

City of OVILLE 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, December 09, 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, December 09, 2013 at 7:00 P.M. in the City Hall Council Chamber Room, 105 S. Cockrell Hill Road, Ovilla, Texas, 75154, for the purpose of considering the following items.

I. CALL TO ORDER

- Invocation
- Pledge of Allegiance

II. COMMENTS, PRESENTATIONS, ANNOUNCEMENTS & REPORTS

- Citizen Comments

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

- Department Activity Reports / Discussion

• Police Department	Sergeant R. Fullerton
○ Monthly Report	
• Fire Department	Fire Chief P. Brancato
○ Monthly Report	
• Public Works	Public Works Director B. Piland
○ Monthly Report	
• Finance Department	City Administrator C. Powell
○ Monthly financials	
• Administration	City Administrator C. Powell
○ Bi-weekly update activity reports	
○ Update on storm shelters	
○ Monthly Municipal Court Report	
• Code Enforcement/Animal Control	City Secretary P. Woodall
○ Monthly Reports	Code/A/C Officer M. Dooly

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.

- Financial Transactions
- Revised Quarterly Investment Report
- Revised Annual Investment Report
- Minutes of the October 28, 2013 Council Meeting

City of Ovilla City Council Agenda

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IV. REGULAR AGENDA

ITEM 1. ***DISCUSSION/ACTION*** – Consideration of and action on proposed Resolution 2013-015 adopting the Employee Policies Handbook.

ITEM 2. ***DISCUSSION/ACTION*** – Review and discuss Main Street Sewer and take action as necessary.

ITEM 3. ***DISCUSSION/ACTION*** – Consider recommendation to approve proposed Resolution 2013-016 for an Agreement with Coleman & Associates (C&A) to conduct an Employee Compensation and Classification Study and providing authorization for the Mayor to execute an Agreement, for and on behalf of the City for such study.

ITEM 4. ***DISCUSSION/ACTION*** – Consideration of and action on proposed Resolution 2013-017 authorizing the Mayor to execute a Contract with Perdue, Brandon, Fielder, Collins & Mott, L.L.P. for the collection of delinquent court fines, fees, and court costs.

ITEM 5. ***DISCUSSION/ACTION*** – Consider approval and action on proposed Ordinance 2013-033 providing for a fee to defray costs of collecting delinquent fines, fees, court costs, and other debts pursuant to Article 103.0031 of the Texas Code of Criminal Procedure.

ITEM 6. ***DISCUSSION/ACTION*** – Consideration of and action on proposed Resolution 2013-018 providing for an Agreement of Services with the City of Waxahachie for Animal Control Services and providing for authorization for the Mayor to execute such Agreement.

ITEM 7. ***DISCUSSION*** – Review of Code Enforcement procedures.

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 regarding the Ellis County Emergency Services District #4.

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

ITEM 8. ***DISCUSSION/ACTION*** – Consideration of and action on the Interlocal Agreement for Fire Protection and First Responder Services with Ellis County Emergency Services District #4.

VI. REQUESTS FOR FUTURE AGENDA ITEMS

*City of O*VILLA City Council Agenda

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David Griffin, Place Three

Richard Dormier, Mayor

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

VII. ADJOURNMENT

THIS IS TO CERTIFY THAT A COPY OF THE NOTICE OF the December 09, 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 5th day of December 2013 prior to 6:00 p.m., in compliance with Chapter 551, Texas Government Code.



Pamela Woodall, City Secretary

DATE OF POSTING: 12.5.13 TIME: 4:45 am/ pm
DATE TAKEN DOWN: _____ TIME: _____ am/pm

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

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

To: Mayor Richard Dormier
 Ovilla City Council
 Cyndy Powell

Subject: Police Department Monthly Activity Report

Calls For Service	Nov 2013	Nov 2013 YTD	Nov 2012	Nov 2012 YTD
Accident	1	25	5	27
Alarms	12	166	19	166
Arrest	4	35	2	21
Assault	0	4	1	4
Assists: Agency/Unit: 12 EMS/Fire: 3 Motorist: 1	16	270	19	346
Building / House Security Check	1089	13886	1256	16277
Burglary	0	7	1	4
Burglary of Motor Vehicle	0	2	1	8
Criminal Mischief	2	10	0	11
Disturbance	8	82	8	64
Neighborhood Check	1525	18521	1496	18419
Other Calls for Service	31	1269	92	956
Suspicious Person	6	65	9	70
Suspicious Vehicle	8	89	7	92
Theft	1	16	3	23
Traffic Assignment	1	163	9	438
TOTAL CALLS FOR SERVICE	2704	34610	2928	36926

Reserve Officer Hours	46	692.25	56	293.25
Average Response Time (Minutes)	4.13	45.18	5.39	4.535
Traffic Stop (Warnings)	45	375	19	504
Traffic Stop (Citations)	82	423	26	364
Total Citations & Warnings Combined	127	798	45	868
PERCENT OF STOPS RECEIVING CITATIONS	64.6	53.0	57.8	41.9

OVILLA PD VEHICLE MILEAGE

		June-13							
		Beginning	Ending	Accrued	Unit #	Beginning	Ending	Accrued	Unit #
May-13									
Unit #	Beginning	Ending				Beginning	Ending		
100	68127	69954	1827	100		69954	71745		
101	126330	126331	1	101		126331	126362		31
102	70380	71575	1195	102		71575	72655		1080
103	73463	75182	1719	103		75182	76778		1596
104	45816	46985	1169	104		46985	48036		1051
105	13823	15558	1735	105		15558	17617		2059
July-13						August-13			
Unit #	Beginning	Ending				Beginning	Ending		
100	69954	74411	4457	100		74411	75946		1535
101	126331	126370	39	101		126370	126719		349
102	71575	73156	1581	102		73156	74041		885
103	75182	78862	3680	103		78862	80643		1781
104	46985	48443	1458	104		48443	48571		128
105	15558	20120	4562	105		20120	22490		2370
September-13						October-13			
Unit #	Beginning	Ending				Beginning	Ending		
100	75946	77210	1264	100		77210	78205.2		995.2
101	126719	126743	24	101		126743	DOWN		DOWN
102	74041	74855	814	102		74855	75838		983
103	80643	82646	2003	103		82646	83965		1319
104	48571	48951	380	104		48951	49418		467
105	22490	24607	2117	105		24607	26926		2319
November-13						December-13			
Unit #	Beginning	Ending				Beginning	Ending		
100	78205.2	79754	1548.8	100					0
102	75838	76632	794	102					0
103	83965	85802.3	1837.3	103					0
104	49418	49815	397	104					0
105	26926	28176	1250	105					0
January-14						February-14			
Unit #	Beginning	Ending				Beginning	Ending		
100	0	0				100			0
102	0	0				102			0
103	0	0				103			0
104	0	0				104			0
105	0	0				105			0

OVILLA

Type of Alarm Report (Summary)

Alarm Date Between {11/01/2013} And {11/30/2013}

Type of Alarm	Count	Percent
AL Automatic Alarm (Fire/Medical)	2	3.63%
BF Brush/Grass Fire	1	1.81%
CB Controlled Burning	1	1.81%
EM Emergency Medical Service	26	47.27%
IV Investigation of Smoke/Odor	1	1.81%
MV MVC	1	1.81%
OT Other Fire/Incident	4	7.27%
PL Power Line Down	1	1.81%
PS Public Service Assist	4	7.27%
RE Air-Light-Rehab	3	5.45%
SF Structure Fire	11	20.00%

Total Incident Count: 55

OVILLA

Incidents by District (Summary)

Alarm Date Between {11/01/2013} And {11/30/2013}

District		Pct of		Pct of	
		Count	Incidents	Est Losses	Losses
ESD2	Midlothian ESD#2	13	23.63 %	\$0	0.00 %
ESD4	Red Oak ESD#4	3	5.45 %	\$2	100.00 %
GLENH	City of Glenn Heights	1	1.81 %	\$0	0.00 %
LANC	City of Lancaster	1	1.81 %	\$0	0.00 %
MIDLO	City of Midlothian	4	7.27 %	\$0	0.00 %
MUT	Mutual Aid-Other	2	3.63 %	\$0	0.00 %
OAKLF	City of Oak Leaf - Ovilla Response Area	3	5.45 %	\$0	0.00 %
OVILA	City of Ovilla	28	50.90 %	\$0	0.00 %
Total Incident Count:		55	Total Est Losses:		\$2

OVILLA

Incident Type Report (Summary)

Alarm Date Between {11/01/2013} And {11/30/2013}

Incident Type	Count	Pct of Incidents	Total Est Loss	Pct of Losses
1 Fire				
111 Building fire	4	7.27%	\$2	100.00%
118 Trash or rubbish fire, contained	1	1.81%	\$0	0.00%
151 Outside rubbish, trash or waste fire	1	1.81%	\$0	0.00%
	6	10.90%	\$2	100.00%
3 Rescue & Emergency Medical Service Incident				
311 Medical assist, assist EMS crew	11	20.00%	\$0	0.00%
321 EMS call, excluding vehicle accident with	12	21.81%	\$0	0.00%
324 Motor Vehicle Accident with no injuries	1	1.81%	\$0	0.00%
	24	43.63%	\$0	0.00%
4 Hazardous Condition (No Fire)				
440 Electrical wiring/equipment problem, Other	1	1.81%	\$0	0.00%
445 Arcing, shorted electrical equipment	2	3.63%	\$0	0.00%
	3	5.45%	\$0	0.00%
5 Service Call				
500 Service Call, other	2	3.63%	\$0	0.00%
510 Person in distress, Other	1	1.81%	\$0	0.00%
550 Public service assistance, Other	1	1.81%	\$0	0.00%
553 Public service	3	5.45%	\$0	0.00%
	7	12.72%	\$0	0.00%
6 Good Intent Call				
600 Good intent call, Other	1	1.81%	\$0	0.00%
611 Dispatched & cancelled en route	9	16.36%	\$0	0.00%
631 Authorized controlled burning	2	3.63%	\$0	0.00%
	12	21.81%	\$0	0.00%
7 False Alarm & False Call				
700 False alarm or false call, Other	2	3.63%	\$0	0.00%
736 CO detector activation due to malfunction	1	1.81%	\$0	0.00%
	3	5.45%	\$0	0.00%

Total Incident Count: 55

Total Est Loss:

\$2

OVILLA**Average Response Time by District/Incident Type**

Alarm Date Between {11/01/2013} And {11/30/2013}
and District = "OVILLA"

OVILLA City of Ovilla

Incident	Alarm Date & Time	Arrival Date & Time	Stn	Shift	Response Time
311 Medical assist, assist EMS crew					
13-3000576	11/02/2013 12:56:18	11/02/2013 13:00:53	1	A	00:04:35
13-3000587	11/09/2013 14:23:48	11/09/2013 14:27:19	1	B	00:03:31
13-3000603	11/17/2013 17:45:03	11/17/2013 17:51:46	1	A	00:06:43
13-3000627	11/30/2013 09:04:59	11/30/2013 09:09:33	1	B	00:04:34
13-3000628	11/30/2013 11:57:40	11/30/2013 12:00:03	1	B	00:02:23
Average Response Time for District/Incident Type					00:04:21
321 EMS call, excluding vehicle accident with injury					
13-0000579	11/04/2013 22:20:59	11/04/2013 22:24:00	1	C	00:03:01
13-3000582	11/05/2013 20:43:17	11/05/2013 20:48:14	1	A	00:04:57
13-3000584	11/07/2013 08:24:44	11/07/2013 08:31:08	1	C	00:06:24
13-3000588	11/09/2013 19:12:46	11/09/2013 19:16:52	1	B	00:04:06
13-3000600	11/15/2013 23:49:32	11/15/2013 23:55:43	1	B	00:06:11
13-3000601	11/16/2013 15:23:17	11/16/2013 15:29:20	1	C	00:06:03
13-3000602	11/16/2013 18:11:34	11/16/2013 18:17:21	1	C	00:05:47
13-3000607	11/20/2013 10:55:27	11/20/2013 11:02:26	1	A	00:06:59
13-3000617	11/26/2013 08:44:36	11/26/2013 08:47:17	1	A	00:02:41
13-3000619	11/27/2013 01:01:40	11/27/2013 01:11:27	1	A	00:09:47
13-3000625	11/29/2013 02:56:31	11/29/2013 03:04:52	1	C	00:08:21
Average Response Time for District/Incident Type					00:05:51
445 Arcing, shorted electrical equipment					
13-3000613	11/25/2013 03:32:39	11/25/2013 03:39:43	1	B	00:07:04
13-3000614	11/25/2013 06:38:55	11/25/2013 06:48:19	1	B	00:09:24
Average Response Time for District/Incident Type					00:08:14
500 Service Call, other					
13-3000597	11/14/2013 18:19:54	11/14/2013 18:20:30	1	A	00:00:36
13-3000621	11/27/2013 08:13:21	11/27/2013 08:18:07	1	B	00:04:46
Average Response Time for District/Incident Type					00:02:41
510 Person in distress, Other					
13-3000598	11/14/2013 19:08:59	11/14/2013 19:14:40	1	A	00:05:41
Average Response Time for District/Incident Type					00:05:41
550 Public service assistance, Other					
13-3000616	11/26/2013 08:20:32	11/26/2013 08:20:32	1	A	00:00:00
Average Response Time for District/Incident Type					00:00:00
553 Public service					
13-0000578	11/04/2013 10:30:41	11/04/2013 10:30:41	1	C	00:00:00
13-3000622	11/27/2013 17:28:52	11/27/2013 17:30:58	1	B	00:02:06
Average Response Time for District/Incident Type					00:01:03
631 Authorized controlled burning					
13-3000577	11/03/2013 00:58:33	11/03/2013 01:07:52	1	A	00:09:19
13-3000605	11/18/2013 14:09:35	11/18/2013 14:17:48	1	B	00:08:13
Average Response Time for District/Incident Type					00:08:46

OVILLA

Average Response Time by District/Incident Type

Alarm Date Between {11/01/2013} And {11/30/2013}
and District = "OVILLA"

OVILLA City of Ovilla

Incident	Alarm Date & Time	Arrival Date & Time	Stn	Shift	Response Time
<hr/>					
700	False alarm or false call, Other				
13-0000589	11/10/2013 15:06:45	11/10/2013 15:08:33	1	C	00:01:48
Average Response Time for District/Incident Type					
736	CO detector activation due to malfunction				
13-3000575	11/01/2013 22:54:24	11/01/2013 23:01:01	1	C	00:06:37
Average Response Time for District/Incident Type					

Overall Average Response Time for District 00:05:03

Total Incident Count: 28

Overall Average Response Time: 00:05:03



Date: December 4, 2013

TO: Honorable Mayor and City Council Members

FROM: Brad Piland Public Works Director

TOPIC: Public Works Monthly Report for November

- Replaced light on water tower
- Sewer Lift Station Repairs- pulled pump 1 at Heritage lift station, removed pump 1 from Cumberland
- Read Water meters, Serviced disconnects and reconnects
- Installed pump at Highland Meadows Lift Station
- Replaced 5 meters in Brookwood Addition
- Updated marquee as needed
- Daily water maintenance residual and pressure test(s)
- Tree and grass maintenance: Heritage Park, Silver Spur Park and Baseball fields and park areas
- Cleaned and repaired drainage in Ashburne Glen
- Winterized city buildings and parks
- Repaired water leak at 422 Johnson Lane
- Mowed right-of-ways
- Repaired walking track at Heritage Park
- Replaced 40 ft of storm drain at 101 Bentree

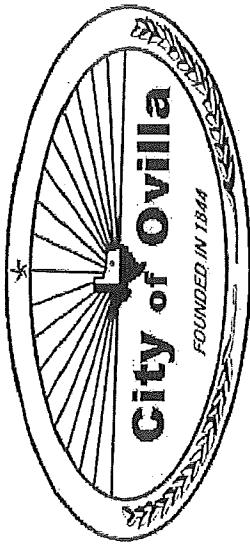
❖ Jimmy Bryan -

- Serviced PD Unit 103
- Serviced 2001 Dump truck
- Serviced 2006 public works truck

**Flushed Hydrants

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

**Water plants at City Hall and park



DATE: 12-09-13

TO: Honorable Mayor and Council Members

FROM: Sharon Jungman

SUBJECT: Net Change in Fund Balances
Thru October 2013

City of Ovilla General Fund
Net Change in Fund Balance Budget vs. Actual

October 2013

Resources	Oct 13	Budget	\$ Over Budget	% of Budget Thru October 9%	
4000100 · Taxes					
4000105 · Ad Valorem, Current	2,240	1,220,608	-1,218,368	0%	
4000110 · Ad Valorem, Delinquent	277	7,800	-7,523	4%	
4000113 · Interest/Penalties - Prop Tax	74	6,700	-6,626	1%	
4000120 · Sales Tax	12,379	188,710	-176,331	7%	
4000125 · Sales Tax - Street Improvement	3,095	46,800	-43,705	7%	
4000130 · Franchise Tax	157	150,000	-149,843	0%	
Total 4000100 · Taxes	18,222	1,620,618	-1,602,396	1%	
4000200 · Licenses and Permits					
4000208 · Building Permits					
4000210 · Residential Building Permits	6,122	24,000	-17,878	26%	
4000213 · Fire Inspection Permits	450	1,800	-1,350	25%	
4000214 · Misc Building Permits	1,721	11,000	-9,279	16%	
Total 4000208 · Building Permits	8,293	36,800	-28,507	23%	
4000230 · Plan Review Fee					
4000260 · Alarm Permits	1,464	4,800	-3,336	31%	
4000270 · Animal Tag Fees	50	2,300	-2,250	2%	
4000272 · Impound Fees	192	3,000	-2,808	6%	
4000290 · Misc Licenses and Permits	440	1,200	-760	37%	
Total 4000200 · Licenses and Permits	55	1,000	-945	6%	
4000400 · Charges for Services					
4000325 · ESD #2	0	145,000	-145,000	0%	
4000330 · ESD #4	0	39,000	-39,000	0%	
4000411 · Copies and Maps	8	100	-92	8%	
4000415 · Police Reports	6	150	-144	4%	
4000420 · Park Lights	0	350	-350	0%	

City of Ovilla General Fund
Net Change in Fund Balance Budget vs. Actual
October 2013

	Oct 13	Budget	\$ Over Budget	% of Budget Thru October 9%
40004440 · Oak Leaf Animal Control	0	800	-800	0%
4000450 · Subdivision Fees	0	0	0	0%
4000480 · Solid Waste (Garbage)	17,215	198,000	-180,785	9%
4000490 · Misc Charges for Services	62	2,500	-2,438	2%
Total 40004400 · Charges for Services	17,291	385,900	-368,609	4%
4000500 · Fines and Forfeitures				
4000535 · Omni Warrant Revenue	0	4,500	-4,500	0%
4000510 · Fines - Police	4,645	85,500	-80,855	5%
4000520 · Fines - Animal Control	0	1,000	-1,000	0%
4000525 · Fines - Code Enforcement	389	2,000	-1,611	19%
4000590 · Misc Fines and Forfeitures	0	345	-345	0%
Total 4000500 · Fines and Forfeitures	5,034	93,345	-88,311	5%
4000800 · Other Revenue				
4000810 · Heritage Day	2,620	9,000	-6,380	29%
4000820 · Water Tower Lease	3,282	92,000	-88,718	4%
4000840 · Interest Earned	320	5,500	-5,180	6%
4000861 · ESD #2 Cert Grant	0	0	0	0%
4000867 · HB3667 TX.Forest Service Grant	0	0	0	0%
4000870 · Insurance Proceeds	282	0	282	100%
4000885 · Proceeds from Sale of Assets	0	0	0	0%
4000887 · HOA Revenue	0	1,015	-1,015	0%
4000890 · Misc Other Revenue	49	4,000	-3,951	1%
Total 4000800 · Other Revenue	6,553	111,515	-104,962	6%
4000900 · Transfers In				
4000925 · Admin.Rev. received from 4B-EDC	0	2,500	-2,500	0%
4000930 · Admin. Rev. Rec. From W&S Fund	0	118,643	-118,643	0%
4000940 · Admin.Rev. Rec. from MDD Fund	0	500	-500	0%

City of Ovilla General Fund

Net Change in Fund Balance Budget vs. Actual
October 2013

	Oct 13	Budget	\$ Over Budget	% of Budget Thru October
4000990 · Reduction in Fund Balance	0	228,953	-228,953	0%
Total 4000900 · Transfers In	0	350,596	-350,596	0%
Total Resources	57,594	2,611,074	-2,553,480	2%
 Gross Profit	 57,594	 2,611,074	 -2,553,480	 2%
 Expense				
10 · Administration				
5101100 · Salaries & Wages				
5101110 · City Administrator	6,154	60,000	-53,846	10%
5101115 · City Secretary	3,540	38,250	-34,710	9%
5101117 · City Accountant	3,942	37,500	-33,558	11%
5101120 · Admin. Support	2,061	19,500	-17,439	11%
5101180 · Merit Raises, Staff	0	4,000	-4,000	0%
Total 5101100 · Salaries & Wages	15,697	159,250	-143,553	10%
5101400 · Support Staff				
5101405 · Support Staff	0			
5101490 · Overtime	14	625	-611	2%
Total 5101400 · Support Staff	14	625	-611	2%
5102100 · Employee Benefits				
5102112 · Affordable Health Care Act Fee	0	3,140	-3,140	0%
5102110 · Group Insurance	1,802	19,900	-18,098	9%
5102115 · Corrected Tax on Benefits	0	0	0	0%
5102135 · TMRS	946	10,400	-9,454	9%
5102160 · Worker's Compensation	110	440	-330	25%
5102170 · Payroll Taxes	240	3,200	-2,960	8%
5102180 · Unemployment Taxes	0	1,000	-1,000	0%

City of Ovilla General Fund

Net Change in Fund Balance Budget vs. Actual

October 2013

	Oct 13	Budget	\$ Over Budget	% of Budget
				Thru October
5102196 · Indiv. Membership Dues	0	1,500	-1,500	0%
Total 5102100 · Employee Benefits	3,098	39,580	-36,482	8%
5102200 · Special Services				
5102210 · Tax Assessing & Collecting Fees	0	1,570	-1,570	0%
5102220 · Tax Appraisal Fee	0	14,000	-14,000	0%
5102230 · Legal Fees	1,658	33,000	-31,342	5%
5102240 · Audit	650	7,420	-6,770	9%
5102250 · Accounting	150	2,000	-1,850	8%
5102260 · Engineering Fees	0	1,000	-1,000	0%
Total 5102200 · Special Services	2,458	58,990	-56,532	4%
5102300 · Contractual Services				
5102310 · Consultant Fees	736	28,000	-27,264	3%
Total 5102300 · Contractual Services	736	28,000	-27,264	3%
5102500 · Operating Services				
5102530 · Custodial Service Contract	265	3,600	-3,335	7%
Total 5102500 · Operating Services	265	3,600	-3,335	7%
5102600 · Special Expenses				
5102610 · Election - Payroll	0	850	-850	0%
5102620 · Election - Supplies	0	2,725	-2,725	0%
5102630 · Election Meeting Expense	0	100	-100	0%
5102650 · Codification Book Update	0	3,500	-3,500	0%
Total 5102600 · Special Expenses	0	7,175	-7,175	0%
5103100 · General Supplies				
5103110 · Office Supplies	747	6,000	-5,253	12%
5103140 · Uniforms	10	300	-290	3%

City of Ovilla General Fund

Net Change in Fund Balance Budget vs. Actual

October 2013

	Oct 13	Budget	\$ Over Budget	% of Budget	Thru October
Total 5103100 · General Supplies	757	6,300	-5,543	12%	
5103400 · Maintenance Supplies / Parts					
5103410 · Supplies - Custodial	0	1,500	-1,500	0%	0%
5103440 · Maintenance Agreement Expense	0	600	-600	0%	0%
5103460 · Miscellaneous	11	200	-189	6%	6%
Total 5103400 · Maintenance Supplies / Parts	11	2,300	-2,289	0%	
5104200 · Travel Expenses					
5104210 · Travel - Local	44	500	-456	9%	9%
5104220 · Professional Development	26	5,000	-4,974	1%	1%
5104222 · Professional Develop - Council	0	1,200	-1,200	0%	0%
5104225 · City Council Meal Expense	0	1,800	-1,800	0%	0%
5104230 · Professional Develop - In-House	0	100	-100	0%	0%
Total 5104200 · Travel Expenses	70	8,600	-8,530	1%	
5105200 · Data Processing Expenses					
5105230 · Data Proc-Maintenance & Repair	332	6,000	-5,668	6%	6%
5105240 · Data Processing - Software	1,091	10,000	-8,909	11%	11%
Total 5105200 · Data Processing Expenses	1,423	16,000	-14,577	9%	
5105300 · Printing Expense					
5105310 · Copier Expense	255	3,300	-3,045	8%	8%
5105320 · Printing - Newsletters	0	3,300	-3,300	0%	0%
5105330 · Printing - Forms	156	2,000	-1,844	8%	8%
5105350 · Printing - Other	0	500	-500	0%	0%
Total 5105300 · Printing Expense	411	9,100	-8,689	5%	
5105400 · Utilities					
5105410 · Telephone	111	1,400	-1,289	8%	8%

City of Ovilla General Fund

Net Change in Fund Balance Budget vs. Actual

	Oct 13	Budget	\$ Over Budget	% of Budget
				Thru October
5105415 · Cellular Phone	217	2,680	-2,463	8%
5105417 · Internet	68	840	-772	8%
5105420 · Wireless Cards	228	500	-272	46%
5105450 · Electricity	0	4,500	-4,500	0%
Total 5105400 · Utilities	624	9,920	-9,296	6%
5105500 · Repairs & Bldg Improvements				
5105520 · Repairs - Buildings	197	6,000	-5,803	3%
5105540 · Repairs - Machinery & Equipment	0	1,000	-1,000	0%
5105590 · Repairs - Other	0	500	-500	0%
Total 5105500 · Repairs & Bldg Improvements	197	7,500	-7,303	3%
5105600 · Insurance				
5105610 · Insurance - Property	281	1,250	-969	22%
5105620 · Insurance - Liability	215	865	-650	25%
5105630 · Insurance - Fidelity Bond	0	250	-250	0%
5105635 · Public Officials Surety Bonds	0	900	-900	0%
Total 5105600 · Insurance	496	3,265	-2,769	15%
5105700 · Other Expenses				
5105705 · Postage	0	5,000	-5,000	0%
5105710 · Cash - Over/Short	0	10	-10	0%
5105725 · Records Management Expense	0	300	-300	0%
5105730 · City - Memberships	300	2,100	-1,800	14%
5105740 · Legal Notices/Advertisement	130	4,000	-3,870	3%
5105752 · Employment Screening	0	400	-400	0%
5105760 · Bank Service Charge	6	25	-19	24%
5105764 · Filing Fees	0	500	-500	0%
5105765 · Miscellaneous	0	2,000	-2,000	0%
Total 5105700 · Other Expenses	436	14,335	-13,899	3%

City of Ovilla General Fund
Net Change in Fund Balance Budget vs. Actual

October 2013

	Oct 13	Budget	\$ Over Budget	% of Budget Thru October
5106400 · Minor Capital Outlay				
5106440 · Machinery & Equipment	0	5,000	-5,000	0%
5106445 · Furniture	0	1,000	-1,000	0%
5106470 · Audio & Visual Equipment	0	1,000	-1,000	0%
Total 5106400 · Minor Capital Outlay	0	7,000	-7,000	0%
 5107400 · Capitalized Assets				
5107420 · Buildings	0	0	0	0%
5107425 · Land	0	0	0	0%
Total 5107400 · Capitalized Assets	0	0	0	0%
 5109000 · Reserves				
5109001 · Reserve for Contingency	0	24,450	-24,450	0%
Total 5109000 · Reserves	0	24,450	-24,450	0%
 Total 10 · Administration	26,693	405,990	-379,297	7%
 20 · Police				
5201100 · Salaries & Wages				
5201120 · Police Chief	4,896	61,795	-56,899	8%
5201143 · Command Staff	3,830	48,358	-44,528	8%
5201150 · Certification Pay	185	2,400	-2,215	8%
5201180 · Merit Raises - Staff	0	3,310	-3,310	0%
Total 5201100 · Salaries & Wages	8,911	115,863	-106,952	8%
 5201400 · Support Salaries				
5201405 · Support Staff	2,149	21,660	-19,511	10%
5201410 · Patrol	18,836	243,500	-224,664	8%
5201415 · Certification Pay	162	5,500	-5,338	3%

City of Ovilla General Fund
Net Change in Fund Balance Budget vs. Actual
October 2013

	Oct 13	Budget	\$ Over Budget	% of Budget Thru October
5201480 · Merit Raises	0	7,875	-7,875	0%
5201490 · Overtime	987	6,600	-5,613	15%
Total 5201400 · Support Salaries	22,134	285,135	-263,001	8%
5202100 · Employee Benefits				
5202110 · Group Insurance	4,707	66,150	-61,443	7%
5202135 · TMRS	1,825	21,450	-19,625	9%
5202160 · Worker's Compensation	2,122	8,550	-6,428	25%
5202170 · Payroll Taxes	440	5,445	-5,005	8%
5202196 · Membership Dues	30	315	-285	10%
Total 5202100 · Employee Benefits	9,124	101,910	-92,766	9%
5202300 · Contractual Services				
5202355 · Contract Labor - Individual	0	500	-500	0%
5202356 · Gingerbread House	1,000	1,000	0	100%
5202380 · Dispatch	6,568	13,875	-7,307	47%
5202385 · Jail Expense	1,000	2,000	-1,000	50%
Total 5202300 · Contractual Services	8,568	17,375	-8,807	49%
5202500 · Operating Services				
5202540 · Computer Maintenance	0	700	-700	0%
5202560 · Internet Subscriptions	0	1,450	-1,450	0%
Total 5202500 · Operating Services	0	2,150	-2,150	0%
5202600 · Special Expenses				
5202675 · National Night Out				
Total 5202600 · Special Expenses	350	500	-150	70%
5203100 · General Supplies				
5203110 · Office Supplies	561	1,500	-939	37%

City of Ovilla General Fund
Net Change in Fund Balance Budget vs. Actual
October 2013

	Oct 13	Budget	\$ Over Budget	% of Budget Thru October
5203140 · Uniforms	0	2,500	-2,500	0%
5203170 · Evidence Gathering	0	700	-700	0%
Total 5203100 · General Supplies	561	4,700	-4,139	12%
5203400 · Maintenance Supplies & Parts	0	600	-600	0%
5203410 · Supplies - Custodial	0	600	-600	0%
Total 5203400 · Maintenance Supplies & Parts	0	600	-600	0%
5204200 · Travel Expenses	0	300	-300	0%
5204210 · Travel - Local	0	300	-300	0%
5204220 · Professional Development	350	2,000	-1,650	18%
5204270 · Vehicle Expenses	348	24,000	-23,652	1%
Total 5204200 · Travel Expenses	698	26,300	-25,602	3%
5205200 · Data Processing Expenses	0	400	-400	0%
5205220 · Data Proc - Equipment Rental	16,543	17,500	-957	95%
5205240 · Data Processing - Software	16,543	17,900	-1,357	92%
Total 5205200 · Data Processing Expenses	33,086	35,400	-2,314	91%
5205300 · Printing Expenses	80	1,500	-1,420	5%
5205310 · Copier Expense	123	300	-177	41%
5205330 · Printing - Forms	12	400	-388	3%
5205350 · Printing - Other	215	2,200	-1,985	10%
Total 5205300 · Printing Expenses	321	4,200	-3,864	7%
5205400 · Utilities	119	1,600	-1,481	7%
5205410 · Telephone	106	1,350	-1,244	8%
5205415 · Cellular Phone	85	1,475	-1,390	6%
5205417 · Internet - PD	228	2,350	-2,122	10%

City of Ovilla General Fund
Net Change in Fund Balance Budget vs. Actual
October 2013

	Oct 13	Budget	\$ Over Budget	% of Budget Thru October
5205450 · Electricity	0	4,000	-4,000	0%
Total 5205400 · Utilities	538	10,775	-10,237	5%
5205500 · Repairs & Building Improvements				
5205520 · Repairs - Building	0	300	-300	0%
5205540 · Repairs- Machinery & Equipment	875	1,200	-325	73%
5205580 · Repairs - Vehicles	313	7,500	-7,187	4%
Total 5205500 · Repairs & Building Improvements	1,188	9,000	-7,812	13%
5205600 · Insurance				
5205610 · Insurance - Property	400	1,600	-1,200	25%
5205620 · Insurance - Liability	1,206	4,900	-3,694	25%
5205640 · Insurance - Vehicle	658	2,700	-2,042	24%
Total 5205600 · Insurance	2,264	9,200	-6,936	25%
5205700 · Other Expenses				
5205742 · Public Relations	0	100	-100	0%
5205752 · Employment Screening	65	1,000	-935	7%
5205765 · Miscellaneous	0	1,800	-1,800	0%
Total 5205700 · Other Expenses	65	2,900	-2,835	2%
5206400 · Minor Capital Outlay				
5206440 · Machinery & Equipment	0	1,150	-1,150	0%
5206445 · Personal Protective Equipment	730	2,000	-1,270	37%
Total 5206400 · Minor Capital Outlay	730	3,150	-2,420	23%
Total 20 · Police	71,889	609,658	-537,769	12%
25 · Municipal Court				
5251100 · Salaries & Wages				

City of Ovilla General Fund

Net Change in Fund Balance Budget vs. Actual

	Oct 13	Budget	\$ Over Budget	% of Budget	Thru October
5251140 · Municipal Judge	440	6,000	-5,560	7%	
Total 5251100 · Salaries & Wages	440	6,000	-5,560	7%	
5251400 · Support Staff					
5251405 · Support Staff	2,282	28,825	-26,543	8%	
5251420 · Jury Fees	0	200	-200	0%	
5251425 · City Prosecutor	506	8,500	-7,994	6%	
5251480 · Merit Raises	0	870	-870	0%	
5251490 · Overtime	231	1,200	-969	19%	
Total 5251400 · Support Staff	3,019	39,595	-36,576	8%	
5252100 · Employee Benefits					
5252110 · Group Insurance	551	6,615	-6,064	8%	
5252135 · T/M/R/S	143	1,725	-1,582	8%	
5252160 · Worker's Compensation	28	110	-82	25%	
5252170 · Payroll Taxes	35	435	-400	8%	
5252196 · Membership Dues	0	0	0	0%	
Total 5252100 · Employee Benefits	757	8,885	-8,128	9%	
5252300 · Contractual Services					
5252375 · Traffic Fines	6,675	38,000	-31,325	18%	
Total 5252300 · Contractual Services	6,675	38,000	-31,325	18%	
5252500 · Operating Services					
5252540 · Computer Maintenance	0	150	-150	0%	
Total 5252500 · Operating Services	0	150	-150	0%	
5253100 · General Supplies					
5253110 · Office Supplies	58	250	-192	23%	
5253140 · Uniforms	0	50	-50	0%	

City of Ovilla General Fund

Net Change in Fund Balance Budget vs. Actual

October 2013

							% of Budget
							Thru October
							9%
	Oct 13	Budget	\$ Over Budget				
Total 5253100 · General Supplies	58	300		-242			19%
5254200 · Travel Expenses							
5254210 · Travel - Local	0	25		-25			0%
5254220 · Professional Development	0	24		-24			0%
Total 5254200 · Travel Expenses	0	49		-49			0%
5255200 · Data Processing Expenses							
5255240 · Data Processing - SW Maint.	1,771	1,775		-4			100%
Total 5255200 · Data Processing Expenses	1,771	1,775		-4			100%
5255300 · Printing Expense							
5255350 · Printing - Other	0	300		-300			0%
Total 5255300 · Printing Expense	0	300		-300			0%
5255600 · Insurance							
5255620 · Insurance - Liability	72	300		-228			24%
5255630 · Insurance - Fidelity Bond	0	0		0			0%
Total 5255600 · Insurance	72	300		-228			24%
5255700 · Other Expenses							
5255752 · Employment Screening	0	75		-75			0%
5255765 · Miscellaneous	0	75		-75			0%
5255770 · Warrant Fee State Comptroller	0	3,000		-3,000			0%
5255772 · Warrant Fee - Omni	0	900		-900			0%
Total 5255700 · Other Expenses	0	4,050		-4,050			0%
Total 25 · Municipal Court	12,792	99,404		-86,612			13%

City of Ovilla General Fund
Net Change in Fund Balance Budget vs. Actual

October 2013

	Oct 13	Budget	\$ Over Budget	% of Budget	Thru October	%
5301100 . Salaries & Wages						
5301125 . Fire Chief	3,182	40,170	-36,988	8%		
5301130 . Asst. Fire Chief	0	0	0	0%		
5301140 . Fire Captains	5,647	97,790	-92,143	6%		
5301180 . Merit Raises - Staff	0	4,100	-4,100	0%		
Total 5301100 . Salaries & Wages	8,829	142,060	-133,231	6%		
 5301400 . Support Salaries						
5301440 . Firefighters	16,629	202,000	-185,371	8%		
5301480 . Merit Raises	0	5,900	-5,900	0%		
5301485 . Volunteer Incentive Program	1,318	15,600	-14,282	8%		
Total 5301400 . Support Salaries	17,947	223,500	-205,553	8%		
 5302100 . Employee Benefits						
5302110 . Group Insurance	0	0	0	0		0%
5302135 . TMRS	187	2,400	-2,213	8%		
5302137 . Volunteer Retirement	0	1,300	-1,300	0%		
5302160 . Worker's Compensation	3,200	15,700	-12,500	20%		
5302170 . Payroll Taxes	1,750	24,200	-22,450	7%		
5302196 . Membership Dues	0	1,900	-1,900	0%		
Total 5302100 . Employee Benefits	5,137	45,500	-40,363	11%		
 5302300 . Contractual Services						
5302310 . Consultant Fees	0	1,500	-1,500	0%		
5302380 . Dispatch	6,568	13,875	-7,307	47%		
5302385 . Emergency Transport Service	15,890	63,560	-47,670	25%		
Total 5302300 . Contractual Services	22,458	78,935	-56,477	28%		
 5302500 . Operating Services						
5302510 . Maintenance Agreements	0	10,505	-10,505	0%		

City of Ovilla General Fund
Net Change in Fund Balance Budget vs. Actual
October 2013

	Oct 13	Budget	\$ Over Budget	% of Budget Thru October 9%
5302540 · Computer Maintenance	56	1,500	-1,444	4%
5302570 · Warning System Maintenance	0	780	-780	0%
5302580 · Generator Maintenance	0	2,120	-2,120	0%
Total 5302500 · Operating Services	56	14,905	-14,849	0%
5302600 · Special Expenses				
5302675 · National Night Out	0	500	-500	0%
Total 5302600 · Special Expenses	0	500	-500	0%
5303100 · General Supplies				
5303110 · Office Supplies	0	1,400	-1,400	0%
5303140 · Uniforms	175	4,400	-4,225	4%
5303160 · Medical Supplies	392	5,000	-4,608	8%
5303165 · Medical Support	0	500	-500	0%
5303170 · Evidence Gathering	0	50	-50	0%
5303175 · Education Aids	0	50	-50	0%
Total 5303100 · General Supplies	567	11,400	-10,833	5%
5303400 · Maintenance Supplies & Parts				
5303410 · Supplies - Custodial	0	2,400	-2,400	0%
5303420 · Building Alarm Maintenance	0	420	-420	0%
Total 5303400 · Maintenance Supplies & Parts	0	2,820	-2,820	0%
5304200 · Travel Expenses				
5304220 · Professional Development	25	1,300	-1,275	2%
5304270 · Vehicle Expenses	257	10,000	-9,743	3%
Total 5304200 · Travel Expenses	282	11,300	-11,018	2%
5305200 · Data Processing Expenses				
5305230 · Data Proc-Maintenance & Repair	0	1,000	-1,000	0%

City of Ovilla General Fund
Net Change in Fund Balance Budget vs. Actual

October 2013

	Oct 13	Budget	\$ Over Budget	% of Budget Thru October
5305240 - Data Processing - Software	0	2,850	-2,850	0%
Total 5305200 - Data Processing Expenses	0	3,850	-3,850	0%
5305300 - Printing Expense				
5305310 - Copier Expense	339	3,100	-2,761	11%
5305330 - Printing - Forms	0	100	-100	0%
Total 5305300 - Printing Expense	339	3,200	-2,861	11%
5305400 - Utilities				
5305410 - Telephone	218	2,350	-2,132	9%
5305415 - Cellular Phone	22	525	-503	4%
5305417 - Internet -Fire Dept.	343	3,100	-2,757	11%
5305430 - Natural Gas	83	1,650	-1,567	5%
5305450 - Electricity	0	5,400	-5,400	0%
Total 5305400 - Utilities	666	13,025	-12,359	5%
5305500 - Repairs & Bldg Improvements				
5305520 - Repairs - Building	0	4,000	-4,000	0%
5305540 - Repairs - Machinery & Equipment	919	19,000	-18,081	5%
5305545 - Repairs - Apparatus	361	12,000	-11,639	3%
5305550 - Repairs - Vehicles	0	3,500	-3,500	0%
Total 5305500 - Repairs & Bldg Improvements	1,280	38,500	-37,220	3%
5305600 - Insurance				
5305610 - Insurance - Property	0	0	0	0%
5305620 - Insurance - Liability	356	6,500	-6,144	5%
5305640 - Insurance - Vehicle	2,462	10,000	-7,538	25%
Total 5305600 - Insurance	2,818	16,500	-13,682	17%
5305700 - Other Expenses				

City of Ovilla General Fund
Net Change in Fund Balance Budget vs. Actual
October 2013

	Oct 13	Budget	\$ Over Budget	% of Budget Thru October 9%
5305705 · Postage	0	150	-150	0%
5305752 · Employment Screening	43			
5305765 · Flags & Miscellaneous	0	700	-700	0%
5305770 · Matching Fire Grant Expense	0	0	0	0%
Total 5305700 · Other Expenses	43	850	-807	5%
5306400 · Minor Capital Outlay				
5306440 · Machinery & Equipment	1,216	10,300	-9,084	12%
5306445 · Personal Protective Equipment	0	20,500	-20,500	0%
Total 5306400 · Minor Capital Outlay	1,216	30,800	-29,584	4%
5307400 · Capitalized Assets				
5307440 · Machinery & Equipment	0	0	0	0%
5307450 · Vehicles	0	0	0	0%
Total 5307400 · Capitalized Assets	0	0	0	0%
Total 30 · Fire	61,638	637,645	-576,007	10%
40 · Community Services				
5401100 · Salaries & Wages				
5401135 · ACO/Code Enforcement Officer	2,739	35,100	-32,361	8%
5401180 · Merit Raises - Staff	0	1,055	-1,055	0%
5401190 · Overtime	0	150	-150	0%
Total 5401100 · Salaries & Wages	2,739	36,305	-33,566	8%
5402100 · Employee Benefits				
5402110 · Group Insurance	350	6,620	-6,270	5%
5402135 · TMRS	164	2,050	-1,886	8%
5402160 · Worker's Compensation	55	225	-170	24%
5402170 · Payroll Taxes	45	550	-505	8%

City of Ovilla General Fund

Net Change in Fund Balance Budget vs. Actual

October 2013

	Oct 13	Budget	\$ Over Budget	% of Budget Thru October
5402190 · License	25	325	-300	8%
Total 5402100 · Employee Benefits	639	9,770	-9,131	7%
5402300 · Contractual Services				
5402315 · Contract Building Inspections	4,463	18,000	-13,537	25%
5402325 · Fire Inspections	0	1,800	-1,800	0%
5402370 · Impound Fees	120	1,400	-1,280	9%
Total 5402300 · Contractual Services	4,583	21,200	-16,617	22%
5402600 · Special Expenses				
5402680 · Environmental Testing	0	2,300	-2,300	0%
5402685 · Clean up Day	0	100	-100	0%
Total 5402600 · Special Expenses	0	2,400	-2,400	0%
5403100 · General Supplies				
5403110 · Office Supplies	0	50	-50	0%
5403120 · Animal Care	0	150	-150	0%
5403122 · Pet Supplies	0	500	-500	0%
5403140 · Uniforms	0	350	-350	0%
Total 5403100 · General Supplies	0	1,050	-1,050	0%
5403400 · Maintenance Supplies & Parts				
5403460 · Miscellaneous	0	100	-100	0%
Total 5403400 · Maintenance Supplies & Parts	0	100	-100	0%
5404200 · Travel Expenses				
5404210 · Travel - Local	0	25	-25	0%
5404220 · Professional Development	125	200	-75	63%
5404270 · Vehicle Expenses	0	2,200	-2,200	0%
Total 5404200 · Travel Expenses	125	2,425	-2,300	5%

City of Ovilla General Fund
Net Change in Fund Balance Budget vs. Actual
October 2013

	Oct 13	Budget	\$ Over Budget	% of Budget Thru October
5405200 · Data Processing Expenses	0	200	-200	0%
5405230 · Data Proc-Maintenance & Repairs	0	200	-200	0%
Total 5405200 · Data Processing Expenses	0	200	-200	0%
 5405300 · Printing Expense				
5405330 · Printing - Forms	0	150	-150	0%
Total 5405300 · Printing Expense	0	150	-150	0%
 5405400 · Utilities				
5405415 · Cellular Phone	41	550	-509	7%
Total 5405400 · Utilities	41	550	-509	7%
 5405600 · Insurance				
5405610 · Insurance - Property	2	8	-6	25%
5405620 · Insurance - Liability	46	200	-154	23%
5405640 · Insurance - Vehicle	81	325	-244	25%
Total 5405600 · Insurance	129	533	-404	24%
 5405700 · Other Expenses				
5405765 · Miscellaneous	0	100	-100	0%
Total 5405700 · Other Expenses	0	100	-100	0%
 5406400 · Minor Capital Outlay				
5406440 · Machinery & Equipment	0	800	-800	0%
Total 5406400 · Minor Capital Outlay	0	800	-800	0%
 Total 40 · Community Services	8,256	75,583	-67,327	11%
45 · Solid Waste				

City of Ovilla General Fund

Net Change in Fund Balance Budget vs. Actual
October 2013

	Oct 13	Budget	\$ Over Budget	% of Budget Thru October
5455400 · Utilities				9%
5455465 · Solidwaste Pickup (Garbage)	0	200,327	-200,327	0%
5455400 · Utilities - Other	0	0	0	0%
Total 5455400 · Utilities	0	200,327	-200,327	0%
 Total 45 · Solid Waste	 0	 200,327	 -200,327	 0%
 50 · Streets	 501400 · Support Staff			
5501415 · Maintenance Crew	1,665	21,320	-19,655	8%
5501480 · Merit Raises	0	640	-640	0%
5501490 · Overtime	123	1,500	-1,377	8%
5501500 · Streets - On Call	0	700	-700	0%
Total 5501400 · Support Staff	1,788	24,160	-22,372	7%
 5002100 · Employee Benefits				
5502110 · Group Insurance	551	6,620	-6,069	8%
5502135 · TMRs	105	1,265	-1,160	8%
5502160 · Worker's Compensation	428	1,745	-1,317	25%
5502170 · Payroll Taxes	24	325	-301	7%
5502190 · License	0	122	-122	0%
Total 5502100 · Employee Benefits	1,108	10,077	-8,969	11%
 5502200 · Special Services				
5502280 · NCTCOG- SWIMP Fees	3,353	6,400	-3,047	52%
Total 5502200 · Special Services	3,353	6,400	-3,047	52%
 5502600 · Special Expenses				
5502620 · Emergency Clean Up	0	2,250	-2,250	0%
Total 5502600 · Special Expenses	0	2,250	-2,250	0%

City of Ovilla General Fund
Net Change in Fund Balance Budget vs. Actual
October 2013

	Oct 13	Budget	\$ Over Budget	% of Budget Thru October
5503100 · General Supplies	0	100	-100	0%
5503110 · Office Supplies	75	500	-425	15%
Total 5503100 · General Supplies	75	600	-525	13%
 5503400 · Maintenance Supplies & Parts				
5503405 · Drainage Maintenance	0	500	-500	0%
5503420 · Supplies - Street Signs	0	2,000	-2,000	0%
5503460 · Miscellaneous	58	292	-234	20%
Total 5503400 · Maintenance Supplies & Parts	58	2,792	-2,734	2%
 5504200 · Travel Expenses				
5504220 · Professional Development	0	250	-250	0%
5504270 · Vehicle Expenses	153	6,500	-6,347	2%
Total 5504200 · Travel Expenses	153	6,750	-6,597	2%
 5505300 · Printing Expense				
5505350 · Printing - Other	0	350	-350	0%
Total 5505300 · Printing Expense	0	350	-350	0%
 5505400 · Utilities				
5505450 · Electricity	588	43,300	-42,712	1%
Total 5505400 · Utilities	588	43,300	-42,712	1%
 5505500 · Repairs & Bldg Improvements				
5405520 · Repairs - Building	0	1,000	-1,000	0%
5505540 · Repairs - Machinery & Equipment	310	3,500	-3,190	9%
5505550 · Repairs - Vehicles	117	2,400	-2,283	5%
5505560 · Repairs -Street Maint & Repairs	0	51,625	-51,625	0%

City of Ovilla General Fund

Net Change in Fund Balance Budget vs. Actual

October 2013

	Oct 13	Budget	\$ Over Budget	% of Budget
				Thru October
55055655 · Repairs - Infrastruct Drainage	0	3,000	-3,000	0%
5505590 · Repairs - Other	0	1,500	-1,500	0%
Total 5505500 · Repairs & Bldg Improvements	427	63,025	-62,598	1%
5505600 · Insurance				
5505610 · Insurance - Property	0	0	0	0%
5505620 · Insurance - Liability	246	1,000	-754	25%
5505640 · Insurance - Vehicle	833	3,400	-2,567	25%
Total 5505600 · Insurance	1,079	4,400	-3,321	25%
5505700 · Other Expenses				
5505752 · Employment Screening	0	100	-100	0%
Total 5505700 · Other Expenses	0	100	-100	0%
5506400 · Minor Capital Outlay				
5506440 · Machinery & Equipment	0	7,100	-7,100	0%
5506445 · Personal Protective Equipment	0	300	-300	0%
5506490 · Other	0	850	-850	0%
Total 5506400 · Minor Capital Outlay	0	8,250	-8,250	0%
5507400 · Capitalized Assets				
5507440 · Machinery & Equipment	0	7,000	-7,000	0%
5507460 · Infrastructure	0	376,953	-376,953	0%
Total 5507400 · Capitalized Assets	0	383,953	-383,953	0%
60 · Streets				
5602400 · Rentals	8,629	556,407	-547,778	2%
5602490 · Rental - Other	210	2,900	-2,690	7%

City of Ovilla General Fund
Net Change in Fund Balance Budget vs. Actual
October 2013

	Oct 13	Budget	\$ Over Budget	% of Budget Thru October
Total 5602400 - Rentals	210	2,900	-2,690	7%
5602600 - Special Expenses				
5602680 - Heritage Day	0	8,000	-8,000	0%
Total 5602600 - Special Expenses	0	8,000	-8,000	0%
5603400 - Maintenance Supplies & Parts				
5603460 - Miscellaneous	0	280	-280	0%
Total 5603400 - Maintenance Supplies & Parts	0	280	-280	0%
5605400 - Utilities				
5605450 - Electricity	0	8,000	-8,000	0%
Total 5605400 - Utilities	0	8,000	-8,000	0%
5605500 - Repairs & Bldg Improvements				
5605520 - Repairs - Building	0	325	-325	0%
5605530 - REPAIRS-IMP OTHER THAN BLDGS	0	1,000	-1,000	0%
Total 5605500 - Repairs & Bldg Improvements	0	1,325	-1,325	0%
5605600 - Insurance				
5605610 - Insurance - Property	28	115	-87	24%
5605620 - Insurance - Liability	109	500	-391	22%
5605640 - Insurance - Vehicle	55	240	-185	23%
Total 5605600 - Insurance	192	855	-663	22%
5605700 - Other Expenses				
5605765 - Miscellaneous	64	200	-136	32%
Total 5605700 - Other Expenses	64	200	-136	32%
5606400 - Minor Capital Outlay				

City of Ovilla General Fund

Net Change in Fund Balance Budget vs. Actual

October 2013

	Oct 13	Budget	\$ Over Budget	% of Budget Thru October 9/13
5606410 · Land Improvements	0	500	-500	0%
5606440 · Machinery & Equipment	0	500	-500	0%
5606490 · Other	0	0	0	0%
Total 5606400 · Minor Capital Outlay	0	1,000	-1,000	0%
5607400 · Capitalized Assets				
5607440 · Machinery & Equipment	0	3,500	-3,500	0%
Total 5607400 · Capitalized Assets	0	3,500	-3,500	0%
Total 60 · Parks	466	26,060	-25,594	2%
6560 · Payroll Expenses	0			
Total Expense	190,363	2,611,074	-2,420,711	7%
Net Change in Fund Balance	-132,769	0	-132,769	100%

Ovilla W&S Utility
Fund

Net Change in Fund Balance Budget vs. Actual
October 2013

	Oct 13	Budget	\$ Over Budget	% of Budget Thru October 9%
Income				
4000400 · Charges for Services				
4000460 · Water Sales	149,243	985,000	-835,757	15%
4000461 · Sewer Service	17,170	155,000	-137,830	11%
4000465 · Water & Sewer Penalties	2,342	18,000	-15,658	13%
4000471 · Reconnect Fees	326	5,000	-4,674	7%
4000472 · Meters	0	1,000	-1,000	0%
4000473 · Connect Fees	82	2,000	-1,918	4%
4000478 · Infrastructure Improvement Fee	4,697	64,068	-59,371	7%
4000480 · Solid Waste Fees (Garbage)	0	0	0	0%
Total 4000400 · Charges for Services	173,860	1,230,068	-1,056,208	14%
4000800 · Other Revenue				
4000840 · Interest Earned	239	2,600	-2,361	9%
4000890 · Misc Other Revenue	3,750	15,000	-11,250	25%
Total 4000800 · Other Revenue	3,989	17,600	-13,611	23%
Total Resources	177,849	1,247,668	-1,069,819	14%
Gross Profit				
	177,849	1,247,668	-1,069,819	14%
Expense				
70 · Administration				
5701100 · Salaries & Wages				
5701110 · City Administrator	0	20,000	-20,000	0%
5701115 · City Secretary	0	12,750	-12,750	0%
5701117 · Finance Accountant	0	12,500	-12,500	0%
5701120 · Part Time Admin. Support	0	6,500	-6,500	0%

Ovilla W&S Utility
Fund

Net Change in Fund Balance Budget vs. Actual
October 2013

	Oct 13	Budget	\$ Over Budget	% of Budget Thru October
5701130 · Public Works Director	3,704	47,445	-43,741	8%
5701180 · Merit Raises, Staff	0	2,125	-2,125	0%
Total 5701100 · Salaries & Wages	3,704	101,320	-97,616	4%
5702100 · Employee Benefits				
5702110 · Group Insurance	551	6,620	-6,069	2%
5702135 · T/M/R/S	221	2,730	-2,509	8%
5702160 · Worker's Compensation	0	0	0	0%
5702170 · Payroll Taxes	54	800	-746	7%
Total 5702100 · Employee Benefits	826	10,150	-9,324	8%
5702200 · Special Services				
5702230 · Legal Fees	0	1,000	-1,000	0%
5702240 · Audit	0	5,780	-5,780	0%
5702250 · Accounting	0	1,500	-1,500	0%
Total 5702200 · Special Services	0	8,280	-8,280	0%
5702300 · Contractual Services /Personnel				
5702310 · Consultant Fees	0	2,000	-2,000	0%
Total 5702300 · Contractual Services /Personnel	0	2,000	-2,000	0%
5703100 · General Supplies				
5703110 · Office Supplies	0	700	-700	0%
Total 5703100 · General Supplies	0	700	-700	0%
5703400 · Maintenance Supplies / Parts				
5703410 · Supplies - Custodial	0	200	-200	0%
Total 5703400 · Maintenance Supplies / Parts	0	200	-200	0%

Net Change in Fund Balance Budget vs. Actual

October 2013

	Oct 13	Budget	\$ Over Budget	% of Budget Thru October 9%
5704200 - Travel Expenses				
5704210 - Travel - Local	0	200	-200	0%
5704220 - Professional Development	0	750	-750	0%
Total 5704200 - Travel Expenses	0	950	-950	0%
 5705200 - Data Processing Expenses				
5705240 - Data Processing - Software	0	400	-400	0%
Total 5705200 - Data Processing Expenses	0	400	-400	0%
 5705300 - Printing Expense				
5705350 - Printing - Other	0	250	-250	0%
Total 5705300 - Printing Expense	0	250	-250	0%
 5705400 - Utilities				
5705410 - Telephone	111	1,350	-1,239	8%
5705415 - Cellular Phone	36	450	-414	8%
5705417 - Internet	68	825	-757	8%
Total 5705400 - Utilities	215	2,625	-2,410	8%
 5705700 - Other Expenses				
5705705 - Postage	416	6,600	-6,184	6%
5705740 - Advertising	0	300	-300	0%
5705760 - Bank Service Charge	12	200	-188	6%
5705765 - Miscellaneous	0	100	-100	0%
5705775 - Credit Card Transaction Fee	340	3,000	-2,660	11%
Total 5705700 - Other Expenses	768	10,200	-9,432	8%

Net Change in Fund Balance Budget vs. Actual
October 2013

	Oct 13	Budget	\$ Over Budget	% of Budget Thru October 9%
5706400 · Minor Capital Outlay	0	500	-500	0%
5706440 · Machinery & Equipment	0	500	-500	0%
Total 5706400 · Minor Capital Outlay	0	500	-500	0%
5709000 · Reserve				
5708215 · Admin. Exp. to General Fund	0	118,643	-118,643	0%
5708230 · Admin. Exp. to Debt Fund	0	0	0	0%
5709002 · Capital Improv.Water Reserve	0	44,340	-44,340	0%
5709003 · Capital Improv. Sewer Reserve	0	25,665	-25,665	0%
5709010 · Administrative Reserves	0	1,775	-1,775	0%
Total 5709000 · Reserve	0	190,423	-190,423	0%
Total 70 · Administration	5,513	327,998	-322,485	2%
75 · Water				
5751100 · Salaries & Wages				
5751133 · Superintendent	3,407	43,700	-40,293	8%
5751180 · Merit Raises - Staff	0	1,325	-1,325	0%
Total 5751100 · Salaries & Wages	3,407	45,025	-41,618	8%
5751400 · Support Salaries				
5751405 · Support Staff	2,886	27,400	-24,514	11%
5751415 · Maintenance Crew	3,758	49,000	-45,242	8%
5751430 · Seasonal Crew	0	3,000	-3,000	0%
5751450 · Certification Pay	69	1,200	-1,131	6%
5751480 · Merit Raises	0	3,600	-3,600	0%
5751490 · Overtime	143	4,000	-3,857	4%

Ovilla W&S Utility
Fund

Net Change in Fund Balance Budget vs. Actual
October 2013

	Oct 13	Budget	\$ Over Budget	% of Budget
				Thru October
5751500 · Water - On Call	0	700	-700	0%
Total 5751400 · Support Salaries	6,856	88,900	-82,044	8%
5752100 · Employee Benefits				
5752110 · Group Insurance	1,601	24,810	-23,209	6%
5752135 · TMRS	607	7,050	-6,443	9%
5752160 · Worker's Compensation	656	2,910	-2,254	23%
5752170 · Payroll Taxes	164	2,000	-1,836	8%
5752190 · Licenses	0	222	-222	0%
Total 5752100 · Employee Benefits	3,028	36,992	-33,964	8%
5752300 · Contractual Services/Personnel				
5752350 · Contract Labor - Company	0	2,000	-2,000	0%
5752380 · Dispatch	4,615	9,750	-5,135	47%
Total 5752300 · Contractual Services/Personnel	4,615	11,750	-7,135	39%
5752400 · Rentals				
5752420 · Rental - Machinery & Equipment	0	500	-500	0%
5752490 · Rental - Other	0	200	-200	0%
Total 5752400 · Rentals	0	700	-700	0%
5752500 · Operating Services				
5752580 · Water Testing	263	4,000	-3,737	7%
5752590 · TCEQ Fees	0	3,000	-3,000	0%
Total 5752500 · Operating Services	263	7,000	-6,737	4%
5753100 · General Supplies	0	1,500	-1,500	0%
5753140 · Uniforms				

Ovilla W&S Utility
Fund

Net Change in Fund Balance Budget vs. Actual
October 2013

	Oct 13	Budget	\$ Over Budget	% of Budget Thru October
Total 5753100 · General Supplies	0	1,500	-1,500	0%
5753400 · Maintenance Supplies & Parts	147	300	-153	49%
5753460 · Miscellaneous	147	300	-153	49%
Total 5753400 · Maintenance Supplies & Parts	147	300	-153	49%
5754200 · Travel Expenses	0	1,000	-1,000	0%
5754220 · Professional Development	252	10,000	-9,748	3%
5754270 · Vehicle Expenses	252	11,000	-10,748	2%
Total 5754200 · Travel Expenses	252	11,000	-10,748	2%
5755200 · Data Processing Expenses	0	1,700	-1,700	0%
5755230 · Data Proc-Maintenance & Repairs	0	3,800	-3,800	0%
5755240 · Data Processing - Software	0	5,500	-5,500	0%
Total 5755200 · Data Processing Expenses	0	5,500	-5,500	0%
5755300 · Printing Expenses	0	2,700	-2,700	0%
5755310 · Copier Expense	0	3,200	-3,200	0%
5755350 · Printing - Other	0	5,900	-5,900	0%
Total 5755300 · Printing Expenses	0	5,900	-5,900	0%
5755400 · Utilities				
5755415 · Cellular Phone	106	1,500	-1,394	7%
5755450 · Electricity	2,336	22,000	-19,664	11%
5755460 · Water, wholesale	22,264	350,000	-327,736	6%
Total 5755400 · Utilities	24,706	373,500	-348,794	7%
5755500 · Repairs & Building Improvements				

Net Change in Fund Balance Budget vs. Actual

October 2013

	Oct 13	Budget	\$ Over Budget	% of Budget Thru October
5755530 · Improvements Other Than Bldgs	0	500	-500	0%
5755540 · Repairs- Machinery & Equipment	0	7,300	-7,300	0%
5755550 · Repairs - Vehicles	108	2,000	-1,892	5%
5755570 · Inventory Expense	881	19,000	-18,119	5%
5755590 · Repairs - Other	0	4,500	-4,500	0%
Total 5755500 · Repairs & Building Improvements	989	33,300	-32,311	3%
57555600 · Insurance				
57555610 · Insurance - Property	648	2,600	-1,952	25%
57555620 · Insurance - Liability	432	1,750	-1,318	25%
5755640 · Insurance - Vehicle	377	1,600	-1,223	24%
Total 5755600 · Insurance	1,457	5,950	-4,493	24%
5755700 · Other Expenses				
5755752 · Employment Screening	65	200	-135	33%
Total 5755700 · Other Expenses	65	200	-135	33%
5756400 · Minor Capital Outlay				
5756440 · Machinery & Equipment	0	2,200	-2,200	0%
5756490 · Other	0	500	-500	0%
Total 5756400 · Minor Capital Outlay	0	2,700	-2,700	0%
5757400 · Capitalized Assets				
5757470 · Infrastructure - Water	0	5,000	-5,000	0%
Total 5757400 · Capitalized Assets	0	5,000	-5,000	0%
5757900 · Long-Term Debt				
5708225 · Transfer to I & S 02 Bond	0	123,600	-123,600	0%

Net Change in Fund Balance Budget vs. Actual
October 2013

	Oct 13	Budget	\$ Over Budget	% of Budget Thru October
Total 5757900 · Long-Term Debt	0	123,600	-123,600	0%
Total 75 · Water	45,785	758,817	-713,032	6%
 80 · Sewer				
5801400 · Support Salaries				
5801405 · Support Staff	0	9,106	-9,106	0%
5801415 · Maintenance Crew	4,039	51,730	-47,691	8%
5801450 · Certification Pay	92	1,210	-1,118	8%
5801480 · Merit Raises	0	1,900	-1,900	0%
5801490 · Overtime	806	2,500	-1,694	32%
5801500 · Sewer - On Call	150	1,150	-1,000	13%
Total 5801400 · Support Salaries	5,087	67,596	-62,509	8%
 5802100 · Employee Benefits				
5802110 · Group Insurance	1,102	14,900	-13,798	7%
5802135 · TMRS	295	3,200	-2,905	9%
5802160 · Worker's Compensation-Sewer	656	2,700	-2,044	24%
5802170 · Payroll Taxes	72	900	-828	8%
5802190 · Licenses	0	222	-222	0%
Total 5802100 · Employee Benefits	2,125	24,922	-19,797	10%
 5802300 · Contractual Services/Personnel				
5802350 · Contract Labor - Company	0	1,000	-1,000	0%
Total 5802300 · Contractual Services/Personnel	0	1,000	-1,000	0%
 5802500 · Operating Services				
5802515 · Sardis Collection Expense	238	2,500	-2,262	10%

Ovilla W&S Utility
Fund

Net Change in Fund Balance Budget vs. Actual

October 2013

	Oct 13	Budget	\$ Over Budget	% of Budget Thru October
5802590 - TCEQ Fees - Sewer	0	60	-60	0%
Total 5802500 - Operating Services	238	2,560	-2,322	9%
5803100 - General Supplies	-6	1,000	-1,006	-1%
Total 5803100 - General Supplies	-6	1,000	-1,006	-1%
5803400 - Maintenance Supplies & Parts	0	500	-500	0%
5803460 - Miscellaneous	0	500	-500	0%
Total 5803400 - Maintenance Supplies & Parts	0	500	-500	0%
5804200 - Travel Expenses	0	500	-500	0%
5804220 - Professional Development	87	1,800	-1,713	5%
Total 5804200 - Travel Expenses	87	2,300	-2,213	4%
5805400 - Utilities	144	2,700	-2,556	5%
5805450 - Electricity	2,620	47,000	-44,380	6%
Total 5805400 - Utilities	2,764	49,700	-46,936	6%
5805500 - Repairs & Bldg Improvements				
5805510 - Repairs - Land Improvements	0	300	-300	0%
5805540 - Repairs - Machinery & Equipment	0	6,100	-6,100	0%
5805550 - Repairs - Vehicles	0	0	0	0%
5805570 - Inventory Expense	0	2,500	-2,500	0%
5805590 - Repairs - Other	0	700	-700	0%
Total 5805500 - Repairs & Bldg Improvements	0	9,600	-9,600	0%

Net Change in Fund Balance Budget vs. Actual
October 2013

	Oct 13	Budget	\$ Over Budget	% of Budget Thru October
5805600 · Insurance				
5805610 · Insurance - Property	14	75	-61	19%
5805620 · Insurance - Liability	84	350	-266	24%
5805640 · Insurance - Vehicle	10	50	-40	20%
Total 5805600 · Insurance	108	475	-367	23%
5805700 · Other Expenses				
5805752 · Employment Screening	0	200	-200	0%
Total 5805700 · Other Expenses	0	200	-200	0%
5807400 · Capitalized Assets				
5807440 · Machinery & Equipment	0	4,000	-4,000	0%
Total 5807400 · Capitalized Assets	0	4,000	-4,000	0%
Total 80 · Sewer	10,403	160,853	-150,450	6%
Total Expense	61,701	1,247,668	-1,185,967	5%
Net Change in Fund Balance	116,148	0	116,148	100%

8:42 AM
11/20/13
Accrual Basis

Ovilla Debt Service
Net Change in Fund Balance
Budget vs. Actual
October 2013

	Oct 13	Budget	\$ Over Budget	% of Budget Thru October 9%
Resources				
4000100 · Taxes				
4000107 · Ad Valorem, Current I & S	759	413,436	-412,677	0%
4000111 · Ad Valorem, Delinquent I & S	118	3,400	-3,282	3%
4000114 · Interest/Penalties - I & S	29	2,800	-2,771	1%
Total 4000100 · Taxes	906	419,636	-418,730	0%
4000800 · Other Revenue				
4000840 · Interest Earned	19	765	-746	2%
4000900 · Reduction of Reserve Fund Bal.	0	28,924	-28,924	0%
4000930 · Admin.Rev.Rec.Fr Water & Sewer	0	123,600	-123,600	0%
Total 4000800 · Other Revenue	19	153,289	-153,270	0%
Total Resources	925	572,925	-572,000	0%
Expense				
5157900 · Long-Term Debt				
5157930 · Paying Agent Fees	0	500	-500	0%
5157935 · 2011 Bond Issue Principle	0	355,000	-355,000	0%
5157940 · 2011 Bond Issue Interest	0	217,425	-217,425	0%
Total 5157900 · Long-Term Debt	0	572,925	-572,925	0%
5159000 · Reserves				
5159015 · Debt Reserves	0	0	0	0%
Total 5159000 · Reserves	0	0	0	0%
Total Expense	0	572,925	-572,925	0%
Net Change in Fund Balance	925	0	925	100%

8:58 AM
11/20/13
Accrual Basis

City of Ovilla Capital Projects Fund
Net Change in Fund Balance
Budget vs. Actual
October 2013

	Oct 13	Budget	\$ Over Budget	% of Budget
Resources				Thru October
40000800 · Other Revenue				
40000845 · Interest Earned - Texstar	0	1	-1	0%
40000850 · Interest Earned - Prosperity	22	255	-233	9%
Total 40000800 · Other Revenue	22	256	-234	9%
Total Resources	22	256	-234	9%
 Expense				
5879000 · Reserves				
5879010 · Admin Reserves	0	256	-256	0%
Total 5879000 · Reserves	0	256	-256	0%
 Total Expense	0	256	-256	0%
 Net Change in Fund Balance	22	0	22	100%

**City of Ovilla - Park Impact Fund
Net Change in Fund Balance
Budget vs. Actual**

	Oct 13	Budget	\$ Over Budget	% of Budget Thru October
Resources				
4000400 - Charges for Services	1,004	4,014	-3,010	25%
4000460 - Park Impact	1,004	4,014	-3,010	25%
Total 4000400 - Charges for Services	1,004	4,014	-3,010	25%
4000800 - Other Revenue	5	30	-25	17%
4000840 - Interest Earned	0	0	0	0%
4000900 - Reduction of Fund Balance	5	30	-25	17%
Total 4000800 - Other Revenue	5	30	-25	17%
Total Resources	1,009	4,044	-3,035	25%
Expense				
5606400 - Minor Capital Outlay				
5606410 - Land Improvements	0	500	-500	0%
5606440 - Machinery and Equipment	0	0	0	0%
Total 5606400 - Minor Capital Outlay	0	500	-500	0%
5607400 - Capitalized Assets				
5607440 - Capital Machinery & Equipment	0	3,500	-3,500	0%
Total 5607400 - Capitalized Assets	0	3,500	-3,500	0%
5609000 - Reserves				
5609035 - Park Impact Reserves	0	44	-44	0%
Total 5609000 - Reserves	0	44	-44	0%
Total Expense	0	4,044	-4,044	0%
Net Change in Fund Balance	1,009	0	1,009	100%

9:07 AM
11/20/13
Accrual Basis

Ovilla W&S Impact Fee Fund
Net Change in Fund Balance
Budget vs. Actual

	October 2013		% of Budget	
	Oct 13	Budget	\$ Over Budget	Thru October
				9%
Resources				
40004000 - Charges for Services				
4000476 - Water Impact Fee	0	0	0	0%
4000477 - Sewer Impact Fee	261	1,044	(783)	25%
Total 40004000 - Charges for Services	261	1,044	(783)	25%
40008000 - Other Revenue				
4000840 - Interest Earned	13	195	(182)	7%
4000990 - Reduction in Fund Balance	0	0	0	0%
Total 4000800 - Other Revenue	13	195	(182)	7%
Total Resources	274	1,239	(965)	22%
Expense				
5102300 - Contractual Services				
5102310 - Consultant Fees	0	0	0	0%
Total 5102300 - Contractual Services	0	0	0	0%
5859000 - Reserves				
5859020 - Water Impact Fees Reserve	0	0	0	0%
5859030 - Sewer Impact Fees Reserve	0	1,239	(1,239)	0%
Total 5859000 - Reserves	0	1,239	(1,239)	0%
Total Expense	0	1,239	(1,239)	0%
Net Change in Fund Balance	274	0	274	100%

12:22 PM
11/13/13
Accrual Basis

Ovilla 4B Economic Development Corporation
Net Change in Fund Balance
Budget vs. Actual
October 2013

	Oct 13	Budget	\$ Over Budget	% of Budget Thru October 9%
Income				
4000100 · Taxes	6,190	90,000	-83,810	7%
4000120 · Sales tax				
Total 4000100 · Taxes	6,190	90,000	-83,810	7%
4000800 · Other Revenue				
4000840 · Interest Income	84	785	-701	11%
Total 4000800 · Other Revenue	84	785	-701	11%
Total Resources	6,274	90,785	-84,511	7%
Expense				
8102200 · Special Services				
8102220 · Website Support & Maintenance	0	1,000	-1,000	0%
8102230 · Legal Fees	0	500	-500	0%
8102240 · Audit	0	1,600	-1,600	0%
8102250 · Accounting	0	0	0	0%
Total 8102200 · Special Services	0	3,100	-3,100	0%
8102300 · Consultant Services				
8102310 · Consultant Fees	0	15,000	-15,000	0%
8102350 · Contract Labor	0	0	0	0%
Total 8102300 · Consultant Services	0	15,000	-15,000	0%
8103100 · General Supplies				
8103110 · Office Supplies	0	100	-100	0%

12:22 PM
11/13/13
Accrual Basis

Ovilla 4B Economic Development Corporation
Net Change in Fund Balance
Budget vs. Actual
October 2013

	Oct 13	Budget	\$ Over Budget	% of Budget
				Thru October 9%
Total 8103100 - General Supplies	0	100	-100	0%
8104200 - Travel Expense				
8104210 - Travel Expense	0	1,000	-1,000	0%
8104220 - Professional Development	0	2,000	-2,000	0%
Total 8104200 - Travel Expense	0	3,000	-3,000	0%
8105300 - Printing				
8105320 - Printing Expense	0	2,500	-2,500	0%
Total 8105300 - Printing	0	2,500	-2,500	0%
8105500 - Projects				
8105560 - Sewer Line	0	45,000	-45,000	0%
Total 8105500 - Projects	0	45,000	-45,000	0%
8105600 - Insurance				
8105620 - Insurance - Liability	71	285	-214	25%
Total 8105600 - Insurance	71	285	-214	25%
8105700 - Other Expenses				
8105705 - Postage	0	100	-100	0%
8105740 - Advertising	0	1,800	-1,800	0%
8105765 - Business Expense	0	100	-100	0%
Total 8105700 - Other Expenses	0	2,000	-2,000	0%
8109000 - Reserves				

12:22 PM
11/13/13
Accrual Basis

Ovilla 4B Economic Development Corporation
Net Change in Fund Balance
Budget vs. Actual
October 2013

	Oct 13	Budget	\$ Over Budget	% of Budget Thru October
8109015 : Administrative Reserves	0	17,300	-17,300	0%
8109215 : Admin. Expense to General Fund	0	2,500	-2,500	0%
Total 8109000 : Reserves	0	19,800	-19,800	0%
 Total Expense	71	90,785	-90,714	0%
 Net Change in Fund Balance	6,203	0	6,203	100%

Ovilla Municipal Development District
Net Change in Fund Balance
Budget vs. Actual
October 2013

	Oct 13	Budget	\$ Over Budget	% of Budget Thru October 9%
Resources				
4000100 · Taxes	2,026	25,000	-22,974	8%
4000120 · Sales tax	2,026	25,000	-22,974	8%
Total 4000100 · Taxes	2,044	25,135	-23,091	8%
Expense				
9102200 · Special Services	0	250	-250	0%
9102230 · Legal Fees	0	1,600	-1,600	0%
9102240 · Audit	0	250	-250	0%
9102250 · Accounting	0	2,100	-2,100	0%
Total 9102200 · Special Services	0	500	-500	0%
9102300 · Consultant Services	0	500	-500	0%
9102310 · Consultant Fees	0	500	-500	0%
Total 9102300 · Consultant Services	0	100	-100	0%
9103100 · General Supplies	0	100	-100	0%
9103110 · Office Supplies	0	100	-100	0%
Total 9103100 · General Supplies	0	250	-250	0%
9104200 · Travel Expense	0	0	0	0%
9104220 · Professional Development	0	0	0	0%

9:16 AM
11/20/13
Accrual Basis

Ovilla Municipal Development District
Net Change in Fund Balance
Budget vs. Actual
October 2013

	Oct 13	Budget	\$ Over Budget	% of Budget
				Thru October
Total 9104200 · Travel Expense	0	250	-250	0%
9105600 · Insurance	71	285	-214	25%
9105620 · Insurance - Liability	71	285	-214	25%
Total 9105600 · Insurance	71	285	-214	25%
9105700 · Other Expenses	0	25	-25	0%
9105705 · Postage	0	25	-25	0%
Total 9105700 · Other Expenses	0	25	-25	0%
9109000 · Reserves				
9109015 · Administrative Reserves	0	21,375	-21,375	0%
9109215 · Admin. Expense to General Fund	0	500	-500	0%
Total 9109000 · Reserves	0	21,875	-21,875	0%
Total Expense	71	25,135	-25,064	0%
Net Change in Fund Balance	1,973	0	1,973	100%

9:22 AM
11/20/13
Accrual Basis

Ovilla Fire Department Auxiliary
Net Change in Fund Balance
Budget vs. Actual

	Oct 13	Budget	\$ Over Budget	% of Budget Thru October 9%
Resources				
40008000 · Other Revenue				
4000815 · Gifts	500	7,500	-7,000	7%
4000830 · Vending Machines	0	500	-500	0%
4000880 · Reduction in Fund Balance	0	0	0	0%
Total 4000800 · Other Revenue	500	8,000	-7,500	6%
Total Resources	500	8,000	-7,500	6%
Expense				
5332100 · Employee Benefits				
5332196 · Membership Dues	0	100	-100	0%
Total 5332100 · Employee Benefits	0	100	-100	0%
5333400 · Maintenance Supplies and Parts				
5333410 · Supplies - Custodial	0	0	0	0%
5333460 · Supplies - Miscellaneous	68	1,750	-1,682	4%
Total 5333400 · Maintenance Supplies and Parts	68	1,750	-1,682	4%
5334200 · Travel Expenses				
5334220 · Professional Development	0	150	-150	0%
Total 5334200 · Travel Expenses	0	150	-150	0%
5335700 · Other Expense				
5335735 · Official Functions	0	3,000	-3,000	0%
5335765 · Miscellaneous	0	3,000	-3,000	0%
Total 5335700 · Other Expense	0	6,000	-6,000	0%

9:22 AM
11/20/13
Accrual Basis

Ovilla Fire Department Auxiliary
Net Change in Fund Balance
Budget vs. Actual
October 2013

	Oct 13	Budget	\$ Over Budget	9%	% of Budget Thru October
5336400 • Minor Capital Outlay					
5336440 • Machinery & Equipment	0	0	0	0%	
Total 5336400 • Minor Capital Outlay	0	0	0	0%	
5339000 • Reserve					
5339010 • Admin Reserves	0	0	0	0%	
Total 5339000 • Reserve	0	0	0	0%	
Total Expense	68	8,000	-7,932	1%	
Net Change in Fund Balance	432	0	432	100%	

9:33 AM
11/20/13
Accrual Basis

Ovilla Police Department Special Fund
Net Change in Fund Balance
Budget vs. Actual
October 2013

	Oct 13	Budget	\$ Over Budget	% of Budget Thru October %
Resources				
4000800 - Other Revenue				
4000815 - Gifts	50	1,000	-950	5%
4000830 - Reduction of Fund Balance	0	4,365	-4,365	0%
Total 4000800 - Other Revenue	50	5,365	-5,315	1%
Total Resources	50	5,365	-5,315	1%
Expense				
5232600 - Special Expenses				
5232690 - Special Expenses - Other	0	2,265	-2,265	0%
Total 5232600 - Special Expenses	0	2,265	-2,265	0%
5235500 - Repairs and Bldg Improvements				
5235540 - Repairs - Machinery & Equipment	0	100	-100	0%
Total 5235500 - Repairs and Bldg Improvements	0	100	-100	0%
5235700 - Other Expense				
5235735 - Official Functions	0	1,000	-1,000	0%
Total 5235700 - Other Expense	0	1,000	-1,000	0%
5236400 - Minor Capital Outlay				
5236440 - Machinery and Equipment	0	2,000	-2,000	0%
Total 5236400 - Minor Capital Outlay	0	2,000	-2,000	0%
5239000 - Reserves				
5239010 - Administrative Reserves	0	0	0	0%
Total 5239000 - Reserves	0	0	0	0%
Total Expense	0	5,365	-5,365	0%
Net Change in Fund Balance	50	0	50	100%



City Administrator Activity Report

Cyndy Powell

November 18 – November 22, 2013

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

Thanksgiving Holiday Luncheon for Employees: on behalf of staff, a big thank you to Mayor Dormier and Councilor Griffin for the delicious turkey, ham, dressing, gravy, and rolls for the Thanksgiving luncheon. Staff complemented the festive spread with their homemade specialties including cream cheese stuffed strawberries, banana pudding, peanut butter pie, creamy mashed potatoes, and homemade salsa. It was delicious.

Employee Policies Handbook –Please contact Ms. Lee at 214-536-7503 with your questions or concerns regarding the revisions. She will be able to research or inquire through Ron McFarlane any concerns regarding the personnel handbook revisions. Ms. Lee is scheduled to attend the December 09, 2013 Workshop Meeting at 6:00 p.m.

Road Repairs for FY 2014 –Brad and I will be meeting again with Ellis County to firm up plans.

Solid Waste and Recycling Contract – Cart delivery began this week. The notice is on the City's website.

Planning and Zoning Commission – No meeting will be held December 02, 2013. A public hearing for the parking standards is scheduled for January 06, 2013.

Employee Compensation and Classification Study – I have negotiated an Agreement with a firm to conduct the study. The Agreement will be presented for Council's consideration.

Strategic Plan – A Council workshop meeting has been confirmed for Wednesday, December 11, 2013 beginning at 6:30 p.m. with Joe Gonzales to flesh out the Vision and Mission Statements developed from the strategic planning work session.

Economic Development Corporation – Next meeting is December 16, 2013.

Municipal Development District – pending appointments.

Main Street Sewer Project – Staff will update Council regarding cost increase for installation of a sewer line at the December 09th meeting.

Christmas Tree Lighting –Christmas Tree Lighting in Heritage Park set Thursday, December 05, 2013 beginning at 7:00 p.m. - 8:00 p.m.

Ovilla Service League Dinner - set for Friday, February 21, 2014.



City Administrator Activity Report

Cyndy Powell

November 12 – November 15, 2013

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

Thanksgiving Holiday Luncheon for Employees: Thursday, November 21, 2013, 11:30 – 1:00 p.m. On behalf of the City staff I accepted a gracious offer from Mayor Dormier and Councilor Griffin to provide turkey, dressing, and rolls for an employee Thanksgiving luncheon. It is a very thoughtful gesture and staff is looking forward to it. Thank you.

Employee Policies Handbook –Please contact Ms. Lee with your questions or concerns regarding the revisions. She will be able to research or inquire through Ron McFarlane any concerns regarding the personnel handbook revisions. 214-536-7503 Jackie Lee. Ms. Lee is scheduled to attend the December 09, 2013 Council Meeting.

Road Repairs for FY 2014 –Brad and I will be meeting again with Ellis County to firm up plans.

Solid Waste and Recycling Contract – Brochures were mailed and notices were emailed. Cart delivery will begin the week of November 18, 2013. The notice is on the City's website.

Planning and Zoning Commission – Next meeting will be held December 02, 2013; agenda will include a revised Ordinance on parking standards.

Employee Compensation and Classification Study – I have contacted the consultant selected by the review committee and will be meeting with the firm on Wednesday, November 20, 2013.

Strategic Plan – This week I received a preliminary draft which I have reviewed with each of you one-on-one. I appreciate your feedback and have passed the comments on to Mr. Gonzales. He will incorporate the comments.

Economic Development Corporation – next meeting is November 18th.

Municipal Development District – meeting to be held December 02, 2013 at 6:00 p.m.

Main Street Sewer Project – Staff will update Council regarding cost increase for installation of a sewer line at the December 09th meeting.

Christmas Tree Lighting – Ovilla Service League has set the date for the Christmas Tree Lighting in Heritage Park for Thursday, December 05, 2013 beginning at 7:00 p.m. - 8:00 p.m.

NCTCOG Hazard Mitigation Action Plan – I have submitted a letter of intent to participate in planning efforts providing in-kind donation of time, mileage, and or meeting space, toward the development of the multi-jurisdictional mitigation action plan. With the support of cities in Ellis County, NCTCOG will then apply for Hazard Mitigation Grant Program and Pre-Disaster Mitigation Grants to develop the Ellis County Hazard Mitigation

Action Plan. The City's participation in the planning will support our efforts if ever necessary to apply for FEMA funds for disaster recovery for municipal infrastructure.



Jessica Foresman
Court Clerk

DATE: December 9, 2013
TO: Honorable Mayor Dormier and City Council Members
FROM: Jessica Foresman, Court Clerk
SUBJECT: Monthly Staff Report

72 traffic, 1 penal, and 3 code related cases were filed for the month of November.

Court Collection for the month of November was \$7,331.15

\$4,482.95 is kept by the City	FYTD \$7,493.73
\$2,848.20 is remitted to State	FYTD \$4,871.27

November 2013

Code Enforcement Report

Complaints - 82

Follow up – 103

Door Notices - 53

Mailed Notices – 15

Posted Property – 5 (2 grass, 2 Nuisance)

Court – Junk Vehicle Postponed

Citizen contacts - 120

Permits reviewed –13 Permits issued - 7

Inspections – 14

Nuisance Abated By City - 2 Grass

Nuisance- Signs – 35

Illegal Dumping – Trash – Johnson Lane

Board of Adjustment Variance Request(s) – 3– (1 Approved Metal Building , 2 Denied -1 Accessory Square Footage ,1 Front Facing Garage)

November 2013

Animal Control Report

Complaints- 29

Follow up – 49

Door Notices – 14

Impounded Animals – 7

Impound Animal Results - 5 Transports, 2 Returned to owner

Impound Fee Collected - \$160

Court – 0

Citizen contacts - 63

Animal Registration Tags Issued – 26, Total \$312.00

Registration Reminders Mailed- 16

Nuisance Letters Mailed- 2

Animals Released – 0

Deceased Removed - 28

Oak Leaf – 0

Traps Checked Out – 4



DATE: 12-09-13

TO: Honorable Mayor and Council Members

FROM: Sharon Jungman

SUBJECT: Expenditures in November 2013 over \$5,000

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

General Fund			
Date	Check#	Payee	Description
11/6/2013	41895	City of Midlothian	Jail & Dispatch
11/6/2013	41899	Ellis County Precinct #4	Reclaim & 2 Course Chip Seal on 3/10 of a Mile on Bryson
11/7/2013	ACH	Quick Books Payroll Service	Payroll
10/24/2013	ACH	Quick Books Payroll Service	Payroll
11/14/2013	41926	T.M.R.S.	Retirement
11/21/2013	41957	The Management Connection	2nd Payment for Strategic Planning
11/8/2013	ACH	US Treasury	Payroll Taxes
11/22/2013	ACH	US Treasury	Payroll Taxes
Total General Fund Transactions Paid in Nov. 2013			\$5,000 and Over
Water & Sewer Fund			
Date	Check#	Payee	Description
11/6/2013	15303	City of Dallas	Water Purchase
11/27/2013	15329	City of Ovilla General Fund	Garbage Transfer for November
Total Water & Sewer Fund Transactions Paid in Nov. 2013			\$5,000 and Over

General Fund			
Date	Check#	Payee	Amount
11/6/2013			\$30,024.75
11/6/2013			\$28,700.00
11/7/2013			\$37,884.53
10/24/2013			\$36,213.89
11/14/2013			\$9,842.43
11/21/2013			\$7,000.00
11/8/2013			\$7,312.12
11/22/2013			\$7,228.00
Total General Fund Transactions Paid in Nov. 2013			\$164,205.72

Water & Sewer Fund			
Date	Check#	Payee	Amount
11/6/2013	15303	City of Dallas	\$22,263.60
11/27/2013	15329	City of Ovilla General Fund	\$15,618.06
Total Water & Sewer Fund Transactions Paid in Nov. 2013			\$37,881.66

MEMORANDUM

TO: Honorable Mayor and City Council

FROM: Cyndy Powell, City Administrator *APQ*

SUBJECT: Review and Approval of the Revised Quarterly & Yearly Investment Reports

DATE: November 26, 2013

The Revised Quarterly and Yearly Investment Reports have been corrected and are provided for your review.

The Citizen's National Bank Certificate of Deposit had earned \$106.13 in the month of September. The accrued interest is deposited quarterly and therefore the interest should be recorded in the report when received, quarterly.

The Quarterly and Yearly Investment Report has been revised to reflect the accrued interest in the quarter it was deposited. I have approved the revised reports and recommend Council approve same.

cc: Sharon Jungman, City Accountant



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



DATE: 12-09-2013

TO: Honorable Mayor and Council Members

FROM: Sharon Jungman

SUBJECT: Quarterly Investment Report for
Quarter Ending 09-30-13

Fund	Bank	Investment Type	Description	Bank Account Number	Quick Books Account #	Inception Date	Maturity Date	Rate	Beginning Market Value 7-1-2013	Activity During Quarter	Ending Market Value 9/30/2013	Book Value 9/30/2013	Difference
GENERAL FUND													
GF	Prosperity Bank	Operating	General	6602108437	1012500	N/A	N/A	0.3200%	\$ 1,247,900.60	Interest Earned	\$ 823.62		
										Net Deposit	\$ 449,936.15		
										Net Withdrawals	\$ 756,544.47		
										Ending Balance	\$ 948,115.90	\$ 807,576.06	\$ 140,539.84
GF	Texstar Investment	Pool	07017-1111	1012525	N/A	N/A	0.0390%	\$ 3,723.46	Interest Earned	\$ 0.29			
										Withdrawal	\$ -	\$ 3,723.75	\$ 0.00
GF	Prosperity Bank	Money Market	9307605	1012520	3/2/11	N/A	0.2000%	\$ 228,472.05	Interest Earned	\$ 115.20			
										Withdrawal	\$ -		
										Ending Balance	\$ 228,587.25	\$ 228,587.25	\$ 0.00
GF	Prosperity Bank	Reserves	Money Market	14039009	1011500	N/A	N/A	0.1000%	\$ 29,355.03	Interest Earned	\$ 0.48		
				Closed 7/17/13 Moved to Prosperity Acct. #9307583					Withdrawal	\$ 29,385.51			
										Ending Balance	\$ 0.00	\$ 0.00	\$ 0.00
GF	Texstar Investment	Pool	07017-1112	1011525	N/A	N/A	0.0390%	\$ 928.80	Interest Earned	\$ 0.01	\$ 928.81	\$ 0.00	
GF	Prosperity Bank	Money Market	9307583	1012250	N/A	N/A	0.2000%	\$ 127,044.11	Interest Earned	\$ 64.05			
				Citizens National Bank On 8/16/11					Net Deposit	\$ -			
									Net Withdrawals	\$ -			
									Ending Balance	\$ -			
GF	Citizens National Bank	CD	113344146	1012255	8/20/2013	2/21/14	0.3000%	\$ 243,269.42	Interest Earned	\$ 363.90			
									Net Deposit	\$ -			
									Net Withdrawals	\$ -			
									Ending Balance	\$ 243,739.45		\$ 106.13	
GF	Prosperity Bank	CD	670010608	1012290	10/17/12	10/17/13	0.3000%	\$ 55,373.94	Interest Earned	\$ 41.42	\$ 55,415.36	\$ 55,415.36	\$ 0.00
TOTAL GENERAL FUND													
										Total General Fund Balance	\$ 1,607,512.55	\$ 1,467,078.84	\$ 140,433.71
DEBT SERVICE													
Debt	Prosperity Bank	Savings Account	Sinking Fund	6606020291	1010000	N/A	N/A	0.1500%	\$ 578,088.25	Interest Earned	\$ 139.26		
									Deposits	\$ 44,669.16			
									Deductions	\$ 513,012.50			
									Ending Balance	\$ 109,804.17	\$ 109,804.17	\$ 0.00	

City of Ovilla
 Fiscal Year 2012-2013
 Investment Report
 For Quarter Ending September 30, 2013

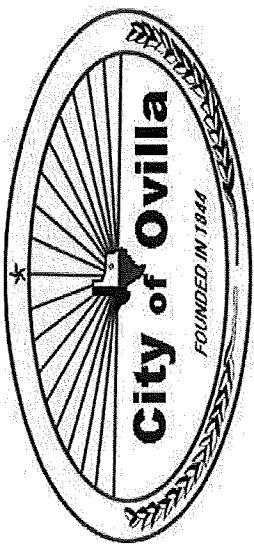
Fund	Bank	Investment Type	Description	Bank Account Number	Quick Books Account #	Inception Date	Maturity Date	Rate	Beginning Market Value 7-1-2013	Activity During Quarter	Ending Market Value 9/30/2013	Book Value 9/30/2013	Difference
Water & Sewer Utility Fund													
W&S	Prosperity Bank	Operating	Utility	6602109445	1021500	N/A	N/A	0.3200%	\$ 637,034.34	Interest Earned Net Deposit Net Withdrawals	\$ 563,21 \$ 446,316.98 \$ 372,884.67		
W&S	Texstar Investment	Pool		07017-0535	1021525	N/A	N/A	0.0390%	\$ 1,144.74	Interest Earned Net Deposit Withdrawals Ending Balance	\$ 0.01 \$ - \$ 1,144.75		
W&S	Prosperity Bank	Utility		301683702	1021530	N/A	N/A	0.2000%	\$ 83,385.67	Interest Earned Net Deposit Net Withdrawals	\$ - \$ 83,385.67		
W&S	Prosperity Bank	Utility		4547531	1021800	N/A	N/A	0.3500%	\$ 137.48	Interest Earned Net Deposit Net Withdrawals	\$ 0.12 \$ - \$ 137.50		
W&S	Prosperity Bank	Money Mkt.		18004323	1020500	N/A	N/A	0.2000%	\$ 187,572.09	Interest Earned Net Deposit Net Withdrawals	\$ 94.57 \$ - \$ 187,666.66		
Total W&S Utility Fund										Total W&S Fund	\$900,803.87	\$892,430.09	\$8,372.78
CAPITAL PROJECTS													
CP	Texpool Investment	Construction Funds	Pool	78761	1023000	N/A	N/A	0.03522%	\$ 308.16	Interest Earned Deposits Withdrawals Ending Balance	\$ - \$ - \$ - \$ 308.16		
CP	Texstar Investment	Pool		07017-0534	1023500	N/A	N/A	0.0350%	\$ 1,395.29	Interest Earned Deposits Withdrawals Ending Balance	\$ 0.07 \$ - \$ - \$ 1,395.36		
CP	Prosperity Bank	Money Market		9307648	1024000	N/A	N/A	0.2000%	\$129,469.27	Interest Earned Deposits Withdrawals Ending Balance	\$ 65.28 \$ - \$ - \$ 129,534.55		
Total Capital Projects											\$131,235.07	\$131,238.07	\$0.00

**City of Ovila
Fiscal Year 2012-2013
Investment Report
For Quarter Ending September 30, 2013**

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

body of the entity

Cynthia Powell
City Administrator



DATE: 12-09-2013

TO: Honorable Mayor and Council Members

FROM: Sharon Jungman

SUBJECT: Yearly Investment Report for Fiscal
Year Ending 9-30-13

**City of Ovilla
Investment Report
For Fiscal Year Ending September 30, 2013**

**City of Ovilla
Investment Report
For Fiscal Year Ending September 30, 2013**

Fund	Bank	Investment Type	Description	Quick Books Account #	Inception Date	Maturity Date	Rate	Beginning Market Value 10-1-2012	Activity During Quarter	Ending Market Value 9/30/2013	Book Value 9/30/2013	Difference
Water & Sewer Utility Fund												
Operating												
W&S	Prosperity Bank	Utility		1021500	N/A	N/A	0.3200%	\$ 655,208.96	Interest Earned Net Deposit Net Withdrawals	\$ 2,305.34 \$ 1,428,040.20 \$ 1,383,659.64		
W&S	Texstar Investment	Pool		1021525	N/A	N/A	0.0390%	\$ 1,143.85	Interest Earned Net Deposit Withdrawals Ending Balance	\$ 711,854.86 \$ 703,481.08	\$ 8,373.78	
W&S	Prosperity Bank	Utility		1021530	N/A	N/A	0.2000%	\$ 83,342.76	Interest Earned Net Deposit Net Withdrawals	\$ 41.91 \$ - \$ 83,385.67	\$ 0.00	
W&S	Prosperity Bank	Utility		1021500	N/A	N/A	0.3500%	\$ 137.13	Interest Earned Net Deposit Net Withdrawals	\$ 0.47 \$ - \$ 137.60	\$ 0.00	
W&S	Prosperity Bank	Money Mkt.		1020500	N/A	N/A	0.2000%	\$ 103,956.97	Interest Earned Net Deposit Net Withdrawals	\$ 330.02 \$ 83,355.67 \$ -	\$ 0.00	
Total W&S Utility Fund										\$900,803.87	\$892,130.09	\$8,373.78
CAPITAL PROJECTS												
CP	Texpool Investment	Construction Funds Pool		1023000	N/A	N/A	0.0362%	\$ 308.16	Interest Earned Deposits Withdrawals Ending Balance	\$ - \$ - \$ - \$ 308.16	\$ 0.00	
CP	Texstar Investment	Pool		1023500	N/A	N/A	0.0390%	\$ 1,394.19	Interest Earned Deposits Withdrawals Ending Balance	\$ 1.17 \$ - \$ - \$ 1,395.36	\$ 0.00	
CP	Prosperity Bank	Money Market		1024000	N/A	N/A	0.2000%	\$ 129,275.93	Interest Earned Deposits Withdrawals Ending Balance	\$ 258.62 \$ - \$ - \$ 129,534.55	\$ 0.00	
Total Capital Projects										\$131,238.07	\$131,238.07	(\$0.00)

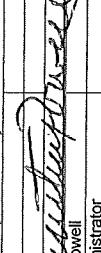
**City of Ovilla
Investment Report
For Fiscal Year Ending September 30, 2013**

Fund	Bank	Investment Type	Description	Quick Books Account #	Inception Date	Maturity Date	Rate	Beginning Market Value 10-1-2012	Activity During Quarter	W&S IMPACT FEE	Ending Market Value 9/30/2013	Book Value 9/30/2013	Difference
W&S Impact													
W&S Impact	Prosperity Bank	Operating	Sewer Impact	8520150	N/A	N/A	0.0500%	\$ 6,806.38	Interest Earned	\$ 0.92			
			Closed on 1/7/13 Moved to Prosperity Acct. #8520160						Deposits	\$ 87.00			
									Withdrawals	\$ 6,894.30			
									Ending Balance	\$ 0.00			
W&S Impact	Prosperity Bank	Water Impact	8510100	N/A	N/A	0.2000%	\$ 89,228.68	Interest Earned	\$ 152.97				
									Net Deposit	\$ 1,879.00			
									Net Withdrawals	\$ 14,739.91			
									Ending Balance	\$ 76,520.74			
W&S Impact	Texstar Investment	Sewer Impact	8520155	N/A	N/A	0.0390%	\$ 3,148.04	Interest Earned	\$ 3.06				
									Net Deposits	\$ -			
									Net Withdrawals	\$ -			
									Ending Balance	\$ 3,151.10			
W&S Impact	Prosperity Bank	Sewer Impact	8520160	N/A	N/A	0.2000%	\$ 20,565.25	Interest Earned	\$ 51.98				
									Net Deposit	\$ 9,285.30			
									Net Withdrawals	\$ -			
									Ending Balance	\$ 29,903.53			
										\$109,575.37	\$109,575.37		
PARK IMPROVEMENT													
Park	Prosperity Bank	Savings Account	1010000	N/A	N/A	0.0500%	\$ 2,864.52	Interest Earned	\$ 0.44				
			Closed on 1/7/13 moved to Prosperity acct. #8307613						Deposits	\$ 669.04			
									Withdrawals	\$ 3,534.00			
									Ending Balance	\$ 0.00			
Park	Prosperity Bank	Money Market	1010200	3/16/11	N/A	0.2000%	\$ 19,650.54	Interest Earned	\$ 36.32				
									Deposits	\$ 10,558.92			
									Withdrawals	\$ 3,000.00			
									Ending Balance	\$ 27,246.38			
										\$27,246.38	\$27,246.38		
Total Park Improvement Fund													
4 B EDC	Prosperity Bank	Operating	1012500	N/A	N/A	0.3200%	\$ 235,255.43	Interest Earned	\$ 879.49				
									Net Deposit	\$ 87,224.43			
									Net Withdrawals	\$ 13,973.64			
									Ending Balance	\$ 309,382.71	\$ 309,382.71		
MDD	Prosperity Bank	Operating	1012501	N/A	N/A	0.3200%	\$ 41,663.94	Interest Earned	\$ 197.97				
									Net Deposit	\$ 26,164.69			
									Net Withdrawals	\$ 2,379.00			
									Ending Balance	\$ 65,647.60			

**City of Ovilla
Investment Report
For Fiscal Year Ending September 30, 2013**

Fund	Bank	Investment Type	Description	Quick Books Account #	Inception Date	Maturity Date	Rate	Beginning Market Value 10-1-2012	Activity During Quarter	Ending Market Value 9/30/2013	Book Value 9/30/2013	Difference
Police Special	Prosperity Bank	Operating		1001010	N/A	N/A	0.0000%	\$ 1,704.42	Interest Earned Net Deposit	\$ 14,050.61		
									Net Withdrawals	\$ 3,625.39		
									Ending Balance	\$12,129.44	\$0.00	
Fire Auxil.	Prosperity Bank	Operating		1010000	N/A	N/A	0.0000%	\$ 11,674.10	Interest Earned Net Deposit	\$ 1,627.00		
									Net Withdrawals	\$ 5,865.35		
									Ending Balance	\$7,455.75	\$4,056.55	\$3,363.20
									Total Investments	\$3,280,775.91		
										\$3,128,539.22	\$152,176.69	

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


Cynthia Powell
City Administrator

CITY OF OVILLA MINUTES
Monday, October 28, 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 7:00 P.M. The following City Council Members were present:

Ralph Hall	Mayor Pro Tem, Place 1
Larry Stevenson	Council Member Place 2
David Griffin	Council Member Place 3
Dean Oberg	Council Member Place 5
Absent	Doug Hunt
	Council Member Place 4

Mayor Dormier noted present members, thus constituting a quorum. City Administrator Cyndy Powell was noted as absent. Various department-heads and staff were also present.

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

COMMENTS, PRESENTATIONS, REPORTS AND/OR APPOINTMENTS

Mayor Dormier read aloud and presented a Proclamation honoring Francis X. Washington for his achievement of the Eagle Scout Award. Photos were taken.

Mayor Dormier moved the order of the agenda and announced that Council would go into Executive Session at 7:05 p.m., to address Items 9 & 10. Mayor Dormier stated that Council would reconvene into Open Session and take action necessary, if needed.

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).

ITEM 9. DISCUSSION/ACTION – 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 and attorney Terry Morgan on a matter in which the duty of the said attorneys 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 regarding the City's Comprehensive Plan and development regulations.

ITEM 10. DISCUSSION/ACTION – The City Council will meet in a closed session pursuant to Section 551.072 of the Texas Government Code to deliberate options for possible land purchase.

Council reconvened at 7:36 p.m. Mayor Dormier announced there was no action on either item. Mayor Dormier resumed the regular order of the agenda.

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

1. Mr. Phil Lynch signed up to speak during Council's address of Item 5.
2. Mt. Craig Wilson signed up to speak during Council's address of Item 7.

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

- Finance Department
- Monthly Financials – there was no discussion.

Accountant S. Jungman

CONSENT ITEMS

- Minutes of the September 23, 2013 Regular Council Meeting

Mayor Pro Tem Hall made the motion that Council approves the consent item as presented, seconded by PL2 Stevenson. *Mayor Dormier asked for an announcement of AYE or NAY from Council. Present Council announced AYE in favor. No oppositions, no abstentions.*

VOTE: The motion carried unanimously: 4-0.

REGULAR AGENDA

ITEM 1. DISCUSSION/ACTION – Consider approval of the September 2013 Financial Transactions pulled for review from the October 15, 2013 Council Agenda.

Mayor Pro Tem Hall questioned two expenditures during the October 15 Council Meeting and asked staff to return with clarification. It was determined that it was not the intent of the department head or staff to circumvent procurement laws and that nothing illegal had occurred. There were no issues related to competitive bidding either as the radios were purchased through the DIR. Mayor Pro Tem Hall gave noted suggestions for the future:

1. Keep purchasing policies in place
2. Assure there is budgeted funding
3. Check the volunteer fire department checking account and confirm the signature authorities are the same on all accounts, including the requirement of two signatures for every purchase.
4. Conduct training of city purchasing policy and procurement laws
5. City to establish an appropriate and typed purchase order system – not what is currently in place.

Mayor Pro Tem Hall moved that Council approves the September 2013 Financial Transactions as presented, seconded by PL5 Oberg. *Mayor Dormier asked for an announcement of AYE or NAY from Council. Present Council announced AYE in favor. No oppositions, no abstentions.*

VOTE: The motion carried unanimously: 4-0.

ITEM 2. DISCUSSION/ACTION – Consideration of and action on cancellation of November 25 Regular meeting.

The November 25th meeting falls in the same week as the Thanksgiving Holiday.

Mayor Pro Tem Hall made the motion that Council approves the cancellation of the regularly scheduled November 25, 2013 Council meeting, seconded by PL3 Griffin. *Mayor Dormier asked for an announcement of AYE or NAY from Council. Present Council announced AYE in favor. No oppositions, no abstentions.*

VOTE: The motion carried unanimously: 4-0.

ITEM 3. DISCUSSION/ACTION – Consider approval of the Mayor to execute a contractual agreement between the City of Ovilla and Progressive Waste Systems for a municipal solid waste collection, transportation, recyclable and disposal contract.

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.

The service days of the week will change per Progressive representatives: Customers that usually are collected on Wednesday will move to Thursday and the Saturday customers will move to Friday. The approximate pickup times will remain the same for each area and the recycle days will move to the new service day as well. Progressive will place an informational flyer on all newly delivered recycle carts. The bulky pickup will coincide with service day.

Mayor Pro Tem Hall made the motion that Council approves the Mayor to execute a Contractual Agreement between the City of Ovilla and Progressive Waste Systems for a municipal solid waste collection, transportation, recyclable and disposal contract as presented, seconded by PL3 Griffin. *Mayor Dormier asked for an announcement of AYE or NAY from Council. Present Council announced AYE in favor. No oppositions, no abstentions.*

VOTE: The motion carried unanimously: 4-0.

ITEM 4. DISCUSSION/ACTION – Consider approval of Ordinance 2013-032 amending City Code Appendix A, Ovilla Fee Schedule Article A7.000, Section A7.001 Garbage Collections Fees; setting new charges for the provision of residential and commercial solid waste and recycling services; providing a severability clause and providing an effective date.

With the approval of the municipal solid waste contract, it is necessary to amend the fee schedule.

PL3 Griffin made the motion that Council approves Ordinance 2013-032 amending the fee schedule for the new solid waste, recycling and disposal fees for residential and commercial properties in Ovilla as presented, seconded by PL5 Oberg. *Mayor Dormier asked for an announcement of AYE or NAY from Council. Present Council announced AYE in favor. No oppositions, no abstentions.*

VOTE: The motion carried unanimously: 4-0.

ITEM 5. DISCUSSION/ACTION – Consider approval of Resolution 2013-011 of votes cast to elect Directors for the Ellis Appraisal District for the years 2014-2015.

During the September 23 Council meeting, a resolution was approved for the nomination of one candidate, Mr. Phillip Lynch, to the Ellis Appraisal District Board of Directors for the years 2014-2015. The ballot entitles Ovilla to 33 votes for the nominee.

Mr. Phil Lynch was present and allowed to address Council. He gave appreciation to Ovilla for support throughout the years.

PL5 Oberg made the motion that Council approves Resolution 2013-011, casting all 33 votes for Mr. Phillip Lynch and submitting the official ballot to elect Mr. Lynch as a Director for the Ellis Appraisal District for the years 2014-2015, seconded by PL3 Griffin. *Mayor Dormier asked for an announcement of AYE or NAY from Council. Present Council announced AYE in favor. No oppositions, no abstentions.*

VOTE: The motion carried unanimously: 4-0.

ITEM 6. DISCUSSION/ACTION – Consider approval of Resolution 2013-012 of the City of Ovilla to a mutual aid agreement between the City of Cedar Hill, The City of Desoto, the City of Duncanville, the City of Glenn Heights, the City of Ferris, the City of Lancaster, the City of Midlothian, the City of Red Oak and the City of Waxahachie, TX regarding the provision of

certain governmental functions and services in connection with the protection of life and property in the event of a disaster, civil disaster and/or emergency; and authorize the Mayor to execute the said first amendment.

Staff presented the proposed Resolution 2013-012. It is an Interjurisdictional Mutual Aid Agreement for the **Ellis, Dallas Unified Cooperative Team**, that provides certain governmental functions and services for one another, including assistance and cooperation in the event of a disaster, civil emergency and/or emergency.

Mayor Pro Tem Hall moved that Council approves Resolution 2013-012 for an Interjurisdictional Mutual Aid Agreement (including Attachment A) and authorizes the Mayor to execute such Agreement as presented, seconded by PL5 Oberg. *Mayor Dormier asked for an announcement of AYE or NAY from Council. Present Council announced AYE in favor. No oppositions, no abstentions.*

VOTE: The motion carried unanimously: 4-0.

ITEM 7. DISCUSSION/ACTION – Consider approval to authorize the Mayor to execute an Interlocal Cooperation Agreement for Fire Protection and First Responder Services with Ellis County Emergency Services District #4.

Fire Chief Brancato and the City Administrator met with the ESD Board to negotiate the FY2013-2014 agreement and agreed to accept their offer of \$18,531 for services for this year if they agreed to commit to an election in May 2014 to increase the tax rate. City Administrator Ms Powell made several suggestions for revisions to the agreement:

1. Not agree to funding based on average runs, but to the lump sum of \$18,531
2. Strike last sentence of page 4, Section 11-requiring the City to indemnify and hold harmless the district
3. Page 5, Section 17 – acknowledge the Board committed to an election in May 2014

It was inquired how (or if) a denial of this contract would affect the City's ISO rating. PL3 Griffin stated that he had learned from a former council member that Ovilla may be in jeopardy of losing their ISO rating based on various grounds: Ovilla sold certain truck(s) that may be vital to the rating and that having only a part-time fire marshal and/or a part-time fire chief (as opposed to full-time) posed detrimental to the rating also. PL3 Griffin asked Chief Brancato to share factual information regarding Ovilla's ISO. Chief Brancato stated that staffing was in better shape now than ever. Ovilla's part-time fire marshal was certified which Ovilla did not have in the past, therefore, would increase credits. A full-time fire chief is not considered during the collective point system of ISO. Ovilla did sell a rehab vehicle that was declared as a back-up truck but because of current staffing, (and staffs' certifications) Ovilla could potentially acquire more credits than before.

Mr. Craig Wilson, Mayor of Oak Leaf signed up to speak and was invited to address Council. Mr. Wilson admitted that there was a tax rate inequity and asked that Council continue to serve ESD #4, and that he would do anything possible to assist in an election for a tax rate increase.

PL3 Griffin moved that Council approves the Mayor to execute an Interlocal Agreement for Fire Protection and First Responder Services with Ellis County Emergency Services District #4 with the noted revisions, seconded by PL2 Stevenson. *Mayor Dormier asked for an announcement of AYE or NAY from Council. Present Council announced AYE in favor. No oppositions, no abstentions.*

VOTE: The motion carried unanimously: 4-0.

ITEM 8. DISCUSSION/ACTION – Consider approval of a Resolution 2013-013 of the City Council of the City of Ovilla, TX, establishing a deadline of September 30, 2014 for the provision of Fire Services and First Responder Services by the Ovilla Fire Department to Emergency Services District #4.

The Resolution is to support the ESD's initiative to obtain an increase in funding for the services provided by Ovilla (and Red Oak's) fire departments.

PL2 Stevenson made the motion that Council approves Resolution 2013-013, establishing a deadline of September 30, 2014 providing Fire Protection Services and First Responder Services by the Ovilla fire Department to Emergency Services District #4, seconded by PL3 Griffin. *Mayor Dormier asked for an announcement of AYE or NAY from Council. Present Council announced AYE in favor. No oppositions, no abstentions.*
VOTE: The motion carried unanimously: 4-0.

REQUESTS FOR FUTURE AGENDA ITEMS

1. Mayor Pro Tem Hall - Joint workshop with Council and Boards regarding TX Open Meetings Act and each board member's duties in relation to their assigned membership.
2. PL2 Stevenson None
3. PL3 Griffin None
4. PL4 Hunt Absent
5. PL5 Oberg None
6. Mayor – Ask staff to disseminate a joint meeting inquiry to all boards.

ADJOURNMENT

PL2 Stevenson made the motion to adjourn the meeting.

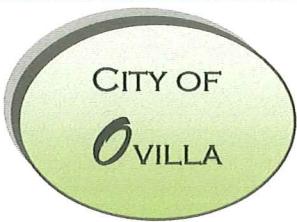
There being no further business, Mayor Dormier adjourned the meeting at 8:50 p.m.

Richard Dormier, Mayor

ATTEST:

Pamela Woodall, City Secretary

Approved December 09, 2013



Ovilla City Council

AGENDA ITEM REPORT

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

Meeting Date: December 09, 2013

Department: Administration

Discussion Action

Budgeted Expense: YES NO N/A

Submitted By: Staff

Amount: \$N/A

Attachments:

1. Proposed Resolution 2013-015

Agenda Item / Topic:

ITEM 1. **DISCUSSION/ACTION** – Consideration of and action on proposed Resolution 2013-015 adopting the Employee Policies Handbook.

Discussion / Justification:

This item is provided for consideration of adopting the revised policies as presented in the Employee Policies Handbook as discussed during the workshop.

Recommendation / Staff Comments:

Staff recommends adoption of the policies.

Sample Motion(s):

I make a motion to approve/deny Resolution 2013-015 adopting a revised Employee Policies Handbook.

RESOLUTION NO. 2013-015

A RESOLUTION ADOPTING A REVISED EMPLOYEE POLICIES HANDBOOK; PROVIDING FOR THE REPEAL OF ALL PREVIOUS EMPLOYEE POLICIES HANDBOOKS; PROVIDING FOR DISTRIBUTION OF THE REVISED EMPLOYEE HANDBOOK TO ALL CITY EMPLOYEES; AND PROVIDING AN EFFECTIVE DATE.

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

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

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

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

SECTION 1.

That the City Council hereby approves and adopts the "Employee Policies Handbook" which is attached hereto, marked Exhibit "A" and made a part hereof by reference.

SECTION 2.

This Resolution shall supersede and repeal any previous ordinance and/or resolution including Resolution 2010-014 of the City Council regarding an employee handbook, to the extent there is any conflict.

SECTION 3.

The City Administrator is hereby directed to distribute a copy of the Employee Policies Handbook to each employee of the City of Ovilla.

SECTION 4.

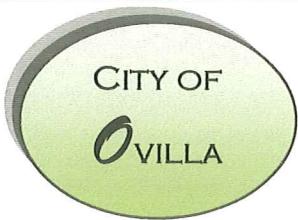
That this Resolution shall take effect immediately and it is so Resolved.

PASSED AND APPROVED on this 9th day of December 2013.

Richard A. Dormier, MAYOR

ATTEST:

Pam Woodall, CITY SECRETARY



Ovilla City Council

AGENDA ITEM REPORT

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

Meeting Date: December 09, 2013

Department: Administration

Discussion Action

Budgeted Expense: YES NO N/A

Submitted By: Staff

Amount: \$N/A

Attachments:

1. Information will be distributed at the meeting.

Agenda Item / Topic:

ITEM 2. *DISCUSSION/ACTION* – Review and discuss Main Street Sewer and take action as necessary.

Discussion / Justification:

This item has been provided to update Council regarding the Main Street Sewer project.

Recommendation / Staff Comments:

Sample Motion(s):

I make a motion to approve/deny

AGENDA ITEM REPORT

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

Meeting Date: December 09, 2013

Department: Administration

Discussion Action

Budgeted Expense: YES NO N/A

Submitted By: Staff

Amount: \$14,850.00

Attachments:

1. Employee Compensation and Classification Study Committee's Scoring and Final Ranking
2. Proposal from Coleman & Associates for Compensation Study
3. Proposed Resolution 2013-016
4. Revised Agreement by and between the City of Ovilla and Coleman & Associates

Agenda Item / Topic:

ITEM 3. **DISCUSSION/ACTION** – Consider recommendation to approve proposed Resolution 2013-016 for an Agreement with Coleman & Associates (C&A) to conduct an Employee Compensation and Classification Study and providing authorization for the Mayor to execute an Agreement, for and on behalf of the City for such study.

Discussion / Justification:

Four proposals were received on September 13, 2013 for the Employee Compensation and Classification Study. At the October 15, 2013 City Council meeting, Councilors Oberg and Hall were appointed to review the proposals with staff and make a recommendation to City Council. The Committee met on November 13, 2013 and recommended the City Administrator negotiate an Agreement with Coleman & Associates to conduct the Study.

The total cost of the Study would be authorized not to exceed \$14,850.00. Of the total, an option for a custom salary survey is included for a cost up to \$1,500.00 and would be authorized only if the City Administrator determines the published data was insufficient or non-existent. Included in the total cost are project expenses not to exceed \$1,350.00. If approved, the project would commence January 03, 2014 and take approximately three (3) months to complete.

C&A has performed work in the areas of Human Resources for the cities of Little Elm, Terrell, Shreveport, Glenn Heights, Dallas, and Fort Worth as well as other public agencies. The professional references included in the proposal were positive and relative to work in Human Resources.

Recommendation / Staff Comments:

Staff recommends approval of the Committee's recommendation to approve Coleman & Associates to conduct the Study for a cost not to exceed \$14,850.00 and authorize the Mayor to execute an Agreement.

Sample Motion(s):

I make a motion that Council approve Resolution 2013-016, authorizing the Mayor to execute an Agreement for the services of Coleman & Associates to conduct an Employee Compensation and Classification Study for the City of Ovilla at a cost not to exceed \$14,850.00.

Employee Compensation and Classification Study

Scoring and Final Ranking - November 13, 2013, 7:00 p.m.

Committee: Councilors Ralph Hall and Dean Oberg; Staff Pam Woodall and Cyndy Powell

**A PROPOSAL
for
City of Ovilla, TX**

Compensation Study to Design a Pay Management Program



September, 2013

Submitted By:



Coleman & Associates Consultants
P. O. Box 140836
1530 Abrams Road
Dallas, Texas 75214
Tel: 214.370.9933
Fax: 214.370.9765
E-mail: drtroycoleman@msn.com
Web: www.colemanandassociatesconsultants.com



September 11, 2013

Ms. Pam Woodall, City Secretary
City of Ovilla
105 Cockrell Hill
Ovilla, TX 75154

RE: Employee Compensation and Classification Study RFP 2013

Dear Ms. Woodall:

In response to your Request For Proposals, we have enclosed six printed copies of our proposal submission, and a CD with an electronic version of our proposal. We outlined our project methodology and approach, the tasks associated with fulfilling the key elements in our approach, how we expect to involve and communicate with City of Ovilla stakeholders throughout the process, the pricing for our work, and a timeline for getting the work done.

We look forward to speaking with you and other officials of the City of Ovilla about the work we proposed, and discussing how we believe we are best positioned to work with you to achieve your goals for designing and managing a Compensation and Classification system.

Thank you very much for the opportunity to prepare and submit our proposal, and we look forward to working with you in this vital endeavor.

Respectfully,

A handwritten signature in blue ink that reads 'Troy Coleman'.

Troy L. Coleman, Ph.D.
Principal
Troy L. Coleman, Ph.D., Inc.



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Executive Summary

The City of Ovilla, TX is seeking technical assistance in designing and installing a comprehensive Employee Compensation and Classification Study for its management, exempt and non-exempt employees.

The City of Ovilla, TX desires an Employee Compensation and Classification Program that is sound, is fair, that provides a consistent framework in which to manage and administer pay decisions and that achieves several key objectives:

- An update of all position descriptions to accurately reflect the actual duties and responsibilities performed by current incumbents, identification of essential job functions, and recommendations for classifying each position as exempt or non-exempt and appropriate job title;
- A compensation and classification system that addresses the issue of internal equity and is based on a survey of wages and benefits of comparable cities and private sector employers;
- A compensation plan that is easily integrated and implemented;
- A pay structure that includes a recommendation for recognizing and rewarding increased competencies, skills, and/or performance;
- A classification system, which can be maintained on a long-term basis;
- Recommendations to improve the merit based performance evaluation system;
- Presentations of the results of the Study will be made to the City Administrator and to the City Council.

In addition, the consultant may propose additional tasks necessary to complete the assignment.

Troy L. Coleman, Ph.D., Inc. – *Coleman & Associates Consultants (CA)* is pleased to submit this proposal in response to City of Ovilla, TX's request for consulting and technical assistance.

This proposal includes:

- the proposed project approach;
- project staff and respective responsibilities;
- the estimated dates, time line with task assignments and milestones for completing the project;
- process for communicating results, educating staff and implementation;
- sample of the Job Questionnaire to be utilized; and
- itemized professional fees and costs associated with the proposed approach.

Successful completion of this project will result in an integrated compensation program to support pay decisions, including the following deliverables:

1. A sound basis for efficient administration of employee compensation including accurate job descriptions in which to base job evaluation and classification;
2. A pay structure that achieves internal equity and is responsive to relevant external markets;
3. Guidelines for administration of each component of the compensation management program;
4. Training program to ensure that managers and supervisors understand and are able to manage the salary administration process fairly and equitably;
5. Communication and Education (Change) plan;
6. An audit of the current Performance Evaluation process and subsequent recommendations; and,
7. Implementation plan.

The outcome will ensure:

- an effective and competitive program in alignment with City objectives,
- a superior program to attract and retain high performers, and
- a system with the ability to expand as your City continues to experience positive growth.

CA is committed to achieving success in this engagement. The project staff brings proven experience in the design and administration of pay systems. Each consultant possesses the depth of technical and professional expertise to meet or exceed the project objectives within agreed upon timeframes and cost parameters. In addition, the City of Ovilla, TX benefit's by having principal consultants in charge of each phase of the project. We bring the right combination of technical, professional and business expertise to deliver the objectives of this project in a manner that meets the expectations of the City of Ovilla, TX organization.

Project Approach

Employee Compensation and Classification Program

Based on our understanding of City of Ovilla, TX's needs, this engagement will involve completion of nine (9) tasks. It is our understanding that City of Ovilla, TX desires an Employee Compensation and Classification program that is perceived as fair and equitable and that provides a consistent framework in which to administer pay and rewards. The approach described herein is based on a recommendation of utilizing a market-based job evaluation process to support its pay management. This assumption is made based on the size of the City organization and the number of distinct job families. *It been our professional experience that cities of the size and scope of the City of Ovilla typically find market-based job classification as more appropriate than job content based classification.* If the City prefers a job-content based job classification process, CA will submit an amended proposal to include the tasks required to develop a classification job evaluation process. Project tasks are described sequentially, though some may be undertaken concurrently.

It is our goal to work closely with City of Ovilla, TX staff to design a compensation management program that meets the City of Ovilla, TX's specific needs. This may require minor modifications to the tasks described once the project has begun. However, modifications that are significant enough to affect the overall cost of this project will not be undertaken until discussed and agreed to in advance.

The approach described is participative. CA feels that it is essential to incorporate management philosophy and employee input into each project. Therefore, at several points, the input of key executives, managers and employees is obtained and used in the following ways:

- Management objectives, concerns and issues are taken into account in all design aspects and installation. Key management will be interviewed.
- Management input will be used to develop a compensation strategy to support the business and organizational goals of the City of Ovilla, TX.
- We will assist City of Ovilla, TX in developing a communication and education strategy so that employees understand the process and their respective roles in achieving project and program success.
- We will recommend a job documentation format which City of Ovilla, TX staff can administer to collect job information.
- Management is involved in all phases of the engagement to ensure understanding and process continuity.

This participative approach achieves two important objectives. First, the final program is the City of Ovilla, TX's program, designed to fit the unique business operations, managerial requirements and business philosophy of the City. Secondly, such an approach facilitates understanding and acceptance of the program. These are key elements of a sound compensation management program.

Methodology

The "Nine Step" process will be used to support the participative approach and ensure the outcomes are customized based on Ovilla's business philosophy and program objectives. Following is a graphic of this process and a description of each task.

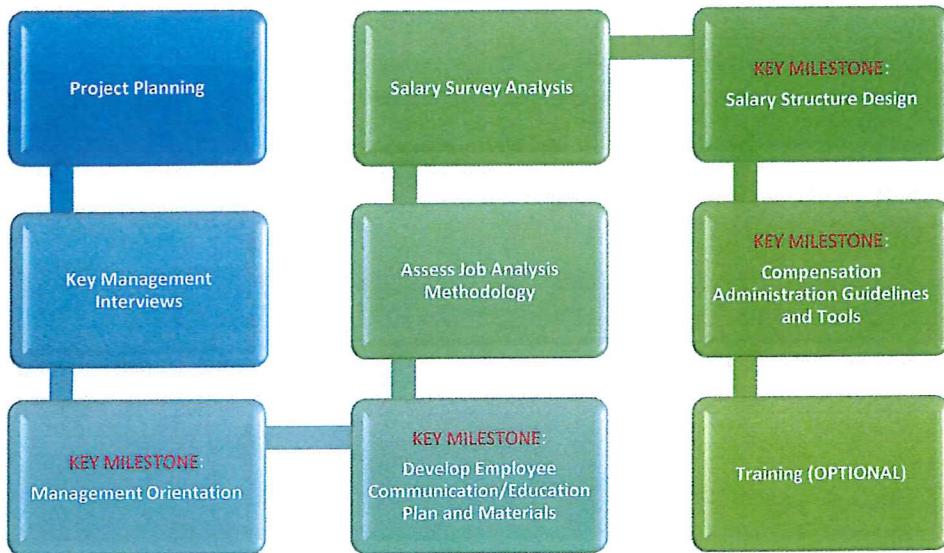


Figure 1 – Flow Process for Designing a Compensation Program for the City of Ovilla, TX; Key Milestones are highlighted

Project Tasks Description

Task 1: Project Planning. This task involves meeting with the City Administrator, who will coordinate this project. This planning meeting will clarify project objectives, timeframes, milestones, and will identify contact and resource personnel. We will also gather information on existing pay practices including job descriptions, job evaluation process methodology, pay policies, relevant published salary survey data, performance appraisal documentation and policy, and any other pertinent organizational data including organization charts. It would also be helpful if we could obtain either hard copy of employee information such as name, title, grade or pay level, and current salary, preferably in EXCEL format.

Duration: This meeting will involve two work days.

Task 2: Key Management Interviews. This task involves meeting with key managers to obtain their perceptions regarding the strategic goals and objectives of the organization as well as their philosophy of pay and insight regarding the City's current pay practices. We will also obtain the perspectives of key management regarding the compensation administration at City of Ovilla, TX and the intrinsic job factors that are believed to be important in determining job value. The result of these confidential interviews will be compiled and will serve as the philosophical framework of the compensation management program.

Duration: This task will involve one work day.

Task 3: Management Orientation. This task involves meeting with key executives and project staff to present the agreed upon project plan and timetable, and the summary of information gathered in Tasks 1 and 2.

Duration: This task will require one half work day.

Task 4: Develop Employee Communication/Education Plan and Materials. CA will develop an appropriate communication plan and materials which the City of Ovilla, TX staff will have primary responsibility for distributing and/or presenting. We believe that a well-planned communication effort that includes all stakeholders that explains the objectives, key milestones and the process for developing a new program is critical to achieving employee understanding and acceptance of the program. Thus, we will develop appropriate materials that can be used in developing a sound employee communication process.

Duration: This task will require 1.5 work days.

Task 5: Assess Job Analysis and Documentation Methodology. This task first involves review and assessment of the job documentation process currently in place to assess the extent to which City of Ovilla, TX's job documentation captures relevant job information, such as describing the appropriate duties and responsibilities of the jobs, their organizational relationships, the skill, effort, responsibility and working conditions required to competently perform the jobs, and compliance with relevant laws and regulations, including Americans with Disabilities Act (ADA) requirements. This is an important component of a fair and equitable compensation administration process and ensures that jobs of equivalent skill, effort, responsibility and working conditions are paid equitably, and that compensation decisions are based on sound and fair criteria. Based on the results of our audit, CA can provide to the City Administrator a job analysis questionnaire which the City can administer to collect relevant job information as described above to support the compensation administration process. See Figure 2 for a sample page. This information will also be used to develop job descriptions for all positions and determine the appropriate exemption status under the Fair Labor Standards Act (FLSA).

Duration: This task will require one work day.

Task 6: Salary Survey Analysis. This task involves meeting with the City Administrator to review and assess the salary survey data that is currently used by the City of Ovilla, TX. *It is our understanding that City of Ovilla, TX will furnish data from several published data sources, if available.* In identifying relevant survey data, we suggest selection be limited to those surveys having the following attributes:

- well-written benchmark job descriptions;
- relevant organizations (based on industry, size, geographic location, etc.) among participants;
- sound job matching;
- data received from reputable survey sources;
- based on sound, timely, reasonable statistical methods.

After reviewing the survey data that City of Ovilla, TX provides, we will identify appropriate benchmark job salary data. At this time, we do not anticipate the need to conduct a special or custom survey. *If a custom salary survey is desired by City of Ovilla, TX to augment published data or if the City does not possess external salary data, CA will provide a separate proposal itemizing the professional fees associated with conducting a custom survey.* The end result of this task will be the determination of a preliminary salary structure of benchmark jobs, based on the compensation philosophy and desired competitive market position of City of Ovilla, TX.

Duration: This task will require three work days, assuming we are not required to conduct a custom survey.

Task 7: Salary Structure Design. In this task, the benchmark job data are used as the basis for developing an internal hierarchy of grades, salary ranges, and midpoints. Non-benchmark jobs are then *slotted* into appropriate grades or levels based on comparison with benchmark job data. The final structure will reflect City of Ovilla, TX's pay philosophy regarding range width, grade overlap, and salary midpoint progression as well as appropriate organizational relationships.

We will also provide City of Ovilla, TX with data on each employee to indicate the employee's current salary, the range position of each employee in the proposed grade or level, the relationship of the employee's salary to the range midpoint, and whether the employee is below the minimum of the proposed range or above the maximum of the proposed range. Cost analyses will also be provided for implementing the new structure.

Duration: This task will require three days.

Task 8: Compensation Administration Guidelines. This task involves developing the guidelines necessary to support the compensation administration process. We will work with City of Ovilla, TX to determine methods of pay delivery. We will review current compensation management policies and practices and recommend changes as appropriate to ensure simple and consistent administration. A comprehensive compensation administration guidelines manual will be written to encompass the following areas:

- CITY OF OVILLAs pay philosophy
- Compensation program objectives
- Job description format
- Market-based job evaluation process
- Grade structure design
- Performance appraisal forms and guide
- Guidelines for individual salary increases, consistent with City of Ovilla, TX's policy and philosophy

This manual will constitute the final written documentation for the development of a comprehensive base pay program for the **City of Ovilla, TX**.

Duration: This task will require three work days.

Task 9: Training (OPTIONAL). CA believes training and development of managers and supervisors for the effective utilization of a compensation program is critical. Non-supervisor and management training or education should also be included so they understand the specific of the program and expectations. We will provide training in following areas to all managers and supervisors:

- Administering the compensation program;
- Communicating the compensation program to employees;

Our goal in this task will be to design a one day training program to cover each aspect of the compensation program. The end result of this task is a compensation program that is comprehensive and is administered by managers and supervisors who have been trained in sound compensation management practices.

Duration: This task requires three work days; two days to design the training and one day to conduct the training for managers and supervisors; one day to develop the education program for employees

Name: [Click here to enter text](#)
Job Title: [Click here to enter text](#)
Division: [Click here to enter text](#)
Manager's Manager (Name): [Click here to enter text](#)
Date: [Click here to enter text](#)
Reports to (Name): [Click here to enter text](#)
Reports to (Title): [Click here to enter text](#)
Manager's Manager (Title): [Click here to enter text](#)

Job Specifications

EDUCATION: Please check the MINIMUM level of educational required for your position.
(Choose all that apply)

High School Diploma or Equivalent
 Associate's Degree
 Bachelor's Degree
 Master's Degree
 Professional License/Specialized Training

List advanced degrees, special training, or specific professional license.
(Enter text answer)

[Click here to enter text](#)

Figure 2 – Sample of the Position Questionnaire utilized by CA.

Project Approach

Performance Evaluation Audit

One of the deliverables requested, is a review of the Performance Evaluation System at the City. CA will continue to follow a participative approach. The Performance Management process is very important in ensuring that employees positively deliver and impact goals, that performance is accurately measured and assessed, appropriate development is provided to raise performance and increase skills, and that rewards are appropriately distributed. The following process will be utilized for the audit:



Figure 2: Process for conducting a Performance Review audit

Task 1: Collect Performance Evaluation documentation (if not previously obtained). The foundation of the audit will understand the “current state” of the process, policies and tools utilized. The audit will be based on this information.

Task 2: Interview key stakeholders regarding current program. Opinions will be gathered from key stakeholders regarding the effectiveness of the current program. Key measures of effectiveness include alignment between City outcomes and employee performance, understanding of the process by employees, a correlation between pay increases and performance, development of employees, managers and supervisors accurately following the process with very limited exceptions and that employees are receiving performance and development coaching.

Task 3: Conduct small employee focus group regarding current program. One of the audit components is the level of understanding by employees and the perceptions of a fair and consistent process. The focus group will provide an opportunity for employees to share their thoughts regarding the current process.

Task 4: Measure prior three years' outcomes against employee performance. There should be a direct relationship between how the City has performed and the performance of employees. For example: If the City has performed well, by meeting key objectives, employee performance evaluations would be skewed to the right. If the City has missed goals, employee performance evaluations should be skewed to the left. Additionally, the audit will include the relationship between performance evaluations and merit increases.

Task 5: Development of Comprehensive Report. After collecting the data from Tasks 1 – 4, this information will provide the basis for the comprehensive report. The report will include the outcome of each task, as well as recommendations. If it is agreed that changes should be implemented, the meeting will include the development of a project proposal and plan.

Implementation

At the end of each “Key Deliverable”, the project leader will meet with the City Administrator to review and provide the deliverable. This meeting will provide an opportunity to answer questions and gather input prior to the system being finalized. The City Administrator will have the ability to invite any key stakeholders, as appropriate. At the conclusion of the “Employee Compensation and Classification Study” and the Performance Evaluation audit, the project leader will review the total report and recommendations with the City Administrator and other key stakeholders as identified by the City Administrator, i.e., City Council.

After agreement on the recommendation, an implementation plan will be developed and deployed. There must be a detailed plan with specific accountabilities and deadlines. If the change plan (communication & education) has been deployed and operating effectively, this will add to the efficiency. The steps that will be included are:

- Specific Tasks
- Task owner
- Deadline
- Communication
 - Method
 - Audience

Any tools required to provide an efficient process will be developed, as well.

Training

Training will include up to four methods:

- Written
- Employee Compensation Profiles
- Manager and supervisor training and development
- Intranet (if available)

Written

Extensive written communication will be developed for distribution, which will include employees receiving written documentation for the new pay system. All employees will also

receive a Quick Reference for steps and tools. The Salary Administration System and guidelines should be included in the Human Resources Handbook, if applicable.

Employee Profile

Each employee will receive a personalized compensation profile which will include salary range, current salary, new salary (if applicable), and position in range.

Manager and Supervisor Training and Development

It is very important that employees with leadership responsibility have a basic understanding regarding compensation, understand the program and the process for administrating the program. A training session will be provided to ensure competency in this area.

Intranet

It is also recommended that the City of Ovilla intranet is utilized for communicating salary administration, if available.

Project Time Line

CA is prepared to begin this project within 2 weeks of notification that this proposal has been accepted by the City of Ovilla, TX.

Below is an estimated project timeline. After the initial, project "Kick-off" meeting, CA will prepare a detailed project timeline and calendar. It is our estimation that the entire project can be completed within 8-10 weeks.

Action	Task Deadline	Responsibility		
		CA	City of Ovilla	Shared
Joint Project Planning	10/11/2013			X
Conduct Key Management Interviews	10/16/2013	X		
Facilitate and Lead Management Orientation	10/18/2013	X		
Develop Employee Communication/Education Plan and Materials	10/23/2013	X		X
Assess Job Analysis and Documentation Methodology	10/25/2013	X		
Review and Analyze Salary Survey Data	11/01/2013	X		
Design Salary Structure	11/08/2013	X		
Develop Compensation Administration Guidelines	11/15/2013	X		
Implementation/Communication/Training	12/06/2013			X
Performance Evaluation Audit	12/18/2013	X		

Timeline Assumptions:

- Does not include a custom survey
- Assumes two weeks from award of project to CA
- Assumes any scheduling required completed within timeframe
- Assumes timely meetings

Project Fees and Costs

This project will be completed as outlined in this proposal. The professional fee for this project is \$10,000, plus expenses, 10% of project fees. This fee proposal is made on the assumption that CA will not be required to conduct a custom salary survey for the City and that competitive market analysis will be based on review of published survey sources obtained from the City and from sources available to CA.

Overhead and expenses (travel, report preparation, administration) are billed at 10% of project fees.

Invoicing

- An invoice for 10% of the project fee, plus the expenses (10% of project fees) will be submitted at the point we are authorized to begin the work on this project.
- A second invoice for 30% of the project fees will be presented at the conclusion of the Assess Job Analysis and Documentation Methodology task.
- A third invoice for 30% of the project fees will be presented at the conclusion of the Design the Salary Structure task.
- The final invoice for 30% of the project fees will be presented at the conclusion of the Performance Evaluation Audit task.

Professional Staff

Troy L. Coleman, Ph.D.

Dr. Coleman will have overall project direction and oversight on this project. He will participate in the key management interviews and the design and quality review of all deliverables. He is the primary point of contact between CA and the City of Ovilla.

An acknowledged authority, author, consultant and frequent lecturer, **Dr. Troy L. Coleman** is the principal for Coleman & Associates Consultants (CA). Troy enjoys a national reputation as a highly respected resource, recognized expert and creative problem solver in executive coaching, leader development, human resource management, and organizational development and change. His work with clients has produced significant improvements in executive leader success, key leader retention, career transition efficiency, work team and organizational effectiveness, and individual work life balance and personal satisfaction.

He served as Executive Leader for Human Resources for the Dallas ISD and the City of Dallas. He was Sr. Vice-President for Human Resources for an eCommerce business, and he has held other HR posts in local government, and higher education. He served in federal government posts with the Federal Aviation Administration, U.S. Department of Health and Human Services, and the U.S. Department of Education.

He has served as a faculty member with leadership institutes at George Washington University and the National Forum for Black Public Administrators (NFBPA). He is professionally affiliated with the American Psychological Association (APA), the Society of Consulting Psychology, the Society for Industrial and Organizational Psychology (SIOP), the Society for the Psychological Study of Ethnic Minority Issues, the International Coach Federation, and the Society for Human Resource Management (SHRM). He holds coaching certifications with the Challenger Executive and Business Coaching Group.

Dr. Coleman earned his Ph.D. degree from the University of North Texas and his Master of Science and Bachelor of Science degrees from Texas A&M University at Commerce.

Brenda J. Lister, Project Manager

Brenda J. Lister is a Senior Associate of Coleman & Associates. Brenda possesses extensive professional experience gained both as an HR practitioner and consultant. Previously, Brenda was Manager of Compensation for Affiliated Computer Services, Inc. (ACS) in Dallas Texas, where she was responsible for compensation programs for over 30,000 employees, nationally and internationally. Prior to joining ACS, Brenda was President of Brenda J. Lister & Associates, LLC (BJL&A) where her clients were major Fortune 100 companies and public sector organizations. Additionally, Brenda has held management positions with DFW Airport Board, Sky Chefs, and Dallas Independent School District.

Brenda's consulting and project experience includes banking and finance, insurance, manufacturing, telecommunications, and food service as well as public sector. She has conducted workshops for the public and private sectors on topics such as job evaluation design

and trends and issues in salary administration. Brenda has designed and implemented Pay For Performance systems and other integrated performance management programs in the public sector and private sector. Brenda was a member of the faculty of World at Work for twenty years and taught Certification Course 2: Job Analysis, Documentation and Evaluation. She co-authored a book, *Evaluating Job Content: An Approach to Establishing a Job-Worth Hierarchy*.

Brenda earned a Bachelor of Science of Business Administration at the University of Texas at Dallas. She has been a featured speaker and workshop presenter for the National Conferences of World at Work and the American Institute of CPAs.

Brenda will be involved with each project task and will be primarily accountable for development of all project deliverables.

Audrey K. Croley, CCP, PMP

Audrey K. Croley is a Senior Associate of Coleman & Associates. Audrey has extensive practitioner experience in all components of compensation, rewards, and performance management. Her compensation principle is to design and develop programs tailored to business goals and strategy with a performance based foundation.

Audrey has compensation experience in several industries, including Financial Services, Pharmaceutical/Medical Devices, Air Freight, Hospitality and Health Care. Her compensation experience includes leadership roles at Beneficial Bank, Johnson and Johnson, Federal Express Corporation and First Tennessee Bank (First Horizon).

Audrey is a strong advocate in the strategic value of compensation plans and using variable pay plans to extract discretionary effort and results. She has been a speaker at the SHRM National Conference, as well as at local Human Resources and Compensation organizations across the country. She was recently a speaker at the Penjerdel Employee Benefits and Compensation Association (PEBA) Annual Forum in Philadelphia.

Audrey earned a Bachelor of Business Administration from the University of Memphis. She is also a Certified Compensation Professional (CCP) and a Certified Project Management Professional (PMP). She is a member of the SHRM Metrics and Measures Task Force. Audrey was previously Chair, Compensation Thought Leadership, Philly SHRM.

Audrey will be involved in data analysis and report preparation. She provides "subject matter expertise" for design of performance-driven compensation management and will be on the CA deliverables review team.

References

Consults and Accomplishments

Human Resources *

- Human Resource & Compensation Services
- Argus Services

- Compensation Study & HR Services Focus Learning Academy
- HR System Assessment and Consulting City of Durham, NC
- HR System Evaluation Consulting Washington, DC Government
- HR System Evaluation Los Angeles Unified School District
- Police Staffing Study City of Terrell (Police)
- Compensation Study and System Update City of Shreveport, LA
- HR Consulting & Strategic Planning DFW International Airport Board

Employee Relations

- Sexual Harassment Complaint Investigation Zoe Learning Academy
- Employee Relations Interventions Fort Worth Fire Department
- Employee Relations Intervention City of Little Elm
- Employee Relations Hearing Examiner Training DFW International Airport Board

Performance Appraisal and Performance Management

- Performance Appraisal System Training North Texas Tollway Authority
- Performance Management System Design Resource One Credit Union
- 360 Degree Feedback Processes Illinois Education Association
- 360 Degree Feedback Process MW Logistics

Leadership Development, Talent Management and Organizational Development

- Leadership Team Development City of Dallas Leadership Development Academy
- Leadership Development and Talent Management City of Dallas Fire and Rescue Department
- Leadership Development and Talent Management City of Fort Worth Fire Department
- Executive Leadership Institute National Forum for Black Public Administrators

- Career Development and Career Coaching National Urban Fellows
- Leadership Development and Team DFW International Airport Board
Building
- Leadership Development and Team City of Glenn Heights, TX
Building

* Contracted HR Services also involve evaluation, design, installment of compensation systems and practices.

Professional References

Bruce Carter

Human Resources Business Partner at Electrolux Major Appliances North America

Troy is an outstanding human capital management consultant who brings incredible insight and customer focused solutions to his clients. He was invaluable in shaping and communicating an organization's vision and mission by employing specific, "real life" examples to make the vision and mission clear and captivating to others. Troy also excels in his executive coaching work with senior staff, executives and mid-level professionals.

Theron Bowman, Ph.D.

Deputy City Manager, Former Chief of Police, Consultant, Nation Builder, Police Practices Expert, Entrepreneur

Dr. Troy first provided diversity training that eventually touched a work force of over 2000 people. We have recently used him to conduct career competency assessments and modeling for senior police executives. His work is on target, of great value and critical for effective succession planning. He is versatile and comes highly recommended.

Ted Benavides

Executive in Residence/Senior Lecturer at University of Texas at Dallas

I have worked with Troy for 20 years while at the City of Dallas and at The Waters Consulting Group. Troy is a total professional, his work is always on target and he can be relied to deliver contracted services on time and to your specific requirements. Troy and his firm can be counted on to deliver a high quality products and services.

Lawrence Epps, Jr., MHCS

CEO & Managing Principal at LEE Diversified Consulting Group, LLC

Dr. Troy Coleman is an expert consultant with an extensive range of deep skills in the area of Human Resource Management. In addition to his technical skills, Troy is also equipped with strong people skills that make him an excellent facilitator and team leader. In the instances I have had the opportunity to work with Troy, he has brought both energy and direction to the teams he's led and his teams consistently produced high quality deliverables. Troy consistently focuses on generating outcomes that meet his client's needs and always makes their satisfaction his primary goal. I would consider myself very fortunate to have the opportunity to work with Troy again in the future.

Terry Patch

President at andre david & associates, inc.

I have known Troy for more than 25 years. Initially, and on several occasions, I was a service provider to him. Over the years we have worked on joint projects. Most recently, Troy and I established a joint venture enterprise, career transition reset partners (www.ctrpnow.com). Troy is the consummate human resources professional and executive. He has a solid moral and ethical compass that drives him to excel as a generalist and consultant. Troy is a thorough, detailed, creative problem solver. He is a strong presenter with excellent stand up skills.

I strongly endorse and recommend Troy as an internal or external consultant to private and/or public sector clients with human resources issues/challenges/needs.

Vivyon Bowman

Director of Admin./H.R. at City of Coppell

I truly believe that Troy is one of the best in the Human Resources Management and Training field today. I had the pleasure of attending several of his presentations on a variety of topics at my professional association conferences. He is a consummate professional that I look to as a resource.

Lynn Zera

Senior Director of Human Resources, McKesson Corporation

At McKesson's location in Carrollton, Texas we use a small, select group of executive coaches to work with high potential leaders to expand their skills sets and to work with some leaders on closing a gap in their leadership competencies. In this capacity Dr. Troy Coleman (Troy) has been an asset. Troy has exhibited a collaborative, responsive approach in working with the employee's manager and human resources to pinpoint the behaviors which need to be addressed and in developing the roadmap to achieve the necessary improvements in competencies.

Troy's broad professional background and problem solving approach have allowed him to think outside the box when working with these employees. He employs a structured coaching process which is results driven. This allows Troy to optimize the coaching time he spends with the employee. Troy is very professional in his approach and demeanor. His communications with both the employee and manager with whom he is working are very good.

Karen Marshall

Director of Human Resources, City of Fort Worth, Texas

As Director of the Human Resources Department for the City of Fort Worth, I hire managers to provide leadership for numerous divisions, and for other departments in the organization. Upon recognizing one of my managers was struggling and in need of executive coaching, I contacted Dr. Troy L. Coleman to explore ways to address my concerns.

Dr. Coleman was very prompt in responding to my request. Additionally, he was very thorough in his assessment and improvement plan. Timely progress reports were provided that kept me updated on the process. Dr. Coleman's excellent communication style allowed him to effectively hear and understand my manager's issues and effectively articulate ways my

manager could immediately improve as leader of his Human Resources Division. The feedback Dr. Coleman provided was always clear, concise and done in a very professional manner. In addition to providing executive coaching for one of my managers, I value the feedback Dr. Coleman gave me on how I can provide continuous support to enhance the leadership skills of my manager.

In summary, Dr. Troy L. Coleman is an excellent executive coach, facilitator, and trainer. I can attest to the professional way he handled his assignment with the City of Fort Worth Human Resources Department.

Authorized Representative Signature:



Troy L. Coleman, Ph.D.
Principal
Troy L. Coleman, Ph.D., Inc.
Coleman & Associates Consultants
1530 Abrams Road
P.O. Box 140836
Dallas, Texas 75214

CONFLICT OF INTEREST QUESTIONNAIRE

FORM CIQ

For vendor or other person doing business with local governmental entity

This questionnaire reflects changes made to the law by H.B. 1491, 80th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code by a person who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the person meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. See Section 176.006, Local Government Code.

A person commits an offense if the person knowingly violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.

1 Name of person who has a business relationship with local governmental entity.

Troy L. Coleman

OFFICE USE ONLY

Date Received

2 Check this box if you are filing an update to a previously filed questionnaire.

(The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)

3 Name of local government officer with whom filer has employment or business relationship.

NA

Name of Officer

This section (item 3 including subparts A, B, C & D) must be completed for each officer with whom the filer has an employment or other business relationship as defined by Section 176.001(1-a), Local Government Code. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer named in this section receiving or likely to receive taxable income, other than investment income, from the filer of the questionnaire?

Yes No

B. Is the filer of the questionnaire receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer named in this section AND the taxable income is not received from the local governmental entity?

Yes No

C. Is the filer of this questionnaire employed by a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership of 10 percent or more?

Yes No

D. Describe each employment or business relationship with the local government officer named in this section.

4

Troy L. Coleman

Signature of person doing business with the governmental entity

8/10/13

Date

RESOLUTION NO. 2013-016

A RESOLUTION BY THE CITY OF OVILLA, TEXAS AUTHORIZING THE MAYOR TO ENTER INTO AN AGREEMENT WITH COLEMAN AND ASSOCIATES (C&A) TO CONDUCT AN EMPLOYEE COMPENSATION AND CLASSIFICATION STUDY.

WHEREAS, the City of Ovilla desired to contract with a firm to conduct an employee compensation and classification study; and

WHEREAS, the governing body chose to enter into an Agreement with Coleman and Associates (C&A) to conduct the said employee compensation and classification study.

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

Section 1.

The Mayor is authorized to enter into an Agreement with Coleman and Associates (C&A) to conduct an employee compensation and classification study; such agreement is attached hereto.

Section 2.

The City Administrator shall include and bring forth to the Council for approval an Agreement not to exceed \$14,850.00 in contractual costs that the City will be required to pay as outlined in the Agreement.

Section 3.

A copy of this Resolution and copy of the signed Agreement shall be sent to Coleman and Associates, Post Office Box 140836, 1530 Abrams Road, Dallas, TX 75214.

Passed and approved this 09 day of December 2013.

Richard A. Dormier, Mayor

ATTEST:

Pamela Woodall, City Secretary



Project Agreement Document

CA is prepared to begin this project within 2 weeks of notification that this proposal has been accepted by the City of Ovilla, TX.

Below is an estimated project timeline. After the initial, project "Kick-off" meeting, CA will prepare a detailed project timeline and calendar. It is our estimation that the entire project can be completed within 11-13 weeks (to accommodate the year-end Holiday Season and to conduct the Custom Total Compensation Survey) from the start up. Following is a list of tasks to be performed in conjunction with the Compensation Study proposed by CA.

Action	Task Deadline	Responsibility		
		CA	City of Ovilla	Shared
Joint Project Planning	1/03/2014			X
Conduct Key Management Interviews	1/08/2014	X		
Facilitate and Lead Management Orientation	1/10/2014	X		
Develop Employee Communication/Education Plan and Materials	1/15/2014	X		X
Assess Job Analysis Documentation Methodology/Conduct Job Analysis	1/17/2014	X		
Conduct Custom Total Compensation Survey	2/07/2014	X		
Review and Analyze Published Salary Survey and Custom Total Compensation Data	2/14/2014	X		
Design Salary Structure	2/21/2014	X		
Develop Compensation Administration Guidelines	2/28/2014	X		
Implementation/Communication/Training	3/14/2014			X
Performance Evaluation Audit	3/28/2014	X		

The total pricing for this project is \$13,500, plus expenses that represent 10% of project price (travel, report preparation, administration). This project will be completed as outlined in this proposal. This fee proposal covers an Employee Compensation and Classification Program, to include a Custom Total Compensation Survey, Training and Communication; and a Performance Evaluation Audit, to include a comprehensive report and recommendations.

Below is a pricing breakdown for each major component:

Component	Pricing
Employee Compensation and Classification Program (Utilizing published survey data); Communication and supporting tools; Performance Evaluation Audit	\$10,000
Manager and Supervisor Training and Development; Handouts and Supporting Tools	\$2,000
Custom Total Compensation Survey (Up to 20 participating organizations)(Optional)	\$1,500
Project Expenses (NTE)	\$1,350



Invoicing

- A first invoice for \$1,320 (\$1,200 professional fees, plus \$120 for expenses) will be submitted at the point we are authorized to begin the work on this project.
- The remainder of project fees will be billed as follows in three equal installments of \$3,600 in professional fees, plus \$360 in project expenses.
- A second invoice for \$3,960 will be presented at the conclusion of the Assess Job Analysis and Documentation Methodology task.
- A third invoice for \$3,960 will be presented at the conclusion of the Design the Salary Structure task.
- The final invoice for \$3,960 will be presented at the conclusion of the Performance Evaluation Audit task.
- The additional \$1,500 for the Custom Survey will be invoiced in the event the City of Ovilla elects that option. This Custom Survey option will include a survey of up to 20 organizations to be determined by the City of Ovilla and CA. This report will include tabulated results of the survey provided to the City of Ovilla, and a copy of aggregated data from this study will be made available to the survey participants free of charge.

Signatures below attest to agreement with project actions and tasks, and agree to the fees and expenses associated with the tasks performed as outlined in the proposal.

Richard Dormier, Mayor, City of Ovilla

Date

Coleman & Associates Consultants

Date

AGENDA ITEM REPORT

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

Meeting Date: December 09, 2013

Department: Administration

Discussion Action

Budgeted Expense: YES NO N/A

Submitted By: Staff

Amount: \$N/A

Attachments:

1. Proposed Resolution 2013-017
2. Proposed Contract for Court Fines and Fees Collection Services

Agenda Item / Topic:

ITEM 4. **DISCUSSION/ACTION** – Consideration of and action on proposed Resolution 2013-017 authorizing the Mayor to execute a Contract with Perdue, Brandon, Fielder, Collins & Mott, L.L.P. for the collection of delinquent court fines, fees, and court costs.

Discussion / Justification:

The City currently contracts with Omnibase to administer the Failure to Appear Program that provides for collection and enforcement by restricting the violator's ability to renew their driver's license for outstanding violations.

Separately, the Texas Code of Criminal Procedure, Article 103.0031, permits municipalities to contract with a private firm for the collection of delinquent fines, fees, court costs, and other debts with the addition of a collection fee for such debt. Contracting for the collection of delinquent fines and fees with Perdue, Brandon, Fielder, Collins & Mott, L.L.P., would not conflict with the services provided by Omnibase.

As of November 2013, the City has approximately \$95,000 in outstanding warrants, which would be eligible for collection. If approved, staff would implement in January 2014.

Staff contacted ten (10) municipalities listed as the firm's clients with populations ranging from 2,000 to 5,900 and the responses were positive regarding the firm's efforts and they would recommend the firm.

Recommendation / Staff Comments:

Staff recommends contracting with the firm Perdue, Brandon, Fielder, Collins & Mott, L.L.P., to collect delinquent fines, fees, court costs, and other debts and an additional fee of thirty percent (30%) on each account past due more than sixty (60) days as permissible under the Texas Code of Criminal Procedure.

Sample Motion(s):

I make a motion to approve/deny Resolution 2013-017, authorizing the Mayor to execute a Contract with Perdue, Brandon, Fielder, Collins & Mott, L.L.P. for the collection of delinquent court fines, fees, and court costs as presented.

RESOLUTION NO. 2013-017

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OVILLA, TEXAS,
AUTHORIZING THE MAYOR TO EXECUTE, FOR AND ON BEHALF OF THE
CITY OF OVILLA, TEXAS, A CONTRACT FOR COURT FINES AND FEES
COLLECTION SERVICES BY AND BETWEEN THE CITY OF OVILLA, TEXAS,
AND PERDUE, BRANDON, FIELDER, COLLINS & MOTT, L.L.P.**

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

Section 1.

The City Council of the City of Ovilla hereby authorizes the Mayor to execute a Contract for Court Fines and Fees Collection Services, by and between the City of Ovilla, Texas, and Perdue, Brandon, Fielder, Collins & Mott, L.L.P., collection of delinquent fines, fees and court costs and an additional fees of 30% on each account referred to Perdue, Brandon, Fielder, Collins & Mott, L.L.P., to commence on **January 01, 2014** and shall end when both parties mutually agree or may terminate with thirty (30) days written notice by either party.

Section 2.

A copy of said Contract is attached hereto and made a part hereof for all purposes.

PASSED, APPROVED, AND RESOLVED this _____ day of _____ 2013.

Richard Dormier, **MAYOR**

ATTEST:

Pamela Woodall, **CITY SECRETARY**

CONTRACT FOR COURT FINES AND FEES COLLECTION SERVICES

STATE OF TEXAS §
COUNTY OF ELLIS §

SECTION I. PARTIES TO THE CONTRACT

THIS CONTRACT, hereinafter called "Contract", is made and entered into by and between the City of Ovilla, Texas, acting herein by and through its governing body, hereinafter called "the City" and **Perdue, Brandon, Fielder, Collins & Mott, L.L.P.**, hereinafter called "Perdue".

THIS CONTRACT supersedes all prior oral and written agreements between the parties, and can only be amended if done so in writing and signed by all parties. Furthermore, this Contract cannot be transferred or assigned by either party without the written consent of all parties.

The City agrees to employ and does hereby employ Perdue to enforce the collection of delinquent court fines, fees, and court costs pursuant to the terms and conditions described in this Contract.

NOW, THEREFORE, in consideration of the covenants, conditions and agreements hereinafter set forth, the adequacy of which is hereby acknowledged, the City and Perdue agree as follows:

SECTION II. CITY'S COLLECTION OBLIGATIONS

A. The City agrees to refer all delinquent accounts, as defined below, to Perdue for collection on or about the first (1st) or the fifteenth (15th) of each month. The City shall refer all delinquent accounts by electronic or magnetic medium, if available, or in any other way that is most favorable to the City. All delinquent accounts should be in a specified format that will allow Perdue to process the account data.

B. An account is considered delinquent when not paid within sixty (60) days of the scheduled appearance date (if the defendant failed to appear), or from any granted extension, or from the date of conviction or judgment, or other court specified due date.

C. The City will provide Perdue with copies of, or access to, the information and documentation necessary to collect the fines, fees, and court costs that are subject to this Contract.

SECTION III. PERDUE'S COLLECTION OBLIGATIONS

A. Perdue agrees to refer all payments and correspondence directly to the court that has assessed or levied the fines, fees, and court costs being collected pursuant to this Contract. Perdue reserves the right to return any accounts not collected within one (1) year of referral by the City. Neither party will have any obligation to the other with regard to returned accounts.

B. Perdue agrees to use its best efforts to collect the delinquent accounts received from the City and to comply with all provisions of state and federal law and regulations promulgated pursuant thereto in the rendition of collection services contemplated by this Contract.

C. If requested by the City, Perdue agrees to provide legal advice to the City on its delinquent accounts.

SECTION IV. COLLECTION FEE

The City agrees to pay Perdue as follows:

(1) No fee for collected fines, fees, and court costs referred to Perdue by the City imposed on all unadjudicated offenses committed on or before June 18, 2003.

(2) Thirty percent (30%) of the collected fines, fees, and court costs referred to Perdue imposed on all adjudicated offenses committed on or before June 18, 2003; and

(3) Thirty percent (30%) of the collected fines, fees, and court costs referred to Perdue imposed on all offenses occurring after June 18, 2003.

The thirty percent (30%) collection fee shall be added to the amount owed by a defendant that is more than 60 days past due pursuant to Article 103.001, Texas Code of Criminal Procedure.

SECTION V. EXCEPTIONS TO THE COLLECTION FEE

Pursuant to Article 103.0031(b), Texas Code of Criminal Procedure, Perdue cannot collect from a defendant the percentages referred to in Section IV. COLLECTION FEE if the defendant has been determined by the court of original jurisdiction to be indigent, or has insufficient resources or income, or is otherwise unable to pay all or part of the underlying fine or costs. The collection fee does not apply to a case that has been dismissed by a court of competent jurisdiction or to any amount that has been satisfied through time-served credit or community service.

The collection fee shall, however, be applied to any balance remaining after a partial credit for time served or community service if the balance is more than 60 days past due.

SECTION VI. METHOD OF PAYMENT

Absent an agreement otherwise, the City shall calculate and receive the amount of any collection fee due to Perdue. Said fee shall be paid to Perdue by check on a monthly basis. All compensation shall become the property of Perdue at the time of payment.

SECTION VII. COMMENCEMENT AND TERMINATION OF CONTRACT

This Contract shall commence on the _____ day of January, 2014, and end when both parties mutually agree; provided, however, that either party to this agreement shall have the right to terminate this agreement by giving the other party thirty (30) days written notice of their desire and intention to terminate this Contract. Upon termination Perdue shall have an additional six (6) months to complete work on all delinquent accounts referred from the City prior to the notice of termination and will be entitled to compensation on such accounts if collected.

SECTION VIII. NOTICES

For purposes of sending notice under the terms of this Contract, all notices from the City shall be sent to Perdue by certified United States mail, or delivered by hand or courier, and addressed as follows:

Perdue, Brandon, Fielder, Collins & Mott, LLP
Attn: Charles Brady
BY U.S. MAIL OR BY COURIER DELIVERY:
4025 Woodland Park Blvd.
Arlington, Texas 76013
Telephone Number: 817-461-3344

All notices from Perdue shall be sent to the City by certified United States mail, or delivered by hand or courier, and addressed as follows:

City of Ovilla
Attn: Ms. Cyndy Powell
105 S. Cockrell Hill Road
Ovilla, Texas 75154
Phone: 972-617-7262

SECTION IX. VENUE AND CONTROLLING LAW

This Contract is made and is to be interpreted under the laws of the State of Texas. Venue for any disputes involving this Contract shall be in the appropriate courts in Ellis County, Texas.

SECTION X. ACCEPTANCE OF EMPLOYMENT

In consideration of the terms and compensation herein stated, Perdue hereby accepts said employment and undertakes performance of said Contract as set forth above.

SECTION XI. SEVERABILITY

Every provision of this Contract is intended to be severable. If any term or provision hereof is hereafter deemed by a court of competent jurisdiction to be illegal, invalid, void or unenforceable, for any reason or to any extent whatsoever, such illegality, invalidity, or unenforceability shall not affect the validity of the remainder of this Contract, it being intended that such remaining provisions shall be construed in a manner most closely approximating the intention of the parties with respect to the illegal, invalid, void or unenforceable provision or part thereof.

This Contract is executed on behalf of the City by the presiding officer of its governing body who is authorized to execute this instrument by Ordinance heretofore passed and recorded in its minutes. This Contract may be executed in any number of counterparts, and each counterpart shall be deemed an original for all purposes. Signed facsimiles or electronically signed Contracts executed on behalf of the City by the presiding officer of its governing body authorized to execute this instrument shall be binding and enforceable.

WITNESS the signature of all parties hereto this _____ day of December, 2014.

City of Ovilla, Texas
Ellis County

By: _____
Richard Dormier

Mayor

PERDUE, BRANDON, FIELDER, COLLINS & MOTT, L.L.P.

By: _____
For the Firm

AGENDA ITEM REPORT

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

Meeting Date: December 09, 2013

Department: Administration

Discussion Action

Budgeted Expense: YES NO N/A

Submitted By: Staff

Amount: \$N/A

Attachments:

1. Proposed Ordinance 2013-033
2. Excerpt from Texas Code of Criminal Procedure - Article 103.0031

Agenda Item / Topic:

ITEM 5. **DISCUSSION/ACTION** – Consider approval and action on proposed Ordinance 2013-033 providing for a fee to defray costs of collecting delinquent fines, fees, court costs, and other debts pursuant to Article 103.0031 of the Texas Code of Criminal Procedure.

Discussion / Justification:

Texas Code of Criminal Procedure, Article 103.0031, permits the collection of delinquent fines, fees, court costs, and other debts and an imposition of an additional fee for collection of such debts with a private firm.

Recommendation / Staff Comments:

Staff recommends approval of the fee of thirty percent (30%) on all debts and accounts receivable, i.e.: fines, fees, court costs, restitution, and other debts that are more than sixty (60) days past due and have been referred to a firm for collection. The City currently has approximately \$95,000.00 in outstanding warrants. The fee would be added to the individual's warrant after sixty days and a firm would begin collection proceedings.

Sample Motion(s):

I make a motion to approve/deny Ordinance 2013-033 providing for a fee to defray costs of collecting delinquent fines, fees, court costs, and other debts pursuant to Article 103.0031 of the Texas Code of Criminal Procedure.

ORDINANCE NO. 2013-033

**ORDINANCE PROVIDING FOR A FEE TO DEFRAY COSTS OF COLLECTING
DELINQUENT FINES, FEES, COURT COSTS, AND OTHER DEBTS
PURSUANT TO ARTICLE 103.0031 OF THE TEXAS CODE OF CRIMINAL
PROCEDURE**

STATE OF TEXAS §

COUNTY OF ELLIS §

WHEREAS, Article 103.0031 of the Texas Code of Criminal Procedure authorizes the City of Ovilla to contract with a private attorney for the collection of the fees listed above and to impose an additional fee in the amount of thirty percent on each debt or account receivable that is more than sixty days past due and which has been referred to an attorney for collection; and

WHEREAS, the City of Ovilla has determined that it is in the public interest to ensure the prompt payment of delinquent court-imposed fines, fees, court costs, and other debts as provided by said statute; and

WHEREAS, the City of Ovilla, pursuant to Article 103.0031, Texas Code of Criminal Procedure, has entered into a contract with a private firm, Perdue, Brandon, Fielder, Collins & Mott L.L.P. (Perdue), to provide services for the collection of debts and accounts receivables, i.e.: fines, fees, court costs, restitution, and other debts ordered to be paid by a court serving the City of Ovilla;

WHEREAS, the City of Ovilla deems it in the public interest to pass this ordinance authorizing an additional collection fee for the collection of delinquent fines, fees, court costs, and other debts;

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

SECTION 1. FINDINGS. The foregoing recitals are hereby found to be true and correct and are hereby adopted by the City of Ovilla and made a part of this ordinance for all purposes and findings of fact.

SECTION 2. COLLECTION FEE. In accordance with Article 103.0031 of the Texas Code of Criminal Procedure, there is hereby imposed an additional fee of thirty percent (30%) on all debts and accounts receivable, i.e.: fines, fees, court costs, restitution, and other debts that are more than sixty (60) days past due and have been referred to a private firm (Perdue) for collection.

SECTION 3. EFFECTIVE DATE. This ordinance shall be effective from and after its date of passage.

SECTION 4. AUTHORIZATION. The City of Ovilla is hereby authorized to enter into a contract with the Perdue Firm to provide services for the collection of fines, fees, court costs, and other debts substantially in the form of the attached contract which is made a part of this ordinance for all purposes.

SECTION 5. SEVERABILITY. If any provision of this ordinance is found to be invalid for any reason by a court of competent jurisdiction, the validity of the remaining provisions shall not be affected.

SECTION 6. OPEN MEETINGS. It is hereby found and determined that the meetings at which this ordinance is considered are open to the public and that notice of the time, place and purpose thereof was given in accordance with the provisions of the Texas Government Code – Chapter 551, as amended, and that a quorum of the City Council was present.

PASSED AND APPROVED on the 09 day of December 2014.

**City of Ovilla, Texas
Ellis County**

Mayor Richard Dormier

ATTEST:

City Secretary Pamela Woodall

APPROVED AS TO FORM:

Ron G. MacFarlane

SECTION 4. AUTHORIZATION. The City of Ovilla is hereby authorized to enter into a contract with the Perdue Firm to provide services for the collection of fines, fees, court costs, and other debts substantially in the form of the attached contract which is made a part of this ordinance for all purposes.

SECTION 5. SEVERABILITY. If any provision of this ordinance is found to be invalid for any reason by a court of competent jurisdiction, the validity of the remaining provisions shall not be affected.

SECTION 6. OPEN MEETINGS. It is hereby found and determined that the meetings at which this ordinance is considered are open to the public and that notice of the time, place and purpose thereof was given in accordance with the provisions of the Texas Government Code – Chapter 551, as amended, and that a quorum of the City Council was present.

PASSED AND APPROVED on the ____ day of January, 2014.

**City of Ovilla, Texas
Ellis County**

ATTEST:

APPROVED AS TO FORM:



Art. 103.0031. COLLECTION CONTRACTS. (a) The commissioners court of a county or the governing body of a municipality may enter into a contract with a private attorney or a public or private vendor for the provision of collection services for one or more of the following items:

(1) debts and accounts receivable such as unpaid fines, fees, court costs, forfeited bonds, and restitution ordered paid by:

(A) a court serving the county or a court serving the municipality, as applicable; or

(B) a hearing officer serving the municipality under Chapter 682, Transportation Code;

(2) amounts in cases in which the accused has failed to appear:

(A) as promised under Subchapter A, Chapter 543, Transportation Code, or other law;

(B) in compliance with a lawful written notice to appear issued under Article 14.06(b) or other law;

(C) in compliance with a lawful summons issued under Article 15.03(b) or other law;

(D) in compliance with a lawful order of a court serving the county or municipality; or

(E) as specified in a citation, summons, or other notice authorized by Section 682.002, Transportation Code, that charges the accused with a parking or stopping offense; and

(3) false alarm penalties or fees imposed by a county under Chapter 118 or 233, Local Government Code, or by a municipality under a municipal ordinance.

(b) A commissioners court or governing body of a municipality that enters into a contract with a private attorney or private vendor under this article may authorize the addition of a collection fee in the amount of 30 percent on each item described in Subsection (a) that is more than 60 days past due and has been referred to the attorney or vendor for collection. The collection fee does not apply to a case that has been dismissed by a court of competent jurisdiction or to any amount that has been satisfied through time-served credit or community service. The collection fee may be applied to any balance remaining after a partial credit for time served or community service if the balance is more than 60 days past due. Unless the contract provides otherwise, the court shall calculate the amount of any collection fee due to the governmental entity or to the private attorney or private vendor performing the collection services and shall receive all fees, including the collection fee. With respect to cases described by Subsection (a)(2), the amount to which the 30 percent collection fee applies is:

(1) the amount to be paid that is communicated to the accused as acceptable to the court under its standard policy for resolution of the case, if the accused voluntarily agrees to pay that amount; or

(2) the amount ordered paid by the court after plea or trial.

(c) The governing body of a municipality with a population of more than 1.9 million may authorize the addition of collection fees under Subsection (b) for a collection program performed by employees of the governing body.

(d) A defendant is not liable for the collection fees authorized under Subsection (b) if the court of original jurisdiction has determined the defendant is indigent, or has insufficient resources or income, or is otherwise unable to pay all or part of the underlying fine or costs.

(e) If a county or municipality has entered into a contract under Subsection (a) and a person pays an amount that is less than the aggregate total to be collected under Subsections (a) and (b), the allocation to the comptroller, the county or municipality, and the private attorney or vendor shall be reduced proportionately.

(f) An item subject to collection services under Subsection (a) and to the additional collection fee authorized by Subsection (b) is considered more than 60 days past due under Subsection (b) if it remains unpaid on the 61st day after the following appropriate date:

(1) with respect to an item described by Subsection (a)(1), the date on which the debt, fine, fee, forfeited bond, or court cost must be paid in full as determined by the court or hearing officer;

(2) with respect to an item described by Subsection (a)(2), the date by which the accused promised to appear or was notified, summoned, or ordered to appear; or

(3) with respect to an item described by Subsection (a)(3), the date on which a penalty or fee is due under a rule or order adopted under Chapter 233, Local Government Code, or an ordinance, policy, procedure, or rule of a municipality.

(g) A county or municipality that enters into a contract under Subsection (a) may not use the additional 30 percent collection fee authorized by Subsection (b) for any purpose other than compensating the private attorney or private vendor who earns the fee.

(h) This section does not apply to the collection of commercial bail bonds.

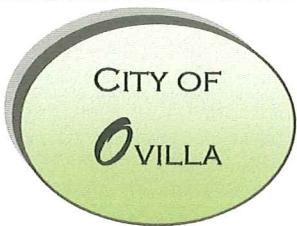
(i) The commissioners court of a county or the governing body of a municipality may enter into a contract as described in this article to collect a debt incurred as a result of the commission of a criminal or civil offense committed before the effective date of this subsection. The collection fee does not apply to a debt collected pursuant to a contract entered into under this subsection.

(j) A communication to the accused person regarding the amount of payment that is acceptable to the court under the court's standard policy for resolution of a case must include a notice of the person's right to enter a plea or go to trial on any offense charged.

Added by Acts 1993, 73rd Leg., ch. 809, Sec. 3, eff. Aug. 30, 1993. Amended by Acts 2001, 77th Leg., ch. 1279, Sec. 2, eff. June 15, 2001; Acts 2003, 78th Leg., ch. 346, Sec. 1, eff. June 18, 2003.

Amended by:

Acts 2005, 79th Leg., Ch. 1296, Sec. 4, eff. June 18, 2005.



Ovilla City Council

AGENDA ITEM REPORT

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

Meeting Date: December 09, 2013

Department: Administration

Discussion Action

Budgeted Expense: YES NO N/A

Submitted By: Staff

Amount: \$1,400.00

Attachments:

1. Proposed Resolution 2013-018
2. Proposed Agreement of Service with City of Waxahachie for Animal Control Services

Agenda Item / Topic:

ITEM 6. **DISCUSSION/ACTION** – Consideration of and action on proposed Resolution 2013-018 providing for an Agreement of Services with the City of Waxahachie for Animal Control Services and providing for authorization for the Mayor to execute such Agreement.

Discussion / Justification:

The City of Ovilla has utilized certain animal control services through the City of Waxahachie Animal Shelter. The City has received notice of cost increases to these services which are outlined in the Agreement provided with this item. The cost increase represents a 100% increase. In fiscal year 2013, the cost to the City was \$1,271.00, of which \$120.00 were charges the City was reimbursed from Oak Leaf. As of November 27, 2013, the City has incurred \$120.00 for animal control services.

Recommendation / Staff Comments:

Staff recommends approval of the Agreement of Service with the City of Waxahachie.

Sample Motion(s):

I make a motion that Council approve/deny Resolution 2013-018 for an Agreement of Service with the City of Waxahachie for Animal Control Services and provide authorization for the Mayor to execute such Agreement.

RESOLUTION NO. 2013-018

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OVILLA, TEXAS, AUTHORIZING THE MAYOR TO EXECUTE, FOR AND ON BEHALF OF THE CITY OF OVILLA, TEXAS, AN AGREEMENT OF SERVICES, BY AND BETWEEN THE CITY OF OVILLA, TEXAS, AND THE CITY OF WAXAHACHIE, TEXAS, TO PROVIDE ANIMAL CONTROL SERVICES RENDERED ON A MONTHLY BASIS; PROVIDING AN EFFECTIVE DATE.

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

Section 1.

The City Council of the City of Ovilla hereby authorizes the Mayor to execute an Agreement of Service by and between the City of Ovilla, Texas, and the City of Waxahachie, Texas, to provide animal control services, to commence and end upon agreement of both parties with written notice.

Section 2.

The cost of services is outlined in the Agreement.

Section 3.

A copy of said Agreement is attached hereto and made a part hereof for all purposes.

PASSED, APPROVED, AND RESOLVED this 09 day of December 2013.

Richard Dormier, **MAYOR**

ATTEST:

Pamela Woodall, **CITY SECRETARY**



CITY OF WAXAHACHIE ANIMAL SHELTER



Agreement of Service

{City of Waxahachie, Texas}

Date: 11/11/2013

{City of Ovilla, Texas}

Below is a price list for animal services that the City of Waxahachie Animal Shelter is offering to the City of Ovilla. This list only reflects the cost of services requested by City of Ovilla Officials. If signed, City of Ovilla will receive an invoice for the services rendered on a monthly basis. The invoices are due when received, payable to the City of Waxahachie.

Euthanization of animal	\$ 40.00
Boarding of animal for 72 hours	\$ 41.00
Rabies testing	\$100.00
Rabies Quarantine (10 days)	\$150.00
Animal Disposal	\$ 10.00
City of Waxahachie ACO after hours call out	\$200.00

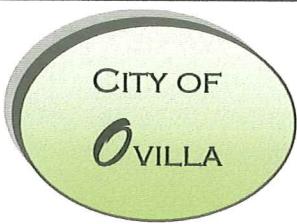
Additional services have additional costs. It is understood, that any decision to euthanize an animal without a holding time is the choice of the City of Ovilla. This Agreement may be terminated by either party with a minimum thirty (30) day notice.

Chief Charles Edge
Waxahachie Police Department

Date

Official
City of Ovilla

Date



Ovilla City Council

AGENDA ITEM REPORT

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

Meeting Date: December 09, 2013

Department: Administration

Discussion Action

YES NO N/A

Submitted By: Staff

Amount: \$N/A

Attachments:

1. None

Agenda Item / Topic:

ITEM 7. *DISCUSSION* – Review of Code Enforcement.

Discussion / Justification:

This item has been provided at the request of Council to review and discuss the process in which Code Enforcement complaints are handled in the City.

Recommendation / Staff Comments:

Sample Motion(s):

No motion, discussion only.

EXECUTIVE SESSION

AGENDA ITEM REPORT

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

Meeting Date: December 09, 2013

Department: Administration

Discussion Action

Budgeted Expense: YES NO N/A

Submitted By: Staff

Amount: \$N/A

Attachments:

1. None

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 regarding the Ellis County Emergency Services District #4.

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

ITEM 8. *DISCUSSION/ACTION* – Consideration of and action on the Interlocal Agreement for Fire Protection and First Responder Services with Ellis County Emergency Services District #4.

Discussion / Justification:

Recommendation / Staff Comments:

Sample Motion(s):

I make a motion to approve/deny