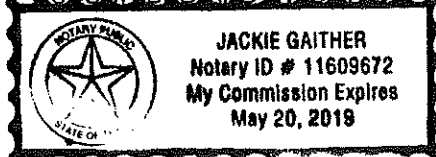
**ELLIS APPRAISAL DISTRICT
2018-2019 BOARD OF DIRECTORS
TAXING UNIT VOTING ENTITLEMENT**

TAXING UNITS	2016 CERT FRZ ADJ TAXABLE VALUES (as of 07/14/16)	2016 TAX RATE	TAX LEVY ON ACCTS WITH CEILING	2016 TOTAL LEVY	% OF TOTAL LEVY	2018 VOTES	2016 VOTES
ELLIS COUNTY	11,494,026,041	0.380091	4,761,478	48,449,236.52			
ELIS COUNTY & LATERAL ROAD	11,424,438,960	0.033508	432,256	4,260,357.01	18.21%	910	910
AVALON ISD	33,880,611	1.233400	36,815	454,698.46	0.16%	8	9
ENNIS ISD	1,780,965,191	1.540000	1,285,536	28,712,399.94	9.92%	496	534
FERRIS ISD	276,677,744	1.355000	363,468	4,112,451.43	1.42%	71	79
FROST ISD	2,506,887	1.220800	504	31,108.08	0.01%	1	1
ITALY ISD	101,111,628	1.584972	110,647	1,713,237.99	0.59%	30	25
MIDLOTHIAN ISD	3,538,412,371	1.540000	3,659,424	58,150,974.51	20.09%	1004	1,001
MILFORD ISD	48,463,790	1.170000	31,628	598,654.34	0.21%	10	13
PALMER ISD	207,521,096	1.475000	358,367	3,419,303.17	1.18%	59	67
RED OAK ISD	1,342,812,154	1.540000	2,403,255	23,264,293.42	8.04%	402	425
WAXAHACHIE ISD	3,085,342,570	1.553900	3,724,498	51,667,636.20	17.85%	892	840
MAYPEARL ISD	260,950,462	1.317000	359,053	3,795,770.58	1.31%	66	72
CITY OF ALMA	18,028,357	0.250000		45,070.89	0.02%	1	0
CITY OF BARDWELL	11,006,347	0.336500		37,036.36	0.01%	0	1
CITY OF CEDAR HILL	91,400,961	0.698760		638,673.36	0.22%	11	11
CITY OF ENNIS	1,554,960,425	0.699000		10,869,173.37	3.75%	188	196
CITY OF FERRIS	98,807,193	0.687134		678,937.82	0.23%	12	12
CITY OF GARRETT	15,831,731	0.500000		79,158.66	0.03%	1	1
CITY OF GLENN HEIGHTS	139,514,886	0.935530		1,305,203.61	0.45%	23	19
CITY OF GRAND PRAIRIE	7,270,122	0.669998	3,853	52,562.67	0.02%	1	1
CITY OF ITALY	61,840,466	0.926327	68,308	641,152.93	0.22%	11	11
CITY OF MANSFIELD	5,965,953	0.710000	5,131	47,489.27	0.02%	1	1
CITY OF MAYPEARL	29,626,746	0.972183	22,171	310,197.19	0.11%	5	5
CITY OF MIDLOTHIAN	2,733,484,411	0.708244		19,359,739.33	6.69%	334	315
CITY OF MILFORD	16,451,837	0.495113	17,627	99,082.18	0.03%	2	1
CITY OF OAK LEAF	109,816,831	0.363867		399,587.21	0.14%	7	8
CITY OF OVILLA	229,204,508	0.700000	358,781	1,963,212.56	0.68%	34	32
CITY OF PALMER	67,746,270	0.689500		467,110.53	0.16%	8	8
CITY OF PECAN HILL	32,482,060	0.324816		105,506.93	0.04%	2	2
CITY OF RED OAK	754,199,955	0.649000	374,931	5,269,688.71	1.82%	91	83
CITY OF VENUS	22,711,841	0.879918		199,845.58	0.07%	3	3
CITY OF WAXAHACHIE	2,490,623,651	0.680000	1,360,277	18,296,517.83	6.32%	316	314
TOTAL				289,495,068.62	100.00%	5,000	5,000

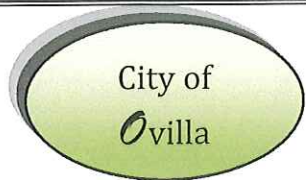
I, KATHY A. RODRIGUE, CHIEF APPRAISER FOR THE ELLIS APPRAISAL DISTRICT,
DO HEREBY CERTIFY THAT THE ABOVE VOTING ENTITLEMENTS
ARE TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE.

Kathy Rodriguez

SUBSCRIBED AND SWORN BEFORE ME THIS 17TH DAY OF AUGUST, 2017.



Jackie Gaither
NOTARY



AGENDA ITEM REPORT

Item 7

Meeting Date: September 11, 2017

Department: Administration

☒ Discussion ☐ Action

Budgeted Expense: ☒ YES ☐ NO ☐ N/A

Submitted by: Linda Harding, Accountant

Amount: \$N/A

Reviewed By: ☒ City Manager ☒ City Secretary ☐ City Attorney

☒ Accountant

☐ Other

Attachments:

1. Status Report

Agenda Item / Topic:

ITEM 7. **DISCUSSION** – Discuss progress and receive updates on activities related to 2017 Heritage Day celebration, Saturday, September 23, 2017.

Discussion / Justification:

This item is to update staff and the governing body of the status of upcoming Heritage Day.

Recommendation / Staff Comments:

N/A

Sample Motion(s):

N/A

City of Ovilla General Fund

Transaction Detail By Account

[illegible]

City of Ovilla General Fund
Transaction Detail By Account
HERITAGE DAY AS OF SEPTEMBER 6, 2017

Type	Date	Num	Name	Memo	Debit	Credit	Balance
Deposit	08/04/2017		Shiloh Cumberland Presbyterian Church	HERITAGE DAY		350.00	6,030.00
Deposit	08/04/2017		ANIMAL HOSPITAL OF OVILLA	HERITAGE DAY		450.00	6,480.00
Deposit	08/04/2017		CITIZENS NATIONAL BANK	HERITAGE DAY		250.00	6,730.00
Deposit	08/08/2017		EXHIBIT TRADER	HERITAGE DAY		350.00	7,080.00
Deposit	08/10/2017		CREEKSIDE MIRROR & GLASS	HERITAGE DAY		350.00	7,430.00
Deposit	08/10/2017		MASSY DEVELOPMENT	HERITAGE DAY		650.00	8,080.00
Deposit	08/10/2017		INTERBANK	HERITAGE DAY		50.00	8,130.00
Deposit	08/14/2017		Victron Energy	HERITAGE DAY		1,000.00	9,130.00
Deposit	08/14/2017		Rock Tech	HERITAGE DAY		350.00	9,480.00
Deposit	08/14/2017		Ovilla United Methodist Church	HERITAGE DAY		350.00	9,830.00
Deposit	08/14/2017		Linebarger Goggan Blair	HERITAGE DAY		650.00	10,480.00
Deposit	08/18/2017 6161		Complete Auto Repair	HERITAGE DAY		300.00	10,780.00
Deposit	08/23/2017		Andrea Walton	HERITAGE DAY		650.00	11,430.00
Deposit	08/23/2017		Access Self Storage	HERITAGE DAY		2,000.00	13,430.00
Deposit	08/23/2017		Atmos Energy	HERITAGE DAY		1,000.00	14,430.00
Deposit	08/23/2017		Freeman-Millican	HERITAGE DAY		350.00	14,780.00
Deposit	08/25/2017		Ford	HERITAGE DAY		2,500.00	17,280.00
Deposit							17,280.00
							17,280.00
							17,280.00
							17,280.00
							17,280.00
						16,250.00	

TOTAL DEPOSITS

17,280.00

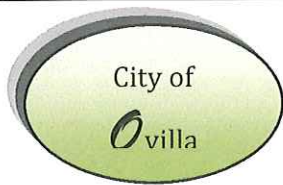
5602680 · Heritage Day EXPENSES

ADVERTISING

		Now Magazines	HERITAGE DAY SEPTEMBER NO ELLIS COUNTY	0.00	17,280.00
		Now Magazines	HERITAGE DAY SEPTEMBER MIDLOTHIAN	0.00	17,280.00
		Now Magazines	HERITAGE DAY SEPTEMBER WAXAHACHIE	0.00	17,280.00
		Now Magazines	HERITAGE DAY SEPTEMBER SOUTHWEST	0.00	17,280.00
		Now Magazines	HERITAGE DAY CREATIVE SERVICES	0.00	17,280.00
		Vision Printing Inc	Heritage Day Post Cards - postage	0.00	17,280.00
		Vision Printing Inc	Heritage Day Post Cards	0.00	17,280.00
		Office Depot	Signs	0.00	17,280.00
Bill		Office Depot	Labels to change dates on signs	39.49	
Bill	08/07/2017 USPS	Citibank	POSTAGE TO SHIP BANNER FOR NUMBER REPL	12.80	17,267.20
Bill	08/09/2017 DIXIE FLAG	Citibank	BANNER DATE CHANGE	141.00	17,126.20
				193.29	
Bill	07/24/2017 TEXAS SUMO GAME	Citibank	CLIMBING WALL	890.00	16,236.20
Bill	07/21/2017 BIG DE PARTY RENT	American Express	MISTING TENT	422.84	15,813.36

City of Ovilla General Fund
Transaction Detail By Account
HERITAGE DAY AS OF SEPTEMBER 6, 2017

Type	Date	Num	Name	Memo	Debit	Credit	Balance
Bill	09/01/2017	SHIRTS	COMPLETE LOGO SOURCE	HERITAGE DAY SHIRTS	892.25		14,921.11
Bill	08/20/2017	Lis. Fee	ASCAP	License Fee - HERITAGE DAY	50.00		14,871.11
			UNITED SITE SERVICES OF Texas, Inc.	HBI-05767- Portable Restrooms for HERITAGE DAY	0.00		14,871.11
			Citibank		0.00		14,871.11
			Citibank		0.00		14,871.11
			KEITH HARDWARE	PAINT	0.00		14,871.11
			KEITH HARDWARE	PIPE	0.00		14,871.11
			Citibank	HERITAGE DAY	0.00		14,871.11
			Citibank	HERITAGE DAY	0.00		14,871.11
			Citibank	HERITAGE DAY	0.00		14,871.11
			LIVING EARTH	MULCH	0.00		14,871.11
Bill	09/01/2017		Alexander Tent Rentals, Inc	tent, table & Chair, STAGE rental	2,833.50		12,037.61
			Citibank	Candy	0.00		12,037.61
			DAVID GRIFFIN	Candy	0.00		12,037.61
			SCOTT STANFILL	HAY	0.00		12,037.61
			KEITH HARDWARE	BUCKETS FOR CANDY	0.00		12,037.61
			KEITH HARDWARE		0.00		12,037.61
		Walmart	Citibank	PUMPKINS, DÉCOR	0.00		12,037.61
		petty cash	Petty Cash	drinks	0.00		12,037.61
			All Sports	Key to City	0.00		12,037.61
			SIGNAGE SYSTEMS	SIGNS	0.00		12,037.61
					5,088.59		
MERCHANDISE							
Bill		3541	COMPLETE LOGO SOURCE	HERITAGE DAY T SHIRTS	0.00		12,037.61
						0.00	
ENTERTAINMENT							
Bill	08/04/2017	HERITAGE DAY	A One of a kind Pony party	HERITAGE DAY 2016	200.00		11,837.61
Bill	09/01/2017	HERITAGE DAY	Jeanette Sanders	DUSTI THE CLOWN	100.00		11,737.61
		HERITAGE DAY	She Dances Band	HERITAGE DAY	0.00		11,737.61
		HERITAGE DAY	WAXAHACHIE MUSIC REVIEW	HERITAGE DAY	0.00		11,737.61
					300.00		
			TOTAL EXPENSE / REVENUE / DIFFERENCE		5,581.88	17,280.00	11,698.12



villa City Council

AGENDA ITEM REPORT

Item 8

Meeting Date: September 11, 2017

Department: Public Works

☒ Discussion ☐ Action

Budgeted Expense: ☐ YES ☐ NO ☒ N/A

Submitted By: John R. Dean, Jr. CM

Amount: N/A

Reviewed By: ☒ City Manager ☒ City Secretary ☐ City Attorney

☒ Accountant

☒ Other: Brad Piland, PW Director

Attachments:

None.

Agenda Item / Topic:

ITEM 8. *DISCUSSION* – Discuss sewer averaging.

Discussion / Justification:

Background/History: Mayor Dormier requested that we look at the way the sewer averages are established.

Findings/Current Activity: I have looked at the sewer usage over the past year and there are many ways in which the averaging could be done.

My findings show:

Currently we average three months (December - February) of usage to establish a maximum billing usage for each customer annually.

One option would be to average 4 months (December – March) and drop the High month. Cedar Hill does this. Using this method would reduce most customers maximum billing usage. It would not increase any customers maximum rate for the period studied.

A straight 4-month average of December - March would result in a reduction of the maximum billing usage of approximately 74% of the customers.

A 6-month average (December – May) would result in a reduction of the maximum billing usage of approximately 20.5% of the customers.

Financial Impact: N/A

Recommendation / Staff Comments:

Options/Recommendation: Staff recommends that we continue to use the current method and review the process annually.

Sample Motion(s):

No motion can be made on a discussion item.



Ovilla City Council

AGENDA ITEM REPORT

Item 9

Meeting Date: September 11, 2017

Department: Public Works

☒ Discussion ☒ Action

Budgeted Expense: ☒ YES ☐ NO ☐ N/A

Submitted By: John R. Dean, Jr. CM

Amount: N/A

Reviewed By: ☒ City Manager ☒ City Secretary ☒ City Attorney

☒ Accountant

☒ Other: Brad Piland, PW Director

Attachments:

Resolution R2017-25

Agenda Item / Topic:

ITEM 9. ***DISCUSSION/ACTION*** – Consideration of and action on Resolution R2017-25 repealing Resolution R2017-19 and rescinding authorization and approval of the Red Oak Creek 12" Water Line Installation Project Agreement by and between the City of Ovilla and FM Utilities, and directing staff as necessary.

Discussion / Justification:

Background/History: Bids were received in May, 2017. Bid was awarded to FM Utilities in August.

Findings/Current Activity: Following the bid awarding, we learned that the awarded bid was received unsealed.

Financial Impact: Unknown

Recommendation / Staff Comments:

Options/Recommendation: Staff recommendation is to approve the resolution and to direct staff to re-bid the project.

Sample Motion(s):

I move to approve/deny Resolution R2017-25 repealing Resolution R2017-19 and rescinding authorization and approval of the Red Oak Creek 12" Water Line Installation Project Agreement by and between the City of Ovilla and FM Utilities, and directing staff as necessary.

RESOLUTION NO. R2017-25

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OVILLA, TEXAS, REPEALING RESOLUTION NO. R2017-19 AND RESCINDING AUTHORIZATION AND APPROVAL OF THE RED OAK CREEK 12" WATERLINE INSTALLATION AGREEMENT BY AND BETWEEN THE CITY OF OVILLA, TEXAS, AND FM UTILITIES

WHEREAS, on April 20th and April 27th, 2017, the City of Ovilla issued a Request of Proposals for the installation of a 12-inch waterline (the "Project"); and

WHEREAS, on May 11, 2017, the City received and opened bids for the Project; and

WHEREAS, on August 03, 2017, the City Council of the City of Ovilla awarded the Project to FM Utilities as the low bidder and authorized the Mayor to execute an agreement with FM Utilities for the Project by and through Resolution R2017-19; and

WHEREAS, after formal award of the bid, the City Council was informed that the successful bid was not submitted in accordance with the provisions of the Request for Proposals issued by the City; and

WHEREAS, the City Council was not requested to, and did not, waive any formalities with regard to the provisions and instructions of the Request of Proposal; and

WHEREAS, the City Council is the only entity authorized and empowered to wave formalities of bid proposal requirements on behalf of the City of Ovilla; and

WHEREAS, to ensure and maintain the City's goal of fairness, impartiality and transparency, the City Council finds and determines that it is in the best interests of the citizens of the City of Ovilla and in the interest of fair and efficient administration of local governance to repeal Resolution R2017-19 and rescind all authorization and approval of the Red Oak Creek 12" Waterline Agreement by and between the City of Ovilla, Texas, and FM Utilities.

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

Section 1. The City Council of the City of Ovilla hereby repeals Resolution R2017-19 and rescinds authorization and approval of all documents related to the Red Oak Creek 12" Waterline Agreement by and between the City of Ovilla, Texas, and FM Utilities.

RESOLVED, PASSED and APPROVED this 11 day of September, 2017.

Richard Dormier, Mayor

ATTEST:

Pamela Woodall, City Secretary



villa City Council

AGENDA ITEM REPORT

Item 10 – Items pulled from Consent

Meeting Date: September 11, 2017

Department: Administration/Finance

☒ Discussion ☒ Action

Budgeted Expense: ☐ YES ☐ NO ☒ N/A

Submitted by: Staff

Amount: N/A

Discussion / Justification:

ITEM 10. DISCUSSION/ACTION – Consideration of any item(s) pulled from the Consent Agenda above for individual consideration and action.

All consent items are attached for Council consideration. Any items pulled from the Consent agenda will be reviewed under this item.

Recommendation / Staff Comments:

Staff recommends approval.

Sample Motion(s):

I move to approve ...

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

To: Mayor Richard Dormier
Ovilla City Council
John Dean City Manager

Subject: Police Department Monthly Activity Report

Calls For Service	August 2017	August 2017 YTD	August 2016	August 2016 YTD
Accident	0	15	4	24
Alarms	10	114	13	159
Arrest	13	64	2	18
Assault/Assault FV	0	7	0	2
Assists	61	629	42	356
Building / House Security Check	507	5084	1206	11832
Burgulary	0	5	4	15
Burgulary of Motor Vehicle	0	4	0	3
Criminal Mischief	2	8	0	11
Disturbance	1	77	5	61
Neighborhood Check	1541	11917	1384	12462
Other Calls for Service	60	387	92	961
Suspicious Person	10	68	7	65
Suspicious Vehicle	22	197	18	123
Theft	5	13	2	11
Traffic Assignment/School Enforcement	46	472	72	905
TOTAL CALLS FOR SERVICE	2278	19061	2851	27008

Reserve Officer Hours	27	96	0	66
Average Response Time (Minutes)	4.39	4.7	5.24	4.77
Total Citations	134	1003	58	902
Total Traffic Stops *****	342			
Traffic Stop Disposition Warning *****	222			
Traffic Stop Disposition Citation *****	120			
PERCENT OF STOPS RECEIVING CITATIONS	35.1	#DIV/0!	#DIV/0!	#DIV/0!
Manual Response time				

** These lines are new and we will not have
the info for the months before March 2017

OVILLA FIRE DEPARTMENT



MONTHLY REPORT

OVILLA FIRE DEPARTMENT

August-17

City of Ovilla Calls for Service	2016 Totals		2017 Totals
Fire 8		Fire 6	
EMS 17	25	EMS 22	28
ESD #2 Calls for Service			
Fire 6		Fire 6	
EMS 10	16	EMS 11	17
ESD #4 Calls for Service			
Fire 0		Fire 0	
EMS 5	5	EMS 0	0
Mutual Aid Provided			
Fire 11		Fire 17	
EMS	11	EMS 1	18
Total Calls For Service / Month	57		63
Total Calls For Service / YTD	480		493

	Time from Notify to Time On Scene			Reaction Times	
	<u>July</u>	<u>August</u>		<u>July</u>	<u>August</u>
Average Response Times for City of Ovilla	4:25	5:08			
			E-701	1:58	1:35
Average Response Times for ESD # 2	7:01	7:19			
Average Response Times for ESD # 4	7:05	7:05			

FLEET REPORT

<u>Year</u>	<u>Unit #</u>	<u>Beginning Mileage</u>		<u>Ending Mileage</u>	<u>Total</u>	<u>Maintenance</u>
2016	E701	5,127		5,458	331	\$ -
1998	XE701	113,600		113,619	19	\$ -
2003	E702	26,085	Annual / Pump	26,124	39	\$ 7,716.29
2001	B701	55,481	Pump	55,541	60	\$ 703.27
2011	B702	3,057	Turrett	3,075	18	\$ 470.72
2005	R755	16,784		16,877	93	\$ -
2007	C702	92,605	Oil	92,768	163	\$ 45.00
2016	C701	11,507	Oil	12,146	639	\$ 45.00
				TOTAL SPENT		\$ 8,980.28

MONTHLY REPORT SEPTEMBER 2017 MEETING

OVILLA FIRE DEPARTMENT

STAFFING REPORT

- 7 days a week we have 3 - 24 hour position (0800 - 0800)
- These positions were **100%** filled this month

- 7 nights a week we have 1 - 12 hour volunteer shift (2000 - 0800)
- 2 days on the weekend we have 1 - 12 hour shift that is covered by volunteers (0800 - 2000)
- **38 / 39** Volunteer shifts were covered and these 38 shifts there were 4 personnel on the Engine
- **8 / 8** weekend day shifts were worked by a volunteer

- All Shifts in **August** were **100%** covered with 3 minimum

From the Deputy Chief / Fire Marshal

3 - Inspections
2 - Meetings
5 - Consults
CQI Reports
Training with Volunteer Recruits
Back up P.D. on Calls

Fire Department News For the Month

1. Monthly Siren Test Were Complete on the first Wednesday of the month, all sirens operated properly
2. C-701 responded to 8 calls for manpower and or command staff.
3. C-702 responded to 7 calls for manpower and or command staff.
4. Attended Monthly ESD #2 and ESD #4 Meeting
5. Hired Firefighter Paramedic Matt Green (DFR) and Firefighter Paramedic Candon Birdwell (WFD)
Current staffing, 2-Chiefs, 5-Captains, 24-Part Time Firefighter EMT-P,
8-Part Time Firefighter EMT-B, 11-Volunteer Firefighters, Total F.D. Staff = 50

Grant Report

- Received \$5,750.00 from Texas A&M Forest Service for Fire Department Insurance Program
- ACCEPTED AFG (ASSISTANCE TO FIREFIGHTER GRANT) AWARD, COST SHARING OF 5%. THE FIRE DEPARTMENT WILL BE PURCHASING 20 NEW S.C.B.A.'s (SELF CONTAINED BREATHING APPARATUS), THAT WE WEAR TO ENTER A HAZARDOUS ENVIRONMENT SO WE CAN BREATHE. \$132,667 IN GRANT MONEY \$6,633 FROM CITY.



Date: September 7, 2017

TO: Honorable Mayor and City Council Members

FROM: Brad Piland Public Works Director

TOPIC: Public Works Monthly Report for August 2017

-
- 63 Work Orders completed for August
 - Purchased water from DWU 23026 gal / Billed to customers 22180gal/ difference of 846000 gal

Sewer Lift Station Repairs-

- Pulled pump 1 at Highland Meadows Lift Station.
 - Removed pump 1 from Cumberland- removed debris and replaced 4 times
 - Pulled pump 1 and 2 removed debris -Heritage
-
- Read water meters, serviced disconnects and reconnects
 - Replaced meters: 404 Ovilla Oaks
 - Street Repairs: 122 Meadow Glen, Shiloh & FM 664, Shadowwood and Silverwood, Thorntree Drive
 - Installed new signs: Johnson Lane/Joe Wilson, Ovilla Road/Westmoreland, Bryson Lane (stop sign)
 - Updated marquee as needed
 - Daily water maintenance residual and pressure tests conducted
 - Water line relocation - 664 flushing and testing
 - Tree and grass maintenance:
 - Heritage Park
 - Silver Spur Park
 - Baseball fields and Cindy Jones Park
 - Assisted Code Enforcement with mowing of various properties
 - Trimmed trees on East Highland - prepping for roadwork
 - Repaired water leaks:
 - 519 Westmoreland
 - 200 Lariat

**Flushed Hydrants

Collected water samples for TCEQ reporting

- Water Maintenance – routine flushing mains and hydrant
- Meter Box repair and replaced lids as needed

APPENDIX A: SUGGESTED GENERAL MAINTENANCE CHECKLISTS

Surfacing (§2.4)

- ☒ Adequate protective surfacing under and around the equipment.
 - ☐ Install/replace surfacing
- ☒ Surfacing materials have not deteriorated.
 - ☐ Replace surfacing
 - ☐ Other maintenance: 8-1-17 installed EWF
- ☒ Loose-fill surfacing materials have no foreign objects or debris.
 - ☐ Remove trash and debris
- ☒ Loose-fill surfacing materials are not compacted.
 - ☐ Rake and fluff surfacing
- ☐ Loose-fill surfacing materials have not been displaced under heavy use areas such as under swings or at slide exits.
 - ☐ Rake and fluff surfacing

Drainage (§2.4)

- ☒ The entire play area has satisfactory drainage, especially in heavy use areas such as under swings and at slide exits.
 - ☐ Improve drainage
 - ☐ Other maintenance: _____

General Hazards

- ☒ There are no sharp points, corners or edges on the equipment (§3.4).
- ☒ There are no missing or damaged protective caps or plugs (§3.4).
- ☒ There are no hazardous protrusions (§3.2 and Appendix B).
- ☒ There are no potential clothing entanglement hazards, such as open S-hooks or protruding bolts (§2.5.2, §3.2, §5.3.8.1 and Appendix B).
- ☒ There are no crush and shearing points on exposed moving parts (§3.1).
- ☒ There are no trip hazards, such as exposed footings or anchoring devices and rocks, roots, or any other obstacles in a use zone (§3.6).

Security of Hardware (§2.5)

- ☒ There are no loose fastening devices or worn connections.
 - ☐ Replace fasteners
 - ☐ Other maintenance: _____
- ☒ Moving parts, such as swing hangers, merry-go-round bearings, and track rides, are not worn.
 - ☐ Replace part
 - ☐ Other maintenance: _____

Durability of Equipment (§2.5)

- ☒ There are no rust, rot, cracks, or splinters on any equipment (check carefully where it comes in contact with the ground).
- ☒ There are no broken or missing components on the equipment (e.g., handrails, guardrails, protective barriers, steps, or rungs).
- ☒ There are no damaged fences, benches, or signs on the playground.
- ☒ All equipment is securely anchored.

Leaded Paint (§2.5.4)

- ☒ Paint (especially lead paint) is not peeling, cracking, chipping, or chalking.
- ☒ There are no areas of visible leaded paint chips or accumulation of lead dust.
 - ☐ Mitigate lead paint hazards

General Upkeep of Playgrounds (§4)

- ☒ There are no user modifications to the equipment, such as strings and ropes tied to equipment, swings looped over top rails, etc.
 - ☐ Remove string or rope
 - ☐ Correct other modification
- ☒ The entire playground is free from debris or litter such as tree branches, soda cans, bottles, glass, etc.
 - ☒ Clean playground
- ☒ There are no missing trash receptacles.
 - ☐ Replace trash receptacle
- ☒ Trash receptacles are not full.
 - ☒ Empty trash

NOTES:

DATE OF INSPECTION:

8-9-17.

8-25-17. now weeded.

INSPECTION BY:

JF DM.

APPENDIX A: SUGGESTED GENERAL MAINTENANCE CHECKLISTS

Surfacing (§2.4)

- ☒ Adequate protective surfacing under and around the equipment.
 - ☐ Install/replace surfacing
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- ☒ There are no crush and shearing points on exposed moving parts (§3.1).
- ☒ There are no trip hazards, such as exposed footings or anchoring devices and rocks, roots, or any other obstacles in a use zone (§3.6).

Repaired Duck.

NOTES:

DATE OF INSPECTION:

8-9-17, 8-17-17, 8-28-17

Security of Hardware (§2.5)

- ☒ There are no loose fastening devices or worn connections.
 - ☒ Replace fasteners
 - ☐ Other maintenance: Climbing wall Large Set
- ☒ Moving parts, such as swing hangers, merry-go-round bearings, and track rides, are not worn.
 - ☐ Replace part
 - ☐ Other maintenance: _____

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INSPECTION BY:

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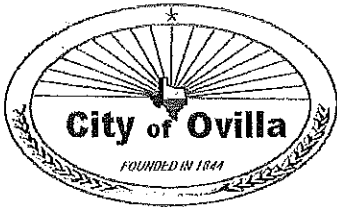
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NOTES:

DATE OF INSPECTION:

8-9-17. 8-16-17.

INSPECTION BY:



DATE: September 11, 2017

TO: Honorable Mayor and Council Members

FROM: Linda Harding, City Accountant

SUBJECT: Accounting Department Report

July Reports – Financials
Over \$5,000
Bank Balances as of 9/6/2017
Revenue / Expense Graphs

Mentions to reports:

Property tax has been collected at 98.11% through July 2017.
Residential building permits were estimated: 50, the actual through July: 18.

Water revenue is at 62% of estimated, down 20% for period. The area is still getting rain.
Sewer revenue is at 74% of estimated, down 10% for period.
Overall revenue is at 70% of estimated, Expense is at 71% of estimate.

Messages:

FY 2016-2017 budget objectives yet to be complete:

Police and Fire Department radios have been received, at completion of Midlothian's Infrastructure,
The testing is nearing completion

Equipment list that includes vehicles, machinery, computers, laptops have been received and reviewed by departments. The departments are responsible for the replacement request of all equipment.

The auditing services are provided by Yeldell, Wilson and Co., P.C. with three (3) one-year optional extensions for the fiscal years ending through September 2019.

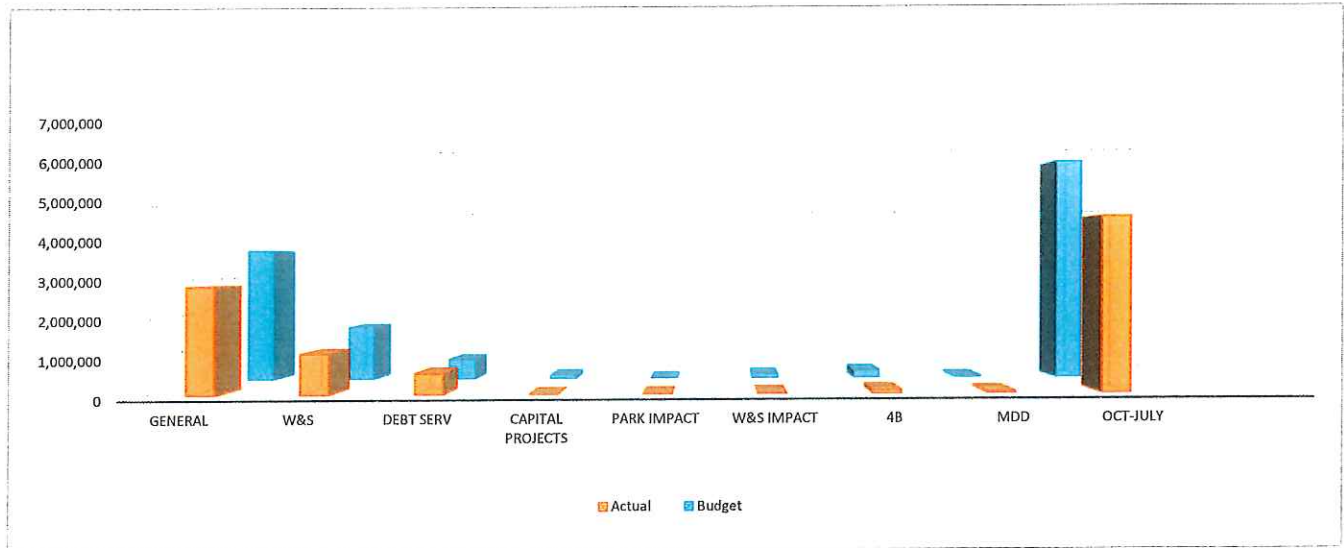
December 2017 Prepare for Bank RFQ to start May 2018-2021

Department duties:

Council reports, A/P, P/R, A/R, EOM reports, various accounting obligations, and completed instructions given by City Manager. Examining the various funds, ordinances, resolutions, accounting files, filed required reports for state and federal payroll, sales tax.

Name	Account #	Previous Balance	NEW BALANCE	As Of
<u>Debt Fund</u>	*0291	494,212.97	23,166.78	9/6/2017
<u>General Fund Reserve</u>	608	56,167.92	56,167.92	9/6/2017
<u>GF Reserve CD</u>	*0694	247,396.74	247,739.71	9/6/2017
<u>Water Impact</u>	*2322	51,480.98	51,494.10	9/6/2017
<u>4B EDC</u>	*3691	513,638.72	513,813.22	9/6/2017
<u>Fire Dept. Auxil.</u>	*3909	1,050.00	1,050.00	9/6/2017
<u>Water Money Market</u>	*4323	189,207.07	189,263.31	9/6/2017
<u>MDD Fund</u>	*7451	205,538.69	210,650.97	9/6/2017
<u>Water Credit Card</u>	*7531	139.46	139.51	9/6/2017
<u>GF Reserves Money Mkt.</u>	*7583	128,151.45	128,189.54	9/6/2017
<u>GF Money Market</u>	*7605	230,463.53	230,532.04	9/6/2017
<u>Park Fund Money Mkt.</u>	*7613	75,946.29	75,965.64	9/6/2017
<u>Capital Projects Money Mkt.</u>	*7648	130,597.80	130,636.62	9/6/2017
<u>W&S Impact-Sewer</u>	*8699	55,401.56	55,401.56	9/6/2017
<u>employee benefit trust</u>	*8777	373.00	161.86	9/6/2017
<u>GF Operating</u>	*9437	1,172,272.69	1,192,161.51	9/6/2017
<u>W&S Fund Operating</u>	*9445	610,582.74	605,109.64	9/6/2017
<u>Police Special Fund</u>	*9792	185.51	185.51	9/6/2017
SUB TOTAL		4,162,807.12	3,711,829.44	
TexPool - CAPITAL PROJECT	1878	308.16	308.16	9/6/2017
TexStar - GENERAL FUND	1110	3,758.31	3,758.31	9/6/2017
TexStar - GENERAL FUND	1120	936.70	936.70	9/6/2017
TexStar - W&S IMPACT	3540	3,180.24	3,180.24	9/6/2017
TexStar - CAPITAL PROJECT	5340	1,407.56	1,407.56	9/6/2017
TexStar - W&S FUND	5350	1,154.27	1,154.27	9/6/2017
Bryson Manor - GENERAL FUND	8662	297,822.41	297,923.59	9/6/2017
Leose	2510	1,152.62	1,152.62	9/6/2017
TOTAL BANK BALANCES		4,472,527.39	4,021,650.89	

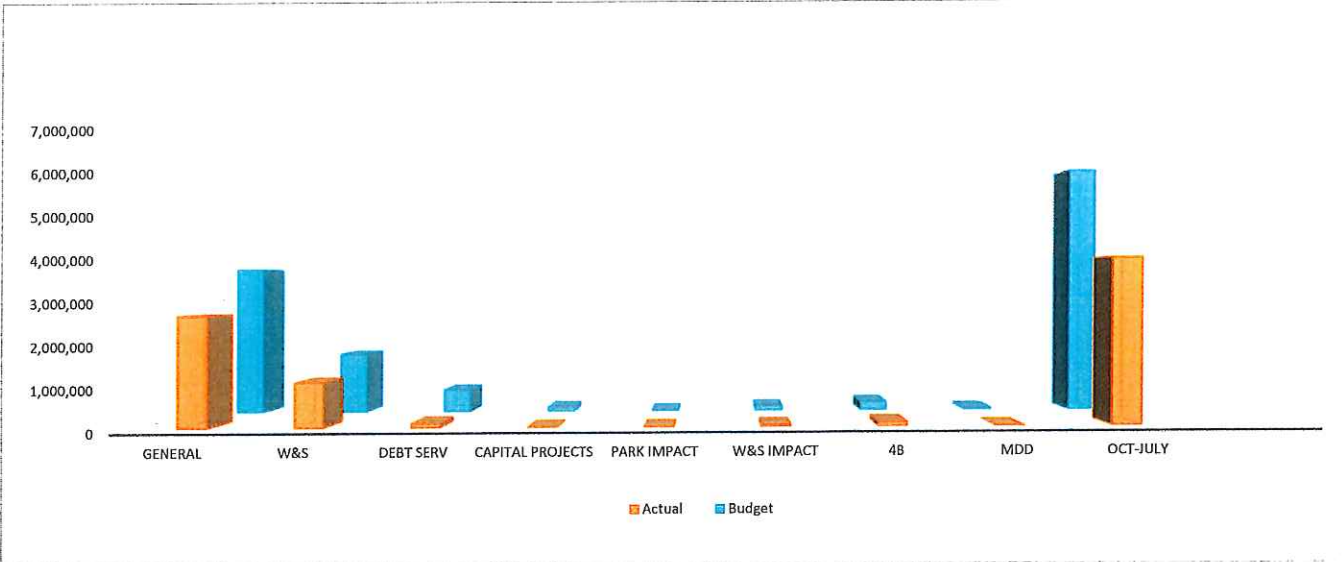
CITY OF OVILLA REVENUE FY 2016-2017



City of Ovilla Revenue

FUNDS	General	W&S	Debt Serv	Capital Projects	Park Impact	W&S Impact	4B	MDD	Oct-July
Actual	2,837,947	1,080,314	553,027	291	5,516	20,657	84,086	42,430	4,624,268
Budget	3,813,740	1,538,005	571,025	90,261	13,523	109,330	214,647	41,991	6,392,522
Over / (Under) Budget	(975,793)	(457,691)	(17,998)	(89,970)	(8,007)	(88,673)	(130,561)	439	(1,768,254)

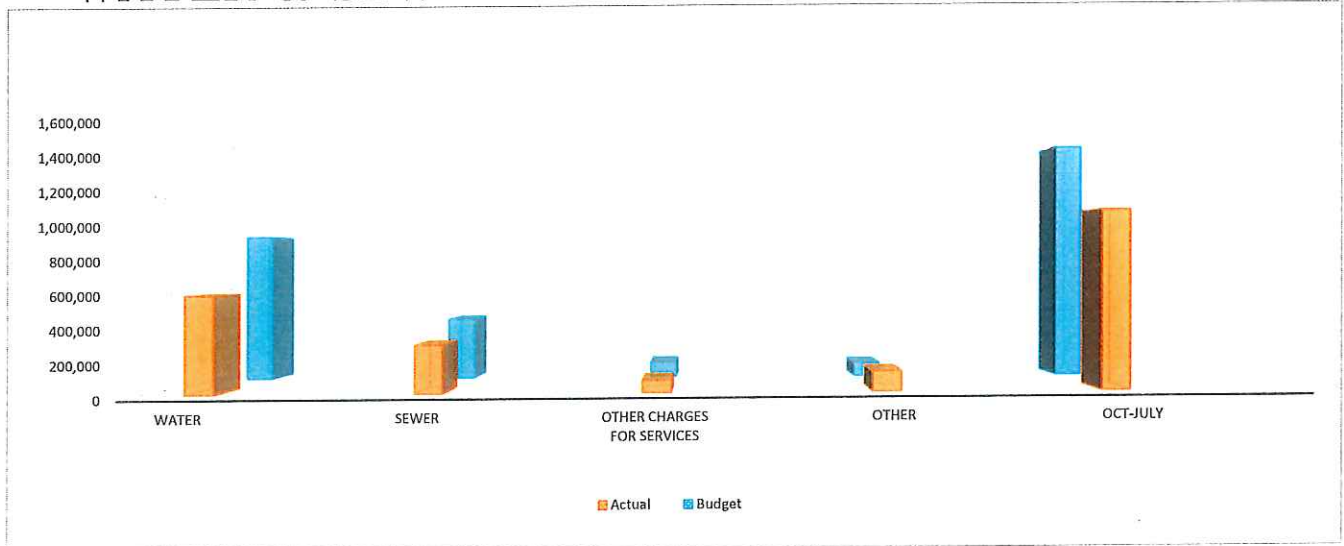
CITY OF OVILLA EXPENSE FY 2016-2017



City of Ovilla Expense

FUNDS	General	W&S	Debt Serv	Capital Projects	Park Impact	W&S Impact	4B	MDD	Oct-July
Actual	2,684,130	1,086,845	97,763	0	4,128	37,600	92,926	2,122	4,005,514
Budget	3,813,740	1,538,005	571,025	90,261	13,523	109,330	214,647	41,991	6,392,522
Over / (Under) Budget	(1,129,610)	(451,160)	(473,262)	(90,261)	(9,395)	(71,730)	(121,721)	(39,869)	(2,387,008)

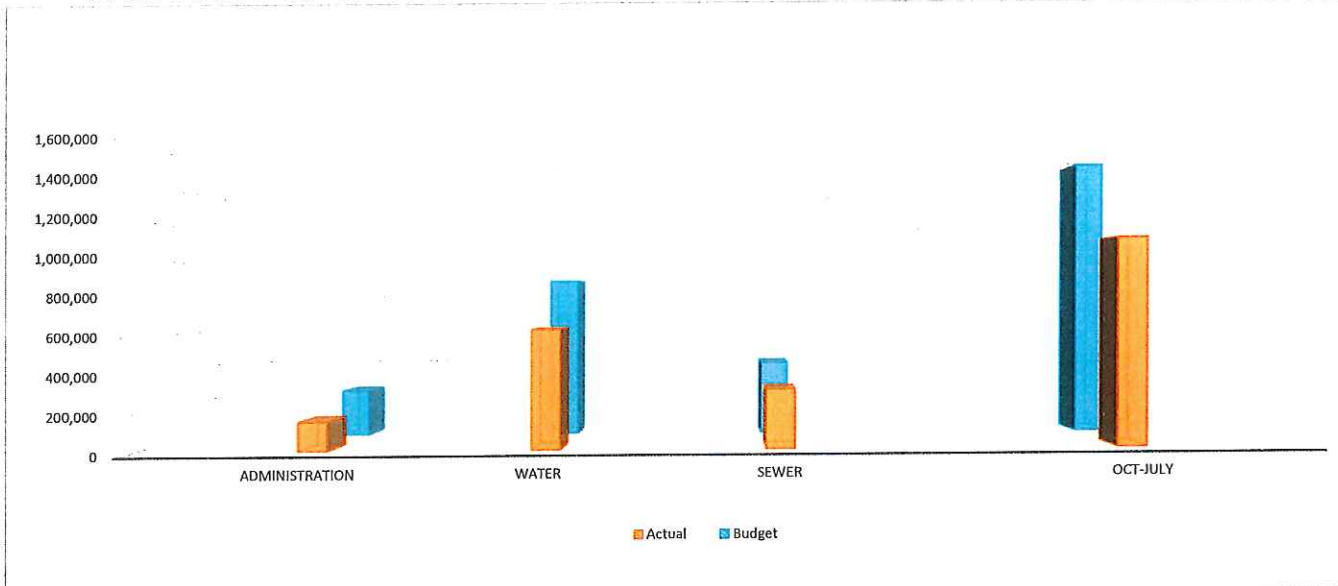
WATER & SEWER FUND REVENUE FY 2016-2017



Water & Sewer Revenue

	Water	Sewer	Other Charges for Services	Other	Oct-July
Actual	593,569	291,503	74,539	120,703	1,080,314
Budget	959,305	396,500	98,050	84,150	1,538,005
Over / (Under) Budget	(365,736)	(104,997)	(23,511)	36,553	(457,691)

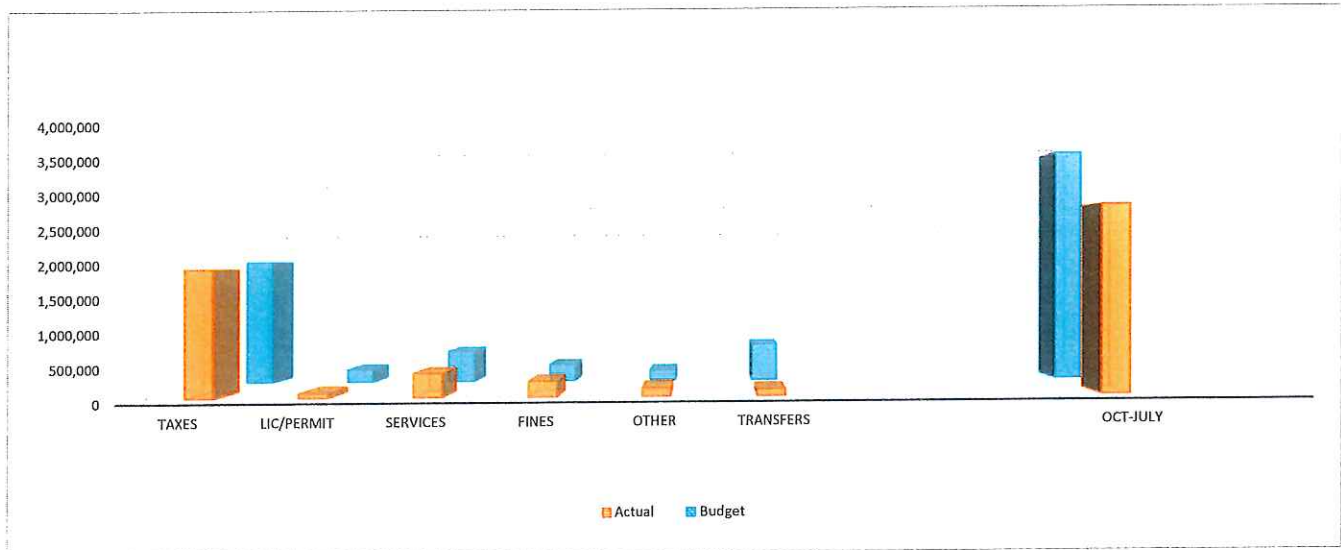
WATER & SEWER FUND EXPENSE FY 2016-2017



Water & Sewer Fund Expense

	Administration	Water	Sewer	Oct-July
Actual	152,284	625,499	309,062	1,086,845
Budget	253,151	880,265	404,589	1,538,005
Over / (Under) Budget	(100,867)	(254,766)	(95,527)	(451,160)

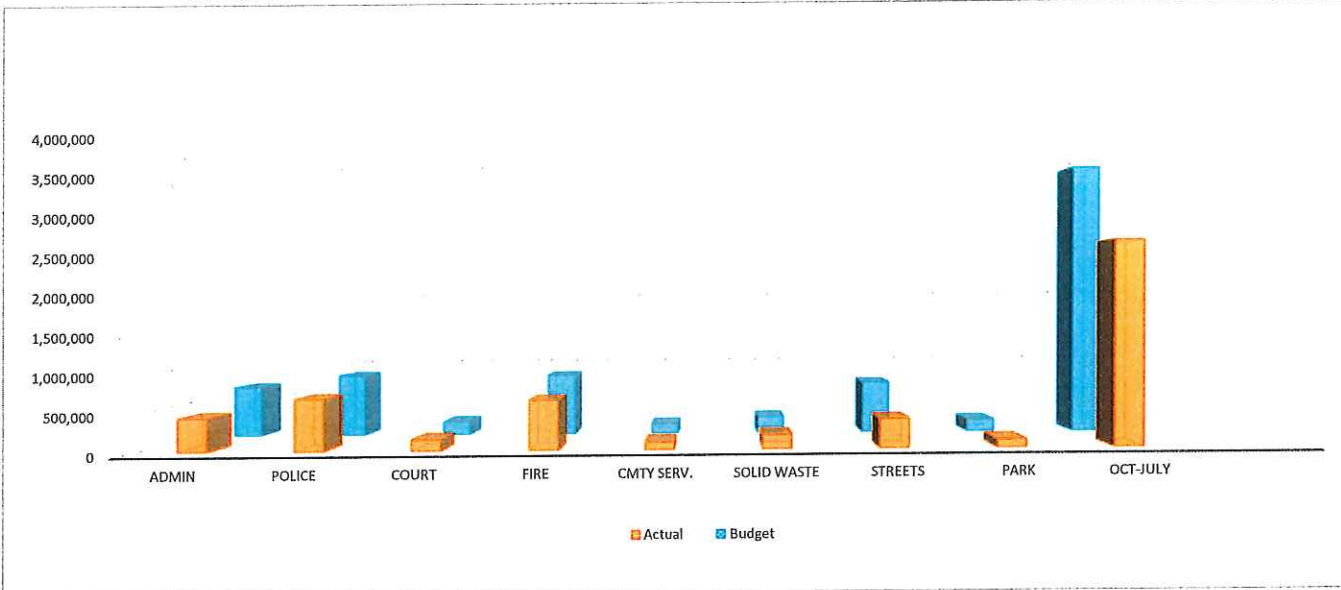
GENERAL FUND REVENUE FY 2016-2017



General Fund Revenue

	Taxes	Lic/Permit	Services	Fines	Other	Transfers	Oct-July
Actual	1,935,764	72,876	362,395	234,330	130,755	101,828	2,837,948
Budget	2,039,620	212,068	509,228	277,517	170,035	605,272	3,813,740
Over / (Under) Budget	(103,856)	(139,192)	(146,833)	(43,187)	(39,280)	(503,444)	(975,792)

GENERAL FUND EXPENSE FY 2016-2017



General Fund Expense

	Admin	Police	Court	Fire	CMTY Serv.	Solid Waste	Streets	Park	Oct-July
Actual	436,979	678,947	144,403	653,824	101,085	182,710	380,321	105,862	2,684,131
Budget	695,905	855,589	176,676	848,911	132,174	226,110	715,538	162,837	3,813,740
Over / (Under) Budget	(258,926)	(176,642)	(32,273)	(195,087)	(31,089)	(43,400)	(335,217)	(56,975)	(1,129,609)



DATE: SEPTEMBER 11, 2017

TO: Honorable Mayor and Council Members

FROM:
Linda Harding, Accountant

SUBJECT: Financial Statements Through July 2017

City of Ovilla General Fund
Actual vs Budget Review
FY October 2016 through September 2017

	Current	Year to Date		\$ Over	% of Budget
	July 2017	'Oct - July 2017	Budget	(Under)	Thru July
				Budget	83%
Revenues					
4000100 · Taxes					
4000105 · Ad Valorem, Current	5,094	1,587,866	1,541,553	46,313	103%
4000106 · Ad Valorem, New & improvements	0	0	77,331	(77,331)	0%
4000110 · Ad Valorem, Delinquent	98	12,458	11,388	1,070	109%
4000113 · Interest/Penalties - Prop Tax	435	6,525	7,540	(1,015)	87%
4000120 · Sales Tax	16,146	164,853	201,446	(36,593)	82%
4000125 · Sales Tax - Street Improvement	4,036	41,213	50,362	(9,149)	82%
4000130 · Franchise Tax	3	122,849	150,000	(27,151)	82%
Total 4000100 · Taxes	25,812	1,935,764	2,039,620	(103,856)	95%
4000200 · Licenses and Permits					
4000210 · Residential Building Permits	228	35,991	150,100	(114,109)	24%
4000214 · Misc Building Permits	1,338	20,873	16,000	4,873	130%
4000230 · Plan Review Fee	501	8,592	35,750	(27,158)	24%
4000260 · Alarm Permits	240	2,319	2,604	(285)	89%
4000270 · Animal Tag Fees	192	1,870	3,706	(1,836)	50%
4000272 · Impound Fees	70	965	2,751	(1,786)	35%
4000290 · Misc Licenses and Permits	410	2,265	1,157	1,108	196%
Total 4000200 · Licenses and Permits	2,979	72,876	212,068	(139,192)	34%
4000400 · Charges for Services					
4000325 · ESD #2	0	95,000	190,000	(95,000)	50%
4000330 · ESD #4	0	37,086	55,628	(18,542)	67%
4000411 · Copies and Maps	7	41	100	(59)	41%
4000415 · Police Reports	0	36	150	(114)	24%
4000420 · Park Lights	0	0	1,000	(1,000)	0%
4000440 · Oak Leaf Animal Control	0	835	2,100	(1,265)	40%
4000450 · Subdivision Fees	0	14,888	6,900	7,988	216%
4000480 · Solid Waste (Garbage)	18,684	211,882	247,600	(35,718)	86%
4000485 · 50/50 Sidewalk Program	0	0	1,250	(1,250)	0%

City of Ovilla General Fund
Actual vs Budget Review
FY October 2016 through September 2017

	Current	Year to Date		\$ Over (Under)	% of Budget Thru July
	July 2017	'Oct - July 2017	Budget	Budget	83%
4000490 · Misc Charges for Services	75	2,628	4,500	(1,872)	58%
Total 4000400 · Charges for Services	18,766	362,395	509,228	(146,833)	71%
4000500 · Fines and Forfeitures					
4000535 · Omni Warrant Revenue	326	2,284	2,304	(20)	99%
4000510 · Fines - Police	23,196	220,192	254,850	(34,658)	86%
4000520 · Fines - Animal Control	0	350	456	(106)	77%
4000525 · Fines - Code Enforcement	644	3,328	8,949	(5,621)	37%
4000550 · Municipal Court Technology	492	4,510	5,338	(828)	84%
4000551 · Municipal Court Security	369	3,383	5,396	(2,013)	63%
4000590 · Misc Fines and Forfeitures	0	284	224	60	127%
Total 4000500 · Fines and Forfeitures	25,027	234,330	277,517	(43,187)	84%
4000800 · Other Revenue					
4000810 · Heritage Day	170	5,176	26,000	(20,824)	20%
4000818 · Leose Proceeds	0	0	0	0	0%
4000820 · Water Tower Lease	7,071	96,732	109,250	(12,518)	89%
4000840 · Interest Earned	748	6,878	6,000	878	115%
4000860 · Grant Proceeds	0	0	6,825	(6,825)	0%
4000870 · Insurance Proceeds	0	3,754	3,755	(1)	100%
4000885 · Proceeds from Sale of Assets	0	13,690	13,690	0	100%
4000887 · HOA Revenue	0	1,015	1,015	0	100%
4000890 · Misc Other Revenue	1,383	3,510	3,500	10	100%
Total 4000800 · Other Revenue	9,371	130,755	170,035	(39,280)	77%
4000900 · Transfers In					
4000925 · Admin.Rev. received from 4B-EDC	0	1,875	2,500	(625)	75%
4000926 · 4B-EDC Revenue: Restroom	0	74,987	75,000	(13)	100%
4000927 · 4B-EDC Revenue: Monument Signs	0	0	30,000	(30,000)	0%
4000928 · 4B-EDC Revenue: Consultant	0	0	10,000	(10,000)	0%
4000930 · Admin. Rev. Rec. From W&S Fund	0	24,591	32,788	(8,197)	75%

City of Ovilla General Fund
Actual vs Budget Review
FY October 2016 through September 2017

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	July 2017	'Oct - July 2017	Budget	(Under)	Thru July
				Budget	83%
4000940 · Admin.Rev. Rec. from MDD Fund	0	375	500	(125)	75%
4000945 - Trans in from Court Security	0	0	4,317	(4,317)	0%
4000990 · Reduction in Fund Balance	0	0	450,167	(450,167)	0%
Total 4000900 · Transfers In	0	101,828	605,272	(503,444)	17%
Total Revenues	81,956	2,837,947	3,813,740	(975,793)	74%
Gross Resources	81,956	2,837,947	3,813,740	(975,793)	74%
Expenditures					
10 · Administration					
5101100 · Salaries & Wages					
5101110 · City Administrator	7,692	58,652	66,126	(7,474)	89%
5101115 · City Secretary	4,538	38,577	40,973	(2,396)	94%
5101117 · City Accountant	4,035	34,294	38,192	(3,898)	90%
5101120 · Admin. Support	2,773	23,569	22,978	591	103%
5101170 · Salary Increase	0	0	5,265	(5,265)	0%
5101180 · Merit Raises, Staff	0	0	5,207	(5,207)	0%
Total 5101100 · Salaries & Wages	19,038	155,092	178,741	(23,649)	87%
5101400 · Support Staff					
5101490 · Overtime	78	78	350	(272)	22%
Total 5101400 · Support Staff	78	78	350	(272)	22%
5102100 · Employee Benefits					
5102110 · Group Insurance	2,294	24,322	29,461	(5,139)	83%
5102135 · TMRS	1,860	18,978	22,694	(3,716)	84%
5102160 · Worker's Compensation	152	606	606	0	100%
5102170 · Payroll Taxes	283	2,804	3,456	(652)	81%
5102180 · Unemployment Taxes	0	0	1,000	(1,000)	0%
5102190 · Auto Allowance	400	1,200	1,600	(400)	75%
5102196 · Indiv. Membership Dues	0	565	750	(185)	75%

City of Ovilla General Fund
Actual vs Budget Review
FY October 2016 through September 2017

	Current	Year to Date		\$ Over	% of Budget
	July 2017	'Oct - July 2017	Budget	(Under)	Thru July
				Budget	83%
Total 5102100 · Employee Benefits	4,988	48,475	59,567	(11,092)	81%
5102200 · Special Services					
5102210 · Tax Assessing & Collecting Fees	0	551	1,570	(1,019)	35%
5102220 · Tax Appraisal Fee	0	12,092	16,003	(3,911)	76%
5102230 · Legal Fees	1,590	11,441	25,000	(13,559)	46%
5102240 · Audit	0	7,400	7,400	0	100%
5102250 · Accounting	0	525	1,000	(475)	53%
5102260 · Engineering Fees	877	7,178	8,500	(1,322)	84%
Total 5102200 · Special Services	2,467	39,188	59,473	(20,285)	66%
5102300 · Contractual Services					
5102310 · Consultant Fees	3,600	5,358	20,000	(14,642)	27%
5102325 - 4B-EDC Consulting	0	0	2,510	(2,510)	0%
Total 5102300 · Contractual Services	3,600	5,358	22,510	(17,152)	24%
5102500 · Operating Services					
5102530 · Custodial Service Contract	344	3,455	4,128	(673)	84%
5102540 · IT - Computer Maintenance	2,152	36,841	62,668	(25,827)	59%
Total 5102500 · Operating Services	2,496	40,296	66,796	(26,500)	60%
5102600 · Special Expenses					
5102610 · Election - Payroll	0	492	850	(358)	58%
5102620 · Election - Supplies	0	2,245	2,500	(255)	90%
5102630 · Election Meeting Expense	0	73	100	(27)	73%
5102650 · Codification Book Update	1,070	1,445	4,100	(2,655)	35%
Total 5102600 · Special Expenses	1,070	4,256	7,550	(3,294)	56%
5103100 · General Supplies					
5103110 · Office Supplies	888	7,008	8,000	(992)	88%

City of Ovilla General Fund
Actual vs Budget Review
FY October 2016 through September 2017

	Current	Year to Date		\$ Over (Under)	% of Budget
	July 2017	'Oct - July 2017	Budget	Budget	Thru July 83%
5103140 · Uniforms	106	225	250	(25)	90%
Total 5103100 · General Supplies	994	7,233	8,250	(1,017)	88%
5103400 · Maintenance Supplies / Parts					
5103410 · Supplies - Custodial	87	1,092	1,500	(408)	73%
5103440 · Maintenance Agreement Expense	0	135	400	(265)	34%
5103460 · Miscellaneous	0	1,412	1,500	(88)	94%
Total 5103400 · Maintenance Supplies / Parts	87	2,639	3,400	(761)	78%
5104200 · Travel Expenses					
5104210 · Travel - Local	0	31	500	(469)	6%
5104220 · Professional Development	2,067	2,501	3,900	(1,399)	64%
5104222 · Professional Develop - Council	0	975	1,200	(225)	81%
5104225 · City Council Meal Expense	90	1,218	1,400	(182)	87%
5104230 · Professional Develop - In-House	0	0	500	(500)	0%
Total 5104200 · Travel Expenses	2,157	4,724	7,500	(2,776)	63%
5105200 · Data Processing Expenses					
5105240 · Data Processing - Software	1,539	10,942	13,300	(2,358)	82%
Total 5105200 · Data Processing Expenses	1,539	10,942	13,300	(2,358)	82%
5105300 · Printing Expense					
5105310 · Copier Expense	909	3,414	4,476	(1,062)	76%
5105320 · Printing - Newsletters	1,116	2,320	5,108	(2,788)	45%
5105330 · Printing - Forms	149	635	1,500	(865)	42%
Total 5105300 · Printing Expense	2,175	6,370	11,084	(4,714)	57%
5105400 · Utilities					
5105410 · Telephone	125	1,171	1,404	(233)	83%
5105415 · Cellular Phone	119	1,187	1,464	(277)	81%

City of Ovilla General Fund
Actual vs Budget Review
FY October 2016 through September 2017

	Current	Year to Date		\$ Over (Under)	% of Budget Thru July
	July 2017	'Oct - July 2017	Budget	Budget	83%
5105417 · Internet	160	1,442	2,409	(967)	60%
5105420 · Wireless Cards	76	477	912	(435)	52%
5105450 · Electricity	554	3,701	4,635	(934)	80%
Total 5105400 · Utilities	1,034	7,977	10,824	(2,847)	74%
5105500 · Repairs & Bldg Improvements					
5105520 · Repairs - Buildings	0	3,937	4,000	(63)	98%
5105540 · Repairs - Machinery & Equipment	0	495	600	(105)	83%
5105590 · Repairs - Other	0	2,170	2,200	(30)	99%
Total 5105500 · Repairs & Bldg Improvements	0	6,602	6,800	(198)	97%
5105600 · Insurance					
5105610 · Insurance - Property	222	1,330	1,330	0	100%
5105620 · Insurance - Liability	214	678	678	0	100%
5105630 · Insurance - Fidelity Bond	0	250	300	(50)	83%
5105635 · Public Officials Surety Bonds	0	1,820	2,210	(390)	82%
Total 5105600 · Insurance	435	4,078	4,518	(440)	90%
5105700 · Other Expenses					
5105705 · Postage	0	3,824	6,756	(2,932)	57%
5105710 · Cash - Over/Short	0	0	10	(10)	0%
5105725 · Records Management Expense	0	2,139	3,300	(1,162)	65%
5105730 · City - Memberships	0	2,056	2,500	(444)	82%
5105740 · Legal Notices/Advertisement	94	2,823	9,000	(6,177)	31%
5105752 · Employment Screening	0	435	436	(1)	100%
5105753 · Solicitor Screening	26	456	500	(44)	91%
5105756 · FM 664	0	23,928	24,000	(72)	100%
5105760 · Bank Service Charge	-1	21	100	(79)	21%
5105764 · Filing Fees	0	130	250	(120)	52%
5105765 · Miscellaneous	1,430	2,824	3,614	(790)	78%

City of Ovilla General Fund
Actual vs Budget Review
FY October 2016 through September 2017

	Current	Year to Date		\$ Over (Under)	% of Budget Thru July
	July 2017	'Oct - July 2017	Budget	Budget	83%
Total 5105700 · Other Expenses	1,549	38,636	50,466	(11,830)	77%
5106400 · Minor Capital Outlay					
5106440 · Machinery & Equipment	0	4,890	7,500	(2,610)	65%
5106465 · Furniture	0	146	1,000	(854)	15%
Total 5106400 · Minor Capital Outlay	0	5,037	8,500	(3,463)	59%
5107400 - Capitalized Assets					
5107440 - Machinery & Equipment	0	49,999	49,999	0	100%
Total 5107400 - Capitalized Assets	0	49,999	49,999	0	100%
5109000 · Reserves					
5109001 - Reserve for Contingency	0	0	32,507	(32,507)	0%
5109015 - Reserve for FD & PD Radios	0	0	93,770	(93,770)	0%
Total 5109000 - Reserves	0	0	126,277	(126,277)	0
Total 10 · Administration	43,708	436,979	695,905	(258,926)	63%
20 · Police					
5201100 · Salaries & Wages					
5201120 · Police Chief	5,711	62,821	70,000	(7,179)	90%
5201143 · Command Staff	4,408	48,492	53,560	(5,068)	91%
5201150 · Certification Pay	185	2,031	2,400	(369)	85%
5201170 - Salary Increase	0	0	4,160	(4,160)	0%
5201180 · Merit Raises - Staff	0	0	3,832	(3,832)	0%
Total 5201100 · Salaries & Wages	10,304	113,344	133,952	(20,608)	85%
5201400 · Support Salaries					
5201405 · Support Staff	2,371	26,083	27,851	(1,768)	94%
5201408 - Sergeant	3,444	37,888	43,680	(5,792)	87%
5201410 · Patrol	19,678	212,128	224,723	(12,595)	94%

City of Ovilla General Fund
Actual vs Budget Review
FY October 2016 through September 2017

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	July 2017	'Oct - July 2017	Budget	(Under)	Thru July
				Budget	83%
5201412 - Patrol Part Time	1,000	6,600	20,500	(13,900)	32%
5201415 - Certification Pay	162	1,776	1,636	140	109%
5201470 - Salary Increase	0	0	16,640	(16,640)	0%
5201480 - Merit Raises	0	0	9,387	(9,387)	0%
5201490 - Overtime	926	7,902	16,000	(8,098)	49%
Total 5201400 - Support Salaries	27,582	292,377	360,417	(68,040)	81%
5202100 - Employee Benefits					
5202110 - Group Insurance	5,902	59,862	72,741	(12,879)	82%
5202135 - TMRS	3,589	37,884	44,740	(6,856)	85%
5202160 - Worker's Compensation	3,595	11,677	11,677	0	100%
5202170 - Payroll Taxes	587	5,958	8,381	(2,423)	71%
5202196 - Membership Dues	0	397	500	(103)	79%
Total 5202100 - Employee Benefits	13,673	115,778	138,039	(22,261)	84%
5202300 - Contractual Services					
5202355 - Contract Labor - Individual	0	0	500	(500)	0%
5202356 - Gingerbread House	0	1,000	1,000	0	100%
5202380 - Dispatch	0	15,225	15,225	0	100%
5202385 - Jail Expense	0	0	1,000	(1,000)	0%
5202390 - Special Response Team	0	7,500	8,500	(1,000)	88%
5202395 - Contractual Services Other	0	0	1,000	(1,000)	0%
Total 5202300 - Contractual Services	0	23,725	27,225	(3,500)	87%
5202500 - Operating Services					
5202530 - Custodial Service Contract	235	2,350	2,820	(470)	83%
5202540 - Computer Maintenance	0	0	700	(700)	0%
5202560 - Internet Subscriptions	0	317	1,350	(1,033)	23%
Total 5202500 - Operating Services	235	2,667	4,870	(2,203)	55%

City of Ovilla General Fund
Actual vs Budget Review
FY October 2016 through September 2017

	Current	Year to Date		\$ Over (Under)	% of Budget Thru July 83%
	July 2017	'Oct - July 2017	Budget	Budget	
5202600 · Special Expenses					
5202675 · National Night Out	0	434	550	(116)	79%
Total 5202600 · Special Expenses	0	434	550	(116)	79%
5203100 · General Supplies					
5203110 · Office Supplies	104	1,664	1,874	(210)	89%
5203140 · Uniforms	70	3,730	8,000	(4,270)	47%
5203170 · Evidence Gathering	22	699	791	(92)	88%
Total 5203100 · General Supplies	196	6,093	10,665	(4,572)	57%
5203400 · Maintenance Supplies & Parts					
5203410 · Supplies - Custodial	116	456	800	(344)	57%
Total 5203400 · Maintenance Supplies & Parts	116	456	800	(344)	57%
5204200 · Travel Expenses					
5204210 · Travel - Local	0	0	1,000	(1,000)	0%
5204220 · Professional Development	20	1,357	4,805	(3,448)	28%
5204235 - Ammo	0	0	1,000	(1,000)	0%
5204270 · Vehicle Expenses	2,042	16,647	24,000	(7,353)	69%
Total 5204200 · Travel Expenses	2,062	18,003	30,805	(12,802)	58%
5205200 · Data Processing Expenses					
5205240 · Data Processing - Software	0	17,851	18,000	(149)	99%
Total 5205200 · Data Processing Expenses	0	17,851	18,000	(149)	99%
5205300 · Printing Expenses					
5205310 · Copier Expense	90	876	1,500	(624)	58%
5205330 · Printing - Forms	0	300	300	0	100%
5205350 · Printing - Other	0	399	400	(1)	100%

City of Ovilla General Fund
Actual vs Budget Review
FY October 2016 through September 2017

	Current	Year to Date		\$ Over (Under)	% of Budget
	July 2017	'Oct - July 2017	Budget	Budget	Thru July 83%
Total 5205300 · Printing Expenses	90	1,575	2,200	(625)	72%
5205400 · Utilities					
5205410 · Telephone	125	1,171	1,404	(233)	83%
5205415 · Cellular Phone	99	1,075	1,350	(275)	80%
5205417 · Internet - PD	160	1,442	2,409	(967)	60%
5205420 · Wireless Cards	266	2,586	2,750	(164)	94%
5205450 · Electricity	316	3,088	4,500	(1,412)	69%
Total 5205400 · Utilities	965	9,363	12,413	(3,050)	75%
5205500 · Repairs & Building Improvements					
5205520 · Repairs - Building	18	484	5,000	(4,516)	10%
5205540 · Repairs- Machinery & Equipment	63	354	1,000	(646)	35%
5205550 · Repairs - Vehicles	925	6,696	10,000	(3,304)	67%
Total 5205500 · Repairs & Building Improvements	1,006	7,534	16,000	(8,466)	47%
5205600 · Insurance					
5205610 · Insurance - Property	439	1,757	1,757	0	100%
5205620 · Insurance - Liability	2,212	8,499	8,499	0	100%
5205640 · Insurance - Vehicle	-168	2,908	2,908	0	100%
Total 5205600 · Insurance	2,483	13,164	13,164	0	100%
5205700 · Other Expenses					
5205742 · Public Relations	0	219	519	(300)	42%
5205752 · Employment Screening	0	366	1,550	(1,184)	24%
5205765 · Miscellaneous	49	1,306	1,620	(314)	81%
Total 5205700 · Other Expenses	49	1,892	3,689	(1,797)	51%
5206400 · Minor Capital Outlay					
5206440 · Machinery & Equipment	438	5,819	9,200	(3,381)	63%

City of Ovilla General Fund
Actual vs Budget Review
FY October 2016 through September 2017

	Current	Year to Date		\$ Over (Under)	% of Budget Thru July
	July 2017	'Oct - July 2017	Budget	Budget	83%
5206445 · Personal Protective Equipment	0	655	2,600	(1,945)	25%
5206450 · Vehicles	0	48,217	49,000	(783)	98%
Total 5206400 · Minor Capital Outlay	438	54,691	60,800	(6,109)	90%
5207400 - Capitalized Assets					
5207440 - Machinery and Equipment	0	0	22,000	(22,000)	0%
	0	0	22,000	(22,000)	0%
Total 20 · Police	59,199	678,947	855,589		79%
25 · Municipal Court					
5251100 · Salaries & Wages					
5251140 · Municipal Judge	634	6,969	9,454	(2,486)	74%
Total 5251100 · Salaries & Wages	634	6,969	9,454	(2,486)	74%
5251400 · Support Staff					
5251405 · Support Staff	2,669	29,357	33,676	(4,319)	87%
5251470 - Salary Increase	0	0	582	(582)	
5251480 · Merit Raises	0	0	1,011	(1,011)	0%
5251490 · Overtime	206	982	1,900	(918)	52%
Total 5251400 · Support Staff	2,875	30,339	37,169	(6,830)	82%
5252100 · Employee Benefits					
5252110 · Group Insurance	600	6,062	7,203	(1,141)	84%
5252135 · TMRS	280	2,872	3,304	(432)	87%
5252160 · Worker's Compensation	31	122	122	0	100%
5252170 · Payroll Taxes	90	973	1,085	(112)	90%
5252196 - Membership Dues	60	60	60	0	100%
Total 5252100 · Employee Benefits	1,061	10,089	11,774	(1,685)	86%
5252300 · Contractual Services					
5251420 · Jury Fees	0	72	200	(128)	36%

City of Ovilla General Fund
Actual vs Budget Review
FY October 2016 through September 2017

	Current	Year to Date		\$ Over (Under)	% of Budget Thru July
	July 2017	'Oct - July 2017	Budget	Budget	83%
5251425 · City Prosecutor	3,295	8,611	10,211	(1,600)	84%
5252375 · Comptroller - Warrant Fees	0	71,522	88,478	(16,956)	81%
Total 5252300 · Contractual Services	3,295	80,206	98,889	(18,683)	81%
5252500 · Operating Services					
5252540 · Computer Maintenance	0	0	75	(75)	0%
Total 5252500 · Operating Services	0	0	75	(75)	0%
5253100 · General Supplies					
5253110 · Office Supplies	0	175	175	0	100%
5253140 · Uniforms	31	51	50	1	102%
Total 5253100 · General Supplies	31	226	225	1	100%
5254200 · Travel Expenses					
5254210 · Travel - Local	0	0	25	(25)	0%
5254220 · Professional Development	0	0	50	(50)	0%
Total 5254200 · Travel Expenses	0	0	75	(75)	0%
5255200 · Data Processing Expenses					
5255240 · Data Processing - SW Maint.	0	2,050	2,051	(1)	100%
Total 5255200 · Data Processing Expenses	0	2,050	2,051	(1)	100%
5255300 · Printing Expense					
5255350 · Printing - Other	15	539	800	(261)	67%
Total 5255300 · Printing Expense	15	539	800	(261)	67%
5255600 · Insurance					
5255620 · Insurance - Liability	48	192	192	0	100%
Total 5255600 · Insurance	48	192	192	0	100%

City of Ovilla General Fund
Actual vs Budget Review
FY October 2016 through September 2017

	Current	Year to Date		\$ Over	% of Budget
	July 2017	'Oct - July 2017	Budget	(Under)	Thru July
				Budget	83%
5255700 · Other Expenses					
5255765 · Miscellaneous	15	15	50	(35)	31%
5255768 · Collection Agency Fees	839	7,639	7,660	(21)	100%
5255772 · Warrant Fee - Omni	198	6,140	8,262	(2,122)	74%
Total 5255700 · Other Expenses	1,052	13,794	15,972	(2,178)	86%
Total 25 · Municipal Court	9,012	144,403	176,676	(32,273)	82%
30 · Fire					
5301100 · Salaries & Wages					
5301125 · Fire Chief	3,012	33,132	38,018	(4,886)	87%
5301135 · Deputy Chief/Fire December shall	1,782	18,854	21,424	(2,570)	88%
5301140 · Fire Captains	5,599	46,634	67,776	(21,142)	69%
5301150 · Officer in Charge & Holiday	1,032	12,135	12,648	(513)	96%
5301170 · Salary Increase	0	0	1,520	(1,520)	0%
5301180 · Merit Raises - Staff	0	0	3,863	(3,863)	0%
Total 5301100 · Salaries & Wages	11,426	110,755	145,249	(34,494)	76%
5301400 · Support Salaries					
5301440 · Firefighters	22,579	260,105	314,158	(54,053)	83%
5301470 · Salary Increase	0	0	4,500	(4,500)	0%
5301480 · Merit Raises	0	0	7,897	(7,897)	0%
5301485 · Volunteer Incentive Program	1,140	11,949	16,850	(4,901)	71%
Total 5301400 · Support Salaries	23,719	272,054	343,405	(71,351)	79%
5302100 · Employee Benefits					
5302135 · TMRS	469	5,000	5,831	(831)	86%
5302137 · Volunteer Retirement	0	144	2,700	(2,556)	5%
5302160 · Worker's Compensation	610	3,871	3,871	0	100%
5302170 · Payroll Taxes	2,303	25,162	32,297	(7,135)	78%

City of Ovilla General Fund
Actual vs Budget Review
FY October 2016 through September 2017

	Current	Year to Date		\$ Over (Under)	% of Budget
	July 2017	'Oct - July 2017	Budget	Budget	Thru July 83%
5302196 · Membership Dues	-165	1,463	2,200	(737)	67%
Total 5302100 · Employee Benefits	3,216	35,640	46,899	(11,259)	76%
5302300 · Contractual Services					
5302310 · Consultant Fees	0	1,500	1,500	0	100%
5302380 · Dispatch	0	15,225	15,225	0	100%
5302385 · Emergency Transport Service	0	47,669	66,257	(18,588)	72%
Total 5302300 · Contractual Services	0	64,394	82,982	(18,588)	78%
5302500 · Operating Services					
5302510 · Maintenance Agreements	0	7,171	10,000	(2,829)	72%
5302570 · Warning System Maintenance	0	2,500	2,500	0	100%
5302580 · Generator Maintenance	0	1,379	2,120	(741)	65%
Total 5302500 · Operating Services	0	11,050	14,620	(3,570)	76%
5302600 · Special Expenses					
5302675 · National Night Out	0	299	500	(201)	60%
Total 5302600 · Special Expenses	0	299	500	(201)	60%
5303100 · General Supplies					
5303110 · Office Supplies	0	293	1,000	(707)	29%
5303140 · Uniforms	58	2,441	5,000	(2,559)	49%
5303160 · Medical Supplies	55	4,760	8,000	(3,240)	60%
5303165 · Medical Support	0	510	1,000	(490)	51%
5303170 · Evidence Gathering	0	704	800	(96)	88%
5303175 · Education Aids	0	2,445	2,445	(0)	100%
Total 5303100 · General Supplies	114	11,153	18,245	(7,092)	61%
5303400 · Maintenance Supplies & Parts					
5303410 · Supplies - Custodial	0	1,991	2,000	(9)	100%

City of Ovilla General Fund
Actual vs Budget Review
FY October 2016 through September 2017

	Current	Year to Date		\$ Over (Under)	% of Budget
	July 2017	'Oct - July 2017	Budget	Budget	Thru July 83%
5303420 · Building Alarm Maintenance	0	0	420	(420)	0%
Total 5303400 · Maintenance Supplies & Parts	0	1,991	2,420	(429)	82%
5304200 · Travel Expenses					
5304220 · Professional Development	0	4,511	7,605	(3,094)	59%
5304270 · Vehicle Expenses	696	7,208	7,500	(292)	96%
Total 5304200 · Travel Expenses	696	11,718	15,105	(3,387)	78%
5305200 · Data Processing Expenses					
5305240 · Data Processing - Software	0	3,010	4,315	(1,305)	70%
Total 5305200 · Data Processing Expenses	0	3,010	4,315	(1,305)	70%
5305300 · Printing Expense					
5305310 · Copier Expense	299	2,678	3,100	(422)	86%
5305330 · Printing - Forms	0	56	100	(44)	56%
Total 5305300 · Printing Expense	299	2,734	3,200	(466)	85%
5305400 · Utilities					
5305410 · Telephone	213	2,289	2,724	(435)	84%
5305415 · Cellular Phone	124	1,214	1,532	(318)	79%
5305417 · Internet - Fire Dept.	388	3,721	5,145	(1,424)	72%
5305430 · Natural Gas	57	1,637	2,000	(363)	82%
5305450 · Electricity	719	4,831	5,650	(819)	86%
Total 5305400 · Utilities	1,501	13,691	17,051	(3,360)	80%
5305500 · Repairs & Bldg Improvements					
5305520 · Repairs - Building	298	2,080	11,700	(9,620)	18%
5305540 · Repairs - Machinery & Equipment	105	10,370	17,745	(7,375)	58%
5305545 · Repairs - Apparatus	738	12,200	20,080	(7,880)	61%
5305550 · Repairs - Vehicles	685	3,430	3,500	(70)	98%
Total 5305500 · Repairs & Bldg Improvements	1,825	28,081	53,025	(24,944)	53%

City of Ovilla General Fund
Actual vs Budget Review
FY October 2016 through September 2017

	Current	Year to Date		\$ Over	% of Budget
	July 2017	'Oct - July 2017	Budget	(Under)	Thru July
				Budget	83%
5305600 · Insurance					
5305620 · Insurance - Liability	1,756	2,408	3,569	(1,161)	67%
5305640 · Insurance - Vehicle	3,920	12,129	12,129	0	100%
Total 5305600 · Insurance	5,676	14,537	15,698	(1,161)	93%
5305700 · Other Expenses					
5305705 · Postage	0	16	50	(34)	33%
5305752 · Employment Screening	0	380	500	(120)	76%
5305765 · Flags & Miscellaneous	0	0	100	(100)	0%
Total 5305700 · Other Expenses	0	396	650	(254)	61%
5306400 · Minor Capital Outlay					
5306440 · Machinery & Equipment	806	5,812	10,300	(4,488)	56%
5306445 · Personal Protective Equipment	6,792	11,508	20,247	(8,739)	57%
Total 5306400 · Minor Capital Outlay	7,597	17,320	30,547	(13,227)	57%
5307400 · Capitalized Assets					
5307450 · Vehicle	0	55,000	55,000	0	100%
Total 5306400 · Minor Capital Outlay	0	55,000	55,000	0	100%
Total 30 · Fire	56,071	653,824	848,911	(195,087)	77%
40 · Community Services					
5401100 · Salaries & Wages					
5401135 · ACO/Code Enforcement Officer	3,674	40,410	46,364	(5,954)	87%
5401180 · Merit Raises - Staff	0	0	1,391	(1,391)	0%
5401190 · Overtime	1,033	8,145	11,000	(2,855)	74%
Total 5401100 · Salaries & Wages	4,707	48,555	58,755	(10,200)	83%
5402100 · Employee Benefits					
5402110 · Group Insurance	390	3,930	7,291	(3,361)	54%

City of Ovilla General Fund
Actual vs Budget Review
FY October 2016 through September 2017

	Current	Year to Date		\$ Over (Under)	% of Budget
	July 2017	'Oct - July 2017	Budget	Budget	Thru July 83%
5402135 · TMRS	462	4,642	5,262	(620)	88%
5402160 · Worker's Compensation	90	356	356	0	100%
5402170 · Payroll Taxes	74	762	802	(40)	95%
5402190 · License	0	25	625	(600)	4%
Total 5402100 · Employee Benefits	1,016	9,715	14,336	(4,621)	68%
5402300 · Contractual Services					
5402315 · Contract Building Inspections	3,128	36,187	46,500	(10,313)	78%
5402370 · Impound Fees	282	2,532	3,300	(768)	77%
Total 5402300 · Contractual Services	3,410	38,719	49,800	(11,081)	78%
5402600 · Special Expenses					
5402680 · Environmental Testing	29	190	1,300	(1,110)	15%
5402683 · Septic Tank Fee to State	0	40	100	(60)	40%
5402685 · Clean up Day	0	0	100	(100)	0%
Total 5402600 · Special Expenses	29	230	1,500	(1,270)	15%
5403100 · General Supplies					
5403110 · Office Supplies	0	50	50	0	100%
5403120 · Animal Care	0	68	150	(83)	45%
5403122 · Pet Supplies	53	421	600	(179)	70%
5403140 · Uniforms	0	333	600	(267)	55%
Total 5403100 · General Supplies	53	871	1,400	(529)	62%
5403400 · Maintenance Supplies & Parts					
5403460 · Miscellaneous	31	31	200	(169)	15%
Total 5403400 · Maintenance Supplies & Parts	31	31	200	(169)	15%
5404200 · Travel Expenses					
5404210 · Travel - Local	0	0	25	(25)	0%
5404220 · Professional Development	0	0	200	(200)	0%

City of Ovilla General Fund
Actual vs Budget Review
FY October 2016 through September 2017

	Current	Year to Date		\$ Over	% of Budget
	July 2017	'Oct - July 2017	Budget	(Under)	Thru July
				Budget	83%
5404270 • Vehicle Expenses	112	1,015	3,000	(1,985)	34%
Total 5404200 • Travel Expenses	112	1,015	3,225	(2,210)	31%
5405300 • Printing Expense					
5405330 • Printing - Forms	0	159	400	(241)	40%
Total 5405300 • Printing Expense	0	159	400	(241)	40%
5405400 • Utilities					
5405415 • Cellular Phone	74	761	1,074	(313)	71%
Total 5405400 • Utilities	74	761	1,074	(313)	71%
5405600 • Insurance					
5405610 • Insurance - Property	3	9	9	0	100%
5405620 • Insurance - Liability	33	130	130	0	100%
5405640 • Insurance - Vehicle	61	245	245	0	100%
Total 5405600 • Insurance	97	384	384	0	100%
5405700 • Other Expenses					
5405765 • Miscellaneous	0	0	100	(100)	0%
Total 5405700 • Other Expenses	0	0	100	(100)	0%
5406400 • Minor Capital Outlay					
5406440 • Machinery & Equipment	0	645	1,000	(355)	65%
Total 5406400 • Minor Capital Outlay	0	645	1,000	(355)	65%
Total 40 • Community Services	9,528	101,085	132,174	(31,089)	76%
45 • Solid Waste					
5455400 • Utilities					
5455465 • Solid waste Pickup (Garbage)	19,625	182,710	226,110	(43,400)	81%
Total 5455400 • Utilities	19,625	182,710	226,110	(43,400)	81%

City of Ovilla General Fund
Actual vs Budget Review
FY October 2016 through September 2017

	Current	Year to Date		\$ Over (Under)	% of Budget
	July 2017	'Oct - July 2017	Budget	Budget	Thru July 83%
Total 45 · Solid Waste	19,625	182,710	226,110	(43,400)	81%
50 · Streets					
5501400 · Support Staff					
5501415 · Maintenance Crew	764	19,731	23,400	(3,669)	84%
5501470 · Salary Increase	0	0	2,080	(2,080)	0%
5501480 · Merit Raises	0	0	765	(765)	0%
5501490 · Overtime	0	793	1,500	(707)	53%
5501500 · Streets - On Call	0	300	600	(300)	50%
Total 5501400 · Support Staff	764	20,824	28,345	(7,521)	73%
5502100 · Employee Benefits					
5502110 · Group Insurance	568	5,886	7,146	(1,260)	82%
5502135 · TMRS	74	1,981	2,642	(661)	75%
5502160 · Worker's Compensation	427	1,705	1,705	(0)	100%
5502170 · Payroll Taxes	11	302	403	(101)	75%
5502190 · License	0	61	122	(61)	50%
Total 5502100 · Employee Benefits	1,080	9,935	12,018	(2,083)	83%
5502200 · Special Services					
5502280 · NCTCOG- SWMP Fees	0	0	3,360	(3,360)	0%
Total 5502200 · Special Services	0	0	3,360	(3,360)	0%
5502600 · Special Expenses					
5502620 · Emergency Clean Up	0	0	1,000	(1,000)	0%
Total 5502600 · Special Expenses	0	0	1,000	(1,000)	0%
5503100 · General Supplies					
5503110 · Office Supplies	15	15	100	(85)	15%

City of Ovilla General Fund
Actual vs Budget Review
FY October 2016 through September 2017

	Current	Year to Date		\$ Over (Under)	% of Budget
	July 2017	'Oct - July 2017	Budget	Budget	Thru July 83%
5503140 · Uniforms	0	193	600	(407)	32%
Total 5503100 · General Supplies	15	208	700	(492)	30%
5503400 · Maintenance Supplies & Parts					
5503405 · Drainage Maintenance	0	0	500	(500)	0%
5503420 · Supplies - Street Signs	0	2,871	5,000	(2,129)	57%
5503460 · Miscellaneous	53	299	300	(1)	100%
Total 5503400 · Maintenance Supplies & Parts	53	3,169	5,800	(2,631)	55%
5504200 · Travel Expenses					
5504220 · Professional Development	0	0	500	(500)	0%
5504270 · Vehicle Expenses	467	3,368	5,500	(2,132)	61%
Total 5504200 · Travel Expenses	467	3,368	6,000	(2,632)	56%
5505300 · Printing Expense					
5505350 · Printing - Other	0	0	350	(350)	0%
Total 5505300 · Printing Expense	0	0	350	(350)	0%
5505400 · Utilities					
5505450 · Electricity	4,079	39,826	47,000	(7,174)	85%
Total 5505400 · Utilities	4,079	39,826	47,000	(7,174)	85%
5505500 · Repairs & Bldg Improvements					
5405520 · Repairs - Building	0	0	500	(500)	0%
5505540 · Repairs - Machinery & Equipment	405	3,303	3,500	(197)	94%
5505550 · Repairs - Vehicles	296	1,525	2,500	(975)	61%
5505560 · Repairs -Street Maint.& Repairs	22	13,646	29,250	(15,604)	47%
5505565 · Repairs - Infrastructure Drainage	0	500	3,000	(2,500)	17%
5505575 · Repairs - 50/50 Sidewalk Program	0	0	2,500	(2,500)	0%
5505590 · Repairs - Other	0	146	1,500	(1,354)	10%

City of Ovilla General Fund
Actual vs Budget Review
FY October 2016 through September 2017

	Current	Year to Date		\$ Over (Under)	% of Budget
	July 2017	'Oct - July 2017	Budget	Budget	Thru July 83%
Total 5505500 · Repairs & Bldg Improvements	724	19,121	42,750	(23,629)	45%
5505600 · Insurance					
5505620 · Insurance - Liability	174	694	694	0	100%
5505640 · Insurance - Vehicle	806	3,221	3,221	0	100%
Total 5505600 · Insurance	980	3,915	3,915	0	100%
5505700 · Other Expenses					
5505752 · Employment Screening	0	106	150	(44)	71%
Total 5505700 · Other Expenses	0	106	150	(44)	71%
5506400 · Minor Capital Outlay					
5506440 · Machinery & Equipment	0	20,567	20,750	(183)	99%
5506445 · Personal Protective Equipment	0	0	300	(300)	0%
5506490 · Other	0	500	500	0	100%
Total 5506400 · Minor Capital Outlay	0	21,067	21,550	(483)	98%
5507400 · Capitalized Assets					
5507440 · Machinery & Equipment	12,345	22,345	56,000	(33,655)	40%
5507460 · Infrastructure	0	236,439	486,600	(250,161)	49%
Total 5507400 · Capitalized Assets	12,345	258,784	542,600	(283,816)	48%
Total 50 · Streets	20,507	380,321	715,538	(335,217)	53%
60 · Parks					
5602400 · Rentals					
5602490 · Rental - Other	210	2,305	3,000	(695)	77%
Total 5602400 · Rentals	210	2,305	3,000	(695)	77%
5602500 · Operating Services					

City of Ovilla General Fund
Actual vs Budget Review
FY October 2016 through September 2017

	Current	Year to Date		\$ Over (Under)	% of Budget
	July 2017	'Oct - July 2017	Budget	Budget	Thru July 83%
5602530 - Custodial Service Contract	0	0	1,200	(1,200)	0%
Total 5602500 - Operating Services	0	0	1,200	(1,200)	0%
5602600 - Special Expenses					
5602680 - Heritage Day	1,313	1,822	14,300	(12,478)	13%
5602690 - Special Events	0	2,762	4,500	(1,738)	61%
Total 5602600 - Special Expenses	1,313	4,585	18,800	(14,215)	24%
5603400 - Maintenance Supplies & Parts					
5303410 - Supplies - Custodial	21	21	100	(79)	21%
5603460 - Miscellaneous	92	231	300	(69)	77%
Total 5603400 - Maintenance Supplies & Parts	113	252	400	(148)	63%
5605400 - Utilities					
5605450 - Electricity	664	6,987	8,300	(1,313)	84%
Total 5605400 - Utilities	664	6,987	8,300	(1,313)	84%
5605500 - Repairs & Bldg Improvements					
5605520 - Repairs - Building	0	1,896	2,500	(604)	76%
5605530 - REPAIRS-IMP OTHER THAN BLDGS	292	813	1,000	(187)	81%
Total 5605500 - Repairs & Bldg Improvements	292	2,709	3,500	(791)	77%
5605600 - Insurance					
5605610 - Insurance - Property	31	122	122	0	100%
5605620 - Insurance - Liability	74	294	294	0	100%
5605640 - Insurance - Vehicle	52	207	207	0	100%
Total 5605600 - Insurance	157	623	623	0	100%
5605700 - Other Expenses					

City of Ovilla General Fund
Actual vs Budget Review
FY October 2016 through September 2017

	Current	Year to Date		\$ Over	% of Budget
	July 2017	'Oct - July 2017	Budget	(Under)	Thru July
				Budget	83%
5605765 · Miscellaneous	0	500	500	0	100%
Total 5605700 · Other Expenses	0	500	500	0	100%
5606400 · Minor Capital Outlay					
5606410 · Land Improvements	0	458	800	(342)	57%
5606440 · Machinery & Equipment	11,311	12,200	14,714	(2,514)	83%
Total 5606400 · Minor Capital Outlay	11,311	12,658	15,514	(2,856)	82%
5607400 · Capitalized Assets					
5607410 - 4B EDC Restroom Land Improvements	0	74,935	75,000	(65)	100%
5607415 - 4B EDC Monument Signs	0	0	30,000	(30,000)	0%
5607440 · Machinery & Equipment	0	308	6,000	(5,692)	5%
Total 5607400 · Capitalized Assets	0	75,243	111,000	(35,757)	68%
Total 60 · Parks	14,058	105,862	162,837	(56,976)	65%
Total Expenditures	231,707	2,684,130	3,813,740	(1,129,610)	70%
Net Change in Fund Balance	-149,751	153,818	0	153,818	100%

Ovilla W&S Utility Fund
Actual vs Budget Review
FY October 2016 through September 2017

	Current	Year to Date		\$ Over	% of Budget
	July 2017	Oct - July 2017	Budget	(Under)	Thru July
				Budget	83%
Resources					
4000400 · Charges for Services					
4000460 · Water Sales	68,771	593,569	959,305	(365,736)	62%
4000461 · Sewer Service	19,497	291,503	396,500	(104,997)	74%
4000465 · Water & Sewer Penalties	1,272	12,430	18,000	(5,570)	69%
4000471 · Reconnect Fees	346	3,194	5,400	(2,206)	59%
4000472 · Meters	0	3,025	3,700	(675)	82%
4000473 · Connect Fees	250	2,318	4,400	(2,082)	53%
4000478 · Infrastructure Improvement Fee	4,701	53,573	66,550	(12,977)	81%
4000480-Solid Waste Fees (Garbage)	0	0	0	0	0%
Total 4000400 · Charges for Services	94,836	959,611	1,453,855	(494,244)	66%
4000800 · Other Revenue					
4000880 · Capital Rec Fee	0	20,000	81,250	(61,250)	25%
4000840 · Interest Earned	257	2,224	2,900	(676)	77%
4000890 · Misc Other Revenue	0	98,479	0	98,479	100%
Total 4000800 · Other Revenue	257	120,703	84,150	36,553	143%
Total Resources	95,093	1,080,314	1,538,005	(457,691)	70%
Expense					
70 · Administration					
5701100 · Salaries & Wages					
5701110 · City Administrator	0	16,987	22,042	(5,055)	77%
5701115 · City Secretary	0	11,346	13,658	(2,312)	83%
5701117 · Finance Accountant	0	10,087	12,731	(2,644)	79%
5701120 · Admin. Support	0	6,932	7,660	(728)	90%
5701130 · Public Works Director	4,440	48,841	53,960	(5,119)	91%
5701170 · Salary Increase	0	0	3,835	(3,835)	0%
5701180 · Merit Raises, Staff	0	0	3,414	(3,414)	0%
Total 5701100 · Salaries & Wages	4,440	94,192	117,300	(23,108)	80%

Ovilla W&S Utility Fund
Actual vs Budget Review
FY October 2016 through September 2017

	Current	Year to Date		\$ Over (Under)	% of Budget Thru July
	July 2017	Oct - July 2017	Budget	Budget	83%
5702100 · Employee Benefits					
5702110 · Group Insurance	613	6,167	7,358	(1,191)	84%
5702135 · TMRS	437	4,671	5,497	(826)	85%
5702170 · Payroll Taxes	64	702	837	(135)	84%
Total 5702100 · Employee Benefits	1,114	11,541	13,692	(2,151)	84%
5702200 · Special Services					
5702240 · Audit	0	7,400	7,400	0	100%
5702250 · Accounting	0	1,265	1,265	(0)	100%
Total 5702200 · Special Services	0	8,665	8,665	(0)	100%
5702300 · Contractual Services /Personnel					
5702310 · Consultant Fees	0	1,684	2,735	(1,051)	62%
Total 5702300 · Contractual Services /Personnel	0	1,684	2,735	(1,051)	62%
5703100 · General Supplies					
5703110 · Office Supplies	0	374	800	(426)	47%
Total 5703100 · General Supplies	0	374	800	(426)	47%
5703400 · Maintenance Supplies / Parts					
5703410 · Supplies - Custodial	0	0	200	(200)	0%
Total 5703400 · Maintenance Supplies / Parts	0	0	200	(200)	0%
5704200 · Travel Expenses					
5704210 · Travel - Local	0	5	200	(195)	2%
5704220 · Professional Development	0	330	479	(149)	69%
Total 5704200 · Travel Expenses	0	335	679	(344)	49%
5705200 · Data Processing Expenses					
5705230 · Data Processing - Maintenance & Repair	100	1,371	1,571	(200)	87%

Ovilla W&S Utility Fund
Actual vs Budget Review
FY October 2016 through September 2017

	Current	Year to Date		\$ Over (Under)	% of Budget Thru July 83%
	July 2017	Oct - July 2017	Budget	Budget	
Total 5705200 · Data Processing Expenses	100	1,371	1,571	(200)	87%
5705300 · Printing Expense					
5705350 · Printing - Other	0	0	250	(250)	0%
Total 5705300 · Printing Expense	0	0	250	(250)	0%
5705400 · Utilities					
5705410 · Telephone	112	1,121	1,404	(283)	80%
5705415 · Cellular Phone	113	1,130	1,690	(560)	67%
5705417 · Internet	160	1,442	2,409	(967)	60%
Total 5705400 · Utilities	385	3,693	5,503	(1,810)	67%
5705700 · Other Expenses					
5705705 · Postage	500	5,562	8,000	(2,438)	70%
5705740 · Advertising	0	0	100	(100)	0%
5705760 · Bank Service Charge	16	176	200	(24)	88%
5705765 · Miscellaneous	100	100	100	0	100%
Total 5705700 · Other Expenses	616	5,839	8,400	(2,561)	70%
5706400 · Minor Capital Outlay					
5706440 · Machinery & Equipment	0	0	500	(500)	0%
Total 5706400 · Minor Capital Outlay	0	0	500	(500)	0%
5709000 · Reserve					
5708215 · Admin. Exp. to General Fund	0	24,591	32,788	(8,197)	75%
5709002 · Capital Improv. Water/Sewer Reserve	0	0	56,000	(56,000)	0%
5709010 · Administrative Reserves	0	0	4,068	(4,068)	0%
Total 5709000 · Reserve	0	24,591	92,856	(68,265)	26%
Total 70 · Administration	6,655	152,284	253,151	(100,867)	60%

Ovilla W&S Utility Fund
Actual vs Budget Review
FY October 2016 through September 2017

	Current	Year to Date		\$ Over	% of Budget
	July 2017	Oct - July 2017	Budget	(Under)	Thru July
				Budget	83%
75 - Water					
5751100 - Salaries & Wages					
5751133 - Superintendent	3,510	38,614	43,260	(4,646)	89%
5751170 - Salary Increase	0	0	1,040	(1,040)	0%
5751180 - Merit Raises - Staff	0	0	1,329	(1,329)	0%
5751190 - Overtime	0	1,514	2,000	(486)	76%
Total 5751100 - Salaries & Wages	3,510	40,128	47,629	(7,501)	84%
5751400 - Support Salaries					
5751405 - Support Staff	5,330	34,489	50,264	(15,775)	69%
5751415 - Maintenance Crew	6,519	54,395	71,752	(17,357)	76%
5751450 - Certification Pay	92	1,016	1,200	(184)	85%
5751470 - Salary Increase	0	0	5,159	(5,159)	0%
5751480 - Merit Raises	0	0	3,522	(3,522)	0%
5751490 - Overtime	298	3,278	4,000	(722)	82%
5751500 - Water - On Call	150	1,400	1,550	(150)	90%
Total 5751400 - Support Salaries	12,389	94,577	137,447	(42,870)	69%
5752100 - Employee Benefits					
5752110 - Group Insurance	4,317	24,943	43,175	(18,232)	58%
5752135 - TMRS	1,542	13,703	19,846	(6,143)	69%
5752160 - Worker's Compensation	2,010	8,200	8,200	0	100%
5752170 - Payroll Taxes	237	2,130	3,021	(891)	71%
5752190 - Licenses	0	111	222	(111)	50%
Total 5752100 - Employee Benefits	8,106	49,087	74,464	(25,377)	66%
5752300 - Contractual Services/Personnel					
5752350 - Contract Labor - Company	1,150	2,150	2,150	0	100%
5752380 - Dispatch	0	13,050	13,050	0	100%
Total 5752300 - Contractual Services/Personnel	1,150	15,200	15,200	0	100%

Ovilla W&S Utility Fund
Actual vs Budget Review
FY October 2016 through September 2017

	Current	Year to Date		\$ Over	% of Budget
	July 2017	Oct - July 2017	Budget	(Under)	Thru July
				Budget	83%
5752400 · Rentals					
5752420 · Rental - Machinery & Equipment	0	0	250	(250)	0%
Total 5752400 · Rentals	0	0	250	(250)	0%
5752500 · Operating Services					
5752580 · Water Testing	101	1,347	4,000	(2,653)	34%
5752590 · TCEQ Fees	0	3,249	3,450	(201)	94%
Total 5752500 · Operating Services	101	4,596	7,450	(2,854)	62%
5753100 · General Supplies					
5753140 · Uniforms	0	1,611	1,700	(89)	95%
Total 5753100 · General Supplies	0	1,611	1,700	(89)	95%
5753400 · Maintenance Supplies & Parts					
5753460 · Miscellaneous	138	428	500	(72)	86%
Total 5753400 · Maintenance Supplies & Parts	138	428	500	(72)	86%
5754200 · Travel Expenses					
5754220 · Professional Development	0	143	720	(577)	20%
5754270 · Vehicle Expenses	473	4,335	7,300	(2,965)	59%
Total 5754200 · Travel Expenses	473	4,478	8,020	(3,542)	56%
5755200 · Data Processing Expenses					
5755240 · Data Processing - Software	0	3,700	3,700	0	100%
Total 5755200 · Data Processing Expenses	0	3,700	3,700	0	100%
5755300 · Printing Expenses					
5755310 · Copier Expense	164	2,670	3,000	(330)	89%
5755350 · Printing - Other	16	2,490	2,500	(10)	100%
Total 5755300 · Printing Expenses	180	5,159	5,500	(341)	94%

Ovilla W&S Utility Fund
Actual vs Budget Review
FY October 2016 through September 2017

	Current	Year to Date		\$ Over	% of Budget
	July 2017	Oct - July 2017	Budget	(Under)	Thru July
				Budget	83%
5755400 · Utilities					
5755415 · Cellular Phone	16	207	300	(93)	69%
5755450 · Electricity	2,002	20,990	27,000	(6,010)	78%
5755460 · Water, wholesale	32,303	275,342	423,262	(147,920)	65%
Total 5755400 · Utilities	34,320	296,539	450,562	(154,023)	66%
5755500 · Repairs & Building Improvements					
5755540 · Repairs- Machinery & Equipment	405	5,362	5,600	(238)	96%
5755550 · Repairs - Vehicles	0	2,160	2,500	(340)	86%
5755570 · Inventory Expense	1,258	8,279	11,500	(3,221)	72%
5755580 · Water Chemical Expense	630	8,849	10,000	(1,151)	88%
5755590 · Repairs - Other	288	2,188	3,400	(1,212)	64%
Total 5755500 · Repairs & Building Improvements	2,581	26,837	33,000	(6,163)	81%
5755600 · Insurance					
5755610 · Insurance - Property	712	2,848	2,848	0	100%
5755620 · Insurance - Liability	243	970	970	0	100%
5755640 · Insurance - Vehicle	573	2,301	2,304	(3)	100%
Total 5755600 · Insurance	1,528	6,119	6,122	(3)	100%
5755700 · Other Expenses					
5755752 · Employment Screening	0	177	180	(3)	99%
Total 5755700 · Other Expenses	0	177	180	(3)	99%
5756400 · Minor Capital Outlay					
5756440 · Machinery & Equipment	0	890	1,000	(110)	89%
5756490 · Other	0	290	500	(210)	58%
Total 5756400 · Minor Capital Outlay	0	1,180	1,500	(320)	79%
5757400 · Capitalized Assets					

Ovilla W&S Utility Fund
Actual vs Budget Review
FY October 2016 through September 2017

	Current	Year to Date		\$ Over (Under)	% of Budget Thru July
	July 2017	Oct - July 2017	Budget	Budget	83%
5757440 · Machinery & Equipment	0	12,845	13,000	(155)	99%
5757470 · Infrastructure - Water	0	7,622	7,700	(78)	99%
5757475 - FM 664 Relocate Waterline	(11)	10,779	12,214	(1,435)	88%
Total 5757400 · Capitalized Assets	(11)	31,246	32,914	(1,668)	95%
5757900 · Long-Term Debt					
5758225 · Admin. Expense to Debt Fund	0	44,436	54,127	(9,691)	82%
Total 5757900 · Long-Term Debt	0	44,436	54,127	(9,691)	82%
Total 75 · Water	64,466	625,499	880,265	(254,766)	71%
80 · Sewer					
5801400 · Support Salaries					
5801405 · Support Staff	0	10,280	16,754	(6,474)	61%
5801415 · Maintenance Crew	2,883	31,715	34,278	(2,563)	93%
5801450 · Certification Pay	92	1,016	1,210	(194)	84%
5801470 - Salary Increase	0	0	2,122	(2,122)	0%
5801480 · Merit Raises	0	0	1,408	(1,408)	0%
5801490 · Overtime	54	1,635	3,000	(1,365)	55%
5801500 · Sewer - On Call	50	500	600	(100)	83%
Total 5801400 · Support Salaries	3,080	45,146	59,372	(14,226)	76%
5802100 · Employee Benefits					
5802110 · Group Insurance	602	6,042	7,221	(1,179)	84%
5802135 · TMRS	295	3,251	3,856	(605)	84%
5802160 · Worker's Compensation-Sewer	307	1,367	1,367	0	100%
5802170 · Payroll Taxes	43	491	588	(97)	83%
5802190 · Licenses	0	0	150	(150)	0%
Total 5802100 · Employee Benefits	1,247	11,152	13,182	(2,030)	85%
5802300 · Contractual Services/Personnel					

Ovilla W&S Utility Fund
Actual vs Budget Review
FY October 2016 through September 2017

	Current	Year to Date		\$ Over (Under)	% of Budget Thru July 83%
	July 2017	Oct - July 2017	Budget	Budget	
5802350 · Contract Labor - Company	0	0	10,000	(10,000)	0%
Total 5802300 · Contractual Services/Personnel	0	0	10,000	(10,000)	0%
5802500 · Operating Services					
5802515 · Sardis Collection Expense	0	6,984	9,054	(2,070)	77%
5802590 · TCEQ Fees - Sewer	0	0	100	(100)	0%
Total 5802500 · Operating Services	0	6,984	9,154	(2,170)	76%
5803100 · General Supplies					
5803140 · Uniforms	16	1,052	1,200	(148)	88%
Total 5803100 · General Supplies	16	1,052	1,200	(148)	88%
5803400 · Maintenance Supplies & Parts					
5803460 · Miscellaneous	0	310	500	(190)	62%
Total 5803400 · Maintenance Supplies & Parts	0	310	500	(190)	62%
5804200 · Travel Expenses					
5804220 · Professional Development	0	457	500	(43)	91%
5804270 · Vehicle Expense	0	1,133	1,200	(67)	94%
Total 5804200 · Travel Expenses	0	1,590	1,700	(110)	94%
5805400 · Utilities					
5805450 · Electricity	173	1,529	3,000	(1,471)	51%
5805463 · TRA Wastewater Treatment	12,830	226,037	285,955	(59,918)	79%
Total 5805400 · Utilities	13,003	227,566	288,955	(61,389)	79%
5805500 · Repairs & Bldg Improvements					
5805510 · Repairs - Land Improvements	0	0	300	(300)	0%
5805540 · Repairs - Machinery & Equipment	0	2,619	6,000	(3,381)	44%
5805570 · Inventory Expense	0	2,112	3,000	(888)	70%
5805590 · Repairs - Other	0	44	600	(556)	7%
Total 5805500 · Repairs & Bldg Improvements	0	4,775	9,900	(5,125)	48%

Ovilla W&S Utility Fund
Actual vs Budget Review
FY October 2016 through September 2017

	Current	Year to Date		\$ Over (Under)	% of Budget Thru July 83%
	July 2017	Oct - July 2017	Budget	Budget	
5805600 · Insurance					
5805610 · Insurance - Property	16	60	60	0	100%
5805620 · Insurance - Liability	1	224	224	0	100%
5805640 · Insurance - Vehicle	35	142	142	0	100%
Total 5805600 · Insurance	51	426	426	0	100%
5805700 · Other Expenses					
5805752 · Employment Screening	0	126	200	(74)	63%
Total 5805700 · Other Expenses	0	126	200	(74)	63%
5807400 · Capitalized Assets					
5807440 · Machinery & Equipment	0	9,935	10,000	(65)	99%
Total 5807400 · Capitalized Assets	0	9,935	10,000	(65)	99%
Total 80 · Sewer	17,397	309,062	404,589	(95,527)	76%
Total Expense	88,517	1,086,845	1,538,005	(451,160)	71%
Net Change in Fund Balance	6,576	(6,530)	0	(6,530)	100%

Ovilla Debt Service
Actual vs Budget Review
FY October 2016 through September 2017

	Current	Year to Date		\$ Over (Under)	% of Budget
	July 2017	Oct - July 2017	Budget	Budget	Thru July 83%
Revenues					
4000100 · Taxes					
4000107 · Ad Valorem, Current I & S	1,609	501,432	486,807	14,625	103%
4000106 · Ad Valorem, Current I&S New and Imp	-	-	24,420	(24,420)	0%
4000111 · Ad Valorem, Delinquent I & S	33	4,259	3,920	339	109%
4000114 · Interest/Penalties - I & S	139	2,097	1,201	896	175%
Total 4000100 · Taxes	1,781	507,788	516,348	(8,560)	98%
4000800 · Other Revenue					
4000840 · Interest Earned	146	803	550	253	146%
4000930 · Admin.Rev.Rec.Fr Water & Sewer	-	44,436	54,127	(9,691)	82%
Total 4000800 · Other Revenue	146	45,239	54,677	(9,438)	83%
Total Revenues	1,927	553,027	571,025	(17,998)	97%
Expenditures					
5157900 · Long-Term Debt					
5157930 · Paying Agent Fees	-	-	500	(500)	0%
51579349 · 2011 Bond Issue Principle	-	-	375,000	(375,000)	0%
5157940 · 2011 Bond Issue Interest	-	97,763	195,525	(97,763)	50%
Total 5157900 · Long-Term Debt	-	97,763	571,025	(473,263)	17%
Total Expenditures	-	97,763	571,025	(473,263)	17%
Net Change in Fund Balance	1,927	455,264	-	455,264	100%

City of Ovilla Capital Projects Fund

Actual vs Budget Review

FY October 2016 through September 2017

	Current	Year to Date		\$ Over	% of Budget
	July 2017	Oct - July 2017	Budget	(Under)	Thru July
				Budget	83%
Revenues					
4000800 · Other Revenue					
4000840 - Texpool	0	1			
4000845 · Interest Earned - Texstar	1	8	1	7	768%
4000850 · Interest Earned - Prosperity	39	284	260	24	109%
4000990 - Reduction In Fund Balance	0	0	90,000	(90,000)	0%
Total 4000800 · Other Revenue	40	291	90,261	(89,970)	0%
Total Revenues	40	291	90,261	(89,970)	0%
Expense					
5879000 · Reserves					
5879010 · Admin Reserves	0	0	261	(261)	0%
Total 5879000 · Reserves	0	0	261	(261)	0%
5857400 · Capitalized Assets					
5857470 · Water Line	0	0	90,000	(90,000)	0%
Total 5879000 · Reserves	0	0	90,000	(90,000)	0%
Total Expense	0	0	90,261	(90,261)	0%
Change in Net Position	40	291	0	291	100%

**Ovilla Park Impact Fund
Actual vs Budget Review
FY October 2016 through September 2017**

	Current	Year to Date		\$ Over	% of Budget
	July 2017	'Oct - July 2017	Budget	(Under)	Thru July
				Budget	83%
Revenues					
4000400 · Charges for Services					
4000460 · Park Impact	335	5,352	13,381	(8,029)	40%
Total 4000400 · Charges for Services	335	5,352	13,381	(8,029)	40%
4000800 · Other Revenue					
4000840 · Interest Earned	19	163	142	21	115%
Total 4000800 · Other Revenue	19	163	142	21	115%
Total Revenues	354	5,516	13,523	(8,007)	41%
Expenditures					
5607400 · Capitalized Assets					
5607440 · Capital Machinery & Equipment	4,128	4,128	5,000	(872)	83%
Total 5607400 · Capitalized Assets	4,128	4,128	5,000	(872)	83%
5609000 · Reserves					
5609035 · Park Impact Reserves	0	0	8,523	(8,523)	0%
Total 5609000 · Reserves	0	0	8,523	(8,523)	0%
Total Expenditures	4,128	4,128	13,523	(9,395)	31%
Net Change in Fund Balance	(3,774)	1,388	0	1,388	100%

Ovilla W&S Impact Fee Fund
Actual vs Budget Review
FY October 2016 through September 2017

	Current	Year to Date		\$ Over (Under)	% of Budget
	July 2017	'Oct - July 2017	Budget	Budget	Thru July 83%
Revenues					
4000400 · Charges for Services					
4000476 - Water Impact Fee	0	0	3,100	(3,100)	0%
4000477 - Sewer Impact Fee	0	20,390	56,000	(35,610)	36%
Total 4000400 · Charges for Services	0	20,390	59,100	(38,710)	35%
4000800 · Other Revenue					
4000840 - Interest Earned	16	267	230	37	116%
4000880 - Transfer In - Water Impact	0	0	50,000	(50,000)	0%
Total 4000800 · Other Revenue	16	267	50,230	(49,963)	1%
Total Revenues	16	20,657	109,330	(88,673)	19%
Expense					
5102300 - Contractual Services					
5102310 - Consultant Fees	0	11,800	11,800	0	100%
Total 5102300 - Contractual Services	0	11,800	11,800	0	100%
5857400 - Capitalized Assets					
5857470 - Water Lines	580	25,800	50,000	(24,200)	52%
Total 5857400 - Capitalized Assets	580	25,800	50,000	(24,200)	52%
5859000 · Reserves					
5859030 · Sewer Impact Fees Reserve	0	0	47,530	(47,530)	0%
Total 5859000 · Reserves	0	0	47,530	(47,530)	0%
Total Expense	580	37,600	109,330	(71,730)	34%
Change in Net Position	(564)	(16,943)	0	(16,943)	100%

Ovilla 4B Economic Development Corporation

Actual vs Budget Review

FY October 2016 through September 2017

	Current	Year to Date		\$ Over	% of Budget
	Jul-17	'Oct - July 2017	Budget	(Under)	Thru July
				Budget	83%
Revenues					
4000100 · Taxes					
4000120 · Sales tax	8,073	82,427	98,307	(15,880)	84%
Total 4000100 · Taxes	8,073	82,427	98,307	(15,880)	84%
4000800 · Other Revenue					
4000840 · Interest Income	174	1,659	1,340	319	124%
4000990 · Reduction in Fund Balance	0	0	115,000	(115,000)	0%
Total 4000800 · Other Revenue	174	1,659	116,340	(114,681)	1%
Total Revenues	8,247	84,086	214,647	(130,561)	39%
Expenditures					
8102200 · Special Services					
8102230 · Legal Fees	0	0	500	(500)	0%
8102240 · Audit	0	1,600	1,600	0	100%
Total 8102200 · Special Services	0	1,600	2,100	(500)	76%
8102300 · Consultant Services					
8102310 · Consultant Fees	0	10,000	10,000	0	100%
Total 8102300 · Consultant Services	0	10,000	10,000	0	100%
8103100 · General Supplies					
8103110 · Office Supplies	0	0	100	(100)	0%
Total 8103100 · General Supplies	0	0	100	(100)	0%
8104200 · Travel Expense					
8104210 · Travel Expense	0	0	1,000	(1,000)	0%
8104220 · Professional Development	0	500	2,300	(1,800)	22%
Total 8104200 · Travel Expense	0	500	3,300	(2,800)	15%

Ovilla 4B Economic Development Corporation

Actual vs Budget Review

FY October 2016 through September 2017

	Current	Year to Date		\$ Over	% of Budget
	Jul-17	'Oct - July 2017	Budget	(Under)	Thru July
				Budget	83%
8105300 - Printing					
8105320 - Printing Expense	14	14	300	(286)	5%
Total 8105300 - Printing	14	14	300	(286)	5%
8105600 - Insurance					
8105620 - Insurance - Liability	37	147	147	(0)	100%
Total 8105600 - Insurance	37	147	147	(0)	100%
8105700 - Other Expenses					
8105705 - Postage	0	0	75	(75)	0%
8105730 - Memberships	0	3,350	3,350	0	100%
8105740 - Advertising	0	429	5,295	(4,866)	8%
8105764 - Filing Fees	25	25	30	(5)	83%
Total 8105700 - Other Expenses	25	3,804	8,750	(4,946)	43%
8106400 - Minor Capital Outlay					
8106420 - Buildings	0	0	75,000	(75,000)	0%
8107490 - Other Signs			30,000	(30,000)	0%
Total 8106400 - Minor Capital Outlay	0	0	105,000	(105,000)	0%
8109000 - Reserves					
8109015 - Administrative Reserves	0	74,987	82,450	(7,463)	91%
8109215 - Admin. Expense to General Fund	0	1,875	2,500	(625)	75%
Total 8109000 - Reserves	0	76,862	84,950	(8,088)	90%
Total Expenditures	76	92,926	214,647	(121,721)	43%
Net Change in Fund Balance	8,171	(8,840)	0	(8,840)	100%

Ovilla Municipal Development District

Actual vs Budget Review

FY October 2016 through September 2017

	Current	Year to Date		\$ Over	% of Budget
	July 2017	'Oct - July 2017	Budget	(Under)	Thru July
				Budget	83%
Revenues					
4000100 · Taxes					
4000120 · Sales tax	4,478	41,855	41,515	340	101%
Total 4000100 · Taxes	4,478	41,855	41,515	340	101%
4000800 · Other Revenue					
4000840 · Interest Income	69	576	476	100	121%
Total 4000800 · Other Revenue	69	576	476	100	121%
Total Revenues	4,547	42,430	41,991	439	101%
Expenditures					
9102200 · Special Services					
9102240 · Audit	0	1,600	1,600	0	100%
Total 9102200 · Special Services	0	1,600	1,600	0	100%
9103100 · General Supplies					
9103110 · Office Supplies	0	0	100	(100)	0%
Total 9103100 · General Supplies	0	0	100	(100)	0%
9105600 · Insurance					
9105620 · Insurance - Liability	37	147	147	(0)	100%
Total 9105600 · Insurance	37	147	147	(0)	100%
9109000 · Reserves					
9109015 · Administrative Reserves	0	0	39,644	(39,644)	0%
9109215 · Admin. Expense to General Fund	0	375	500	(125)	75%
Total 9109000 · Reserves	0	375	40,144	(39,769)	1%
Total Expenditures	37	2,122	41,991	(39,869)	5%
Net Change in Fund Balance	4,510	40,309	0	40,309	100%

Ovilla Employee Benefit Trust
Actual vs Budget Review
FY October 2016 through September 2017

	Current	Year to Date		\$ Over (Under)	% of Budget Thru July
	July 2017	'Oct - July 2017	Budget	Budget	83%
Revenues					
4000991 - Insurance Contributions					
4000991 Insurance Contributions	17,413	163,076	0	163,076	100%
Total 4000991 - Insurance Contributions	17,413	163,076	0	163,076	100%
4000800 - Other Income					
4000840 - Interest Income	1	8	0	8	100%
Total Revenues	17,414	163,084	0	163,084	100%
Expenditures					
5902110 - Benefit Premiums					
5902110 - Benefit Premiums	17,633	163,066	0	163,066	100%
Total 5902110 - Insurance	17,633	163,066	0	163,066	100%
Total Expenditures	17,633	163,066	0	163,066	100%
Net Change in Fund Balance	(219)	18	0	18	100%

Ovilla Fire Department Auxiliary
Actual vs Budget Review
FY October 2016 through September 2017

	Current	Year to Date		\$ Over (Under)	% of Budget Thru July 83%
	July 2017	'July 2017	Budget	Budget	
Revenues					
4000800 · Other Revenue					
4000815 · Gifts	0	0	0	0	0%
Total 4000800 · Other Revenue	0	0	0	0	0%
Total Revenues	0	0	0	0	0%
Expenditures					
5333400 · Maintenance Supplies and Parts					
5333460 · Supplies - Miscellaneous	0	0	0	0	0%
Total 5333400 · Maintenance Supplies and Parts	0	0	0	0	0%
Total Expenditures	0	0	0	0	0%
Net Change in Fund Balance	0	0	0	0	0%

Ovilla Police Department Special Fund

Actual vs Budget Review

FY October 2016 through September 2017

	Current	Year to Date		\$ Over (Under)	% of Budget
	July 2017	'Oct - July 2017	Budget	\$ Over Budget	Thru July 83%
Revenues					
4000800 · Other Revenue					
4000815 · Gifts	76	1963	0	1963	100.0%
Total 4000800 · Other Revenue	76	1963	0	1963	100.0%
Total Revenues	76	1963	0	1963	100.0%
Expenditures					
5232600 · Special Expenses					
5232690 · Special Expenses - Other	0	2058	0	2058	100.0%
Total 5232600 · Special Expenses	0	2058	0	2058	100.0%
Total Expenditures	0	2058	0	2058	100.0%
Net Income	76	(95)	0	(95)	100%



To: Mayor and City Council Members
From: John R. Dean, City Manager
Date: 8/31/2017

Re: City Manager's Monthly Report

Hidden Valley Estates:

After lengthy discussion and research it was determined that not all of the procedures and process was followed therefore the city did not accept the 6.4 acres and the plat for Malloy Farms was never completed.

Therefore, the platting for Hidden Valley is moving forward.

Code of Ordinances

I met with Gray Planning. I have received a draft proposal and I will review it with staff and discuss with the principal.

Construction Improvements:

The Bryson Manor Phase I/Cockrell Hill Road/Water Street/Lariat Trail/Ovilla Oaks Subdivision cul-de-sacs and connecting roads all have 2-year warranties. We have reviewed the timing of the expiration of the warranties and to sure the contractors repair any deficiencies before the two- year time-period has elapsed.

The company completed the maintenance work on the Ovilla Oaks cul-de-sacs.

Warranty Expiration: Ovilla Oaks cul-de-sacs and connecting streets-December 1, 2017.

Bryson Manor Phase I-May 2, 2018

Cockrell Hill Road-August 25, 2018

Water Street-December 20, 2018

Lariat Trail-December 20, 2018

Budget: Budget is ready for final consideration of the City Council.

Elevated Water Storage Tank:

The City Engineer is designing a chlorination system to reduce water flushing to keep our residuals steady. After design (and TCEQ approval) we need to get bids. Brad is all over this and knows what is going on and what needs to be done. To date: Engineer is preparing a feasibility study and a quote for preparation of design to submit to TCEQ.

The engineer is relooking at the modeling because their findings concluded that there would be no benefit to installing a system. However, when we looked at the numbers it appeared to us to have a positive impact on the residual chlorine levels.

12" Waterline through Heritage Park:

We have received the signed easement. Our intent is to present received bids for award at the August Council meeting.

Bids were awarded in August. However following that award we learned that the awarded bid was received unsealed. The previous City Manager allowed the acceptance of the bid by waiving formalities. It is the City attorney's position that the CM did not have the authority to waive formalities. This will be on the September agenda for you consideration once again.

Street Improvements:

Work on Silverwood and Shadowwood is complete pending some minor repairs.

Internet Exchange Zone: Notice to proceed has been issued and the company has been on site. And is near completion.

Monument Signs:

At the EDC meeting in July the board decided that identifying locations should be the first step in the process.

Strategic Plan:

The EDC and Parks board looked at the plan and decided to make some changes that would be more feasible. The EDC will continue to evaluate the plan for reasonable adjustments at the next meeting.

Abatement: 101 Oakwood: The property has been abated.

Park Dedication Fee update: No Change.

Ovilla Town Center:

Staff received a TIA for the Ovilla Town Center. The engineering firm submitted a contract agreement of \$3,150 to perform the review. Staff will present to Council for consideration at a subsequent meeting.

Mr. Hargrove and I have briefly discussed this project.

Work Order System: You approved an agreement that will establish a work order system that will be in place next Fiscal Year.

Pay Plan: I am working on a revised pay plan. Due to our current process, the goal is to implement a new plan in FY 17-18 to go into effect with FY 18-19.

Employee Handbook Policies: We are in the process of reviewing the policies to ensure they reflect current laws, practices and procedures and that we are following them.

Utility Rates: We are in the process of reviewing utility rates. The Dallas rate for water will increase \$0.13 per 1,000 gallons effective October 1st. The last time the city increased rates was in 2014. Dallas has increased rates annually. My recommendation is to increase rates equal to the Dallas increase. You considered this in August and directed staff to prepare an ordinance.

You will have an ordinance for your consideration at the September meeting for the \$0.13 per thousand gallons of use increase.

I am also looking at our sewer averaging numbers.

Mowing: I am working on an RFP to get costs on mowing City Property.

Compatible Software: We are researching software systems that will provide us a single platform for all our billing, accounting and court needs. We currently use three different non-compatible software systems to accomplish these tasks.

My goal is to be able to accomplish this at mid-year or next budget year.

Newsletters: I would like to send out the newsletter every other month. We are looking at ways to accomplish this with minimal increased cost.

Credit Card Service: I am looking at our credit card processing vendors to see if we can get a more competitive agreement.

Parks: We accomplished some maintenance work in the park.

Heritage Day Planning: Planning is well underway for this year's event.

IT Services: I am working on an RFP for these services.

Bridge on Shiloh: We are working to get the bridge inspected. It was last inspected in 2015 and had a satisfactory rating. I reported this to Council Member Huber.

Bridge on Main Street: We have a plan to clean the area that is along the creek. The area belongs to 3 parties (Carwash, Church, and City). I reported this to Council Member Myers on 8/23/2017 in an email.

Upcoming Items

- City Council Meeting – September 11th, 2017 at 6:00 pm
- Heritage Day – September 23rd, 2017
- TML Conference – October 3rd – 6th, 2017. Houston?

Respectfully Submitted,

John R. Dean, Jr.
City Manager

Ovilla Municipal Court Report

FY-2016-2017	Total Traffic Cases Filed	State Law Cases Filed	Parking Cases Filed	Penal Code Cases Filed	City Ordinance Filed	Trials	Total Revenue	Amount Kept by City	Amount sent to State	Warrants Issued	Cases sent to Collections
October	138	1	0	1	9	0	\$17,915.90	\$10,054.10	\$7,861.80	21	21
November	135	2	0	1	3	0	\$11,603.02	\$6,494.25	\$5,108.77	0	0
December	88	3	0	1	0	0	\$20,907.30	\$11,604.30	\$9,303.00	22	22
January	96	3	0	6	2	1	\$14,364.18	\$8,390.20	\$5,973.98	60	60
February	153	3	0	1	0	0	\$26,084.00	\$15,363.75	\$10,720.25	4	4
March	180	1	0	0	1	0	\$38,301.08	\$22,327.40	\$15,973.68	13	13
April	154	0	2	5	4	0	\$25,531.76	\$15,124.40	\$10,407.36	34	34
May	71	1	0	3	1	0	\$24,063.04	\$14,136.50	\$9,926.54	15	15
June	127	0	0	5	0	11	\$21,481.04	\$13,706.73	\$7,774.31	50	50
July	143	1	0	0	0	0	\$23,471.31	\$13,367.59	\$10,103.72	38	38
August	173	3	0	2	1	0	\$17,179.61	\$10,428.12	\$6,751.49	70	70
September											
Totals	1458	18	2	25	21	12	\$240,902.24	\$140,997.34	\$99,904.90	327	327

2015-2016 FY

August	84	0	0	1	7	3	\$20,165.60	\$11,225.37	\$8,940.23	40
FY Totals	1108	5	6	8	19	5	\$174,696.23	\$97,538.08	\$77,158.15	194

FY-2016-2017	Total # of Warrants	Total Amount of Warrants	Warrants Cleared	Warrants Amount
October	470	\$168,187.57	9	\$1,620.70
November	456	\$162,532.67	14	\$3,453.52
December	464	\$166,215.29	14	\$3,827.60
January	512	\$182,737.26	12	\$908.10
February	478	\$173,158.14	38	\$6,110.40
March	440	\$158,192.34	51	\$9,124.77
April	463	\$167,517.70	11	\$3,564.46
May	474	\$171,752.60	4	\$4,172.30
June	495	\$179,267.80	29	\$4,115.70
July	510	\$185,979.31	23	\$4,697.44
August	563	\$203,022.66	17	\$2,500.63
September				
Totals			222	\$44,095.62

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

To: Mayor Richard Dormier
 Ovilla City Council
 City Manager John Dean

Subject: **Code Enforcement Monthly Report**

	Aug 2017	Aug.2017 YTD	Aug 2016	
Calls For Service				
Complaint (Nuis 28,Permit 10,Parking 11	49	496	71	
Follow up (Nuis 30 Permit 10 Park 1)	50	543	69	
Door Notice (Nui -10, Permit-3, Parking 5)	18	347	41	
Mail Notice (Parking 9 grass 8 nuisance14)	31	236	51	
Posted Property (Grass 8 nuisan 1)	9	82	17	
Court 1 Junk vehicle postponed	\$0	\$2,242	\$196.00	
Citizen Contacts	44	648	74	
Permits Reviewed	18	87	18	
Permits Issued	11	135	12	
Inspections	22	231	12	
Nuisance Abated by City 2 grass 1 storage	3	8	12	
Nuisance Signs (Garage sale-18 business 22)	40	400	14	
Board of Adjustment	0	10	27	
			0	

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

To: Mayor Richard Dormier
Ovilla City Council
City Manager Mr. John Dean

Subject: **Animal Control Monthly Report**

	Aug 2017	Aug 2017 YTD	Aug 2016	
Calls For Service				
Complaint (Regist-21 At Large 11 Bark 2)	28	409	34	
Follow - Up	20	480	17	
Door Notice (Regis-21, Bark 2 at large 2)	19	318	31	
Impounded Animal (Dog 9, cat 5)	7	85	6	
Animal welfare check	4	59	4	
Impound Results (Return-2, Transport 12)	14	82	6	
Impound fee collected	\$70.00	\$1,005.00	90	
Court()	\$0.00	\$0.00	0	
Citizen Contacts	21	443	54	
Animal Registration (\$244)	20	128	17	
Registration Letter issued	2	272	23	
Nuisance Letter Mailed	2	16	2	
Animals released (1 Skunk 1 Armadillo)	18	21	3	
Deceased Removed	1	246	43	
Oak Leaf	1	19	0	
Traps Checked Out	3	44	1	



villa City Council

CERTIFIED EXECUTIVE SESSION AGENDA

Meeting Date: September 11, 2017

☒ Discussion only

Attachments:

ITEM 11. **DISCUSSION/ACTION** – Deliberate the appointment, employment, evaluation, reassignment and/or duties of the City Manager. (Three-month evaluation pursuant to the Employee Policies Manual)

ITEM 12. **DISCUSSION/ACTION** – Deliberate the appointment, employment, evaluation, reassignment and/or duties of the City Secretary. (Annual evaluation.)

DISCUSSION/ACTION – Closed session pursuant to Section §551.071 of the Texas Government Code: Consultation with city attorney on matters in which the duty of the attorney under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflict with the Texas Open Meetings Act.

Discussion / Justification:

Recommendation / Staff Comments:

N/A