

City of OVILLA City Council Agenda

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

Richard Dormier, Mayor

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

105 S. Cockrell Hill Road, Ovilla, TX 75154

Monday, September 23, 2013

7:00 P.M.

Council Chamber Room

Pursuant to the provisions of Chapter 551 VTCA Government Code, NOTICE is hereby given of a Regular Meeting of the City Council of the City of Ovilla, to be held on Monday, September 23, 2013 at 7:00 P.M. in the City Hall Council Chamber Room, 105 S. Cockrell Hill Road, Ovilla, Texas, 75154, for the purpose of considering the following items.

I. CALL TO ORDER

- Invocation
- Pledge of Allegiance

II. COMMENTS, PRESENTATIONS, ANNOUNCEMENTS & REPORTS

Mayor to announce a Proclamation Commemorating the Incorporation of Ovilla's 50-Year Anniversary

▪ Citizen Comments

The City Council welcomes comments from Citizens. Those wishing to speak must sign in before the meeting begins. Speakers may speak on any topic, whether on the agenda or not. The City Council cannot act upon, discuss issues raised, or make any decisions at this time. Speakers under citizen's comments must observe a three-minute time limit. Inquiries regarding matters not listed on the Agenda may be referred to Staff for research and possible future action.

▪ Department Activity Reports / Discussion

- Administration City Administrator C. Powell
 - Bi-weekly update activity reports
- Finance City Accountant S. Jungman
 - Monthly Financials

III. CONSENT AGENDA

The following items may be acted upon in one motion. No separate discussion or action is necessary unless requested by a Council Member, in which event those items will be pulled from the consent agenda for individual consideration.

- Minutes of the September 09, 2013 Regular Council Meeting

IV. REGULAR AGENDA

- ITEM 1. **DISCUSSION/ACTION** – *Consider a Meritorious Exception* to the Ovilla Road Baptist Church to allow modification of the existing sign to a LED sign, at 3251 Ovilla Road.
- ITEM 2. **DISCUSSION/ACTION** – *Review and discuss* the Solid Waste Collection/Disposal and Recycling proposal from Progressive Waste Solutions and take action as necessary to authorize the City Administrator to negotiate a Contract for Services.
- ITEM 3. **DISCUSSION/ACTION** – *Review status* of the City's progress in obtaining the Leadership Award through the State Comptroller's Office and take action if necessary.
- ITEM 4. **DISCUSSION/ACTION** – *Review application(s)* and consider nominations and one appointment to the Economic Development Corporation Board.

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- ITEM 5. *DISCUSSION/ACTION – Review application(s) and consider nominations and appointment(s) to the Planning and Zoning Commission.*
- ITEM 6. *DISCUSSION/ACTION – Consider Resolution 2013-009, of candidate nomination(s) for the Dallas Appraisal District Board of Directors for the Years 2014-2015 and authorize submittal of said Resolution to the Chief Appraiser.*
- ITEM 7. *DISCUSSION/ACTION – Consider Resolution 2013-010, of candidate nomination(s) for the Ellis County Appraisal District Board of Directors for the Years 2014-2015 and authorize submittal of said Resolution to the Chief Appraiser.*
- ITEM 8. *DISCUSSION/ACTION – Consideration and action on Ordinance 2013-027 amending Chapter 1, Division 3, Section 1.05.071, of the Ovilla Code of Ordinances, providing revised purchasing limits; providing a savings clause; providing a severance clause; providing for incorporation into the Ovilla Code of Ordinances; providing for immediate effect; and providing for publication.*
- ITEM 9. *DISCUSSION/ACTION – Consideration and action on Ordinance 2013-028 amending Chapter 9, Division 1, Section 9.03.034(9) of the Ovilla Code of Ordinances, providing revised purchasing authority of the City Administrator; providing a savings clause; providing a severance clause; providing for incorporation into the Ovilla Code of Ordinances; providing for immediate effect; and providing for publication.*
- ITEM 10. *DISCUSSION/ACTION – Review and discuss the Proposal from The Management Connection for the development of a Citywide Five-Year Strategic Plan and take action as necessary to execute the Proposal.*
- ITEM 11. *DISCUSSION/ACTION – Consider approval of a Contract for Technical Services and Fee Schedule with Trinity River Authority of Texas and take action to authorize the Mayor to execute such Contract.*
- ITEM 12. *DISCUSSION/ACTION – Consider approval of the Annual Interlocal Cooperation Agreement for Fire Protection and First Responder Services with Emergency Services District #2 and take action to authorize the Mayor to execute such Agreement.*
- ITEM 13. *DISCUSSION/ACTION – Review progress and various assignments to facilitate the success of the 2013 Heritage Day festivities.*

V. EXECUTIVE SESSION

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

The City Council will meet in a closed session pursuant to Section 551.071 of the Texas Government Code to consult with, and seek advice from, the City Attorney on a matter in which the duty of the City Attorney to the City under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with the provisions of the Texas Open Meetings Act.

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- ITEM 14. *DISCUSSION/ACTION* – Receive and discuss proposal from ESD#4 and take action as necessary to authorize the City Administrator to negotiate an Agreement with the Ellis County ESD#4.

The City Council will meet in a closed session pursuant to Section 551.074 of the Texas Government Code pertaining to personnel matters.

- ITEM 15. *DISCUSSION/ACTION* –Deliberate the appointment, employment, and/or duties of the City Administrator and take action as necessary.

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

VI. REQUESTS FOR FUTURE AGENDA ITEMS

VII. ADJOURNMENT

THIS IS TO CERTIFY THAT A COPY OF THE NOTICE OF the September 23, 2013, Regular City Council Agenda was posted on the City Hall bulletin board, a place convenient and readily accessible to the general public at all times, and to the City's website, www.cityofovilla.org, on the 20th day of September 2013 prior to 6:00 p.m., in compliance with Chapter 551, Texas Government Code.



Pamela Woodall, City Secretary

DATE OF POSTING: 9-20-13 TIME: 10:30 am/pm
DATE TAKEN DOWN: _____ TIME: _____ am/pm

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

Proclamation



Whereas, in 1844 the first pioneers, emigrating from Southern Missouri and Kentucky came to Ovilla tracing the steps of those early settlers who crossed the Red River on a raft as part of the "Peters Colony" with all their earthly possessions, fording rivers, fighting wild animals with courage and determination; and

Whereas, some of the first families to settle in the area included those of Billingsley, Bryson, Kimmel, Laughlin, McCormick, J. McNamara, Newton, Patton, Powers and Sterrett; all families who built log cabins and settled on upper Red Oak Creek (named in 1844) near the present site of Ovilla and forted up, hunting with friendly Indians; and

Whereas, some of the first churches were the Ovilla Church of Christ, founded in 1923, and the Ovilla Assembly of God founded 1934 and located directly across the street from the present day Fire Station. Ovilla United Methodist Church was built in 1876 and still is in use today. Shiloh Church, known now as Shiloh Cumberland Presbyterian Church is the oldest church of any Protestant Denomination west of the Trinity River and north of the Old Spanish Road – older than Ellis County, organized in 1847; and

Whereas, Mrs. M. M. Molloy, wife of Rev. D. G. Molloy, formed the name "Ovilla" from the Spanish word *villa*. Ovilla continued to grow and by the late 1800's had a post office, a bank, a cotton gin, a pharmacy, a blacksmith shop, and several dry-goods stores. Its post office closed in 1906.

Whereas, Fires in 1918 and 1926 destroyed most of the downtown buildings, and this destruction, together with the fact that Ovilla was bypassed by railroads and major highways, led to a decline in growth. As Dallas grew, however, and people started moving from the city to the suburbs, Ovilla once again began to grow.

Whereas, on May 27, 1963, an Order declaring results for the Election held on May 25, 1963 by the County Judge of Ellis County, with 42 valid and legal votes, thereby creating the incorporated City of Ovilla; and

Whereas, Ovilla became an organized municipality in Dallas County and Ellis Counties, covering 5.7 square miles with its first census after incorporation having a population of 339 citizens; and

Whereas, many years later in the mid 1900's miscellaneous organizations were formed: the Ovilla Garden Club, the Ovilla Historical Society, the Ovilla Service League and the annual Heritage Day celebration in Ovilla; and

Whereas, Mayor Dormier, Mayor Pro Tem Ralph Hall and Council Members Larry Stevenson, David Griffin, Doug Hunt and Dean Oberg meet this evening, carrying on the tradition set forth 50 years ago by Mayor Wilson Pickard and Aldermen Halteman, Cavender, Ohr, Watkins, and McLemore; and

Whereas, the pioneers of this area became a close-knit community of people who worked together, and through their combined efforts, the City of Ovilla evolved into the great All-America City that it is today.

Now therefore, I, Mayor Richard Dormier, on behalf of the City Council of the City of Ovilla do hereby proclaim September 23rd 2013 as the:

50th ANNIVERSARY OF THE INCORPORATION OF THE CITY OF OVILLA

And encourage our citizens to honor the memory of the pioneers of Ovilla and their descendents and to look forward to continuing our City's vision of being a place to Live, Work, and Play.

In witness whereof, I have set my hand and caused the seal of the City of Ovilla, Texas, to be affixed this 23rd day of September, 2013.

Richard Dormier, Mayor

ATTEST:

Pamela Woodall, City Secretary



105 South Cockrell Hill Road
Ovilla, Texas 75154
Ph: (972) 617-9262 Fax: (972) 515-3221

City Administrator Activity Report

Cyndy Powell

September 09 – September 13, 2013

Weekly staff meetings - Tuesdays at 9:00 a.m.

Budget - Council adopted the FY2013-14 budget at the September 9, Council meeting. It will be on the City's website early next week.

Employee Policies Handbook – Please send any concerns, questions, or comments to me or Ms. Lee to research and incorporate in the document. Any revisions related to the attorney's and Council will be presented at the October 28th regular meeting or a special workshop meeting that will be determined.

Burn Ban - Burn Ban effective 08-09-13.

Road Repair Update: Ovilla Parc, Cockrell Hill, FM 664 - (Brad Piland) Roadwork continues in the Ovilla Oaks Subdivision. The County will finish the level up process this week and start the seal coat.

Responses to RFP for Solid Waste and Recycling - The Review Committee, consisting of Councilmen David Griffin and Larry Stevenson, and staff, met on September 12th to review the proposals. A recommendation will be presented to Council at a future meeting.

Planning and Zoning Commission – Next meeting is October 07, 2013. An item will be placed on a future Council agenda for staff to seek direction from Council regarding metal buildings and storm shelters.

Employee Compensation and Classification Study – Four proposals were received today. I will review proposals and make a recommendation to City Council for consideration at a future meeting.

Strategic Plan RFQ - The committee heard presentations from the top two ranked firms on Thursday, August 29, 2013. I have negotiated with the selected firm and will present the proposal to the Economic Development Board on September 16, 2013 and then to City Council on September 23, 2013. Responses to reference inquiries of the firm have been received.

Bryson Manor Subdivision – The City received some correspondence from Tony; we are awaiting information from Mr. Glass. Lance Rust, on behalf of Bobby Glass, made a presentation to City Council at the August 26th regular meeting regarding the proposed plans for the Bryson Manor and the Cole Tract development.

Economic Development Corporation - next meeting is Monday, September 16, 2013.

Accident Review Board - The Board met on September 3rd and determined there was no fault to the driver, therefore, no points awarded the driver. It was recommended a safety inspection be made to all garage doors. The damage to the bottom panel of the fire garage door had already been repaired and there had been no damage to the engine.

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

Loop 9 Corridor – Another round of meetings with the Public are scheduled for Tuesday, September 24th (Lancaster Elementary) and Thursday, September 26th (Red Oak Intermediate).

Brookwood request for reduced speed limit - Public Works placed three (3) 35mph signs in the subdivision. The resident is still working on the petition and Chief Moon is in contact with him.

SW corner Westmoreland and FM664 - staff met with Terry Weaver of Sterling Development (8/27) regarding zoning, utilities, and building standards for the potential development of the southwest corner of Westmoreland and Ovilla Road.

National Night Out - Tuesday, October 1, 2013, 7:00 – 9:00 p.m.

Columbus Day Holiday is October 14, 2013 - the Regular City Council meeting will be held on Tuesday, October 15, 2013, beginning at 7:00 p.m.

Heritage Day – an update meeting was held on Monday, September 9th, the next meeting is to be determined.

Security for City Hall entrances, customer service area, and Council Chamber – interviews were conducted with two proposers and revised quotes were requested from each. The intent of the security system is to have keypad entry access to all doors that enter City Hall from the outside, an alarm system that would notify the security company (not dispatch), and a panic button for staff in customer service handling money and dealing with citizens, a camera in customer service and a camera in Council Chamber monitoring. Staff will make presentation at a future Council meeting to share the features being considered.

ESD #4 – I will be meeting with Todd Fuller to discuss ESD #4.

Lancaster Breakfast meeting – Monday, September 16th 7:30-9:00 I will represent the City; Lancaster Recreation Center.

Best Southwest Partnership – breakfast meeting at Northwood University in Cedar Hill, Thursday, September 19th 7:30 a.m., topic: regional vision for economic development.

Travel schedule – Thursday, September 19th – Friday, September 20th I will be in Waco at the TEDC Sales Tax training. Beginning Saturday, October 12th – returning Saturday, October 26th I will be in Italy. Molte gratzi! This places me out of the office for the October 14th Council meeting and the October 21st EDC meeting.



City Administrator Activity Report

Cyndy Powell

September 03 – September 06, 2013

Weekly staff meetings - Tuesdays at 9:00 a.m.

Budget - The budget will be revised to reflect the Council's appointment of Phillip Brancato as the City's part-time Fire Chief on August 26th. Also, two formula corrections were made in the budget. The result was a deficit of \$3,000; the two line items adjusted were Legal Fees and Building Repairs. Council will consider adoption of the proposed FY2013-14 budget at the September 9, Council meeting.

Employee Policies Handbook - Staff has received comments from the City's attorney. Any revisions related to the attorney's comments and concerns addressed from Council will be presented at the October 28th regular meeting or a special workshop meeting that will be determined. Any questions or concerns can be forwarded to me or Ms. Lee to research and respond.

Burn Ban - Burn Ban effective 08-09-13.

Road Repair Update: Ovilla Parc, Cockrell Hill, FM 664 - (Brad Piland) Roadwork continues in the Ovilla Oaks Subdivision. The County is utilizing a level up process that is different from the City's hot mix process for filling potholes. Once this step is complete the County will utilize chip and seal paving to complete the roadwork.

Responses to RFP for Solid Waste and Recycling - The Review Committee, consisting of Councilmen David Griffin and Larry Stevenson, and staff, will meet on September 12 to review the proposals with staff and present a recommendation to Council at a future meeting.

Planning and Zoning Commission - There was no September P&Z Meeting. An item will be placed on a future Council agenda for staff to seek direction from Council regarding metal buildings and storm shelters.

Employee Compensation and Classification Study - The RFP was posted on Friday August 30, with proposals due September 13, 2013. I will review proposals and make a recommendation to City Council for consideration at a future meeting.

Strategic Plan RFQ - The committee heard presentations from the top two ranked firms on Thursday, August 29, 2013. I have negotiated with the selected firm and will present the proposal to the Economic Development Board on September 16, 2013 and then to City Council on September 23, 2013. Responses to reference inquiries of the firm have been received.

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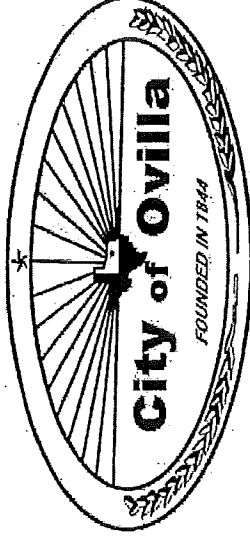
Loop 9 Corridor - Brian Clark, Project Manager with Atkins, presented an update at a Regional Task Force Meeting on Thursday, August 29th. The recently proposed southernmost alignment from Tar Road (Cedar Hill) to Westmoreland Road (Glenn Heights) was eliminated from further study. The presentation will be on the Loop 9 website: <http://www.loop9.org/>.

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DATE: 09-23-13

TO: Honorable Mayor and Council Members

FROM: Sharon Jungman

**SUBJECT: Profit & Loss Budget Vs. Actual
Thru August 2013**

City of Ovilla General Fund

Profit & Loss Budget vs. Actual

October 2012 through August 2013

	Aug 13	Oct '12 - Aug 13	Budget	\$ Over Budget	% of Budget Thru August 92%
Revenue					
4000100 - Taxes					
4000105 - Ad Valorem, Current	155	1,228,336	1,218,000	10,336	101%
4000110 - Ad Valorem, Delinquent	199	8,264	3,200	5,064	258%
4000113 - Interest/Penalties - Prop Tax	95	7,569	4,950	2,619	153%
4000120 - Sales Tax	17,837	161,313	167,000	-5,687	97%
4000125 - Sales Tax - Street Improvement	4,459	40,326	41,500	-1,174	97%
4000130 - Franchise Tax	9,710	147,401	160,000	-12,599	92%
Total 4000100 - Taxes	32,455	1,593,209	1,594,650	-1,441	100%
4000200 - Licenses and Permits					
4000208 - Building Permits					
4000210 - Residential Building Permits	7,433	23,315	10,500	12,815	222%
4000213 - Fire Inspection Permits	600	1,950	1,000	950	195%
4000214 - Misc Building Permits	767	10,219	10,000	219	102%
Total 4000208 - Building Permits	8,800	35,484	21,500	13,984	165%
4000230 - Plan Review Fee	1,545	6,400	3,000	3,400	213%
4000260 - Alarm Permits	140	2,369	2,000	369	118%
4000270 - Animal Tag Fees	240	2,739	3,000	-261	91%
4000272 - Impound Fees	90	1,470	1,550	-80	95%
4000290 - Misc Licenses and Permits	85	960	1,000	-40	96%
Total 4000200 - Licenses and Permits	10,900	49,422	32,050	17,372	154%
4000400 - Charges for Services					
4000325 - ESD #2	0	110,000	145,000	-35,000	76%
4000330 - ESD #4	0	27,207	39,000	-11,793	70%
4000411 - Copies and Maps	49	140	75	65	187%
4000415 - Police Reports	18	168	150	18	112%

City of Ovilla General Fund

Profit & Loss Budget vs. Actual

October 2012 through August 2013

	Aug 13	Oct '12 - Aug 13	Budget	\$ Over Budget	% of Budget Thru August 92%
4000420 • Park Lights	1,000	1,000	0	1,000	100%
4000440 • Oak Leaf Animal Control	0	836	1,800	-964	46%
4000450 • Subdivision Fees	0	60,851	61,000	-149	100%
4000480 • Solid Waste (Garbage)	16,263	186,023	198,000	-11,977	94%
4000490 • Misc Charges for Services	557	2,738	2,500	238	110%
Total 4000400 • Charges for Services	17,887	388,963	447,525	-58,562	87%
4000500 • Fines and Forfeitures					
4000510 • Fines - Police	6,525	71,162	78,200	-7,038	91%
4000520 • Fines - Animal Control	0	1,128	1,300	-172	87%
4000525 • Fines - Code Enforcement	794	7,813	1,400	6,413	558%
4000590 • Misc Fines and Forfeitures	3	98	75	23	131%
Total 4000500 • Fines and Forfeitures	7,322	80,201	80,975	-774	99%
4000800 • Other Revenue					
4000810 • Heritage Day	8,086	10,424	5,500	4,924	190%
4000820 • Water Tower Lease	5,862	83,013	88,000	-4,987	94%
4000840 • Interest Earned	331	6,205	5,500	705	113%
4000861 • ESD #2 Cert Grant	0	28	28	0	100%
4000867 • HB3667 TX.Forest Service Grant	0	0	0	0	0%
4000870 • Insurance Proceeds	0	6,225	4,814	1,411	129%
4000885 • Proceeds from Sale of Assets	0	38,850	38,850	0	100%
4000887 • HOA Revenue	0	1,024	1,015	9	101%
4000890 • Misc Other Revenue	0	7,446	7,500	-54	99%
Total 4000800 • Other Revenue	14,279	153,215	151,207	2,008	101%
4000900 • Transfers In					
4000925 • Transfer In - 4B-EDC	0	2,500	2,500	0	100%
4000930 • Transfer In From W&S Fund	0	87,225	116,301	-29,076	75%

City of Ovilla General Fund Profit & Loss Budget vs. Actual October 2012 through August 2013

	Aug 13	Oct '12 - Aug 13	Budget	\$ Over Budget	% of Budget Thru August 92%
4000940 • Transfer in MDD Fund	0	500	500	0	100%
Total 4000900 • Transfers In	0	90,225	119,301	-29,076	76%
Total Revenue	82,843	2,355,235	2,425,708	-70,473	97%
Gross Revenue	82,843	2,355,235	2,425,708	-70,473	97%
Expense					
10 • Administration					
5101100 • Salaries & Wages					
5101110 • City Administrator	9,346	48,177	63,225	-15,048	76%
5101115 • City Secretary	5,885	36,123	37,415	-1,292	97%
5101117 • City Accountant	5,769	36,318	37,500	-1,182	97%
5101120 • Admin. Support	2,874	10,790	11,131	-341	97%
Total 5101100 • Salaries & Wages	23,874	131,408	149,271	-17,863	88%
5101400 • Support Staff					
5101405 • Support Staff	0	0	0	38	100%
5101490 • Overtime	0	38	0	38	100%
Total 5101400 • Support Staff	0	38	0	38	100%
5102100 • Employee Benefits					
5102110 • Group Insurance	2,305	12,041	13,850	-1,809	87%
5102115 • Corrected Tax on Benefits	0	8,640	8,650	-10	100%
5102135 • TMRS	1,406	7,376	7,550	-174	98%
5102160 • Worker's Compensation	0	433	640	-207	68%
5102170 • Payroll Taxes	362	2,477	3,250	-773	76%
5102180 • Unemployment Taxes	0	0	1,000	-1,000	0%
5102196 • Indiv. Membership Dues	0	755	500	255	151%

City of Ovilla General Fund

Profit & Loss Budget vs. Actual

October 2012 through August 2013

	Aug 13	Oct '12 - Aug 13	Budget	\$ Over Budget	% of Budget Thru August 92%
Total 5102100 • Employee Benefits	4,073	31,722	35,440	-3,718	90%
5102200 • Special Services					
5102210 • Tax Assessing & Collecting Fees	0	1,553	1,550	3	100%
5102220 • Tax Appraisal Fee	3,220	13,438	14,000	-562	96%
5102230 • Legal Fees	1,575	10,119	40,000	-29,881	25%
5102240 • Audit	0	7,155	7,155	0	100%
5102250 • Accounting	0	1,451	2,000	-549	73%
5102260 • Engineering Fees	0	11	1,000	-989	1%
Total 5102200 • Special Services	4,795	33,727	65,705	-31,978	51%
5102300 • Contractual Services					
5102310 • Consultant Fees	2,328	25,204	30,000	-4,796	84%
Total 5102300 • Contractual Services	2,328	25,204	30,000	-4,796	84%
5102500 • Operating Services					
5102530 • Custodial Service Contract	265	2,915	3,600	-685	81%
Total 5102500 • Operating Services	265	2,915	3,600	-685	81%
5102600 • Special Expenses					
5102610 • Election - Payroll	0	455	850	-395	54%
5102620 • Election - Supplies	0	1,880	2,725	-845	69%
5102630 • Election Meeting Expense	0	57	100	-43	57%
5102650 • Codification Book Update	0	1,905	3,500	-1,595	54%
Total 5102600 • Special Expenses	0	4,297	7,175	-2,878	60%
5103100 • General Supplies					
5103110 • Office Supplies	468	5,435	6,000	-565	91%
5103140 • Uniforms	0	88	300	-212	29%

City of Ovilla General Fund
Profit & Loss Budget vs. Actual
October 2012 through August 2013

	Aug 13	Oct '12 - Aug 13	Budget	\$ Over Budget	% of Budget Thru August 92%
Total 5103100 • General Supplies	468	5,523	6,300	-777	88%
5103400 • Maintenance Supplies / Parts					
5103410 • Supplies - Custodial	180	874	1,916	-1,042	46%
5103440 • Maintenance Agreement Expense	0	670	900	-230	74%
5103460 • Miscellaneous	0	72	200	-128	36%
Total 5103400 • Maintenance Supplies / Parts	180	1,616	3,016	-1,400	54%
5104200 • Travel Expenses					
5104210 • Travel - Local	0	160	500	-340	32%
5104220 • Professional Development	0	2,275	5,000	-2,725	46%
5104222 • Professional Develop - Council	0	260	1,000	-740	26%
5104225 • City Council Meal Expense	122	1,516	1,799	-283	84%
5104230 • Professional Develop - In-House	0	15	100	-85	15%
Total 5104200 • Travel Expenses	122	4,226	8,399	-4,173	50%
5105200 • Data Processing Expenses					
5105230 • Data Proc-Maintenance & Repair	402	4,687	5,000	-313	94%
5105240 • Data Processing - Software	450	7,307	10,000	-2,693	73%
Total 5105200 • Data Processing Expenses	852	11,994	15,000	-3,006	80%
5105300 • Printing Expense					
5105310 • Copier Expense	255	2,836	3,300	-464	86%
5105320 • Printing - Newsletters	1,018	2,090	3,300	-1,210	63%
5105330 • Printing - Forms	289	1,397	2,000	-603	70%
5105350 • Printing - Other	0	291	500	-209	58%
Total 5105300 • Printing Expense	1,562	6,614	9,100	-2,486	73%
5105400 • Utilities					

City of Ovilla General Fund
Profit & Loss Budget vs. Actual
October 2012 through August 2013

	Aug 13	Oct '12 - Aug 13	Budget	\$ Over Budget	% of Budget Thru August 92%
5105410 • Telephone	111	1,200	1,300	-100	92%
5105415 • Cellular Phone	77	898	1,100	-202	82%
5105417 • Internet	68	736	775	-39	95%
5105450 • Electricity	423	3,164	6,500	-3,336	49%
Total 5105400 • Utilities	679	5,998	9,675	-3,677	62%
5105500 • Repairs & Bldg Improvements					
5105520 • Repairs - Buildings	127	3,151	7,000	-3,849	45%
5105540 • Repairs - Machinery & Equipment	0	208	1,000	-792	21%
5105590 • Repairs - Other	0	0	500	-500	0%
Total 5105500 • Repairs & Bldg Improvements	127	3,359	8,500	-5,141	40%
5105600 • Insurance					
5105610 • Insurance - Property	0	1,124	1,250	-126	90%
5105620 • Insurance - Liability	0	1,384	1,385	-1	100%
5105630 • Insurance - Fidelity Bond	0	250	500	-250	50%
5105635 • Public Officials Surety Bonds	0	900	900	0	100%
Total 5105600 • Insurance	0	3,658	4,035	-377	91%
5105700 • Other Expenses					
5105705 • Postage	325	2,694	5,000	-2,306	54%
5105710 • Cash - Over/Short	0	0	10	-10	0%
5105725 • Records Management Expense	0	100	200	-100	50%
5105730 • City - Memberships	-100	1,240	2,100	-860	59%
5105740 • Legal Notices/Advertisement	786	2,843	4,000	-1,157	71%
5105752 • Employment Screening	0	368	300	68	123%
5105760 • Bank Service Charge	0	24	25	-1	96%
5105764 • Filing Fees	160	435	250	185	174%
5105765 • Miscellaneous	0	617	2,200	-1,583	28%

City of Ovilla General Fund
Profit & Loss Budget vs. Actual
October 2012 through August 2013

	Aug 13	Oct '12 - Aug 13	Budget	\$ Over Budget	% of Budget Thru August 92%
Total 5105700 · Other Expenses	1,171	8,321	14,085	-5,764	59%
5106400 · Minor Capital Outlay					
5106440 · Machinery & Equipment	0	4,111	5,820	-1,709	71%
5106465 · Furniture	0	1,195	1,375	-180	87%
5106470 · Audio & Visual Equipment	0	0	2,000	-2,000	0%
Total 5106400 · Minor Capital Outlay	0	5,306	9,195	-3,889	58%
5107400 · Capitalized Assets					
5107420 · Buildings	0	15,687	15,700	-13	100%
5107425 · Land	0	54,350	56,000	-1,650	97%
Total 5107400 · Capitalized Assets	0	70,037	71,700	-1,663	98%
5109000 · Reserves					
5109001 · Reserve for Contingency	0	0	16,954	-16,954	0%
Total 5109000 · Reserves	0	0	16,954	-16,954	0%
Total 10 · Administration	40,496	355,963	467,150	-111,187	76%
20 · Police					
5201100 · Salaries & Wages					
5201120 · Police Chief	7,130	56,968	61,795	-4,827	92%
5201143 · Command Staff	5,578	44,573	48,358	-3,785	92%
5201150 · Certification Pay	277	2,219	2,400	-181	92%
5201180 · Merit Raises - Staff	0	0	0	0	0%
Total 5201100 · Salaries & Wages	12,985	103,760	112,553	-8,793	92%
5201400 · Support Salaries					
5201405 · Support Staff	2,498	19,966	21,660	-1,694	92%

City of Ovilla General Fund
Profit & Loss Budget vs. Actual
October 2012 through August 2013

	Aug 13	Oct '12 - Aug 13	Budget	\$ Over Budget	% of Budget Thru August 92%
5201410 • Patrol	21,510	216,334	243,484	-27,150	89%
5201415 • Certification Pay	242	1,942	3,944	-2,002	49%
5201480 • Merit Raises	0	0	0	0	0%
5201490 • Overtime	2,025	8,010	6,600	1,410	121%
Total 5201400 • Support Salaries	26,275	246,252	275,688	-29,436	89%
5202100 • Employee Benefits					
5202110 • Group Insurance	4,363	44,382	54,360	-9,978	82%
5202135 • TMRS	2,309	19,975	21,405	-1,430	93%
5202160 • Worker's Compensation	0	8,278	8,550	-272	97%
5202170 • Payroll Taxes	562	5,117	5,445	-328	94%
5202196 • Membership Dues	0	275	275	0	100%
Total 5202100 • Employee Benefits	7,234	78,027	90,035	-12,008	87%
5202300 • Contractual Services					
5202355 • Contract Labor - Individual	0	0	500	-500	0%
5202356 • Gingerbread House	0	1,000	1,000	0	100%
5202380 • Dispatch	0	12,396	13,135	-739	94%
5202385 • Jail Expense	0	2,000	2,000	0	100%
Total 5202300 • Contractual Services	0	15,396	16,635	-1,239	93%
5202500 • Operating Services					
5202540 • Computer Maintenance	75	656	500	156	131%
5202560 • Internet Subscriptions	0	295	620	-325	48%
Total 5202500 • Operating Services	75	951	1,120	-169	85%
5202600 • Special Expenses					
5202675 • National Night Out	0	306	307	-1	100%
Total 5202600 • Special Expenses	0	306	307	-1	100%

City of Ovilla General Fund

Profit & Loss Budget vs. Actual

October 2012 through August 2013

	Aug 13	Oct '12 - Aug 13	Budget	\$ Over Budget	% of Budget Thru August 92%
5203100 • General Supplies					
5203110 • Office Supplies	235	823	970	-147	85%
5203140 • Uniforms	452	1,352	1,400	-48	97%
5203170 • Evidence Gathering	0	193	300	-107	64%
Total 5203100 • General Supplies	687	2,368	2,670	-302	89%
5203400 • Maintenance Supplies & Parts					
5203410 • Supplies - Custodial	70	311	600	-289	52%
Total 5203400 • Maintenance Supplies & Parts	70	311	600	-289	52%
5204200 • Travel Expenses					
5204210 • Travel - Local	0	0	300	-300	0%
5204220 • Professional Development	186	615	2,000	-1,385	31%
5204270 • Vehicle Expenses	2,740	26,018	24,000	2,018	108%
Total 5204200 • Travel Expenses	2,926	26,633	26,300	333	101%
5205200 • Data Processing Expenses					
5205220 • Data Proc - Equipment Rental	0	0	400	-400	0%
5205240 • Data Processing - Software	0	18,326	18,330	-4	100%
Total 5205200 • Data Processing Expenses	0	18,326	18,730	-404	98%
5205300 • Printing Expenses					
5205310 • Copier Expense	80	1,166	1,500	-334	78%
5205330 • Printing - Forms	225	458	573	-115	80%
5205350 • Printing - Other	12	140	600	-460	23%
Total 5205300 • Printing Expenses	317	1,764	2,673	-909	66%
5205400 • Utilities					

City of Ovilla General Fund
Profit & Loss Budget vs. Actual
October 2012 through August 2013

	Aug 13	Oct '12 - Aug 13	Budget	\$ Over Budget	% of Budget Thru August 92%
5205410 • Telephone	120	1,293	1,500	-207	86%
5205415 • Cellular Phone	106	1,166	1,350	-184	86%
5205417 • Internet - PD	123	1,338	1,475	-137	91%
5205420 • Wireless Cards	190	2,090	2,350	-260	89%
5205450 • Electricity	268	2,915	4,000	-1,085	73%
Total 5205400 • Utilities	807	8,802	10,675	-1,873	82%
5205500 • Repairs & Building Improvements					
5205520 • Repairs - Building	103	253	300	-47	84%
5205540 • Repairs- Machinery & Equipment	0	960	960	0	100%
5205550 • Repairs - Vehicles	305	4,625	7,500	-2,875	62%
Total 5205500 • Repairs & Building Improvements	408	5,838	8,760	-2,922	67%
5205600 • Insurance					
5205610 • Insurance - Property	0	1,600	1,600	0	100%
5205620 • Insurance - Liability	0	5,144	5,200	-56	99%
5205640 • Insurance - Vehicle	0	2,220	2,600	-380	85%
Total 5205600 • Insurance	0	8,964	9,400	-436	95%
5205700 • Other Expenses					
5205742 • Public Relations	0	40	100	-60	40%
5205752 • Employment Screening	230	295	600	-305	49%
5205765 • Miscellaneous	3	549	1,800	-1,251	31%
Total 5205700 • Other Expenses	233	884	2,500	-1,616	35%
5206400 • Minor Capital Outlay					
5206440 • Machinery & Equipment	0	1,628	1,680	-52	97%
5206445 • Personal Protective Equipment	0	623	2,000	-1,377	31%
Total 5206400 • Minor Capital Outlay	0	2,251	3,680	-1,429	61%

City of Ovilla General Fund
Profit & Loss Budget vs. Actual
October 2012 through August 2013

	Aug 13	Oct '12 - Aug 13	Budget	\$ Over Budget	% of Budget Thru August 92%
Total 20 • Police	52,017	520,833	582,326	-61,493	89%
25 • Municipal Court					
5251100 • Salaries & Wages					
5251140 • Municipal Judge	440	4,840	6,000	-1,160	81%
Total 5251100 • Salaries & Wages	440	4,840	6,000	-1,160	81%
5251400 • Support Staff					
5251405 • Support Staff	3,322	26,538	28,825	-2,287	92%
5251420 • Jury Fees	0	36	200	-164	18%
5251425 • City Prosecutor	0	5,053	8,500	-3,447	59%
5251480 • Merit Raises	0	0	0	0	0%
5251490 • Overtime	38	735	1,075	-340	68%
Total 5251400 • Support Staff	3,360	32,362	38,600	-6,238	84%
5252100 • Employee Benefits					
5252110 • Group Insurance	453	4,983	5,440	-457	92%
5252135 • TMRS	195	1,527	1,600	-73	95%
5252160 • Worker's Compensation	0	108	110	-2	98%
5252170 • Payroll Taxes	47	386	425	-39	91%
5252196 • Membership Dues	0	0	0	0	0%
Total 5252100 • Employee Benefits	695	7,004	7,575	-571	92%
5252300 • Contractual Services					
5252375 • Traffic Fines	0	33,497	38,000	-4,503	88%
Total 5252300 • Contractual Services	0	33,497	38,000	-4,503	88%
5252500 • Operating Services					

City of Ovilla General Fund
Profit & Loss Budget vs. Actual
October 2012 through August 2013

	Aug 13	Oct '12 - Aug 13	Budget	\$ Over Budget	% of Budget Thru August 92%
5252540 · Computer Maintenance	0	0	150	-150	0%
Total 5252500 · Operating Services	0	0	150	-150	0%
5253100 · General Supplies					
5253110 · Office Supplies	0	75	243	-168	31%
5253140 · Uniforms	0	28	123	-95	23%
Total 5253100 · General Supplies	0	103	366	-263	28%
5254200 · Travel Expenses					
5254210 · Travel - Local	0	0	25	-25	0%
5254220 · Professional Development	0	24	0	24	100%
Total 5254200 · Travel Expenses	0	24	25	-1	96%
5255200 · Data Processing Expenses					
5255240 · Data Processing - SW Maint.	0	1,687	1,735	-48	97%
Total 5255200 · Data Processing Expenses	0	1,687	1,735	-48	97%
5255300 · Printing Expense					
5255350 · Printing - Other	0	233	233	0	100%
Total 5255300 · Printing Expense	0	233	233	0	100%
5255600 · Insurance					
5255620 · Insurance - Liability	0	172	150	22	115%
5255630 · Insurance - Fidelity Bond	0	0	0	0	0%
Total 5255600 · Insurance	0	172	150	22	115%
5255700 · Other Expenses					
5255752 · Employment Screening	0	10	0	10	100%
5255765 · Miscellaneous	0	0	66	-66	0%

City of Ovilla General Fund
Profit & Loss Budget vs. Actual
October 2012 through August 2013

	Aug 13	Oct '12 - Aug 13	Budget	\$ Over Budget	% of Budget Thru August 92%
Total 5255700 · Other Expenses	0	10	66	-56	15%
Total 25 · Municipal Court	4,495	79,932	92,900	-12,968	86%
30 · Fire					
5301100 · Salaries & Wages					
5301130 · Asst. Fire Chief	4,635	36,450	39,585	-3,135	92%
5301140 · Fire Captains	10,251	76,697	95,015	-18,318	81%
5301180 · Merit Raises - Staff	0	0	0	0	0%
Total 5301100 · Salaries & Wages	14,886	113,147	134,600	-21,453	84%
5301400 · Support Salaries					
5301440 · Firefighters	22,795	183,827	202,000	-18,173	91%
5301480 · Merit Raises	0	0	0	0	0%
5301485 · Volunteer Incentive Program	1,295	13,444	13,000	444	103%
Total 5301400 · Support Salaries	24,090	197,271	215,000	-17,729	92%
5302100 · Employee Benefits					
5302135 · TMRS	273	2,080	2,300	-220	90%
5302137 · Volunteer Retirement	108	1,620	2,500	-880	65%
5302160 · Worker's Compensation	0	15,493	15,230	263	102%
5302170 · Payroll Taxes	2,594	20,453	23,500	-3,047	87%
5302196 · Membership Dues	0	1,440	2,000	-560	72%
Total 5302100 · Employee Benefits	2,975	41,086	45,530	-4,444	90%
5302300 · Contractual Services					
5302310 · Consultant Fees	0	1,500	0	1,500	100%
5302380 · Dispatch	0	12,396	12,400	-4	100%
5302385 · Emergency Transport Service	0	61,372	61,400	-28	100%

City of Ovilla General Fund
Profit & Loss Budget vs. Actual
October 2012 through August 2013

	Aug 13	Oct '12 - Aug 13	Budget	\$ Over Budget	% of Budget Thru August 92%
Total 5302300 • Contractual Services	0	75,268	73,800	1,468	102%
5302500 • Operating Services					
5302510 • Maintenance Agreements	115	11,149	10,505	644	106%
5302540 • Computer Maintenance	38	1,201	1,500	-299	80%
5302570 • Warning System Maintenance	0	780	780	0	100%
5302580 • Generator Maintenance	0	1,379	1,380	-1	100%
Total 5302500 • Operating Services	153	14,509	14,165	344	102%
5302600 • Special Expenses					
5302675 • National Night Out	0	0	500	-500	0%
Total 5302600 • Special Expenses	0	0	500	-500	0%
5303100 • General Supplies					
5303110 • Office Supplies	250	1,346	1,400	-54	96%
5303140 • Uniforms	189	3,547	4,000	-453	89%
5303160 • Medical Supplies	523	4,640	5,000	-360	93%
5303165 • Medical Support	0	401	500	-99	80%
5303170 • Evidence Gathering	0	0	50	-50	0%
5303175 • Education Aids	0	44	50	-6	88%
Total 5303100 • General Supplies	962	9,978	11,000	-1,022	91%
5303400 • Maintenance Supplies & Parts					
5303410 • Supplies - Custodial	93	1,151	2,400	-1,249	48%
5303420 • Building Alarm Maintenance	0	420	420	0	100%
Total 5303400 • Maintenance Supplies & Parts	93	1,571	2,820	-1,249	56%
5304200 • Travel Expenses					
5304220 • Professional Development	170	1,161	1,500	-339	77%

City of Ovilla General Fund

Profit & Loss Budget vs. Actual

October 2012 through August 2013

	Aug 13	Oct '12 - Aug 13	Budget	\$ Over Budget	% of Budget Thru August 92%
5304270 • Vehicle Expenses	780	8,630	10,000	-1,370	86%
Total 5304200 • Travel Expenses	950	9,791	11,500	-1,709	85%
5305200 • Data Processing Expenses					
5305230 • Data Proc-Maintenance & Repair	0	507	1,000	-493	51%
5305240 • Data Processing - Software	0	2,950	2,850	100	104%
Total 5305200 • Data Processing Expenses	0	3,457	3,850	-393	90%
5305300 • Printing Expense					
5305310 • Copier Expense	264	2,692	3,100	-408	87%
5305330 • Printing - Forms	0	0	100	-100	0%
Total 5305300 • Printing Expense	264	2,692	3,200	-508	84%
5305400 • Utilities					
5305410 • Telephone	137	1,938	2,100	-162	92%
5305415 • Cellular Phone	134	648	900	-252	72%
5305417 • Internet - Fire Dept.	344	3,753	3,600	153	104%
5305430 • Natural Gas	46	1,581	1,500	81	105%
5305450 • Electricity	552	4,142	8,000	-3,858	52%
Total 5305400 • Utilities	1,213	12,062	16,100	-4,038	75%
5305500 • Repairs & Bldg Improvements					
5305520 • Repairs - Building	898	3,383	4,500	-1,117	75%
5305540 • Repairs - Machinery & Equipment	0	18,761	19,000	-239	99%
5305545 • Repairs - Apparatus	942	8,960	12,000	-3,040	75%
5305550 • Repairs - Vehicles	0	317	3,500	-3,183	9%
Total 5305500 • Repairs & Bldg Improvements	1,840	31,421	39,000	-7,579	81%
5305600 • Insurance					

City of Ovilla General Fund
Profit & Loss Budget vs. Actual
October 2012 through August 2013

	Aug 13	Oct '12 - Aug 13	Budget	\$ Over Budget	% of Budget Thru August 92%
5305610 • Insurance - Property	0	0	0	0	0%
5305620 • Insurance - Liability	0	6,204	6,500	-296	95%
5305640 • Insurance - Vehicle	0	9,768	10,000	-232	98%
Total 5305600 • Insurance	0	15,972	16,500	-528	97%
5305700 • Other Expenses					
5305705 • Postage	0	0	200	-200	0%
5305752 • Employment Screening	0	257	700	-443	37%
5305765 • Flags & Miscellaneous	0	0	0	0	0%
5305770 • Matching Fire Grant Expense	0	0	0	0	0%
Total 5305700 • Other Expenses	0	257	900	-643	29%
5306400 • Minor Capital Outlay					
5306440 • Machinery & Equipment	448	2,232	40,850	-38,618	5%
5306445 • Personal Protective Equipment	0	10,659	19,080	-8,421	56%
Total 5306400 • Minor Capital Outlay	448	12,891	59,930	-47,039	22%
5307400 • Capitalized Assets					
5307440 • Machinery & Equipment	0	8,800	8,800	0	100%
5307450 • Vehicles	0	0	0	0	0%
Total 5307400 • Capitalized Assets	0	8,800	8,800	0	100%
Total 30 • Fire	47,874	550,173	657,195	-107,022	84%
40 • Community Services					
5401100 • Salaries & Wages					
5401135 • ACO/Code Enforcement Officer	4,048	32,347	35,225	-2,878	92%
5401180 • Merit Raises - Staff	0	0	0	0	0%
5401190 • Overtime	0	0	150	-150	0%

City of Ovilla General Fund
Profit & Loss Budget vs. Actual
October 2012 through August 2013

	Aug 13	Oct '12 - Aug 13	Budget	\$ Over Budget	% of Budget Thru August 92%
Total 5401100 · Salaries & Wages	4,048	32,347	35,375	-3,028	91%
5402100 · Employee Benefits					
5402110 · Group Insurance	700	4,200	4,240	-40	99%
5402135 · TMRS	242	1,873	2,000	-127	94%
5402160 · Worker's Compensation	0	146	175	-29	83%
5402170 · Payroll Taxes	70	539	550	-11	98%
5402190 · License	0	0	200	-200	0%
Total 5402100 · Employee Benefits	1,012	6,758	7,165	-407	94%
5402300 · Contractual Services					
5402315 · Contract Building Inspections	7,164	19,508	14,000	5,508	139%
5402325 · Fire Inspections	0	750	600	150	125%
5402370 · Impound Fees	0	991	1,400	-409	71%
Total 5402300 · Contractual Services	7,164	21,249	16,000	5,249	133%
5402500 · Operating Services					
5402540 · Computer Maintenance	0	75	100	-25	75%
Total 5402500 · Operating Services	0	75	100	-25	75%
5402600 · Special Expenses					
5402680 · Environmental Testing	0	0	2,300	-2,300	0%
5402685 · Clean up Day	0	0	0	0	0%
Total 5402600 · Special Expenses	0	0	2,300	-2,300	0%
5403100 · General Supplies					
5403110 · Office Supplies	0	26	35	-9	74%
5403120 · Animal Care	0	185	340	-155	54%
5403122 · Pet Supplies	90	487	650	-163	75%

City of Ovilla General Fund
Profit & Loss Budget vs. Actual
October 2012 through August 2013

	Aug 13	Oct '12 - Aug 13	Budget	\$ Over Budget	% of Budget Thru August 92%
5403140 • Uniforms	0	226	350	-124	65%
Total 5403100 • General Supplies	90	924	1,375	-451	67%
5403400 • Maintenance Supplies & Parts					
5403460 • Miscellaneous	0	10	100	-90	10%
Total 5403400 • Maintenance Supplies & Parts	0	10	100	-90	10%
5404200 • Travel Expenses					
5404210 • Travel - Local	0	0	25	-25	0%
5404220 • Professional Development	0	153	200	-47	77%
5404270 • Vehicle Expenses	187	1,746	1,800	-54	97%
Total 5404200 • Travel Expenses	187	1,899	2,025	-126	94%
5405200 • Data Processing Expenses					
5405230 • Data Proc-Maintenance & Repairs	0	0	100	-100	0%
Total 5405200 • Data Processing Expenses	0	0	100	-100	0%
5405300 • Printing Expense					
5405330 • Printing - Forms	0	0	150	-150	0%
Total 5405300 • Printing Expense	0	0	150	-150	0%
5405400 • Utilities					
5405415 • Cellular Phone	41	453	550	-97	82%
Total 5405400 • Utilities	41	453	550	-97	82%
5405600 • Insurance					
5405610 • Insurance - Property	0	8	8	0	100%
5405620 • Insurance - Liability	0	204	205	-1	100%
5405640 • Insurance - Vehicle	0	524	525	-1	100%

City of Ovilla General Fund
Profit & Loss Budget vs. Actual
October 2012 through August 2013

	Aug 13	Oct '12 - Aug 13	Budget	\$ Over Budget	% of Budget Thru August 92%
Total 5405600 · Insurance	0	736	738	-2	100%
5405700 · Other Expenses					
5405765 · Miscellaneous	0	65	100	-35	65%
Total 5405700 · Other Expenses	0	65	100	-35	65%
5406400 · Minor Capital Outlay					
5406440 · Machinery & Equipment	0	364	2,426	-2,062	15%
Total 5406400 · Minor Capital Outlay	0	364	2,426	-2,062	15%
Total 40 · Community Services	12,542	64,880	68,504	-3,624	95%
45 · Solid Waste					
5455400 · Utilities					
5455465 · Solidwaste Pickup (Garbage)	0	166,498	198,000	-31,502	84%
5455400 · Utilities - Other	0	0	2,327	-2,327	0%
Total 5455400 · Utilities	0	166,498	200,327	-33,829	83%
Total 45 · Solid Waste	0	166,498	200,327	-33,829	83%
50 · Streets					
5501400 · Support Staff					
5501415 · Maintenance Crew	2,460	17,505	20,800	-3,295	84%
5501480 · Merit Raises	0	0	0	0	0%
5501490 · Overtime	254	993	1,500	-507	66%
5501500 · Streets - On Call	100	400	750	-350	53%
Total 5501400 · Support Staff	2,814	18,898	23,050	-4,152	82%
5502100 · Employee Benefits					

City of Ovilla General Fund
Profit & Loss Budget vs. Actual
October 2012 through August 2013

	Aug 13	Oct '12 - Aug 13	Budget	\$ Over Budget	% of Budget Thru August 92%
5502110 • Group Insurance	453	4,530	5,040	-510	90%
5502135 • TMRS	165	1,082	1,250	-168	87%
5502160 • Worker's Compensation	0	2,070	2,070	0	100%
5502170 • Payroll Taxes	40	274	325	-51	84%
5502190 • License	0	0	122	-122	0%
Total 5502100 • Employee Benefits	658	7,956	8,807	-851	90%
5502200 • Special Services					
5502280 • NCTCOG- SWMP Fees	0	2,425	6,250	-3,825	39%
Total 5502200 • Special Services	0	2,425	6,250	-3,825	39%
5502600 • Special Expenses					
5502620 • Emergency Clean Up	0	835	2,500	-1,665	33%
Total 5502600 • Special Expenses	0	835	2,500	-1,665	33%
5503100 • General Supplies					
5503110 • Office Supplies	0	0	100	-100	0%
5503140 • Uniforms	0	224	400	-176	56%
Total 5503100 • General Supplies	0	224	500	-276	45%
5503400 • Maintenance Supplies & Parts					
5503405 • Drainage Maintenance	0	0	500	-500	0%
5503420 • Supplies - Street Signs	615	1,726	2,500	-774	69%
5503460 • Miscellaneous	15	232	214	18	108%
Total 5503400 • Maintenance Supplies & Parts	630	1,958	3,214	-1,256	61%
5504200 • Travel Expenses					
5504220 • Professional Development	0	500	500	0	100%
5504270 • Vehicle Expenses	455	5,237	6,000	-763	87%

City of Ovilla General Fund
Profit & Loss Budget vs. Actual
October 2012 through August 2013

	Aug 13	Oct '12 - Aug 13	Budget	\$ Over Budget	% of Budget Thru August 92%
Total 5504200 · Travel Expenses	455	5,737	6,500	-763	88%
5505300 · Printing Expense					
5505350 · Printing - Other	0	0	300	-300	0%
Total 5505300 · Printing Expense	0	0	300	-300	0%
5505400 · Utilities					
5505450 · Electricity	3,439	35,071	45,500	-10,429	77%
Total 5505400 · Utilities	3,439	35,071	45,500	-10,429	77%
5505500 · Repairs & Bldg Improvements					
5405520 · Repairs - Building	0	0	1,000	-1,000	0%
5505540 · Repairs - Machinery & Equipment	0	2,925	3,000	-75	98%
5505550 · Repairs - Vehicles	0	1,296	2,000	-704	65%
5505560 · Repairs -Street Maint.& Repairs	1,499	55,789	60,625	-4,836	92%
5505565 · Repairs - Infrastruct Drainage	0	2,359	3,000	-641	79%
5505590 · Repairs - Other	0	408	1,500	-1,092	27%
Total 5505500 · Repairs & Bldg Improvements	1,499	62,777	71,125	-8,348	88%
5505600 · Insurance					
5505610 · Insurance - Property	0	80	110	-30	73%
5505620 · Insurance - Liability	0	980	990	-10	99%
5505640 · Insurance - Vehicle	0	3,180	3,400	-220	94%
Total 5505600 · Insurance	0	4,240	4,500	-260	94%
5505700 · Other Expenses					
5505752 · Employment Screening	0	100	100	0	100%
Total 5505700 · Other Expenses	0	100	100	0	100%

City of Ovilla General Fund
Profit & Loss Budget vs. Actual
October 2012 through August 2013

	Aug 13	Oct '12 - Aug 13	Budget	\$ Over Budget	% of Budget Thru August 92%
5506400 · Minor Capital Outlay					
5506440 · Machinery & Equipment	0	2,080	600	1,480	347%
5506445 · Personal Protective Equipment	0	307	300	7	102%
5506490 · Other	67	399	500	-101	80%
Total 5506400 · Minor Capital Outlay	67	2,786	1,400	1,386	199%
5507400 · Capitalized Assets					
5507440 · Machinery & Equipment	36	8,285	9,500	-1,215	87%
5507460 · Infrastructure	0	96,000	148,000	-52,000	65%
Total 5507400 · Capitalized Assets	36	104,285	157,500	-53,215	66%
Total 50 · Streets	9,598	247,292	331,246	-83,954	75%
60 · Parks					
5602400 · Rentals					
5602490 · Rental - Other	210	2,309	2,900	-591	80%
Total 5602400 · Rentals	210	2,309	2,900	-591	80%
5602600 · Special Expenses					
5602680 · Heritage Day	2,889	3,089	8,000	-4,911	39%
Total 5602600 · Special Expenses	2,889	3,089	8,000	-4,911	39%
5603400 · Maintenance Supplies & Parts					
5603460 · Miscellaneous	0	150	250	-100	60%
Total 5603400 · Maintenance Supplies & Parts	0	150	250	-100	60%
5605400 · Utilities					
5605450 · Electricity	568	6,050	9,000	-2,950	67%

City of Ovilla General Fund
Profit & Loss Budget vs. Actual
October 2012 through August 2013

	Aug 13	Oct '12 - Aug 13	Budget	\$ Over Budget	% of Budget Thru August 92%
Total 5605400 · Utilities	568	6,050	9,000	-2,950	67%
5605500 · Repairs & Bldg Improvements					
5605520 · Repairs - Building	0	322	325	-3	99%
5605530 · REPAIRS-IMP OTHER THAN BLDGS	0	514	1,000	-486	51%
Total 5605500 · Repairs & Bldg Improvements	0	836	1,325	-489	63%
5605600 · Insurance					
5605610 · Insurance - Property	0	80	85	-5	94%
5605620 · Insurance - Liability	0	48	50	-2	96%
Total 5605600 · Insurance	0	128	135	-7	95%
5605700 · Other Expenses					
5605765 · Miscellaneous	0	271	400	-129	68%
Total 5605700 · Other Expenses	0	271	400	-129	68%
5606400 · Minor Capital Outlay					
5606410 · Land Improvements	0	461	550	-89	84%
5606440 · Machinery & Equipment	0	241	500	-259	48%
Total 5606400 · Minor Capital Outlay	0	702	1,050	-348	67%
5607400 · Capitalized Assets					
5607440 · Machinery & Equipment	0	500	3,000	-2,500	17%
Total 5607400 · Capitalized Assets	0	500	3,000	-2,500	17%
Total 60 · Parks	3,667	14,035	26,060	-12,025	54%
6560 · Payroll Expenses	0	0			
Total Expense	170,689	1,999,606	2,425,708	-426,102	82%

City of Ovilla General Fund
 Profit & Loss Budget vs. Actual
 October 2012 through August 2013

	Aug 13	Oct '12 - Aug 13	Budget	\$ Over Budget	% of Budget Thru August 92%
	-87,846	355,629	0	355,629	100%

Net Change in Fund Balance

Ovilla W&S Utility Fund

Profit & Loss Budget vs. Actual

October 2012 through August 2013

	Aug 13	Oct '12 - Aug 13	Budget	\$ Over Budget	% of Budget Thru August 92%
Revenue					
4000400 • Charges for Services					
4000460 • Water Sales	106,681	776,137	995,000	-218,863	78%
4000461 • Sewer Service	16,859	144,094	150,000	-5,906	96%
4000465 • Water & Sewer Penalties	1,193	15,886	18,000	-2,114	88%
4000471 • Reconnect Fees	376	5,107	5,000	107	102%
4000472 • Meters	0	575	1,000	-425	58%
4000473 • Connect Fees	150	1,725	2,000	-275	86%
4000478 • Infrastructure Improvement Fee	4,650	51,741	55,000	-3,259	94%
4000480 • Solid Waste Fees (Garbage)	0	0			
Total 4000400 • Charges for Services	129,909	995,265	1,226,000	-230,735	81%
4000800 • Other Revenue					
4000840 • Interest Earned	223	2,449	2,500	-51	98%
4000890 • Misc Other Revenue	5,000	16,086	5,000	11,086	322%
Total 4000800 • Other Revenue	5,223	18,535	7,500	11,035	247%
Total Revenue	135,132	1,013,800	1,233,500	-219,700	82%
Gross Profit	135,132	1,013,800	1,233,500	-219,700	82%
Expense					
70 • Administration					
5701100 • Salaries & Wages					
5701110 • City Administrator	0	10,739	21,840	-11,101	49%
5701115 • City Secretary	0	8,772	12,302	-3,530	71%
5701117 • Finance Accountant	0	9,834	12,500	-2,666	79%
5701120 • Part Time Admin. Support	0	1,985	3,711	-1,726	53%

Ovilla W&S Utility Fund

Profit & Loss Budget vs. Actual

October 2012 through August 2013

	Aug 13	Oct '12 - Aug 13	Budget	\$ Over Budget	% of Budget Thru August 92%
5701130 • Public Works Director	3,649	43,736	47,553	-3,817	92%
5701180 • Merit Raises, Staff	0	0	0	0	0%
Total 5701100 • Salaries & Wages	3,649	75,066	97,906	-22,840	77%
5702100 • Employee Benefits					
5702110 • Group Insurance	1,503	6,033	5,440	593	111%
5702135 • TWRS	217	2,523	2,700	-177	93%
5702160 • Worker's Compensation	0	0			
5702170 • Payroll Taxes	68	653	800	-147	82%
Total 5702100 • Employee Benefits	1,788	9,209	8,940	269	103%
5702200 • Special Services					
5702230 • Legal Fees	0	0	1,382	-1,382	0%
5702240 • Audit	0	5,565	5,565	0	100%
5702250 • Accounting	0	1,000	1,500	-500	67%
Total 5702200 • Special Services	0	6,565	8,447	-1,882	78%
5702300 • Contractual Services /Personnel					
5702310 • Consultant Fees	0	0	5,000	-5,000	0%
Total 5702300 • Contractual Services /Personnel	0	0	5,000	-5,000	0%
5703100 • General Supplies					
5703110 • Office Supplies	0	480	660	-180	73%
Total 5703100 • General Supplies	0	480	660	-180	73%
5703400 • Maintenance Supplies / Parts					
5703410 • Supplies - Custodial	0	26	200	-174	13%
Total 5703400 • Maintenance Supplies / Parts	0	26	200	-174	13%

Ovilla W&S Utility Fund

Profit & Loss Budget vs. Actual

October 2012 through August 2013

	Aug 13	Oct '12 - Aug 13	Budget	\$ Over Budget	% of Budget Thru August 92%
5704200 · Travel Expenses					
5704210 · Travel - Local	0	0	200	-200	0%
5704220 · Professional Development	0	0	750	-750	0%
Total 5704200 · Travel Expenses	0	0	950	-950	0%
5705200 · Data Processing Expenses					
5705240 · Data Processing - Software	0	0	1,000	-1,000	0%
Total 5705200 · Data Processing Expenses	0	0	1,000	-1,000	0%
5705300 · Printing Expense					
5705350 · Printing - Other	0	0	250	-250	0%
Total 5705300 · Printing Expense	0	0	250	-250	0%
5705400 · Utilities					
5705410 · Telephone	111	1,200	1,300	-100	92%
5705415 · Cellular Phone	36	408	450	-42	91%
5705417 · Internet	68	736	800	-64	92%
Total 5705400 · Utilities	215	2,344	2,550	-206	92%
5705700 · Other Expenses					
5705705 · Postage	0	6,303	6,000	303	105%
5705740 · Advertising	0	133	500	-367	27%
5705760 · Bank Service Charge	18	114	250	-136	46%
5705765 · Miscellaneous	0	0	100	-100	0%
5705775 · Credit Card Transaction Fee	272	2,439	3,000	-561	81%
Total 5705700 · Other Expenses	290	8,989	9,850	-861	91%

Ovilla W&S Utility Fund

Profit & Loss Budget vs. Actual

October 2012 through August 2013

	Aug 13	Oct '12 - Aug 13	Budget	\$ Over Budget	% of Budget Thru August 92%
5706400 • Minor Capital Outlay					
5706440 • Machinery & Equipment	0	0	500	-500	0%
Total 5706400 • Minor Capital Outlay	0	0	500	-500	0%
5709000 • Reserve					
5708215 • Transfer Out - General Fund	0	87,225	116,301	-29,076	75%
5709002 • Capital Improv. Water Reserve	0	0	2,000	-2,000	0%
5709003 • Capital Improv. Sewer Reserve	0	0	659	-659	0%
5709010 • Administrative Reserves	0	0	750	-750	0%
Total 5709000 • Reserve	0	87,225	119,710	-32,485	73%
Total 70 • Administration	5,942	189,904	255,963	-66,059	74%
75 • Water					
5751100 • Salaries & Wages					
5751133 • Superintendent	3,356	40,226	45,350	-5,124	89%
5751180 • Merit Raises - Staff	0	0	0	0	0%
Total 5751100 • Salaries & Wages	3,356	40,226	45,350	-5,124	89%
5751400 • Support Salaries					
5751405 • Support Staff	2,802	26,161	27,796	-1,635	94%
5751415 • Maintenance Crew	2,086	42,542	50,454	-7,912	84%
5751430 • Seasonal Crew	0	920	1,500	-580	61%
5751450 • Certification Pay	69	795	1,200	-405	66%
5751480 • Merit Raises	0	0	0	0	0%
5751490 • Overtime	42	1,478	4,000	-2,522	37%
5751500 • Water - On Call	0	400	1,000	-600	40%

Ovilla W&S Utility Fund
Profit & Loss Budget vs. Actual
October 2012 through August 2013

	Aug 13	Oct '12 - Aug 13	Budget	\$ Over Budget	% of Budget Thru August 92%
Total 5751400 · Support Salaries	4,999	72,296	85,950	-13,654	84%
5752100 · Employee Benefits					
5752110 · Group Insurance	1,050	14,721	18,100	-3,379	81%
5752135 · TMRS	488	6,791	7,000	-209	97%
5752160 · Worker's Compensation	0	2,284	2,800	-516	82%
5752170 · Payroll Taxes	135	1,954	2,000	-46	98%
5752190 · Licenses	0	111	222	-111	50%
Total 5752100 · Employee Benefits	1,673	25,861	30,122	-4,261	86%
5752300 · Contractual Services/Personnel					
5752350 · Contract Labor - Company	0	705	1,500	-795	47%
5752380 · Dispatch	0	8,710	8,710	0	100%
Total 5752300 · Contractual Services/Personnel	0	9,415	10,210	-795	92%
5752400 · Rentals					
5752420 · Rental - Machinery & Equipment	0	99	500	-401	20%
5752490 · Rental - Other	0	0	200	-200	0%
Total 5752400 · Rentals	0	99	700	-601	14%
5752500 · Operating Services					
5752580 · Water Testing	85	2,459	4,000	-1,541	61%
5752590 · TCEQ Fees	0	2,690	2,850	-160	94%
Total 5752500 · Operating Services	85	5,149	6,850	-1,701	75%
5753100 · General Supplies					
5753140 · Uniforms	116	1,556	1,500	56	104%
Total 5753100 · General Supplies	116	1,556	1,500	56	104%

Ovilla W&S Utility Fund
Profit & Loss Budget vs. Actual
October 2012 through August 2013

	Aug 13	Oct '12 - Aug 13	Budget	\$ Over Budget	% of Budget Thru August 92%
5753400 · Maintenance Supplies & Parts					
5753460 · Miscellaneous	0	276	250	26	110%
Total 5753400 · Maintenance Supplies & Parts	0	276	250	26	110%
5754200 · Travel Expenses					
5754220 · Professional Development	235	1,440	1,500	-60	96%
5754270 · Vehicle Expenses	1,092	7,449	9,000	-1,551	83%
Total 5754200 · Travel Expenses	1,327	8,889	10,500	-1,611	85%
5755200 · Data Processing Expenses					
5755230 · Data Proc-Maintenance & Repairs	38	4,373	4,500	-127	97%
5755240 · Data Processing - Software	0	0	500	-500	0%
5755250 · Data Proc - Computer Repair	0	0	500	-500	0%
Total 5755200 · Data Processing Expenses	38	4,373	5,500	-1,127	80%
5755300 · Printing Expenses					
5755310 · Copier Expense	657	2,628	2,700	-72	97%
5755350 · Printing - Other	0	1,105	1,500	-395	74%
Total 5755300 · Printing Expenses	657	3,733	4,200	-467	89%
5755400 · Utilities					
5755415 · Cellular Phone	241	1,381	1,300	81	106%
5755450 · Electricity	1,965	17,753	28,370	-10,617	63%
5755460 · Water, wholesale	87,713	282,989	375,000	-92,011	75%
Total 5755400 · Utilities	89,919	302,123	404,670	-102,547	75%
5755500 · Repairs & Building Improvements					

Ovilla W&S Utility Fund
Profit & Loss Budget vs. Actual
October 2012 through August 2013

	Aug 13	Oct '12 - Aug 13	Budget	\$ Over Budget	% of Budget Thru August 92%
5755540 · Repairs- Machinery & Equipment	4,268	4,984	8,064	-3,080	62%
5755550 · Repairs - Vehicles	677	2,894	2,000	894	145%
5755570 · Inventory Expense	1,053	16,584	22,705	-6,121	73%
5755590 · Repairs - Other	0	1,268	4,601	-3,333	28%
Total 5755500 · Repairs & Building Improvements	5,998	25,730	37,370	-11,640	69%
5755600 · Insurance					
5755610 · Insurance - Property	0	2,592	2,600	-8	100%
5755620 · Insurance - Liability	0	1,728	1,750	-22	99%
5755640 · Insurance - Vehicle	0	1,836	1,850	-14	99%
Total 5755600 · Insurance	0	6,156	6,200	-44	99%
5755700 · Other Expenses					
5755752 · Employment Screening	84	314	300	14	105%
Total 5755700 · Other Expenses	84	314	300	14	105%
5756400 · Minor Capital Outlay					
5756440 · Machinery & Equipment	0	270	700	-430	39%
5756490 · Other	0	717	800	-83	90%
Total 5756400 · Minor Capital Outlay	0	987	1,500	-513	66%
5757400 · Capitalized Assets					
5757470 · Infrastructure - Water	500	500	2,000	-1,500	25%
Total 5757400 · Capitalized Assets	500	500	2,000	-1,500	25%
5757900 · Long-Term Debt					
5758225 · Transfer out to Debt Fund	0	121,959	162,610	-40,651	75%
Total 5757900 · Long-Term Debt	0	121,959	162,610	-40,651	75%

Ovilla W&S Utility Fund
Profit & Loss Budget vs. Actual
October 2012 through August 2013

	Aug 13	Oct '12 - Aug 13	Budget	\$ Over Budget	% of Budget Thru August 92%
Total 75 · Water	108,752	629,642	815,782	-186,140	77%
80 · Sewer					
5801400 · Support Salaries					
5801405 · Support Staff	0	7,472	9,093	-1,621	82%
5801415 · Maintenance Crew	4,815	48,531	53,707	-5,176	90%
5801450 · Certification Pay	92	1,061	1,200	-139	88%
5801480 · Merit Raises	0	0	0	0	0%
5801490 · Overtime	265	2,599	1,800	799	144%
5801500 · Sewer - On Call	100	1,050	850	200	124%
Total 5801400 · Support Salaries	5,272	60,713	66,650	-5,937	91%
5802100 · Employee Benefits					
5802110 · Group Insurance	453	9,503	10,900	-1,397	87%
5802135 · TMRS	308	2,993	3,500	-507	86%
5802160 · Worker's Compensation-Sewer	0	2,367	2,450	-83	97%
5802170 · Payroll Taxes	75	754	875	-121	86%
5802190 · Licenses	0	0	222	-222	0%
Total 5802100 · Employee Benefits	836	15,617	17,947	-2,330	87%
5802300 · Contractual Services/Personnel					
5802350 · Contract Labor - Company	0	6,729	6,729	0	100%
Total 5802300 · Contractual Services/Personnel	0	6,729	6,729	0	100%
5802500 · Operating Services					
5802515 · Sardis Collection Expense	203	1,861	2,100	-239	89%
5802590 · TCEQ Fees - Sewer	0	0	60	-60	0%

Ovilla W&S Utility Fund
Profit & Loss Budget vs. Actual
October 2012 through August 2013

	Aug 13	Oct '12 - Aug 13	Budget	\$ Over Budget	% of Budget Thru August 92%
Total 5802500 • Operating Services	203	1,861	2,160	-299	86%
5803100 • General Supplies					
5803140 • Uniforms	0	835	927	-92	90%
Total 5803100 • General Supplies	0	835	927	-92	90%
5803400 • Maintenance Supplies & Parts					
5803460 • Miscellaneous	0	0	343	-343	0%
Total 5803400 • Maintenance Supplies & Parts	0	0	343	-343	0%
5804200 • Travel Expenses					
5804220 • Professional Development	0	355	500	-145	71%
5804270 • Vehicle Expense	192	1,376	1,600	-224	86%
Total 5804200 • Travel Expenses	192	1,731	2,100	-369	82%
5805400 • Utilities					
5805450 • Electricity	158	1,875	3,300	-1,425	57%
5805463 • TRA Wastewater Treatment	2,620	32,986	41,000	-8,014	80%
Total 5805400 • Utilities	2,778	34,861	44,300	-9,439	79%
5805500 • Repairs & Bldg Improvements					
5805510 • Repairs - Land Improvements	0	0	300	-300	0%
5805540 • Repairs - Machinery & Equipment	0	6,264	7,500	-1,236	84%
5805550 • Repairs - Vehicles	0	0	0	0	0%
5805570 • Inventory Expense	0	2,660	2,750	-90	97%
5805590 • Repairs - Other	0	501	619	-118	81%
Total 5805500 • Repairs & Bldg Improvements	0	9,425	11,169	-1,744	84%

Ovilla W&S Utility Fund Profit & Loss Budget vs. Actual October 2012 through August 2013

	Aug 13	Oct '12 - Aug 13	Budget	\$ Over Budget	% of Budget Thru August 92%
5805600 - Insurance					
5805610 - Insurance - Property	0	56	55	1	102%
5805620 - Insurance - Liability	0	336	335	1	100%
5805640 - Insurance - Vehicle	0	40	38	2	105%
Total 5805600 - Insurance	0	432	428	4	101%
5805700 - Other Expenses					
5805752 - Employment Screening	65	85	200	-115	43%
Total 5805700 - Other Expenses	65	85	200	-115	43%
5807400 - Capitalized Assets					
5807440 - Machinery & Equipment	0	8,801	8,802	-1	100%
Total 5807400 - Capitalized Assets	0	8,801	8,802	-1	100%
Total 80 - Sewer	9,346	141,090	161,755	-20,665	87%
Total Expense	124,040	960,636	1,233,500	-272,864	78%
Net Change in Fund Balance	11,092	53,164	0	53,164	100%

Ovilla Debt Service Profit & Loss Budget vs. Actual October 2012 through August 2013

	Aug 13	Oct '12 - Aug 13	Budget	\$ Over Budget	% of Budget Thru August 92%
Revenue					
4000100 • Taxes					
4000107 • Ad Valorem, Current I & S	53	419,736	420,942	-1,206	100%
4000111 • Ad Valorem, Delinquent I & S	95	3,347	5,000	-1,653	67%
4000114 • Interest/Penalties - I & S	45	2,807	3,300	-493	85%
Total 4000100 • Taxes	193	425,890	429,242	-3,352	99%
4000800 • Other Revenue					
4000840 • Interest Earned	32	720	800	-80	90%
4000900 • Reduction of Reserve Fund Bal.	0	0	36,873	-36,873	0%
4000930 • Transfer In - Water & Sewer	0	121,959	162,610	-40,651	75%
Total 4000800 • Other Revenue	32	122,679	200,283	-77,604	61%
Total Revenue	225	548,569	629,525	-80,956	87%
Expense					
5157900 • Long-Term Debt					
5157930 • Paying Agent Fees	0	0	500	-500	0%
5157935 • 2011 Bond Issue Principle	400,000	400,000	400,000	0	100%
5157940 • 2011 Bond Issue Interest	112,713	225,426	225,425	1	100%
Total 5157900 • Long-Term Debt	512,713	625,426	625,925	-499	100%
5159000 • Reserves					
5159015 • Debt Reserves	0	0	3,600	-3,600	0%
Total 5159000 • Reserves	0	0	3,600	-3,600	0%
Total Expense	512,713	625,426	629,525	-4,099	99%
Net Change in Fund Balance	-512,488	-76,857	0	-76,857	100%

City of Ovina Capital Projects Fund
Profit & Loss Budget vs. Actual
October 2012 through August 2013

	Aug 13	Oct '12 - Aug 13	Budget	\$ Over Budget	% of Budget Thru August 92%
Revenue					
4000800 • Other Revenue					
4000845 • Interest Earned - Textstar	0	0	2	-2	0%
4000850 • Interest Earned - Prosperity	22	237	250	-13	95%
Total 4000800 • Other Revenue	22	237	252	-15	94%
Total Revenue	22	237	252	-15	94%
Expense					
5879000 • Reserves					
5879010 • Admin Reserves	0	0	252	-252	0%
Total 5879000 • Reserves	0	0	252	-252	0%
Total Expense	0	0	252	-252	0%
Net Change in Fund Balance	22	237	0	237	100%

City of Ovilla - Park Impact Fund
Profit & Loss Budget vs. Actual
 October 2012 through August 2013

	Aug 13	Oct '12 - Aug 13	Budget	\$ Over Budget	% of Budget Thru August 92%
Revenue					
4000400 • Charges for Services					
4000460 • Park Impact	1,338	4,685	2,342	2,343	200%
Total 4000400 • Charges for Services	1,338	4,685	2,342	2,343	200%
4000800 • Other Revenue					
4000840 • Interest Earned	4	34	30	4	113%
4000900 • Reduction of Fund Balance	0	0	1,128	-1,128	0%
Total 4000800 • Other Revenue	4	34	1,158	-1,124	3%
Total Revenue	1,342	4,719	3,500	1,219	135%
Expense					
5606400 • Minor Capital Outlay					
5606410 • Land Improvements	0	0	500	-500	0%
5606440 • Machinery and Equipment	0	0	0	0	0%
Total 5606400 • Minor Capital Outlay	0	0	500	-500	0%
5607400 • Capitalized Assets					
5607440 • Capital Machinery & Equipment	0	3,000	3,000	0	100%
Total 5607400 • Capitalized Assets	0	3,000	3,000	0	100%
Total Expense	0	3,000	3,500	-500	86%
Net Change in Fund Balance	1,342	1,719	0	1,719	100%

09/17/13

Accrual Basis

Profit & Loss Budget vs. Actual

October 2012 through August 2013

	Aug 13	Oct '12 - Aug 13	Budget	\$ Over Budget	% of Budget Thru August 92%
Revenue					
4000400 • Charges for Services					
4000476 • Water Impact Fee	0	1,879	1,879	0	100%
4000477 • Sewer Impact Fee	348	1,533	174	1,359	881%
Total 4000400 • Charges for Services	348	3,412	2,053	1,359	166%
4000800 • Other Revenue					
4000840 • Interest Earned	13	182	150	32	121%
4000990 • Reduction in Fund Balance	0	0	13,497	(13,497)	0%
Total 4000800 • Other Revenue	13	182	13,647	(13,465)	1%
Total Revenue	361	3,594	15,700	(12,106)	23%
Expense					
5102300 • Contractual Services					
5102310 • Consultant Fees	0	14,741	15,700	(959)	94%
Total 5102300 • Contractual Services	0	14,741	15,700	(959)	94%
5859000 • Reserves					
5859020 • Water Impact Fees Reserve	0	0	0	0	0%
5859030 • Sewer Impact Fees Reserve	0	0	0	0	0%
Total 5859000 • Reserves	0	0	0	0	0%
Total Expense	0	14,741	15,700	(959)	94%
Net Change in Fund Balance	361	(11,147)	0	(11,147)	100%

Ovilla 4B Economic Development Corporation
Profit & Loss Budget vs. Actual
October 2012 through August 2013

	Aug 13	Oct '12 - Aug 13	Budget	\$ Over Budget	% of Budget Thru August 92%
Revenue					
4000100 • Taxes					
4000120 • Sales tax	8,918	80,656	82,000	-1,344	98%
Total 4000100 • Taxes	8,918	80,656	82,000	-1,344	98%
4000800 • Other Revenue					
4000840 • Interest Income	82	796	775	21	103%
Total 4000800 • Other Revenue	82	796	775	21	103%
Total Revenue	9,000	81,452	82,775	-1,323	98%
Expense					
8102200 • Special Services					
8102220 • Website Support & Maintenance	0	0	1,000	-1,000	0%
8102230 • Legal Fees	0	0	500	-500	0%
8102240 • Audit	0	1,590	1,590	0	100%
Total 8102200 • Special Services	0	1,590	3,090	-1,500	51%
8102300 • Consultant Services					
8102310 • Consultant Fees	0	0	2,500	-2,500	0%
8102350 • Contract Labor	0	0	45,000	-45,000	0%
Total 8102300 • Consultant Services	0	0	47,500	-47,500	0%
8103100 • General Supplies					
8103110 • Office Supplies	0	0	100	-100	0%
Total 8103100 • General Supplies	0	0	100	-100	0%
8104200 • Travel Expense					
8104210 • Travel Expense	0	10	1,500	-1,490	1%
8104220 • Professional Development	0	520	1,500	-980	35%
Total 8104200 • Travel Expense	0	530	3,000	-2,470	18%
8105600 • Insurance					
8105620 • Insurance - Liability	0	288	285	3	101%

Ovilla 4B Economic Development Corporation
Profit & Loss Budget vs. Actual
October 2012 through August 2013

	Aug 13	Oct '12 - Aug 13	Budget	\$ Over Budget	% of Budget Thru August 92%
Total 8105600 • Insurance	0	288	285	3	101%
8105700 • Other Expenses					
8105705 • Postage	0	0	90	-90	0%
8105730 • Memberships	0	1,200	2,000	-800	60%
8105765 • Business Expense	0	0	1,000	-1,000	0%
Total 8105700 • Other Expenses	0	1,200	3,090	-1,890	39%
8109000 • Reserves					
8109015 • Administrative Reserves	0	0	23,210	-23,210	0%
8109215 • Transfer Out - General Fund	0	2,500	2,500	0	100%
Total 8109000 • Reserves	0	2,500	25,710	-23,210	10%
Total Expense	0	6,108	82,775	-76,667	7%
Net Change in Fund Balance	9,000	75,344	0	75,344	100%

Ovilia Municipal Development District
Profit & Loss Budget vs. Actual
October 2012 through August 2013

	Aug 13	Oct '12 - Aug 13	Budget	\$ Over Budget	% of Budget Thru August
Revenue					
4000100 • Taxes					
4000120 • Sales tax	2,762	24,079	24,000	79	100%
Total 4000100 • Taxes	2,762	24,079	24,000	79	100%
4000800 • Other Revenue					
4000840 • Interest Income	17	125	120	5	104%
Total 4000800 • Other Revenue	17	125	120	5	104%
Total Revenue	2,779	24,204	24,120	84	100%
Expense					
9102200 • Special Services					
9102230 • Legal Fees	0	0	250	-250	0%
9102240 • Audit	0	1,590	1,600	-10	99%
9102250 • Accounting	0	0	250	-250	0%
Total 9102200 • Special Services	0	1,590	2,100	-510	76%
9102300 • Consultant Services					
9102310 • Consultant Fees	0	0	500	-500	0%
Total 9102300 • Consultant Services	0	0	500	-500	0%
9103100 • General Supplies					
9103110 • Office Supplies	0	0	100	-100	0%
Total 9103100 • General Supplies	0	0	100	-100	0%
9104200 • Travel Expense					
9104220 • Professional Development	0	0	250	-250	0%
Total 9104200 • Travel Expense	0	0	250	-250	0%

Uvula Municipal Development District
Profit & Loss Budget vs. Actual
October 2012 through August 2013

09/17/13
 Accrual Basis

	Aug 13	Oct '12 - Aug 13	Budget	\$ Over Budget	% Of Budget Thru August 92%
9105600 • Insurance					
9105620 • Insurance - Liability	0	216	289	-73	75%
Total 9105600 • Insurance	0	216	289	-73	75%
9105700 • Other Expenses					
9105705 • Postage	0	0	25	-25	0%
Total 9105700 • Other Expenses	0	0	25	-25	0%
9109000 • Reserves					
9109015 • Administrative Reserves	0	0	20,356	-20,356	0%
9109215 • Transfer Out - General Fund	0	500	500	0	100%
Total 9109000 • Reserves	0	500	20,856	-20,356	2%
Total Expense	0	2,306	24,120	-21,814	10%
Net Change in Fund Balance	2,779	21,898	0	21,898	100%

Ovilla Fire Department Auxiliary
Profit & Loss Budget vs. Actual
October 2012 through August 2013

	Aug 13	Oct '12 - Aug 13	Budget	\$ Over Budget	% of Budget Thru August 92%
Revenue					
4000800 · Other Revenue					
4000815 · Gifts	90	1,330	1,500	-170	89%
4000830 · Vending Machines	0	297	200	97	149%
4000880 · Reduction in Fund Balance	0	0	6,550	-6,550	0%
Total 4000800 · Other Revenue	90	1,627	8,250	-6,623	20%
Total Revenue	90	1,627	8,250	-6,623	20%
Expense					
5332100 · Employee Benefits					
5332196 · Membership Dues	0	0	100	-100	0%
Total 5332100 · Employee Benefits	0	0	100	-100	0%
5333400 · Maintenance Supplies and Parts					
5333460 · Supplies - Miscellaneous	45	533	1,000	-467	53%
Total 5333400 · Maintenance Supplies and Parts	45	533	1,000	-467	53%
5334200 · Travel Expenses					
5334220 · Professional Development	0	0	150	-150	0%
Total 5334200 · Travel Expenses	0	0	150	-150	0%
5335700 · Other Expense					
5335735 · Official Functions	0	416	1,500	-1,084	28%
5335765 · Miscellaneous	0	714	2,000	-1,286	36%
Total 5335700 · Other Expense	0	1,130	3,500	-2,370	32%
5336400 · Minor Capital Outlay					
5336440 · Machinery & Equipment	0	2,935	3,500	-565	84%

00000 Fire Department Auxiliary
Profit & Loss Budget vs. Actual
October 2012 through August 2013

	Aug 13	Oct '12 - Aug 13	Budget	\$ Over Budget	% of Budget Thru August 92%
Total 5336400 • Minor Capital Outlay	0	2,935	3,500	-565	84%
5339000 • Reserve					
5339010 • Admin Reserves	0	0	0	0	0%
Total 5339000 • Reserve	0	0	0	0	0%
Total Expense	45	4,598	8,250	-3,652	56%
Net Change in Fund Balance	45	-2,971	0	-2,971	100%

October 2012 through August 2013

City of San Diego - General Fund					% of Budget
	Aug 13	Oct '12 - Aug 13	Budget	\$ Over Budget	Thru August 92%
Revenue					
4000800 · Other Revenue					
4000815 · Gifts	0	14,001	14,000	1	100%
Total 4000800 · Other Revenue	0	14,001	14,000	1	100%
Total Revenue					
	0	14,001	14,000	1	100%
Expense					
5232600 · Special Expenses					
5232690 · Special Expenses - Other	0	568	2,265	-1,697	25%
Total 5232600 · Special Expenses	0	568	2,265	-1,697	25%
5235500 · Repairs and Bldg Improvements					
5235540 · Repairs - Machinery & Equipment	0	0	100	-100	0%
Total 5235500 · Repairs and Bldg Improvements	0	0	100	-100	0%
5235700 · Other Expense					
5235735 · Official Functions	0	0	1,000	-1,000	0%
Total 5235700 · Other Expense	0	0	1,000	-1,000	0%
5236400 · Minor Capital Outlay					
5236440 · Machinery and Equipment	0	3,057	4,800	-1,743	64%
Total 5236400 · Minor Capital Outlay	0	3,057	4,800	-1,743	64%
5239000 · Reserves					
5239010 · Administrative Reserves	0	0	5,835	-5,835	0%
Total 5239000 · Reserves	0	0	5,835	-5,835	0%
Total Expense					
	0	3,625	14,000	-10,375	26%
Net Change in Fund Balance					
	0	10,376	0	10,376	100%

CITY OF OVILLA MINUTES
Monday, September 9, 2013
Regular City Council Meeting
105 S. Cockrell Hill Road, Ovilla, TX 75154

Mayor Dormier called the Regular Council Meeting of the Ovilla City Council to order at 7:03 P.M. The following City Council Members were present:

Larry Stevenson
David Griffin
Doug Hunt
Dean Oberg

Council Member Place 2
Council Member Place 3
Council Member Place 4
Council Member Place 5

Absent: Ralph Hall

Council Member Place 1/Mayor Pro Tem

Mayor Dormier noted present members, thus constituting a quorum. Mayor Pro Tem Hall was noted absent. Various department-heads and staff were also present.

PL4 Hunt gave the Invocation

PL2 Stevensen led the recitation of the Pledge of Allegiance

COMMENTS, PRESENTATIONS, REPORTS AND/OR APPOINTMENTS

♦ ***Citizens Comments / Citizens Forum:***

1. Mr. Charlie Morton: Shared information on the Ovilla Veteran's Memorial and praised PL3 Griffin for purchase of a paver for every Veteran from the Ovilla United Methodist Church.
2. Mr. Mark Gibbons: 302 Ovilla Oaks, voiced dissatisfaction with Ovilla's current garbage service. Mr. Gibbons did commend the City on the new paving/roadwork in his neighborhood.

♦ ***Department Activity Reports / Discussion***

- Police Department Police Chief M. Moon
 - Chief Moon briefed Council on the Police Department monthly report and gave a brief update on the EOC Plan.
- Fire Department Captain B. Kennedy
 - In the absence of Fire Chief Brancato, Captain Kennedy briefed Council on the Fire Department monthly report and answered questions.
- Public Works Director B. Piland
 - Briefed Council on the Public Works Department monthly Report
 - Answered inquires regarding meter replacements in Brookwood Addition
- Administration City Administrator C. Powell
 - Bi-weekly activity report was reviewed.
- Municipal Court City Secretary P. Woodall
 - Briefed Council on monthly and annual report comparisons from this date and the previous year.
- Code Enforcement/Animal Control CO/AC Officer M. Dooly
 - Reviewed monthly reports and answered questions.

CONSENT ITEMS

- Minutes of the August 26, 2013 Regular Council Meeting
- Minutes of the August 21, 2013 Special Council Meeting /Budget Workshop

- Minutes of the August 07, 2013 Special Council Meeting /Budget Workshop
- Monthly Financial Transactions

PL2 Stevenson made the motion that Council approves the consent items as presented, seconded by PL4 Hunt. *Mayor Dormier asked for a record vote by announcement of AYE or NAY. Present Council announced AYE in favor. No oppositions, no abstentions.*

VOTE: The motion carried unanimously: 4-0.

PUBLIC HEARING

PUBLIC HEARING AND DISCUSSION of an ordinance to adopt and approve the Proposed Budget for the Fiscal Year 2013-2014.

Mayor Dormier read the caption and opened the Public Hearing at 7:32 p.m. City Accountant Ms Jungman shared a brief summary on the projector screen for everyone to view.

There were no comments or questions in favor or opposition, nor any final comments from those present at the hearing.

Mayor Dormier closed the Public Hearing at 7:33 p.m.

REGULAR AGENDA

ITEM 1. DISCUSSION/ACTION – Consider Adoption of Ordinance 2013-023 Adopting and Approving the City of Ovilla Proposed Budget for the Fiscal Year 2013-2014.

City Accountant Ms Jungman advised Council of two formula errors found; corrections were made on two line items, and she assured Council it did not affect the final budget numbers.

PL2 Stevenson made the motion that Council approves and adopts Ordinance 2013-023 setting the budget and making appropriations for the support of the City government of the City of Ovilla for the Fiscal Year 2013-2014 as presented; seconded by PL5 Oberg. *Mayor Dormier asked for a record vote by announcement of AYE or NAY. Present Council announced AYE in favor. No oppositions, no abstentions.*

Mayor Dormier called for an individual record vote:

PL2 Stevenson **Aye**

PL3 Griffin **Aye**

PL4 Hunt **Aye**

PL5 Oberg **Aye**

VOTE: The motion carried unanimously: 4-0.

ITEM 2. DISCUSSION/ACTION – Consider Adoption of Ordinance 2013-024 Approving the Tax Rate for the Fiscal Year 2013-2014.

During the August 21, 2013 Special Council Meeting and Budget Workshop, Council took a record vote for the proposed rate (Effective Tax Rate) for Fiscal Year 2013-2014. The proposed Effective Tax Rate (ETR) was a reduction in ad valorem revenue for 2013, therefore, public hearings for the tax rate were not required.

PL3 Griffin made the motion that Council approves the 2013 property tax rate be a total of 0.6719 with a Maintenance and Operation rate of 0.5019 and a Debt rate of 0.1700, seconded by PL5 Oberg. *Mayor Dormier asked for a record vote by announcement of AYE or NAY. Present Council announced AYE in favor. No oppositions, no abstentions.*

Mayor Dormier called for an individual record vote:

PL2 Stevenson Aye

PL3 Griffin Aye

PL4 Hunt Aye

PL5 Oberg Aye

VOTE: The motion carried unanimously: 4-0.

PL3 Griffin made a motion that Council hereby approves the proposed Ordinance 2013-024 levying, assessing and fixing the tax rate for the use and support of the municipal government of the City of Ovilla, TX., and providing for the Debt Service Fund for Fiscal Year 2013-2014 and apportioning each levy for the specific purpose; seconded by PL2 Stevenson. *Mayor Dormier asked for a record vote by announcement of AYE or NAY. Present Council announced AYE in favor. No oppositions, no abstentions.*

Mayor Dormier called for an individual record vote:

PL2 Stevenson Aye

PL3 Griffin Aye

PL4 Hunt Aye

PL5 Oberg Aye

VOTE: The motion carried unanimously: 4-0.

ITEM 3. DISCUSSION/ACTION – Consider Adoption of Ordinance 2013-025 Ratifying the Budget for the 2013-2014 Tax Year that will raise less revenue than in the previous year.

PL3 Griffin stated that this was a good and balanced budget.

PL4 Hunt made the motion that Council approves and adopts Ordinance 2013-025 ratifying the Budget for the Fiscal Year 2013-2014 that will raise less revenue from property taxes than in the previous year, seconded by PL2 Stevenson. *Mayor Dormier asked for a record vote by announcement of AYE or NAY. Present Council announced AYE in favor. No oppositions, no abstentions.*

Mayor Dormier called for an individual record vote:

PL2 Stevenson Aye

PL3 Griffin Aye

PL4 Hunt Aye

PL5 Oberg Aye

VOTE: The motion carried unanimously: 4-0.

ITEM 4. DISCUSSION/ACTION – Consider a proposed Ordinance 2013-026 amending Appendix A of the Ovilla Code of Ordinances.

Pursuant to the Fiscal Year 2013-2014 adopted budget, the City also adopts fees assessed for various services. Based on a 2.5% increased water rate fee assessed by the City of Dallas, staff recommended adding .64 cents to the customer base water rate. The increase would change the base water rate from \$9.85 to \$10.49 – on 0-1,000 gallons usage.

PL5 Oberg made the motion that Council approves and adopts Ordinance 2013-026 amending Appendix A to the Code of Ordinances as presented, seconded by PL 2 Stevenson. *Mayor Dormier asked for a record vote by announcement of AYE or NAY. Present Council announced AYE in favor. No oppositions, no abstentions.*

VOTE: The motion carried unanimously: 4-0.

ITEM 5. DISCUSSION/ACTION – Consider and Approve the FY2013-2014 City Calendar and scheduled meetings of the Ovilla City Council.

Council confirmed that the meeting calendar sets the dates but they are subject to amendment upon Council decision if necessary.

PL2 Stevenson made the motion that Council approves the Fiscal year 2013-2014 City Calendar of Holidays and scheduled Council Meeting dates as proposed, seconded by PL5 Oberg. Mayor Dormier asked for a record vote by announcement of AYE or NAY. Present Council announced AYE in favor. No oppositions, no abstentions.

VOTE: The motion carried unanimously: 4-0.

ITEM 6. DISCUSSION/ACTION – Review progress and various assignments to facilitate the success of the 2013 Heritage Day festivities.

PL4 Hunt announced that he had misspoke in a previous meeting regarding the number of booths sold. He had previously stated that 45 booths were sold but made a correction stating 40 booths had been assigned. Updates on various assignments and the Heritage Day budget was shared and discussed. Members of the Council voiced differing opinions regarding their concerns and the correctness of a specific statement made in a mailed letter and a newspaper article (both inviting and informing the public of the upcoming event) that referred to last year's Heritage Day attendance numbers being 5,000 or more.

No Action.

REQUESTS FOR FUTURE AGENDA ITEMS

- | | |
|------------------|------|
| 1. PL2 Stevenson | None |
| 2. PL3 Griffin | None |
| 3. PL4 Hunt | None |
| 4. PL5 Oberg | None |

Mayor Dormier reminded those present of National Night Out, Tuesday, October 1, behind City Hall. Additional information will come soon.

ADJOURNMENT

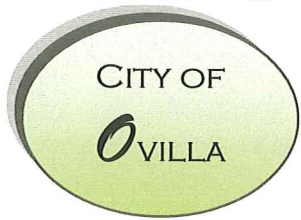
PL2 Stevenson made the motion to adjourn the meeting, seconded by PL3 Griffin. There being no further business, Mayor Dormier adjourned the meeting at 8:00 p.m.

ATTEST:

Richard Dormier, Mayor

Pamela Woodall, City Secretary

Approved September 23, 2013



AGENDA ITEM REPORT

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

Meeting Date: September 23, 2013

Department: Code Enforcement

☒ Discussion ☒ Action

Budgeted Expense: ☐ YES ☐ NO ☒ N/A

Submitted by: Staff

Amount: \$N/A

Attachments:

1. CA Memorandum 09-18-2013 with attachments

Agenda Item / Topic:

ITEM 1. *DISCUSSION/ACTION – Consider a Meritorious Exception to the Ovilla Road Baptist Church to allow modification of the existing sign to a LED sign, at 3251 Ovilla Road.*

Discussion / Justification:

Chapter 3, Section 3.06.012 of the Ovilla Code of Ordinances does allow for the granting of exceptions for signage based on Council decision.

Sec. 3.06.012 Granting of exceptions

(a) Generally. It is not the intention of these criteria to discourage innovation. It is entirely conceivable that signage proposals could be made that, while clearly nonconforming to this article and thus not allowable under these criteria, have obvious merit in not only being appropriate to the particular site or location, but also in making a positive contribution to the visual environment.

(b) Request for exception. Upon request of an interested party, the City Council, upon recommendation by the administrative official, shall hear and shall seriously and fairly consider a request for a meritorious exception under this section.

(c) Conditions. The city council may impose conditions on the granting of an exception if the Council deems such condition further carries out the intent and purpose of this article.


Recommendation / Staff Comments:

Sample Motion(s):

I make a motion that Council grants/denies a Meritorious Exception at the request of Ovilla Road Baptist Church to modify their existing sign as presented.

MEMORANDUM

TO: The Honorable Mayor and City Council

FROM: Cyndy Powell, City Administrator 

SUBJECT: Meritorious Exception – Ovilla Road Baptist Church Signage

DATE: September 18, 2013

An exception to the Sign standards may be granted when a proposed sign, that is nonconforming, is presented as having merit in two areas: being appropriate to the site or location, and also as a positive contribution to the visual environment.

The Ovilla Road Baptist Church has requested a meritorious exception to the City's sign standards for the modification of their existing permanent sign. The Church has requested to make a presentation after which the Council may consider the request and impose conditions on granting the exception.

Based on the sign sketch, which shows a minimum and a maximum, the proposed sign area is between 117 sq. ft. and 143 sq. ft. which exceeds the maximum allowable area of 100 sq. ft. by 17 sq. ft. to 43 sq. ft.

The sign's overall height, including the base, is proposed between 9 feet and 11 feet, which exceeds the maximum allowable height of 8 feet by 1-3 feet.

The proposed sign includes an LED screen which is prohibited; Sec. 3.06.007 Prohibited signs (3).

The proposed sign is not a monument sign because it does not meet the requirements in the code; Definitions.

The proposed sign used in conjunction with the existing pole sign is non-compliant; Sec. 3.06.006. The applicant has proposed to remove the existing pole sign if exception is granted.

Attached: Sketch of proposed sign and dimensions
Photo of existing sign and dimensions

cc: Pam Woodall, City Secretary
Mike Dooly, Neighborhood Services



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



Church

Banner

sign
(very similar to existing)

30-36"

LED

SCREENS

(top-of-the-line)

36"-40"

OCS

Banner

sign

30-36"

21"

052813

DOWS
0.000000



AGENDA ITEM REPORT

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

Meeting Date: September 23, 2013

Department:

☒ Discussion ☒ Action

Budgeted Expense: ☒ YES ☐ NO ☐ N/A

Presented By: City Administrator

Amount: \$

Attachments:

1. Bid Tabulation – June 21, 2013
2. CWD rate offer Letter – July 24, 2013
3. Proposal Letter from Progressive Waste Solutions – September 18, 2013

Agenda Item / Topic:

ITEM 2. *DISCUSSION/ACTION – Review and discuss the Solid Waste Collection/Disposal and Recycling proposal from Progressive Waste Solutions and take action as necessary to authorize the City Administrator to negotiate a Contract for Services.*

Discussion / Justification:

The proposal review committee consisting, of Councilors David Griffin and Larry Stevenson, and staff, reviewed two proposals received for Solid Waste Collection/Disposal and Recycling for residential and commercial customers. The committee recommended Progressive Waste Solutions to provide the services.

Residential (1,260 customers):

The residential service would include trash collection once (1) per week, recycling collection every other week, and an increase from one (1) time per month for bulky waste collection to two (2) times per month, and additionally on Cleanup Day, the collection of Household Hazardous Waste (HHW) and E-waste collection. The total monthly charge for service would be \$14.92 per residential customer; an increase of \$0.60 per month over the current rate of \$14.32. The total charge of \$14.92 includes the administrative fee of \$1.92. The cost to the City is \$13.00 per month per customer. The customers over the age of 65 would receive a discounted rate of \$12.22, which is an increase of \$0.90 over the current rate to adjust for the administrative fee that has been absorbed over time, their net rate is \$0.79 less than the cost of the service.

Commercial rates:

Commercial Dumpster/Bin	2 cubic yd	3 cubic yd	4 cubic yd	6 cubic yd	8 cubic yd	hand com. p/u
1 x per week	\$100.21	\$110.95	\$118.11	\$137.79	\$157.47	\$13.95
2 x per week	\$191.47	\$209.37	\$220.11	\$252.32	\$284.53	

Recommendation / Staff Comments:
Staff recommends approval of the recommendation and seeks authorization from Council for the City Administrator to negotiate a Contract for Services for Solid Waste Collection/Disposal and Recycling services with Progressive Waste Solutions. A Contract for Services would be placed on a future agenda for City Council's consideration authorizing the Mayor to execute said Contract.
Sample Motion(s):
<i>I move to approve/deny the recommendation as presented and authorize the City Administrator to negotiate a contract for services for Solid Waste Collection/Disposal and Recycling Services with Progressive Waste Solutions.</i>



CommunityWasteDisposal.com
Since 1984

July 24, 2013

Cyndy Powell
City Manager
City of Ovilla
105 S. Cockrell Hill Rd
Ovilla, TX 75154

Dear Cyndy:

We want to thank the Ovilla City Council and Staff for allowing CWD time during your July 24th City Council meeting to discuss our bid for your trash and recycling services. We are honored to have had the opportunity to service the city for the past four and a half years and are committed to providing the highest quality service if we are your selected vendor.

In regards to our bid, it has come to our attention that on January 28th, 2013 our owner and President, Greg Roemer, made an offer to the City of Ovilla to provide an HHW event (X-treme Greene Event) at a charge of \$.57 per home based on a five year contract (offer letter attached). We are willing to honor this offer and reduce our bid rate by \$.32 per home, from \$.89 to \$.57. This \$.32 reduction may be applied to any of our bid services or spread over several services at your discretion.

We would appreciate the opportunity to discuss this as well as other aspects of our bid with the new Sub-committee that is being formed. Please do not hesitate to contact either Robert or myself to schedule a meeting or to provide additional information or clarifications concerning our bid.

Sincerely,

Dale Pound
Vice President

2010 California Crossing
Dallas, Texas 75220-2310
telephone
972.392.9300 • 817.795.9300
facsimile
972.392.9301



September 18, 2013

Cyndy Powell
City Manager, City of Ovilla
105 Cockrell Hill Rd
Ovilla, TX 75154

Dear Cyndy,

We will confirm the following service levels and pricing for the City of Ovilla:

1X week trash pickup in customer provided trash cans and trash bags; Every other Week Recycling (We will provide the carts), twice per month bulky waste collection; one annual clean up day to include HHW materials and E Waste;

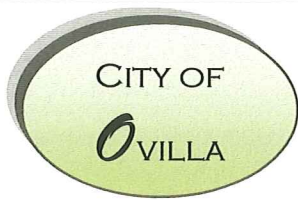
Total pricing of **\$13.00** per home per month.

Commercial	2 cubic yd	3 cubic yd	4 cubic yd	6 cubic yd	8 cubic yd	hand com. p/u
1 x per week	\$100.21	\$110.95	\$118.11	\$137.79	\$157.47	\$13.95
2 x per week	\$191.47	\$209.37	\$220.11	\$252.32	\$284.53	

Please let me know if I can provide any further information.

Sincerely,

Dick Demien
Municipal Marketing Manager
Progressive Waste Solutions



AGENDA ITEM REPORT

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

Meeting Date: September 23, 2013

Department: Administration

☒ Discussion ☒ Action

Budgeted Expense: ☐ YES ☐ NO ☒ N/A

Submitted by: City Secretary

Amount: N/A

Attachments:

1. Current score sheet / contact information
2. Email from state office

Agenda Item / Topic:

ITEM 3. *DISCUSSION/ACTION – Review status of City’s progress in obtaining the Leadership Award through the State Comptroller’s Office and take action if necessary.*

Discussion / Justification:

Council assigned staff to begin procedures to achieve the point criteria on the city’s website necessary to apply for the TX Comptroller Leadership Circle Gold Award. This award spotlights local governments that provide clear and consistent information of the budget, spending and auditing in user-friendly formats. To date, staff believes that the current level on the city’s website and the Leadership Circle’s score sheet would award Ovilla with the Silver Award.

Council’s expectation was that staff would be ready for the Gold application process by the beginning of the 2013-2014 Fiscal Year. Given a few months (possibly to December 2013) with Council’s approval, staff could complete the necessary steps to acquire enough points to apply for the Gold Award. The Comptroller’s office allows entities to submit their score sheet(s) annually to qualify/re-qualify for a Leadership Circle designation and then submit additional paperwork throughout the year to upgrade the award level or score. Any award is good for 1 year from the date the state office finalizes. The award cycle begins at the calendar year.

Recommendation / Staff Comments:

Staff recommends that Council direct staff to proceed with application process to apply for the Gold Award rather than the Silver.

Sample Motion(s):

I move to approve/deny

Or

No Action



Texas Comptroller Leadership Circle

Scoring Sheet

City of Ovilla

Name of local government

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

Major Criteria *(Max 8 points)*

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

Minor Criteria *(Max 12 points)*

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

Total Points Received

(Max 20 points)





Texas Comptroller Leadership Circle

Contact Information

City of Ovilla

Name of the local government

www.cityofovilla.org

Web address of the local government

Richard A. Dormier, Mayor

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

Pamela H. Woodall

Primary contact for nomination

972.617.7262

Phone

phiggins@cityofovilla.org

Email

105 S. Cockrell Hill Road, Ovilla, TX 75154

Mailing address

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



Pam Higgins

From: Robert Ashton (Robert Ashton)
Sent: Tuesday, September 17, 2013 4:19 PM
To: Pam Higgins
Cc: Ty Myrick
Subject: RE: Question

Pam Higgins:

I assume that you are referring to the Leadership Circle Award. We have set up the three award levels to allow local governments to start at a basic level with the BRONZE award, and then improve their level of transparency over time to SILVER and then the GOLD level. Any award is good for 1 year from the date we finalize it, so a 2013 award dated in December, 2013 is valid for 1 year until December, 2014, at which time the designee must re-apply for another award. However, at any time during the calendar year, award designees are encouraged to improve the level of transparency and apply for a higher level award. If a city has a BRONZE or SILVER award, they can reapply for a higher level award, which replaces the lower level one.

Even if a local government reaches the GOLD level, but at less than the maximum 20 points on our scoring criteria, it can still upgrade its web site and reapply to improve its score sheet, which is posted on our public Texas Transparency web site. But December 31st or earlier, depending on our work schedule, is the deadline for apply for a 2013 award. Then the 2014 award cycle starts.

There is no need to submit additional paperwork to upgrade the award level or score. We already have the contact information on the original nomination forms, so all you would need to do is notify us that you have upgraded your web site to meet additional award criteria. Our staff will gladly re-score your application, and if you qualify, replace your original award with a higher level one, or if already at the GOLD level post, post your new score sheet on our web site.

OVILLA appears to have both the current Budget and Annual Financial Report posted on a Financial Transparency page (worth 6 points under our major criteria, and several of the minor criteria.(worth 1 point each), and so should be very close or at the SILVER award level. We encourage you to apply. Should you not qualify at the level you apply for, our policy to contact you and give you up to 30 days to make up any deficiency before finalizing your award. The award process is simple—just to our web site at www.texas Transparency.org , complete pages 5 & 6 of the nomination packet, and e-mail or fax it to us. We would be happy to process your Leadership Circle award.

Thank you for your interest and support for financial transparency.

Best Regards,

Robert C Ashton
Program Specialist IV
Economic Development and Analysis



AGENDA ITEM REPORT

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

Meeting Date: September 23, 2013

Department: Administration

☒ Discussion ☒ Action

Budgeted Expense: ☐ YES ☐ NO ☒ N/A

Submitted by: Staff

Amount: N/A

Attachments:	
1. Application	
Agenda Item / Topic:	
ITEM 4.	<i>DISCUSSION/ACTION – Review application(s) and consider nominations and one appointment to the Economic Development Corporation Board.</i>
Discussion / Justification:	
<p>The Economic Development Corporation consists of a seven-member board. Each member shall be appointed by the City Council for a two-year term. Three terms expired in July, with two reappointments. One term (Place Two) is still vacant. Staff has received an application from Mr. John Sharp for Council's consideration.</p>	
Recommendation / Staff Comments:	
Sample Motion(s):	
<p><i>I move that Council appoint Mr. John Sharp to serve a term as Place Two on the Economic Development Corporation Board.</i></p> <p style="text-align: center;"><i>-And/or-</i></p> <p><i>I move that Council directs staff to continue soliciting for applications for an EDC appointment.</i></p>	



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

CITY OF OVILLA
BOARDS AND COMMISSIONS
INFORMATION STATEMENT AND APPLICATION

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

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

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

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

BOARDS AND COMMISSIONS

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

MEETING INFORMATION

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

NAME John R. Sharp
 HOME ADDRESS 503 Edgewood Lane

 HOW LONG HAVE YOU LIVED IN OVILLA? 4.5y EMAIL sharp.john.r@hotmail.com
 HOME TELEPHONE 972-217-1856 BUSINESS TELEPHONE NA
 PROFESSION Retired
 INTERESTS _____

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

37 years in Retail Management

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

No

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

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

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

- ❖ NA
- ❖ _____
- ❖ _____

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

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

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

John R. Shapp
SIGNATURE
John R. Shapp
PRINTED NAME OF APPLICANT

14 Sept 2013
DATE



CITY OF OVILLA OFFICIAL USE ONLY

DATE APPOINTED _____ COMMITTEE APPOINTED TO _____

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

ATTENTION: Pamela Higgins



AGENDA ITEM REPORT

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

Meeting Date: September 23, 2013

Department: Administration

☒ Discussion ☒ Action

Budgeted Expense: ☐ YES ☐ NO ☒ N/A

Submitted by: Staff

Amount: N/A

Attachments:

1. Application

Agenda Item / Topic:

ITEM 5. **DISCUSSION/ACTION** – Review *application(s)* and consider nominations and appointment(s) to the Planning and Zoning Commission.

Discussion / Justification:

The Planning and Zoning Commission consists of a seven-member board. Each member shall be appointed by the City Council for a two-year term. Four terms expired in July, with one reappointment and two new appointments. Additionally, Mr. Oberg, previously a P&Z member, was appointed to the City Council in July. This left Place Four having 1 year left on the term and Place Five having a full term remaining vacant. Staff has received one application from Mr. George Favaron for Council's consideration.

Recommendation / Staff Comments:

Sample Motion(s):

I move that Council appoint Mr. George Favaron to serve the remaining term expiring in 2014 as Place Four on the Planning and Zoning Commission.

-And/or-

I move that Council appoint Mr. George Favaron to serve the full term expiring in 2015 as Place Five on the Planning and Zoning Commission.

-And/or-

I move that Council directs staff to continue soliciting for applications for P&Z appointments.

received
9.18.13

DATE RECEIVED:



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

CITY OF OVILLA
BOARDS AND COMMISSIONS
INFORMATION STATEMENT AND APPLICATION

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

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

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

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

BOARDS AND COMMISSIONS

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

MEETING INFORMATION

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

NAME GEORGE FAVARON

HOME ADDRESS 115 LARIAT TRAIL OVILLA

HOW LONG HAVE YOU LIVED IN OVILLA? 30 yrs EMAIL GFAVARON@AIRCANOPY.NET

HOME TELEPHONE 972 217 0699 BUSINESS TELEPHONE —

PROFESSION RETIRED

INTERESTS PUBLIC SVC

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

SEE BELOW

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

PLANNING & ZONING COMM — 1 TERM
CITY COUNCIL — 3 TERMS

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

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

ELLIS CO APPRAISAL REVIEW BOARD — 3 TERMS
1 TERM AS PANEL CHAIRMAN

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

❖ _____
❖ _____
❖ _____

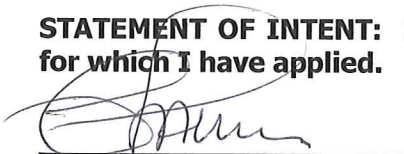
5.) DO YOU HAVE ANY RELATIVES THAT ARE CITY EMPLOYEES, MEMBER OF THE CITY COUNCIL OR SERVE ON ANY BOARD? (YES OR NO) If yes, please list:

NO

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

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

SIGNATURE



DATE

18 SEP 13

GEORGE FAVARON
PRINTED NAME OF APPLICANT



CITY OF OVILLA OFFICIAL USE ONLY

DATE APPOINTED _____ COMMITTEE APPOINTED TO _____

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

ATTENTION: Pamela Higgins



Ovilla City Council

AGENDA ITEM REPORT

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

Meeting Date: September 23, 2013

Department: Administration

☒ Discussion ☒ Action

Budgeted Expense: ☐ YES ☐ NO ☒ N/A

Submitted By: Staff

Amount: N/A

Attachments:

1. Proposed Resolution

Agenda Item / Topic:

ITEM 6. *DISCUSSION/ACTION – Consider Resolution 2013-009, of candidate nomination(s) for the Dallas Appraisal District Board of Directors for the Years 2014-2015 and authorize submittal of said Resolution to the Chief Appraiser.*

Discussion / Justification:

Each of the incorporated cities and towns, except the City of Dallas, shall have the right to nominate by official resolution one (1) candidate as the fourth member to the Board. Nominees for each entity shall be submitted to the Chief Appraiser by October 17.

Qualifications:

Must be resident of the DCAD for at least two years

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

Cannot be an employee of any agency represented by the DCAD

Current member to the suburban cities:

Michael Hurtt

Other members:

Andy Trujillo

John Warren

Jerry Jones

Elizabeth Jones

Recommendation / Staff Comments:

N/A

Sample Motion(s):

*I make a motion that Council submit Resolution 2013-009, naming _____,
as Ovilla's nominated candidate to the Board of Directors for the Dallas Appraisal District.*

RESOLUTION 2013-009

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

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

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

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

NOW, THEREFORE BE IT RESOLVED by the City Council of the City of Ovilla, Texas:

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

DULY PASSED AND APPROVED, this the 23RD day of September, 2013

APPROVED:

MAYOR, Richard A. Dormier

ATTEST:

CITY SECRETARY, Pamela Woodall



Ovilla City Council

AGENDA ITEM REPORT

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

Meeting Date: September 23, 2013

Department: Administration

☒ Discussion ☒ Action

Budgeted Expense: ☐ YES ☐ NO ☒ N/A

Submitted By: Staff

Amount: N/A

Attachments:

1. Proposed Resolution
2. Board of Directors - History

Agenda Item / Topic:

ITEM 7. *DISCUSSION/ACTION – Consider Resolution 2013-010, of candidate nomination(s) for the Ellis County Appraisal District Board of Directors for the Years 2014-2015 and authorize submittal of said Resolution to the Chief Appraiser.*

Discussion / Justification:

Each of the incorporated cities and towns, except the City of Dallas, shall have the right to nominate by official resolution one (1) candidate for each of the five positions to be filled on the Board of Directors. Nominees for each entity shall be submitted to the Chief Appraiser by October 15.

Current members are:

Chair: Phillip Lynch

V-Chair: Johnny Johnson (Not seeking another term)

Secretary: Ken Marks

Member: Tommy Hamilton

Member: Joe Pitts

Recommendation / Staff Comments:

N/A

Sample Motion(s):

I make a motion that Council submit Resolution 2013-010, naming

1, Chair

2, V-Chair

3, Secretary

4, Member

5, Member

as Ovilla's nominated candidate(s) to the Board of Directors for the Ellis Appraisal District.

TAXING UNIT: City of Ovilla, TX

RESOLUTION 2013-010

**RESOLUTION OF CANDIDATE NOMINATIONS FOR THE ELLIS APPRAISAL DISTRICT
BOARD OF DIRECTORS FOR THE YEARS 2014- 2015.**

WHEREAS, Section 6.03 (g) of the Texas Property Tax Code, requires that each taxing unit entitled to vote may nominate by Resolution one candidate for each of the five positions to be filled and submit those nominations to the Chief Appraiser of the Ellis Appraisal District before October 15, 2013.

THEREFORE, the **CITY OF OVILLA** submits the following nomination(s) for the Board of Directors of the Ellis Appraisal District for 2014 – 2015:

1. Chair -
2. Vice-Chair -
3. Secretary -
4. Member -
5. Member -

ACTION TAKEN THIS 23rd day of **September, 2013**, in Session of the governing body of the above mentioned taxing unit; as authorized under Section 6.03 of the Texas Property Tax Code, for the purpose of nominating candidate(s) to the Board of Directors of the Ellis Appraisal District.

Richard A. Dormier, Mayor

ATTEST:

Pam Woodall, City Secretary



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

Board of Directors
Phillip Lynch, Chairman
Johnny Johnson, Vice Chairman
Ken Marks, Secretary
John Bridges, Member
Tommy Hamilton, Member
Joe Pitts, Member

Kathy Rodrigue, Chief Appraiser

2012-2013 Board of Directors History

Phillip Lynch

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

Johnny Johnson

Vice-Chairman 2012-2013, 2010-2011, 2008-2009, 2006-2007, 2004-2005, 2002-2003, Secretary 2000-2001

Ken Marks

Secretary 2012-2013, Member 2010-2011, 2008-2009, 2006-2007, 2002-2003, Secretary 2004-2005

Tommy Hamilton

Member 2012-2013

Joe Pitts

Member 2012-2013, 2010-2011, 2008-2009, 2006-2007

John Bridges

Non-Voting Member as the Ellis County Tax Assessor/Collector 1998-2013

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

Legislation:

In 2003, the 78th Legislative Session, we worked with Jim Pitts to change the number of ARB members that a Board of Directors can appoint. With the success of this change the district was able to set up panels for hearings and to save approximately \$20,000 annually in ARB hearings costs. This also has enabled us to complete hearings earlier and to certify 100% of the appraisal roll on time.

Property Value Study:

The appraisal district has been successful since 2000 with having local property value assignments to all 11 of our school districts. We are very proud of this record and is a result of supporting the efforts of the staff to follow their constitutional requirements to appraise property at market value fairly and equitably.

Budgeting:

Through the use of technology, the Board has been able to reduce the size of our staff from 31 to 24 budgeted positions for 2013 to handle a \$13 Billion appraisal roll. The budget is less than 1% of the total levy of the taxing units, which is extremely rare for a district of our size and makeup.

Technology:

This Board looks forward each year to sharing with each of you the latest technological investment in aerial and oblique photography, Pictometry. The entities of EAD receive the data and software at no charge. We also dramatically improved our website and have been amazed at the response and number of visitors.

We encourage you to take a look at EAD's stewardship in the 2012 Ellis Appraisal District Annual Report on our website at: <http://www.elliscad.org/pdfs/EAD%20Annual%20Report%202012.pdf>



AGENDA ITEM REPORT

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

Meeting Date: September 23, 2013

Department:

☒ Discussion ☒ Action

Budgeted Expense: ☐ YES ☐ NO ☒ N/A

Submitted by: City Administrator

Amount: N/A

Attachments:

1. Ordinance No. 2013-027 amending the Code of Ordinances, Chapter 1, Division 3, Section 1.05.071 – Authorization of expenditures; purchase limits of the City Secretary, Department Heads, Mayor, City Administrator and Council.

Agenda Item / Topic:

ITEM 8. *DISCUSSION/ACTION – Consideration and action on Ordinance 2013-027 amending Chapter 1, Division 3, Section 1.05.071, of the Ovilla Code of Ordinances, providing revised purchasing limits; providing a savings clause; providing a severance clause; providing for incorporation into the Ovilla Code of Ordinances; providing for immediate effect; and providing for publication.*

Discussion / Justification:

Ordinance No. 2013-027 provides for the amendment of the Code of Ordinances, Chapter 1, Division 3, Section 1.05.071, Authorization of expenditures; purchase limits, to reflect the purchasing authority of the City Administrator as prescribed in the 2010 Policy and Procedure Guide to Purchasing (Purchasing Guide). The Purchasing Guide established the City Administrator's purchasing limit not exceed \$25,000 for budgeted expenditures. Purchases of \$25,000 or greater would require City Council approval.

Recommendation / Staff Comments:

Staff recommends approval of Ordinance 2013-027 to remedy conflict in the Code of Ordinances with the Adopted Purchasing Guide.

Sample Motion(s):

I move to approve/deny Ordinance 2013-027 amending Chapter 1, Division 3, Section 1.05.071, of the Ovilla Code of Ordinances, providing revised purchasing limits; providing a savings clause; providing a severance clause; providing for incorporation into the Ovilla Code of Ordinances; providing for immediate effect; and providing for publication.

ORDINANCE NO. 2013-027

AN ORDINANCE OF THE CITY OF OVILLA, TEXAS, AMENDING CHAPTER 1, DIVISION 3, SECTION 1.05.071, OF THE OVILLA CODE OF ORDINANCES, PROVIDING REVISED PURCHASING LIMITS; PROVIDING A SAVINGS CLAUSE; PROVIDING A SEVERANCE CLAUSE; PROVIDING FOR INCORPORATION INTO THE OVILLA CODE OF ORDINANCES; PROVIDING FOR IMMEDIATE EFFECT; AND PROVIDING FOR PUBLICATION.

WHEREAS, the City of Ovilla, Texas developed a comprehensive Policy and Procedure Guide to Purchasing, dated September 27, 2010; and

WHEREAS, the current authorization of expenditures and purchasing limits codified in Chapter 1, Division 3, Section 1.305.071 of the Ovilla Code of Ordinances are outdated and are in conflict with the Policy and Procedure Guide to Purchasing, dated September 27, 2010; and

WHEREAS, the City Council of the City of Ovilla, Texas, does find and determine that it is in the best interest of the citizens of the City of Ovilla, Texas, to amend Chapter 1, Division 3, Section 1.05.071 to reflect the authorization of expenditures and purchasing limits set forth in the Policy and Procedure Guide to Purchasing, dated September 27, 2010.

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

SECTION 1. AMENDMENT OF CHAPTER 1, DIVISION 3, SECTION 1.05.071 OF THE OVILLA CODE OF ORDINANCES

Chapter 1, Division 3, Section 1.05.071 of the Ovilla Code of Ordinances is hereby amended to read as follows:

Sec.1.05.071 Authorization of expenditures; purchase limits

(a) The City Secretary and all Department Heads shall have exclusive power and responsibility to make purchases of all supplies, apparatus, equipment, materials and other things requisite for public purposes for the city and to make all necessary contracts for work or labor to be done, material or other necessary things to be furnished for the benefit of the city where the amount of the expenditure for any purpose or contract does not exceed the sum of five hundred dollars (\$500.00).

(b) The Mayor and/or City Administrator shall have exclusive power and responsibility to make purchases of all supplies, apparatus, equipment, materials, and other things requisite for public purposes for the city and to make all necessary contracts for work or labor to be done, material or other necessary things to be furnished for the benefit of the city where the amount of the expenditure for any purpose or contract does not exceed the sum of twenty-five thousand dollars (\$25,000.00).

(c) The City Council shall have exclusive power and responsibility to make purchases of all supplies, apparatus, equipment, materials, and other things requisite for public purposes for the city and to make all necessary contracts for work or labor to be done, material or other necessary things to be furnished for the benefit of the city where the amount of the expenditure for any purpose or contract exceeds the sum of twenty-five

ORDINANCE NO. 2013-027

thousand dollars (\$25,000.00).

SECTION 2. SAVINGS CLAUSE

In the event that any other Ordinance of the City of Ovilla, Texas, heretofore enacted is found to conflict with the provisions of the Ordinance, this Ordinance shall prevail.

SECTION 3. SEVERANCE CLAUSE

If any section, subsection, sentence, clause, phrase or portion of this Ordinance is for any reason held invalid or unconstitutional by any court or competent jurisdiction, such shall be deemed a separate, distinct and independent provision and such holding shall not affect the validity of the remaining portions thereof.

SECTION 4. INCORPORATION INTO THE CODE OF ORDINANCES

The provisions of this ordinance shall be included and incorporated in the City of Ovilla Code of Ordinances and shall be appropriately renumbered to conform to the uniform numbering system of the Code.

SECTION 5. EFFECTIVE DATE

Because of the nature of interest and safeguard sought to be protected by this Ordinance and in the interest of the citizens of the City of Ovilla, Texas, this Ordinance shall take effect immediately after passage, approval and publication, as required by law.

SECTION 6. PUBLICATION

The City Secretary is hereby authorized and directed to cause publication of the descriptive caption and penalty clause hereof as an alternative method of publication provided by law.

PASSED, APPROVED and ADOPTED by the City Council of the City of Ovilla, Texas on this the 23rd day of September, 2013.

Richard Dormier, Mayor

ATTEST:

Pamela Woodall, City Secretary

APPROVED AS TO FORM:

Ron G. MacFarlane, Jr., City Attorney



AGENDA ITEM REPORT

Item(s): 9 (City Secretary use only)

Meeting Date: September 23, 2013

Department:

☒ Discussion ☒ Action

Budgeted Expense: ☐ YES ☐ NO ☒ N/A

Submitted by: City Administrator

Amount: N/A

Attachments:

1. Ordinance No. 2013-028 amending the Code of Ordinances, Chapter 9, Division 1, Section 9.03.034(9) – Powers and Duties

Agenda Item / Topic:

ITEM 9. *DISCUSSION/ACTION – Consideration and action on Ordinance 2013-028 amending Chapter 9, Division 1, Section 9.03.034(9) of the Ovilla Code of Ordinances, providing revised purchasing authority of the City Administrator; providing a savings clause; providing a severance clause; providing for incorporation into the Ovilla Code of Ordinances; providing for immediate effect; and providing for publication.*

Discussion / Justification:

Ordinance No. 2013-028 provides for the amendment of the Code of Ordinances, Chapter 9, Division 1, Section 9.03.034(9) – Powers and duties, to reflect the purchasing authority of the City Administrator as prescribed in the 2010 Policy and Procedure Guide to Purchasing (Purchasing Guide). The Purchasing Guide established the City Administrator's purchasing limit not exceed \$25,000 for budgeted expenditures. Purchases of \$25,000 or greater would require City Council approval.

Recommendation / Staff Comments:

Staff recommends approval of Ordinance 2013-028 to remedy conflict in the Code of Ordinances with the Adopted Purchasing Guide.

Sample Motion(s):

I move to approve/deny Ordinance 2013-028 amending Chapter 9, Division 1, Section 9.03.034(9) of the Ovilla Code of Ordinances, providing revised purchasing authority of the City Administrator; providing a savings clause; providing a severance clause; providing for incorporation into the Ovilla Code of Ordinances; providing for immediate effect; and providing for publication.

ORDINANCE NO. 2013-028

AN ORDINANCE OF THE CITY OF OVILLA, TEXAS, AMENDING CHAPTER 9, DIVISION 1, SECTION 9.03.034(9), OF THE OVILLA CODE OF ORDINANCES, PROVIDING REVISED PURCHASING AUTHORITY OF THE CITY ADMINISTRATOR; PROVIDING A SAVINGS CLAUSE; PROVIDING A SEVERANCE CLAUSE; PROVIDING FOR INCORPORATION INTO THE OVILLA CODE OF ORDINANCES; PROVIDING FOR IMMEDIATE EFFECT; AND PROVIDING FOR PUBLICATION.

WHEREAS, the City of Ovilla, Texas developed a comprehensive Policy and Procedure Guide to Purchasing, dated September 27, 2010; and

WHEREAS, the purchasing authority of the City Administrator codified in Chapter 9, Division 1, Section 9.03.034(9) of the Ovilla Code of Ordinances is outdated and in conflict with the Policy and Procedure Guide to Purchasing, dated September 27, 2010; and

WHEREAS, the City Council of the City of Ovilla, Texas, does find and determine that it is in the best interest of the citizens of the City of Ovilla, Texas, to amend Chapter 9, Division 1, Section 9.03.034(9) to reflect the purchasing authority of the City Administrator as set forth in the Policy and Procedure Guide to Purchasing, dated September 27, 2010.

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

SECTION 1. AMENDMENT OF CHAPTER 9, DIVISION 1, SECTION 9.03.034(9) OF THE OVILLA CODE OF ORDINANCES

Chapter 9, Division 1, Section 9.03.034(9) of the Ovilla Code of Ordinances is hereby amended to read as follows:

Sec. 9.03.034 Powers and duties

* * *

(9) Supervise the purchase of all materials, supplies and equipment for which funds are provided in the budget; and purchase materials and supplies necessary for operation or maintenance of city services for budgeted expenditures that do not exceed \$25,000. No purchase shall be made, contract let or obligation incurred which exceeds the current budget appropriation without a supplemental appropriation by the governing body. No contract shall be let except by the mayor and the city council. The city administrator may issue such rules governing procedures for purchasing within the administrative organization as the governing body shall approve.

* * *

SECTION 2. SAVINGS CLAUSE

In the event that any other Ordinance of the City of Ovilla, Texas, heretofore enacted is found to conflict with the provisions of the Ordinance, this Ordinance shall prevail.

SECTION 3. SEVERANCE CLAUSE

If any section, subsection, sentence, clause, phrase or portion of this Ordinance is for any reason held invalid or unconstitutional by any court or competent jurisdiction, such shall be deemed a separate, distinct and independent provision and such holding shall not affect the validity of the remaining portions thereof.

SECTION 4. INCORPORATION INTO THE CODE OF ORDINANCES

The provisions of this ordinance shall be included and incorporated in the City of Ovilla Code of Ordinances and shall be appropriately renumbered to conform to the uniform numbering system of the Code.

SECTION 5. EFFECTIVE DATE

Because of the nature of interest and safeguard sought to be protected by this Ordinance and in the interest of the citizens of the City of Ovilla, Texas, this Ordinance shall take effect immediately after passage, approval and publication, as required by law.

SECTION 6. PUBLICATION

The City Secretary is hereby authorized and directed to cause publication of the descriptive caption and penalty clause hereof as an alternative method of publication provided by law.

PASSED, APPROVED and ADOPTED by the City Council of the City of Ovilla, Texas on this the 23rd day of September, 2013.

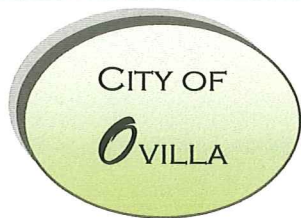
Richard Dormier, Mayor

ATTEST:

Pamela Woodall, City Secretary

APPROVED AS TO FORM:

Ron G. MacFarlane, Jr., City Attorney



AGENDA ITEM REPORT

Item(s): 10 (City Secretary use only)

Meeting Date: September 23, 2013

Department:

☒ Discussion ☒ Action

Budgeted Expense: ☒ YES ☐ NO ☐ N/A

Presented By: City Administrator

Amount: \$20,772.92

Attachments:

1. Rankings
2. Final Proposal – The Management Connection
3. Responses to Reference Inquiries

Agenda Item / Topic:

ITEM 10. **DISCUSSION/ACTION** – Review and discuss the Proposal from The Management Connection for the development of a Citywide Five-Year Strategic Plan and take action as necessary to execute the Proposal.

Discussion / Justification:

The Review Committee (Committee), comprised of Councilors David Griffin, Dean Oberg, and alternate Ralph Hall, along with Economic Development Corporation board members Gary Jones, John Knight, and alternate Dick Pettit was established to review and make a recommendation for a Citywide Five-Year Strategic Plan. The Committee met Thursday, August 15, 2013, evaluated responses from five firms, and ranked the firms. The top two firms were invited to make a presentation and answer questions from the Committee on Thursday, August 29, 2013. The Committee directed the City Administrator to negotiate an agreement with The Management Connection. Attached is the final Proposal from The Management Connection in the amount of \$20,000 for the development of a Citywide Five-Year Strategic Plan with expenses not to exceed \$772.92. References were contacted and a summary of the responses is included for your review. The Ovilla Economic Development Corporation considered the Proposal at their September 16, 2013 meeting and recommended to approve the proposal.

Recommendation / Staff Comments:

Staff recommends approval of the Proposal from The Management Connection for the development of a Citywide Five-Year Strategic Plan.

Sample Motion(s):

I move to approve/deny the Proposal from The Management Connection as presented authorizing the President of the Ovilla Economic Development Corporation to execute the Proposal.

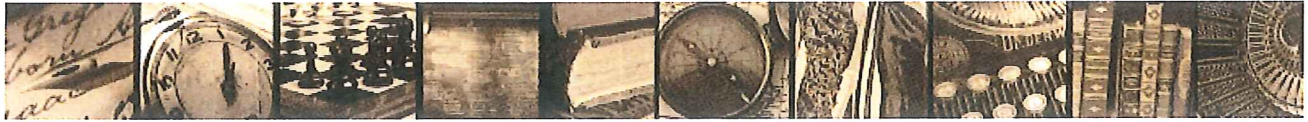
I move to approve/deny the Proposal from The Management Connection as presented authorizing the Mayor to execute the Proposal.

Citywide Five-Year Strategic Plan
Review Committee
Final Ranking of Responses to RFQ

Firm/Consultant	Council		EDC		Staff	
	Griffin	Oberg	Jones	Knight	Staff	Rank
Coleman & Associates Consultants	3	5	5	5	3	4
Troy Coleman, Ph.D., 214-370-9933						
P. O. Box 140836, Dallas, Texas 75214						
drtroyc Coleman@msn.com						
www.colemanandassociatesconsultants.com						
Concinnity Network	1	2	2	2	4	5
Bobbi Bilnoski, President, 214-293-8696						
David Eisenlohr, President						
Azimuth Group, Inc.						
5322 Monticello Avenue, Dallas, TX 75206						
www.concinnitynetwork.net						
Management Connection, Inc.	2	4	3	4	2	2
Joe M. Gonzalez, CEO, 979-846-4481						
4444 Carter Creek Pkwy Suite 110, Bryan, TX 77802						
joe@profacilitator.com						
www.profacilitator.com						
Orasi	4	1	1	1	5	1
Lance Reordan, Vice President, 817-317-8993						
address not listed						
lance@orasidevelopment.com						
Strategic Government Resources	5	3	4	3	1	3
Mike Mowery, 817-337-8581						
P. O. Box 1642, Keller, TX 76244						
mmowery@governmentresource.com						
www.GovernmentResource.com						

The final rankings reflect the consensus developed during the review committee's evaluation of the responses at their meeting held Thursday, August 15, 2013. It is not a mathematical calculation.

OVILLA, TEXAS



STRATEGIC PLANNING PROCESS (RFQ)

August 2nd, 2013



The Management Connection Inc.
PROFESSIONAL FACILITATORS

4444 Carter Creek Pkwy Suite 110
Bryan, Texas 77802
www.profacilitator.com

979-846-4481 (Office)
979-846-4482 (Fax)

Joe M. Gonzalez,
Chief Executive Officer
Professional Facilitator
joe@profacilitator.com



The Management Connection Inc.
PROFESSIONAL FACILITATORS

August 2nd, 2013

Cyndy Powell
City Administrator
105 Cockrell Hill
Ovilla, TX 75154

Dear Ms. Powell,

THE MANAGEMENT CONNECTION, INC. (TMC) appreciates the invitation to compete for this important project and to serve the City of Ovilla. As a professional facilitation firm established in 1992 in Bryan-College Station, TX, we have grown to be one of the leading providers in Texas of professional facilitation services for initiatives such as the one described in your Strategic Plan Request for Qualifications.

We are expert designers and facilitators of processes that maximize the ability of individuals, groups, organizations, and communities to reach their desired results. We do extreme customization of all our processes and products to honor the unique characteristics and leadership style of each of our clients. We work diligently to exceed client expectation. We establish quality, long-term relationships and provide follow-up service to ensure significant results. Our approach is driven by our Vision, Mission, and Principles, provided for you on the next page.

“THE EYE OF THE HURRICANE” represents our Professional Facilitation Model. The “eye” is the calm and guide within the chaotic storm. When faced with a constant bombardment of challenges and competing interest any organization may feel like it is whirling in a chaotic storm. Focused leadership, at all levels, creates the “eye” within the organization. TMC’s professional facilitation will guide you in strengthening the “eye of the hurricane” in your organization.

Attached herein is our work plan. We stand ready to answer any questions, and look forward to serving you.

Committed to your leadership,

Joe M. Gonzalez
Chief Executive Officer/Professional Facilitator





The Management Connection Inc.
PROFESSIONAL FACILITATORS

VISION

Committed to Your Leadership

MISSION

Facilitate Significant Results through Quality Relationships

PRINCIPLES

We Believe in Personal Leadership

We Believe in Establishing Long Term Relationships

We Believe in Impacting Our Clients Significantly

We Believe in Meeting Our Clients' Needs

*We Believe in Providing Follow-up to Ensure Our Clients
Achieve Their Results*





The Management Connection Inc.
PROFESSIONAL FACILITATORS

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The Management Connection Inc.
PROFESSIONAL FACILITATORS

FIRM'S PROFILE

Contact: Mr. Joe M. Gonzalez

Firm: The Management Connection, Inc.

Address: 4444 Carter Creek Parkway, Suite 110
Bryan, TX 77802

Phone: 979-846-4481

Federal EIN: 06-1685067

Established: 1992

Staff: Six (6) staff members

Client Base: 21 cities throughout the State of Texas
ranging from 3,000 to 750,000 in
population





The Management Connection Inc.
PROFESSIONAL FACILITATORS

STRATEGIC PLANNING PROCESS WORK PLAN

GOAL STATEMENT:

The Management Connection, Inc. (TMC) will facilitate the design of the five (5) year Strategic Plan for the City of Ovilla, TX by the fall of 2013.

(The plan will include a mission, vision, values statement; short-term and long-term broad goals; specific objectives; strategies/action plans; and outcome measures that will encompass the boundaries of the entire City. This process will last approximately 3-5 months from beginning to end.)

Value of Accomplishing this Goal:

- Will help guide the community for the next 5 years
- Community involvement will increase the success ratio in the implementation of the plan
- Leadership will have a roadmap to make future decisions
- Document will serve as a communication tool for all stakeholders
- Document will serve as a competitive/marketing tool

Metrics:

- Participants will provide feedback as to the effectiveness of the progress
- Will increase stakeholder involvement in the process
- Will receive oral and written feedback from stakeholders to ensure progress is being made
- Strategic goals/objectives will be defined for 2018

Action Steps	Target Date	Who	Completion Date
1. TMC will conduct a Needs Assessment with Mayor and selected stakeholders for the purpose of receiving expected outcomes. The Needs Assessment will provide the content for the Blueprint.	TBD On-site	TMC, Mayor, and Council	
2. TMC will develop Blueprint to move forward on the strategic planning process. Blueprint content: a) expected outcomes; b) identification of stakeholders; c) defined roles/responsibilities of all participants; c) meeting schedule of the process; d) decisions/direction provided by the Mayor and Council.	TBD	TMC, Mayor, Council, and City Administrator	





The Management Connection Inc.
PROFESSIONAL FACILITATORS

Action Steps	Target Date	Who	Completion Date
3. TMC will facilitate two full-day Strategic Planning Conferences with all community stakeholders identified by the Mayor and the Council.	TBD	TMC/ Stake-holders	
4. First Strategic Planning Conference outcomes: a) all participants will understand their role/responsibilities to the process; b) a Vision, Mission, and Value statement(s); c) strategic goals/objectives will be established for the following focus areas: <ul style="list-style-type: none">• Infrastructure, Services, and Utilities• Economic Development• Marketing and Branding of the City• Fiscal & Financial Future & Sustainability• Planning, Code Enforcement, Environmental, Housing, and Neighborhoods; d) a document summarizing the conference results.	TBD On-site	TMC/ Stake-holders	
5. Second Strategic Planning Conference outcomes (should be conducted approximately 30 days after the first conference): a) review results from the first Strategic Planning conference; b) strategic goals/objectives will be established for the following focus areas: <ul style="list-style-type: none">• Parks and Recreation• Quality of Life Elements, including Arts and Cultural Opportunities• Education• Community Transportation and Mobility• Communications and Information Technology; c) establish Critical Success Factors for each strategic goal; d) a document summarizing conference results.	TBD On-site	TMC/ Stake-holders	





The Management Connection Inc.

PROFESSIONAL FACILITATORS

Action Steps	Target Date	Who	Completion Date
6. TMC will facilitate conferences with the leadership team via video conferencing, Go To meetings, or telephone conferences. These conferences will ensure connectivity throughout the process.	TBD In between on-site conferences	TMC/ Stake-holders	
7. Deliverables: a) 2018 Strategic Plan: introduction, process history, vision/mission/value statement, strategic goals/ objectives/priorities and implementation plan (tasks, who, target and completion dates); b) an accountability system to measure progress on strategic goals; c) a 360 communication plan for stakeholders; d) six month follow-up at the request of Mayor or City Administrator.	TBD	TMC	
8. Deliver the 2018 Strategic Plan to Mayor, Council, and City Administrator.	TBD	TMC	





The Management Connection Inc.
PROFESSIONAL FACILITATORS

Work Plan #1217
Strategic Planning Process City of Ovilla

August 2nd, 2013

Cyndy Powell
City Administrator
105 Cockrell Hill
Ovilla, TX 75154

Dear Cyndy:

Thank you for considering The Management Connection, Inc. to facilitate the Strategic Planning Process with the City of Ovilla. This is an invoice for facilitation of the Strategic Planning Process. We would appreciate an opportunity to work with you and the City of Ovilla.

Project Investment

Strategic Planning Process \$20,000.00

Payment schedule divided into three payments:

Payment one (\$7,000) due at the start of the project
Payment two (\$7,000) due upon completion of the 2nd Strategic Planning Conference
Payment three (\$6,000) due upon delivery of the Strategic Plan

Mileage not to exceed..... \$772.92

Trip schedule based on action steps

1st Trip – Conduct Needs Assessment (Action Step #1)
2nd Trip – First Strategic Planning Conference (Action Step #4)
3rd Trip – Second Strategic Planning Conference (Action Step #5)
4th Trip – Delivery of 2018 Strategic Plan to Mayor, Council, and City Administrator (Action Step #8)

Please make check payable to:
The Management Connection, Inc.
4444 Carter Creek Pkwy, Suite 110
Bryan, TX 77802
EIN: 06-1685067

We appreciate our relationship with you and the City of Ovilla and look forward to every opportunity to serve as your professional facilitation firm.

Committed to your leadership,

Accepted by:

Joe M. Gonzalez
Chief Executive Officer

Ovilla Economic Development Corporation





The Management Connection Inc.
PROFESSIONAL FACILITATORS

Appendix





The Management Connection Inc.
PROFESSIONAL FACILITATORS

References

City of Anna
Mike Crist, Mayor
214-385-3972
Phillip Sanders, City Manager
972.924.3325
Strategic Planning Process

City of Hurst
Allan Weegar, City Manager
817.788.7000
Strategic Planning Process

City of Bedford
Beverly Queen, City Manager
817.952.2101
Strategic Planning Process

City of Hutto
Debbie Holland, Mayor
512.759.3731
David Mitchell, City Manager
512.759.4030

City of Cedar Park
Brenda Eivens, City Manager
512.401.5010
Strategic Planning Process

City of Melissa
Reed Greer, Mayor
972.838.2520
Jason Little, City Manager
972.838.2338
Strategic Planning Process

City of Coppell
Karen Hunt, Mayor
214.724.6457
Clay Phillips, City Manager
972.304.3662
Strategic Planning Process

City of Navasota
Bert Miller, Mayor
936.825.6789
Brad Stafford, City Manager
936.825.6408

City of El Paso
Joyce Wilson, City Manager
915.541.4844
Strategic Planning Process

City of Pearland
Tom Reid, Mayor
281.652.1654
Bill Eisen, City Manager
281.652.1663
Strategic Planning Process

City of Friendswood
Kevin Holland, Mayor
713.291.6865
Roger Roecker, City Manager
281.996.3250
Strategic Planning Process

City of University Park
Bob Livingston, City Manager
214.987.5300
Strategic Planning Process

Our Strategic Plans are customized to each client. You may find the Strategic Plans of our clients on their websites. This RFQ is also a sample of our Strategic Plans.





The Management Connection Inc.
PROFESSIONAL FACILITATORS

JOE M. GONZALEZ

Summary of
Qualifications

B.S. Education Minor: Business Management
A.A. Justice Administration, East Los Angeles
Clinical Education, Scott and White Memorial Hospital
Administration of Justice-Management's Certification, East Los Angeles

Awards

AIR FORCE COMMENDATION MEDAL, OUTSTANDING PERFORMANCE

Professional
Experience

THE MANAGEMENT CONNECTION, INC.—CHIEF EXECUTIVE OFFICER
Facilitates organizational development through four levels of impact: 1) Personal Leadership, 2) Interpersonal Leadership, 3) Managerial Leadership, and 4) Organizational Leadership. Has worked with private companies, criminal justice agencies, private universities, and municipalities.

DIRECTOR OF COMMUNITY TRAINING AND DEVELOPMENT

Developed and implemented a business plan for establishing four outreach centers in surrounding communities; gained support from private, public, profit, and non-profit organizations, administered budget for the operation of these centers, supervised staff and was responsible for staff training and development; developed and implemented a marketing plan as well as provided leadership for the marketing team.

SANDSTONE CENTER

Was promoted three times--last two positions were Director of Adult Services--supervised thirty-one personnel, including Master level therapists, nurses, social workers, educators, substance abuse counselors, and support staff; was responsible for four programs (Chemical Dependency, Adult Psychiatric, Geopsychiatric, Christian Care) which included responsibilities for development of the Quality Assurance Plan, developed and implemented new treatment programs, served as leader of multi-disciplinary treatment team, developed policy and procedure manual in accordance with JCAH standards for the entire unit, provided direct patient care through counseling one-on-one, group, and family.

CITY OF BRYAN - Personnel Specialist

Managed the Employment Department; responsible for EEOC compliance, interviewed, selected and hired all new employees, developed job standards, and job descriptions for all Title VII categories, administered budget, conducted grievance to management, intervened with employees at risk, represented city on all unemployment matters, served as administrator of Police and Firefighter's Civil Service Examination and conducted workshops on proper hiring, promotion, and dismissal procedures, provided consulting to supervisors and managers regarding personnel matters, and provided direction in conflict matters.

20TH JUDICIAL DISTRICT - Probation Officer - Supervised 100 probationers. Counseled one-on-one and group, crises interventionist, developed educational programs to improve quality of life, conducted and wrote pre-sentence investigations (equivalent to psycho-socials), developed, implemented, and monitored a comprehensive training program for volunteers from social agencies to work with probationers.

Served in the U.S. AIR FORCE and AIR FORCE RESERVES





The Management Connection Inc.
PROFESSIONAL FACILITATORS

TERESA GONZALEZ

Teresa Gonzalez is co-owner and COO of THE MANAGEMENT CONNECTION, INC. She joined TMC as a Professional Facilitator in 1999. Reflecting TMC's vision of being *Committed to Your Leadership*, Teresa's facilitation style includes a deep understanding and respect for the individual. Her wisdom and insight is evident through consistent client appreciation for achievement of significant results which impact their professional and personal lives.

Teresa has an extensive background and practical experience in all aspects of individual, staff and organization development. She has a passion for facilitating organizations through processes that define and implement the critical links between strategic goals, culture, staff value, and performance outcomes. Teresa has been an invited speaker at numerous professional conferences on a variety of topics.

Prior to TMC, Teresa served ten (10) years in municipal government roles of Children's Librarian, Human Resource Manager, Director of Employee and Organization Services, and Acting City Manager. Additionally, she was the founding member and first President of the Williamson County, TX Chapter of Society for Human Resource Management (SHRM). Teresa has also worked for private-sector international companies in the areas of sales, marketing, training, and logistics. She has non-profit experience serving as board member, Chair and grant writer.

Teresa is a Cum Laude graduate of the University of Texas at Dallas with a Bachelor's degree in Public Administration and holds a Master's degree in Public Affairs from the LBJ School of Public Affairs at the University of Texas at Austin. She has also earned several professional certifications in areas such as adult training and development, systems evaluation and improvement, assessment administration and interpretation, human resources practices, and professional facilitation.



**Summary of Responses to Reference Inquiries of
The Management Connection, Joe Gonzales**

Question 1: Did you find TMC was successful in facilitating the project with a variety of stakeholders and providing the desired product?

Question 2: Did you find the end product offered measurable goals, and realistic timetables for your size city's organization?

1. Jason Little, City Manager, City of Melissa – population 4,800

The short answer to both your questions is Yes. Being that each entity has a specific need and a cookie cutter approach is probably not the most effective long term, I think Joe and TMC does a great job of defining the tool and process that works for those involved. I couch this with this fact: it takes a willing and committed Council to be effective. If the Council is not sold on this process, no facilitator will be effective in my opinion. When we did it, I was concerned that the Council would not be committed to the process because it is a commitment and we had people who just did not get along and did not like each other. Joe helped them put that aside and they worked well through the process because he took the time on the front end to establish a relationship with each of them. This allowed him to honestly tell them they were out of bounds if they got tough on each other. I am not sure every facilitator can do what Joe does, but I can say I will always consider Joe for any Council item I may have in the future. If you need anything specific, please let me know.

2. Brad Stafford, City Manager, City of Navasota – population 7,200

We have been very pleased with Joe and his staff at The Management Connection. They have worked with us for several years, with great results. Yes, the project was successfully facilitated with a variety of stakeholders, and a desirable product was delivered. Yes, the product offered measurable goals and realistic timelines, as Joe makes sure to have the stakeholders set these. He does not put together his idea of what you should be doing, he makes sure the stakeholders are engaged and put the plan together.

3. Philip Sanders, City Manager, City of Anna – population 8,500

TMC was successful in working with our Council to develop strategic goals for the City. Based on those goals, the City Staff developed a detailed implementation plan. The plan we developed in cooperation with TMC is measurable and realistic.

4. David R. Mitchell, City Manager, City of Hutto – population 15,000

Joe Gonzales has assisted us with numerous items in Hutto, including our Organizational Development Plan and our annual Council retreats. To your questions: *Did you find TMC was successful in facilitating the project with a variety of stakeholders and providing the desired product?* Joe has always been able to navigate the stakeholders and the various issues we have utilized Joe for. Joe is an excellent facilitator and has the knack for both knowing when to speak up and when to remain silent and listen. He also is not scared to ask the tough questions that often need to be addressed. He has always produced the desired deliverables at the conclusion of his time with us. *Did you find the end product offered measurable goals, and realistic timetables for your size city's organization?* Joe will always ask and repeat any goals and timetables discussed. He often will cue up the discussion about timetables. I've heard him often say to our Council "Tell staff when you desire this action completed." From a staff perspective he is good about supporting us and letting the Council know that your staff is busy, be reasonable in your demands for action. I have complete confidence in Joe in working with my Council during retreats or other sessions. He can fairly balance the desires of the Council with the work load of staff. I hope these answers help you know Joe's services better.

5. Bob Livingston, City Manager, University Park – population 23,000

I inserted the response below the questions. If there are others, please do not hesitate to call. *Did you find TMC was successful in facilitating the project with a variety of stakeholders and providing the desired product?* Yes. The

**Summary of Responses to Reference Inquiries of
The Management Connection, Joe Gonzales**

efforts at goal setting with Council and staff were effective and well received by both groups. *Did you find the end product offered measurable goals, and realistic timetables for your size city's organization?* The process did develop measurable goals and a timeline for accomplishment along with a process for following up to insure critical dates were met.

6. Roger Roecker, City Manager, City of Friendswood – population 36,000

We have worked with Joe Gonzales and the Management Connection in numerous ways over the past 15 + years. Our experience, which has included facilitation, goal-setting and strategic planning services has been very positive.

7. Clay Phillips, City manager, City of Coppell – population 39,000

Joe has worked with both our Council and staff on numerous occasions over the past 15 years or so. He has facilitated Council retreats, executive staff retreats, assisted us in our leadership and employee development processes, assisted in executive search processes and he assisted us in the development of our very comprehensive succession and leadership development process. All of these activities were performed in a manner that exceeded our expectations. Joe's process is not a "shrink wrapped" program in which your process must follow a particular form. He has the ability to facilitate a group to their desired end, not his. 1. His processes have resulted in outcomes that were desired for a myriad of stakeholders; 2. His product delivers what is promised in ways that can be incorporated into annual goals, objectives, work plans, etcetera in order to be measured and completed. Please feel free to contact me to discuss further if need be.

8. Brenda Eivens, City Manager, City of Cedar Park – population 50,000

The answer to both questions is "yes, definitely." The city's strategic map that TMC helped us develop has been a very useful tool for both our Council and City staff. Please let me know if you'd like any addition information--I will be glad to share our positive experiences about TMC and Joe with you.

9. Bill Eisen, City Manager, City of Pearland – population 93,000

The City of Pearland has utilized The Management Connection for a number of projects including staff development, facilitation of City Council retreats, and development of strategic plans for individual departments. In each case, we have found that TMC facilitated or produced a product that met the City's needs and that was capable of implementation. A key feature of TMC's work is that they provide periodic follow up to ensure that plan implementation is successfully occurring. I would recommend TMC as a firm that could successfully help your City develop a strategic plan.

No response from El Paso as of 9/11/13.



AGENDA ITEM REPORT

Item(s): 11 (City Secretary use only)

Meeting Date: September 23, 2013

Department: Water/Sewer Fund

☒ Discussion ☒ Action

Budgeted Expense: ☒ YES ☐ NO ☐ N/A

Submitted by: Staff

Amount: Not to exceed \$1500.00 per year

Attachments:

1. Proposed Contract for Technical Services with Trinity River Authority

Agenda Item / Topic:

ITEM 11. **DISCUSSION/ACTION** – Consider approval of a Contract for Technical Services and Fee Schedule with Trinity River Authority of Texas and take action as necessary to authorize the Mayor to execute such Contract.

Discussion / Justification:

The City contracts with the Trinity River Authority for work relating to the analysis of water and wastewater, industrial inspections, and sampling services for an annual fee not to exceed \$1,500.00 per year. The Contract is for two years expiring September 30, 2015.

Recommendation / Staff Comments:

Staff recommends approval.

Sample Motion(s):

I move that the Council approves/denies the contract for technical services and fee schedule with Trinity River Authority of Texas as presented.



3826.500.050.100

August 7, 2013

Mr. Randy Whiteman
City Administrator
City of Ovilla
105 South Cockrell Hill Road
Ovilla, Texas 75154

Dear Mr. Whiteman:

Subject: Contract for Services - Fiscal Year 2014
Revised Technical Services Fee Schedule
Central Regional Wastewater System

The Trinity River Authority Board of Directors, in Board Action June, 2013, approved the Technical Services Fee Schedule for Fiscal Year 2014 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 expires September 30, 2013. 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 2014 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 with Attachment A - 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

August 7, 2013
FY-2014 Contract for Services
Page 2

To coordinate our efforts accordingly, the Authority requests the approval of the contract to begin on October 1, 2013, 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 2014 Services Fee Schedule for your use and files. The service fees are effective December 1, 2013 through November 30, 2014. 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,

A handwritten signature in black ink, appearing to read "WM. B. CYRUS", with a stylized flourish extending from the end.

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 City 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. Industrial Inspection Services

In keeping with the foregoing, the Receiving Agency employs the Performing Agency and the Performing Agency agrees to perform industrial inspection services 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 Part 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 Ordinances 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.

2. Industrial Sampling Services

In keeping with the foregoing, the Receiving Agency employs the Performing Agency and the Performing Agency agrees to perform industrial sampling services 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 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.

3. Analytical Services

In keeping with the foregoing, 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 insure the legal sufficiency of the sample handling; analytical and reporting procedures; and to remedy effects 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 State laws.

Receiving Agency may deliver to Performing Agency samples for analysis separate and apart from those samples collected by the Performing Agency. When the Receiving Agency delivers samples to the Performing Agency for analysis, the Receiving Agency shall indicate the nature and extent of the analyses 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 day 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 submit a voucher 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 without invalidating this Contract 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: _____

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.

EXHIBIT A

TECHNICAL SERVICES FEE SCHEDULE

FOR

LABORATORY ANALYSES,

INDUSTRIAL INSPECTIONS

AND

INDUSTRIAL SAMPLING

FISCAL YEAR 2014

December 1, 2013 through November 30, 2014

NELAP CERTIFICATE T104704287-10-TX

CHEMICAL ANALYSES

Liquid Samples

Alkalinity:		Phosphorus:	
Total (*) (**)	\$11.50	Ortho (*)	\$12.80
		Total (*)	\$23.25
		Solids Testing (Gravimetric):	
Biochemical Oxygen Demand:		Total (TS)	\$13.25
5-Day (*)	\$27.00	Total Dissolved (TDS) (*)	\$20.50
5-Day Carbonaceous (*)	\$29.50	Total Suspended (TSS) (*)	\$18.00
5-Day Filtered (Dissolved)	\$36.00	Volatile Suspended (VSS) (*)	\$ 9.00
7-Day	\$33.75	(after TSS)	
Extra Dilution (Each)	\$ 2.50	Percent Solids, Total and Volatile	\$15.50
		Sulfate (*)	\$12.10
Chlorophyll "a"	\$19.00		
Chlorophyll "a" and Pheophytin	\$24.50	Turbidity (*) (**)	\$10.50
Chemical Oxygen Demand (*)	\$16.00	UV254	\$21.00
Chloride (*)	\$12.10		
Conductance, Specific (*) (**)	\$ 9.50	Mercury (*) (**)	\$24.75
Cyanide		Metals (EPA 200.8) (*) (**) (***)	\$13.20 each
Total (*)	\$39.70	Aluminum	Lead
Amenable to Chlorination) (*)	\$51.00	Arsenic	Manganese
		Antimony	Molybdenum
Fluoride, Total (**)	\$12.10	Barium	Nickel
Glycols	\$14.25	Beryllium	Selenium
Hardness (*) (**)	\$20.00	Boron	Silver
		Cadmium	Thallium
Nitrogen:		Chromium	Tin
Ammonia (*)	\$13.45	Cobalt	Vanadium
Ammonia by Distillation (*)	\$22.60	Copper	Zinc
Kjeldahl, Total (*)	\$23.50	Iron	
Nitrate (*)	\$12.10		
Nitrite (*)	\$12.10	Minerals (*)	\$13.20 each
Total	\$45.25	Calcium	
		Magnesium	
Oil and Grease (*)	\$53.00	Potassium (***)	
		Silica	
Organic Carbon:		Sodium	
Dissolved	\$22.00		
Total (*) (**)	\$19.00		
pH (*)	\$11.00		

Solid Samples

Ammonia (***)	\$29.80
Chemical Oxygen Demand	\$37.00
Nitrogen, Kjeldahl, Total	\$30.00
Phosphorus, Total (***)	\$27.00
pH (***)	\$15.00
Mercury (***)	\$53.50
Metals Preparation	\$29.25

NELAC Accreditation
 * Non-Potable Water
 ** Drinking Water
 *** Solids

MICROBIOLOGICAL ANALYSES

Drinking Water:

Total Coliform (MMO/MUG) (**)	\$ 14.50
Heterotrophic Plate Count	\$ 17.00

Other:

Coliform, Fecal (Membrane Filter) (*)	\$ 16.00
Coliform, Fecal (MPN) (***)	\$ 45.25
Coliform, Total (MPN-Q Tray)	\$ 16.50
E. Coli (MPN-Q Tray) (*)	\$ 16.50
Streptococcus, Fecal (Membrane Filter) (*)	\$ 16.50
Heterotrophic Plate Count	\$ 17.00
Microscopic General Examination	\$ 25.00

TRACE ORGANIC (GC-GC/MS) ANALYSES

Pesticides/PCB

EPA 624 (*)		Extraction/Preparation	
14 Day (preserved)	\$120.00	Liquids	\$90.00
3 Day (unpreserved)	\$180.00	Solids	\$40.00
BTEX (only)	\$110.00		
Trip Blanks	\$ 65.00	EPA 608 (*)	
Geosmin/MIB	\$100.00	Full List	\$110.00
		Chlorinated Pesticides (only)	\$ 95.00
EPA 625(*)		PCB (aqueous)	\$ 95.00
Total Semi-Volatiles	\$200.00		
Semi-volatile Trip Blank	\$175.00		
EPA 525		EPA 8082	
Atrazine	\$160.00	Polychlorinated Biphenyls (PCB)	\$ 99.00

BY QUOTE

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

NELAC Accreditation
*Non-Potable Water
**Drinking Water
*** Solids

INDUSTRIAL PRETREATMENT SERVICES

SAMPLING

Composite Sample	\$ 115.00
Additional Composite Sample	\$ 40.00
Grab Sample	\$ 48.00
Additional Grab Sample	\$ 11.00
Field pH	\$ 6.50
Field Measurement	\$ 11.00
Field Surveillance Event	\$ 260.00
pH or DO only	\$ 53.00
Sampling Event Cost for a Failed Sample	\$ 58.00
Industry Split Sample	\$ 20.00
Boat Fee	\$ 40.00
QA/QC Fee	\$ 10.00

~Grab Sampling
~Delivery to TRA Laboratory
~Field Testing Available
~Sample Preservation
~Proper Chain of Custody

INSPECTION

On-Site	\$ 120.00
On site unpermitted	\$ 100.00
Permit Preparation (New)	\$ 170.00
Permit Renewal	\$ 105.00

~Installation of Automatic Composite Samplers
~Verification of Application Data
~Consultation with Industries on Industrial Pretreatment
~Chemical Inventory Review
~Industry Split Sampling

NELAC Accreditation
*Non-Potable Water
**Drinking Water
*** Solids

GENERAL SERVICE INFORMATION

1. Effective Date: December 1, 2013. 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," 20th Edition, 1998 or most recent approved and/or EPA "Manual of Methods for Chemical Analysis of Water and Wastes," 1983 and the "3rd 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 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 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**

**CRAIG HARVEY
Laboratory Division
Chief**

**JENNIFER MOORE
Environmental Services
Coordinator**

**JOHN DURBIN
Manager
Collection System**

**JOHN HERNDON
Technical Services
Engineer**

**CATHY SIEGER
Quality Assurance
Coordinator**

**CRAIG CROWDER
Technical Services
Engineer**

NELAC Accreditation
*Non-Potable Water
**Drinking Water
*** Solids



AGENDA ITEM REPORT

Item(s): 12 (City Secretary use only)

Meeting Date: September 23, 2013

Department: Fire

☒ Discussion ☒ Action

Budgeted Expense: ☒ YES ☐ NO ☐ N/A

Submitted by: City Administrator

Amount: \$110,000 (revenue)

Attachments:

1. Proposed Annual Interlocal Cooperation Agreement for Fire Protection and First Responder Services with Emergency Services District #2

Agenda Item / Topic:

ITEM 12. **DISCUSSION/ACTION** – *Consider approval* of the Annual Interlocal Cooperation Agreement for Fire Protection and First Responder Services with Emergency Services District #2 and take action to authorize the Mayor to execute such Agreement.

Discussion / Justification:

The City of Ovilla's Fire Department provides fire protection services and emergency medical first responder services to Ellis County Emergency Services District #2 (ESD #2) through an Agreement for compensation of \$110,000 annually. The Agreement is provided for review.

Recommendation / Staff Comments:

Staff recommends approval of the Interlocal Cooperation Agreement with ESD #2 for Fiscal Year 2013-2014.

Sample Motion(s):

I move that Council approves/denies the Interlocal Cooperation Agreement for Fire Protection and First Responder Services with Emergency Services District #2 as presented and authorize the Mayor to execute such Agreement.

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

THIS AGREEMENT is made and entered into this ____ day of September, 2013, by and between Ellis County Emergency Services District #2, a political subdivision of the State of Texas, hereinafter referred to as "District" and the City of Ovilla, a municipal corporation, located in Ellis and Dallas Counties, Texas, hereinafter referred to as "City.";

WHEREAS, District is a duly organized political subdivision of the State of Texas engaged in the administration of the Ellis County Emergency Services District #2 and the provision of emergency services for the benefits of the residents of the District; and

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

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

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

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

**SECTION 1.
TERM**

The term of this Agreement shall be for the period of October 1, 2013 to and through September 30, 2014.

**SECTION 2
SERVICES PROVIDED**

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

SECTION 3.
RESPONSE AREA AND DISPATCH PROCEDURES

The Fire Chief for the City and the Midlothian Fire Department (MFD) Fire Chief will agree upon response criteria, response area, and dispatch procedures for the City and the MFD for all calls within the boundaries of the District as stated in Exhibit A of this agreement.

SECTION 4.
9-1-1 COORDINATOR

The Fire Chief of the City of Midlothian will be the 9-1-1 coordinator for the Ellis County Emergency Service District #2 response area.

SECTION 5
STATION STAFFING

The Ovilla Fire Department will staff the station with two TCFP-certified firefighter/paramedics 24 hours each day, and one TCFP-certified firefighter eight hours each week day during daytime hours. This staffing will be supplemented with at least one volunteer firefighter during the night shift. The six current Captain positions will be retained.

SECTION 6
COMPENSATION

The district agrees to pay City a total of \$145,000 during the agreement period for the provision of services and station staffing as outlined within this agreement. A \$110,000 payment will be made in April of 2014. A \$35,000 payment will be made on September 30, 2014.

SECTION 7.
MONTHLY REPORTS

The City will provide the District monthly fire and EMS reports to responses in the District. The reports shall include response times and staffing to calls in the District. The District will use these reports for District Fire/EMS service plan upgrades to meet State and National standards.

The City will provide a monthly report showing part-time and paid volunteer shifts' staffing.

City will also report quarterly to District the number of volunteer firefighters, certification level of each, and number of calls each member has responded to in the previous quarter.

The City will also provide monthly reports that include the vehicle, driver, and insurance information, when available, for incidents involving vehicles involved in accidents, fire, or hazardous chemical incidents.

SECTION 8.
DISTRICT'S OFFICE

The District will designate the Larry C. Marlow Fire Annex building as the District's office as required by Section 775.036 (f) of the Texas Health and Safety Code. The District will also have use of a computer workstation in the Fire Annex, computer server hard drive space for District's accounting software and documents, and area for a District filing cabinet. The Fire Chief will determine access to the Fire Annex and use of a computer workstation by District Emergency Commissioners

The District may use the Fire Annex training room for District meetings, CERT training, or other events as agreed upon in advance by the Fire Chief.

SECTION 9.
TERMINATION

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

SECTION 10.
ENTIRE AGREEMENT

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

SECTION 11.
GOVERNMENTAL IMMUNITY

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

**SECTION 12.
LEGAL AUTHORITY**

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

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

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

**SECTION 13.
SEVERABILITY**

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

**SECTION 14.
EXHIBITS**

The exhibits identified below are a part of this agreement:

1. Exhibit A (Dispatch Procedures).

Signed this _____ day of September, 2013

ELLIS COUNTY EMERGENCY SERVICES DISTRICT #2

By: 

Its: President

CITY OF OVILLA

By: _____
Mayor

Attest: _____
City Secretary

EXHIBIT A

AGREEMENT OF RESPONSE AREA, RESPONSE CRITERIA, AND DISPATCH PROCEDURES BETWEEN THE MIDLOTHIAN FIRE DEPARTMENT (MFD) AND THE OVILLA FIRE DEPARTMENT (OFD):

- A. All of the ESD has been divided into response areas known as Box Numbers. These Box Numbers stipulate which Station has the shortest run time to the area within the Box.**
- B. MFD response to ESD**
 - 1. MFD will respond an ambulance from the closest station to all EMS calls throughout the ESD.
 - 2. If no MFD ambulance is available, MFD will summon mutual aid ambulance service from the closest provider and provide first responder service if possible.
 - 3. If MFD is unable to respond first responder service, MFD will request first responder service from OFD.
 - 4. MFD will respond to all Structure Fire calls throughout the ESD.
 - 5. MFD will respond to all other calls in the ESD with the exception of those occurring in the 7200 series of Box Numbers.
 - 4. MFD will respond to any other call in the 7200 series of Box Numbers if OFD is unavailable, or anytime requested by OFD.
- C. OFD response to ESD**
 - 1. OFD will respond to all Structure Fire calls throughout the ESD.
 - 2. OFD will provide first response EMS to calls occurring in the 7200 series of Box Numbers and anywhere else summoned by MFD.
 - 3. OFD will respond to all calls occurring within the 7200 series of Box Numbers.
 - 4. OFD will respond to any other fire or EMS call in the ESD if MFD is unavailable, or anytime requested by MFD.

EXHIBIT A (Continued)

D. Simultaneous Response and Special Circumstances

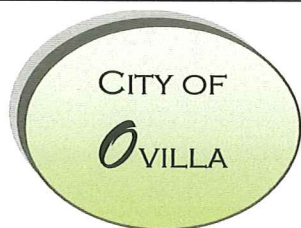
1. On all calls where both departments are dispatched simultaneously, the first arriving department shall advise the other department whether to continue to the scene, stage at an intermediate location, or return to their station.
2. Special circumstances such as drought, severe weather, or equipment out-of-service may necessitate a response identical to Structure Fires on other types of incidents. The Chiefs of the MFD and the OFD will mutually determine the types of calls and the time period of this variance.

E. Response of Compressed Air Foam System (CAFS) Engine and Service Truck

The Fire Chiefs of the Midlothian Fire Department and the Ovilla Fire Department will direct the response of at least one (1) CAFS equipped Engine and one (1) Service Truck (when available) to Structure Fire calls in the District.

F. Dispatch Procedures

1. The Northern Ellis Emergency Dispatch (NEED) Center (Dispatch) has been provided with a map that outlines the response areas (Box Numbers) as defined in this agreement.
2. If Dispatch fails to tone-out either MFD or OFD as specified above, the department not dispatched will immediately request the Dispatcher to transmit the proper tone-out and will initiate the correct response to the call.



AGENDA ITEM REPORT

Item(s): **13** (City Secretary use only)

Meeting Date: September 23, 2013

Department: Administration

☒ Discussion ☒ Action

Budgeted Expense: ☒ YES ☐ NO ☐ N/A

Submitted By: -

Amount: \$8,000

Attachments:

1. Updates will be distributed at the Council Meeting

Agenda Item / Topic:

ITEM 13. *DISCUSSION/ACTION* – Review progress and various assignments to facilitate the success of the 2013 Heritage Day festivities.

Discussion / Justification:

Discuss and update Council assignments, plans and progress of 2013 Heritage Day.

Recommendation / Staff Comments:

Sample Motion(s):

I make a motion that _____.

or

"No Action."



AGENDA ITEM REPORT

EXECUTIVE SESSION

Item(s): 14 (City Secretary use only)

Meeting Date: September 23, 2013

Department: Fire

☒ Discussion ☒ Action

Budgeted Expense: ☒ YES ☐ NO ☐ N/A

Submitted by: City Administrator

Amount: \$39,000 (revenue)

Attachments:

Agenda Item / Topic:

The City Council will meet in a closed session pursuant to Section 551.071 of the Texas Government Code to consult with, and seek advice from, the City Attorney on a matter in which the duty of the City Attorney to the City under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with the provisions of the Texas Open Meetings Act.

ITEM 14. **DISCUSSION/ACTION** – Receive and discuss proposal from ESD#4 and take action as necessary to authorize the City Administrator to negotiate an Agreement with the Ellis County ESD#4.

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

Discussion / Justification:

The City of Ovilla's Fire Department has provided fire protection services and emergency medical first responder services to Ellis County Emergency Services District #4 (ESD #4) through an annual Agreement which expires September 30, 2013.

Recommendation / Staff Comments:

This item provides City Council the opportunity to discuss the services provided by the City of Ovilla Fire Department to the Ellis County Emergency Services District #4 service area and authorize the City Administrator to negotiate an annual Agreement.

Sample Motion(s):

I make a motion that Council . . .



AGENDA ITEM REPORT

EXECUTIVE SESSION

Item(s): 15 (City Secretary use only)

Meeting Date: September 23, 2013

Department: Administration

☒ **Discussion** ☒ **Action**

Budgeted Expense: ☐ **YES** ☐ **NO** ☒ **N/A**

Submitted by: City Administrator

Amount: N/A

Attachments:

1. List of Priorities to be Ranked by City Council.

Agenda Item / Topic:

The City Council will meet in a closed session pursuant to Section 551.074 of the Texas Government Code pertaining to personnel matters.

ITEM 15. DISCUSSION/ACTION –*Deliberate* the appointment, employment, and/or duties of the City Administrator and take action as necessary.

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

Discussion / Justification:

The attached priorities represent projects and programs that have come to the City Administrator's attention since June 2013. The recommended process for setting priorities is 1) presentation of proposed priorities to Council, 2) Council reviews and return their rankings of priorities to City Administrator to compile, 3) composite rankings would then be presented to Council.

From the composite rankings the City Administrator will develop a work plan for each objective for the remainder of the fiscal year. Future priority and ranking process would coincide with budget preparation for the upcoming fiscal year. The development of the Citywide Five-Year Strategic Plan will influence the development of future priorities.

Recommendation / Staff Comments:

It is recommended the individual rankings be returned by October 14th for computation of composite rankings. If Council so desires, the priorities may be ranked during this item and Council may take action to direct staff to move forward.

Sample Motion(s):

I move to approve/deny the priorities as established through discussion and direct staff to move forward.

Objectives Fiscal Year 2013-2014

Objectives with Policy or Budget Implication		Timeframe FY 2013-2014	Notes	Source	Staff
1	<input type="checkbox"/> Adopt revised Employee Policies Handbook	<input type="checkbox"/>	Revisions to Council, legal review, formatting, adoption, publication, training, signed acknowledgement forms, annual review of policies, develop administrative directives	occurring	CA
2	<input type="checkbox"/> Revise 2010 Purchasing Guidelines	<input type="checkbox"/>	Repeal current, adopt revised. Resolve conflict with CA position description Art. 9.03 and 2010 purchasing policy.	occurring	CA
3	<input type="checkbox"/> Revise Investment Policy	<input type="checkbox"/>	Revise to reflect recent changes in legislation from 2013 session.	occurring	CA, SJ
4	<input type="checkbox"/> Emergency Management Plan	<input type="checkbox"/>	Chief Moon is developing; update quarterly; develop training for Council & staff	occurring/ Lee list	Moon
5	<input type="checkbox"/> Develop 5-year Strategic Plan	<input type="checkbox"/>	Develop strategic plan, develop action plans for staff, performance goals for staff to be used in evaluations, develop timeline for reporting progress	occurring	CA
6	<input type="checkbox"/> Compensation and Classification Study	<input type="checkbox"/>	Present recommendations to Council, develop implementation based on budget impact. Review recommendations to revise job descriptions, segregation of duties. Determine policy regarding benefits.	occurring/ Lee list	CA
7	<input type="checkbox"/> Downtown Main Street Sewer	<input type="checkbox"/>	Negotiations with property owners and installation timeline	occurring	Brad
8	<input type="checkbox"/> Expand Street Width Requirement to 31 Feet	<input type="checkbox"/>		Mayor	CA, BP
9	<input type="checkbox"/> Implement Technology Replacement Program	<input type="checkbox"/>	Review and revise technology replacement program developed by John Binford	Lee list	SJ
10	<input type="checkbox"/> Develop 5-year Capital Improvement Plan & Budget	<input type="checkbox"/>	develop 5-year plan with Council, have First Southwest develop financial strategy	CA w/First Southwest	CA
11	<input type="checkbox"/> Review and revise Fees	<input type="checkbox"/>		CA	CA
12	<input type="checkbox"/> Review and revise W&S Rate Study	<input type="checkbox"/>		Mayor	CA
13	<input type="checkbox"/> Review Impact Fee Study	<input type="checkbox"/>		CA	CA
14	<input type="checkbox"/> Develop a Parks Master Plan	<input type="checkbox"/>	RFP to develop a parks and trails plan to qualify for Parks & Wildlife Grants.	Lee list	CA
15	<input type="checkbox"/> Review and revise Parkland Dedication Fee	<input type="checkbox"/>		Mayor	CA
16	<input type="checkbox"/> Develop a Fleet and Equipment Replacement Program	<input type="checkbox"/>		CA	CA, BP, PB
17	<input type="checkbox"/> City gateway entry signs	<input type="checkbox"/>	Develop design and implementation plan for entry signage	R. Hall	EDC
18	<input type="checkbox"/> Heritage Day Committee	<input type="checkbox"/>	develop a committee to oversee the planning and organizing; staff to support set up/tear down, staff to make purchases, revise permit to require food vendor cost to include inspection for compliance	CA	CA
19	<input type="checkbox"/> Update Engineering Design Standards and details	<input type="checkbox"/>		Mayor	CA,BP