

# ***City of OVILLE 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*

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

**Monday, August 12, 2019**

**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, August 12, 2019** 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, ANNOUNCEMENTS**

Proclamation:

1. Constitution Week/Old Chisholm Trail Chapter, NSDAR

Recognition(s):

1. Jamie Sanders
2. Mrs. Yong Soon Kwon (Lee)

• **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. Trinity River Authority of Texas: Annual contract services
- C2. Resolution R2019-13 amending the Council Rules of Governance
- C3. Investment Report for quarter ended June 30, 2019
- C4. Committed Fund Balance Report as of June 30, 2019
- C5. Minutes of the July 08, 2019 Regular Meeting.
- C6. Minutes of the June 20, 2019 Special Meeting and Budget Workshop

**IV. REGULAR AGENDA**

**ITEM 1. DISCUSSION/ACTION PZ19.05** – Receive recommendation from the Planning and Zoning Commission to consider and act on a Preliminary Plat Application filed by owner applicant, Eddie Salazar, to plat 15.72 acres out of the R.M. Billingsley Survey, Abstract No 116, of the City of Ovilla, Dallas County, more commonly known as 1711 S. Joe Wilson Rd., Ovilla, Dallas County, TX 75154.

**ITEM 2. DISCUSSION/ACTION PZ19.05** – Receive recommendation from the Planning and Zoning Commission to consider and act on a Final Plat Application filed by owner applicant, Eddie Salazar, to plat 15.72 acres out of the R.M. Billingsley Survey, Abstract No 116, of the City of

# ***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*

---

Ovilla, Dallas County, more commonly known as 1711 S. Joe Wilson Rd., Ovilla, Dallas County, TX 75154.

ITEM 3. **DISCUSSION/ACTION** – Consideration of and action on a proposed tax rate for the Fiscal Year 2019-2020 Budget and take a record vote.

ITEM 4. **DISCUSSION/ACTION** – Consider and schedule dates for two public hearings on the proposed Tax Rate for Fiscal Year 2019-2020.

ITEM 5. **DISCUSSION/ACTION** – Consideration of and action on Resolution R2019-14 revising the Employee policies Handbook 2018 with regard to employee vacation leave.

ITEM 6. **DISCUSSION/ACTION** – Receive update on Heritage Day planning and preparations and direct staff as necessary.

ITEM 7. **DISCUSSION/ACTION** – Receive and consider recommendation from the Municipal Facilities Improvement Committee with regard to a possible bond election in November 2019.

ITEM 8. **DISCUSSION/ACTION** – Consideration of and action on Resolution R2019-15 approving and calling a bond election for November 05, 2019 and resolving other matters incident and related thereto.

ITEM 9. **DISCUSSION/ACTION** – Consideration of and action on an Ellis County November 05, 2019 Joint Contract for Election Services with the City of Ovilla.

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

## **VI. STAFF REPORTS**

- Staff Activity Reports / Discussion
  - Police Department
    - 1. Monthly Report
  - Fire Department
    - 1. Monthly Report
  - Public Works
    - 1. Monthly Report
    - 2. Monthly Park Maintenance Reports
  - Finance
    - 1. June 2019 Financials and transactions
    - 2. Bank Balances through August 08, 2019
  - Administration
    - 1. Monthly Code/Animal Control Reports
    - 2. Monthly Municipal Court Report
    - 3. City Manager Reports

Chief B. Windham  
Chief B. Kennedy  
Public Works Director M. Collard  
Accountant L. Harding  
Code/AC Officer M. Dooly  
City Secretary P. Woodall  
City Manager, John R. Dean, Jr.

## **VII. 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).*

# ***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*

## **VIII. REQUESTS FOR FUTURE AGENDA ITEMS AND/OR ANNOUNCEMENTS BY COUNCIL AND STAFF**

### **IX. ADJOURNMENT**

THIS IS TO CERTIFY THAT A COPY OF THE NOTICE OF the August 12, 2019 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.cityofvilla.org](http://www.cityofvilla.org), on the 9<sup>th</sup> day of August 2019 prior to 6:00 p.m., in compliance with Chapter 551, Texas Government Code.



A handwritten signature in blue ink that reads "Pamela Woodall".

Pamela Woodall, City Secretary

DATE OF POSTING: 8.9.2019 TIME: 4:15 am/pm  
DATE TAKEN DOWN: \_\_\_\_\_ TIME: \_\_\_\_\_ am/pm

This facility is wheelchair accessible. 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 CELL PHONES & OTHER ELECTRONIC EQUIPMENT WHILE THE CITY COUNCIL MEETING IS IN SESSION.

Pursuant to section 30.06, penal code (trespass by holder of license to carry a concealed handgun), a person licensed under subchapter h, chapter 411, government code (concealed handgun law), may not enter this property with a concealed handgun.

*De conformidad con lo establecido en el artículo 30.06 del Código Penal (entrar sin autorización en una propiedad por parte de un titular de un permiso para portar armas ocultas) una persona con licencia bajo el subcapítulo h, capítulo 411 del código de gobierno (ley de portación oculta de armas), no puede entrar en esta propiedad portando una arma oculta.*

Pursuant to Section 30.07, Penal Code (trespass by license holder with an openly carried handgun), a person licensed under Subchapter H, Chapter 411, Government Code (handgun licensing law), may NOT enter this property with a handgun that is carried openly.

*Conforme a la sección 30.07, del código Penal (entrada sin autorización por titular de licencia con una pistola visible) una persona con licencia bajo el subcapítulo h, capítulo 411 del código de gobierno (ley de licencias de pistolas), no puede entrar en esta propiedad con una pistola visible.*



# PROCLAMATION

**WHEREAS:** September 17, 2018, marks the two hundred thirty-first 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 13 day of August in the year of our Lord two thousand eighteen.

---

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

08.12.2019

## Consent C1

To  
Honorable Mayor  
and Council

Comments:

C1. Trinity River Authority of Texas: Annual contract services

From  
John Dean, Jr. CM

Annual contract.

CC  
Linda Harding,  
Accountant  
Pam Woodall, CS

Re: TRA

### City of Ovilla

Tel 972-617-7262

105 S. Cockrell Hill Road  
Ovilla, Texas 75154

[www.cityofovilla.org](http://www.cityofovilla.org)  
jdean@cityofovilla.org



# Trinity River Authority of Texas



## Central Regional Wastewater System

3110.500.050.100

July 10, 2019

Ms. Pam Woodall Higgins  
City Secretary  
City of Ovilla  
105 South Cockrell Hill Road  
Ovilla, Texas 75154

Dear Ms. Higgins:

Subject: Contract for Services - Fiscal Year 2020  
Revised Technical Services Fee Schedule  
Central Regional Wastewater System

The Trinity River Authority Board of Directors, in Board Action June 2019, approved the Technical Services Fee Schedule for Fiscal Year 2020 which is in connection with all contracting work relating to the analysis of water and wastewater, industrial inspections, and/or sampling services. According to our records, your current contract expired November 30, 2018. As in past years we propose to continue performing associated services to all Authority Contributing Parties under the provisions of a contract for services. Enclosed please find two (2) copies of the Trinity River Authority Contract for Services and Fee Schedules for Fiscal Year 2020 attached for your review and official authorization. Upon the City's approval for requested services between the City and Trinity River Authority, please return both notarized or sealed copies along with the Technical Services Fee Schedules for final execution to this office. After execution by the Authority's General Manager, one (1) original Contract for Services will be returned for your files unless otherwise noted by the City.

Please address and refer the correspondence regarding this matter to:

Trinity River Authority  
Central Regional Wastewater System  
6500 West Singleton Blvd.  
Dallas, Texas 75212  
Attention: Wm. B. Cyrus, Manager  
Technical Services

6500 W. Singleton Blvd.  
Dallas, Texas 75212  
Metro (972) 263-2251  
Admin Fax (972) 975-4412  
Lab Fax (972) 975-4414



July 10, 2019  
FY-2020 Contract for Services  
Page 2

To coordinate our efforts accordingly, the Authority requests the approval of the contract to begin on October 1, 2019, and terminate on date specified by the contracting party in Section VI. Please note that the contract may now be greater than one (1) year at the contracting party's preference.

Also enclosed are additional copies of our Board Approved Fiscal Year 2020 Services Fee Schedule for your use and files. The service fees are effective December 1, 2019 through November 30, 2020. Historically the fee schedule for these services is derived annually from the direct costs of performing each test, including manpower, materials, supplies, and equipment costs. Additionally, the cost associated with maintaining quality assurance is included in the cost of the test.

Should you have any questions concerning this contract or changes in fee schedule, please contact this office at your convenience.

Sincerely,



WM. B. CYRUS  
Manager, Technical Services

BC/mlt

Enclosures

## CONTRACT FOR TECHNICAL SERVICES

### I. CONTRACTING PARTIES

The Receiving Agency: City of \_\_\_\_\_, whose authorized address is \_\_\_\_\_

The Performing Agency: Trinity River Authority of Texas, whose authorized address is 5300 South Collins, P. O. Box 240, Arlington, Texas 76004-0240, Attention: J. Kevin Ward, General Manager (or his designated representative).

### II. STATEMENT OF SERVICES TO BE PERFORMED

In order to discharge the responsibilities associated with the enforcement of Federal, State, and municipal regulations, the Receiving Agency requires services of a laboratory qualified to perform water and wastewater analysis, and of personnel to conduct industrial inspection and/or sampling services, such services detailed in Section A, Subsection(s) \_\_\_\_\_, below.

#### A. PERFORMANCE OF SERVICES

##### 1. Non-Significant Industrial User Inspection and Classification Services:

The Receiving Agency employs the Performing Agency and the Performing Agency agrees to perform industrial user survey services and inspections for non-significant industrial users within the parameters listed on the attached schedule sheet and in accordance with the Receiving Agency's Industrial Waste Ordinances and Sewer Ordinances Numbers \_\_\_\_\_.

The Performing Agency shall perform all industrial user survey activities including organization of users to be surveyed utilizing the Texas Manufacturing Guide, notification to industrial users that require completion of the Receiving Agency's Industrial User Survey Form, industrial user inspections as needed, and proper classification and documentation of industrial users' discharge practices. Performing Agency will provide on behalf of the Receiving Agency updates to the Texas Commission on Environmental Quality (TCEQ) when required. Industrial user survey procedures are established by the Trinity River Authority to meet industrial discharge notification requirements found in the Texas Pollutant Discharge Elimination System Permits issued to the Trinity River Authority and in accordance with 40 CFR § 403.8. Documentation associated with the industrial user survey shall be maintained as required by EPA General Pretreatment Regulations, 40 CFR § 403.12.

##### 2. Significant Industrial User Permit and Inspection Services:

The Receiving Agency employs the Performing Agency and the Performing Agency agrees to perform permitting and industrial inspection services for significant industrial users within the parameters listed on the attached schedule sheet.

The Performing Agency shall perform all Industrial Pretreatment Inspections, review permit applications and prepare for submittal Permits to Discharge Industrial Wastes

to the Sanitary Sewer in accordance with procedures established by the Trinity River Authority of Texas in accordance with 40 CFR § 403.8. Industrial Pretreatment Inspections, Application reviews and permit preparations and submittals shall be in compliance with the Receiving Agency's Industrial Waste Ordinances, Sewer Ordinance Numbers \_\_\_\_\_, and EPA General Pretreatment Regulations for Existing and New Sources. Records of Inspections, Applications and Permits shall be maintained as required by EPA General Pretreatment Regulations, 40 CFR § 403.12.

3. Industrial User Sampling Services:

The Receiving Agency employs the Performing Agency and the Performing Agency agrees to perform industrial user sampling services within the parameters listed on the attached schedule sheet and in accordance with the Receiving Agency's Industrial Waste Ordinances and Sewer Ordinance Numbers \_\_\_\_\_.

The Performing Agency shall perform all sample collections, sample preservation, and maintenance of chain-of-custody records in accordance to the approved procedures set forth in Test Methods for Evaluating Solid Waste, EPA Manual SW-846, Methods for Chemical Analysis of Water and Wastes, EPA Manual EPA-600/4-79-020, and the Handbook for Sampling and Sample Preservation of Water and Wastewater, EPA Manual EPA-600/4-82-029. The samples shall be properly collected, preserved and delivered by the Performing Agency to the Performing Agency's laboratory located at 6500 West Singleton Blvd., Dallas, Texas. When feasible, the Performing Agency will conduct flow or time composited sampling. When composited sampling is not feasible, grab sampling will be performed.

4. Analytical Services:

The Receiving Agency employs the Performing Agency and the Performing Agency agrees to perform analytical services within the parameters listed on the attached schedule sheet.

The Receiving Agency will collect samples and deliver them to the laboratory for analysis. It is understood that these samples will be properly collected and preserved in accordance with applicable sections of A Practical Guide to Water Quality Studies of Streams, Federal Water Pollution Control Administration publication and Methods for Chemical Analysis for Water and Wastes, EPA manual, as well as the latest edition of Standard Methods for the Examination of Water and Wastewater. Additionally, requirements set by the National Environmental Laboratory Accreditation Conference will be followed as mandated by the Texas Commission on Environmental Quality for state accreditation. A chain-of-custody procedure shall be maintained in the field and the laboratory in accordance with procedures to be established by the Receiving Agency. The Receiving Agency will furnish chain-of-custody.

The Performing Agency will perform all analyses according to the approved procedures set forth in Standard Methods for the Examination of Water and Wastewater, current edition or the latest edition of Methods for Chemical Analysis of Water and Wastes, EPA manual. Additionally, requirements set by the National Environmental Laboratory Accreditation Conference will be followed as mandated by the Texas Commission on Environmental Quality for state accreditation. Samples will be analyzed by these methods on the production basis, to include appropriate analytical quality assurance procedures. Records will be kept for documentation of the Performing Agency's quality assurance program and copies will be available to the Receiving Agency upon request. Unusual interferences and problems will be reported

to the Receiving Agency at its authorized address noted above. Research into specific techniques to overcome these difficulties will be undertaken when practical, and by mutual agreement. The chain-of-custody sheet submitted with each sample will designate the particular analysis or analyses to be made of each sample submitted. The laboratory will be operated in such a manner as to ensure the legal sufficiency of the sample handling; analytical and reporting procedures; and to remedy defects in the procedures should such be discovered.

The various laboratory personnel shall be directed upon receipt of written notice from the Receiving Agency 72 hours in advance, to appear and testify in enforcement actions. In such event, travel and per diem expenses for such employees shall be paid by the Receiving Agency. Travel and per diem for court appearances hereunder shall be based on current Texas law.

Receiving Agency may deliver to Performing Agency samples for analyses separate and apart from those samples collected by the Performing Agency. When the Receiving Agency delivers samples to the Performing Agency for analyses, the Receiving Agency shall indicate the nature and extent of the analysis it desires to be conducted. Performing Agency shall not be responsible for the manner of collection or chain-of-custody or sheets which are matters entirely outside Performing Agency's control. Performing Agency shall receive, log and perform such analyses of samples in accordance with that part of the chain-of-custody procedures identified as Transfer of Custody and Storage attached hereto.

Samples analyzed to maintain the normal quality assurance program which the Performing Agency presently maintains in its laboratory will be charged to the Receiving Agency at the same rate as submitted samples.

#### B. TERMINATION

Either party to this Contract may terminate the Contract by giving the other party thirty days' notice in writing at their authorized address as noted previously. Upon delivery of such notice by either party to the other and before expiration of the thirty-day period, the Performing Agency will proceed promptly to cancel all existing orders, contracts, and obligations which are chargeable to this Contract. As soon as practicable after notice of termination is given, the Performing Agency will furnish Receiving Agency an invoice for work performed under this Contract through its termination. The Receiving Agency will pay the Performing Agency for the work performed less all prior payments. Copies of all completed or partially completed reports, documents, and studies prepared under this Contract will be delivered by the Performing Agency to the Receiving Agency when and if this Contract is terminated prior to the completion of the prescribed work.

#### C. AMENDING THE CONTRACT

The parties hereto may alter or amend this Contract upon advance written agreement of both parties to exclude work being performed or to include additional work to be performed and to adjust the consideration to be paid hereunder by virtue of alterations or amendments.

### III. BASIS FOR CALCULATING REIMBURSABLE COSTS

The financial basis for calculating reimbursable costs shall be as stated in Attachment A. Said Attachment A shall be revised and updated annually. Any revisions will be incorporated by reference herein. A cost analysis shall be prepared each year by the Trinity River Authority of

Texas and shall be approved by the Trinity River Authority of Texas Board of Directors prior to effective date of said revision.

The expenditures by the Trinity River Authority of Texas of funds paid to it under this Contract shall be subject to such State or Federal audit procedures as may be required by law and by accepted practices of the State or Federal auditor, or both, if requested. The Trinity River Authority of Texas shall be responsible for maintaining books of account that clearly, accurately and currently reflect financial transactions. The financial records must include all documents supporting entries on the account records which substantiate costs. The Trinity River Authority of Texas must keep the records readily available for examination for a period of three years after the close of the last expenditure.

#### IV. CONTRACT AMOUNT

The total costs charged by the Authority to the Receiving Agency shall not exceed dollars (\$\_\_\_\_\_) per annum during the term of this Contract, unless mutually agreed by the parties hereto.

#### V. PAYMENT FOR SERVICES

The Performing Agency shall bill the Receiving Agency monthly for services performed. Charges for these services shall be based on the attached cost schedules.

The Receiving Agency shall pay the monthly billings of the Performing Agency within thirty days of their receipt.

#### VI. TERM OF CONTRACT

This Contract is to begin \_\_\_\_\_, 20\_\_\_\_ and shall terminate \_\_\_\_\_, 20\_\_\_\_, subject to Section II, paragraph B of this contract.

#### VII. INTERLOCAL AGREEMENT

Inasmuch as the Receiving Agency and the Performing Agency are political subdivisions of this state, and inasmuch as the testing of water and wastewater are critical to the maintenance of public health and such testing is therefore, a governmental function and service, this contract is entered into pursuant to the Interlocal Cooperation Act, Chapter 791, Texas Government Code.

Receiving Agency:

CITY OF \_\_\_\_\_

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

TITLE: \_\_\_\_\_

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

ATTEST: \_\_\_\_\_  
(SEAL)

Performing Agency:

TRINITY RIVER AUTHORITY OF TEXAS

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

TITLE: GENERAL MANAGER

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

ATTEST: \_\_\_\_\_  
(SEAL)

## CHAIN-OF-CUSTODY PROCEDURES

### Sample Collection and Shipment

1. To the maximum extent achievable, as few people as possible should handle a sample.
2. Stream and effluent samples should be obtained using standard field sampling techniques and preservation procedures.
3. Chain-of-Custody sheets should be attached to each sample at the time it is collected. Sample containers must be appropriate for requested testing with appropriate preservation and legibly labeled. The tag or sheet contains basically laboratory (requested parameters) information; however, certain identifying items including City, City Code, Contact Name and Phone Number, Type Sample Matrix, Material Sampled, and Method of Preservation must be completed by the field personnel collecting the sample. In completing the Chain-of-Custody tag or sheet, care should be utilized to insure that all necessary information is correctly and legibly entered onto the form. A black ballpoint with water proof ink should be used at all times.
4. During shipment, samples should be appropriately cooled. TRA lab receiving technician will check temperature.

### Transfer of Custody and Storage

1. All samples should be handled by the minimum possible number of persons.
2. All incoming samples shall be received by the laboratory technician or his alternate, and logged into a database. Information to be entered into the database shall include the client sample number, date received, source, time(s) sampled, date(s) sampled, and analyses requested and comments from the Chain of Custody.
3. Promptly after logging, the custodian technician will distribute the sample to an analyst or place the sample in the secure sample vault, which will be locked at all times except when samples are removed or returned by analysts. The sample will be tracked internally in the lab.
4. Samples shall be kept in the sample storage security area at all times when not actually being used by analysts, such as during overnight absences. The technician shall ensure that heat-sensitive samples, or other sample materials having unusual physical characteristics, or requiring special handling, are properly stored and maintained.
5. A log of sample removal and replacement will be kept in the secure sample vault and be retained as a permanent record of the laboratory.
6. The original Chain of Custody and a Sample Evaluation/Variance record shall be sent by the laboratory to the appropriate Receiving Agency control point as part of the final data report.

**TECHNICAL SERVICES FEE SCHEDULE  
FOR  
LABORATORY ANALYSES,  
INDUSTRIAL INSPECTIONS  
AND  
INDUSTRIAL SAMPLING**

**FISCAL YEAR 2020**

**December 1, 2019 through November 30, 2020**

**NELAP CERTIFICATE T104704287-10-TX**

## CHEMICAL ANALYSES

### Liquid Samples

Alkalinity:		Phosphorus:	
Total (*)(**)	\$12.00	Ortho (*)	\$15.00
		Total (*)	\$24.25
Biochemical Oxygen Demand:		Solids Testing (Gravimetric):	
5-Day (*)	\$34.90	Total (TS)	\$16.00
5-Day Carbonaceous (*)	\$36.50	Total Dissolved (TDS) (*)	\$27.00
5-Day Filtered (Dissolved)	\$45.80	Total Suspended (TSS) (*)	\$19.70
7-Day	\$42.00	Volatile Suspended (VSS (*)	\$11.80
Extra Dilution (Each)	\$ 2.50	(after TSS)	
		Percent Solids, Total and Volatile	\$21.40
Chlorophyll "a"	\$24.20	Sulfate (*)	\$15.40
Chlorophyll "a" and Pheophytin	\$36.00	Turbidity (*) (**)	\$9.50
Chemical Oxygen Demand (*)	\$24.50	UV254	\$25.00
Chloride (*)	\$15.40		
Conductance, Specific (*) (**)	\$10.00	Mercury (*) (**)	\$34.00
Cyanide:			
Total (*)	\$39.50		
Amenable to Chlorination (*)	\$65.60		
Fluoride, Total (**)	\$15.40	Metals (EPA 200.8) (*) (**) (***):	\$16.00 ea.
Glycols	\$21.70	Aluminum	Lead
Hardness (*) (**)	\$26.00	Arsenic	Manganese
		Antimony	Molybdenum
Nitrogen:		Barium	Nickel
Ammonia (*)	\$22.80	Beryllium	Selenium
Ammonia by Distillation (*)	\$28.50	Boron	Silver
Kjeldahl, Total (*)	\$35.50	Cadmium	Thallium
Nitrate (*)	\$15.40	Chromium	TIn
Nitrite (*)	\$15.40	Cobalt	Titanium
Total	\$45.00	Copper	Vanadium
Oil and Grease (*)	\$60.00	Iron	Zinc
Organic Carbon:		Minerals (*):	\$16.00 ea.
Dissolved	\$23.00	Calcium	
Total (*) (**)	\$15.75	Magnesium	
pH (*)	\$11.30	Potassium (***)	
		Silica	
		Sodium	

### Solid Samples

Ammonia (***)	\$28.50
Chemical Oxygen Demand	\$41.50
Nitrogen, Kjeldahl, Total	\$30.50
Phosphorus, Total (***)	\$24.25
pH (***)	\$11.30
Mercury (***)	\$66.50
Metals Preparation	\$32.10

## MICROBIOLOGICAL ANALYSES

### Drinking Water:

Total Coliform (MMO/MUG) (\*\*) \$23.80  
Heterotrophic Plate Count \$21.90

### Wastewater:

Coliform, Fecal (Membrane Filter (\*)) \$17.07  
Coliform, Fecal (MPN (\*\*)) \$62.00  
Coliform, Total (MPN-Q Tray) \$21.35  
E. Coli (MPN-Q Tray) (\*) \$21.35  
Streptococcus, Fecal (Membrane. Filter) (\*) \$18.00  
Heterotrophic Plate Count \$21.90  
Microscopic General Examination \$25.00

## TRACE ORGANIC (GC-GC/MS) ANALYSES

### EPA 624 (\*):

3-Day (unpreserved) \$165.00  
BTEX (only) \$168.00  
Trip Blanks \$103.00  
Geosmin/MIB \$107.00

### Pesticides/PCB

EPA 608 (\*):  
Full List \$317.40  
Chlorinated Pesticides (only) \$209.70  
PCB (aqueous and solid) \$209.70

### EPA 625 (\*):

Total Semi-Volatiles \$211.00  
Semi-Volatile Trip Blank \$181.00

EPA 8082:  
Polychlorinated Biphenyls (PCB) \$154.25

## BY QUOTE

Chromium Hexavalent  
Oil and Grease (solids)  
Organophosphate Pesticide  
Phenols  
TCLP Metals  
TCLP Organic Compounds  
Total Petroleum Hydrocarbons (solids and liquids)

## INDUSTRIAL PRETREATMENT SERVICES

### SAMPLING

Composite Sample	\$ 210.00
Additional Composite Sample	\$ 105.00
Grab Sample	\$ 87.00
Additional Grab Sample	\$ 25.00
pH only	\$ 87.00
Field pH	\$ 29.00
Field Measurement	\$ 47.00
Sampling Event Cost for a Failed Sample	\$ 113.00
Industry Split Sample	\$ 29.00
Boat Fee	\$ 105.00
QA/QC Fee	\$ 23.00

### PRETREATMENT ASSISTANCE

Inspection (permitted users)	\$ 700.00
Inspection (unpermitted users)	\$ 100.00
Permit Preparation (5yr permit)	\$2,000.00
Field Surveillance Event	\$1,063.00
Industrial User Survey Fee	Formula

#### Industrial User Survey Fee Formula:

(No. of Survey Entities<sup>1</sup> X \$3.75) + (No. of identified industrial users<sup>2</sup> X \$16.00)

#### Formula Footnotes:

<sup>1</sup> Users from the Texas Manufactures Guide List for Contracting Party's jurisdiction.

<sup>2</sup> Users that require further manufacturing process and discharge classification

### PRETREATMENT SERVICES INCLUDE

- Grab Sampling
- Installation of Automatic Composite Samplers
- Field Testing Available
- Proper Field QA/QC
- Industry Split Sampling
- Sample Preservation
- Proper Chain of Custody
- Delivery to TRA Laboratory
- Sample Data Review with Report Summaries
- Appropriate Industrial User Pretreatment Classification
- Verification of Permit Application Data
- Chemical Inventory Review
- Permit Drafting
- Semiannual Report Review
- Appropriate Inspection Documentation
- Enforcement Guidance
- Consultation with Industries on Industrial Pretreatment

## **GENERAL SERVICE INFORMATION**

---

1. Effective Date: December 1, 2019. All prices listed are per sample and subject to review.
2. All analyses are performed in accordance with "Standard Methods for the Examination of Water and Wastewater," 20<sup>th</sup> Edition, 1998 or most recent approved and/or EPA "Manual of Methods for Chemical Analysis of Water and Wastes," 1983 and the "3<sup>rd</sup> Edition of Solid Waste Manual SW 846."
3. Prices include a 10 percent charge added to the analyses cost to maintain the normal quality assurance program.
4. Standard turn-around time is considered 15 business days for most testing. Priority is half of the standard time. Customer requiring PRIORITY turn-around time will be billed at one and one-half (1 ½) times the routine rate. Customer requiring RUSH turn-around time, run immediately on the next or a special run, will be billed at two times the normal rate. It is recommended to call in advance of sample submission or inquire at the time of submission for estimated turn-around time.
5. The Laboratory will follow instructions as stated on the Chain-of-Custody submitted with samples. The Customer may be contacted by the lab representative on any variance issues and written instruction may be requested concerning the variance.
6. For EPA624 VOC 3 day analysis, do not lower the pH of the sample.
7. Sampling supplies will be provided upon request at a reasonable charge. Bacteriological sampling supplies are included in the cost of analyses.
8. Samples other than bacteriological samples should be delivered to the laboratory before 4:00 p.m. on weekdays. Samples cannot be accepted on weekends or holidays unless special arrangements are made in advance. Bacteriological samples should be delivered prior to 2:00 p.m. unless special arrangements are made in advance. For after-hour samples, please call and arrange for leaving in cold storage vault with analyses request form.
9. A monthly invoice for completed analyses is mailed the following month.
10. Laboratory hours are weekdays 7:00 a.m. to 4:30 p.m. To contact the lab about emergency samples use the number below.
11. Environmental Field, Engineering Field and Pretreatment Services office hours are Monday through Friday, 8:00 a.m. to 5:00 p.m. For after-hour emergencies, leave message with computer operator.
12. Environmental Field and Engineering Field Services are requested to be scheduled a minimum of 72 hours in advance.
13. Laboratory Certificate Number T104704287-10-2.

**FOR MORE INFORMATION, CONTACT:**

**METRO: (972) 263-2251**

**FAX: (972) 975-4414**

**WILLIAM B. CYRUS**  
Manager  
Technical Services

**JOHN DURBIN**  
Manager  
Collection System Group

**CRAIG HARVEY**  
Laboratory Division  
Chief

**JENNIFER MOORE**  
Environmental Service  
Coordinator

**CRAIG CROWDER**  
Technical Services  
Engineer

**CATHY SIEGER**  
Quality Assurance  
Coordinator

## CONTRACT FOR TECHNICAL SERVICES

### I. CONTRACTING PARTIES

The Receiving Agency: City of \_\_\_\_\_, whose authorized address is \_\_\_\_\_.

The Performing Agency: Trinity River Authority of Texas, whose authorized address is 5300 South Collins, P. O. Box 240, Arlington, Texas 76004-0240, Attention: J. Kevin Ward, General Manager (or his designated representative).

### II. STATEMENT OF SERVICES TO BE PERFORMED

In order to discharge the responsibilities associated with the enforcement of Federal, State, and municipal regulations, the Receiving Agency requires services of a laboratory qualified to perform water and wastewater analysis, and of personnel to conduct industrial inspection and/or sampling services, such services detailed in Section A, Subsection(s) \_\_\_\_\_, below.

#### A. PERFORMANCE OF SERVICES

##### 1. Non-Significant Industrial User Inspection and Classification Services:

The Receiving Agency employs the Performing Agency and the Performing Agency agrees to perform industrial user survey services and inspections for non-significant industrial users within the parameters listed on the attached schedule sheet and in accordance with the Receiving Agency's Industrial Waste Ordinances and Sewer Ordinances Numbers \_\_\_\_\_.

The Performing Agency shall perform all industrial user survey activities including organization of users to be surveyed utilizing the Texas Manufacturing Guide, notification to industrial users that require completion of the Receiving Agency's Industrial User Survey Form, industrial user inspections as needed, and proper classification and documentation of industrial users' discharge practices. Performing Agency will provide on behalf of the Receiving Agency updates to the Texas Commission on Environmental Quality (TCEQ) when required. Industrial user survey procedures are established by the Trinity River Authority to meet industrial discharge notification requirements found in the Texas Pollutant Discharge Elimination System Permits issued to the Trinity River Authority and in accordance with 40 CFR § 403.8. Documentation associated with the industrial user survey shall be maintained as required by EPA General Pretreatment Regulations, 40 CFR § 403.12.

##### 2. Significant Industrial User Permit and Inspection Services:

The Receiving Agency employs the Performing Agency and the Performing Agency agrees to perform permitting and industrial inspection services for significant industrial users within the parameters listed on the attached schedule sheet.

The Performing Agency shall perform all Industrial Pretreatment Inspections, review permit applications and prepare for submittal Permits to Discharge Industrial Wastes

to the Sanitary Sewer in accordance with procedures established by the Trinity River Authority of Texas in accordance with 40 CFR § 403.8. Industrial Pretreatment Inspections, Application reviews and permit preparations and submittals shall be in compliance with the Receiving Agency's Industrial Waste Ordinances, Sewer Ordinance Numbers \_\_\_\_\_, and EPA General Pretreatment Regulations for Existing and New Sources. Records of Inspections, Applications and Permits shall be maintained as required by EPA General Pretreatment Regulations, 40 CFR § 403.12.

3. Industrial User Sampling Services:

The Receiving Agency employs the Performing Agency and the Performing Agency agrees to perform industrial user sampling services within the parameters listed on the attached schedule sheet and in accordance with the Receiving Agency's Industrial Waste Ordinances and Sewer Ordinance Numbers \_\_\_\_\_.

The Performing Agency shall perform all sample collections, sample preservation, and maintenance of chain-of-custody records in accordance to the approved procedures set forth in Test Methods for Evaluating Solid Waste, EPA Manual SW-846, Methods for Chemical Analysis of Water and Wastes, EPA Manual EPA-600/4-79-020, and the Handbook for Sampling and Sample Preservation of Water and Wastewater, EPA Manual EPA-600/4-82-029. The samples shall be properly collected, preserved and delivered by the Performing Agency to the Performing Agency's laboratory located at 6500 West Singleton Blvd., Dallas, Texas. When feasible, the Performing Agency will conduct flow or time composited sampling. When composited sampling is not feasible, grab sampling will be performed.

4. Analytical Services:

The Receiving Agency employs the Performing Agency and the Performing Agency agrees to perform analytical services within the parameters listed on the attached schedule sheet.

The Receiving Agency will collect samples and deliver them to the laboratory for analysis. It is understood that these samples will be properly collected and preserved in accordance with applicable sections of A Practical Guide to Water Quality Studies of Streams, Federal Water Pollution Control Administration publication and Methods for Chemical Analysis for Water and Wastes, EPA manual, as well as the latest edition of Standard Methods for the Examination of Water and Wastewater. Additionally, requirements set by the National Environmental Laboratory Accreditation Conference will be followed as mandated by the Texas Commission on Environmental Quality for state accreditation. A chain-of-custody procedure shall be maintained in the field and the laboratory in accordance with procedures to be established by the Receiving Agency. The Receiving Agency will furnish chain-of-custody.

The Performing Agency will perform all analyses according to the approved procedures set forth in Standard Methods for the Examination of Water and Wastewater, current edition or the latest edition of Methods for Chemical Analysis of Water and Wastes, EPA manual. Additionally, requirements set by the National Environmental Laboratory Accreditation Conference will be followed as mandated by the Texas Commission on Environmental Quality for state accreditation. Samples will be analyzed by these methods on the production basis, to include appropriate analytical quality assurance procedures. Records will be kept for documentation of the Performing Agency's quality assurance program and copies will be available to the Receiving Agency upon request. Unusual interferences and problems will be reported

to the Receiving Agency at its authorized address noted above. Research into specific techniques to overcome these difficulties will be undertaken when practical, and by mutual agreement. The chain-of-custody sheet submitted with each sample will designate the particular analysis or analyses to be made of each sample submitted. The laboratory will be operated in such a manner as to ensure the legal sufficiency of the sample handling; analytical and reporting procedures; and to remedy defects in the procedures should such be discovered.

The various laboratory personnel shall be directed upon receipt of written notice from the Receiving Agency 72 hours in advance, to appear and testify in enforcement actions. In such event, travel and per diem expenses for such employees shall be paid by the Receiving Agency. Travel and per diem for court appearances hereunder shall be based on current Texas law.

Receiving Agency may deliver to Performing Agency samples for analyses separate and apart from those samples collected by the Performing Agency. When the Receiving Agency delivers samples to the Performing Agency for analyses, the Receiving Agency shall indicate the nature and extent of the analysis it desires to be conducted. Performing Agency shall not be responsible for the manner of collection or chain-of-custody or sheets which are matters entirely outside Performing Agency's control. Performing Agency shall receive, log and perform such analyses of samples in accordance with that part of the chain-of-custody procedures identified as Transfer of Custody and Storage attached hereto.

Samples analyzed to maintain the normal quality assurance program which the Performing Agency presently maintains in its laboratory will be charged to the Receiving Agency at the same rate as submitted samples.

#### B. TERMINATION

Either party to this Contract may terminate the Contract by giving the other party thirty days' notice in writing at their authorized address as noted previously. Upon delivery of such notice by either party to the other and before expiration of the thirty-day period, the Performing Agency will proceed promptly to cancel all existing orders, contracts, and obligations which are chargeable to this Contract. As soon as practicable after notice of termination is given, the Performing Agency will furnish Receiving Agency an invoice for work performed under this Contract through its termination. The Receiving Agency will pay the Performing Agency for the work performed less all prior payments. Copies of all completed or partially completed reports, documents, and studies prepared under this Contract will be delivered by the Performing Agency to the Receiving Agency when and if this Contract is terminated prior to the completion of the prescribed work.

#### C. AMENDING THE CONTRACT

The parties hereto may alter or amend this Contract upon advance written agreement of both parties to exclude work being performed or to include additional work to be performed and to adjust the consideration to be paid hereunder by virtue of alterations or amendments.

### III. BASIS FOR CALCULATING REIMBURSABLE COSTS

The financial basis for calculating reimbursable costs shall be as stated in Attachment A. Said Attachment A shall be revised and updated annually. Any revisions will be incorporated by reference herein. A cost analysis shall be prepared each year by the Trinity River Authority of

Texas and shall be approved by the Trinity River Authority of Texas Board of Directors prior to effective date of said revision.

The expenditures by the Trinity River Authority of Texas of funds paid to it under this Contract shall be subject to such State or Federal audit procedures as may be required by law and by accepted practices of the State or Federal auditor, or both, if requested. The Trinity River Authority of Texas shall be responsible for maintaining books of account that clearly, accurately and currently reflect financial transactions. The financial records must include all documents supporting entries on the account records which substantiate costs. The Trinity River Authority of Texas must keep the records readily available for examination for a period of three years after the close of the last expenditure.

#### IV. CONTRACT AMOUNT

The total costs charged by the Authority to the Receiving Agency shall not exceed dollars (\$\_\_\_\_\_) per annum during the term of this Contract, unless mutually agreed by the parties hereto.

#### V. PAYMENT FOR SERVICES

The Performing Agency shall bill the Receiving Agency monthly for services performed. Charges for these services shall be based on the attached cost schedules.

The Receiving Agency shall pay the monthly billings of the Performing Agency within thirty days of their receipt.

#### VI. TERM OF CONTRACT

This Contract is to begin \_\_\_\_\_, 20\_\_\_\_ and shall terminate \_\_\_\_\_, 20\_\_\_\_, subject to Section II, paragraph B of this contract.

#### VII. INTERLOCAL AGREEMENT

Inasmuch as the Receiving Agency and the Performing Agency are political subdivisions of this state, and inasmuch as the testing of water and wastewater are critical to the maintenance of public health and such testing is therefore, a governmental function and service, this contract is entered into pursuant to the Interlocal Cooperation Act, Chapter 791, Texas Government Code.

Receiving Agency:

CITY OF \_\_\_\_\_

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

TITLE: \_\_\_\_\_

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

ATTEST: \_\_\_\_\_  
(SEAL)

Performing Agency:

TRINITY RIVER AUTHORITY OF TEXAS

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

TITLE: GENERAL MANAGER

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

ATTEST: \_\_\_\_\_  
(SEAL)

## CHAIN-OF-CUSTODY PROCEDURES

### Sample Collection and Shipment

1. To the maximum extent achievable, as few people as possible should handle a sample.
2. Stream and effluent samples should be obtained using standard field sampling techniques and preservation procedures.
3. Chain-of-Custody sheets should be attached to each sample at the time it is collected. Sample containers must be appropriate for requested testing with appropriate preservation and legibly labeled. The tag or sheet contains basically laboratory (requested parameters) information; however, certain identifying items including City, City Code, Contact Name and Phone Number, Type Sample Matrix, Material Sampled, and Method of Preservation must be completed by the field personnel collecting the sample. In completing the Chain-of-Custody tag or sheet, care should be utilized to insure that all necessary information is correctly and legibly entered onto the form. A black ballpoint with water proof ink should be used at all times.
4. During shipment, samples should be appropriately cooled. TRA lab receiving technician will check temperature.

### Transfer of Custody and Storage

1. All samples should be handled by the minimum possible number of persons.
2. All incoming samples shall be received by the laboratory technician or his alternate, and logged into a database. Information to be entered into the database shall include the client sample number, date received, source, time(s) sampled, date(s) sampled, and analyses requested and comments from the Chain of Custody.
3. Promptly after logging, the custodian technician will distribute the sample to an analyst or place the sample in the secure sample vault, which will be locked at all times except when samples are removed or returned by analysts. The sample will be tracked internally in the lab.
4. Samples shall be kept in the sample storage security area at all times when not actually being used by analysts, such as during overnight absences. The technician shall ensure that heat-sensitive samples, or other sample materials having unusual physical characteristics, or requiring special handling, are properly stored and maintained.
5. A log of sample removal and replacement will be kept in the secure sample vault and be retained as a permanent record of the laboratory.
6. The original Chain of Custody and a Sample Evaluation/Variance record shall be sent by the laboratory to the appropriate Receiving Agency control point as part of the final data report.

**TECHNICAL SERVICES FEE SCHEDULE  
FOR  
LABORATORY ANALYSES,  
INDUSTRIAL INSPECTIONS  
AND  
INDUSTRIAL SAMPLING**

**FISCAL YEAR 2020**

**December 1, 2019 through November 30, 2020**

**NELAP CERTIFICATE T104704287-10-TX**

## CHEMICAL ANALYSES

### Liquid Samples

Alkalinity:		Phosphorus:	
Total (*)(**)	\$12.00	Ortho (*)	\$15.00
		Total (*)	\$24.25
Biochemical Oxygen Demand:		Solids Testing (Gravimetric):	
5-Day (*)	\$34.90	Total (TS)	\$16.00
5-Day Carbonaceous (*)	\$36.50	Total Dissolved (TDS) (*)	\$27.00
5-Day Filtered (Dissolved)	\$45.80	Total Suspended (TSS) (*)	\$19.70
7-Day	\$42.00	Volatile Suspended (VSS *)	\$11.80
Extra Dilution (Each)	\$ 2.50	(after TSS)	
		Percent Solids, Total and Volatile	\$21.40
Chlorophyll "a"	\$24.20	Sulfate (*)	\$15.40
Chlorophyll "a" and Pheophytin	\$36.00	Turbidity (*) (**)	\$9.50
Chemical Oxygen Demand (*)	\$24.50	UV254	\$25.00
Chloride (*)	\$15.40		
Conductance, Specific (*) (**)	\$10.00	Mercury (*) (**)	\$34.00
Cyanide:			
Total (*)	\$39.50		
Amenable to Chlorination (*)	\$65.60		
Fluoride, Total (**)	\$15.40	Metals (EPA 200.8) (*) (**) (***):	\$16.00 ea.
Glycols	\$21.70	Aluminum	Lead
Hardness (*) (**)	\$26.00	Arsenic	Manganese
		Antimony	Molybdenum
Nitrogen:		Barium	Nickel
Ammonia (*)	\$22.80	Beryllium	Selenium
Ammonia by Distillation (*)	\$28.50	Boron	Silver
Kjeldahl, Total (*)	\$35.50	Cadmium	Thallium
Nitrate (*)	\$15.40	Chromium	Tl <sub>n</sub>
Nitrite (*)	\$15.40	Cobalt	Titanium
Total	\$45.00	Copper	Vanadium
Oil and Grease (*)	\$60.00	Iron	Zinc
Organic Carbon:		Minerals (*):	\$16.00 ea.
Dissolved		Calcium	
Total (*) (**)	\$15.75	Magnesium	
pH (*)	\$11.30	Potassium (***)	
		Silica	
		Sodium	

### Solid Samples

Ammonia (***)	\$28.50
Chemical Oxygen Demand	\$41.50
Nitrogen, Kjeldahl, Total	\$30.50
Phosphorus, Total (***)	\$24.25
pH (***)	\$11.30
Mercury (***)	\$66.50
Metals Preparation	\$32.10

NELAP Accreditation

\*Non-Potable Water

\*\*Drinking Water

\*\*\* Solids

---

### MICROBIOLOGICAL ANALYSES

**Drinking Water:**

Total Coliform (MMO/MUG) (\*\*) \$23.80  
Heterotrophic Plate Count \$21.90

**Wastewater:**

Coliform, Fecal (Membrane Filter (\*)) \$17.07  
Coliform, Fecal (MPN (\*\*)) \$62.00  
Coliform, Total (MPN-Q Tray) \$21.35  
E. Coli (MPN-Q Tray) (\*) \$21.35  
Streptococcus, Fecal (Membrane. Filter) (\*) \$18.00  
Heterotrophic Plate Count \$21.90  
Microscopic General Examination \$25.00

---

### TRACE ORGANIC (GC-GC/MS) ANALYSES

**EPA 624 (\*):**

3-Day (unpreserved) \$165.00  
BTEX (only) \$168.00  
Trip Blanks \$103.00  
Geosmin/MIB \$107.00

**Pesticides/PCB**

EPA 608 (\*):  
Full List \$317.40  
Chlorinated Pesticides (only) \$209.70  
PCB (aqueous and solid) \$209.70

**EPA 625 (\*):**

Total Semi-Volatiles \$211.00  
Semi-Volatile Trip Blank \$181.00

EPA 8082:  
Polychlorinated Biphenyls (PCB) \$154.25

---

### BY QUOTE

Chromium Hexavalent  
Oil and Grease (solids)  
Organophosphate Pesticide  
Phenols  
TCLP Metals  
TCLP Organic Compounds  
Total Petroleum Hydrocarbons (solids and liquids)

## INDUSTRIAL PRETREATMENT SERVICES

---

### SAMPLING

Composite Sample	\$ 210.00
Additional Composite Sample	\$ 105.00
Grab Sample	\$ 87.00
Additional Grab Sample	\$ 25.00
pH only	\$ 87.00
Field pH	\$ 29.00
Field Measurement	\$ 47.00
Sampling Event Cost for a Failed Sample	\$ 113.00
Industry Split Sample	\$ 29.00
Boat Fee	\$ 105.00
QA/QC Fee	\$ 23.00

### PRETREATMENT ASSISTANCE

Inspection (permitted users)	\$ 700.00
Inspection (unpermitted users)	\$ 100.00
Permit Preparation (5yr permit)	\$2,000.00
Field Surveillance Event	\$1,063.00
Industrial User Survey Fee	Formula

#### Industrial User Survey Fee Formula:

(No. of Survey Entities<sup>1</sup> X \$3.75) + (No. of identified industrial users<sup>2</sup> X \$16.00)

#### Formula Footnotes:

<sup>1</sup> Users from the Texas Manufactures Guide List for Contracting Party's jurisdiction.

<sup>2</sup> Users that require further manufacturing process and discharge classification

### PRETREATMENT SERVICES INCLUDE

- Grab Sampling
- Installation of Automatic Composite Samplers
- Field Testing Available
- Proper Field QA/QC
- Industry Split Sampling
- Sample Preservation
- Proper Chain of Custody
- Delivery to TRA Laboratory
- Sample Data Review with Report Summaries
- Appropriate Industrial User Pretreatment Classification
- Verification of Permit Application Data
- Chemical Inventory Review
- Permit Drafting
- Semiannual Report Review
- Appropriate Inspection Documentation
- Enforcement Guidance
- Consultation with Industries on Industrial Pretreatment

## **GENERAL SERVICE INFORMATION**

---

1. Effective Date: December 1, 2019. All prices listed are per sample and subject to review.
2. All analyses are performed in accordance with "Standard Methods for the Examination of Water and Wastewater," 20<sup>th</sup> Edition, 1998 or most recent approved and/or EPA "Manual of Methods for Chemical Analysis of Water and Wastes," 1983 and the "3<sup>rd</sup> Edition of Solid Waste Manual SW 846."
3. Prices include a 10 percent charge added to the analyses cost to maintain the normal quality assurance program.
4. Standard turn-around time is considered 15 business days for most testing. Priority is half of the standard time. Customer requiring PRIORITY turn-around time will be billed at one and one-half (1 ½) times the routine rate. Customer requiring RUSH turn-around time, run immediately on the next or a special run, will be billed at two times the normal rate. It is recommended to call in advance of sample submission or inquire at the time of submission for estimated turn-around time.
5. The Laboratory will follow instructions as stated on the Chain-of-Custody submitted with samples. The Customer may be contacted by the lab representative on any variance issues and written instruction may be requested concerning the variance.
6. For EPA624 VOC 3 day analysis, do not lower the pH of the sample.
7. Sampling supplies will be provided upon request at a reasonable charge. Bacteriological sampling supplies are included in the cost of analyses.
8. Samples other than bacteriological samples should be delivered to the laboratory before 4:00 p.m. on weekdays. Samples cannot be accepted on weekends or holidays unless special arrangements are made in advance. Bacteriological samples should be delivered prior to 2:00 p.m. unless special arrangements are made in advance. For after-hour samples, please call and arrange for leaving in cold storage vault with analyses request form.
9. A monthly invoice for completed analyses is mailed the following month.
10. Laboratory hours are weekdays 7:00 a.m. to 4:30 p.m. To contact the lab about emergency samples use the number below.
11. Environmental Field, Engineering Field and Pretreatment Services office hours are Monday through Friday, 8:00 a.m. to 5:00 p.m. For after-hour emergencies, leave message with computer operator.
12. Environmental Field and Engineering Field Services are requested to be scheduled a minimum of 72 hours in advance.
13. Laboratory Certificate Number T104704287-10-2.

**FOR MORE INFORMATION, CONTACT:**

**METRO: (972) 263-2251**

**FAX: (972) 975- 4414**

**WILLIAM B. CYRUS**  
Manager  
Technical Services

**JOHN DURBIN**  
Manager  
Collection System Group

**CRAIG HARVEY**  
Laboratory Division  
Chief

**JENNIFER MOORE**  
Environmental Service  
Coordinator

**CRAIG CROWDER**  
Technical Services  
Engineer

**CATHY SIEGER**  
Quality Assurance  
Coordinator

08.12.2019

## Consent C2

To  
Honorable Mayor  
and Council

Comments:

C2. Resolution R2019-13 amending the Council Rules of Governance

From  
John Dean, Jr. CM

HB 2480 requires local governmental bodies to allow each member of the public with desires to address the governing body regarding any of its open meeting agenda items or other city matters, may do so. Ovilla's Council Rules of Governance already addresses a Citizen's Forum with a 3-minute time limit.

CC  
Linda Harding,  
Accountant  
Pam Woodall, CS

Re: HB2480

HB 2480 additionally allows for a member of the public that addresses the governing body through a translator, be provided at least twice the amount of time as member who does not require a translator. This section is added to the Rules of Governance.

HB 2480 is effective September 01, 2019.

**City of Ovilla**

Tel 972-617-7262

105 S. Cockrell Hill Road  
Ovilla, Texas 75154

[www.cityofovilla.org](http://www.cityofovilla.org)  
jdean@cityofovilla.org



## RESOLUTION R2019-13

A RESOLUTION OF THE CITY OF OVILLA, TEXAS AMENDING RESOLUTION 2018-14, WHICH ESTABLISHED A POLICY ON RULES OF GOVERNANCE, ADDING A NEW SECTION ADOPTING A POLICY REFERRING TO HB 2480 AND INCORPORATE INTO THE GOVERNING BODY'S GOVERNANCE PROCESS AND RULES OF PROCEDURE; AND PROVIDING AN EFFECTIVE DATE.

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

**WHEREAS**, the City Council previously adopted Resolution 2018-14 **GOVERNANCE PROCESS AND RULES OF PROCEDURE**, for the City of Ovilla and its elected officials, appointed officials, and staff;

**WHEREAS**, the City Council determined that it was advisable to amend the Rules of Procedure with an addition to Section 2 (B) (4), adding item (c) to the policy that addresses HB 2480, providing that a member that addresses the governing body through a translator must be given at least twice the amount of time as a member who does not require a translator; and

**WHEREAS**, the City Council has determined to adopt Resolution R2019-13 amending the **CITY OF OVILLA POLICY OF GOVERNANCE PROCESS AND RULES OF PROCEDURE** for the City of Ovilla and its elected officials, appointed officials, and staff;

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

### SECTION 1.

That the City Council hereby approves and adopts the CITY OF OVILLA TEXAS, POLICY ON GOVERNANCE PROCESS AND RULES OF PROCEDURE which is attached hereto, marked Exhibit "A" and made a part hereof by reference.

### SECTION 2.

**That this Resolution shall take effect immediately and it is so resolved.**

**PASSED AND APPROVED on this 12 day of August 2019.**

---

Richard Dormier, MAYOR

ATTEST:

---

Pamela Woodall, CITY SECRETARY

Rules of Procedure for the Mayor and City Council of Ovilla  
(Including Boards, Advisory Boards, Committees and Commissions)

POLICY ON GOVERNANCE PROCESS AND RULES OF PROCEDURE

For Members of Ovilla City Council, Boards and Commissions

Adopted by the Ovilla City Council

MODEL OF EXCELLENCE  
Ovilla City Council, Boards and Commissions  
MEMBER STATEMENT

As a Member of the Ovilla City Council, Mayor, Board or Commission, I do hereby agree to uphold and abide by the Code of Ethics for elected and appointed officials, adopted by the City and conduct myself by the following model of excellence.

*I will:*

- I. *Recognize the worth of individual Members and appreciate their individual talents, perspectives and contributions;*
- II. *Help create an atmosphere of respect and civility where individual Members, City staff and the public are free to express their ideas and work to their full potential;*
- III. *Respect the dignity and privacy of individuals and organizations;*
- IV. *Keep the common good as my highest purpose and focus on achieving constructive solutions for the public benefit;*
- V. *Conduct my personal and public affairs with honest, integrity, fairness and respect of others;*
- VI. *Avoid and discourage conduct which is divisive or harmful to the best interest of Ovilla; and*
- VII. *Treat all people with whom I come in contact in the way I wish to be treated.*

---

*I affirm that I have read and understood the City of Ovilla Code of Ethics.*

NAME: \_\_\_\_\_ (printed)

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

Office Held: \_\_\_\_\_

**Rules of Procedure for the Mayor and City Council of Ovilla  
(Including Boards, Advisory Boards, Committees and Commissions)**

**Authority, applicability:**

1. Pursuant to the provisions of the constitution and laws of the state, the Mayor and City Council hereby enacts these rules of procedure for all meetings of the City Council.
2. (b) During any meeting, a reasonable opportunity shall be given for citizens to be heard under these rules. The rules of procedure are enacted as guidelines to be followed by all persons in the Council Chamber. The citizen participation portion of the rules will be posted in the Council Chamber Room for review by the public.

**General Rules:**

1. Meetings to be public. All official meetings of the Mayor and City Council, except executive meetings or sessions permitted by the Texas Open Meetings Law, and all sessions of a committee of the Council shall be open to the public.
2. Quorum. The required quorum for City Council meetings shall be determined in accordance with State law.
3. Attendance of the Mayor and Council Members. Pursuant to Section 22.041(b) of the Texas Local Government Code, no Member shall be excused from attendance at a City Council meeting except on account of his/her own sickness or that of his/her family. The Mayor and any Member of the City Council absent for three (3) regular consecutive meetings of the City Council, unless prevented by sickness, without first obtaining a leave of absence at a regular meeting, shall be deemed to have vacated his/her office.
4. Misconduct. The Mayor and City Council may punish its own Members for disorderly conduct in accordance with State law.
5. Minutes of meetings. An account of all proceedings of the City Council shall be kept by the City Secretary and shall be entered in a book constituting the official records of the City Council.
6. Questions to contain one subject. All questions submitted for a vote shall contain only one (1) subject. If two or more points are involved, any Member may require a division, if the questions reasonably admit a division.
7. Right of floor. The Mayor and any Member desiring to speak shall confine his/her remarks to the subject under consideration or to be considered. No Member shall be allowed to speak more than once on any one subject until every Member wishing to speak shall have spoken.
8. Duties of City Attorney. The attorney for the City, or the acting attorney for the City, shall be available upon request for all meetings of the City Council unless excused and shall, upon request, give an opinion, either written or oral, on questions of law.
9. Duties of City Secretary. The City Secretary, or acting City Secretary, shall attend all

**Rules of Procedure for the Mayor and City Council of Ovilla**  
(Including Boards, Advisory Boards, Committees and Commissions)

meetings of the City council unless excused, and shall keep the official minutes and perform such other duties as are required by statute and as may be requested by the Mayor and City Council. The City Secretary reports to the Mayor and Council directly.

10. Duties of City officers and employees. Any officer or employee of the City, when requested by the Mayor, shall attend any meeting of the City Council. If requested to do so by the Mayor, they shall present information relating to matters before the City Council.
11. Rules or order. These rules govern the proceedings of the Mayor and Ovilla City Council in all cases, except that, where these rules are silent, the most recent edition of the Texas Municipal League Handbook for General Law Cities as they pertain to a Type-A General Law City shall govern.
  - A. Suspension of rules. Any provision of these rules not governed by the United States and Texas Constitutions and laws of the State of Texas may be temporarily suspended by the affirmative vote of two-third (2/3) of the City Council Members present. The vote on any such suspension shall be taken by ayes and nays and entered in the minutes of the City Council.
  - B. Amendment of rules. These rules may be amended, or new rules adopted, by the affirmative vote of two-thirds (2/3) of the City Council Members present, provided that the proposed amendments or new rules shall have been introduced before the City Council at a prior City Council meeting.

Conduct and Decorum

1. Council Members.
  - A. During City Council meetings, the Mayor and City Council Members shall preserve order and decorum and shall neither by conversation or by otherwise delay or interrupt the proceedings nor refuse to obey the orders of the Mayor (or chairman) or the rules of the City Council.
  - B. A councilperson, once recognized, shall not be interrupted while speaking unless called to order by the mayor (or chairman), unless a point of order is raised by another Member or unless the speaker chooses to yield to questions from another Member. If a councilperson is called to order while her/she is speaking, he/she shall cease speaking immediately until the question of order is determined. If ruled to be in order, he/she shall be permitted to proceed. If ruled not to be in order, her/she shall remain silent or shall alter his/her remarks so as to comply with rules of the City Council. Point of order - a question as to whether the current procedures are allowed by parliamentary procedure. Must assert a rule of procedure is being violated.
2. Administrative staff.
  - A. Members of the administrative staff and employees of the City shall observe the same rules of procedure and decorum applicable to the Mayor and Members of the City Council and shall have no voice unless and until recognized by the chair.

**Rules of Procedure for the Mayor and City Council of Ovilla  
(Including Boards, Advisory Boards, Committees and Commissions)**

- B. The presiding officer shall have the authority to preserve decorum in meetings so far as Members, citizens and city employees are concerned and shall take such disciplinary action as may be necessary to ensure that such decorum is preserved at all times by city employees in City Council meetings.
- C. All remarks and questions addressed to the Mayor and City Council shall be addressed to the City Council as a whole and not to any individual Member thereof.
- D. No staff Member, other than a staff Member having the floor, shall enter into any discussion either directly or indirectly without permission of the presiding officer.

**3. Citizens.**

- A. Citizens are welcome and invited to attend all meetings of the City Council and shall be admitted to the council chamber in compliance with fire safety capacity of the room.
- B. All Citizens shall refrain from private conversations in the chamber while the City Council is in session.
- C. Citizens attending City Council meetings shall observe the same rules of propriety, decorum, and good conduct applicable to the administrative staff. Any person making personal, impertinent, or slanderous remarks or who becomes boisterous while addressing the City Council or while attending the City Council meeting shall be removed from the room if the sergeant-at-arms is so directed by the presiding officer, and such person shall be barred from further audience before the City Council during that session of the City Council.
- D. Unauthorized remarks from the audience, stamping of feet, whistles, yells, and similar demonstrations shall not be permitted by the presiding officer, who shall direct the sergeant-at-arms to remove such offenders from the room. In case the presiding officer shall fail to act, any other Member of the City Council may move to require him or her to enforce the rules, and the affirmative vote of three (3) Members of the City Council shall require the presiding officer to act.
- E. No placards, banners or signs of any kind shall be permitted in the Council Chamber except exhibits, displays and visual aids used in connection with presentations to the City Council, provided that such exhibits, displays and visual aids do not disrupt the meeting.
- F. Enforcement. The chief of police and/or designee of the police department shall act as sergeant-at-arms for the City Council and shall furnish whatever assistance is needed to enforce the rules of decorum herein established.

**Meetings generally; types of meetings**

**1. Regular meetings. The City Council shall meet on the second Monday of each month**

**Rules of Procedure for the Mayor and City Council of Ovilla**  
(Including Boards, Advisory Boards, Committees and Commissions)

or any other times set by the City Council, unless postponed or cancelled for valid reasons. All regular meetings of the City Council shall be held within the City Limits of the City of Ovilla, Texas.

2. Special Workshop and Emergency meetings. Special, workshop and emergency meetings may be called as provided by State law.

3. **Public hearings.**

A. All meetings shall be held in full compliance with the provisions of state law and ordinances of the City. Any party in interest may appear in their own behalf or be represented by counsel or agent.

B. The City Secretary shall set public hearing date(s) for the Mayor and City Council when required by State law and /or as requested, be responsible for timely advertising in the official newspaper, and notify interested parties according to requirements of the City Council.

4. **Conducting Public Hearings.**

A. The Mayor shall call each agenda item in such order as to be in accord with the hearing time specified in the notice of the public hearing.

B. The Mayor shall open the Public Hearing and call the time.

C. The Mayor shall next call on the staff for a factual summary and presentation relative to the proposal and shall afford the staff an opportunity to call to the attention of the City Council any additional pertinent communications.

D. The mayor shall then recognize individual persons present who wish to speak in support of any proposal or agenda item.

E. Then recognize individual persons in the audience who wish to voice opposition to any proposal or agenda item.

F. The applicant or their representative may give a brief rebuttal statement. Whenever necessary, the Mayor shall direct that all remarks shall be germane to the proposal or agenda item. The City Council may direct questions to any speaker in order to clarify statements and facts presented.

G. The Mayor shall then declare the public hearing closed as to that proposal and give time of closing.

5. **Motions.**

A. A motion shall be made by any Member, other than the Mayor.

B. Except as provided by State law, a motion to approve any matter before the City Council or to recommend approval of any request requiring City Council action shall require a majority of favorable votes of the Members present.

**Rules of Procedure for the Mayor and City Council of Ovilla**  
(Including Boards, Advisory Boards, Committees and Commissions)

When fewer than all Members are present for the voting and when all motions to recommend on a “give application” fails to carry by two (2) votes, consideration of the application shall be continued to the next regular meeting upon motion carried by a majority of those present. No request or application shall be continued under this rule beyond the next regular meeting. Failure of the City Council to secure a majority of concurring votes to approve or recommend approval at said next regular meeting shall be recorded in the minutes as a denial of the proposal under the rule.

**6. Disqualification from voting.**

- A. Previous to the hearing, a Member shall file the required affidavit and disqualify themselves from voting whenever he/she finds that he/she or his/her family have a substantial interest in the proposal under discussion or if the Member finds he/she or his/her family shall be directly affected by the decision of the City Council, in accordance with State law. Affidavits required may be obtained from the City Secretary.
- B. The Mayor or a Member shall disqualify themselves from voting whenever any applicant, or his/her agent, has sought to illegally influence the vote of the Member concerning his/her application.

7. Executive meetings. The Mayor and City Council may meet in an executive meeting or sessions as permitted by the Texas Open Meetings Act. The City Secretary and/or City Manager shall attend the executive meetings upon request of the Mayor or City Council.

8. Recessed meetings. Any meeting of the Council may be recessed to a later time, provided that no recess shall be for a longer period than until the next regular meeting.

9. Notice of meetings. The agenda for all meetings shall be posted by the City Secretary on the bulletin board outside the City Municipal Building and on the City's website. Notices of all meetings shall be given by and posted by the City Secretary pursuant to the requirements of the Texas Open Meetings Act.

**Duties of Chairman and other officials.**

1. Chairman. The Mayor, or in his/her absence the Mayor Pro-Tern, shall preside as chairman at all meetings of the City Council. In the absence of both the Major and Mayor Pro-Tem, the City Council shall elect a temporary chairman.
2. Budget officer. The City Accountant under the direction of the City Manager shall serve as budget officer for the City and have the responsibility to prepare the annual budget for review and approval by the City Council.
3. Call to order. The meetings of the City Council shall be called to order by the Mayor or in his/her absence by the Mayor Pro-Tem. In the absence of both the Mayor and the Mayor Pro-Tem, the meeting shall be called to order by the City Secretary, and a temporary chairman shall be elected as previously listed above (Number 1).

**Rules of Procedure for the Mayor and City Council of Ovilla**  
(Including Boards, Advisory Boards, Committees and Commissions)

4. Preservation of order. The chairman shall preserve order and decorum and confine Members in debate to the question under discussion. The chairman shall call upon the sergeant-at-arms as necessary to enforce compliance with the rules contained herein.
  - A. Determination of points of order. The Mayor/chairman shall determine all points of order, subject to the right of any councilperson to appeal to the City Council. If an appeal is taken, the question shall be "Shall the decision of the chairman be sustained?" If a majority of the Members present vote "No", the ruling of the chair is overruled; otherwise, it is sustained. Point of order - Mayor decides if appealed - point of order goes to Council for majority vote.
  - B. Questions to be stated; announcement of results. The chairman shall state all questions submitted for a vote and announce the results. A roll call vote shall be taken upon the request of any Member, and upon the passage of all ordinances and resolutions.
  - C. Substitute for chairman. The chairman may call any other Member to take his/her place in the chair, and such substitution shall not continue beyond adjournment.
  - D. Call for recess. The chairman may call for a recess of up to fifteen (15) minutes at regular intervals of approximately up to one hour at appropriate points in the meeting agenda, or if requested by any two (2) Members.

**Order of business; presentation to Council**

The City Council of the City of Ovilla, Texas, hereby adopts the following rules and procedures for the placement and order of items on the agendas of the City Council:

1. Procedure for Placement of Items on the Agenda:
  - A. The Mayor, working with the City Manager, will determine what items of business shall come before Council. An item not appearing on the agenda shall not be taken up for discussion during a meeting.
  - B. The Mayor or any Council Member may place any subject matter on the agenda for discussion.
  - C. Two Council Members (not including the Mayor) can place an item on the agenda for discussion/action and will be heard at the next regularly scheduled meeting.
  - D. The City Manager may place any subject matter on the agenda.
  - E. All agenda items to be placed on the agenda must be submitted to the City Secretary in writing no later than 4:30 p.m. on the third day before the date of the agenda posting (e.g. agenda items due by 4:30 p.m. on Tuesday for posting of agenda on Friday).

**Rules of Procedure for the Mayor and City Council of Ovilla**  
(Including Boards, Advisory Boards, Committees and Commissions)

- F. All requests for agenda placement must clearly state the nature and subject matter of the item to be considered and be accompanied by any applicable supporting data.
- G. Department Directors wishing to place an item on the agenda shall submit that item in completion with supporting information/documents to the City Manager's office for approval. The City Manager may establish procedures for submission items.

**2. Form of Agenda**

- A. Agenda. The agenda shall be a listing by topic or subjects to be discussed and considered by the City Council. Conduct of business at special meetings shall be likewise governed by an agenda and rules of procedure contained herein.
- B. The order of the agenda will generally be as follows:
  - 1) Call to Order
  - 2) Invocation
  - 3) Pledges of Allegiance
  - 4) Citizen Comments
    - a. Open forum. An opportunity shall be provided for any person in attendance to address the council regarding any item not on the agenda. These matters need not be specifically listed on the agenda, but discussion and formal action on such matters shall be deferred until a subsequent City Council meeting.
    - b. Time limit. Speakers before the City Council shall limit their remarks to three (3) minutes or less, except as provided by the Chairman.
    - c. If a member of the public addresses the governing body through a translator, they must be given at least twice the amount of time as a member who does not require a translator.
  - 5) Presentations & Announcements
    - a. Presentations by the Mayor and Members of Council. The agenda shall provide a time when the Mayor or any Councilperson shall bring before the City Council any business that he/she feels should be deliberated upon by the City Council. The Mayor and Council may request future agenda items for consideration.
    - b. Oral presentations by City Secretary. Matters requiring the Mayor's or City Council's attention or action, which may have developed since the deadline for delivery of the written communication to the Mayor or Council, may be presented orally by the City Secretary. If formal City Council action on a subject is required, such action may be taken provided the provisions of the Texas Open Meetings Law have been satisfied.
  - 6) Consent Agenda
  - 7) Public Hearings
  - 8) Regular Agenda
  - 9) Department Activity Reports and Discussion
  - 10) Adjournment
- C. The City Manager may rearrange order of the agenda to allow for any special circumstances.

**Rules of Procedure for the Mayor and City Council of Ovilla**  
(Including Boards, Advisory Boards, Committees and Commissions)

- D. The Mayor may deviate from the order of the agenda to allow for any special circumstances.
- E. The agenda packets for all Regular Meetings will be delivered by staff three (3) full days before the regular meeting.
- F. The City Secretary's office is responsible for seeing that notices for all meeting of the Council comply with the Open Meetings Law.

**Ordinances, Resolutions and Motions**

- 1. Form of ordinances and resolutions. All ordinance and resolutions shall be presented to the City Council in printed or typewritten form. The City Council may, by proper motion, amend any ordinance or resolution presented, as long as it is clear in the motion what amendments/changes are being made and it is understood by all that the final product will contain those amendment/changes.
- 2. Distribution of ordinances and resolutions. The City Secretary shall prepare copies of all proposed ordinances and resolutions for distribution to all Members of the City Council at the meeting at which the ordinance or resolution is to be introduced, or at such earlier time as is expedient.
- 3. Recording of votes. The ayes and nays shall be taken upon the passage of all ordinances and resolutions and the vote of each Member shall be recorded in the minutes.
- 4. Majority vote required. An affirmative vote of three (3) Members is necessary to repeal any ordinance or take any official action in the name of the City except as otherwise provided by the laws of the state.
- 5. Addressing council on question of personal privilege. The right of a Member to address the City Council on a question of personal privilege shall be limited to cases in which his/her integrity, character, or motive as assailed, questioned or impugned.
- 6. Dissents and protests. Any Member shall have the right to express dissent from or protest against any ordinance or resolution of the City Council and have the reason therefore entered upon the minutes. Such dissent to protest shall be filed in writing and presented to the City Council no later than the next regular meeting following the date of passage of the ordinance or resolution objected to.
- 7. Voting required; excuse from voting. No Member shall be excused from voting except for lack of information and except on matters involving the consideration of her/her own official conduct, or where his/her personal interest are involved, and in these instances, he/she shall abstain. Any Member prohibited from voting by State law shall file an affidavit with the City Secretary and announce at the commencement of consideration of the matter and shall remove themselves from the Council Chamber Room until deliberations are concluded on that matter. The Member having briefly stated the reason for his/her request, the excuse from voting shall be made without debate.

**Rules of Procedure for the Mayor and City Council of Ovilla  
(Including Boards, Advisory Boards, Committees and Commissions)**

**8. Order of precedence of motions.**

- A. The following motions shall have priority in the order indicated:**
  - 1. Adjourn (when unqualified), and is not debatable and may not be amended;
  - 2. Take a recess (when privileged);
  - 3. Raise a question of privilege-An urgent motion which seeks an immediate ruling on an alleged violation of rights or privileges of Members;
  - 4. Lay on the table - to postpone and defer final disposition;
  - 5. Previous question (2/3 vote of those present required);
  - 6. Limit or extend limits or debate (2/3 vote of those present required);
  - 7. Postpone to a certain time;
  - 8. Commit or refer;
  - 9. Amend;
  - 10. Postpone indefinitely;
  - 11. Main motion.
- B. The first two (2) motions are not always privileged. To adjourn shall lose its privileged character and be the main motion if in any way qualified. To take a recess shall be privileged only when other business is pending.**
- C. A motion to adjourn is not in order:**
  - 1. When repeated without intervening business or discussion;
  - 2. When made as an interruption of a Member while speaking;
  - 3. While a vote is being taken.
- D. Motion to reconsider action.** A motion to reconsider any action of the City Council can be made not later than the next succeeding official meeting of the City Council. Such a motion can only be made by a Member who voted with the majority. It can be seconded by any Member. No question shall be twice reconsidered, except by unanimous consent of the City Council, except that action relating to any contract may be reconsidered at any time before the final execution thereof.
- E. Moving the previous question.** When the previous question is recognized, moved and seconded, it shall be put with the phrase "Call for the question", or simply saying "question". There shall then be no further amendment or debate but pending amendments shall be put in their order before the main question. If the motion for the previous question is lost, the main question remains before the council. An affirmative vote of three-fifths (3/5) of the City Council shall be required to move the previous question. To demand the previous question is equivalent in effect to moving "that debate now cease, and the City Council immediately proceed to vote on the pending motion.
- F. Withdrawal of motions.** A motion may be withdrawn or modified by its mover without asking permission until the motion has been stated by the chairman. If the mover modifies his/her motion, the seconder may withdraw his/her second. After the question has been stated, the mover shall neither withdraw it nor modify it without the consent of the City Council.

**Rules of Procedure for the Mayor and City Council of Ovilla**  
(Including Boards, Advisory Boards, Committees and Commissions)

- G. **Amendments.** When a motion is on the floor and an amendment is offered, the amendment should be acted upon prior to acting on the main motion. No motion of a subject different from that under consideration shall be admitted as an amendment. A motion to amend an amendment shall be in order, but one to amend an amendment to an amendment shall not be in order. Action shall be taken on the amended amendment prior to any other action to further amend the original motion.
- H. **Approval of appropriations.** Before formal approval by the City Council of motions providing for appropriation of money, information must be presented to the City Council showing the purpose of the appropriation. In addition, before finally acting on such an appropriation, the City Council shall obtain a report from the City accountant as to the availability of funds and his/her recommendations as to the desirability of the appropriation.
- I. **Transfer of appropriations.** At the request of the City Accountant and the City Manager.

**Committees, Boards and Commissions**

- 1. **Council committees.** The City Council may, as needed, authorize the appointment of ad hoc council committees. Any committee so created shall cease to exist upon the accomplishment of the special purpose for which it was created or when abolished by a majority vote of the City Council.
- 2. **Citizen boards, commissions and committees.** The Mayor and City Council may create other committees, boards, and commission to assist in the conduct of the operation of the City government with such duties as the Mayor and City Council may specify not inconsistent with the laws of the state. Any committees, boards, or commissions so created shall cease to exist upon the accomplishment of the special purpose for which it was created, or when abolished by a majority of the vote of the City Council. No committee so appointed shall have powers other than advisory to the Mayor and City Council, except as otherwise specified by the laws of the State of Texas or the City of Ovilla Code of Ordinances.
  - A. Initial appointments to any board, commission, and committee shall be determined in one-year or two-year terms for said established board, commissions or committee. Terms shall commence on the first day of July of each year and end on June 30th of each year.
  - B. Vacancies created or occurring shall be filled by the Mayor and City Council for the unexpired term of the board, commission or committee Member.
  - C. Each board, commission, or committee shall establish rules of procedures for operation and submit said procedures to the Mayor and City Council for final approval.
  - D. Each board, commission, or committee shall prepare and submit a proposed budget (if applicable) each year to the Mayor and City Council for their consideration.

**Rules of Procedure for the Mayor and City Council of Ovilla  
(Including Boards, Advisory Boards, Committees and Commissions)**

- E. The chairperson of each board, commission, or committee shall report to the Mayor and City Council upon request and prepare and present an annual report.
- F. The policy of the Mayor and City Council is that members of the various City boards, commissions, and committees be removed from office for lack of attendance at the various meetings of the boards, commissions, and committees. Members may be removed on the following basis:
  - 1. Regular meetings. Members may be removed from office for three (3) consecutive unexcused absences during the course of one year and/or lack of attendance at twenty-five percent (25%) of the number of regular meetings in the year.
  - 2. Special called meetings. Members may be removed from office for lack of attendance at fifty percent (50%) of the number of special called meetings in one year.
  - 3. An unexcused absence is defined as an absence for which no advance notification is given and/or as determined by the affected board, commission, or committee.
  - 4. Members may be removed from office for lack of completing mandatory course completion as required by the State of Texas Office of the Attorney General or other state statute.
  - 5. Members are required to return all City issued materials; code books, maps, and/or keys immediately upon leaving office.

**COMPUTER, INTERNET, E-MAIL, AND CITY ISSUED MOBILE DEVICES POLICY**

- 1. All City computers and electronic communications systems, and all communications and stored information which is or has been transmitted, received, contained in the City's information system (including, without limitation, e-mail, Internet, and information stored on computer hard drives and City-provided USB flash drives) are the City's property and are to be used solely for City purposes. Due to the considerable risks associated with computer viruses, individuals are prohibited from downloading any unauthorized software to the City's computers. All software downloaded must be registered to the City. Do not open or forward email received from unknown sources, or those that contain undefined or unexpected attachments, as they may contain viruses or other harmful or inappropriate content or information. Do not download .exe files, or any other file that has not been authorized.
- 2. To ensure proper use of communications systems and business equipment, and to ensure professional service to all citizens, the City reserves the right to monitor the use of these systems and equipment.
- 3. The City's e-mail and Internet access may not be used for transmitting, retrieving or storage of any obscene, discriminatory or harassing communications. Illegal harassment of any kind is strictly prohibited. Accordingly, no messages with derogatory, inflammatory, or otherwise unwelcome remarks regarding race, religion, color, sex, national origin, age,

**Rules of Procedure for the Mayor and City Council of Ovilla**  
(Including Boards, Advisory Boards, Committees and Commissions)

disability, physical attributes or sexual preference may be transmitted. Similarly, no abusive, profane or offensive language or images may be transmitted through the City's e-mail or Internet access. Further, electronic media may not be used for any commercial, illegal, or illicit activity, or in any way that violates City policy or is contrary to the City's best interests. Solicitation of non-City business or any use of City e-mail or the Internet for personal gain is also strictly prohibited.

4. The City prohibits non-city-related use of its software and business equipment. However, the City may authorize limited personal use of this equipment provided that such usage does not interfere with business needs.
5. Members should be aware that electronic mail (e-mail) is considered a public record and may be subject to public disclosure in accordance with applicable law. Use of e-mail and the deletion of messages should be done with caution. All personnel are personally accountable for communications that they originate or forward using the City's electronic communications systems. Misrepresenting, obscuring, suppressing, or replacing a user's identity on any communication is prohibited. The user name, electronic mail address, organizational affiliation, time and date of transmission, and related information included with electronic messages or postings, must always reflect the true originator, time, date and place of origination of the messages or postings, as well as the true content of the original message.

**Right to Monitor**

1. All City supplied technology and City related work records belong to the City and not the individual. City-supplied technology will be routinely monitored. Inappropriate or illegal use or communications are not allowed.

08.12.2019

## Consent C3 and C4

To  
Honorable Mayor  
and Council

Comments:

C3. Investment Report for quarter ended June 30, 2019  
C4. Committed Fund Balance Report as of June 30, 2019

From  
John Dean, Jr. CM

Quarterly reports are presented for approval.

CC  
Linda Harding,  
Accountant  
Pam Woodall, CS

Re: **quarterly reports**

**City of Ovilla**

Tel 972-617-7262

105 S. Cockrell Hill Road  
Ovilla, Texas 75154

[www.cityofovilla.org](http://www.cityofovilla.org)  
jdean@cityofovilla.org





DATE: August 12, 2019

TO: Honorable Mayor and Council Members

FROM:  
Linda Harding, Accountant

SUBJECT: Investment Report for Quarter Ending June 30, 2019

City of Ovillia  
Investment Report  
For Quarter Ending JUNE 30, 2019

Fund	Bank	Investment Type	Description	Bank Account Number	Quick Books Account #	Inception Date	Maturity Date	Rate	Beginning Market Value 6-30-2019	Activity During Quarter		Ending Market Value 6/30/2019	Book Value 6/30/2019	Difference
GENERAL FUND														
GF	Prosperity Bank	Operating	General	6602109437	1012500	N/A	N/A	0.9600%	\$ 2,295,655.66	Interest Earned	\$ 5,766.64			
										Net Deposit	\$ 874,947.78			
										Net Withdrawals	\$ 1,410,242.53			
										Ending Balance		\$ 1,767,127.55	\$1,767,127.55	\$0.00
GF	Texstar Investment	Pool		701711110	1012525	N/A	N/A	2.379000%	\$ 3,866.27	Interest Earned	\$ 24.44			
										Withdrawal	\$ -			
										Ending Balance		\$ 3,890.71	\$3,890.71	\$0.00
GF	Prosperity Bank	Money Market		9307605	1012520	3/2/11	N/A	1.0000%	\$ 232,708.71	Interest Earned	\$ 640.67			
										Withdrawal	\$ -			
										Ending Balance		\$233,349.38	\$233,349.38	\$0.00
GF	Texstar Investment	Pool		701711120	1011525	N/A	N/A	2.379000%	\$ 964.08	Interest Earned	\$ 5.55	\$969.63	\$969.63	\$0.00
GF	Prosperity Bank	Money Market		9307583	1012250	N/A	N/A	1.0000%	\$ 129,401.16	Interest Earned	\$ 354.98			
										Net Deposit	\$ -			
										Net Withdrawals	\$ -			
										Ending Balance		\$ 129,756.14	\$129,756.14	\$0.00
GF	Prosperity Bank	Lease			1012510	N/A	N/A	0.0000%	\$ 1.79	Interest Earned				
										Net Deposit	\$ -	\$ 1.79	\$1.79	\$0.00
										Net Withdrawal	\$ -			
GF	Prosperity Bank	CD		670010694	1012260	2/25/14	2/25/15	0.9000%	\$ 250,669.18	Interest Earned	\$ 1,132.14			
										Net Deposit	\$ -			
										Net Withdrawals	\$ -			
										Ending Balance		\$ 251,801.32	\$251,801.32	\$0.00
GF	Prosperity Bank	CD		670010608	1012290	10/17/12	10/17/13	0.6500%	\$ 56,605.15	Interest Earned	\$ 185.18	\$56,790.33	\$56,790.33	\$0.00
GF	Prosperity Bank	Bryson Manor		216188662	1012295	6/25/15	n/a	0.9600%	\$ 299,819.79	Interest Earned	\$ 430.49			(\$0.00)
										Net Deposit	\$ -	\$ 300,250.28	\$300,250.28	
										Net Withdrawals				
										Total General Fund Balance		\$2,743,937.13	\$2,743,937.13	(\$0.00)
DEBT SERVICE														
Debt	Prosperity Bank	Savings Account								Interest Earned	\$ 93.73			
										Deposits	\$ -			
										Deductions	\$ -			
										Ending Balance		\$47,057.05	\$47,057.05	\$0.00
Water & Sewer Utility Fund														
W&S	Prosperity Bank	Operating	Utility	6602109445	1021500	N/A	N/A	0.9600%	\$ 1,037,458.13	Interest Earned	\$ 2,537.87			

City of Ovilla  
Investment Report  
For Quarter Ending JUNE 30, 2019

Fund	Bank	Investment Type	Description	Bank Account Number	Quick Books Account #	Inception Date	Maturity Date	Rate	Beginning Market Value 6-30-2019	Activity During Quarter		Ending Market Value 6/30/2019	Book Value 6/30/2019	Difference
										Net Deposit	\$ -			
										Net Withdrawals	\$ -			
												\$1,039,996.00	\$1,039,996.00	\$0.00
W&S	Texstar Investment	Pool	701705350	1021525	N/A	N/A	2.379000%	\$ 1,186.96	Interest Earned	\$ 7.75				
										Withdrawals	\$ -			
										Ending Balance		\$1,194.71	\$1,194.71	\$0.00
W&S	Prosperity Bank	Utility	4547531	1021800	N/A	N/A	0.9600%	\$ 140.25	Interest Earned	\$ 0.40				
										Net Deposit	\$ -			
										Net Withdrawals	\$ -	\$140.65	\$140.65	\$0.00
W&S	Prosperity Bank	Money Mkt.	18004323	1020500	N/A	N/A	1.0000%	\$ 191,096.46	Interest Earned	\$ 479.84				
										Net Deposit	\$ -			
										Net Withdrawals	\$ -	\$ 191,576.30	\$191,576.30	\$0.00
<b>Total W&amp;S Utility Fund</b>									<b>Total W&amp;S Fund</b>			<b>\$1,232,907.66</b>	<b>\$1,232,907.66</b>	<b>\$0.00</b>
<b>CAPITAL PROJECTS</b>														
		<b>Construction Funds</b>												
CP	Texpool Investment	Pool	78761 11878	1023000	N/A	N/A	1.0000%	\$ 316.84	Interest Earned	\$ 3.06				
										Deposits				
										Withdrawals	\$ -			
										Ending Balance		\$319.90	\$319.90	\$0.00
CP	Texstar Investment	Pool	701705340	1023500	N/A	N/A	2.379000%	\$ 1,447.95	Interest Earned	\$ 9.17				
										Deposits	\$ -			
										Withdrawals	\$ -			
										Ending Balance		\$1,457.12	\$1,457.12	\$0.00
CP	Prosperity Bank	Money Market	9307648	1024000	N/A	N/A	1.0000%	\$131,869.97	Interest Earned	\$ 363.13				
										Deposits	\$ -			
										Withdrawals	\$ -			
										Ending Balance		\$132,233.10	\$132,233.10	\$0.00
<b>Total Capital Projects</b>												<b>\$134,010.12</b>	<b>\$134,010.12</b>	<b>\$0.00</b>
<b>W&amp;S IMPACT FEE</b>														
W&S	Prosperity Bank	Water Impact	6604032322	8510100	N/A	N/A	0.4000%	\$ 483.08	Interest Earned	\$ 0.48				
Impact		Money Market								Net Deposit	\$ -			
										Net Withdrawals	\$ -			
										Ending Balance		\$ 483.56	\$483.56	\$0.00
W&S	Texstar Investment	Sewer Impact	701713540	8520155	N/A	N/A	2.379000%	\$ 3,253.22	Interest Earned	\$ 77.86				
Impact										Net Deposits	\$ -			
										Net Withdrawals	\$ -			
										Ending Balance		\$3,331.08	\$3,331.08	\$0.00
W&S	Prosperity Bank	Sewer Impact	301668699	8520160	N/A	N/A	0.4000%	\$117,554.03	Interest Earned	\$ 233.41				
Impact		Money Market								Net Deposit	\$ -			
										Net Withdrawals	\$ -			
										Ending Balance		\$117,787.44	\$117,787.44	\$0.00
<b>Total W&amp;S Impact Fund</b>												<b>\$121,602.08</b>	<b>\$121,602.08</b>	<b>\$0.00</b>

**City of Ovilla  
Investment Report  
For Quarter Ending JUNE 30, 2019**

This report is prepared in accordance with Chapter 2256 of the Public Funds Investment Act (PFIA). Section 2256.023(a) of the PFIA states that "not less than quarterly, the investment officer shall prepare and submit to the governing body of the entity

John R Dean, City Manager

JSM



DATE: August 12, 2019

TO: Honorable Mayor and Council Members

FROM:  
Linda Harding, Accountant

SUBJECT: Committed Fund Balance Report as of June 30, 2019

# Committed Fund Balance Report

for General Fund for FY 2018-2019

	Account	General Fund 2018-2019
	Number	Budget
FY 2018-2019 Budget		4,154,558
<b>CAPITAL ASSETS and RESERVE ACCOUNTS:</b>		
Machinery and Equipment	100-10-56440	(3,900)
Furniture	100-10-56465	(3,000)
Audio and Visual Equipment	100-10-56470	0
Buildings	100-10-57420	(260,000)
Machinery and Equipment	100-10-57440	0
Reserve for Contingency	100-10-59001	0
Reserve for PD and FD Radios	100-10-59015	0
Machinery and Equipment	100-20-56440	(8,100)
Personal Protective Equipment	100-20-56445	(2,600)
Capital Outlay - Vehicles	100-20-57450	(116,000)
Machinery and Equipment	100-30-56440	(10,300)
Personal Protective Equipment	100-30-56445	(20,247)
Capital Outlay - Vehicles	100-30-57450	0
Machinery and Equipment	100-40-56440	(1,500)
Capital Outlay - Vehicles	100-40-57450	0
Machinery and Equipment	100-50-56440	(2,500)
Personal Protective Equipment	100-50-56445	(300)
Minor Capital Outlay	100-50-56490	(850)
Machinery and Equipment	100-50-57440	(75,403)
Land Improvements	100-60-56410	(6,800)
Machinery and Equipment	100-60-56440	(2,000)
Transfer from 4B EDC	100-60-57410	(75,000)
Machinery and Equipment	100-60-57440	<u>(6,000)</u>
Total 2018-2019 Budget Less Capital Assets and Reserve		3,560,058
Resolution Number 2013-002		25%
REQUIRED UNASSIGNED FUND BALANCE IN GENERAL FUND		\$ 890,014.50

## ALL G/F BANK ACCOUNT BALANCES AS OF 6/30/2019

Prosperity Bank (Operating Acct 9437)	1012500	\$ 1,727,127.55
Prosperity Money Market (Acct #9307605)	1012520	\$ 233,157.74
TexStar Reserves ( Acct. #07017-1110)	1012525	\$ 2,866.27
TexStar Money Market (Acct 1112)	1011525	\$ 964.08
Prosperity Money Market Reserve (Acct. #9307583)	1012250	\$ 129,756.14
Prosperity CD (Acct. #670010694)	1012260	\$ 251,892.92
Prosperity Bank CD (Acct. #670010608)	1012290	<u>\$ 57,071.83</u>
ALL BANK ACCOUNTS Total Unassigned Fund Balance in General Fund		\$ 2,402,836.53
REQUIRED UNASSIGNED FUND BALANCE IN GENERAL FUND		\$ 890,014.50
Excess in Unassigned Fund Balance in ALL ACCOUNTS		\$ 1,512,822.03

08.12.2019

## Consent C5-C6

To  
Honorable Mayor  
and Council

Comments:

From  
John Dean, Jr. CM

C5. Minutes of the July 08, 2019 Regular Meeting.  
C6. Minutes of the June 20, 2019 Special Meeting and Budget Workshop

CC  
Linda Harding,  
Accountant  
Pam Woodall, CS

Re: Minutes

### City of Ovilla

Tel 972-617-7262

105 S. Cockrell Hill Road  
Ovilla, Texas 75154

[www.cityofovilla.org](http://www.cityofovilla.org)  
jdean@cityofovilla.org



# CITY OF OVILLA MINUTES

**Monday, July 08, 2019**

**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 6:31 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
David Griffin	Mayor Pro Tem, Place 3
Doug Hunt	Council Member, Place 4
Michael Myers	Council Member, Place 5

Mayor Dormier noted the presence of all Council Members thus constituting a quorum. City Manager John R. Dean, Jr., department directors and various staff were also present.

## **CALL TO ORDER**

Mayor Pro Tem Griffin gave the invocation. PL1 Huber led the reciting of the U.S. Pledge of Allegiance and the Pledge to the Texas Flag.

## **PRESENTATIONS, ANNOUNCEMENTS & COMMENTS**

**Presentations, Announcements:** None

**Citizen Comments:** None

## **CONSENT AGENDA**

- C1 Resolution R2019-12 authorizing, adopting and establishing the annual Ovilla Heritage Day Sponsorship Program.
- C2. Ordinance 2019-14 adopting fees for Heritage Day booth rentals.
- C3. Minutes of the June 10, 2019 Regular Meeting.
- C4. Storm Water Pollution Prevention Plan (SWPPP)
- C5. Amend existing agreement with Bureau Veritas (State Law HB852 revision)

PL4 Hunt moved to approve the consent items as presented, seconded by PL5 Myers.  
No oppositions, no abstentions.

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

Mayor Dormier moved the order of the Agenda and advised that Council and certain members of staff would meet in an executive session at 6:35 pm for the following:

Closed Session called pursuant to Section 551.071(2) of the Texas Government Code: Consultation with the city attorney on a matter in which the attorney's duty of confidentiality to the city clearly conflicts with the provisions of the Texas Open Meetings Act – Contract with Community Waste Disposal.

- A. *Reconvened into Regular (Open) Session occurred at 6:52 pm.*
- B. Consideration of and action on contract with Community Waste Disposal. No action was taken.

REGULAR AGENDA

ITEM 1. **DISCUSSION/ACTION** – Conduct a public hearing on the performance of waste collection services provided by Community Waste Disposal (“CWD”) and consideration of, and voting on, whether the City should continue or terminate its contract with CWD.

Staff shared a brief background:

At the May 13, 2019 Council Meeting, CWD was on the agenda to address the quality of service being provided, allowing CWD representatives to brief Council on their failure to provide proper notice to TCEQ for hazardous waste collection during Ovilla Clean-Up Day.

During this briefing, a written complaint log was shared conveying the displeasure of residents regarding CWD’s service. It was agreed that CWD would be allowed 2-months to improve their services.

There are notification processes outlined in the contract to hold a hearing on the services provided by the contractor. Staff followed those notification processes at the direction of the City Attorney. City Manager John Dean met with various members of CWD numerous times to address concerns with their service. As of June 30, Ovilla staff recorded 108 complaints from customers:

- 46 - regarding brush/limb collection.
- 8 - other bulk related issues.
- 36 - missed trash or recycle collection.
- 18 – various other complaints.

Mayor Dormier opened the public hearing at 6:53 pm., inviting anyone from the public to speak.

1. Kathy Dickey, 104 Robin Glen: Not happy with the current service of CWD and shared service comparisons from other cities.
2. Mary Cavanaugh, 108 Nob Hill: Not happy with the current service of CWD and asked city officials to do something to improve it.
3. Ozzie Molina, 224 Lariat Trail: Terrible service and stated that he witnessed CWD collectors combining and mixing the trash and recycle items into one container.
4. Dani Muckleroy, 608 Green Pastures: Not happy with current service of CWD; leaving cans in street, late pick up causes debris and neighbor’s trash to blow in her yard.
5. Winfred Vinters, 102 Burtonwood: What happened to CWD as they used to be reputable?
6. Robert Halowec, 118 Nob Hill: Trees and limbs everywhere - concerns for fire hazards. He complies with trash service requirements, but they are late. Why do we allow this poor service? Accountability!

Mr. Greg Roemer and two additional representatives with CWD were present to address Council and the resident complaints. He first advised that addressing the customer needs was most important to CWD and that they valued a good working relationship with Ovilla. Issues from Ovilla’s complaint log were countered as well as the brush collection complaints, advising that the residents were placing more brush out than allowed on a regular pick up schedule. Mr. Roemer agreed that CWD was out of compliance on some instances.

There was continued conversation between CWD representatives, Council and residents.

1. Patricia King, 103 Rimrock: Residents don’t comply with brush pick up.
2. Robert Halowec, 118 Nob Hill: Why has CWD not communicated with City regarding brush pick up and complaints?

Mayor Dormier closed the public hearing at 7:36 pm.

Discussion between Council and CWD resulted in clear and admitted understanding that CWD needed

to and would increase and improve their service to Ovilla customers, as well as Ovilla would send out flyer to all residents of the 4-cubic yards (only) allowed for brush pickup on residents' scheduled day.

Council will revisit CWD service in September 2019.  
*No Action.*

**ITEM 2. DISCUSSION/ACTION** – Consideration of and action on a volunteer board appointment to serve a remaining term, Place 2 on the Ovilla Board of Adjustment.

During the May 2019 re-appointments and appointments of current and new members, the BOA lost one member, leaving a vacancy at Place 2 BOA, expiring in 2020. Mr. Cedric Goree served recently as a volunteer member to the Ovilla Municipal Facilities Improvement Committee and wishes to serve an appointment on a permanent Board.

PL4 Hunt moved to appoint Cedric Goree to serve the remaining term as Place 2 on the Board of Adjustment, seconded by PL5 Myers.

*No oppositions, no abstentions.*

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

**ITEM 3. DISCUSSION/ACTION** – Consideration of and action on Ordinance No. 2019-15 amendment number 6, amending Ordinance No. 2018-17 Fiscal Year Budget.

Staff presented Ordinance 2019-15, Amendment 6, that will allow the order/purchase of the crack-sealer and the ordering of the two police vehicles (1 replacement vehicle and 1 new as budgeted 2019-2020)

PL5 Myers moved to approve Ordinance No. 2019-15 amendment number 6, amending Ordinance No. 2018-17 Fiscal Year Budget as presented, seconded by PL4 Hunt.

*No oppositions, no abstentions.*

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

**ITEM 4. DISCUSSION/ACTION** – Consideration of and action on an ordinance (ORD. 2019-16) amending Section 9.03.034, Powers and Duties of the City Manager of the Ovilla Code of Ordinances.

Two separate Ordinances were prepared for Council's consideration:

1. One giving the city manager full appointment and termination authority over department heads.
2. The other Ordinance named the department directors over which the City Manager only has recommendation authority on appointment and termination.

The consensus from Council was to go with the second option.

PL4 Hunt moved to approve Ordinance 2019-16, providing amended appointment and termination authority of the city manager, that he or she shall recommend to the mayor and city council the appointment of Chief of Police, Fire Chief, and Public Works Director (Department Directors).

*No oppositions, no abstentions.*

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

**ITEM 5. DISCUSSION** – Review and discuss the Ovilla Historic District Boundary areas. (HB2439)

HB 2439 only allows the City to regulate building materials in certain districts in place prior to April 1<sup>st</sup>, 2019. Staff stated their attempts to identify the actual boundary of our Historic District. Staff has searched the files and through all the storage areas in the city facilities to no avail. Former Mayor

Charlie Morton and former Historical District member Karen Pickard were both contacted for assistance. Current and old maps do not identify certain names of reference. Staff is unable to recreate the map because it lists two reference points of which the staff and even Mayor Morton are not aware of the locations. MS Pickard was present at the meeting and offered good information to aid in the recreation of the Historic District Map. Staff will return with a map for consideration.

*No Action.*

**ITEM 6. *DISCUSSION*** – Review and discuss the Employee Policies Handbook 2018, with regard to employee vacation leave.

PL 5 Council Member Myers requested to review Section 8 Employee Benefits, of the Ovilla Employee Policies Handbook 2018. Mr. Myers would like for the city to be able to provide vacation accrual to certain employees based on previous relevant work experience. He would also like to see the City provide in addition to vacation and sick time, Paid Time Off (PTO) to city employees. He has discussed with the city manager between 3-5 days per year for an employee to be able to use as they see fit.

Staff was instructed to draft a resolution and bring back for consideration.

*No Action.*

**ITEM 7. *DISCUSSION/ACTION*** – Discussion on Section 35.3.D.1. (Fences in Residential Districts) of the Ovilla Code of Ordinances and direct staff as necessary.

In May 2019, at the request of PL5 Council Member Myers, the current code regarding fences placed in front of the building line on certain large properties was discussed. Staff was directed to develop language regarding fences in front of the building line on large properties with an agricultural property tax reduction. Staff prepared language for review that addresses this issue. The consensus of most Council was to leave that section of the Code as it is.

*No Action.*

**ITEM 8. *DISCUSSION/ACTION*** – Review and consider Municipal Facility Improvements, directing staff as necessary.

A map to identify potential locations of municipal facilities was presented. Staff stressed that without established locations, it was difficult to get accurate cost estimates for construction projects. Council shared varied opinions of location but was unified on the need to improve city facilities. City Manager John Dean gave various locations with the possibility of the city offices and police possibly being one building or two buildings with a breezeway located at the north corner of Westlawn and Cockrell Hill Road. Other option locations for city offices were on Main Street and the police department on the corner of Cockrell Hill and Water Street. Mayor Dormier asked that trails to Heritage Park be included. Council asked for a cost to update facilities for the Public Works Department. The possibility of renovating the current city offices into a city community center was discussed. Staff would continue to research costs and return.

*No Action.*

**ITEM 9. *DISCUSSION/ACTION*** – Consideration of any item(s) pulled from the Consent Agenda above for individual consideration and action.

*N/A*

At 9:08 Mayor Dormer called a 5-minute recess.

At 9:15 Mayor Dormer called Council back into session.

#### **DEPARTMENT REPORTS**

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

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

- Department Activity Reports / Discussion  
All reports were reviewed with Council:
  - Police Department
    - 1. Monthly Report
  - Fire Department
    - 1. Monthly Report
  - Public Works
    - 1. Monthly Report
    - 2. Monthly Park Maintenance Reports
  - Finance Department
    - 1. May 2019 Financials and transactions
    - 2. Bank Balances through July 3, 2019
  - Administration
    - 1. Monthly Code/Animal Control Reports
    - 2. Monthly Municipal Court Report
    - 3. City Manager Reports

Chief B. Windham  
Deputy Chief K. Lindsey  
Interim Director D. Durham (absent)  
Accountant L. Harding  
Code/AC Officer M. Dooly  
City Secretary P. Woodall  
City Manager, John R. Dean, Jr.

### EXECUTIVE SESSION

Mayor Dormier called a closed executive session at 9:34 pm on the following matter:

Closed session called pursuant to Section 551.074 of the Texas Government Code to accept recommendation from the City Manager to offer conditional employment to fill the position of Public Works Director.

- A. *Reconvened into Regular (Open) Session occurred at 9:57 pm*
- B. Consideration of and action on the position of Public Works Director.

Mayor Pro Tem Griffin moved to accept the recommendation of City Manager John Dean for a contingent offer (following pre-employment background testing) of employment to Mike Collard with a tentative start date of July 22, 2019, seconded by PL2 Oberg.

*No oppositions, no abstentions.*

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

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

Mayor Dormier	None	Mayor Pro Tem Griffin	None
PL1 Huber	None	PL4 Hunt	None
PL2 Oberg	None	PL5 Myers	None

### ADJOURNMENT

PL2 Oberg moved to adjourn the meeting of July 08, 2019, seconded by PL1 Huber. There being no further business, Mayor Dormier adjourned the meeting at 9:58 p.m.

ATTEST:

Pamela Woodall, City Secretary  
Executive Session sealed and filed separately.  
Citizen forum sheets attached.

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

Richard Dormier, Mayor

*Approved August 12, 2019*

# CITY OF OVILLA MINUTES

**Thursday, June 20, 2019**

**Special City Council Meeting/Budget Workshop**  
**105 S. Cockrell Hill Road, Ovilla, TX 75154**

---

Mayor Pro Tem Griffin called the Special Council Meeting of the Ovilla City Council to order at 5:09 p.m., assuming the duties in Mayor Dormier's absence. The notice of the meeting duly posted. Mayor Pro Tem Griffin 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

ABSENT:      Richard Dormier      Mayor

Mayor Pro Tem Griffin announced Council members present, noting the absence Mayor Dormier, and constituting a quorum. City Manager John R. Dean, Jr., department directors and various staff were also present.

## CALL TO ORDER

PL2 Oberg gave the Invocation and PL5 Myers led the recitation of the Pledge of Allegiance and the Pledge to the Texas Flag.

## COMMENTS/PRESENTATIONS/MAYOR ANNOUNCEMENTS

None.

## CONSENT AGENDA

None.

## REGULAR AGENDA

**ITEM 1.    DISCUSSION/ACTION** – Workshop and review of the preliminary Fiscal Year 2019-2020 Budget and direct staff as necessary.

City Manager John Dean gave a brief review of items discussed from the previous budget meeting and shared modifications made to the preliminary budget. Funds reviewed were: General Fund and the Water and Wastewater Fund.

Items discussed:

1. Police vehicles – one vehicle was already requested and approved based on the rotational schedule, however, due to a recent accident another police vehicle was added for funding.
2. Mini excavator
3. Fire vehicle
4. Crack sealer – rental or purchase was discussed. Council's consensus was to purchase.
5. Contract mowing: Comparison costs were reviewed. Council's consensus was to leave funding for contract mowing in the budget.
6. Waiting on the County for Water Street repairs.

*No Action. Discussion Only.*

ADJOURNMENT

There being no further business, Mayor Pro Tem Griffin adjourned the meeting at 6:00 p.m.

ATTEST:

David Griffin, Mayor Pro Tem

Pamela Woodall, City Secretary

*Approved August 08, 2019*

## AGENDA ITEM REPORT Item 1

Meeting Date: August 12, 2019

Discussion  Action

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

Reviewed By:  City Manager  City Secretary  City Attorney  
 Accountant  Deputy CS, Code

### Attachments:

1. Application documents

### Agenda Item / Topic:

ITEM 1. **DISCUSSION/ACTION PZ19.05** – Receive recommendation from the Planning and Zoning Commission to consider and act on a Preliminary Plat Application filed by owner applicant, Eddie Salazar, to plat 15.72 acres out of the R.M. Billingsley Survey, Abstract No 116, of the City of Ovilla, Dallas County, more commonly known as 1711 S. Joe Wilson Rd., Ovilla, Dallas County, TX 75154.

### Discussion / Justification:

NAME:	EDDIE SALAZAR
APPLICATION DATE:	07/08/2019
LOCATION:	1711 S. Joe Wilson Rd.
UTILITIES:	Not on City of Ovilla water/sewer (Sardis)
ZONING:	Commercial
COUNTY:	Dallas
MAJOR THOROUGHFARE:	Joe Wilson Rd

Mr. Salazar purchased 15.72 acres from the Beavers Family Trust, leaving the Trust with 1.33 acres. The property had never been platted. Mr. Salazar's future plans are to build a homestead on the property. He currently has cattle on the property.

All filing requirements have been met.

The Ovilla Planning and Zoning Commission met on Monday, August 05, 2019, 6:00 PM, to consider and act on the Preliminary Plat. The vote was unanimous to approve the Preliminary Plat.

### Recommendation / Staff Comments:

N/A

### Sample Motion(s):

I move to approve/deny the preliminary plat application filed by Eddie Salazar as presented. .



**CITY OF OVILLA**  
**APPLICATION FOR PRELIMINARY PLAT APPROVAL**

Preliminary Plat

Applicant Eddie Salazar Phone 469-805-7459

Mailing Address 234 S. Riverfront Blvd.

Applicant's Interest in Property Owner  
(owner, agent, lessee, option to buy, etc.)

Engineer or Land Planner Doug Stewart Phone 244-340-9700

Mailing Address 10610 Metric Dr. #124 Dallas TX 75234

Location of Property 1711 S. Joe Wilson Rd. Cedar Hill, TX.

City Limits  Extraterritorial Jurisdiction (ETJ)

Subdivision Name \_\_\_\_\_

Area in Subdivision: 15.72 Total Acres Number of Lots Average Lot Size

Fee Due City for Application \$ 1,186.00 calculated as follows:

Preliminary Plat

- \$ 400 Application Fee

\$ 50 per lot X \_\_\_\_\_ total number of lots, plus

\$ 50 per acre X \_\_\_\_\_ each acre not designated as a subdivision lot (not to include streets)

- Plus \$50 per acre not designated as a subdivision lot (Residential)
- Plus 100% of engineering costs associated with review in excess of amount paid in initial fees.

pd. \$200  
1-19-2019  
DUES \$986.  
pd. \$986 1.8.19  
rec. attached

Inspection Fees (inspection of utilities, infrastructure, etc.) Calculated by multiplying the cost estimate of the subdivision improvements by the applicable percentage.

Subdivision Improvements Cost Estimate	Applicable Percentage
\$200,000 or less	3.20
\$200,001 to \$400,000	3.10
\$400,001 to \$600,000	3.00
More than \$600,000	2.90



## DCAD Property Map



**Account/Prop Addr/Owner Name**

### Search



1

{2}

1711 JOE WILSON RD

Parcel ID: 65011681010040000  
Account Number: 65011681010040000  
Neighborhood N/A  
Site Address: 1711 JOE WILSON RD  
Map Grid: 979-A (ELLIS)  
Account Type: Commercial  
Legal Description 1: R M BILLINGSLEY ABST 116 PG 810  
Legal Description 2: TR 4 ACS 7.540  
Doing Business As: N/A  
Owner Name: SALAZAR EDDIE  
Owner Address: 205 CHURCH ST  
Owner City: DESOTO  
Owner State: TX  
Owner Zip: 75115  
Owner Zip +4: 4909  
Certified Values -----  
Improvement Value: \$ 16,880  
Land Value: \$ 76,910

## Property

## Jurisdiction



CITY OF OVILLA  
APPLICATION FOR FINAL PLAT APPROVAL



Final Plat

Applicant Eddie Salazar Phone 469-805-7459

Mailing Address 234 S. Riverfront Blvd.

Applicant's Interest in Property Owner  
(owner, agent, lessee, option to buy, etc.)

Engineer or Land Planner Doug Stewart Phone 214-340-9700

Mailing Address 10610 Metric Dr. #124 Dallas TX 75234

Location of Property 1711 S. Joe Wilson Rd. Cedar Hill TX

City Limits  Extraterritorial Jurisdiction (ETJ)

Subdivision Name \_\_\_\_\_

Area in Subdivision: 15.72 Total Acres \_\_\_\_\_ Number of Lots \_\_\_\_\_ Average Lot Size

Fee Due City for Application \$ 1186.00 calculated as follows:

Final Plat

\$ 400 Application Fee

\$ 50 per lot X \_\_\_\_\_ total number of lots, plus

\$ 50 per acre X 786. each acre not designated as a subdivision lot (not to include streets)

- Plus \$50 per acre not designated as a subdivision lot (Residential)
- Plus 100% of engineering costs associated with review in excess of amount paid in initial fees.

Inspection Fees (inspection of utilities, infrastructure, etc.) Calculated by multiplying the cost estimate of the subdivision improvements by the applicable percentage.

Subdivision Improvements Cost Estimate	Applicable Percentage
\$200,000 or less	3.20
\$200,001 to \$400,000	3.10
\$400,001 to \$600,000	3.00
More than \$600,000	2.90

**CITY OF OVILLA**  
**APPLICATION FOR FINAL PLAT APPROVAL**



Minimum Fee:

1. Standard subdivision procedure:	\$3,750.00
2. Short form procedure:	\$400.00

Plat amendment:

1. Application fee:	\$400.00
2. Engineering fee:	\$50.00 per lot residential \$50.00 per lot non residential

(Plus, 100% of engineering costs associated with review in excess of amount paid above)

Plat vacation: \$275.00

Traffic impact analysis review: \$450.00

(Plus, 100% of engineering costs associated with TIA)

Tree plan review: \$25.00 per lot

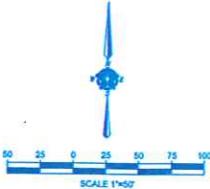
County filing fee – actual cost

Variance request (per item) \$150.00

Received on 6-18-19

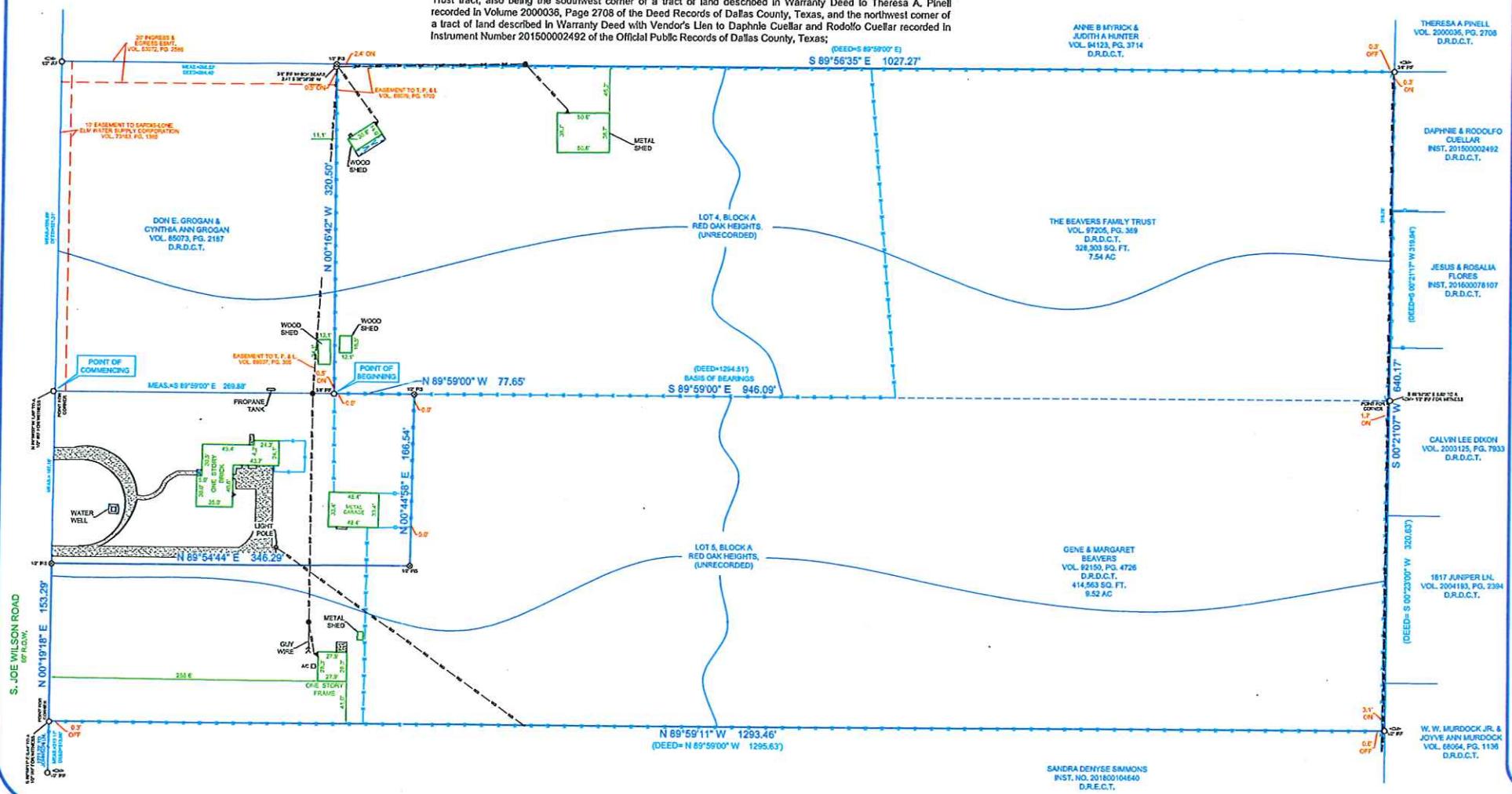
Official Filing Date 7-8-19

**City of Ovilla**  
105 S. Cockrell Hill Road  
Ovilla, TX 75154  
972.617.7262  
FAX: 972.515.3221



#### SURVEYOR'S CERTIFICATE

The undersigned Registered Professional Land Surveyor hereby certifies to Eddie Salazar and WFG National Title Insurance Company, in connection with the transaction described in G.F. No.18-217693 that, (a) this survey and the property description set forth herein were prepared from an actual on-the-ground survey; (b) such survey was conducted by the Surveyor, or under his direction; (c) all monuments shown herein actually existed on the date of the survey, and the location, size and type of markers thereof are correctly shown; Use of this survey by any other parties and/or for other purposes shall be at User's own risk and any loss resulting from other use shall not be the responsibility of the undersigned. The plat hereon is a correct and accurate representation of the property lines and dimensions are as indicated; location and type of buildings are as shown; and EXCEPT AS SHOWN, all Improvements are located within the boundaries the distances indicated and there are no visible and apparent encroachments or protrusions on the ground.



#### REVISIONS

No.	Revision/Issue	Date

#### LEGEND

HANDICAPPED SPACE	SANITARY SEWER
PARKING SPACE	MANHOLE COVER
IRON ROD FOUND	LIGHT POLE
IRON ROD SET "TXHS"	POWER POLE
IRON PIPE FOUND	BRICK COLUMN
FENCE POST CORNER	AC AIR CONDITIONING
"X" FOUND / SET	FIRE HYDRANT
CONTROL MONUMENT	ELECTRIC METER
ASPHALT PAVING	GAS METER
CHAIN LINK FENCE	WOOD FENCE (CENTER POST)
WOOD FENCE	WIRE FENCE
IRON FENCE	PIPE FENCE
COVERED PORCH, DECK OR CARPORT	CONCRETE PAVING
GRAVEL/ROCK ROAD OR DRIVE	
OVERHEAD ELECTRIC SERVICE	
OVERHEAD POWER LINE	
SANITARY SEWER LINE	

#### GENERAL NOTES

1) According to the F.I.R.M. No. 48115C0520K, the subject property lies in Zone X, and does not lie within a Flood Plain Hazard Area.

2) All bearings, easements and building lines are by recorded plat and as furnished in referenced commitment for title insurance unless otherwise noted.



TEXAS HERITAGE  
SURVEYING, LLC

10610 Metric Drive, Suite 124, Dallas, TX 75243  
Office 214-340-9700 Fax 214-340-9710  
txheritage.com  
Firm No. 10169300

#### METES AND BOUNDS SURVEY

1711 S. JOE WILSON ROAD  
R.M. BILLINGSLEY ABSTRACT NO. 116  
CEDAR HILL, DALLAS COUNTY, TEXAS

Task No.	1802492-1B
Drawn By	MRW
Date	9/20/2018
Scale	1"=50'

W. W. MURDOCK, JR. & JOYCE ANN MURDOCK  
VOL. 68054, PG. 1138  
D.R.D.C.T.

GARY E. JOHNSON  
5299  
GARY E. JOHNSON  
S-1151



## City of OVILLA Planning & Zoning Commission Recommendation to the City Council

**ITEM 3. DISCUSSION/ACTION – Case PZ19-05** – Consideration of and action on a Preliminary Plat application filed by owner applicant, Eddie Salazar, to plat 15.72 acres out of the RM Billingsley Survey, Abstract No. 116 of the City of Ovilla, Dallas County, more commonly known as 1711 S. Joe Wilson Road, Ovilla TX 75154, and forward recommendation to the Ovilla City Council.

\*\*\*\*\*

**PLANNING AND ZONING Members present, and upon a record vote of:**

PL 1 Jungman ABSENT

PL5 Alexander ABSENT

PL2 Sims AYE

PL6 Hart AYE

PL3 Lynch ABSENT

PL7 Zimmermann AYE

PL4 Whittaker AYE

4 FOR

0 AGAINST

0 ABSTAIN

\*\*\*\*\*

The signature of the Presiding Officer of the P&Z committee.

Presiding Officer of P&Z

Aug 5. 2019  
Date

The signature of the Board Secretary.

Board Secretary

Aug. 5, 2019  
Date

AGENDA ITEM REPORT  
Item 2

Meeting Date: August 12, 2019

Discussion  Action

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

Reviewed By:  City Manager  City Secretary  City Attorney  
 Accountant  Deputy CS, Code

Attachments:

1. Application documents

Agenda Item / Topic:

ITEM 2. *DISCUSSION/ACTION PZ19.05* – Receive recommendation from the Planning and Zoning Commission to consider and act on a Final Plat Application filed by owner applicant, Eddie Salazar, to plat 15.72 acres out of the R.M. Billingsley Survey, Abstract No 116, of the City of Ovilla, Dallas County, more commonly known as 1711 S. Joe Wilson Rd., Ovilla, Dallas County, TX 75154.

Discussion / Justification:

NAME:	EDDIE SALAZAR
APPLICATION DATE:	07/08/2019
LOCATION:	1711 S. Joe Wilson Rd.
UTILITIES:	Not on City of Ovilla water/sewer (Sardis)
ZONING:	Commercial
COUNTY:	Dallas
MAJOR THOROUGHFARE:	Joe Wilson Rd

Mr. Salazar purchased 15.72 acres from the Beavers Family Trust, leaving the Trust with 1.33 acres. The property had never been platted. Mr. Salazar's future plans are to build a homestead on the property. He currently has cattle on the property.

All filing requirements have been met.

The Ovilla Planning and Zoning Commission met on Monday, August 05, 2019, 6:00 PM, to consider and act on the Final Plat. The vote was unanimous to approve the Final Plat.

Recommendation / Staff Comments:

N/A

Sample Motion(s):

I move to approve/deny the final plat application filed by Eddie Salazar as presented.

CITY OF OVILLA  
APPLICATION FOR FINAL PLAT APPROVAL



Final Plat

Applicant Eddie Salazar Phone 469-805-7459

Mailing Address 234 S. Riverfront Blvd.

Applicant's Interest in Property Owner  
(owner, agent, lessee, option to buy, etc.)

Engineer or Land Planner Doug Stewart Phone 214-340-9700

Mailing Address 10610 Metric Dr. #124 Dallas TX 75234

Location of Property 1711 S. Joe Wilson Rd. Cedar Hill TX

City Limits  Extraterritorial Jurisdiction (ETJ)

Subdivision Name \_\_\_\_\_

Area in Subdivision: 15.72 Total Acres  Number of Lots  Average Lot Size

Fee Due City for Application \$ 1186.00 calculated as follows:

Final Plat

\$ 400 Application Fee

\$ 50 per lot X \_\_\_\_\_ total number of lots, plus

\$ 50 per acre X 786 each acre not designated as a subdivision lot (not to include streets)

- Plus \$50 per acre not designated as a subdivision lot (Residential)
- Plus 100% of engineering costs associated with review in excess of amount paid in initial fees.

Inspection Fees (inspection of utilities, infrastructure, etc.) Calculated by multiplying the cost estimate of the subdivision improvements by the applicable percentage.

Subdivision Improvements Cost Estimate	Applicable Percentage
\$200,000 or less	3.20
\$200,001 to \$400,000	3.10
\$400,001 to \$600,000	3.00
More than \$600,000	2.90

**CITY OF OVILLA**  
**APPLICATION FOR FINAL PLAT APPROVAL**



**Minimum Fee:**

1. Standard subdivision procedure:	\$3,750.00
2. Short form procedure:	\$400.00

**Plat amendment:**

1. Application fee:	\$400.00
2. Engineering fee:	\$50.00 per lot residential \$50.00 per lot non residential

(Plus, 100% of engineering costs associated with review in excess of amount paid above)

Plat vacation: \$275.00

Traffic impact analysis review: \$450.00

(Plus, 100% of engineering costs associated with TIA)

Tree plan review: \$25.00 per lot

County filing fee – actual cost

Variance request (per item) \$150.00

Received on 6-18.19

Official Filing Date 7.8.19

**City of Ovilla**  
105 S. Cockrell Hill Road  
Ovilla, TX 75154  
972.617.7262  
FAX: 972.515.3221



## City of OVILLA Planning & Zoning Commission Recommendation to the City Council

**ITEM 4. DISCUSSION/ACTION – Case PZ19-06** – Consideration of and action on a Final Plat application filed by owner applicant, Eddie Salazar, to plat 15.72 acres out of the RM Billingsley Survey, Abstract No. 116 of the City of Ovilla, Dallas County, more commonly known as 1711 S. Joe Wilson Road, Ovilla TX 75154, and forward recommendation to the Ovilla City Council.

\*\*\*\*\*

**PLANNING AND ZONING Members present, and upon a record vote of:**

PL 1 Jungman ABSENT

PL5 Alexander ABSENT

PL2 Sims AYE

PL6 Hart AYE

PL3 Lynch ABSENT

PL7 Zimmermann AYE

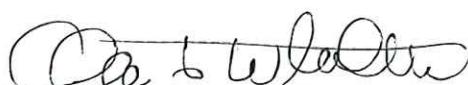
PL4 Whittaker AYE

4 FOR

0 AGAINST

0 ABSTAIN

\*\*\*\*\*

  
Presiding Officer of P&Z

Aug 5, 2019  
Date

  
Board Secretary

Aug 5, 2019  
Date

## AGENDA ITEM REPORT

### Item 3

Meeting Date: August 12, 2019

Discussion  Action

Submitted By: John R. Dean, Jr.

Reviewed By:  City Manager  City Secretary  City Attorney  
 Accountant  Other: Staff

#### Attachments:

1. Accountant memorandum
2. Tax Rate History
3. Certified appraisals

#### Agenda Item / Topic:

ITEM 3. **DISCUSSION/ACTION** – Consideration of and action on a proposed tax rate for the Fiscal Year 2019-2020 Budget and take a record vote.

#### Discussion / Justification:

##### RECOMMENDED CITY COUNCIL ACTION:

##### BACKGROUND INFORMATION:

The Texas Constitution and Property Tax Code states that a taxing unit (City) must comply with certain steps in adopting their tax rates. The Truth-in-Taxation Law was passed for two purposes. The first is to make taxpayers aware of tax rate proposals and the second is to allow taxpayers, to rollback or limit the tax increase. The Texas Comptroller of Public Accounts publishes a guide every year with all the updated laws to make this process easier for Cities to follow. The four major principles of truth-in-taxation is that the property owners have the right to know about increases, the tax unit must publish the effective and rollback tax rates, the taxing unit must publish a special notice and hold two public hearings if the rate exceeds the effective rate and if the rate exceeds the rollback rate - then the voters may petition for an election.

The Effective rate is the rate that is a calculated rate that would provide the taxing unit with the same amount of revenue it received in the year before on properties taxed in both years. If property values rise, the effective tax rate will go down. If property values fall, then the effective rate goes up.

The Rollback rate is the calculated rate that is the maximum rate allowed by law without voter approval. Rollback rate is the effective maintenance and operations rate X 1.08 plus the current debt rate.

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

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

##### FINANCIAL IMPACT:

The current tax rate for Ovilla is \$0.66000

1. If Council proposes the Effective Tax Rate, (0.627600) Ad Valorem Revenue will increase by \$ 73,719, as compared to prior year at \$0.66000
2. If Council proposes the Rollback Rate, (0.664315) Ad Valorem Revenue will increase by \$ 224,971, as compared to current rate of \$0.66000.
3. If Council proposes the Proposed Rate, (0.66000) Ad Valorem Revenue will increase by \$207,195, as compared to current rate of \$0.66000.

**Recommendation / Staff Comments:**

Staff recommends the proposed rate.

**Sample Motion(s):**

**Please review options before making the motion.**

**THIS MOTION REQUIRES A ROLL-CALL VOTE**

REQUIRED LANGUAGE FOR MAKING THE MOTION

SAMPLE THE MOTIONS / ONE MUST BE MADE AS FOLLOWS:

Proposed rate options for motion:

If the Effective Rate (ETR) is proposed:

*I move that the Council hereby propose the 2020 Effective Tax Rate of (0.627600) with a Maintenance and Operation rate of .0509430/100 and a debt rate of .118170/100*

The Proposed Rate is less than the rollback rate:

*"I move that the Council hereby propose the 2020 Rate of (0.66000) with Maintenance and Operation rate of 0541830/100 and a debt rate of .118170/100*

**RECORD VOTE:**

PLACE 1/HUBER \_\_\_\_\_

PLACE 4/HUNT \_\_\_\_\_

PLACE 2/OBERG \_\_\_\_\_

PLACE 5/MYERS \_\_\_\_\_

PLACE 3/GRIFFIN \_\_\_\_\_

---

# MEMORANDUM

---

**TO:** Honorable Mayor and City Council

**FROM:** Linda Harding

**SUBJECT:** Proposed Budget for Fiscal Year 2020

**DATE:** August 12, 2019

The staff has presented the proposed budget for FY 20.  
Highlights of this budget are:

## CAPITAL EXPENDITURES

- REPLACE TWO POLICE VEHICLES
- REPLACE FD FIRE MARSHALL VEHICLE
- PARK IMPROVEMENT
- STREET IMPROVEMENT – CIP
- WATER STREET BRIDGE

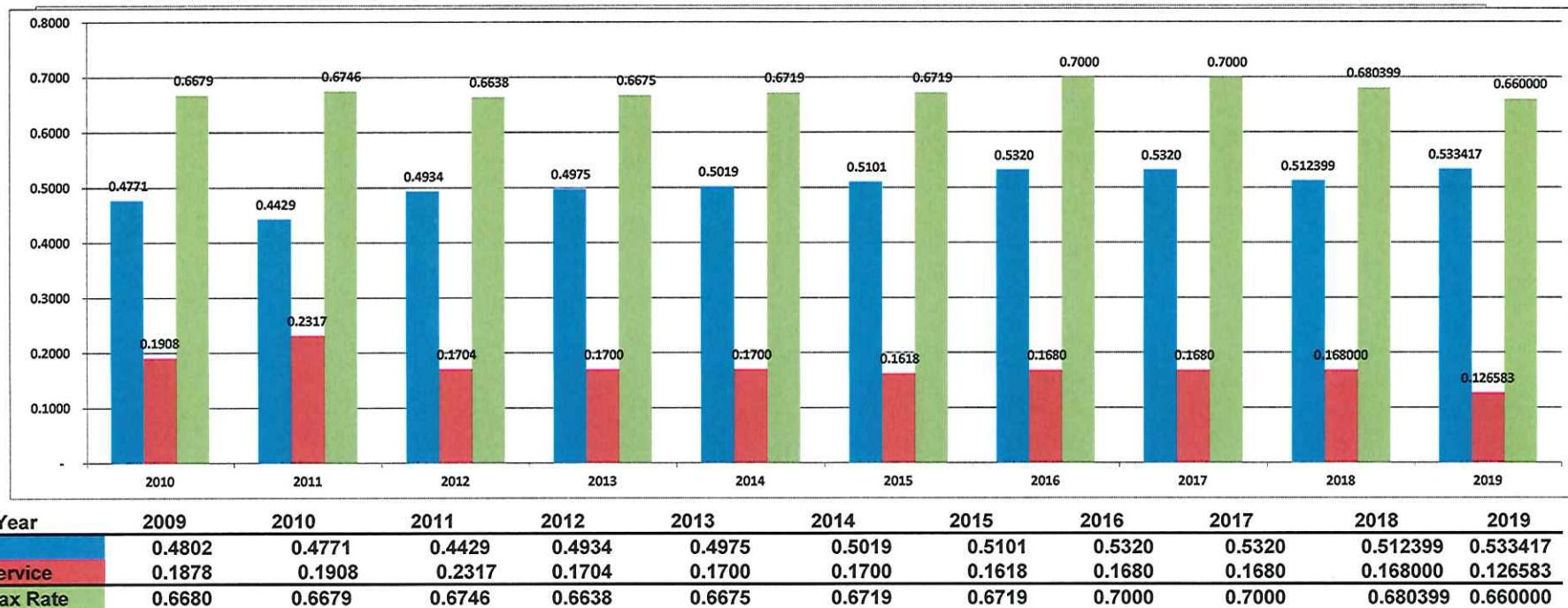
## PERSONNEL

- ADD FULL TIME POSITION TO PUBLIC WORKS.



105 South Cockerell Hill Road  
Ovilla, Texas 75154  
Ph: (972) 617-7262 Fax: (972) 515-3221

## City of Ovilla Tax Rate History



STATE OF TEXAS  
COUNTY OF ELLIS

PROPERTY TAX CODE,  
SECTION 26.01(a)

**CERTIFICATION OF APPRAISAL RECORDS FOR:  
CITY OF OVILLA**

I, Kathy A. Rodriguez, Chief Appraiser of the Ellis Appraisal District, do solemnly swear that I have made, or caused to be made, a diligent inquiry to ascertain all property in the district subject to appraisal by me and that I have included in the records all property that I am aware of, at an appraised value determined as required by law.

I, Kathy A. Rodriguez, do hereby certify that the following values are true and correct to the best of my knowledge:

<b>2019 Total Taxable Value</b>	\$	<b><u>380,755,402</u></b>
<b>2019 Taxable Value Under Protest</b>	\$	<b><u>0</u></b>
<b>2019 Certified Taxable Value</b>	\$	<b><u>380,755,402</u></b>

The following information is for taxing entities with a tax ceiling:

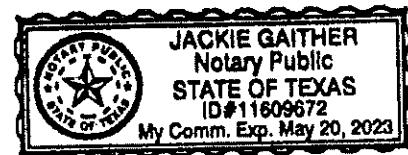
<b>2019 Frozen Taxable Value</b>	\$	<b><u>92,419,901</u></b>
<b>2019 Transfer Adjustment</b>	\$	<b><u>119,836</u></b>
<b>2019 Freeze Adjusted Taxable Value</b> (Taxable - Frozen Value & Transfer Adjustment)	\$	<b><u>288,215,665</u></b>
<b>2019 Frozen Levy</b>	\$	<b><u>483,709</u></b>

Please remember that the certified value is subject to change resulting from Appraisal Review Board action, correction of clerical errors, and the granting of late homestead, over 65, disabled and other exemptions.

Approval of the appraisal records by the Ellis Appraisal District Appraisal Review Board occurred on the 18th day of July, 2019.

  
\_\_\_\_\_  
Kathy A. Rodriguez

Chief Appraiser



Sworn and Subscribed before me this 19th day of July, 2019.

  
\_\_\_\_\_  
Notary Public State of Texas

May 20, 2023  
Commission Expires

ELLIS County

**2019 CERTIFIED TOTALS**

As of Certification

Property Count: 1,676

362 - CITY OF OVILLA  
Effective Rate Assumption

7/19/2019 10:57:56AM

**New Value**

TOTAL NEW VALUE MARKET:	\$9,040,210
TOTAL NEW VALUE TAXABLE:	\$7,650,640

**New Exemptions**

Exemption	Description	Count	
EX-XV	Other Exemptions (including public property, re	1	2018 Market Value \$0
	ABSOLUTE EXEMPTIONS VALUE LOSS \$0		
Exemption	Description	Count	Exemption Amount
DP	Disability	1	\$25,000
DPS	Disabled Surviving Spouse	1	\$50,000
DV1	Disabled Veterans 10% - 29%	1	\$12,000
DV2	Disabled Veterans 30% - 49%	1	\$12,000
DV3	Disabled Veterans 50% - 69%	1	\$10,000
DV4	Disabled Veterans 70% - 100%	2	\$12,000
DVHS	Disabled Veteran Homestead	1	\$326,765
OV65	Over 65	39	\$1,900,000
	PARTIAL EXEMPTIONS VALUE LOSS 47		\$2,347,765
	NEW EXEMPTIONS VALUE LOSS		\$2,347,765

**Increased Exemptions**

Exemption	Description	Count	Increased Exemption Amount
INCREASED EXEMPTIONS VALUE LOSS			
			TOTAL EXEMPTIONS VALUE LOSS \$2,347,765

**New Ag / Timber Exemptions****New Annexations****New Deannexations**

Count	Market Value	Taxable Value
1	\$378,030	\$378,030

**Average Homestead Value****Category A and E**

Count of HS Residences	Average Market	Average HS Exemption	Average Taxable
1,193	\$299,897	\$7,877	\$292,020

Category A Only

Count of HS Residences	Average Market	Average HS Exemption	Average Taxable
1,180	\$298,245	\$7,900	\$290,345

ELLIS County

## 2019 CERTIFIED TOTALS

As of Certification

Property Count: 1,676

362 - CITY OF OVILLA  
Grand Totals

7/19/2019 10:57:05AM

Land		Value			
Homesite:		59,825,564			
Non Homesite:		7,269,582			
Ag Market:		15,541,910			
Timber Market:		0	Total Land	(+)	82,637,056
Improvement		Value			
Homesite:		354,420,080			
Non Homesite:		32,316,037	Total Improvements	(+)	386,736,117
Non Real		Count	Value		
Personal Property:		82	4,853,353		
Mineral Property:		0	0		
Autos:		0	0	Total Non Real	(+)
				Market Value	=
					474,226,526
Ag		Non Exempt	Exempt		
Total Productivity Market:		15,541,910	0		
Ag Use:		183,933	0	Productivity Loss	(-)
Timber Use:		0	0	Appraised Value	=
Productivity Loss:		15,357,977	0	Homestead Cap	(-)
				Assessed Value	=
				Total Exemptions Amount (Breakdown on Next Page)	(-)
					68,715,951
				Net Taxable	=
					380,755,402
Freeze	Assessed	Taxable	Actual Tax	Ceiling	Count
DP	6,816,632	4,895,412	25,101.47	27,058.27	27
DPS	871,840	721,840	4,270.11	27,851.97	3
OV65	111,684,671	86,802,649	454,337.19	463,981.97	420
Total	119,373,143	92,419,901	483,708.77	518,892.21	450
Tax Rate	0.660000			Freeze Taxable	(-)
					92,419,901
Transfer	Assessed	Taxable	Post % Taxable	Adjustment	Count
OV65	457,650	407,650	287,814	119,836	1
Total	457,650	407,650	287,814	119,836	1
				Transfer Adjustment	(-)
					119,836
				Freeze Adjusted Taxable	=
					288,215,665

APPROXIMATE LEVY = (FREEZE ADJUSTED TAXABLE \* (TAX RATE / 100)) + ACTUAL TAX  
 $2,385,932.16 = 288,215,665 * (0.660000 / 100) + 483,708.77$

Tax Increment Finance Value: 0  
 Tax Increment Finance Levy: 0.00

**2019 CERTIFIED TOTALS**

Property Count: 1,676

362 - CITY OF OVILLA  
Grand Totals

7/19/2019

10:57:56AM

**Exemption Breakdown**

Exemption	Count	Local	State	Total
DP	28	1,275,000	0	1,275,000
DPS	3	150,000	0	150,000
DV1	12	0	102,000	102,000
DV1S	1	0	5,000	5,000
DV2	16	0	148,500	148,500
DV2S	1	0	7,500	7,500
DV3	9	0	88,000	88,000
DV4	13	0	84,000	84,000
DVHS	33	0	11,849,858	11,849,858
DVHSS	1	0	375,330	375,330
EX-XV	37	0	32,755,580	32,755,580
EX366	11	0	2,594	2,594
OV65	445	21,176,669	0	21,176,669
OV65S	14	650,000	0	650,000
SO	11	45,920	0	45,920
<b>Totals</b>		<b>23,297,589</b>	<b>45,418,362</b>	<b>68,715,951</b>

**2019 CERTIFIED TOTALS**

As of Certification

Property Count: 1,676

362 - CITY OF OVILLA  
Grand Totals

7/19/2019 10:57:56AM

**State Category Breakdown**

State Code	Description	Count	Acres	New Value	Market Value	Taxable Value
A	SINGLE FAMILY RESIDENCE	1,376		\$5,333,240	\$398,892,392	\$354,570,219
C1	VACANT LOTS AND LAND TRACTS	37		\$0	\$1,261,720	\$1,261,720
D1	QUALIFIED OPEN-SPACE LAND	43	1,278.9622	\$0	\$15,541,910	\$174,204
D2	IMPROVEMENTS ON QUALIFIED OP	11		\$147,100	\$242,876	\$241,087
E	RURAL LAND, NON QUALIFIED OPE	44	167.1372	\$204,340	\$9,754,465	\$8,733,183
F1	COMMERCIAL REAL PROPERTY	19		\$0	\$5,914,920	\$5,914,920
J2	GAS DISTRIBUTION SYSTEM	1		\$0	\$954,120	\$954,120
J3	ELECTRIC COMPANY (INCLUDING C	3		\$0	\$1,967,934	\$1,967,934
J4	TELEPHONE COMPANY (INCLUDI	6		\$0	\$660,495	\$660,495
J7	CABLE TELEVISION COMPANY	1		\$0	\$157,050	\$157,050
L1	COMMERCIAL PERSONAL PROPE	62		\$180,000	\$1,111,160	\$1,111,160
M1	TANGIBLE OTHER PERSONAL, MOB	1		\$0	\$2,710	\$2,710
O	RESIDENTIAL INVENTORY	50		\$1,867,570	\$5,006,600	\$5,006,600
X	TOTALLY EXEMPT PROPERTY	48		\$1,307,960	\$32,758,174	\$0
<b>Totals</b>		<b>1,446.0994</b>		<b>\$9,040,210</b>	<b>\$474,226,526</b>	<b>\$380,755,402</b>

## NOTICE OF PUBLIC HEARING ON TAX INCREASE

"The (name of the taxing unit) will hold two public hearings on a proposal to increase total tax revenues from properties on the tax roll in the preceding tax year by (percentage by which proposed tax rate exceeds lower of rollback tax rate or effective tax rate calculated under this chapter) percent. Your individual taxes may increase at a greater or lesser rate, or even decrease, depending on the change in the taxable value of your property in relation to the change in taxable value of all other property and the tax rate that is adopted.

"The first public hearing will be held on (date and time) at (meeting place).

"The second public hearing will be held on (date and time) at (meeting place).

"(Names of all members of the governing body, showing how each voted on the proposal to consider the tax increase or, if one or more were absent, indicating the absences.)

"The average taxable value of a residence homestead in (name of taxing unit) last year was \$\_\_\_\_ (average taxable value of a residence homestead in the taxing unit for the preceding tax year, disregarding residence homestead exemptions available only to disabled persons or persons 65 years of age or older). Based on last year's tax rate of \$\_\_\_\_ (preceding year's adopted tax rate) per \$100 of taxable value, the amount of taxes imposed last year on the average home was \$\_\_\_\_ (tax on average taxable value of a residence homestead in the taxing unit for the preceding tax year, disregarding residence homestead exemptions available only to disabled persons or persons 65 years of age or older).

"The average taxable value of a residence homestead in (name of taxing unit) this year is \$\_\_\_\_ (average taxable value of a residence homestead in the taxing unit for the current tax year, disregarding residence homestead exemptions available only to disabled persons or persons 65 years of age or older). If the governing body adopts the effective tax rate for this year of \$\_\_\_\_ (effective tax rate) per \$100 of taxable value, the amount of taxes imposed this year on the average home would be \$\_\_\_\_ (tax on average taxable value of a residence homestead in the taxing unit for the current tax year, disregarding residence homestead exemptions available only to disabled persons or persons 65 years of age or older).

"If the governing body adopts the proposed tax rate of \$\_\_\_\_ (proposed tax rate) per \$100 of taxable value, the amount of taxes imposed this year on the average home would be \$\_\_\_\_ (tax on the average taxable value of a residence in the taxing unit for the current year disregarding residence homestead exemptions available only to disabled persons or persons 65 years of age or older).

"Members of the public are encouraged to attend the hearings and express their views."

(c) The notice of a public hearing under this section may be delivered by mail to each property owner in the unit, or may be published in a newspaper. If the notice is published in a newspaper, it may not be in the part of the paper in which legal notices and classified advertisements appear. If the

## NOTICE OF PUBLIC HEARING ON TAX INCREASE

taxing unit operates an Internet website, the notice must be posted on the website from the date the notice is first published until the second public hearing is concluded.

(d) At the public hearings the governing body shall announce the date, time, and place of the meeting at which it will vote on the proposed tax rate. After each hearing the governing body shall give notice of the meeting at which it will vote on the proposed tax rate and the notice shall be in the same form as prescribed by Subsections (b) and (c), except that it must state the following:

### "NOTICE OF TAX REVENUE INCREASE

"The (name of the taxing unit) conducted public hearings on (date of first hearing) and (date of second hearing) on a proposal to increase the total tax revenues of the (name of the taxing unit) from properties on the tax roll in the preceding year by (percentage by which proposed tax rate exceeds lower of rollback tax rate or effective tax rate calculated under this chapter) percent.

"The total tax revenue proposed to be raised last year at last year's tax rate of (insert tax rate for the preceding year) for each \$100 of taxable value was (insert total amount of taxes imposed in the preceding year).

"The total tax revenue proposed to be raised this year at the proposed tax rate of (insert proposed tax rate) for each \$100 of taxable value, excluding tax revenue to be raised from new property added to the tax roll this year, is (insert amount computed by multiplying proposed tax rate by the difference between current total value and new property value).

"The total tax revenue proposed to be raised this year at the proposed tax rate of (insert proposed tax rate) for each \$100 of taxable value, including tax revenue to be raised from new property added to the tax roll this year, is (insert amount computed by multiplying proposed tax rate by current total value).

"The (governing body of the taxing unit) is scheduled to vote on the tax rate that will result in that tax increase at a public meeting to be held on (date of meeting) at (location of meeting, including mailing address) at (time of meeting).

"The (governing body of the taxing unit) proposes to use the increase in total tax revenue for the purpose of (description of purpose of increase)."

(e) The meeting to vote on the tax increase may not be earlier than the third day or later than the 14th day after the date of the second public hearing. The meeting must be held inside the boundaries of the taxing unit in a publicly owned building or, if a suitable publicly owned building is not available, in a suitable building to which the public normally has access. If the governing body does not adopt a tax rate that exceeds the lower of the rollback tax rate or the effective tax rate by the 14th day, it must give a new notice under Subsection (d) before it may adopt a rate that exceeds the lower of the rollback tax rate or the effective tax rate.

(f) Repealed by Acts 2005, 79th Leg., Ch. 1368, Sec. 6, eff. June 18, 2005.

## NOTICE OF PUBLIC HEARING ON TAX INCREASE

(g) This section does not apply to a school district. A school district shall provide notice of a public hearing on a tax increase as required by Section [44.004](#), Education Code.

## AGENDA ITEM REPORT Item 4

Meeting Date: August 12, 2019

Discussion  Action

Submitted By: John R. Dean, Jr.

Reviewed By:  City Manager  City Secretary  City Attorney  
 Accountant  Other: Staff

### Attachments:

1. Budget Calendar
2. Excerpt from Tax Code

### Agenda Item / Topic:

ITEM 4. **DISCUSSION/ACTION** – Consider and schedule dates for two public hearings on the proposed Tax Rate for Fiscal Year 2019-2020.

### Discussion / Justification:

Section 26.05 of the Tax Code requires that the governing body hold two public hearings, if the entity is proposing a tax increase or proposal to increase total tax revenue. The first notice shall be titled: **NOTICE of PUBLIC HEARING on TAX INCREASE**. The first tax rate hearing may not be held before the 7<sup>th</sup> day after the notice of the public hearing is given. (Tax Code 26.06a)

The adoption of the tax rate shall be no less than three days but no more than 14 days after the second public hearing.

### Recommendation / Staff Comments:

N/A

### Sample Motion(s):

*I move that Council schedule the listed dates and times for two Public Hearings on the Proposed Tax Rate for Fiscal Year 2019-2020 and direct staff to follow Tax Code Laws accordingly for Notice Requirements:*

*The First Public Hearing will be held on 8/19/2019 at 5:30 p.m. at the Ovilla City Hall Council Chamber Room. 105 Cockrell Hill Rd, Ovilla, TX*

*The Second Public Hearing will be held on 8/26/2019 at 5:30 p.m. at the Ovilla City Hall Council Chamber Room. 105 Cockrell Hill Rd, Ovilla, TX*

**CITY OF OVILLA**  
**Budget Calendar for Fiscal Year 2020**

DAY	DATE	ACTION	Responsible Party
Monday	March 11, 2019	FY 2018-2019 Budget Kick-off. Calendar presented to Council.	Council, CM, Finance
	March 18 – April 8, 2019	City Manager interviews department directors and reviews financial projections for FY 2020 preparations begin for FY 2020 preliminary budget.	CM, Finance, Dept Heads
Thursday	May 16, 2019	*Post 72 Hour notice for Workshop #1 and Workshop #2	CS
Monday	May 20, 2019	Workshop #1 FY 2020 Proposed Budget at 5:00 PM, Review General Fund, Capital Improvements, Equipment Purchases, Streets Capital Improvement Plan	Council, CM, Finance, Dept Heads
Thursday	May 23, 2019	Workshop #2 FY 2020 Proposed Budget at 5:00 PM. Review W&S Fund, Park Impact Fund, W&S Impact Fund, 4B EDC Fund, MDD, Fire Auxiliary, Police Special Fund and Debt Service. Review Water Rates, Review Sewer Rates, Review Health Benefit Rates	Council, CM, Finance, Dept Heads
	May 24 to June 14, 2019	Revisions to proposed budget from Workshops #1 & #2 and prepare preliminary tax rate.	CM, Finance
Thursday	June 20, 2019	Workshop #3 FY 2020 at 5:00 PM. Revisions to proposed budget from Workshops #1 & #2.	Council, CM, Finance, Dept Heads
Tuesday	July 2, 2019	Draft of FY 2020 of Proposed budget delivered to department directors and Council.	Council, CM, Finance, Dept Heads
Friday	July 20, 2018	Certified Taxable Values from Dallas County Appraisal District and Ellis County	CM, Finance
Monday	July 23, 2018	Certified Taxable Values will be sent to Ellis County for Tax Calculations.	
Monday	July 27, 2018	Post 72-hour notice for City Council Preliminary Workshop Meeting #4	CS
Thursday	August 1, 2019	Workshop #4 5:30 PM Review preliminary determination of tax rate (Dallas, Ellis) and revisions.	Council, CM, Finance, Dept Head
Tuesday	August 6, 2019	Proposed budget Filed with City Secretary,	CM, Finance
Tuesday	August 6, 2019	Delivered to Council Members.	CS
Friday	August 9, 2019	City Secretary posts 72 hour Notice of City Council Meeting to discuss Tax	CS
Monday	August 12, 2019	Regular Council Meeting Present Effective, Rollback Tax Rate, Schedules and Fund Balances to City Council. City Council to discuss Tax Rate. If proposed Tax Rate exceeds the Effective Rate or the Rollback Rate, take record vote and schedule required public hearing on proposed Tax Rate. A record vote is not required if the City Council keeps the Tax Rate at or below the zero effective rate.	Council, CM
Tuesday	August 13, 2019	Rate at August 12th meeting- Notify newspaper to publish effective and rollback tax	Newspaper/Tax Office
Monday	August 19, 2019	1 <sup>st</sup> Hearing on Tax Rate, 5:30 PM, Providing there is Tax Increase. Present Effective, Rollback Tax Rate, Schedules and Fund Balances to City Council. City Council to discuss Tax Rate. If proposed Tax Rate exceeds the Effective Rate or the Rollback Rate, take record vote and schedule required public hearing on proposed Tax Rate. A record vote is not required if the City Council keeps the Tax Rate at or below the zero effective rate.	Council
Thursday	August 22, 2019	Post 72 hr. notice of 2nd hearing on Tax Rate	CS
Monday	August 26, 2019	2nd Hearing on Tax Rate. 5:30 PM *** Providing there is tax increase.	Council

Friday	September 7, 2018	Post 72 hr. notice for meeting at which City Council will adopt Tax Rate	CS
Monday	September 10, 2018	Regular Council Meeting, Adopt FY 2018-19 Budget, Tax Rate, Tax Roll, Water Rate,	Council, CM, Finance
Tuesday	September 18, 2018	File adopted Budget with City Secretary if no hearings; City Secretary to file Budget with	CM, CS, Finance

\* Per Senate Bill 1510 (2013) attached

\*\* Local Government Code 102.005, 102.0065, 102.0065(d) 140.010, 140.010(f) attached.

## NOTICE OF PUBLIC HEARING ON TAX INCREASE

"The (name of the taxing unit) will hold two public hearings on a proposal to increase total tax revenues from properties on the tax roll in the preceding tax year by (percentage by which proposed tax rate exceeds lower of rollback tax rate or effective tax rate calculated under this chapter) percent. Your individual taxes may increase at a greater or lesser rate, or even decrease, depending on the change in the taxable value of your property in relation to the change in taxable value of all other property and the tax rate that is adopted.

"The first public hearing will be held on (date and time) at (meeting place).

"The second public hearing will be held on (date and time) at (meeting place).

"(Names of all members of the governing body, showing how each voted on the proposal to consider the tax increase or, if one or more were absent, indicating the absences.)

"The average taxable value of a residence homestead in (name of taxing unit) last year was \$\_\_\_\_ (average taxable value of a residence homestead in the taxing unit for the preceding tax year, disregarding residence homestead exemptions available only to disabled persons or persons 65 years of age or older). Based on last year's tax rate of \$\_\_\_\_ (preceding year's adopted tax rate) per \$100 of taxable value, the amount of taxes imposed last year on the average home was \$\_\_\_\_ (tax on average taxable value of a residence homestead in the taxing unit for the preceding tax year, disregarding residence homestead exemptions available only to disabled persons or persons 65 years of age or older).

"The average taxable value of a residence homestead in (name of taxing unit) this year is \$\_\_\_\_ (average taxable value of a residence homestead in the taxing unit for the current tax year, disregarding residence homestead exemptions available only to disabled persons or persons 65 years of age or older). If the governing body adopts the effective tax rate for this year of \$\_\_\_\_ (effective tax rate) per \$100 of taxable value, the amount of taxes imposed this year on the average home would be \$\_\_\_\_ (tax on average taxable value of a residence homestead in the taxing unit for the current tax year, disregarding residence homestead exemptions available only to disabled persons or persons 65 years of age or older).

"If the governing body adopts the proposed tax rate of \$\_\_\_\_ (proposed tax rate) per \$100 of taxable value, the amount of taxes imposed this year on the average home would be \$\_\_\_\_ (tax on the average taxable value of a residence in the taxing unit for the current year disregarding residence homestead exemptions available only to disabled persons or persons 65 years of age or older).

"Members of the public are encouraged to attend the hearings and express their views."

(c) The notice of a public hearing under this section may be delivered by mail to each property owner in the unit, or may be published in a newspaper. If the notice is published in a newspaper, it may not be in the part of the paper in which legal notices and classified advertisements appear. If the

## NOTICE OF PUBLIC HEARING ON TAX INCREASE

taxing unit operates an Internet website, the notice must be posted on the website from the date the notice is first published until the second public hearing is concluded.

(d) At the public hearings the governing body shall announce the date, time, and place of the meeting at which it will vote on the proposed tax rate. After each hearing the governing body shall give notice of the meeting at which it will vote on the proposed tax rate and the notice shall be in the same form as prescribed by Subsections (b) and (c), except that it must state the following:

### "NOTICE OF TAX REVENUE INCREASE

"The (name of the taxing unit) conducted public hearings on (date of first hearing) and (date of second hearing) on a proposal to increase the total tax revenues of the (name of the taxing unit) from properties on the tax roll in the preceding year by (percentage by which proposed tax rate exceeds lower of rollback tax rate or effective tax rate calculated under this chapter) percent.

"The total tax revenue proposed to be raised last year at last year's tax rate of (insert tax rate for the preceding year) for each \$100 of taxable value was (insert total amount of taxes imposed in the preceding year).

"The total tax revenue proposed to be raised this year at the proposed tax rate of (insert proposed tax rate) for each \$100 of taxable value, excluding tax revenue to be raised from new property added to the tax roll this year, is (insert amount computed by multiplying proposed tax rate by the difference between current total value and new property value).

"The total tax revenue proposed to be raised this year at the proposed tax rate of (insert proposed tax rate) for each \$100 of taxable value, including tax revenue to be raised from new property added to the tax roll this year, is (insert amount computed by multiplying proposed tax rate by current total value).

"The (governing body of the taxing unit) is scheduled to vote on the tax rate that will result in that tax increase at a public meeting to be held on (date of meeting) at (location of meeting, including mailing address) at (time of meeting).

"The (governing body of the taxing unit) proposes to use the increase in total tax revenue for the purpose of (description of purpose of increase)."

(e) The meeting to vote on the tax increase may not be earlier than the third day or later than the 14th day after the date of the second public hearing. The meeting must be held inside the boundaries of the taxing unit in a publicly owned building or, if a suitable publicly owned building is not available, in a suitable building to which the public normally has access. If the governing body does not adopt a tax rate that exceeds the lower of the rollback tax rate or the effective tax rate by the 14th day, it must give a new notice under Subsection (d) before it may adopt a rate that exceeds the lower of the rollback tax rate or the effective tax rate.

(f) Repealed by Acts 2005, 79th Leg., Ch. 1368, Sec. 6, eff. June 18, 2005.

## NOTICE OF PUBLIC HEARING ON TAX INCREASE

(g) This section does not apply to a school district. A school district shall provide notice of a public hearing on a tax increase as required by Section [44.004](#), Education Code.

## AGENDA ITEM REPORT

### Item 5

Meeting Date: August 12, 2019

Department: Administration

Discussion  Action

Budgeted Expense:  YES  NO  N/A

Submitted by: John R. Dean, Jr.

Amount: N/A

Reviewed By:  City Manager

City Secretary  City Attorney

Accountant

Deputy CS, Code

#### Attachments:

1. Resolution R2019-14
2. Current Policy under 8.1 and 8.2

#### Agenda Item / Topic:

ITEM 5. **DISCUSSION/ACTION** – Consideration of and action on Resolution R2019-14 revising the Employee policies Handbook 2018 with regard to employee vacation leave.

#### Discussion / Justification:

With the recommendation from PL5 Myers to review the vacation leave section of the Employee Policies Handbook, staff is presenting the following revisions to Sections 8.1 and 8.2 as outlined in the presented Resolution.

Proposed revisions:

8.1

*All employees will be given credit for previous municipal and special utility district experience at a rate of ½ the total time of previous experience at the time of employment. Example: 5 years of previous municipal experience equals an accrual date credit of 2 years and 6 months. The establishment of a date for vacation accrual using previous service credit will not be used for any other calculation.*

8.2

*Each full-time employee is allowed three paid personal holiday days.*

*In the case of 24 hour shifts only one personal day is authorized. Personal holidays are not compensable time upon termination of employment.*

#### Recommendation / Staff Comments:

Staff recommends approval.

#### Sample Motion(s):

I move to approve Resolution R2019-14 amending Sections 8.1 and 8.2 of the Employee Policies Handbook 2018 as presented.

**RESOLUTION NUMBER**

**R2019-14**

**A RESOLUTION AMENDING THE EMPLOYEE POLICIES HANDBOOK; PROVIDING FOR THE AMENDING SECTIONS 8.1 AND 8.2 OF THE EMPLOYEE POLICIES HANDBOOKS; PROVIDING FOR DISTRIBUTION OF THE AMENDED EMPLOYEE HANDBOOK TO ALL CITY EMPLOYEES; AND PROVIDING AN EFFECTIVE DATE.**

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

**WHEREAS**, the City Council has determined that the personnel policies for employees of the City of Ovilla required revision in order to conform more fully with current laws and policies; and

**WHEREAS**, the City Council has reviewed the revised Employee Policies Handbook, as attached, and determined that it more adequately meets the needs of the City of Ovilla.

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

**SECTION 1.**

That the City Council hereby Amends the “Employee Policies Handbook” as follows:

**Section 8.1 Paid Vacation Leave.** Accrual Rate: Regular employees begin accruing paid vacation leave during the first full pay-period, however, the employee is not entitled to use any time until after the probationary period of employment. Sworn Police Department personnel are entitled to use accrued vacation leave following the first 90 days of employment with the approval of the Chief of Police. All employees will be given credit for previous municipal and special utility district experience at a rate of  $\frac{1}{2}$  the total time of previous experience at the time of employment. Example: 5 years of previous municipal experience equals an accrual date credit of 2 years and 6 months. The establishment of a date for vacation accrual using previous service credit will not be used for any other calculation.

**Section 8.2 Personal Holidays.** Only regular full-time employees who have completed their full probationary period are eligible for paid personal holidays. Each full-time employee is allowed three paid personal holiday days. Paid personal holidays must be used from October 1st thru September 30th of each fiscal year and will not be carried over from one year to the next. In the case of 24 hour shifts only one personal day is authorized. Personal holidays are not compensable time upon termination of employment.

**SECTION 2.**

This Resolution shall supersede and repeal any previous ordinance and/or resolution of the City Council regarding an employee handbook, to the extent there is any conflict.

**SECTION 3.**

The City Manager’s office is hereby directed to distribute this change to each employee of the City of Ovilla.

RESOLUTION NUMBER

R2019-14

**SECTION 4.**

That this Resolution shall take effect immediately and it is so Resolved.

**PASSED AND APPROVED** on this 12th day of August 2019.

---

Richard A. Dormier, MAYOR

ATTEST:

---

Pamela Woodall, CITY SECRETARY

## Section 8

### Employee Benefits

#### 8.0 EMPLOYEE BENEFITS – OVERVIEW

##### A. Employee Benefits/Time Away From Work Leave

Benefit eligibility is dependent upon a variety of factors, including employee classification and length of service. Generally, however, regular full-time employees are eligible for most benefits, and regular part-time employees are eligible for certain benefits on a pro-rata basis. Part-time and temporary employees are generally not eligible for City benefits. Fulltime employees are eligible to participate in a Cafeteria Benefit Plan. Contact your supervisor, Department Director or the Human Resources designee to obtain information regarding the benefits for which you may be eligible.

Benefit programs available to eligible employees include, but are not limited to:

Paid Holidays	Deferred Compensation
Bereavement Leave	Military Leave
Paid Witness Duty Leave	Workers' Compensation Benefit
Paid Sick Leave	TMRS Contributions
Paid Vacation Leave	Time Off to Vote

#### Group Insurance

Group Life and Accident Insurance (Thru Texas Municipal League)

Group Health Insurance (Subject to exact dollar amount for employee only)

Group Dental Insurance (Employee paid)

While the City pays the full cost of most of these benefits, some of the benefit programs require contributions from participating employees.

#### 8.1 PAID VACATION LEAVE

Full-time employees accrue vacation leave for each pay period that an eligible employee is in a pay status for at least half the standard number of paid days for that pay period.

Accrual Rate Regular employees begin accruing paid vacation leave during the first full pay-period, however, the employee is not entitled to use any time until after the probationary period of employment. Sworn Police Department personnel are entitled to use accrued vacation leave following the first 90 days of employment with the approval of the Chief of Police. Regular full-time employees accrue vacation leave as follows:

<u>Years of Service</u>	<u>Rate of Accrual</u>
1 -5	80 hours per year (3.08 hours per pay period)
6- 10	120 hours per year (4.62 hours per pay period)
11+	160 hours per year (6.15 hours per pay period)

Regular part-time employees, temporary and seasonal employees do not accrue vacation leave. An employee's "Years of Service" may be adjusted for any significant leave of absence, except military leave.

**Maximum Accruals.** It is the policy of the City that vacation should be taken annually in the year earned. If vacation leave is not taken, all accrued vacation leave in excess of 240 hours will be forfeited. As of September 01, the city will buy-back employees having excess of 200 vacation hours on the final pay-period in September. However, no employee shall lose accrued vacation leave because of "work urgency". "Work urgency" is defined as the Department's need to have the employee at work to perform duty assignments for a specified period of time.

If an employee has reached the maximum allowed unused balance and is unable to take vacation leave due to work urgency, injury, extended medical leave, or special or pre-scheduled authorized leave, the Department Director will approve an extension of time to allow the employee a period not to exceed six months to use accrued vacation leave in excess of the maximum allowed unused balance. Documentation of the approval will be placed in the employee's personnel file.

**Scheduling Annual Vacation Leave.** For each vacation hour used, one hour will be deducted from the employee's accrued vacation leave. Vacation leave must be taken in minimum increments of 1-hour. Vacation leave shall be requested at least 14 days in advance unless in case of an emergency. Department Directors are responsible for scheduling annual vacation leave for employees under their authority. Department Director vacations require City Manager approval. Whenever possible, vacation leave will be scheduled for the convenience of employees. However, Department Directors must be certain that vacations do not interfere with the normal functions and activities of department operations. Whenever possible, employees are encouraged to submit their preferred vacation schedule to the appropriate supervisor as far in advance as possible to relieve any scheduling problems that may develop.

**Compensation For Vacation Leave Time.** Vacation leave is paid at the employee's base pay rate at the time of vacation. Vacation leave will be paid only for time that the employee would ordinarily have worked. Vacation leave is not considered time worked for purposes of calculating overtime payments. To ensure proper payment of vacation leave pay, employees must make sure they have an approved written vacation request on file before leaving for vacation.

Employees may not "borrow" unearned vacation time, *nor will the city buyback vacation time from an employee*. However, upon termination of employment, employees having accrued but unused vacation leave will be paid for that vacation time, up to 160 hours, at their regular hourly rate at the time of termination.

**Probationary Employees.** Although probationary employees accrue vacation hours during the probationary period, employees are not eligible to take the accrued vacation time until completion of probation or for sworn police personnel following the first 90 days of employment with the approval of the Chief of Police. The City Manager has the discretion to allow accrued vacation leave to be taken due to an extenuating situation.

## 8.2 HOLIDAYS

It is the City's policy to permit as many employees as possible to enjoy a day off without loss of pay on holidays. However, any or all employees may be required to work on a holiday.

**Official Holidays.** The City usually observes the holidays listed below, plus one personal holiday. When a holiday falls on a Saturday or Sunday, the holiday will normally be observed by the City on the day designated by the federal government (i.e., the Friday before or the Monday following).

- New Year's Day (January 1)
- Martin Luther King, Jr. Day
- President's Day
- Good Friday
- Memorial Day (last Monday in May)
- Independence Day (July 4)
- Labor Day (first Monday in September) (Not for Fire Department)
- September 11<sup>th</sup> (Fire Only)
- Columbus Day
- Veterans Day
- Thanksgiving (fourth Thursday in November)
- Day after Thanksgiving
- Christmas Eve Day (December 24)
- Christmas (December 25)

**Personal Holiday.** Only regular full-time employees who have completed their probationary period are eligible for paid personal holiday. The day will be used from October 1st thru September 30th of each fiscal year and will not accrue annually.

**Maximum Accruals.** The personal holiday shall be taken annually in the year earned with no accrual.

**Scheduling Annual Personal Holiday** Personal holidays must be taken in minimum increments of one hour. Department Directors are responsible for scheduling the annual personal holiday leave for employees under their authority. Department Director personal holidays require City Manager approval. Whenever possible, personal holidays will be scheduled at the convenience of employees. However, Department Directors must be certain that personal holidays do not interfere with the normal functions and activities of department operations. Whenever possible, employees are encouraged to submit their preferred personal holiday schedule to the appropriate supervisor as far in advance as possible to relieve any scheduling problems that may develop.

**Holidays During Vacation Leave.** Employees taking vacation that includes an authorized holiday during their paid time off will be paid for the holiday without that day being charged against the employee's paid vacation time.

**Holiday Rate of Pay.** Nonexempt employees who are required to work on a holiday will be paid double their normal rate of pay for eight hours. If working on a holiday causes an employee to work overtime for that work week or work cycle, the employee will be paid the overtime rate if they exceed the 40 hours worked in a work week. Exempt employees who work on a holiday will receive a day off with pay later. Regular full-time employees who do not work on a holiday are paid for the number of hours they normally work on the day of the week on which the holiday falls. Regular part-time employees who do not work on a holiday receive holiday pay equal to the number of hours they normally work each day if they are normally scheduled to work on the day of the week on which the holiday falls.

## AGENDA ITEM REPORT

### Item 6

Meeting Date: August 12, 2019

Department: Administration

Discussion  Action

Budgeted Expense:  YES  NO  N/A

Submitted By: John R. Dean, Jr.

Reviewed By:  City Manager  City Secretary  City Attorney  
 Accountant  Other: Staff

#### Attachments:

1. Updates

#### Agenda Item / Topic:

ITEM 6. **DISCUSSION/ACTION** – Receive update on Heritage Day planning and preparations and direct staff as necessary.

#### Discussion / Justification:

Police Secretary Michelle Stockton maintains summaries of the meetings, updates, rentals and all details for the Heritage Day planning. The attached notes are from the last meeting. Booth rentals are up to date as of July 25, 2019 meeting notes.

#### Recommendation / Staff Comments:

N/A

#### Sample Motion(s):

I move to ...

## Heritage Day Meeting 7/25/19 Notes

Attendance: Doug Hunt, John Dean, Brian Treadaway, Chief Windham, and Mike Collard

Absent: Brandon Kennedy-Out of Town, Mike Dooly- Court, and Daniel Durham- class

- Theme was picked: Ovilla Heritage Day, A salute to Military Service.
- Grand Marshall: Bobby Waddle Will be our Grand Marshall
- JROTC from local High Schools:
  - Red Oak- Naval - John tried to contact the three schools, but won't know anything till start of school
  - Cedar Hill- Airforce
  - Desoto- Army
  - Marines
- WWII Reenactment- I have emailed them and waiting on a return email.
- T-Shirt - Have the mockup of the shirt and an estimate of the cost. Need to get logos from all sponsors. Have estimated bill for 100 shirts- cost \$1,464.00
- Also discussed the fire trucks that will be there-
  - Glenn Heights - Still no status on this FD
- Train for the kid zone - Does anyone know of anyone with a trail- No- longer doing, sold train due to being metal and the hot Texas heat.
- Electricity check- Daniel will check.
- Week to 2 weeks out- water the grass and maybe fertilize the field if needed.
- Will be in the Now Magazine the first part of September and the flyers will go out the Monday before. They have the information now.
- People to reach out to From the WAX Parade—
  - Minibikes - Reach out to Waxahachie Chamber to see if we can get contact info. name listed below.
  - Lone Star Cowboy Church - See if we can get horses in the parade.
  - Guy Riding Longhorn- The Misfit Cowboy- Sent him a message on 7/19/19 Was contacted back from him, waiting on an email.

For next meeting:

- Discuss Paying \$750 for Fly over to start the parade with colored smoke. - Have the invoice, they will have someone on the ground to give them the signal as to when to go. Will do the invoice in September.
- Was asked by Rita Flores if we would pay her daughter to sing the national anthem. Daughter has been on the voice or America's got talent. - Doug will get with the RO opry and see who they are going to have sing the anthem.
- Reached out to Community National Bank on 7/19/19, they said they would discuss and get back with me.
- Mailed out invitation letters to
  - Dr. Alex Robinson- Vision Source-

- Texas Trust Credit Union - Airplane Trailer- (Jim Ross)- Sent out invite.
  - Ellis County Jeeps- Already set up an Event invite on Facebook- look for a possible staging area for after parade.
- Invitations sent to -Mailed all invites/ contacted via Facebook
  - Wolter-Ashley Memorial (VFW) # 3894- 1405 N. I-35 E, 75165
  - H. Frank Lonon Memorial # 8913 – 1434 N. I 35E, 75134
  - Duncanville Memorial # 7843 –702 E. Highway 67, Duncanville, TX 75137-3408
  - HEB- 800 Hwy 77, Wax 75165
  - Waxahachie FD- Has 1921 Model T Fire Truck, 1953 Mack
  - Tractors- Bone Creek Ranch???
  - Dr. Daniel Smith-Maybe scooters 1305 W. Jefferson 75165, Northtexaslakesrally.com (had 10+ scooters in the parade)
  - Odd Fellows Lodge (Oliver Peck) 208 S. Rogers St. Wax,
  - Ellis County Republican Party- [Thinkkristina@gmail.com](mailto:Thinkkristina@gmail.com)
  - Hella Shriners- 2121 Rowlett Rd, Garland, TX 75043
  - Wayne Boze Funeral Home- (Tractor) 1826 W. Hwy 287 Business, 75165
  - Biel Partners Real Estate???:—Had a fire truck in the parade
  - Street to Sheets Animal Rescue- 104 Cathy Ln, 75165
  - Waxahachie Biking Club- (Andrew Andy Sanchez)- Message via Facebook
  - Larry Kollie- Antique Trucks and cars- 1208 E. Marvin Ave, 75165
  - Morris Neal Jenkins- Mustangs- 3104 FM 55, 75165
  - Reindeer Manor- 410 Houston School Rd, 75154
  - Charlie Tynber- Antique Fire Truck/ Tractor
  - Suburban S. Corvette club- Bob Schulz- message via Facebook- display for after parade.
  - Ellis Co. Marine Corps
  - Waxahachie Riding Club- 5326 Old Buena Vista Rd
  - Patriotic Guard Riders- [Help@northtxpgr.org](mailto:Help@northtxpgr.org)
  - Five Start Painting of Cleburne/Waxahachie
  - Cinderella Scholarship Pageant
  - Focus Care Wax
  - Daymark – Waxahachie
  - Bluebonnet Blue Star Moms
  - Wax Arch Salvage
  - 878-H1 & Deuce and half – Marine Corps
  - WWII Motorcyclist named Bob - Stationed on USS Chester
  - Disciples of Waxahachie
  - KBEC
  - Cowboy Church of Ellis
  - Bricks 4 Kidz
- Get with Mike D. about the Candy, Do we have enough or do we need to get more.
- Reach out to local media, Including County Press, Waxahachie sun, Daily Light, and Focus Daily.  
Spoke with Now magazine, they have all the information on this year's event.
- Total so far in sponsorships collected is \$12,700.00
- Event is up on the Ovilla PD website for all to share.

- Next meeting is scheduled for August 22<sup>th</sup> at 3 p.m. in the conference room.

**Need to get sponsor logos from:**

- Presenting Sponsor- (\$3000)
  - Waxahachie Auto Plex- Got
- Founding Sponsor- (\$2500)
  - Access Self Storage
- Diamond Sponsor- (\$1000)
  - Carlisle Dealership - Got
  - Red Oak ISD - Got
  - Victron -Got
  - Clyde Hargrove Investments-
  - Creekside Glass and Mirror -
- Platinum Sponsor- (\$650)
  - Cassaro Winery and Vineyard- Got
- Gold Sponsor- (\$450)
  - Andrea Walton State Farm-
- Silver Sponsor- (\$350)
  - Shiloh Cumberland
  - Harrison Homes
  - Clint Walling
  - Ovilla United Methodist
  - Prosperity Bank- Got

**Dignitaries contacted:**

- Congressman Ron Wright
- Representative John Wray
- Ret. LT. Col. Brian Birdwell
- Representative Carl Sherman Sr.- Yes
- Sheriff Charles Edge
- Honorable Todd Little
- Commissioner Kyle Butler
- Constable Mike Jones
- Honorable Bob Carroll
- Honorable William Wallace
- Honorable Cindy Ermatinger
- District Clerk Melanie Reed
- County Clerk Krystal Valdez
- County Treasurer Cheryl Chambers
- Honorable Steve Egan
- Tax Assessor John Bridges
- District Attorney Patrick Wilson
- Ms. Taya Kyle- No- already booked
- Lt. Gov. Dan Patrick-

- Senator Ted Cruz
- Congressman Dan Crenshaw-
- Governor Greg Abbott- No
- Marcus Latrial- No

## AGENDA ITEM REPORT

### Item 7

Meeting Date: August 12, 2019

Discussion  Action

Submitted By: John R. Dean, Jr.

Reviewed By:  City Manager  City Secretary  City Attorney  
 Accountant  Other: Staff

#### Attachments:

1. Proposed facilities

#### Agenda Item / Topic:

ITEM 7. **DISCUSSION/ACTION** – Receive and consider recommendation from the Municipal Facilities Improvement Committee with regard to a possible bond election in November 2019.

#### Discussion / Justification:

The Municipal Facilities Committee met and considered the concept the City Council developed. The only change to the that was made after conferring with our bond counsel was that the facility improvements for the community center and public works had to be listed separately due to new legislation enacted with the last legislative session. Therefore, there must be 4 items of the improvements to the existing buildings that are to be an option in a bond election.

The committee recommendation is to move forward with a bond election with 4 items as identified in the Council concept:

City Hall  
Police Department  
Park Improvements  
Municipal Facility Improvements

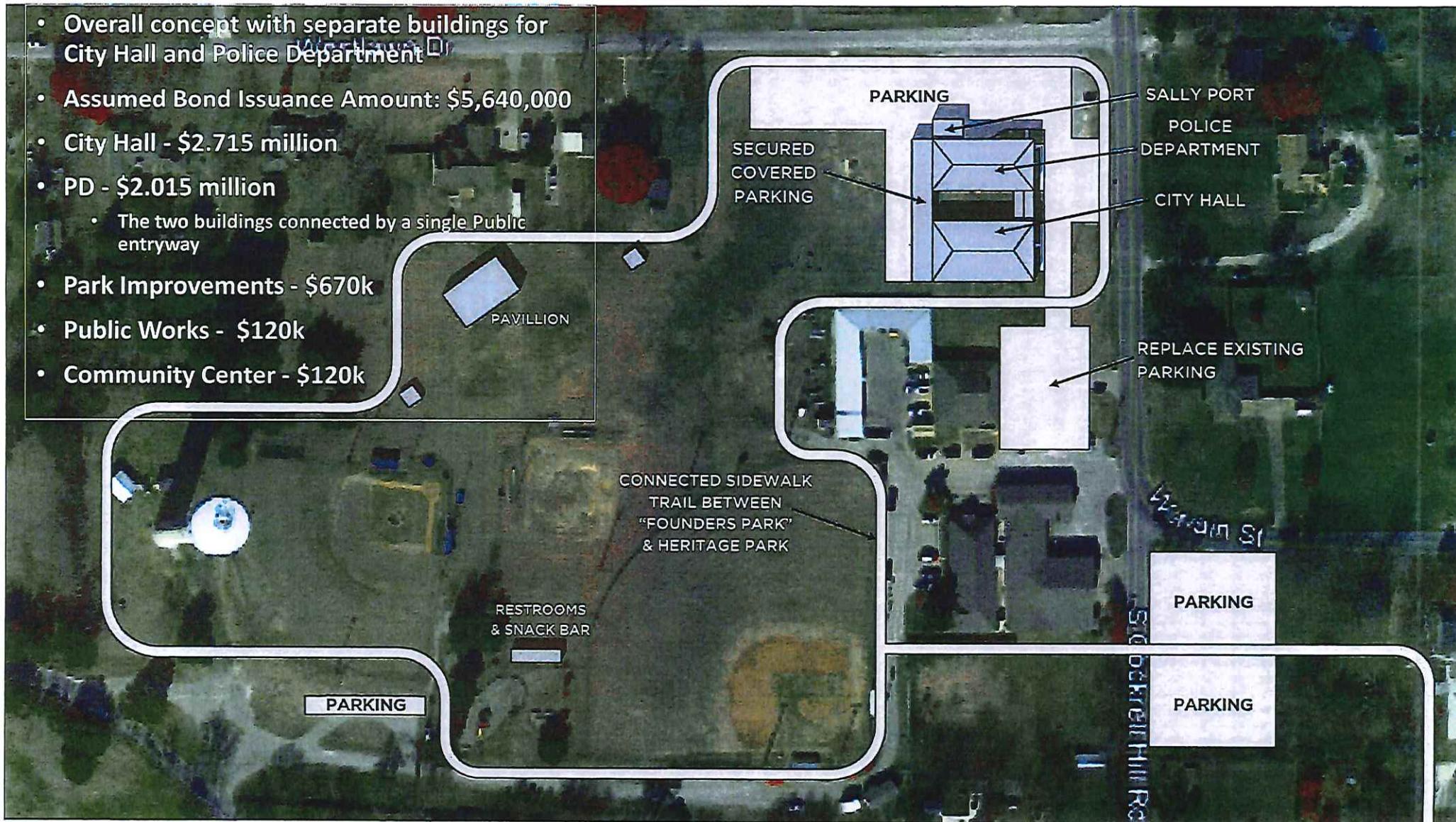
#### Recommendation / Staff Comments:

Staff recommends acceptance of the committee recommendation.

#### Sample Motion(s):

I to accept the Municipal Facilities Improvement Committee recommendation.

- Overall concept with separate buildings for City Hall and Police Department
- Assumed Bond Issuance Amount: \$5,640,000
- City Hall - \$2.715 million
- PD - \$2.015 million
  - The two buildings connected by a single Public entryway
- Park Improvements - \$670k
- Public Works - \$120k
- Community Center - \$120k



## AGENDA ITEM REPORT

### Item 8

Meeting Date: August 12, 2019

Discussion  Action

Submitted By: John R. Dean, Jr.

Reviewed By:  City Manager  City Secretary  City Attorney  
 Accountant  Other: Staff

Department: Administration

Budgeted Expense:  YES  NO  N/A

Amount: \$5.632 million bond amount

#### Attachments:

1. Resolution 2019-15 (to be presented at the meeting)

#### Agenda Item / Topic:

ITEM 8. **DISCUSSION/ACTION** – Consideration of and action on Resolution R2019-15 approving and calling a bond election for November 05, 2019 and resolving other matters incident and related thereto.

#### Discussion / Justification:

A City Hall proposition for constructing, improving and equipping City Hall facilities. \$2.790 million\*

One proposition is contingent on the passage of the City Hall proposition that would allow for the renovation, improving and equipping a community center. The proposition would read something like, If proposition A is approved, is the City authorized to issue bonds to renovate and equip the existing City Hall for a community center. \$125K\*

A Public Safety proposition for constructing, improving and equipping public safety facilities. \$2.070 million

A proposition that is contingent on the passage of the public safety proposition that would read something like If proposition C is approved, is the City authorized to renovate and equip a public works facility. \$125k\*

And a final proposition for constructing, improving and equipping park and recreation facilities. \$680k\*

\*Denotes amounts that include the cost of issuing the bonds.

A call into the AG's office to see if we could short circuit the two conditional propositions to be something like if propositions A and C (intended to be the City Hall and Public Safety propositions) are passed is the City authorized to renovate existing municipal facilities but I am guessing the AG will require the contingent uses to be specific and not so generic.

#### Recommendation / Staff Comments:

Staff recommends approval.

#### Sample Motion(s):

I move to approve/deny Resolution R2019-15 Resolution R2019-15 approving and calling a bond election for November 05, 2019 and resolving other matters incident and related thereto.

	<u>Monthly Operating Costs</u>	
	<u>Current</u>	
• City Hall - \$2.711 million	\$2,410	\$2,312
• Police Department (w/parking along Westlawn) - \$2.014 million	\$2,020	\$2,476
• Park Improvements - \$667,000		
• Municipal Facility Improvements		
• Public Works Building Improvements - \$120,000		
• Community Center Improvements - \$120,000		

Bond Amount - \$5.632 million

- Pickard Parking Lot (70) - \$285,000 (MDD)

Total Cost of all improvements listed: **\$5.917 million**

## AGENDA ITEM REPORT Item 9

Meeting Date: August 12, 2019

Discussion  Action

Submitted By: John R. Dean, Jr.

Reviewed By:  City Manager  City Secretary  City Attorney  
 Accountant  Other: Staff

Department: Administration

Budgeted Expense:  YES  NO  N/A

Amount: Estimated - \$3,000

### Attachments:

1. Contract for Election Services with Ellis County

### Agenda Item / Topic:

ITEM 9. *DISCUSSION/ACTION* – Consideration of and action on an Ellis County November 05, 2019 Joint Contract for Election Services with the City of Ovilla.

### Discussion / Justification:

This item was pending the passing and approval of Item 8. If Council approved of the Resolution authorizing the Bond Election, as a participating subdivision Council would need to authorize the Ellis County Contract for Election Services.

### Recommendation / Staff Comments:

Staff recommends approval.

### Sample Motion(s):

I move to approve the Joint Election Contract for Election Services with the County of Ellis for an Ovilla Bond Package Election on November 05, 2019.



**November 5, 2019**  
**Constitutional Amendment and Joint Election**  
**Contract for Election Services**

---



**November 5, 2019**  
**Constitutional Amendment and Joint Election**

**Table of Contents**

I.....	Duties and Services of Contracting Officer
II.....	Duties and Services of Participating Political Subdivisions
III.....	Cost of Election
IV.....	General Provisions

**Exhibits**

Exhibit A.....	Early Voting Schedule and Vote Center Locations
Exhibit B.....	Election Day Vote Center Locations
Exhibit C.....	Cost of Services
Exhibit D.....	List of Political Subdivisions Races on Ballot



THE STATE OF TEXAS  
ELLIS COUNTY

JOINT CONTRACT FOR  
ELECTION SERVICES

§

BY THE TERMS OF THIS CONTRACT made and entered into by and between the following  
AS OF JULY 10, 2019:

ELLIS COUNTY  
CITY OF BARDWELL  
CITY OF ENNIS  
CITY OF GLENN HEIGHTS  
CITY OF OVILLA  
BUENA VISTA-BETHEL SUD

hereinafter referred to as "Participating Political Subdivisions" and JANA ONYON, Elections Administrator of Ellis County, Texas, hereinafter referred to as "Contracting Officer", pursuant to the authority in Subchapter D, Section 31.092, of Chapter 31, of the Texas Election Code, agree to the following particulars in regard to coordination, supervision and running of the November 5, 2019 Constitutional Amendment and Joint Election.

**THIS AGREEMENT** is entered into in consideration of the mutual covenants and promises hereinafter set out. IT IS AGREED AS FOLLOWS:

**I. DUTIES AND SERVICES OF CONTRACTING OFFICER.** The Contracting Officer shall be responsible for performing the following duties and shall furnish the following services and equipment:

A. The Contracting Officer shall arrange for notification (including writ of election), training and compensation of all presiding judges, alternate judges, clerks for the polling site, Central Counting Station and early voting ballot board.

a. The Contracting Officer shall be responsible for notification of each Election Day and Early Voting presiding judge and alternate judge, Central Counting Station and Ballot Board of his or her appointment made by Commissioners' Court and/or the Elections Board. The presiding election judge of each polling place, will use his/her discretion to determine when additional manpower is needed during peak voting hours and notify the Contracting Officer. The Contracting Officer will determine the number of clerks to work at the polls. Election judges and early voting personnel shall be secured by the Contracting Officer.



- b. Election judges, Alternate judges, Clerks and Student Clerks shall all attend the Contracting Officer's school of instruction. (Date and location to be determined)
- c. Election judges shall be responsible for picking up from and returning election supplies to the Contracting Officer. (Date to be determined). Compensation for this pickup and delivery of supplies will be \$25.00.
- d. The Contracting Officer shall compensate each election judge and election worker. Compensation will be based on what the county pays and has been approved in Commissioner's Court unless arranged otherwise. Early voting presiding officer shall receive \$10.50 per hour and clerks shall receive \$9.00 per hour for services. Each election day judge shall receive \$10.50 per hour for services rendered; each alternate judge shall receive \$9.50 per hour for services; and clerk shall receive \$9.00 per hour for services. Ballot Board, Central Counting Station Presiding judge and alternate shall receive the same as for Election Day judge and alternate for services. Each worker that attends training class shall receive up to 2 hours of pay per election. Overtime will be paid to each person working over 40 hours per week. All other required and additional expenses by law shall be paid. (ie: FICA, Medicaid, etc.)

B. The Contracting Officer shall procure, prepare, and distribute voting machines, election kits and election supplies.

- a. Each Participating Political Subdivision agrees that voting at the said Election will be by use of Election Systems and Software ExpressVote marking devices and DS200 Precinct Scanner/Tabulators and the DS450 Absentee Scanner/Tabulator voting system approved by the Secretary of State in accordance with the Texas Election Code.
- b. The Contracting Officer shall secure election kits which include the legal documentation required to hold an election.
- c. The Contracting Officer shall secure all tables, chairs, and voting booths required to hold an election.
- d. The Contracting Officer shall provide all lists of registered voters for use on Election Day and for the early voting period as mandated by law. Laptop computers will be



used to qualify voters for the early voting period and on Election Day. A second laptop computer with the list of registered voters will be provided as back-up in each Early Voting and Election Day polling place.

- e. The Contracting Officer shall procure and arrange for the distribution of all election equipment and supplies required to hold an election.
  - 1. Equipment includes the rental of DS200 voting machines (1 per site), ADA ExpressVote marking devices (6 or more per site), ballot box, voting signs, and laptop computers.
  - 2. Supplies include election forms, ballots, labels, extension cords, pens, tape, markers, ballot pens, required signage, totem display poles, name tags, etc.
- C. The Contracting Officer, Jana Onyon, shall be appointed the Early Voting Clerk by the Participating Political Subdivisions.
  - a. The Contracting Officer shall supervise and conduct Early Voting by mail and in person.
  - b. Early Voting by personal appearance for the said Election shall be conducted during the time period and at the locations listed in Exhibit "A", attached and incorporated by reference into this contract. Cities are required to have 2 days of 12 hour voting and those will be the last 2 days of early voting.
  - c. Any qualified voter for the said Election may vote early by personal appearance at any of the Early Voting Vote Center locations within Ellis County. The Elections Office at 204 E Jefferson Street, Waxahachie, TX 75165 serves as the main location.
  - d. Some Participating Political Subdivisions have requested additional Early Voting sites pending their participation; therefore Exhibit "A" is subject to change if any of the Participating Political Subdivisions cancel their election.
  - e. If a Runoff Election is needed, the Participating Political Subdivisions will work together to choose the Early Voting Vote Center locations to best serve their voters in their territory according to the Election Code and/or this contract.
  - f. All applications for an Early Voting mail ballot shall be received and processed by the Ellis County Elections Administration Office.



1. Application for mail ballots erroneously mailed to the Participating Political Subdivisions shall immediately be faxed to the Contracting Officer for timely processing. The original application shall then be forwarded to the Contracting Officer for proper retention.

2. Absentee Application (Regular or Federal Postcard) for ballot by mail shall be mailed to:

**Jana Onyon, Early Voting Clerk,  
204 E Jefferson Street, Waxahachie, Tx 75165  
or faxed to 972-923-5194**

**or email a scanned copy of signed application to [elections@co.ellis.tx.us](mailto:elections@co.ellis.tx.us)  
(If faxed or emailed, then must receive original application within 4 days)**

**Application for ballot by mail must be received no later than close of business on Friday, October 25, 2019.**

3. All Federal Post Card Applicants (FPCA) and Annual Mail Ballot Applicants will be sent a mail ballot with required notices.

g. All Early Voting ballots (those cast by mail/absentee) shall be prepared for count by the Early Voting Ballot Board in accordance with Section 87.000 of the Texas Election Code. The presiding judge of this Board shall be appointed in the same manner as presiding election judges (Section 87.002b)

D. The Contracting Officer shall arrange for the use of all Election Day and Early Voting Vote Center Locations.

a. The Participating Political Subdivisions shall assume the responsibility of remitting the shared cost of all employee services required to provide access, provide security or provide custodial services for the polling locations.

b. The Election Day Vote Center polling locations are listed in Exhibit "B", attached and incorporated by reference into this contract.

c. Some Participating Political Subdivisions have requested additional Election Day Vote Centers pending their participation; therefore Exhibit "B" is subject to change if any of the Participating Political Subdivisions cancel their election.

d. Any qualified voter for the said Election may vote on election day by personal appearance at any of the Election Day Vote Center locations within Ellis County.



- e. If a Runoff Election is needed, the Participating Political Subdivisions will work together to choose the Election Day Vote Center locations to best serve their voters in their territory according to the Election Code and/or this contract.
- E. The Contracting Officer shall be responsible for establishing and overseeing the tabulation of the early voting and election day voted ballots by the Central Counting Station Personnel. Ballots shall be tabulated in accordance with Section 127.001 of the Texas Election Code and of this agreement.
  - a. The Contracting Officer shall prepare, test and run the county's tabulation system in accordance with statutory requirements and policies. The tabulation system will be used on Election Night at the Elections Office.
  - b. The Public Logic and Accuracy Test (L &A) of the electronic voting system shall be conducted. Contracting Officer will publish required notice for the L&A Test and a Joint Notice of Election in the local newspaper (Waxahachie Daily Light) of time and place as required by the election code.
  - c. Election night reports will be available to the Participating Political Subdivisions at 7pm on election night on the Ellis County website ([www.co.ellis.tx.us/elections](http://www.co.ellis.tx.us/elections)). Provisional ballots will be tabulated after election night in accordance with law.
  - d. The Contracting Officer shall prepare the unofficial canvass report after all precincts have been counted for election day, provisional ballots, and any overseas ballots that will be tallied after the final deadline to count ballots. This report will be sent to the Participating Political Subdivisions for their canvass.
  - e. The Contracting Officer shall be appointed the custodian of the voted ballots and shall retain all election material for a period of 22 months.
    - 1. Pending no litigation and as prescribed by law, the voted ballots shall be shredded 22 months after the election.
    - 2. The Participating Political Subdivisions can obtain the list of registered voters (Combination Forms) from the Elections Administration Office after this retention period. Pending no litigation and if the Participating Political Subdivisions does not request the lists, the Contracting Officer shall destroy them.



- f. The Contracting Officer shall conduct a manual partial recount as prescribed by Section 127.201 of the Texas Election Code and submit a written report to the Participating Political Subdivisions in a timely manner. The Secretary of State may waive this requirement. If applicable, a written report shall be submitted to the Secretary of State as required by Section 127.201(E) of the aforementioned code.

## **II. DUTIES AND SERVICES OF THE PARTICIPATING POLITICAL SUBDIVISIONS.**

The Participating Political Subdivisions shall assume the following responsibilities:

- A. The Participating Political Subdivisions shall prepare the election orders resolutions, notices, justice department submissions (if required), official canvass and other pertinent documents for adoption by the appropriate office or body. The Participating Political Subdivisions shall handle the candidate filing process and packets that are required by law. The Participating Political Subdivisions assume the responsibility of posting required notices and likewise promoting the schedules for Early Voting and Election Day.
- B. The Participating Political Subdivisions if recent changes have been made, shall provide the Contracting Officer with an updated map and street index of their jurisdiction in an electronic or printed format as soon as possible but no later than Monday, August 19, 2019, if any changes have occurred since the last election the county has held for your entity.
- C. The Participating Political Subdivisions shall procure and provide the Contracting Officer with the ballot layout and Spanish interpretation in an electronic format (word.doc preferred).
  1. The Participating Political Subdivisions shall deliver to the Contracting Officer as soon as possible after the election has been ordered any proposition wording in English and Spanish. Candidate names should be given after the drawing. Should receive all information no later than Tuesday, August 27, 2019.
  2. Exhibit "D" is provided with a listing of races and/or propositions on the ballot for each Participating Political Subdivisions pending any cancellations or withdrawals.
  3. The Participating Political Subdivisions shall approve the "blue line" ballot format prior to printing.
- D. The Participating Political Subdivisions shall post the publication of the "Election Order" and "Election Notice" by the proper methods with the proper media in accordance with the Texas Election Code.



- E. The Participating Political Subdivisions shall compensate the Contracting Officer for any additional verified cost incurred in the process of running this election or for a manual recount this election may require, or for a required runoff election consistent with charges and hourly rates shown on Exhibit "C" for required services.
- F. The Participating Political Subdivisions shall submit this signed contract and pay the Contracting Officer a deposit of 80% of the estimated cost to run the said election prior to Friday, September 27, 2019. The Contracting Officer shall place the funds in a "contract fund" as prescribed by Section 31.100 of the Texas Election Code.

The Deposit should be delivered within the mandatory time frame to:

**Ellis County Treasurer  
Attn. Cheryl Chambers  
109 S. Jackson, 3<sup>rd</sup> Floor  
Waxahachie, Texas 75165**

Made payable to: "Ellis County Treasurer" with the note "for election services" included with check documentation.

The signed contract should be delivered or mailed to:

**Ellis County Elections  
Attn: Jana Onyon  
204 E Jefferson Street  
Waxahachie, Texas 75165**

- G. The Participating Political Subdivisions shall pay any additional cost and/or remaining final cost of conducting said election or any required runoff elections pursuant to the Texas Election Code, Section 31.100, within 30 days from the date the final billing was received.

### **III. COST OF SERVICES. See Exhibit "C."**

- A. All actual shared cost incurred in the conduct of the election will be divided by Ellis County and the Participating Political Subdivisions contracting with the Contracting Officer to hold the said election. Any special request made by a Participating Political Subdivision will be charged directly to that Political Subdivision.



- B. If a Runoff Election is required, all cost will be billed to the Participating Political Subdivisions. Runoff Election will be held on Tuesday, December 10, 2019 (subject to changes), if required.

#### **IV. GENERAL PROVISIONS.**

- A. Nothing contained in this contract shall authorize or permit a change in the officer with whom or the place at which any document or record relating to the said Election is to be filed or the place at which any function is to be carried out, or any nontransferable functions specified under Section 31.096 of the Texas Election Code.
- B. Upon request, the Contracting Officer will provide copies of all invoices and other charges received in the process of running said election for the Participating Political Subdivisions.
- C. If a Participating Political Subdivision cancels an election pursuant to the Texas Election Code, they will not be liable for any further costs incurred by the Contracting Officer in conducting the said Election. Notice of a cancelled election should be provided to the Contracting Officer as soon as the Participating Political Subdivision has approved it in council meeting.
- D. If any provision of this joint election contract and election services agreement is construed to be illegal or invalid, this will not affect the legality or validity of any of the other provisions. The illegal or invalid provision will be deemed stricken and deleted, but all other provisions shall continue and be given effect as if the illegal or invalid provisions had never been incorporated.
- E. The Elections Administrator of Ellis County, Texas and all of the contracting authorities of all of the participating political subdivisions listed in this joint election contract and election services agreement represent that each has the full right, power and authority to enter and perform this Contract in accordance with all of the terms and conditions, and that the execution and delivery of this Contract has been made by authorized representatives of the parties to validly and legally bind the parties to all terms, performances and provisions set forth in this Contract.
- F. The Contracting Officer shall file copies of this contract with the County Judge, County Auditor and the County Treasurer of Ellis County, Texas.



WITNESS BY MY HAND THIS THE 5 DAY OF August 2019.



Jana Onyon, CERA  
Elections Administrator  
Ellis County, Texas

WITNESS BY MY HAND THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_ 2019

By: \_\_\_\_\_  
Signature \_\_\_\_\_  
Printed Name and Title

Political Subdivision Name: \_\_\_\_\_  
Printed

**Ellis County, Texas Condado de Ellis, Texas**  
**Constitutional Amendment and Joint Election**  
**Elección Sobre Enmiendas Constitucional y Conjunta**  
**November 5, 2019 5 de Noviembre de 2019**

**Early Voting Vote Centers Centros de votación adelantada**

The below listed Early Voting Vote Centers will be established for any qualified voter with an effective date of registration on or before November 5, 2019. A voter may vote at ANY of the Early Voting Vote Centers for the Constitutional Amendment and Joint Election.

Las ubicaciones para centros de votación anticipada que se enumeran a continuación se establecerán para cualquier votante calificado con una fecha efectiva de registro en o antes del. Un votante puede votar en cualquiera de los lugares de votación anticipada para las Elección Sobre Enmiendas Constitucional y Conjunta.

**Early Voting Location Dates and Times:**

*Ubicación, fechas, y horarios de la votación anticipada:*

1. **Elections Office (Main Location)** 204 E. Jefferson Street, Waxahachie, TX 75165
2. Midlothian Conference Center 1 Community Circle Dr., Midlothian, TX 76065
3. Palmer ISD Annex Building 303 Bulldog Way, Palmer, TX 75152
4. Ellis County Sub-Courthouse 207 S. Sonoma Trail, Ennis, TX 75119
5. Red Oak Municipal Center 200 Lakeview Pkwy, Red Oak, TX 75154
6. \*Harvest of Praise Ministry 2603 S Hampton Rd, Glenn Heights, TX 75154 (**Glenn Heights**)

Monday, October 21, 2019 lunes, 21 de octubre de 2019	through hasta	Friday, October 25, 2019 viernes, 25 de octubre de 2019	8:00 AM - 6:00 PM 8:00 AM - 6:00 PM
Saturday, October 26, 2019 sábado, 26 de octubre de 2019			8:00 AM - 3:00 PM 8:00 AM - 3:00 PM
Monday, October 28, 2019 lunes, 28 de octubre de 2019	through hasta	Wednesday, October 30, 2019 miércoles, 30 de octubre de 2019	8:00 AM - 6:00 PM 8:00 AM - 6:00 PM
Thursday, October 31, 2019 jueves, 31 de octubre de 2019	and y	Friday, November 1, 2019 viernes, 01 de noviembre de 2019	7:00 AM - 7:00 PM 7:00 AM - 7:00 PM

Last day to register to vote for the Constitutional Amendment and Joint Election is: Monday, October 07, 2019.

Último día para registrarse para votar en la Elección Sobre Enmiendas Constitucional y Conjunta es: lunes, 07 de octubre de 2019.

Last day for the Election's Office to receive a Regular or FPCA Ballot by Mail Application: Friday, October 25, 2019.

El Último día para que la Oficina de Elecciones reciba una solicitud regular o una solicitud de tarjeta postal federal para votar por correo (FPCA-*por sus siglas en inglés*) es: viernes, 25 de octubre de 2019.

For More Information: Website at [www.co.ellis.tx.us/Elections](http://www.co.ellis.tx.us/Elections)  
OR Contact us at Elections Office 204 E Jefferson Waxahachie, TX 75165 972-825-5195  
OR [Facebook.com/EllisCountyElections](https://www.facebook.com/EllisCountyElections)

**\*\*Location #6 pending if the listed Political Subdivision cancels their Election.**

**Ellis County, Texas Condado de Ellis, Texas**  
**Constitutional Amendment and Joint Election**  
**Elección Sobre Enmiendas Constitucional y Conjunta**  
**November 5, 2019 05 de noviembre de 2019**  
**Election Day Vote Centers Centros de votación el día de las elecciones**

**Vote Center Locations open from 7:00 am to 7:00 pm**  
*Horario de votación estarán abiertos de 7:00 am a 7:00 pm*

**The below listed Election Day Vote Centers will be established for any qualified voter with an effective date of registration on or before November 5, 2019. A voter may vote at ANY of the Election Day Vote Centers for the Constitutional Amendment and Joint Election.**

*Las ubicaciones para centros de voto de días de votación se establecerán para cualquier votante calificado con una fecha efectiva de registro en o antes del 05 de noviembre de 2019. Un votante puede votar en cualquiera de los centros de votación de dia de las elecciones para las .*

- 1 EASTRIDGE BAPTIST CHURCH 732 E OVILLA RD RED OAK, TX 75154
- 2 ELLIS COUNTY SUB-COURTHOUSE 207 S SONOMA TRAIL ENNIS, TX 75119
- 3 ELLIS COUNTY WOMANS BUILDING 407 W JEFFERSON ST. WAXAHACHIE, TX 75165
- 4 ENNIS PUBLIC LIBRARY 501 W. ENNIS AVE ENNIS, TX 75119
- 5 FAITH ASSEMBLY OF GOD CHURCH 1810 W BALDRIDGE STREET ENNIS, TX 75119
- 6 FARLEY STREET BAPTIST CHURCH (GYM) 1116 BROWN STREET WAX., TX 75165
- 7 FERRIS PUBLIC LIBRARY 301 E 10TH STREET FERRIS, TX 75125
- 8 FIRST BAPTIST CHURCH-MAYPEARL 5744 FM 66 MAYPEARL, TX 76064
- 9 GRACE CHURCH OF OVILLA 519 WESTMORELAND RD OVILLA, TX 75154
- 10 MIDLOTHIAN CHURCH OF CHRIST 1627 N HWY 67 MIDLOTHIAN, TX 76065
- 11 MIDLOTHIAN CONFERENCE CENTER 1 COMMUNITY CIRCLE DR MIDLOTHIAN, TX 76065
- 12 MOUNTAIN PEAK COMMUNITY CHURCH 751 W. FM 875 MIDLOTHIAN, TX 76065
- 13 MT GILEAD MISSIONARY BAPTIST CHURCH 106 HARRIS STREET ITALY, TX 76651
- 14 PALMER ISD ANNEX BUILDING 303 BULLDOG WAY PALMER, TX 75152
- 15 PARK MEADOWS BAPTIST CHURCH 3350 N HWY 77 WAXAHACHIE, TX 75165
- 16 RED OAK MUNICIPAL CENTER 200 LAKEVIEW PKWY RED OAK, TX 75154
- 17 SALVATION ARMY OF ELLIS COUNTY 620 FARLEY STREET WAXAHACHIE, TX 75165
- 18 \* FIRST UNITED METHODIST -BARWELL 104 PECAN STREET BARDWELL, TX 75119 (**Bardwell**)
- 19 \* HARVEST OF PRAISE MINISTRY 2603 S HAMPTON RD, GLENN HEIGHTS, TX 75154 (**Glenn Heights**)

Last day to register to vote for the Constitutional Amendment and Joint Election is: **Monday, October 07, 2019.**

*Último día para registrarse para votar en la Elección Sobre Enmiendas Constitucional y Conjunta es: lunes, 07 de octubre de 2019.*

Last day for the Election's Office to receive a Regular or FPCA Ballot by Mail Application: **Friday, October 25, 2019.**

*El Último día para que la Oficina de Elecciones reciba una solicitud regular o una solicitud de tarjeta postal federal para votar por correo (FPCA-*por sus siglas en inglés*) es: viernes, 25 de octubre de 2019.*

For More Information: Website at [www.co.ellis.tx.us/Elections](http://www.co.ellis.tx.us/Elections)

OR Contact us at Elections Office 204 E Jefferson Waxahachie, TX 75165 972-825-5195

OR [Facebook.com/EllisCountyElections](https://www.facebook.com/EllisCountyElections)

**\*\*Locations #18-#19 pending if the listed Political Subdivision cancels their Election.**

**Estimated Cost for November 5, 2019**  
**Constitutional Amendment Election Sharing with Political Subdivisions**

Item	Estimated Total Invoiced Cost of Election
<b>Election Day Locations</b>	<b>19</b>
<b>Early voting Locations</b>	<b>6</b>
<b># of Ballots used (official and testing)</b>	<b>est 20,000</b>
Election Systems & Software (ES&S) Ballot Printing Services Cost	\$3,400.00
Election Systems & Software (ES&S) Ballot Layout Charges	\$1,260.00
Election Systems & Software (ES&S) Ballot Audio Charges	\$6,000.00
Election Systems & Software (ES&S) Electronic Voting system programing	\$3,200.00
Election Systems & Software (ES&S) Testing and Coding Ballots	\$600.00
Waxahachie Newspaper Public Notice of Testing of Electronic voting System	\$120.00
Waxahachie Newspaper Public Notice of Election	\$1,500.00
Precinct Kits for Early Voting and Election Day: Labels, paper, envelopes, supplies, pens, tape, copies for precinct packets and training packets, signs for posting of state required information at polling place	\$1,250.00
Rental of County voting equipment DS200 Machines at \$57.50 each.	\$1,437.50
Rental of County voting equipment ExpressVote Terminal Marking Device (ADA) at \$33.25 each	\$5,320.00
Movers Transportation of Voting Equipment 19 Election Day and 6 EV locations Dropped off and picked up after election	\$2,500.00
Voting Places Rental Charges locations	\$1,000.00
<b>Election Day # of Poll workers</b>	<b>76</b>
Election Day: Judges at \$10.50, Alternate Judges at \$9.50, Clerks at \$9.00 at 19 Polling Location on Election day Estimate of 76 poll workers, 15 hours on ED, 2 hours training, Judge pickup fees \$25	\$15,000.00
<b>Early voting # of Poll workers</b>	<b>24</b>
Regular 5 County EV site: Head Clerk at \$10.50, Clerks at \$9.00 at 5 Early Voting Locations Estimate of 24 Poll Workers 80reg & 44 OT hours, 2 hours training, Judge pickup fees \$25, Fica, Medicare	\$33,700.00
<b>Additional Location Early voting # of Poll workers</b>	<b>4</b>
Entity (Glenn Heights) Requested EV site: Head Clerk at \$10.50, Clerks at \$9.00 at Harvest of Praise Early Voting Location Estimate of 4 Poll Workers 80reg & 44 OT hours, 2 hours training, Judge pickup fees \$25, Fica, Medicare	\$6,000.00
<b>Early Voting Mail Ballots Request</b>	<b>200</b>
Cost for Early Voting mail Ballots for postage and materials for regular ballot	\$478.00
WiFi for Early voting and Election Day Laptops	\$800.00
Additional Office Personnel to assist before/during/after the Election and technicians for Early Voting and Election Day, Central Counting Station, and Early voting Ballot Board	\$6,500.00
Technicians Mileage for Early Voting and Election Day Support at polling sites	\$200.00
<b>Estimated Cost of Election Expenses</b>	<b>\$84,265.50</b>
<b>County Election Services Contract 10% Admin Fee</b>	<b>\$8,426.55</b>
<b>Estimated Total Cost of Joint Election</b>	<b>\$92,692.05</b>

**Political Subdivisions estimated cost of contracting with the Elections Department  
for November 5, 2019 Election (Estimated Cost Before Cancellations)**

ENTITY	Voters 7/2019	Estimated Cost	80% of Deposit
BARDWELL CITY	293	\$2,500.00	\$2,000.00
GLENN HEIGHTS CITY	2106	\$9,850.00	\$7,880.00
OVILLA CITY	2989	\$3,000.00	\$2,400.00
BUENA VISTA-BETHAL SUD	4110	\$4,400.00	\$3,520.00
ENNIS CITY	9327	\$10,400.00	\$8,320.00

**The following Political Subdivisions will be having an Election on  
November 5, 2019.  
They will be contracting with the Election's Department to conduct their  
Election.**

Ellis County Constitutional Amendment Election voting to adopt or reject ?? proposed propositions  
City of Bardwell Special Election to Fill Vacant Positions for the purpose of electing a Mayor & two At-Large Council Members – Vote for two, Unexpired Terms  
City of Ennis Special Election voting to adopt or reject ?? proposed proposition  
City of Glenn Heights General Election for the purpose of electing a Mayor & At-large Council Members Places 2, 4 & 6  
City of Ovilla Special Bond Election voting to adopt or reject one proposed proposition  
Buena Vista-Bethel Special Utility District General Election for the purpose of electing two At-Large Member of Board of Directors – Vote for Two

Pending

## AGENDA ITEM REPORT

Item 10 – Item(s) pulled from consent agenda

Meeting Date: August 12, 2019

Department: Administration

Discussion Action

Budgeted Expense:  YES  NO  N/A

Submitted by: Staff

Amount: N/A

### Attachments:

1. None

### Agenda Item / Topic:

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

### Discussion / Justification:

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	July 2019	July 2019 YTD	July 2018	July 2018 YTD
Accident	4	46	0	30
Alarms	22	122	21	125
Arrest	4	42	7	42
Assault/Assault FV	4	9	3	8
Assists	79	586	35	377
Building / House Security Check	674	4601	546	4016
Burglary	0	0	0	1
Burglary of Motor Vehicle	0	2	0	0
Criminal Mischief	0	3	0	1
Disturbance	9	74	2	42
Neighborhood Check	1074	8451	682	7720
Other Calls for Service	74	642	56	361
Suspicious Person	5	47	3	42
Suspicious Vehicle	22	96	6	105
Theft	2	7	1	7
Traffic Assignment/School Enforcement	16	125	13	68
<b>TOTAL CALLS FOR SERVICE</b>	<b>1989</b>	<b>14853</b>	<b>1375</b>	<b>12945</b>

Volunteer and Reserve Officer Hours	38.5	115.5	12	287.5
Average Response Time (Minutes)	3.33	3.8047143	3.58	4.4314286
Total Citations	44	502	76	720
Total Traffic Stops *****	266	1927	205	1785
Traffic Stop Disposition Warning *****	226	1461	135	1103
Traffic Stop Disposition Citation *****	40	451	70	682
<b>PERCENT OF STOPS RECEIVING CITATIONS</b>	<b>15.0</b>	<b>23.4</b>	<b>34.1</b>	<b>38.2</b>

**STAFFING**

Full Time Sworn	10			
Full Time Civilian	1			
Part Time Sworn	3			
Reserve Officer	1			
<b>Total</b>	<b>15</b>			

July 2019	TO	August 2019	MILEAGE	MAINTENANCE PERFORMED
Police Unit #	Begin	End	Accrued	
103	147,103	147,346	243	Registration/Inspection
105	112,450	112,592	142	battery/ Circuit Braker/ Recall
116	89,928	92,677	2749	Oil Change/ Tires Rotated/ Recall/ New Catilitic Converter
117	73,128	76,119	2991	Recall done by dealership
216	22659	23,412	753	Recall / Inspection/ Registration
119	8,049	10,245	2196	Oil Change/ Tires Rotated/ Recall
Vehicles	Begin	End	Accrued	
2017 F250 4x4	14141	14382	241	
2015 2500 HD Silverado	41250	42108	858	
2011 3500HD Silverado	55792	56122	330	
2008 2500HD Animal Control	84876	84914	38	
2019 f250 Animal Control	5347	6089	742	
2008 1500 Silverado	114647	114930	283	
2001 C6500 Dump Truck	189157	189215	58	
1999 International Patch Trk	312128	312128	0	
1998 Ford Dump Truck	55018	55036	18	
HOURS	HOURS	HOURS		
New Holland Skid LS60	1287.2	1288.9	1.7	
1999 Kubota Tractor	986.3		-986.3	At Kubota for Brakes- Unknown at this time.
1992 Ford Tractor	1090.4	1090.4	0	
Sweeper	619.9	619.9	0	
310K John Deere Backhoe	1930.3	1953.3	23	
Ingersoll Mobil Air Compress	1320.8	1320.8	0	

Green Golf Cart	762.1	762.1	<b>0</b>	
Jet Machine	500.2	500.2	<b>0</b>	
Vac Machine 2017	106.2	111.8	<b>5.6</b>	
Boomag 900-50 packer	193.9	193.9	<b>0</b>	
2016 Exmark	298.6	304.8	<b>6.2</b>	
2013 Exmark	438.4	448.2	<b>9.8</b>	
2004 Exmark	1050.8	1052.5	<b>1.7</b>	
JCB Backhoe	69.2	69.2	<b>0</b>	

# Ovilla Fire Department

## July Monthly Report



**Fire Chief Brandon Kennedy**

105 S. Cockrell Hill Road  
Ovilla Texas, 75154  
[cityofovilla.org](http://cityofovilla.org)

## **Mission Statement**

The mission of the Ovilla Fire Department is to provide services designed to protect citizens and property of the City of Ovilla and outlying areas. All persons and or departments requesting assistance from the Ovilla Fire Department because of the adverse effects of fire, medical emergencies, or hazardous conditions created by man or nature will be dealt with in a professional manner, consistent with the economic capability of the community.

## **Summary of Staffing for the Department**

- Currently the Department has 3 Firefighter Paramedic positions open.
- Currently the Department has 2 Volunteer Firefighter Positions open. This is due to the volunteers getting hired on at full time departments. We are currently looking for more volunteers.
- Current Staffing
  - 2 Chiefs
  - 4 Captains
  - 21 Firefighter Paramedics
  - 8 Firefighter EMT-Basics
  - 9 Volunteer Firefighters
  - Total Staffing of 44 out of 50 positions
- Of the Volunteers on staff,
  - 3 of them are Dual Certified, meaning they have their Fire Certs and EMT Basic
  - 1 have just their Fire Certs
  - 4 have just their EMT- Basic
  - 1 Volunteer does not have any Certification at this time.

## **Grants Report**

- Have turned in four Texas Forestry Service Grants, waiting for notification of award
  - Have applied for a bunker gear grant that we are still waiting to hear if awarded
  - Have applied for a Brush Truck Chassis grant that we are still waiting to hear if awarded
  - Have applied for a Skid Unit to be placed onto Brush Truck Chassis if awarded
  - Have applied for a Brush Truck grant that we are still waiting to hear if awarded
  - SAFER Grant has been turned in, August notification time frame

## Summary of Events for the Department

- July, we had a total of 66 calls through dispatch and several public service calls that were not dispatched. These come from a resident calling the station phone and need assistance with smoke detector batteries. We are trying to reach out to the residents to let them know we can assist them with smoke detector batteries and installation. We will not purchase them but as long as they purchase the detector and or batteries, we will be happy to assist them.
- Siren Testing complete and all working properly.
- Training with the Volunteers on their regular scheduled nights, on drivers training.
- Put 6 Volunteers through drivers training course and Class B testing with three of them successfully completing and receiving their State of Texas Class B License.

## Summary of Staffing for the Month

- 7 days a week we have 3 - 24-hour part time positions (0800 – 0800)
- These positions were **100%** filled this month
- 7 nights a week we have 1 – 12-hour shift that is covered by volunteers (2000 – 0800)
- Saturday and Sunday (0800 – 2000)
- **8 / 8** weekend day shifts were covered by a Volunteer
- **50 / 62** Volunteer shifts were covered, and these **50** shifts had 4 personnel on the Engine

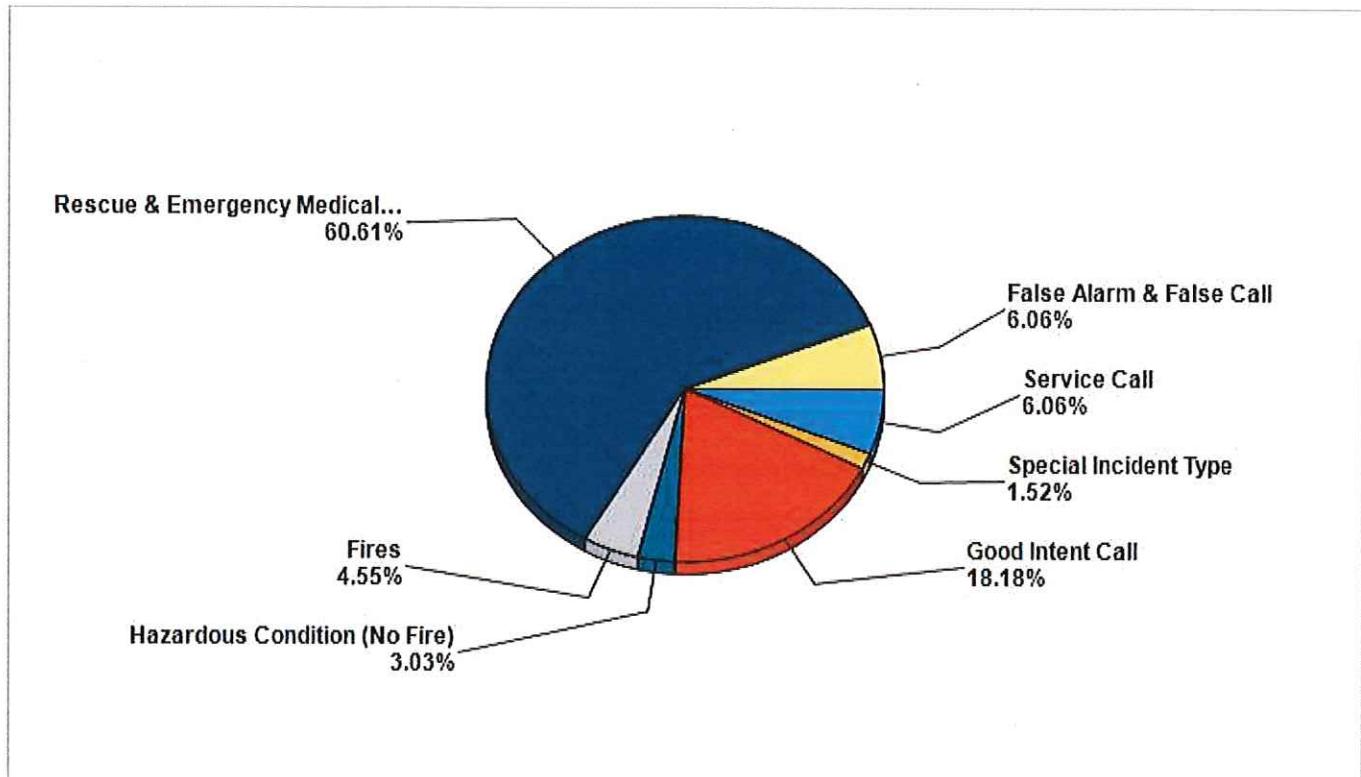
## Summary of Activity from Deputy Chief / Fire Marshal's Office

- 4 Consults
- 3 Inspection
- Respond to incidents as available
- 3 Meetings
- Back-Up for Ovilla PD
- QCI reports
- Plan Review

## Monthly Call Summary

INCIDENT COUNT		
INCIDENT TYPE	# INCIDENTS	
EMS	40	
FIRE	26	
<b>TOTAL</b>	<b>66</b>	
MUTUAL AID		
Aid Type	Total	
Aid Given	10	
Aid Received	4	
OVERLAPPING CALLS		
# OVERLAPPING	% OVERLAPPING	
2	3.03	
LIGHTS AND SIREN - AVERAGE RESPONSE TIME (Dispatch to Arrival)		
Station	EMS	FIRE
Station 701	0:06:21	0:09:24
<b>AVERAGE FOR ALL CALLS</b>		<b>0:07:11</b>
LIGHTS AND SIREN - AVERAGE TURNOUT TIME (Dispatch to Enroute)		
Station	EMS	FIRE
Station 701	0:01:15	0:01:44
<b>AVERAGE FOR ALL CALLS</b>		<b>0:01:23</b>

## Breakdown by Major Incident Type



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	3	4.55%
Rescue & Emergency Medical Service	40	60.61%
Hazardous Condition (No Fire)	2	3.03%
Service Call	4	6.06%
Good Intent Call	12	18.18%
False Alarm & False Call	4	6.06%
Special Incident Type	1	1.52%
<b>TOTAL</b>	<b>66</b>	<b>100.00%</b>

Average .75 fires per week

Average 2.12 calls per day

Average 16.5 calls per week

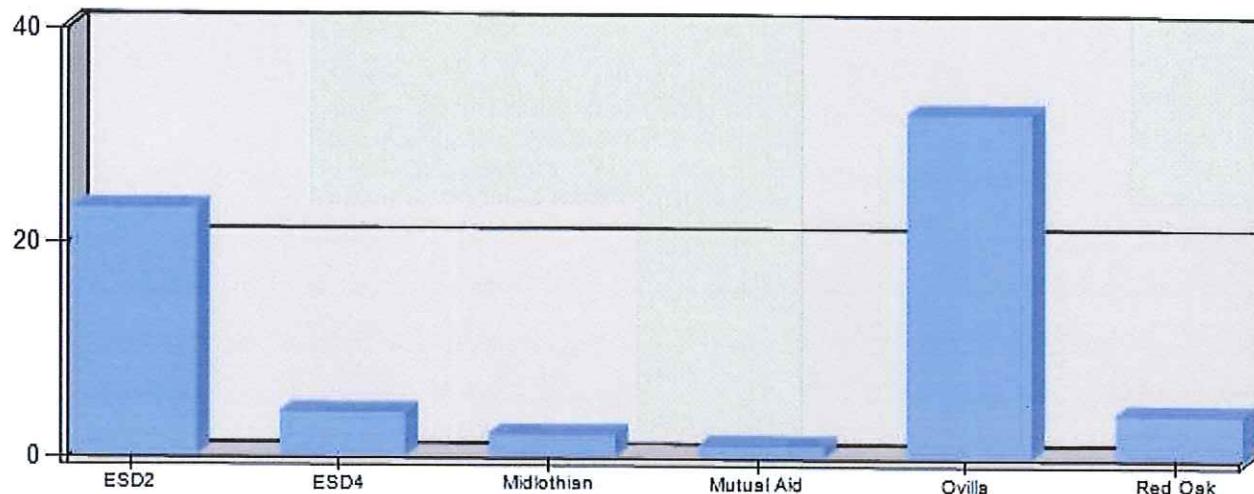
C701 Responses | **11**

C702 Responses | **19**

Number of Overlapping Calls | **2**

**Total Ovilla Fire Department Runs | 66**

## Breakdown by Districts



District	2019	2018
ESD2 - ESD #2	23	28
ESD4 - ESD #4	4	7
Midlothian - Midlothian City Limits	2	10
Mutual Aid - Mutual Aid	1	7
Ovilla - City Limits	32	33
Red Oak - Red Oak City Limits	4	3
<b>TOTAL:</b>	<b>66</b>	<b>88</b>

*Districts are broken down by Cities or Areas we respond to.*

*Midlothian and Red Oak are what is called Automatic Aid due to being on the same dispatch system, and we are toned at the exact same time for an emergency that requires additional units to respond.*

*Mutual Aid is calculated by the cities that must call our dispatch center to request our help on incidents that occur in their cities. Examples are Glenn Heights, Desoto, Duncanville, Cedar Hill, Lancaster, Waxahachie, Ferris, and Wilmer.*

## Breakdown of Average Response Times by District for the Last Two Months

District	July 2019	June 2019
ESD2 - ESD #2	6.62	8.05
ESD4 - ESD #4	8.48	8.52
Midlothian - Midlothian City Limits	18.94	N/A
Ovilla - City Limits	5.49	4.75
Red Oak - Red Oak City Limits	17.19	9.48
Average Response Time for 1st Due Area	6.86	7.11

*Response times are figured by Time of Dispatch to Arrival at scene time. Overall the goal is that in our "First-In Districts", City Limits, ESD #2, and ESD #4, we are there in under 8 minutes.*

## Average Turn Out Time Dispatch to En-Route by Apparatus

APPARATUS	July 2019	June 2019
AIDAU	0:00	0:13
B701	0:00	0:00
C701	0:41	1:12
C702	1:17	1:08
E701	1:37	1:39
R755	1:33	0:00
<b>AVERAGE TURNOUT TIME:</b>	<b>0:51</b>	<b>0:42</b>

Turn out times are figured from time of dispatch to the time the Apparatus checks En-Route, and the goal with this time is to have an average turn out time of 1:30 over 90% of our calls.

## Incident Count Per Apparatus

APPARATUS	# of INCIDENTS
AIDAU	1
B701	2
C701	11
C702	19
E701	52
R755	2

This is showing how many runs were made by apparatus. AIDAU is number of runs made by an Automatic Aid Unit due to our unit being on another call.

## Fleet Report

Apparatus	Beginning Mileage	Ending Mileage	Mileage for the Month	Fuel Expenses	Maintenance Expenditures
B701	57,955	58,026	71	\$ 121.56	\$ 3,612.43
B702	3,941	3,953	12	\$ 74.54	\$ -
C701	23,325	23,900	575	\$ 169.50	\$ -
C702	101,624	102,194	570	\$ 138.90	\$ 33.75
E701	15,955	16,514	559	\$ 891.19	\$ 6,262.61
E702	28,626	28,891	265	\$ 90.49	\$ 6,526.53
E703	14,396	14,458	62	\$ 15.82	\$ -
R755	19,146	19,204	58	\$ 99.39	\$ 35.74
Station Supplies (Small Equipment Fuel, Propane, Other)				\$ 55.96	\$ -
Totals for the Month			2,172	\$ 1,657.35	\$ 16,471.06

# Ovilla Fire Department

Ovilla, TX

This report was generated on 8/8/2019 9:09:05 AM



## Fuel Usage for Vehicle Number for Apparatus for Date Range

Apparatus: All Apparatus | Vehicle(s): All Vehicles | Start Date: 07/01/2019 | End Date: 07/31/2019

COMPLETED DATE	DONE BY	HOURS	MILES	FUEL VOLUME	DEF VOLUME	COST	COMPLETED NOTES
<b>Apparatus: B701 Vehicle: 804</b>							
07/19/2019	Daniel Kennedy		57983.0	9.50		\$28.55	
<b>Apparatus Totals:</b>		<b>0.00</b>	<b>0.00</b>	<b>9.50</b>		<b>\$28.55</b>	
<b>Apparatus: C701 Vehicle: 806</b>							
07/15/2019	Brandon Kennedy		24394.0	21.18		\$63.50	
07/30/2019	Brandon Kennedy		24689.0	19.32		\$56.00	
<b>Apparatus Totals:</b>		<b>0.00</b>	<b>295.00</b>	<b>40.50</b>		<b>\$119.50</b>	
<b>Apparatus: C702 Vehicle: 807</b>							
07/29/2019	Kevin Lindsey		102119.0	27.47		\$74.15	
<b>Apparatus Totals:</b>		<b>0.00</b>	<b>0.00</b>	<b>27.47</b>		<b>\$74.15</b>	
<b>Apparatus: E701 Vehicle: 801</b>							
07/02/2019	Joe Lynn			16.95		\$50.83	
07/06/2019	Patrick Maples		16047.0			\$59.68	
07/08/2019	Daniel Kennedy		16087.0	11.81		\$34.26	
07/12/2019	Greg Goble	1873.0	16144.0	21.30		\$63.91	
07/15/2019	Andy Trojacek		16111.0	14.08		\$42.25	
07/17/2019	Patrick Maples		16229.0	17.89		\$53.54	
07/20/2019	Mike Cartwright			25.03		\$75.07	
07/27/2019	Joe Lynn			13.59		\$40.23	
07/29/2019	Patrick Maples		16508.0	15.50		\$45.85	
<b>Apparatus Totals:</b>		<b>0.00</b>	<b>461.00</b>	<b>136.15</b>		<b>\$465.62</b>	
<b>Apparatus: E702 Vehicle: 802</b>							
07/09/2019	Jake Emerson		28632.0	14.66		\$42.49	
07/25/2019	Daniel Kennedy			16.22		\$48.00	
<b>Apparatus Totals:</b>		<b>0.00</b>	<b>0.00</b>	<b>30.88</b>		<b>\$90.49</b>	

Records included must have Maintenance Type as 'Fuel' and be Completed. 'Hours' and 'Miles' represent the amounts at the time of the Maintenance Request in the 'Request Maintenance' screen. 'Fuel Volume' and 'DEF Volume' represent the amount of fuel added shown in the 'Complete Maintenance' screen and the unit of measurement (gallon, liter, etc...) is assumed as known to the Department running the report. 'Cost' is the amount shown in the 'Total' field in the 'Complete Maintenance' screen. Archived work orders are not included.

**Apparatus: R755 Vehicle: 808**

07/08/2019	Daniel Kennedy		55097.0	16.21		\$47.00	
	<b>Apparatus Totals:</b>	0.00	0.00	16.21		\$47.00	
	<b>Total For All:</b>		756.00	260.71		\$825.31	

Records included must have Maintenance Type as 'Fuel' and be Completed. 'Hours' and 'Miles' represent the amounts at the time of the Maintenance Request in the 'Request Maintenance' screen. 'Fuel Volume' and 'DEF. Volume' represent the amount of fuel added shown in the 'Complete Maintenance' screen and the unit of measurement (gallon, liter, etc...) is assumed as known to the Department running the report. 'Cost' is the amount shown in the 'Total' field in the 'Complete Maintenance' screen. Archived work orders are not included.



Date: August 12, 2019

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

**FROM:** Mike Collard - Public Works Director

**TOPIC:** Public Works Monthly Report - July 2019

---

**STAFFING:** 7 FTE positions approved; 6 FTE position filled

## WORK ORDERS

- 59 Work Orders completed
  - Streets & Parks 20 workorders closed
  - Water- 37 workorders closed
  - Admin- 2 workorders closed

## WATER

- Gallons purchased from DWU 25.651.00 MG, Retail Billed 18.021.10 MG, Retail Unbilled 15.7k, Builder metered 5.4k, Maintenance flushing 91.4k, Storage and Infrastructure approximately 2.250.00MG.
- Daily water sampling, monthly TCEQ water samples, residuals and site checks
- Read monthly water meters, water meter cutoffs and meter re reads
- Flushed dead end mains & Flushed for system residuals
- Made repairs to water Infrastructure as needed
- All Public Works employees attended two-day schooling from TCEQ over (NAP) Nitrification Action Plan

## SEWER

- Daily site checks and maintenance at Highland Meadows Lift Station
- Daily site checks and maintenance at Cumberland Lift station
- Daily site checks and maintenance Heritage lift station
- No repairs needed to pump's or stations this month

## STREETS/DRAINAGE

- Street maintenance to potholes
- Trimmed trees from right of ways and roadways as needed
- Mowed right of ways and ditches

## PARKS

- Mowing and grounds keeping - Cindy Jones Park, Heritage Park, Silver Spur Park & Ashburne Glen Park
- Mowing and grounds keeping - City Hall and all city owned property
- Maintenance and repairs to City facilities and buildings
- Monthly park inspections
- Maintained city marquee

**Items of concern – Intension is to come back to Council with options - Choose action plan**

- Transportation Issue – PW Director and Superintendent share one vehicle
- Water Pump Station
  - Chemical feeding facilities not in compliance with the minimum design requirements, mostly related to safety. (no forced ventilation, no lighting, no window in entry door, storage of spare chemicals cylinders in the PW garage, SBA (Self-contained Breathing Apparatus) is located on the side of chemical building and at the same location where the chemical vent pipe is located, no eyewash station, etc.)
  - Altitude valve vault; valve is leaking, electrical conduit inside is all corroded and hanging by the wires it meant to protect
- Public Works - rear parking area
  - not designed for the heavy equipment
  - potholes and rutting are everywhere
  - repairs are needed at a minimum
  - would be wise to replace with concrete (could bid the work as an optional item with the new City Hall) this parking would be useful even if we do relocate PW equipment and material storage.
- Public Works - equipment and materials storage, relocate to the pumping station
  - Relocate the existing awning and reuse it for materials storage
  - Build new canopy for equipment
  - Provide an enclosed building attached to new canopy for workshop area
  - I would like to present Council with options at a near future meeting
- SCADA – Add monitoring / control of, 3 Lift Stations, Chlorine system, Ammonia system
- GIS – Develop for water and sewer system
- Drainage system study – consider undertaking for entire system
- Street pavement assessment and maintenance plan

## 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: \_\_\_\_\_
- 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).

### NOTES:

DATE OF INSPECTION:

07/12/19

### 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

INSPECTION BY:

Daniel Durham

## 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: \_\_\_\_\_
- 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).

### NOTES:

DATE OF INSPECTION:

07/12/19

### 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 lead 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

INSPECTION BY:

Daniel Durham

## 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: \_\_\_\_\_
- 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).

### NOTES:

DATE OF INSPECTION:

07/12/19

### 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

INSPECTION BY:

Daniel Durham



---

DATE: August 12, 2019

TO: Honorable Mayor and Council Members

FROM:  
Linda Harding, Accountant

SUBJECT: Financial Statements Through June 2019

**City of Ovilla  
Financial Statement  
As of June 30, 2019**

<b>100 - General Fund</b>	Current Month Actual	YTD Actual	Annual Budget	% of Budget	Budget Remaining
<b>Revenue Summary</b>					
Taxes	30,799.18	2,193,715.99	2,364,276.00	91.48%	170,560.01
Licenses-Permits-Fees	14,900.64	96,327.69	108,086.00	89.12%	11,758.31
Services	23,816.69	338,039.82	588,496.00	57.44%	250,456.18
Fines & Forfeitures	9,195.71	86,398.03	252,705.00	34.19%	166,306.97
Not Categorized	29,141.41	36,961.76	0.00	0.00%	(36,961.76)
Other Revenue	6,739.86	193,615.87	158,310.00	122.30%	(35,305.87)
Transfers	0.00	4,123.97	682,685.00	0.60%	678,561.03
<b>Revenue Totals</b>	<b>114,593.49</b>	<b>2,936,928.06</b>	<b>4,154,558.00</b>	<b>70.25%</b>	<b>1,217,629.94</b>
<b>Expense Summary</b>					
Employee Benefits	54,949.30	261,224.88	442,988.00	58.97%	181,763.12
Special Expenses	4,388.66	20,230.07	38,888.00	52.02%	18,657.93
Repairs - Bldg & Machinery	26,471.95	111,250.89	148,196.00	75.07%	36,945.11
Professional Development	3,282.79	18,815.21	29,630.00	63.50%	10,814.79
Other Expense	3,361.90	30,333.34	59,577.00	50.91%	29,243.66
Personnel	101,111.49	1,139,278.31	1,521,090.00	74.90%	381,811.69
Not Categorized	0.00	0.00	0.00	0.00%	0.00
Special Services	5,317.50	74,854.42	101,999.00	73.39%	27,144.58
Contractual Services	21,585.35	150,785.96	322,998.00	46.68%	172,212.04
Operating Services	17,972.29	82,825.33	86,918.00	95.29%	4,092.67
Supplies	19,591.37	45,545.64	67,300.00	67.68%	21,754.36
Software & Computer Equipment	0.00	51,438.92	70,828.00	72.63%	19,389.08
Printing Expense	780.78	11,341.20	20,634.00	54.96%	9,292.80
Utilities	29,224.62	282,867.84	345,760.00	81.81%	62,892.16
Insurance	0.00	29,250.25	39,591.00	73.88%	10,340.75
Minor Capital Outlay	1,272.62	36,738.61	65,097.00	56.44%	28,358.39
Capital Outlay	156,273.03	492,800.78	747,064.00	65.97%	254,263.22
Reserve	0.00	0.00	0.00	0.00%	0.00
Vehicle Expenses	4,157.76	31,940.41	43,000.00	74.28%	11,059.59
Rentals	222.44	2,224.40	3,000.00	74.15%	775.60
<b>Expense Totals</b>	<b>449,963.85</b>	<b>2,873,746.46</b>	<b>4,154,558.00</b>	<b>69.17%</b>	<b>1,280,811.54</b>

**City of Ovilla  
Financial Statement  
As of June 30, 2019**

<b>110 - LEOSE</b>	Current Month Actual	YTD Actual	Annual Budget	% of Budget	Budget Remaining
<b>Revenue Summary</b>					
Transfers	0.00	0.00	1,152.00	0.00%	1,152.00
Revenue Totals	0.00	0.00	1,152.00	0.00%	1,152.00
<b>Expense Summary</b>					
Professional Development	0.00	0.00	1,152.00	0.00%	1,152.00
Expense Totals	0.00	0.00	1,152.00	0.00%	1,152.00

**City of Ovilla  
Financial Statement  
As of June 30, 2019**

<b>120 - Street Improvement Fund</b>	<b>Current Month Actual</b>	<b>YTD Actual</b>	<b>Annual Budget</b>	<b>% of Budget</b>	<b>Budget Remaining</b>
<b>Revenue Summary</b>					
Taxes	4,636.03	50,638.18	52,739.00	87.23%	2,100.82
Other Revenue	0.00	0.00	100.00	0.00%	100.00
Transfers	0.00	0.00	214,661.00	0.00%	214,661.00
Revenue Totals	0.00	50,638.18	267,500.00	17.20%	216,861.82
<b>Expense Summary</b>					
Capital Outlay	0.00	55,696.00	267,500.00	20.82%	211,804.00
Reserve	0.00	0.00	0.00	0.00%	0.00
Expense Totals	0.00	55,696.00	267,500.00	20.82%	211,804.00

**City of Ovilla  
Financial Statement  
As of June 30, 2019**

<b>130 - Court Technology</b>	Current Month Actual	YTD Actual	Annual Budget	% of Budget	Budget Remaining
<b>Revenue Summary</b>					
Fines & Forfeitures	301.71	1,881.85	5,424.00	34.69%	3,542.15
Revenue Totals	<b>301.71</b>	<b>1,881.85</b>	<b>5,424.00</b>	<b>34.69%</b>	<b>3,542.15</b>
<b>Expense Summary</b>					
Software & Computer Equipment	0.00	399.99	3,780.00	10.58%	3,380.01
Reserve	0.00	0.00	1,644.00	0.00%	1,644.00
Expense Totals	<b>0.00</b>	<b>399.99</b>	<b>5,424.00</b>	<b>7.37%</b>	<b>5,024.01</b>

**City of Ovilla  
Financial Statement  
As of June 30, 2019**

<b>140 - Court Security</b>	Current Month Actual	YTD Actual	Annual Budget	% of Budget	Budget Remaining
<b>Revenue Summary</b>					
Fines & Forfeitures	226.28	2,928.22	4,068.00	71.98%	1,139.78
Revenue Totals	226.28	2,928.22	4,068.00	71.98%	1,139.78
<b>Expense Summary</b>					
Other Expense	131.20	656.00	964.00	68.05%	308.00
Reserve	0.00	0.00	3,104.00	0.00%	3,104.00
Expense Totals	131.20	656.00	4,068.00	16.13%	3,412.00

**City of Ovilla  
Financial Statement  
As of June 30, 2019**

<b>150 - Equipment Replacement Fund</b>	Current Month Actual	YTD Actual	Annual Budget	% of Budget	Budget Remaining
<b>Revenue Summary</b>					
Transfers	12,598.04	12,598.04	70,913.00	17.77%	58,314.96
Revenue Totals	12,598.04	12,598.04	70,913.00	17.77%	58,314.96
<b>Expense Summary</b>					
Reserve	0.00	0.00	15,913.00	0.00%	15,913.00
Minor Capital Outlay	0.00	53,200.00	55,000.00	96.73%	1,800.00
Expense Totals	0.00	53,200.00	70,913.00	75.02%	17,713.00

**City of Ovilla  
Financial Statement  
As of June 30, 2019**

<b>200 - Water And Utilities Fund</b>	<b>Current Month Actual</b>	<b>YTD Actual</b>	<b>Annual Budget</b>	<b>% of Budget</b>	<b>Budget Remaining</b>
<b>Revenue Summary</b>					
Services	79,611.99	809,426.10	1,251,519.00	64.68%	442,092.90
Other Revenue	0.00	0.00	822,654.00	0.00%	822,654.00
Transfers	3,750.00	25,000.00	37,500.00	66.67%	12,500.00
Revenue Totals	<u>83,361.99</u>	<u>834,426.10</u>	<u>2,111,673.00</u>	<u>39.51%</u>	<u>1,277,246.90</u>
<b>Expense Summary</b>					
Reserve	0.00	0.00	705,201.00	0.00%	705,201.00
Personnel	32,124.02	258,393.10	344,133.00	75.09%	85,739.90
Not Categorized	0.00	0.00	0.00	0.00%	0.00
Employee Benefits	16,921.33	60,147.77	85,249.00	70.56%	25,101.23
Special Services	0.00	8,150.00	9,050.00	90.06%	900.00
Contractual Services	935.00	3,010.95	10,550.00	28.54%	7,539.05
Supplies	83.25	4,178.91	4,800.00	87.06%	621.09
Professional Development	0.00	620.40	2,200.00	28.20%	1,579.60
Software & Computer Equipment	100.00	8,464.98	22,296.00	37.97%	13,831.02
Printing Expense	1,290.00	5,743.42	5,750.00	99.89%	6.58
Utilities	51,738.62	412,947.18	695,628.00	59.36%	282,680.82
Repairs - Bldg & Machinery	805.14	42,984.53	46,200.00	93.04%	3,215.47
Other Expense	1,054.60	6,095.87	6,925.00	88.03%	829.13
Capital Outlay	48,618.00	68,065.27	132,092.00	51.53%	64,026.73
Rentals	0.00	0.00	250.00	0.00%	250.00
Operating Services	267.64	4,712.43	16,218.00	29.06%	11,505.57
Vehicle Expenses	796.41	7,980.23	9,200.00	86.74%	1,219.77
Insurance	0.00	5,117.25	7,931.00	64.52%	2,813.75
Minor Capital Outlay	970.00	7,560.74	8,000.00	94.51%	439.26
Expense Totals	<u>155,704.01</u>	<u>904,173.03</u>	<u>2,111,673.00</u>	<u>42.82%</u>	<u>1,207,499.97</u>

**City of Ovilla  
Financial Statement  
As of June 30, 2019**

<b>250 - WWW Infrastructure Improvements</b>	Current Month Actual	YTD Actual	Annual Budget	% of Budget	Budget Remaining
<b>Revenue Summary</b>					
Services	5,508.31	49,507.64	68,724.00	72.04%	19,216.36
Revenue Totals	5,508.31	49,507.64	68,724.00	72.04%	19,216.36
<b>Expense Summary</b>					
Reserve	0.00	0.00	68,724.00	0.00%	68,724.00
Expense Totals	0.00	0.00	68,724.00	0.00%	68,724.00

**City of Ovilla  
Financial Statement  
As of June 30, 2019**

<b>300 - Capital Projects Fund</b>	Current Month Actual	YTD Actual	Annual Budget	% of Budget	Budget Remaining
<b>Revenue Summary</b>					
Other Revenue	0.00	0.00	270.00	0.00%	270.00
Revenue Totals	0.00	0.00	270.00	0.00%	270.00
<b>Expense Summary</b>					
Reserve	0.00	0.00	270.00	0.00%	270.00
Capital Outlay	0.00	0.00	0.00	0.00%	0.00
Expense Totals	0.00	0.00	270.00	0.00%	270.00

**City of Ovilla  
Financial Statement  
As of June 30, 2019**

<b>400 - Debt Service Fund</b>	Current Month Actual	YTD Actual	Annual Budget	% of Budget	Budget Remaining
<b>Revenue Summary</b>					
Taxes	2,033.98	456,847.15	463,910.00	98.48%	7,062.85
Other Revenue	0.00	0.00	550.00	0.00%	550.00
Transfers	0.00	0.00	110,490.00	0.00%	110,490.00
Revenue Totals	<u>2,033.98</u>	<u>456,847.15</u>	<u>574,950.00</u>	<u>79.46%</u>	<u>118,102.85</u>
<b>Expense Summary</b>					
Long Term Debt	0.00	87,225.00	574,950.00	15.17%	487,725.00
Expense Totals	<u>0.00</u>	<u>87,225.00</u>	<u>574,950.00</u>	<u>15.17%</u>	<u>487,725.00</u>

**City of Ovilla  
Financial Statement  
As of June 30, 2019**

<b>500 - Municipal Development District Fund</b>	Current Month Actual	YTD Actual	Annual Budget	% of Budget	Budget Remaining
<b>Revenue Summary</b>					
Taxes	6,122.00	57,737.50	50,500.00	102.21%	(7,237.50)
Other Revenue	0.00	0.00	600.00	0.00%	600.00
Revenue Totals	<u>0.00</u>	<u>57,737.50</u>	<u>51,100.00</u>	<u>101.01%</u>	<u>6,637.50</u>
<b>Expense Summary</b>					
Special Services	0.00	1,600.00	1,600.00	100.00%	0.00
Supplies	0.00	83.00	100.00	83.00%	17.00
Insurance	0.00	70.00	272.00	25.74%	202.00
Reserve	<u>0.00</u>	<u>0.00</u>	<u>48,628.00</u>	<u>0.00%</u>	<u>48,628.00</u>
Expense Totals	<u>0.00</u>	<u>1,753.00</u>	<u>50,600.00</u>	<u>3.46%</u>	<u>48,847.00</u>

**City of Ovilla  
Financial Statement  
As of June 30, 2019**

<b>600 - 4B Economic Development Fund</b>	Current Month Actual	YTD Actual	Annual Budget	% of Budget	Budget Remaining
<b>Revenue Summary</b>					
Taxes	9,272.05	99,815.07	106,000.00	85.42%	6,184.93
Other Revenue	0.00	0.00	2,100.00	0.00%	2,100.00
Transfers	0.00	0.00	244,324.00	0.00%	244,324.00
Revenue Totals	<u>9,272.05</u>	<u>99,815.07</u>	<u>352,424.00</u>	<u>25.69%</u>	<u>252,608.93</u>
<b>Expense Summary</b>					
Other Expense	0.00	0.00	25,100.00	0.00%	25,100.00
Reserve	0.00	64,232.00	79,232.00	81.07%	15,000.00
Special Services	0.00	0.00	500.00	0.00%	500.00
Supplies	0.00	0.00	100.00	0.00%	100.00
Professional Development	0.00	1,218.12	2,800.00	43.50%	1,581.88
Not Categorized	0.00	0.00	0.00	0.00%	0.00
Printing Expense	0.00	83.00	300.00	27.67%	217.00
Insurance	0.00	70.00	272.00	25.74%	202.00
Capital Outlay	<u>7,700.00</u>	<u>14,850.00</u>	<u>150,000.00</u>	<u>9.90%</u>	<u>135,150.00</u>
Expense Totals	<u>7,700.00</u>	<u>80,453.12</u>	<u>258,304.00</u>	<u>31.15%</u>	<u>177,850.88</u>

City of Ovilla  
 Financial Statement  
 As of June 30, 2019

800 - Water And Utilities Impact Fee Fund	Current Month Actual	YTD Actual	Annual Budget	% of Budget	Budget Remaining
<b>Revenue Summary</b>					
Services	6,487.41	48,018.34	54,756.00	87.70%	6,737.66
Revenue Totals	<u>6,487.41</u>	<u>48,018.34</u>	<u>54,756.00</u>	<u>87.70%</u>	<u>6,737.66</u>
<b>Expense Summary</b>					
Reserve	0.00	0.00	54,756.00	0.00%	54,756.00
Expense Totals	<u>0.00</u>	<u>0.00</u>	<u>54,756.00</u>	<u>0.00%</u>	<u>54,756.00</u>

**City of Ovilla  
Financial Statement  
As of June 30, 2019**

<b>700 - Park Impact Fund</b>	Current Month Actual	YTD Actual	Annual Budget	% of Budget	Budget Remaining
<b>Revenue Summary</b>					
Services	1,003.56	7,024.92	8,613.00	81.56%	1,588.08
Other Revenue	0.00	0.00	180.00	0.00%	180.00
Revenue Totals	<u>1,003.56</u>	<u>7,024.92</u>	<u>8,793.00</u>	<u>79.89%</u>	<u>1,768.08</u>
<b>Expense Summary</b>					
Reserve	0.00	0.00	6,618.00	0.00%	6,618.00
Minor Capital Outlay	0.00	0.00	500.00	0.00%	500.00
Capital Outlay	0.00	0.00	1,675.00	0.00%	1,675.00
Expense Totals	<u>0.00</u>	<u>0.00</u>	<u>8,793.00</u>	<u>0.00%</u>	<u>8,793.00</u>



DATE: AUGUST 12, 2019

TO: Honorable Mayor and Council Members

FROM:  
Linda Harding, Accountant

SUBJECT: Transactions Over \$5,000 For JUNEI 2019

CITY OF OVILLA PAYMENTS OVER \$5,000 JUNE 30, 2019

Check Date	Check #	Vendor	Invoice Number	Invoice Description	Payment Amount
6/14/2019		United Health Care	INS	INS	48,635.74
6/13/2019		Internal Revenue Service	PY6142019	Biweekly Payroll 6/14/2019	9,075.33
6/24/2019		Internal Revenue Service	PY6282019	Biweekly Payroll 6/28/2019	9,108.78
6/6/2019	049139	T. M. R. S.	PY5172019	Biweekly Payroll 5/17/2019	8,792.67
6/6/2019	049139	T. M. R. S.	PY5312019	Biweekly Payroll 5/31/2019	8,919.78
6/6/2019	049139	T. M. R. S.	PY532019	Biweekly Payroll 5/3/2019	8,696.17
6/6/2019	049141	Circle H Contractors, LP	2478	rave coating on manholes -	48,618.00
6/14/2019	049167	Community Waste Disposa	920475	SOLID WASTE, MAY	22,025.20
6/14/2019	049168	Ellis County Precinct #4	Revised Inv 05/20/2	WestLawn Dr, WillowWood I	55,526.00
6/14/2019	049170	Franklin Legal Publishing,	2005812	CODE OF ORDINANCES, SL	1,710.00
6/14/2019	049170	Franklin Legal Publishing,	2006157	CODE OF ORDINANCES SUP	1,650.00
6/17/2019	049179	Eikon Consulting Group, LI	18138 10 2	HERITAGE GLEN PLAN REVII	680.00
6/17/2019	049179	Eikon Consulting Group, LI	18138 11 1	BRYSON MANOR PHASE 3	1,360.00
6/17/2019	049179	Eikon Consulting Group, LI	18138 12 1	CITY ADA ASSESSMENT OF	1,212.50
6/17/2019	049179	Eikon Consulting Group, LI	18138 12 2	CITY ADA ASSESSMENT OF	3,637.50
6/17/2019	049179	Eikon Consulting Group, LI	18138 5	PROFESSIONAL SERVICES	170.00
6/17/2019	049179	Eikon Consulting Group, LI	18138 6	PROFESSIONAL SERVICES	170.00
6/17/2019	049179	Eikon Consulting Group, LI	18138 9 3	WATER ST BRIDGE IMPROVI	5,886.65
6/17/2019	049179	Eikon Consulting Group, LI	18138 9 4	WATER STREET BRIDGE IMF	9,150.00
6/17/2019	049182	Prosperity Bank	Ellis County Title Co	Ellis County Title Company -	4,143.06
6/20/2019	049196	City of Dallas	50301792959	5/3/2019-6/1/2019	22,095.61
6/20/2019	049198	Clifford Power Systems, In	84072	TML CLAIM - GENERATOR R	313.09
6/20/2019	049198	Clifford Power Systems, In	84099	TML CLAIM - GENERATOR R	1,753.32
6/20/2019	049198	Clifford Power Systems, In	85499	TML CLAIM - GENERATOR D	2,989.11
6/20/2019	049198	Clifford Power Systems, In	86218	TML CLAIM - GENERATOR R	4,502.35
6/20/2019	049207	Trinity River Authority of	TBH 1409	JULY	27,877.00
6/20/2019	049209	Wex Bank - Shell	STATEMENT	STATEMENT	3,517.27
6/25/2019	049223	Gexa Energy LP	28073956 4	28073956 4	1,277.04
6/25/2019	049223	Gexa Energy LP	28073958 4	28073958 4	4,612.95
6/17/2019	1012	Eikon Consulting Group, LI	18138 13 1	MAIN ST SEWER IMPROVEM	6,700.00
				Total	324,805.12

Name	Account #	Previous Balance	NEW BALANCE	As Of
<a href="#"><u>Debt Fund</u></a>	✓ *0291	47,057.05	47,089.02	8/8/2019
<a href="#"><u>General Fund Reserve</u></a>	608	57,071.83	57,306.61	8/8/2019
<a href="#"><u>GF Reserve CD</u></a>	✓ *0694	251,892.92	251,892.92	8/8/2019
<a href="#"><u>Water Impact</u></a>	✓ *2322	483.56	483.56	8/8/2019
<a href="#"><u>4B EDC</u></a>	✓ *3691	559,631.24	552,403.38	8/8/2019
<a href="#"><u>Fire Dept. Auxil.</u></a>	✓ *3909	3,590.00	3,590.00	8/8/2019
<a href="#"><u>Water Money Market</u></a>	✓ *4323	191,576.30	191,739.01	8/8/2019
<a href="#"><u>MDD Fund</u></a>	✓ *7451	325,425.53	330,569.95	8/8/2019
<a href="#"><u>Water Credit Card</u></a>	✓ *7531	140.65	140.77	8/8/2019
<a href="#"><u>GF Reserves Money Mkt.</u></a>	✓ *7583	129,756.14	129,866.34	8/8/2019
<a href="#"><u>GF Money Market</u></a>	✓ *7605	233,349.38	233,547.57	8/8/2019
<a href="#"><u>Park Fund Money Mkt.</u></a>	✓ *7613	81,879.34	81,941.93	8/8/2019
<a href="#"><u>Capital Projects Money Mkt.</u></a>	✓ *7648	132,233.10	132,345.41	8/8/2019
<a href="#"><u>W&amp;S Impact-Sewer</u></a>	✓ *8699	117,787.44	117,787.44	8/8/2019
<a href="#"><u>employee benefit trust</u></a>	✓ *8777	679.75	79.33	8/8/2019
<a href="#"><u>GF Operating</u></a>	✓ *9437	1,765,681.39	993,189.55	8/8/2019
<a href="#"><u>W&amp;S Fund Operating</u></a>	✓ *9445	1,039,176.05	1,040,879.29	8/8/2019
<a href="#"><u>Police Special Fund</u></a>	✓ *9792	215.51	215.51	8/8/2019
<b>SUB TOTAL</b>		<b>4,937,627.18</b>	<b>4,165,067.59</b>	
TexPool - CAPITAL PROJECT	1878	314.44	314.44	8/8/2019
TexStar - GENERAL FUND	1110	3,883.16	3,898.61	8/8/2019
TexStar - GENERAL FUND	1120	967.78	971.55	8/8/2019
TexStar - W&S IMPACT	3540	3,285.78	3,298.84	8/8/2019
TexStar - CAPITAL PROJECT	5340	1,454.31	1,460.09	8/8/2019
TexStar - W&S FUND	5350	1,192.34	1,197.16	8/8/2019
Bryson Manor - GENERAL FUNC	8662	300,250.28	300,505.29	8/8/2019
Leose	2510	1.79	1.79	8/8/2019
<b>TOTAL BANK BALANCES</b>		<b>5,248,977.06</b>	<b>4,476,715.36</b>	

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**

Calls For Service	July. 2019	July.2019 YTD	July.2018	
Complaint (Nuis 41,Permit 7,Parking 11)	59	377	54	
Follow up (Nuis 45 Permit 8 Park 17)	64	404	56	
Door Notice (Nui -31, Permit-4 Parking 3)	43	185	23	
Mail Notice ( Parking 3 nuisance 8 perm 3 )	14	86	28	
Posted Property (nuisance 6 )	6	80	4	
Court 5 Parking set for trial	\$0	\$936	\$134.00	
Citizen Contacts	72	392	73	
Permits Reviewed	24	142	17	
Permits Issued	20	130	12	
Inspections	47	197	20	
Nuisance Abated by City 2 Illegal Dumping	3	18	0	
Nuisance Signs (Garage sale-19 business 34)	53	282	48	
Board of Adjustment 3 app	3	7	7	

**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**

Calls For Service	July.2019	July.2019 YTD	July.2018	
Complaint (Regist-24 At Large 9 Bark 2)	35	235	27	
Follow up	39	253	29	
Door Notice (Regis 20, at large 1 Bark 2 )	23	144	22	
Impounded Animal (Dog 7)	7	52	8	
Animal welfare check	11	96	6	
Impound Results (Transport 2 ,Ret to own 5)	7	58	8	
Impound fee collected	\$115.00	\$1,105.00	190	
Court	\$0.00	\$0.00	0	
Citizen Contacts	37	205	46	
Animal registration \$144	12	76	14	
Registration Letter Mailed	18	132	22	
Nuisance letter -2 barking 1 At large	3	16	2	
Animals released possum 2	2	18	3	
Deceased removed	26	146	27	
Oak Leaf - 2 call ( 1 cat , 2 dog)	2	14	3	
Traps Checked Out	6	28	3	

## Ovilla Municipal Court Report

FY-2018- 2019	City		Total Traffic Cases Filed	Ordinance Filed	Total Revenue	Amount Kept by City	Amount sent to State	Warrants Issued	Warrants Cleared	Uncontested Disposition	Defensive Driving	Deferred Disposition	Compliance Dismissals	Trial
	Total	Average												
October	72	3	\$17,292.87		\$11,166.04	\$6,126.83	27	14	29	25	36	3	0	
November	103	0	\$13,685.20		\$8,633.25	\$5,051.95	29	4	27	14	43	1	0	
December	88	6	\$17,303.50		\$10,482.81	\$6,820.69	18	10	37	24	11	4	0	
January	84	0	\$13,301.60		\$8,003.11	\$5,298.49	22	16	23	25	36	4	0	
February	66	0	\$17,423.00		\$10,777.36	\$6,645.64	18	15	34	13	31	1	0	
March	83	2	\$19,666.96		\$13,787.61	\$5,879.35	71	11	41	21	31	1	0	
April	80	0	\$18,574.30		\$12,336.01	\$6,238.29	22	25	40	16	26	3	0	
May	69	0	\$17,054.10		\$10,319.97	\$6,734.13	40	20	35	26	30	1	0	
June	94	0	\$15,995.01		\$9,917.11	\$6,077.90	38	25	43	12	16	1	1	
July	45	2	\$14,500.00		\$10,271.27	\$4,228.73	29	16	24	13	5	2	0	
August														
September														
Totals	784	13	\$164,796.54		\$105,694.54	\$59,102.00	314	156	333	189	265	21	1	

### 2017-2018 FY

July	82	0	\$25,100.40	\$14,834.75	\$10,265.65	27
FY Totals	1049	11	\$205,228.73	\$124,487.00	\$80,741.73	208

### Staffing

Full Time Court Clerk	1
Full Time Deputy Court Clerk	1
Judge	1
Prosecutor	1



---

To: Mayor and City Council Members  
From: John R. Dean, City Manager  
Date: 08/05/2019

Re: City Manager's Monthly Report (July)

Hidden Valley Estates:

- No change to previous report.

Bryson Manor:

- Bryson Manor Phase III plans reviewed and received comment from the City Engineer returned to Bryson Manor Engineers.
- Phase three will have to go through both final and preliminary platting due to the significant change in the number of lots.
- We responded to questions from the engineer.

Public Works:

- Swings ordered.
- Crack sealer ordered.

Water St Bridge: Met with Commissioner Butler and County Engineers along with the City Engineer to coordinate improvements and received an update from the Commissioner.

Project Progress:

City Facilities connected to sewer:

- The City Engineer has prepared an estimate of cost. We presented the cost estimate to the EDC to as a project. The EDC held a public hearing on the project. The EDC committed to fund up to \$150,000 for the project. The City Council conducted two readings of a resolution and approved the project. EDC approved amending the budget in April and it will be presented for Council consideration in May. Budget was amended in May for the EDC portion of the project.
- The City Engineers plans complete.
- Bid documents complete.

FY 2019 Street Improvements:

- Westlawn Drive – Asphalt complete
- Holly Lane - prep work complete
- Slippery Elm Drive – Asphalt complete
- Green Wood Drive – Asphalt complete
- Willow Wood Lane – Asphalt complete
- Dusty Oaks Trail – Asphalt complete

Ticket Writers: Continued working with the company to field equipment and begin implementation.

Administrative:

- Public Works Director hired and began work.

- Met with several residents and addressed various concerns.
- Worked on FY 2020 budget.
- Delivered draft budget with changes to City Council
- Prepared for and attended budget workshop.
- Reviewed plats.
- Coordinated with Ellis County regarding the Heritage Glen subdivision plat.
- Met with CWD several times on various issues and topics.
- Researched street maintenance and drainage maintenance programs in other cities.
- Reviewed legislative changes.
- Worked on property tax information for council consideration.
- Looked at options for city facilities as directed by City Council.
- Prepared and sent letters to the residents on solid waste.
- Talked to our financial advisors regarding possible future bonds.
- Met with Congressman Wright's representative.
- Met with Ed Harrison regarding a commercial project near Ovilla Creek Estates.
- Koval easement completed.
- Met with Charlie Morton regarding the veteran's memorial.
- Resolved one of two property owners that did not follow the division of their property correctly. The second is in the process of being resolved.
- Continued working my way through the 125 page TML legislative update on the possible effects to the city.
- Worked on items for Heritage Day.
- Attended ROCRWS meeting.

Upcoming Items

- City Council Meeting – Monday, August 12th, 2019 at 6:30 pm

Respectfully Submitted,

John R. Dean, Jr.

City Manager