

City of OVILLA City Council Agenda

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

Richard Dormier, Mayor

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

105 S. Cockrell Hill Road, Ovilla, TX 75154

Monday, January 27, 2014

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, January 27, 2014 at 7:00 P.M. in the City Hall Council Chamber Room, 105 S. Cockrell Hill Road, Ovilla, Texas, 75154, for the purpose of considering the following items.

I. CALL TO ORDER

- Invocation
- Pledge of Allegiance

II. COMMENTS, PRESENTATIONS, ANNOUNCEMENTS & REPORTS

▪ 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

- Finance City Accountant S. Jungman
 - December 2013 Financials
- Administration City Administrator C. Powell
 - Bi-weekly update activity reports

III. CONSENT AGENDA

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

- A. Minutes of the December 09, 2013 Council Meeting
- B. Minutes of the December 11, 2013 Special Council Workshop Meeting
- C. Quarterly Investment Report
- D. Committed Fund Balance Calculation for quarter ending 12-31-2013
- E. Tier 2 / Racial Profiling Report and Annual UCR stats
- F. Joint Election Agreement Between the Midlothian ISD and the City of Ovilla

IV. REGULAR AGENDA

- ITEM 1. **DISCUSSION/ACTION – Consideration** of and action on the nomination and appointment of one trustee selected by the governing body to represent the City on the City of Ovilla Fire Department Retirement Board.
- ITEM 2. **DISCUSSION – Review** status of City's progress in obtaining the Leadership Award through the State Comptroller's Office.
- ITEM 3. **DISCUSSION/ACTION – Consider** scheduling a date in February for officials and department heads to receive training on the National Incident Management System (NIMS).

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- ITEM 4. **DISCUSSION/ACTION** – *Consideration* of and action on a request to reconsider Council action on Ordinance 2014-002 and take action as necessary.
- ITEM 5. **DISCUSSION/ACTION** – Case No. PZ14-001: *Reconsideration* of and action on Ordinance 2014-002, repealing Chapter 14, Article 4, Sections 33.8 and 33.9 of the Ovilla Code of Ordinances, and replacing same with new provisions pertaining to residential off-street parking and residential parking development standards; providing for penalties; providing a savings clause; providing a severance clause; providing for incorporation into the Ovilla Code of Ordinances, providing for immediate effect; and providing for publication.
- ITEM 6. **DISCUSSION/ACTION** – *Consideration* of and action on scheduling Special Joint Workshop meeting with the Planning and Zoning Commission on February 3, 7:00 p.m., for the purpose of modifying the existing residential off-street parking and residential parking development standards in Chapter 14.
- ITEM 7. **DISCUSSION/ACTION** – *Consideration* of and action declaring certain City equipment and/or property that are no longer needed as surplus property and determining method of disposal.

EXECUTIVE SESSION

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

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

- ITEM 8. **DISCUSSION/ACTION** – The City Council will meet in closed session for consultation with legal counsel pursuant to Section 551.071 of the Texas Government Code for consultation and review of litigation, Cause 87776, in the 40th Judicial District Court for Ellis County, TX, styled Penny Goetz v. City of Ovilla. Council may consider and take action authorizing the Mayor to execute a Settlement Agreement and Release.
- ITEM 9. **DISCUSSION/ACTION** – The City Council will meet in closed session pursuant to Section 551.074 of the Texas Government Code for consultation and review pertaining to the appointment, employment, evaluation, reassignment or duties of the City Administrator.

V. REQUESTS FOR FUTURE AGENDA ITEMS

VI. ADJOURNMENT

THIS IS TO CERTIFY THAT A COPY OF THE NOTICE OF the January 27, 2014 Regular City Council Agenda was posted on the City Hall bulletin board, a place convenient and readily accessible to the general public at all times, and to the City's website, www.cityofovilla.org, on the 24th day of January 2014 prior to 6:00 p.m., in compliance with Chapter 551, Texas Government Code.



Pamela Woodall, City Secretary

City of OVILLA City Council Agenda

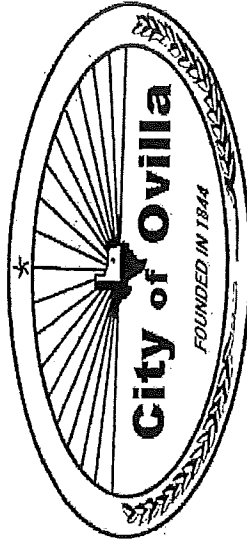
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DATE OF POSTING: 1-24-14 TIME: 10:00 am/pm
DATE TAKEN DOWN: _____ TIME: _____ am/pm

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



DATE: 1-27-14

TO: Honorable Mayor and Council Members

FROM: Sharon Jungman

**SUBJECT: Net Change in Fund Balances
Thru December 2013**

10:22 AM
01/17/14
Accrual Basis

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

	Dec 13	Oct - Dec 13	Budget	\$ Over Budget	% of Budget Thru December 25%
Resources					
4000100 • Taxes					
4000105 • Ad Valorem, Current	689,891	780,711	1,220,608	-439,897	64%
4000110 • Ad Valorem, Delinquent	66	573	7,800	-7,227	7%
4000113 • Interest/Penalties - Prop Tax	15	78	6,700	-6,622	1%
4000120 • Sales Tax	13,252	44,731	188,710	-143,979	24%
4000125 • Sales Tax - Street Improvement	3,313	11,183	46,800	-35,617	24%
4000130 • Franchise Tax	2,210	11,351	150,000	-138,649	8%
Total 4000100 • Taxes	708,747	848,627	1,620,618	-771,991	52%
4000200 • Licenses and Permits					
4000208 • Building Permits					
4000210 • Residential Building Permits	4,152	17,157	24,000	-6,843	71%
4000213 • Fire Inspection Permits	600	1,500	1,800	-300	83%
4000214 • Misc Building Permits	1,330	3,223	11,000	-7,777	29%
Total 4000208 • Building Permits	6,082	21,880	36,800	-14,920	59%
4000230 • Plan Review Fee	919	3,760	4,800	-1,040	78%
4000260 • Alarm Permits	40	140	2,300	-2,160	6%
4000270 • Animal Tag Fees	312	756	3,000	-2,244	25%
4000272 • Impound Fees	375	975	1,200	-225	81%
4000290 • Misc Licenses and Permits	0	135	1,000	-865	14%
Total 4000200 • Licenses and Permits	7,728	27,646	49,100	-21,454	56%
4000400 • Charges for Services					
4000325 • ESD #2	0	0	145,000	-145,000	0%
4000330 • ESD #4	0	0	39,000	-39,000	0%
4000411 • Copies and Maps	12	29	100	-71	29%

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

	Dec 13	Oct - Dec 13	Budget	\$ Over Budget	% of Budget Thru December 25%
4000415 • Police Reports	36	54	150	-96	36%
4000420 • Park Lights	0	0	350	-350	0%
4000440 • Oak Leaf Animal Control	0	0	800	-800	0%
4000450 • Subdivision Fees	0	0	0	0	0%
4000480 • Solid Waste (Garbage)	17,992	50,825	198,000	-147,175	26%
4000490 • Misc Charges for Services	50	543	2,500	-1,957	22%
Total 4000400 • Charges for Services	18,090	51,451	385,900	-334,449	13%
4000500 • Fines and Forfeitures					
4000535 • Omni Warrant Revenue	0	0	4,500	-4,500	0%
4000510 • Fines - Police	7,695	18,964	85,500	-66,536	22%
4000520 • Fines - Animal Control	0	0	1,000	-1,000	0%
4000525 • Fines - Code Enforcement	0	655	2,000	-1,345	33%
4000590 • Misc Fines and Forfeitures	10	11	345	-334	3%
Total 4000500 • Fines and Forfeitures	7,705	19,630	93,345	-73,715	21%
4000800 • Other Revenue					
4000810 • Heritage Day	0	2,630	9,000	-6,370	29%
4000820 • Water Tower Lease	8,300	15,287	92,000	-76,713	17%
4000840 • Interest Earned	250	803	5,500	-4,697	15%
4000861 • ESD #2 Cert Grant	0	0	0	0	0%
4000867 • HB3667 TX.Forest Service Grant	0	0	0	0	0%
4000870 • Insurance Proceeds	0	282	0	282	100%
4000885 • Proceeds from Sale of Assets	0	0	0	0	0%
4000887 • HOA Revenue	0	0	1,015	-1,015	0%
4000890 • Misc Other Revenue	4,408	6,542	5,517	1,025	119%
Total 4000800 • Other Revenue	12,958	25,544	113,032	-87,488	23%

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

	Dec 13	Oct - Dec 13	Budget	\$ Over Budget	% of Budget Thru December 25%
4000900 • Transfers In					
4000925 • Admin.Rev. received from 4B-EDC	625	625	2,500	-1,875	25%
4000930 • Admin. Rev. Rec. From W&S Fund	29,661	29,661	118,643	-88,982	25%
4000940 • Admin.Rev. Rec. from MDD Fund	125	125	500	-375	25%
4000990 • Reduction in Fund Balance	0	0	228,953	-228,953	0%
Total 4000900 • Transfers In	30,411	30,411	350,596	-320,185	9%
Total Resources	785,639	1,003,309	2,612,591	-1,609,282	38%
Gross Profit	785,639	1,003,309	2,612,591	-1,609,282	38%
Expense					
10 • Administration					
5101100 • Salaries & Wages					
5101110 • City Administrator	1,538	14,124	60,000	-45,876	24%
5101115 • City Secretary	885	8,732	38,250	-29,518	23%
5101117 • City Accountant	723	8,607	37,500	-28,893	23%
5101120 • Admin. Support	220	4,064	19,500	-15,436	21%
5101180 • Merit Raises, Staff	0	0	4,000	-4,000	0%
Total 5101100 • Salaries & Wages	3,366	35,527	159,250	-123,723	22%
5101400 • Support Staff					
5101490 • Overtime	24	81	625	-544	13%
Total 5101400 • Support Staff	24	81	625	-544	13%
5102100 • Employee Benefits					
5102112 • Affordable Health Care Act Fee	304	304	3,140	-2,836	10%

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

	Dec 13	Oct - Dec 13	Budget	\$ Over Budget	% of Budget Thru December 25%
5102110 - Group Insurance	1,452	5,756	19,900	-14,144	29%
5102115 - Corrected Tax on Benefits	0	0	0	0	0%
5102135 - TMRS	946	2,840	10,400	-7,560	27%
5102160 - Worker's Compensation	0	110	440	-330	25%
5102170 - Payroll Taxes	235	731	3,200	-2,469	23%
5102180 - Unemployment Taxes	0	0	1,000	-1,000	0%
5102196 - Indiv. Membership Dues	270	365	1,500	-1,135	24%
Total 5102100 - Employee Benefits	3,207	10,106	39,580	-29,474	26%
5102200 - Special Services					
5102210 - Tax Assessing & Collecting Fees	1,550	1,550	1,570	-20	99%
5102220 - Tax Appraisal Fee	0	9,701	14,000	-4,299	69%
5102230 - Legal Fees	1,275	3,578	33,000	-29,422	11%
5102240 - Audit	1,720	2,370	7,420	-5,050	32%
5102250 - Accounting	0	150	2,000	-1,850	8%
5102260 - Engineering Fees	0	0	1,000	-1,000	0%
Total 5102200 - Special Services	4,545	17,349	58,990	-41,641	29%
5102300 - Contractual Services					
5102310 - Consultant Fees	0	2,400	28,000	-25,600	9%
Total 5102300 - Contractual Services	0	2,400	28,000	-25,600	9%
5102500 - Operating Services					
5102530 - Custodial Service Contract	265	795	3,600	-2,805	22%
Total 5102500 - Operating Services	265	795	3,600	-2,805	22%
5102600 - Special Expenses					
5102610 - Election - Payroll	0	0	850	-850	0%

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

	Dec 13	Oct - Dec 13	Budget	\$ Over Budget	% of Budget Thru December 25%
5102620 • Election - Supplies	0	0	2,725	-2,725	0%
5102630 • Election Meeting Expense	0	0	100	-100	0%
5102650 • Codification Book Update	0	1,110	3,500	-2,390	32%
Total 5102600 • Special Expenses	0	1,110	7,175	-6,065	15%
5103100 • General Supplies					
5103110 • Office Supplies	1,105	2,568	6,000	-3,432	43%
5103140 • Uniforms	0	10	300	-290	3%
Total 5103100 • General Supplies	1,105	2,578	6,300	-3,722	41%
5103400 • Maintenance Supplies / Parts					
5103410 • Supplies - Custodial	0	171	1,500	-1,329	11%
5103440 • Maintenance Agreement Expense	0	0	600	-600	0%
5103460 • Miscellaneous	57	75	200	-125	38%
Total 5103400 • Maintenance Supplies / Parts	57	246	2,300	-2,054	11%
5104200 • Travel Expenses					
5104210 • Travel - Local	0	44	500	-456	9%
5104220 • Professional Development	236	684	5,000	-4,316	14%
5104222 • Professional Develop - Council	25	25	1,200	-1,175	2%
5104225 • City Council Meal Expense	127	156	1,800	-1,644	9%
5104230 • Professional Develop - In-House	0	0	100	-100	0%
Total 5104200 • Travel Expenses	388	909	8,600	-7,691	11%
5105200 • Data Processing Expenses					
5105230 • Data Proc-Maintenance & Repair	164	739	6,000	-5,261	12%
5105240 • Data Processing - Software	0	2,359	10,000	-7,641	24%
Total 5105200 • Data Processing Expenses	164	3,098	16,000	-12,902	19%

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

	Dec 13	Oct - Dec 13	Budget	\$ Over Budget	% of Budget Thru December 25%
5105300 - Printing Expense					
5105310 - Copier Expense	0	510	3,300	-2,790	15%
5105320 - Printing - Newsletters	0	752	3,300	-2,548	23%
5105330 - Printing - Forms	0	446	2,000	-1,554	22%
5105350 - Printing - Other	0	167	500	-333	33%
Total 5105300 - Printing Expense	0	1,875	9,100	-7,225	21%
5105400 - Utilities					
5105410 - Telephone	111	333	1,400	-1,067	24%
5105415 - Cellular Phone	217	651	2,680	-2,029	24%
5105417 - Internet	69	205	840	-635	24%
5105420 - Wireless Cards	114	456	500	-44	91%
5105450 - Electricity	302	640	4,500	-3,860	14%
Total 5105400 - Utilities	813	2,285	9,920	-7,635	23%
5105500 - Repairs & Bldg Improvements					
5105520 - Repairs - Buildings	316	548	6,000	-5,452	9%
5105540 - Repairs - Machinery & Equipment	0	0	1,000	-1,000	0%
5105590 - Repairs - Other	135	135	500	-365	27%
Total 5105500 - Repairs & Bldg Improvements	451	683	7,500	-6,817	9%
5105600 - Insurance					
5105610 - Insurance - Property	0	281	1,250	-969	22%
5105620 - Insurance - Liability	0	215	865	-650	25%
5105630 - Insurance - Fidelity Bond	0	250	250	0	100%
5105635 - Public Officials Surety Bonds	0	0	900	-900	0%
Total 5105600 - Insurance	0	746	3,265	-2,519	23%

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

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5105700 • Other Expenses					
5105705 • Postage	334	1,013	5,000	-3,987	20%
5105710 • Cash - Over/Short	0	0	10	-10	0%
5105725 • Records Management Expense	0	0	300	-300	0%
5105730 • City - Memberships	1,040	1,340	2,100	-760	64%
5105740 • Legal Notices/Advertisement	162	361	4,000	-3,639	9%
5105752 • Employment Screening	0	0	400	-400	0%
5105760 • Bank Service Charge	0	6	25	-19	24%
5105764 • Filing Fees	0	0	500	-500	0%
5105765 • Miscellaneous	604	744	2,000	-1,256	37%
Total 5105700 • Other Expenses	2,140	3,464	14,335	-10,871	24%
5106400 • Minor Capital Outlay					
5106440 • Machinery & Equipment	0	0	5,000	-5,000	0%
5106465 • Furniture	0	0	1,000	-1,000	0%
5106470 • Audio & Visual Equipment	0	0	1,000	-1,000	0%
Total 5106400 • Minor Capital Outlay	0	0	7,000	-7,000	0%
5107400 • Capitalized Assets					
5107420 • Buildings	0	0	0	0	0%
5107425 • Land	0	0	0	0	0%
Total 5107400 • Capitalized Assets	0	0	0	0	0%
5109000 • Reserves					
5109001 • Reserve for Contingency	0	0	24,450	-24,450	0%
Total 5109000 • Reserves	0	0	24,450	-24,450	0%

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

	Dec 13	Oct - Dec 13	Budget	\$ Over Budget	% of Budget Thru December 25%
Total 10 - Administration	16,525	83,252	405,990	-322,738	21%
20 - Police					
5201100 - Salaries & Wages					
5201120 - Police Chief	4,896	14,688	61,795	-47,107	24%
5201143 - Command Staff	3,830	11,490	48,358	-36,868	24%
5201150 - Certification Pay	185	555	2,400	-1,845	23%
5201180 - Merit Raises - Staff	0	0	3,310	-3,310	0%
Total 5201100 - Salaries & Wages	8,911	26,733	115,863	-89,130	23%
5201400 - Support Salaries					
5201405 - Support Staff	1,480	5,109	21,660	-16,551	24%
5201410 - Patrol	12,611	47,557	243,500	-195,943	20%
5201415 - Certification Pay	69	346	5,500	-5,154	6%
5201480 - Merit Raises	0	0	7,875	-7,875	0%
5201490 - Overtime	1,131	3,622	6,600	-2,978	55%
Total 5201400 - Support Salaries	15,291	56,634	285,135	-228,501	20%
5202100 - Employee Benefits					
5202110 - Group Insurance	3,657	13,272	66,150	-52,878	20%
5202135 - TMRS	1,423	4,902	21,450	-16,548	23%
5202160 - Worker's Compensation	0	2,122	8,550	-6,428	25%
5202170 - Payroll Taxes	325	1,156	5,445	-4,289	21%
5202196 - Membership Dues	0	30	315	-285	10%
Total 5202100 - Employee Benefits	5,405	21,482	101,910	-80,428	21%
5202300 - Contractual Services					

City of Ovilla General Fund
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October through December 2013

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5202355 • Contract Labor - Individual	0	0	500	-500	0%
5202356 • Gingerbread House	0	1,000	1,000	0	100%
5202380 • Dispatch	0	6,568	13,875	-7,307	47%
5202385 • Jail Expense	0	1,000	2,000	-1,000	50%
Total 5202300 • Contractual Services	0	8,568	17,375	-8,807	49%
5202500 • Operating Services					
5202540 • Computer Maintenance	113	282	700	-418	40%
5202560 • Internet Subscriptions	0	0	1,450	-1,450	0%
Total 5202500 • Operating Services	113	282	2,150	-1,868	13%
5202600 • Special Expenses					
5202675 • National Night Out	0	350	500	-150	70%
Total 5202600 • Special Expenses	0	350	500	-150	70%
5203100 • General Supplies					
5203110 • Office Supplies	26	587	1,500	-913	39%
5203140 • Uniforms	0	431	2,500	-2,069	17%
5203170 • Evidence Gathering	30	30	700	-670	4%
Total 5203100 • General Supplies	56	1,048	4,700	-3,652	22%
5203400 • Maintenance Supplies & Parts					
5203410 • Supplies - Custodial	0	56	600	-544	9%
Total 5203400 • Maintenance Supplies & Parts	0	56	600	-544	9%
5204200 • Travel Expenses					
5204210 • Travel - Local	0	0	300	-300	0%
5204220 • Professional Development	250	640	2,000	-1,360	32%

**City of Ovilla General Fund
Net Change in Fund Balance Budget vs. Actual
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5204270 • Vehicle Expenses	1,888	4,304	24,000	-19,696	18%
Total 5204200 • Travel Expenses	2,138	4,944	26,300	-21,356	19%
5205200 • Data Processing Expenses					
5205220 • Data Proc - Equipment Rental	0	0	400	-400	0%
5205240 • Data Processing - Software	0	16,543	17,500	-957	95%
Total 5205200 • Data Processing Expenses	0	16,543	17,900	-1,357	92%
5205300 • Printing Expenses					
5205310 • Copier Expense	335	495	1,500	-1,005	33%
5205330 • Printing - Forms	0	222	300	-78	74%
5205350 • Printing - Other	0	12	400	-388	3%
Total 5205300 • Printing Expenses	335	729	2,200	-1,471	33%
5205400 • Utilities					
5205410 • Telephone	120	358	1,600	-1,242	22%
5205415 • Cellular Phone	106	318	1,350	-1,032	24%
5205417 • Internet - PD	86	256	1,475	-1,219	17%
5205420 • Wireless Cards	228	684	2,350	-1,666	29%
5205450 • Electricity	299	522	4,000	-3,478	13%
Total 5205400 • Utilities	839	2,138	10,775	-8,637	20%
5205500 • Repairs & Building Improvements					
5205520 • Repairs - Building	0	481	300	181	160%
5205540 • Repairs- Machinery & Equipment	0	875	1,200	-325	73%
5205550 • Repairs - Vehicles	357	719	7,500	-6,781	10%
Total 5205500 • Repairs & Building Improvements	357	2,075	9,000	-6,925	23%

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

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5205600 • Insurance					
5205610 • Insurance - Property	0	400	1,600	-1,200	25%
5205620 • Insurance - Liability	0	1,206	4,900	-3,694	25%
5205640 • Insurance - Vehicle	0	658	2,700	-2,042	24%
Total 5205600 • Insurance	0	2,264	9,200	-6,936	25%
5205700 • Other Expenses					
5205742 • Public Relations	0	0	100	-100	0%
5205752 • Employment Screening	0	65	1,000	-935	7%
5205765 • Miscellaneous	78	93	1,800	-1,707	5%
Total 5205700 • Other Expenses	78	158	2,900	-2,742	5%
5206400 • Minor Capital Outlay					
5206440 • Machinery & Equipment	0	0	2,667	-2,667	0%
5206445 • Personal Protective Equipment	0	730	2,000	-1,270	37%
Total 5206400 • Minor Capital Outlay	0	730	4,667	-3,937	16%
Total 20 • Police	33,523	144,734	611,175	-466,441	24%
25 • Municipal Court					
5251100 • Salaries & Wages					
5251140 • Municipal Judge	440	1,320	6,000	-4,680	22%
Total 5251100 • Salaries & Wages	440	1,320	6,000	-4,680	22%
5251400 • Support Staff					
5251405 • Support Staff	2,282	6,846	28,825	-21,979	24%
5251420 • Jury Fees	36	36	200	-164	18%

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

	Dec 13	Oct - Dec 13	Budget	\$ Over Budget	% of Budget Thru December 25%
5251425 • City Prosecutor	924	1,736	8,500	-6,764	20%
5251480 • Merit Raises	0	0	870	-870	0%
5251490 • Overtime	110	480	1,200	-720	40%
Total 5251400 • Support Staff	3,352	9,098	39,595	-30,497	23%
5252100 • Employee Benefits					
5252110 • Group Insurance	551	1,653	6,615	-4,962	25%
5252135 • TMRS	137	418	1,725	-1,307	24%
5252160 • Worker's Compensation	0	28	110	-82	25%
5252170 • Payroll Taxes	33	101	435	-334	23%
5252196 • Membership Dues	0	0	0	0	0%
Total 5252100 • Employee Benefits	721	2,200	8,885	-6,685	25%
5252300 • Contractual Services					
5252375 • Traffic Fines	7,854	14,529	38,000	-23,471	38%
Total 5252300 • Contractual Services	7,854	14,529	38,000	-23,471	38%
5252500 • Operating Services					
5252540 • Computer Maintenance	0	0	150	-150	0%
Total 5252500 • Operating Services	0	0	150	-150	0%
5253100 • General Supplies					
5253110 • Office Supplies	0	58	250	-192	23%
5253140 • Uniforms	0	0	50	-50	0%
Total 5253100 • General Supplies	0	58	300	-242	19%
5254200 • Travel Expenses					
5254210 • Travel - Local	0	0	25	-25	0%

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

	Dec 13	Oct - Dec 13	Budget	\$ Over Budget	% of Budget Thru December 25%
5254220 · Professional Development	0	0	24	-24	0%
Total 5254200 · Travel Expenses	0	0	49	-49	0%
5255200 · Data Processing Expenses					
5255240 · Data Processing - SW Maint.	0	1,771	1,775	-4	100%
Total 5255200 · Data Processing Expenses	0	1,771	1,775	-4	100%
5255300 · Printing Expense					
5255350 · Printing - Other	0	0	300	-300	0%
Total 5255300 · Printing Expense	0	0	300	-300	0%
5255600 · Insurance					
5255620 · Insurance - Liability	0	72	300	-228	24%
5255630 · Insurance - Fidelity Bond	0	0	0	0	0%
Total 5255600 · Insurance	0	72	300	-228	24%
5255700 · Other Expenses					
5255752 · Employment Screening	0	0	75	-75	0%
5255765 · Miscellaneous	0	0	75	-75	0%
5255770 · Warrant Fee State Comptroller	0	0	3,000	-3,000	0%
5255772 · Warrant Fee - Omni	0	0	900	-900	0%
Total 5255700 · Other Expenses	0	0	4,050	-4,050	0%
Total 25 · Municipal Court	12,367	29,048	99,404	-70,356	29%
30 · Fire					
5301100 · Salaries & Wages					
5301125 · Fire Chief	3,182	9,546	40,170	-30,624	24%

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

	Dec 13	Oct - Dec 13	Budget	\$ Over Budget	% of Budget Thru December 25%
5301130 · Asst. Fire Chief	0	0	0	0	0%
5301140 · Fire Captains	4,673	17,144	97,790	-80,646	18%
5301180 · Merit Raises - Staff	0	0	4,100	-4,100	0%
Total 5301100 · Salaries & Wages	7,855	26,690	142,060	-115,370	19%
5301400 · Support Salaries					
5301440 · Firefighters	18,455	51,170	202,000	-150,830	25%
5301480 · Merit Raises	0	0	5,900	-5,900	0%
5301485 · Volunteer Incentive Program	1,443	4,161	15,600	-11,439	27%
Total 5301400 · Support Salaries	19,898	55,331	223,500	-168,169	25%
5302100 · Employee Benefits					
5302110 · Group Insurance	0	0	0	0	0%
5302135 · TMRS	187	561	2,400	-1,839	23%
5302137 · Volunteer Retirement	108	108	1,300	-1,192	8%
5302160 · Worker's Compensation	0	3,200	15,700	-12,500	20%
5302170 · Payroll Taxes	1,815	5,363	24,200	-18,837	22%
5302196 · Membership Dues	630	630	1,900	-1,270	33%
Total 5302100 · Employee Benefits	2,740	9,862	45,500	-35,638	22%
5302300 · Contractual Services					
5302310 · Consultant Fees	0	0	1,500	-1,500	0%
5302380 · Dispatch	0	6,568	13,875	-7,307	47%
5302385 · Emergency Transport Service	0	15,890	63,560	-47,670	25%
Total 5302300 · Contractual Services	0	22,458	78,935	-56,477	28%
5302500 · Operating Services					
5302510 · Maintenance Agreements	1,805	1,805	10,505	-8,700	17%

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

	Dec 13	Oct - Dec 13	Budget	\$ Over Budget	% of Budget Thru December 25%
5302540 • Computer Maintenance	25	475	1,500	-1,025	32%
5302570 • Warning System Maintenance	0	0	780	-780	0%
5302580 • Generator Maintenance	0	0	2,120	-2,120	0%
Total 5302500 • Operating Services	1,830	2,280	14,905	-12,625	15%
5302600 • Special Expenses					
5302675 • National Night Out	0	0	500	-500	0%
Total 5302600 • Special Expenses	0	0	500	-500	0%
5303100 • General Supplies					
5303110 • Office Supplies	67	589	1,400	-811	42%
5303140 • Uniforms	181	423	4,400	-3,977	10%
5303160 • Medical Supplies	815	1,383	5,000	-3,617	28%
5303165 • Medical Support	0	0	500	-500	0%
5303170 • Evidence Gathering	0	0	50	-50	0%
5303175 • Education Aids	0	0	50	-50	0%
Total 5303100 • General Supplies	1,063	2,395	11,400	-9,005	21%
5303400 • Maintenance Supplies & Parts					
5303410 • Supplies - Custodial	107	107	2,400	-2,293	4%
5303420 • Building Alarm Maintenance	0	0	420	-420	0%
Total 5303400 • Maintenance Supplies & Parts	107	107	2,820	-2,713	4%
5304200 • Travel Expenses					
5304220 • Professional Development	0	458	1,300	-842	35%
5304270 • Vehicle Expenses	686	1,705	10,000	-8,295	17%
Total 5304200 • Travel Expenses	686	2,163	11,300	-9,137	19%

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

	Dec 13	Oct - Dec 13	Budget	\$ Over Budget	% of Budget Thru December 25%
5305200 · Data Processing Expenses					
5305230 · Data Proc-Maintenance & Repair	0	0	1,000	-1,000	0%
5305240 · Data Processing - Software	79	104	2,850	-2,746	4%
Total 5305200 · Data Processing Expenses	79	104	3,850	-3,746	3%
5305300 · Printing Expense					
5305310 · Copier Expense	0	569	3,100	-2,531	18%
5305330 · Printing - Forms	0	0	100	-100	0%
Total 5305300 · Printing Expense	0	569	3,200	-2,631	18%
5305400 · Utilities					
5305410 · Telephone	137	573	2,350	-1,777	24%
5305415 · Cellular Phone	83	127	525	-398	24%
5305417 · Internet - Fire Dept.	472	1,159	3,100	-1,941	37%
5305430 · Natural Gas	509	648	1,650	-1,002	39%
5305450 · Electricity	395	837	5,400	-4,563	16%
Total 5305400 · Utilities	1,596	3,344	13,025	-9,681	26%
5305500 · Repairs & Bldg Improvements					
5305520 · Repairs - Building	0	134	4,000	-3,866	3%
5305540 · Repairs - Machinery & Equipment	143	1,062	19,000	-17,938	6%
5305545 · Repairs - Apparatus	612	973	12,000	-11,027	8%
5305550 · Repairs - Vehicles	0	0	3,500	-3,500	0%
Total 5305500 · Repairs & Bldg Improvements	755	2,169	38,500	-36,331	6%
5305600 · Insurance					
5305610 · Insurance - Property	0	0	0	0	0%

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

	Dec 13	Oct - Dec 13	Budget	\$ Over Budget	% of Budget Thru December 25%
5305620 · Insurance - Liability	0	4,179	6,500	-2,321	64%
5305640 · Insurance - Vehicle	0	2,462	10,000	-7,538	25%
Total 5305600 · Insurance	0	6,641	16,500	-9,859	40%
5305700 · Other Expenses					
5305705 · Postage	0	0	150	-150	0%
5305752 · Employment Screening	0	103			
5305765 · Flags & Miscellaneous	0	0	700	-700	0%
5305770 · Matching Fire Grant Expense	0	0	0	0	0%
Total 5305700 · Other Expenses	0	103	850	-747	12%
5306400 · Minor Capital Outlay					
5306440 · Machinery & Equipment	324	1,550	10,300	-8,750	15%
5306445 · Personal Protective Equipment	126	126	20,500	-20,374	1%
Total 5306400 · Minor Capital Outlay	450	1,676	30,800	-29,124	5%
5307400 · Capitalized Assets					
5307440 · Machinery & Equipment	0	0	0	0	0%
5307450 · Vehicles	0	0	0	0	0%
Total 5307400 · Capitalized Assets	0	0	0	0	0%
Total 30 · Fire	37,059	135,892	637,645	-501,753	21%
40 · Community Services					
5401100 · Salaries & Wages					
5401135 · ACO/Code Enforcement Officer	2,780	8,299	35,100	-26,801	24%
5401180 · Merit Raises - Staff	0	0	1,055	-1,055	0%
5401190 · Overtime	0	0	150	-150	0%

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

	Dec 13	Oct - Dec 13	Budget	\$ Over Budget	% of Budget Thru December 25%
Total 5401100 · Salaries & Wages	2,780	8,299	36,305	-28,006	23%
5402100 · Employee Benefits					
5402110 · Group Insurance	350	1,400	6,620	-5,220	21%
5402135 · TMRS	166	496	2,050	-1,554	24%
5402160 · Worker's Compensation	0	55	225	-170	24%
5402170 · Payroll Taxes	46	142	550	-408	26%
5402190 · License	0	25	325	-300	8%
Total 5402100 · Employee Benefits	562	2,118	9,770	-7,652	22%
5402300 · Contractual Services					
5402315 · Contract Building Inspections	2,569	10,991	18,000	-7,009	61%
5402325 · Fire Inspections	0	0	1,800	-1,800	0%
5402370 · Impound Fees	300	420	1,400	-980	30%
Total 5402300 · Contractual Services	2,869	11,411	21,200	-9,789	54%
5402600 · Special Expenses					
5402680 · Environmental Testing	0	0	2,300	-2,300	0%
5402685 · Clean up Day	0	0	100	-100	0%
Total 5402600 · Special Expenses	0	0	2,400	-2,400	0%
5403100 · General Supplies					
5403110 · Office Supplies	0	0	50	-50	0%
5403120 · Animal Care	0	0	150	-150	0%
5403122 · Pet Supplies	0	75	500	-425	15%
5403140 · Uniforms	0	120	350	-230	34%
Total 5403100 · General Supplies	0	195	1,050	-855	19%

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

	Dec 13	Oct - Dec 13	Budget	\$ Over Budget	% of Budget Thru December 25%
5403400 • Maintenance Supplies & Parts					
5403460 • Miscellaneous	82	82	100	-18	82%
Total 5403400 • Maintenance Supplies & Parts	82	82	100	-18	82%
5404200 • Travel Expenses					
5404210 • Travel - Local	0	0	25	-25	0%
5404220 • Professional Development	0	125	200	-75	63%
5404270 • Vehicle Expenses	189	303	2,200	-1,897	14%
Total 5404200 • Travel Expenses	189	428	2,425	-1,997	18%
5405200 • Data Processing Expenses					
5405230 • Data Proc-Maintenance & Repairs	0	0	200	-200	0%
Total 5405200 • Data Processing Expenses	0	0	200	-200	0%
5405300 • Printing Expense					
5405330 • Printing - Forms	0	0	150	-150	0%
Total 5405300 • Printing Expense	0	0	150	-150	0%
5405400 • Utilities					
5405415 • Cellular Phone	41	123	550	-427	22%
Total 5405400 • Utilities	41	123	550	-427	22%
5405600 • Insurance					
5405610 • Insurance - Property	0	2	8	-6	25%
5405620 • Insurance - Liability	0	46	200	-154	23%
5405640 • Insurance - Vehicle	0	81	325	-244	25%
Total 5405600 • Insurance	0	129	533	-404	24%

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

	Dec 13	Oct - Dec 13	Budget	\$ Over Budget	% of Budget Thru December 25%
5405700 - Other Expenses					
5405765 - Miscellaneous	0	0	100	-100	0%
Total 5405700 - Other Expenses	0	0	100	-100	0%
5406400 - Minor Capital Outlay					
5406440 - Machinery & Equipment	0	221	800	-579	28%
Total 5406400 - Minor Capital Outlay	0	221	800	-579	28%
Total 40 - Community Services	6,523	23,006	75,583	-52,577	30%
45 - Solid Waste					
5455400 - Utilities					
5455465 - Solidwaste Pickup (Garbarge)	0	33,807	200,327	-166,520	17%
5455400 - Utilities - Other	0	0	0	0	0%
Total 5455400 - Utilities	0	33,807	200,327	-166,520	17%
Total 45 - Solid Waste	0	33,807	200,327	-166,520	17%
50 - Streets					
5501400 - Support Staff					
5501415 - Maintenance Crew	1,690	4,960	21,320	-16,360	23%
5501480 - Merit Raises	0	0	640	-640	0%
5501490 - Overtime	0	202	1,500	-1,298	13%
5501500 - Streets - On Call	0	50	700	-650	7%
Total 5501400 - Support Staff	1,690	5,212	24,160	-18,948	22%
5502100 - Employee Benefits					

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

	Dec 13	Oct - Dec 13	Budget	\$ Over Budget	% of Budget Thru December 25%
5502110 • Group Insurance	551	1,653	6,620	-4,967	25%
5502135 • TMRS	99	306	1,265	-959	24%
5502160 • Worker's Compensation	0	428	1,745	-1,317	25%
5502170 • Payroll Taxes	24	72	325	-253	22%
5502190 • License	0	0	122	-122	0%
Total 5502100 • Employee Benefits	674	2,459	10,077	-7,618	24%
5502200 • Special Services					
5502280 • NCTCOG- SWMP Fees	100	3,453	6,400	-2,947	54%
Total 5502200 • Special Services	100	3,453	6,400	-2,947	54%
5502600 • Special Expenses					
5502620 • Emergency Clean Up	0	0	2,250	-2,250	0%
Total 5502600 • Special Expenses	0	0	2,250	-2,250	0%
5503100 • General Supplies					
5503110 • Office Supplies	0	0	100	-100	0%
5503140 • Uniforms	0	297	500	-203	59%
Total 5503100 • General Supplies	0	297	600	-303	50%
5503400 • Maintenance Supplies & Parts					
5503405 • Drainage Maintenance	0	0	500	-500	0%
5503420 • Supplies - Street Signs	352	352	2,000	-1,648	18%
5503460 • Miscellaneous	8	69	292	-223	24%
Total 5503400 • Maintenance Supplies & Parts	360	421	2,792	-2,371	15%
5504200 • Travel Expenses					
5504220 • Professional Development	0	0	250	-250	0%

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

	Dec 13	Oct - Dec 13	Budget	\$ Over Budget	% of Budget Thru December 25%
5504270 · Vehicle Expenses	460	1,081	6,500	-5,419	17%
Total 5504200 · Travel Expenses	460	1,081	6,750	-5,669	16%
5505300 · Printing Expense					
5505350 · Printing - Other	0	0	350	-350	0%
Total 5505300 · Printing Expense	0	0	350	-350	0%
5505400 · Utilities					
5505450 · Electricity	3,569	7,707	43,300	-35,593	18%
Total 5505400 · Utilities	3,569	7,707	43,300	-35,593	18%
5505500 · Repairs & Bldg Improvements					
5405520 · Repairs - Building	0	0	1,000	-1,000	0%
5505540 · Repairs - Machinery & Equipment	0	310	3,500	-3,190	9%
5505550 · Repairs - Vehicles	0	117	2,400	-2,283	5%
5505560 · Repairs -Street Maint.& Repairs	140	861	51,625	-50,764	2%
5505565 · Repairs - Infrastruct Drainage	0	720	3,000	-2,280	24%
5505590 · Repairs - Other	0	0	1,500	-1,500	0%
Total 5505500 · Repairs & Bldg Improvements	140	2,008	63,025	-61,017	3%
5505600 · Insurance					
5505610 · Insurance - Property	0	0	0	0	0%
5505620 · Insurance - Liability	0	246	1,000	-754	25%
5505640 · Insurance - Vehicle	0	833	3,400	-2,567	25%
Total 5505600 · Insurance	0	1,079	4,400	-3,321	25%
5505700 · Other Expenses					
5505752 · Employment Screening	0	0	100	-100	0%

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

	Dec 13	Oct - Dec 13	Budget	\$ Over Budget	% of Budget Thru December 25%
Total 5505700 • Other Expenses	0	0	100	-100	0%
5506400 • Minor Capital Outlay					
5506440 • Machinery & Equipment	0	20	7,100	-7,080	0%
5506445 • Personal Protective Equipment	0	0	300	-300	0%
5506490 • Other	0	0	850	-850	0%
Total 5506400 • Minor Capital Outlay	0	20	8,250	-8,230	0%
5507400 • Capitalized Assets					
5507440 • Machinery & Equipment	0	0	7,000	-7,000	0%
5507460 • Infrastructure	0	28,500	376,953	-348,453	8%
Total 5507400 • Capitalized Assets	0	28,500	383,953	-355,453	7%
Total 50 • Streets	6,993	52,237	556,407	-504,170	9%
60 • Parks					
5602400 • Rentals					
5602490 • Rental - Other	210	630	2,900	-2,270	22%
Total 5602400 • Rentals	210	630	2,900	-2,270	22%
5602600 • Special Expenses					
5602680 • Heritage Day	0	0	8,000	-8,000	0%
Total 5602600 • Special Expenses	0	0	8,000	-8,000	0%
5603400 • Maintenance Supplies & Parts					
5603460 • Miscellaneous	0	0	280	-280	0%
Total 5603400 • Maintenance Supplies & Parts	0	0	280	-280	0%

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

	Dec 13	Oct - Dec 13	Budget	\$ Over Budget	% of Budget Thru December 25%
5605400 · Utilities					
5605450 · Electricity	544	1,153	8,000	-6,847	14%
Total 5605400 · Utilities	544	1,153	8,000	-6,847	14%
5605500 · Repairs & Bldg Improvements					
5605520 · Repairs - Building	0	0	325	-325	0%
5605530 · REPAIRS-IMP OTHER THAN BLDGS	210	210	1,000	-790	21%
Total 5605500 · Repairs & Bldg Improvements	210	210	1,325	-1,115	16%
5605600 · Insurance					
5605610 · Insurance - Property	0	28	115	-87	24%
5605620 · Insurance - Liability	0	109	500	-391	22%
5605640 · Insurance - Vehicle	0	55	240	-185	23%
Total 5605600 · Insurance	0	192	855	-663	22%
5605700 · Other Expenses					
5605765 · Miscellaneous	0	64	200	-136	32%
Total 5605700 · Other Expenses	0	64	200	-136	32%
5606400 · Minor Capital Outlay					
5606410 · Land Improvements	0	30	500	-470	6%
5606440 · Machinery & Equipment	0	0	500	-500	0%
5606490 · Other	0	0	0	0	0%
Total 5606400 · Minor Capital Outlay	0	30	1,000	-970	3%
5607400 · Capitalized Assets					
5607440 · Machinery & Equipment	0	0	3,500	-3,500	0%

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

	Dec 13	Oct - Dec 13	Budget	\$ Over Budget	% of Budget Thru December 25%
Total 5607400 • Capitalized Assets	0	0	3,500	-3,500	0%
Total 60 • Parks	964	2,279	26,060	-23,781	9%
6560 • Payroll Expenses	0	0			
Total Expense	113,954	504,255	2,612,591	-2,108,336	19%
Net Change in Fund Balance	671,685	499,054	0	499,054	100%

**Ovilla W&S Utility Fund
Net Change in Fund Balance
Budget vs. Actual
October through December 2013**

	Dec 13	Oct - Dec 13	Budget	\$ Over Budget	% of Budget Thru December 25%
Resources					
4000400 · Charges for Services					
4000460 · Water Sales	53,708	289,405	985,000	-695,595	29%
4000461 · Sewer Service	13,767	44,430	155,000	-110,570	29%
4000465 · Water & Sewer Penalties	1,906	5,947	18,000	-12,053	33%
4000471 · Reconnect Fees	713	1,475	5,000	-3,525	30%
4000472 · Meters	0	0	1,000	-1,000	0%
4000473 · Connect Fees	50	282	2,000	-1,718	14%
4000478 · Infrastructure Improvement Fee	4,930	13,885	64,068	-50,183	22%
4000480 · Solid Waste Fees (Garbage)	11	0	0	0	0%
Total 4000400 · Charges for Services	75,085	355,424	1,230,068	-874,644	29%
4000800 · Other Revenue					
4000840 · Interest Earned	269	758	2,600	-1,842	29%
4000890 · Misc Other Revenue	-1,528	10,000	15,000	-5,000	67%
Total 4000800 · Other Revenue	-1,259	10,758	17,600	-6,842	61%
Total Resources	73,826	366,182	1,247,668	-881,486	29%
Gross Profit	73,826	366,182	1,247,668	-881,486	29%
Expense					
70 · Administration					
5701100 · Salaries & Wages					
5701110 · City Administrator	4,615	4,615	20,000	-15,385	23%
5701115 · City Secretary	3,038	3,038	12,750	-9,712	24%

Ovilla W&S Utility Fund
Net Change in Fund Balance
Budget vs. Actual
October through December 2013

	Dec 13	Oct - Dec 13	Budget	\$ Over Budget	% of Budget Thru December 25%
5701117 • Finance Accountant	3,219	3,219	12,500	-9,281	26%
5701120 • Part Time Admin. Support	1,825	1,825	6,500	-4,675	28%
5701130 • Public Works Director	3,759	11,222	47,445	-36,223	24%
5701180 • Merit Raises, Staff	0	0	2,125	-2,125	0%
Total 5701100 • Salaries & Wages	16,456	23,919	101,320	-77,401	24%
5702100 • Employee Benefits					
5702110 • Group Insurance	551	1,653	6,620	-4,967	25%
5702135 • TMRS	224	669	2,730	-2,061	25%
5702160 • Worker's Compensation	0	0	0	0	0%
5702170 • Payroll Taxes	55	164	800	-636	21%
Total 5702100 • Employee Benefits	830	2,486	10,150	-7,664	24%
5702200 • Special Services					
5702230 • Legal Fees	0	0	1,000	-1,000	0%
5702240 • Audit	5,780	5,780	5,780	0	100%
5702250 • Accounting	0	0	1,500	-1,500	0%
Total 5702200 • Special Services	5,780	5,780	8,280	-2,500	70%
5702300 • Contractual Services /Personnel					
5702310 • Consultant Fees	0	0	2,000	-2,000	0%
Total 5702300 • Contractual Services /Personnel	0	0	2,000	-2,000	0%
5703100 • General Supplies					
5703110 • Office Supplies	0	0	700	-700	0%
Total 5703100 • General Supplies	0	0	700	-700	0%

Ovilla W&S Utility Fund
Net Change in Fund Balance
Budget vs. Actual
October through December 2013

	Dec 13	Oct - Dec 13	Budget	\$ Over Budget	% of Budget Thru December 25%
5703400 • Maintenance Supplies / Parts					
5703410 • Supplies - Custodial	0	7	200	-193	4%
Total 5703400 • Maintenance Supplies / Parts	0	7	200	-193	4%
5704200 • Travel Expenses					
5704210 • Travel - Local	0	0	200	-200	0%
5704220 • Professional Development	0	0	750	-750	0%
Total 5704200 • Travel Expenses	0	0	950	-950	0%
5705200 • Data Processing Expenses					
5705240 • Data Processing - Software	0	0	400	-400	0%
Total 5705200 • Data Processing Expenses	0	0	400	-400	0%
5705300 • Printing Expense					
5705350 • Printing - Other	0	0	250	-250	0%
Total 5705300 • Printing Expense	0	0	250	-250	0%
5705400 • Utilities					
5705410 • Telephone	111	333	1,350	-1,017	25%
5705415 • Cellular Phone	36	108	450	-342	24%
5705417 • Internet	69	205	825	-620	25%
Total 5705400 • Utilities	216	646	2,625	-1,979	25%
5705700 • Other Expenses					
5705705 • Postage	303	1,133	6,600	-5,467	17%

Ovilla W&S Utility Fund
Net Change in Fund Balance
Budget vs. Actual
October through December 2013

	Dec 13	Oct - Dec 13	Budget	\$ Over Budget	% of Budget Thru December 25%
5705740 • Advertising	0	0	300	-300	0%
5705760 • Bank Service Charge	12	36	200	-164	18%
5705765 • Miscellaneous	0	0	100	-100	0%
5705775 • Credit Card Transaction Fee	358	1,077	3,000	-1,923	36%
Total 5705700 • Other Expenses	673	2,246	10,200	-7,954	22%
5706400 • Minor Capital Outlay					
5706440 • Machinery & Equipment	0	0	500	-500	0%
Total 5706400 • Minor Capital Outlay	0	0	500	-500	0%
5709000 • Reserve					
5708215 • Admin. Exp. to General Fund	29,661	29,661	118,643	-88,982	25%
5708230 • Admin. Exp. to Debt Fund	0	0	0	0	0%
5709002 • Capital Improv. Water Reserve	0	0	44,340	-44,340	0%
5709003 • Capital Improv. Sewer Reserve	0	0	25,665	-25,665	0%
5709010 • Administrative Reserves	0	0	1,775	-1,775	0%
Total 5709000 • Reserve	29,661	29,661	190,423	-160,762	16%
Total 70 • Administration	53,616	64,745	327,998	-263,253	20%
75 • Water					
5751100 • Salaries & Wages					
5751133 • Superintendent	3,457	10,321	43,700	-33,379	24%
5751180 • Merit Raises - Staff	0	0	1,325	-1,325	0%
Total 5751100 • Salaries & Wages	3,457	10,321	45,025	-34,704	23%

Ovilla W&S Utility Fund
Net Change in Fund Balance
Budget vs. Actual
October through December 2013

	Dec 13	Oct - Dec 13	Budget	\$ Over Budget	% of Budget Thru December 25%
5751400 - Support Salaries					
5751405 - Support Staff	388	6,160	27,400	-21,240	22%
5751415 - Maintenance Crew	3,789	11,336	49,000	-37,664	23%
5751430 - Seasonal Crew	0	0	3,000	-3,000	0%
5751450 - Certification Pay	69	207	1,200	-993	17%
5751480 - Merit Raises	0	0	3,600	-3,600	0%
5751490 - Overtime	356	714	4,000	-3,286	18%
5751500 - Water - On Call	100	150	700	-550	21%
Total 5751400 - Support Salaries	4,702	18,567	88,900	-70,333	21%
5752100 - Employee Benefits					
5752110 - Group Insurance	1,601	5,853	24,810	-18,957	24%
5752135 - TMRS	629	1,854	7,050	-5,196	26%
5752160 - Worker's Compensation	0	656	2,910	-2,254	23%
5752170 - Payroll Taxes	168	513	2,000	-1,487	26%
5752190 - Licenses	0	0	222	-222	0%
Total 5752100 - Employee Benefits	2,398	8,876	36,992	-28,116	24%
5752300 - Contractual Services/Personnel					
5752350 - Contract Labor - Company	0	0	2,000	-2,000	0%
5752380 - Dispatch	0	4,615	9,750	-5,135	47%
Total 5752300 - Contractual Services/Personnel	0	4,615	11,750	-7,135	39%
5752400 - Rentals					
5752420 - Rental - Machinery & Equipment	0	0	500	-500	0%

Ovilla W&S Utility Fund
Net Change in Fund Balance
Budget vs. Actual
October through December 2013

	Dec 13	Oct - Dec 13	Budget	\$ Over Budget	% of Budget Thru December 25%
5752490 • Rental - Other	0	0	200	-200	0%
Total 5752400 • Rentals	0	0	700	-700	0%
5752500 • Operating Services					
5752580 • Water Testing	0	636	4,000	-3,364	16%
5752590 • TCEQ Fees	0	2,614	3,000	-386	87%
Total 5752500 • Operating Services	0	3,250	7,000	-3,750	46%
5753100 • General Supplies					
5753140 • Uniforms	59	1,472	1,500	-28	98%
Total 5753100 • General Supplies	59	1,472	1,500	-28	98%
5753400 • Maintenance Supplies & Parts					
5753460 • Miscellaneous	0	191	300	-109	64%
Total 5753400 • Maintenance Supplies & Parts	0	191	300	-109	64%
5754200 • Travel Expenses					
5754220 • Professional Development	0	0	1,000	-1,000	0%
5754270 • Vehicle Expenses	983	1,693	10,000	-8,307	17%
Total 5754200 • Travel Expenses	983	1,693	11,000	-9,307	15%
5755200 • Data Processing Expenses					
5755230 • Data Proc-Maintenance & Repairs	371	371	1,700	-1,329	22%
5755240 • Data Processing - Software	0	3,434	3,800	-366	90%
Total 5755200 • Data Processing Expenses	371	3,805	5,500	-1,695	69%

Ovilla W&S Utility Fund
Net Change in Fund Balance
Budget vs. Actual
October through December 2013

	Dec 13	Oct - Dec 13	Budget	\$ Over Budget	% of Budget Thru December 25%
5755300 • Printing Expenses					
5755310 • Copier Expense	0	657	2,700	-2,043	24%
5755350 • Printing - Other	0	0	3,200	-3,200	0%
Total 5755300 • Printing Expenses	0	657	5,900	-5,243	11%
5755400 • Utilities					
5755415 • Cellular Phone	106	188	1,500	-1,312	13%
5755450 • Electricity	1,428	3,764	22,000	-18,236	17%
5755460 • Water, wholesale	16,389	38,653	350,000	-311,347	11%
Total 5755400 • Utilities	17,923	42,605	373,500	-330,895	11%
5755500 • Repairs & Building Improvements					
5755530 • Improvements Other Than Bldgs	165	165	500	-335	33%
5755540 • Repairs- Machinery & Equipment	0	745	7,300	-6,555	10%
5755550 • Repairs - Vehicles	0	501	2,000	-1,499	25%
5755570 • Inventory Expense	1,385	3,104	19,000	-15,896	16%
5755590 • Repairs - Other	0	0	4,500	-4,500	0%
Total 5755500 • Repairs & Building Improvements	1,550	4,515	33,300	-28,785	14%
5755600 • Insurance					
5755610 • Insurance - Property	0	648	2,600	-1,952	25%
5755620 • Insurance - Liability	0	432	1,750	-1,318	25%
5755640 • Insurance - Vehicle	0	377	1,600	-1,223	24%
Total 5755600 • Insurance	0	1,457	5,950	-4,493	24%

Ovilla W&S Utility Fund
Net Change in Fund Balance
Budget vs. Actual
October through December 2013

	Dec 13	Oct - Dec 13	Budget	\$ Over Budget	% of Budget Thru December 25%
5755700 - Other Expenses					
5755752 - Employment Screening	0	65	200	-135	33%
Total 5755700 - Other Expenses	0	65	200	-135	33%
5756400 - Minor Capital Outlay					
5756440 - Machinery & Equipment	0	0	2,200	-2,200	0%
5756490 - Other	0	20	500	-480	4%
Total 5756400 - Minor Capital Outlay	0	20	2,700	-2,680	1%
5757400 - Capitalized Assets					
5757470 - Infrastructure - Water	0	0	5,000	-5,000	0%
Total 5757400 - Capitalized Assets	0	0	5,000	-5,000	0%
5757900 - Long-Term Debt					
5708225 - Transfer to I & S 02 Bond	0	0	0	0	0%
5758225 - Admin. Expense to Debt Fund	30,900	30,900	123,600	-92,700	25%
Total 5757900 - Long-Term Debt	30,900	30,900	123,600	-92,700	25%
Total 75 - Water	62,343	133,009	758,817	-625,808	18%
80 - Sewer					
5801400 - Support Salaries					
5801405 - Support Staff	2,498	2,498	9,106	-6,608	27%
5801415 - Maintenance Crew	4,099	12,237	51,730	-39,493	24%
5801450 - Certification Pay	92	276	1,210	-934	23%

**Ovilla W&S Utility Fund
Net Change in Fund Balance
Budget vs. Actual
October through December 2013**

	Dec 13	Oct - Dec 13	Budget	\$ Over Budget	% of Budget Thru December 25%
5801480 • Merit Raises	0	0	1,900	-1,900	0%
5801490 • Overtime	74	1,048	2,500	-1,452	42%
5801500 • Sewer - On Call	50	300	1,150	-850	26%
Total 5801400 • Support Salaries	6,813	16,359	67,596	-51,237	24%
5802100 • Employee Benefits					
5802110 • Group Insurance	551	2,755	14,900	-12,145	18%
5802135 • TMRS	250	803	3,200	-2,397	25%
5802160 • Worker's Compensation-Sewer	0	656	2,700	-2,044	24%
5802170 • Payroll Taxes	60	195	900	-705	22%
5802190 • Licenses	0	0	222	-222	0%
Total 5802100 • Employee Benefits	861	4,409	21,922	-17,513	20%
5802300 • Contractual Services/Personnel					
5802350 • Contract Labor - Company	0	0	1,000	-1,000	0%
Total 5802300 • Contractual Services/Personnel	0	0	1,000	-1,000	0%
5802500 • Operating Services					
5802515 • Sardis Collection Expense	213	451	2,500	-2,049	18%
5802590 • TCEQ Fees - Sewer	0	0	60	-60	0%
Total 5802500 • Operating Services	213	451	2,560	-2,109	18%
5803100 • General Supplies •					
5803140 • Uniforms	70	779	1,000	-221	78%
Total 5803100 • General Supplies	70	779	1,000	-221	78%

Ovilla W&S Utility Fund
Net Change in Fund Balance
Budget vs. Actual
October through December 2013

	Dec 13	Oct - Dec 13	Budget	\$ Over Budget	% of Budget Thru December 25%
5803400 • Maintenance Supplies & Parts					
5803460 • Miscellaneous	0	0	500	-500	0%
Total 5803400 • Maintenance Supplies & Parts	0	0	500	-500	0%
5804200 • Travel Expenses					
5804220 • Professional Development	0	0	500	-500	0%
5804270 • Vehicle Expense	167	436	1,800	-1,364	24%
Total 5804200 • Travel Expenses	167	436	2,300	-1,864	19%
5805400 • Utilities					
5805450 • Electricity	173	2,189	2,700	-511	81%
5805463 • TRA Wastewater Treatment	7,842	10,462	47,000	-36,538	22%
Total 5805400 • Utilities	8,015	12,651	49,700	-37,049	25%
5805500 • Repairs & Bldg Improvements					
5805510 • Repairs - Land Improvements	0	0	300	-300	0%
5805540 • Repairs - Machinery & Equipment	77	3,297	6,100	-2,803	54%
5805550 • Repairs - Vehicles	0	0	0	0	0%
5805570 • Inventory Expense	0	920	2,500	-1,580	37%
5805590 • Repairs - Other	0	0	700	-700	0%
Total 5805500 • Repairs & Bldg Improvements	77	4,217	9,600	-5,383	44%
5805600 • Insurance					
5805610 • Insurance - Property	0	14	75	-61	19%
5805620 • Insurance - Liability	0	84	350	-266	24%

**Ovilla W&S Utility Fund
Net Change in Fund Balance
Budget vs. Actual
October through December 2013**

	Dec 13	Oct - Dec 13	Budget	\$ Over Budget	% of Budget Thru December 25%
5805640 • Insurance - Vehicle	0	10	50	-40	20%
Total 5805600 • Insurance	0	108	475	-367	23%
5805700 • Other Expenses					
5805752 • Employment Screening	0	0	200	-200	0%
Total 5805700 • Other Expenses	0	0	200	-200	0%
5807400 • Capitalized Assets					
5807440 • Machinery & Equipment	0	0	4,000	-4,000	0%
Total 5807400 • Capitalized Assets	0	0	4,000	-4,000	0%
Total 80 • Sewer	16,216	39,410	160,853	-121,443	25%
Total Expense	132,175	237,164	1,247,668	-1,010,504	19%
Net Change in Fund Balance	-58,349	129,018	0	129,018	100%

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

	Dec 13	Oct - Dec 13	Budget	\$ Over Budget	% of Budget Thru December 25%
Resources					
4000100 • Taxes					
4000107 • Ad Valorem, Current I & S	233,675	264,437	413,436	-148,999	64%
4000111 • Ad Valorem, Delinquent I & S	23	203	3,400	-3,197	6%
4000114 • Interest/Penalties - I & S	5	23	2,800	-2,777	1%
Total 4000100 • Taxes	233,703	264,663	419,636	-154,973	63%
4000800 • Other Revenue					
4000840 • Interest Earned	29	68	765	-697	9%
4000900 • Reduction of Reserve Fund Bal.	0	0	28,924	-28,924	0%
4000930 • Admin.Rev.Rec.Fr Water & Sewer	30,900	30,900	123,600	-92,700	25%
Total 4000800 • Other Revenue	30,929	30,968	153,289	-122,321	20%
5158200 • Transfers					
5158225 • Transfer In - Water and Sewer	0	0	0	0	0%
Total 5158200 • Transfers	0	0	0	0	0%
Total Resources	264,632	295,631	572,925	-277,294	52%
Expense					
5157900 • Long-Term Debt					
5157930 • Paying Agent Fees	0	0	500	-500	0%
5157935 • 2011 Bond Issue Principle	0	0	355,000	-355,000	0%
5157940 • 2011 Bond Issue Interest	0	0	217,425	-217,425	0%
Total 5157900 • Long-Term Debt	0	0	572,925	-572,925	0%
5159000 • Reserves					
5159015 • Debt Reserves	0	0	0	0	0%
Total 5159000 • Reserves	0	0	0	0	0%
Total Expense	0	0	572,925	-572,925	0%
Net Change in Fund Balance	264,632	295,631	0	295,631	100%

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

	Dec 13	Oct - Dec 13	Budget	\$ Over Budget	% of Budget Thru December 25%
Resources					
4000800 · Other Revenue					
4000845 · Interest Earned - Texstar	0	0	1	-1	0%
4000850 · Interest Earned - Prosperity	22	65	255	-190	25%
Total 4000800 · Other Revenue	22	65	256	-191	25%
Total Resources	22	65	256	-191	25%
Expense					
5879000 · Reserves					
5879010 · Admin Reserves	0	0	256	-256	0%
Total 5879000 · Reserves	0	0	256	-256	0%
Total Expense	0	0	256	-256	0%
Net Change in Fund Balance	22	65	0	65	100%

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01/17/14
Accrual Basis

City of Ovilla - Park Impact Fund
Net Change in Fund Balance
Budget vs. Actual
October through December 2013

	Dec 13	Oct - Dec 13	Budget	\$ Over Budget	% of Budget Thru December 25%
Resources					
4000400 • Charges for Services					
4000460 • Park Impact	669	2,677	4,014	-1,337	67%
Total 4000400 • Charges for Services	669	2,677	4,014	-1,337	67%
4000800 • Other Revenue					
4000840 • Interest Earned	5	15	30	-15	50%
4000900 • Reduction of Fund Balance	0	0	0	0	0%
Total 4000800 • Other Revenue	5	15	30	-15	50%
Total Resources	674	2,692	4,044	-1,352	67%
Expense					
5606400 • Minor Capital Outlay					
5606410 • Land Improvements	0	0	500	-500	0%
5606440 • Machinery and Equipment	0	0	0	0	0%
Total 5606400 • Minor Capital Outlay	0	0	500	-500	0%
5607400 • Capitalized Assets					
5607440 • Capital Machinery & Equipment	0	0	3,500	-3,500	0%
Total 5607400 • Capitalized Assets	0	0	3,500	-3,500	0%
5609000 • Reserves					
5609035 • Park Impact Reserves	0	0	44	-44	0%
Total 5609000 • Reserves	0	0	44	-44	0%
Total Expense	0	0	4,044	-4,044	0%
Net Change in Fund Balance	674	2,692	0	2,692	100%

Ovilla W&S Impact Fee Fund
Net Change in Fund Balance
Budget vs. Actual
October through December 2013

	Dec 13	Oct - Dec 13	Budget	\$ Over Budget	% of Budget Thru December 25%
Resources					
4000400 • Charges for Services					
4000476 • Water Impact Fee	0	0	0	0	0%
4000477 • Sewer Impact Fee	174	696	1,044	(348)	67%
Total 4000400 • Charges for Services	174	696	1,044	(348)	67%
4000800 • Other Revenue					
4000840 • Interest Earned	28	54	195	(141)	28%
4000990 • Reduction in Fund Balance	0	0	0	0	0%
Total 4000800 • Other Revenue	28	54	195	(141)	28%
Total Resources	202	750	1,239	(489)	61%
Expense					
5102300 • Contractual Services					
5102310 • Consultant Fees	0	0	0	0	0%
Total 5102300 • Contractual Services	0	0	0	0	0%
5859000 • Reserves					
5859020 • Water Impact Fees Reserve	0	0	0	0	0%
5859030 • Sewer Impact Fees Reserve	0	0	1,239	(1,239)	0%
Total 5859000 • Reserves	0	0	1,239	(1,239)	0%
Total Expense	0	0	1,239	(1,239)	0%
Net Change in Fund Balance	202	750	0	750	100%

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01/17/14
Accrual Basis

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

	Dec 13	Oct - Dec 13	Budget	\$ Over Budget	% of Budget Thru December 25%
Resources					
4000100 • Taxes					
4000120 • Sales tax	6,626	22,366	90,000	-67,634	25%
Total 4000100 • Taxes	6,626	22,366	90,000	-67,634	25%
4000800 • Other Revenue					
4000840 • Interest Income	87	255	785	-530	32%
Total 4000800 • Other Revenue	87	255	785	-530	32%
Total Resources	6,713	22,621	90,785	-68,164	25%
Expense					
8102200 • Special Services					
8102220 • Website Support & Maintenance	0	0	1,000	-1,000	0%
8102230 • Legal Fees	0	0	500	-500	0%
8102240 • Audit	0	0	1,600	-1,600	0%
8102250 • Accounting	0	0	0	0	0%
Total 8102200 • Special Services	0	0	3,100	-3,100	0%
8102300 • Consultant Services					
8102310 • Consultant Fees	386	7,554	15,000	-7,446	50%
8102350 • Contract Labor	0	0	0	0	0%
Total 8102300 • Consultant Services	386	7,554	15,000	-7,446	50%
8103100 • General Supplies					
8103110 • Office Supplies	0	10	100	-90	10%
Total 8103100 • General Supplies	0	10	100	-90	10%
8104200 • Travel Expense					
8104210 • Travel Expense	0	0	1,000	-1,000	0%

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

	Dec 13	Oct - Dec 13	Budget	\$ Over Budget	% of Budget Thru December 25%
8104220 • Professional Development	0	270	2,000	-1,730	14%
Total 8104200 • Travel Expense	0	270	3,000	-2,730	9%
8105300 • - Printing					
8105320 • Printing Expense	0	177	2,500	-2,323	7%
Total 8105300 • - Printing	0	177	2,500	-2,323	7%
8105500 • - Projects					
8105560 • Sewer Line	0	0	45,000	-45,000	0%
Total 8105500 • - Projects	0	0	45,000	-45,000	0%
8105600 • Insurance					
8105620 • Insurance - Liability	0	71	285	-214	25%
Total 8105600 • Insurance	0	71	285	-214	25%
8105700 • Other Expenses					
8105705 • Postage	0	0	100	-100	0%
8105740 • Advertising	0	0	1,800	-1,800	0%
8105765 • Business Expense	0	0	100	-100	0%
Total 8105700 • Other Expenses	0	0	2,000	-2,000	0%
8109000 • Reserves					
8109015 • Administrative Reserves	0	0	17,300	-17,300	0%
8109215 • Admin. Expense to General Fund	625	625	2,500	-1,875	25%
Total 8109000 • Reserves	625	625	19,800	-19,175	3%
Total Expense	1,011	8,707	90,785	-82,078	10%
Net Change in Fund Balance	5,702	13,914	0	13,914	100%

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

	Dec 13	Oct - Dec 13	Budget	\$ Over Budget	% of Budget Thru December 25%
Resources					
4000100 • Taxes					
4000120 • Sales tax	2,315	7,447	25,000	-17,553	30%
Total 4000100 • Taxes	2,315	7,447	25,000	-17,553	30%
4000800 • Other Revenue					
4000840 • Interest Income	20	56	135	-79	41%
Total 4000800 • Other Revenue	20	56	135	-79	41%
Total Resources	2,335	7,503	25,135	-17,632	30%
Expense					
9102200 • Special Services					
9102230 • Legal Fees	0	0	250	-250	0%
9102240 • Audit	0	0	1,600	-1,600	0%
9102250 • Accounting	0	0	250	-250	0%
Total 9102200 • Special Services	0	0	2,100	-2,100	0%
9102300 • Consultant Services					
9102310 • Consultant Fees	0	0	500	-500	0%
Total 9102300 • Consultant Services	0	0	500	-500	0%
9103100 • General Supplies					
9103110 • Office Supplies	0	0	100	-100	0%
Total 9103100 • General Supplies	0	0	100	-100	0%
9104200 • Travel Expense					

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

	Dec 13	Oct - Dec 13	Budget	\$ Over Budget	% of Budget Thru December 25%
9104220 • Professional Development	0	0	250	-250	0%
Total 9104200 • Travel Expense	0	0	250	-250	0%
9105600 • Insurance					
9105620 • Insurance - Liability	0	71	285	-214	25%
Total 9105600 • Insurance	0	71	285	-214	25%
9105700 • Other Expenses					
9105705 • Postage	0	0	25	-25	0%
Total 9105700 • Other Expenses	0	0	25	-25	0%
9109000 • Reserves					
9109015 • Administrative Reserves	0	0	21,375	-21,375	0%
9109215 • Admin. Expense to General Fund	125	125	500	-375	25%
Total 9109000 • Reserves	125	125	21,875	-21,750	1%
Total Expense	125	196	25,135	-24,939	1%
Net Change in Fund Balance	2,210	7,307	0	7,307	100%

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

	Dec 13	Oct - Dec 13	Budget	\$ Over Budget	% of Budget Thru December 25%
Resources					
4000800 · Other Revenue					
4000815 · Gifts	0	500	7,500	-7,000	7%
4000830 · Vending Machines	0	0	500	-500	0%
4000880 · Reduction in Fund Balance	0	0	0	0	0%
Total 4000800 · Other Revenue	0	500	8,000	-7,500	6%
Total Resources	0	500	8,000	-7,500	6%
Expense					
5332100 · Employee Benefits					
5332196 · Membership Dues	0	0	100	-100	0%
Total 5332100 · Employee Benefits	0	0	100	-100	0%
5333400 · Maintenance Supplies and Parts					
5333410 · Supplies - Custodial	0	0	0	0	0%
5333460 · Supplies - Miscellaneous	0	68	1,750	-1,682	4%
Total 5333400 · Maintenance Supplies and Parts	0	68	1,750	-1,682	4%
5334200 · Travel Expenses					
5334220 · Professional Development	0	0	150	-150	0%
Total 5334200 · Travel Expenses	0	0	150	-150	0%
5335700 · Other Expense					
5335735 · Official Functions	375	375	3,000	-2,625	13%
5335765 · Miscellaneous	0	0	3,000	-3,000	0%
Total 5335700 · Other Expense	375	375	6,000	-5,625	6%

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

	Dec 13	Oct - Dec 13	Budget	\$ Over Budget	% of Budget Thru December 25%
5336400 - Minor Capital Outlay					
5336440 - Machinery & Equipment	0	0	0	0	0%
Total 5336400 - Minor Capital Outlay	0	0	0	0	0%
5337400 - 5337400 - Capitalized Assets					
5337440 - Machinery & Equipment	0	0	0	0	0%
Total 5337400 - 5337400 - Capitalized Assets	0	0	0	0	0%
5339000 - Reserve					
5339010 - Admin Reserves	0	0	0	0	0%
Total 5339000 - Reserve	0	0	0	0	0%
Total Expense	375	443	8,000	-7,557	6%
Net Change in Fund Balance	-375	57	0	57	100%

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

	Dec 13	Oct - Dec 13	Budget	\$ Over Budget	% of Budget Thru December 25%
Resources					
4000800 • Other Revenue	200	250	1,000	-750	25%
4000815 • Gifts	0	0	4,365	-4,365	0%
4000880 • Reduction of Fund Balance	200	250	5,365	-5,115	5%
Total 4000800 • Other Revenue					
	200	250	5,365	-5,115	5%
Total Resources					
	200	250	5,365	-5,115	5%
Expense					
5232600 • Special Expenses	125	125	2,265	-2,140	6%
5232690 • Special Expenses - Other	125	125	2,265	-2,140	6%
Total 5232600 • Special Expenses					
	125	125	2,265	-2,140	6%
5235500 • Repairs and Bldg Improvements	0	0	100	-100	0%
5235540 • Repairs - Machinery & Equipment	0	0	100	-100	0%
Total 5235500 • Repairs and Bldg Improvements					
	0	0	100	-100	0%
5235700 • Other Expense	0	0	1,000	-1,000	0%
5235735 • Official Functions	0	0	1,000	-1,000	0%
Total 5235700 • Other Expense					
	0	0	1,000	-1,000	0%
5236400 • Minor Capital Outlay	96	336	2,000	-1,664	17%
5236440 • Machinery and Equipment	96	336	2,000	-1,664	17%
Total 5236400 • Minor Capital Outlay					
	96	336	2,000	-1,664	17%
5239000 • Reserves	0	0	0	0	0%
5239010 • Administrative Reserves	0	0	0	0	0%
Total 5239000 • Reserves					
	0	0	0	0	0%
Total Expense					
	221	461	5,365	-4,904	9%
Net Change in Fund Balance					
	-21	-211	0	-211	100%



City Administrator Activity Report

Cyndy Powell

January 13, 2014 – January 17, 2014

Weekly staff meetings – held Tuesdays at 9:00 a.m.

Employee Policies Handbook – Ms. Lee will review and discuss the remaining sections of the Handbook on January 27, 2014 at a 6:00 p.m. Workshop Meeting.

Cockrell Hill Road Repairs for FY 2014 – Brad informed me that Roger Miller, Dallas County, has been in communication with Ellis County regarding the roadwork on Cockrell Hill. Brad and I will be meeting again with Ellis County to confirm the plans.

Progressive Solid Waste and Recycling – Staff has confirmed with Progressive Spring Cleanup day for Saturday April 26th and May 3rd as the rain date.

Planning and Zoning Commission – Tentative date for a Joint Workshop, Council and P&Z Monday, February 03, 2014 at 7:00 p.m. to modify the existing parking standards.

Employee Compensation Study – We have received the Survey Navigator salary data from Waters Consulting.

Strategic Guide – The draft Strategic Guide was posted on the City's website. Notification was emailed to boards and commissions and to about 400 Notify Me subscribers (some duplicates). A voice message was sent to the 1,300+ phone numbers in the CTY calling system, and hard copies are available at City Hall. The feedback will be received until January 31, 2014. Feedback is being discussed with Joe Gonzalez at the end of each day and will be compiled and shared with Council. I have received six responses since posting the Strategic Guide and had three citizens provide input prior to posting.

Economic Development Corporation – Next meeting will be February 18, 2014.

Municipal Development District – pending appointments.

Main Street Sewer Project – The property owners rescheduled a meeting with the Mayor and staff to Friday, January 24th at 3:00 p.m. At the December 09th meeting Council authorized the City's participation in the project not to exceed \$9,900.00. A letter was mailed to Mr. Sims on Friday, January 03, 2014.

ESD#4 Board Meeting – The Commissioner's Court appointed two new members to ESD#4 Board, Bob Mahlstedt and Ray Brindle to replace Ernie Martinek and Andy Lancaster.

113 Acres off Shiloh Road – On January 08, 2014 Brad and I met with Lance Rust and property owner Chuck Cole regarding the city's subdivision regulations and design standards. He stressed his meeting is very preliminary and he was seeking information. This is the same 113 acres Bobby Glass decided against developing last summer.

Gold Award for transparency – Sharon is working to create the searchable PDF check registers with help from the auditors to convert the files. We learned January 15, 2014 the Comptroller's office is considering new submission criteria for 2014 and we are awaiting further information.

Police patrol positions – Chief Moon hired three officers, two started this week.

Ovilla Service League Dinner - set for Friday, February 21, 2014. Tickets are \$12.00 each for adults, \$8.00 for children. Silent Auction items are needed up to \$50.00 value and are due by February 10, 2014.

Texas State Technical College will hold a ribbon cutting on January 24, 2014. Invitations to Council will be provided once received.

Ellis County Hazard Mitigation Action Plan – First public meeting was held Thursday, January 16, 2014 at 7:00pm in the Waxahachie City Council Chambers.

Ashburn Glen HOA – Chief Moon and I attended the HOA meeting Thursday, January 16, 2014 at 7:00pm at the request of resident Mike Meyers. I shared the progress of strategic planning and Chief offered volunteer opportunities for the neighborhood crime watch program.



City Administrator Activity Report

Cyndy Powell

January 03, 2014 – January 10, 2014

Weekly staff meetings – held Tuesdays at 9:00 a.m.

Employee Policies Handbook – Ms. Lee will review and discuss the remaining sections of the Handbook on January 27, 2014 at a 6:00 p.m. Workshop Meeting.

Cockrell Hill Road Repairs for FY 2014 – Brad informed me that Roger Miller, Dallas County, has been in communication with Ellis County regarding the roadwork on Cockrell Hill. Brad and I will be meeting again with Ellis County to confirm the plans.

Progressive Solid Waste and Recycling – Remaining carts were to be picked up by CWD from City Hall the week of January 06, 2014. They were not and we are in communication.

Planning and Zoning Commission – A public hearing for the parking standards was held Monday, January 06, 2013. P&Z approved and recommended the Ordinance to Council.

Employee Compensation Study – As of Monday, December 16, 2013, there were three patrol positions open. I had started researching the compensation component of the Compensation and Classification Study and had started with the patrol position.

Strategic Plan – The draft Strategic Guide will be presented for Council's consideration at the Regular Meeting on Monday, January 13, 2014. Vision: *Ovilla is a safe, family and business friendly community with a small town feel;* and mission: *We will demonstrate leadership and adopt policies that reflect the values of the citizens of the City of Ovilla.*

Economic Development Corporation – Next meeting is to be determined in January.

Municipal Development District – pending appointments.

Main Street Sewer Project – At the December 09th meeting and Council authorized the City's participation in the project not to exceed \$9,900.00. A letter was mailed to Mr. Sims on Friday, January 03, 2014.

ESD#4 Board Meeting – the executed agreement forwarded to the ESD is awaiting Board consideration and execution. The Board cancelled the meeting for Monday, January 06, 2014. The County Commissioners Court will consider reappointments and appointments to the ESD Boards, including ESD#4, on Monday, January 13, 2014 at their regular meeting at 10:00 a.m.

OFD - Ellis County Judge Carol Bush recognized Ovilla Fire Department's efforts at the Milford incident that occurred on November 14, 2013. The first responders, as well as partner agencies were officially commended in Commissioners Court on December 19, 2013 at 3:00pm. Chief Brancato attended.

113 Acres off Shiloh Road – Brad and I met with Lance Rust and property owner Chuck Cole regarding the city's subdivision regulations and design standards. He stressed his meeting is very preliminary and he was seeking information. This is the same 113 acres Bobby Glass decided against developing last summer.

Gold Award for transparency – Sharon and I are working to create searchable PDFs of the check registers from Quick Books that does not disclose personal payroll information but does show the total dollar figure for payroll. She is seeking the advice of a Quick Books consultant for technical support.

Police patrol positions – Chief Moon reported positive results from the interviews held for the three open positions.

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

Texas State Technical College will hold a ribbon cutting on January 24, 2014. Invitations to Council will be provided once received.



Ovilla City Council

CONSENT ITEMS A - F

Meeting Date: January 27, 2014

Department: Administration

☒ Discussion ☒ Action

Budgeted Expense: ☐ YES ☐ NO ☒ N/A

Submitted by: Staff

Amount: N/A

Attachments:

- A. Minutes of the December 09, 2013 Council Meeting
- B. Minutes of the December 11, 2013 Special Council Workshop Meeting
- C. Quarterly Investment Report
- D. Committed Fund Balance Calculation for quarter ending 12-31-2013
- E. Tier 2 / Racial Profiling Report and Annual UCR stats
 - o Annual filing requirement
- F. Joint Election Agreement Between the Midlothian ISD and the City of Ovilla
 - o The City of Ovilla and Midlothian Independent School District hold their elections on the same day and have successfully shared a common polling place (Ovilla City Hall) on Election Day for many years. Both the MISD and the City share the cost of the state required election equipment.

Agenda Item / Topic:

Discussion / Justification:

Recommendation / Staff Comments:

Staff recommends approval.

Sample Motion(s):

I move that Council approves the Consent Items as presented.

CITY OF OVILLA MINUTES
Monday, December 09, 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 7:13 P.M. The following City Council Members were present:

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

Mayor Dormier noted present members, thus constituting a quorum. Various department-heads and staff were also present.

PL4 Hunt gave the Invocation and Mayor Pro Tem Hall led the recitation of the Pledge of Allegiance.

COMMENTS, PRESENTATIONS, REPORTS AND/OR APPOINTMENTS

♦ **Citizens Comments / Citizens Forum:**

- I. Mr. Ed Wilson - inquired about the status of tornado shelters

♦ **Department Activity Reports / Discussion**

- Police Department Police Chief M. Moon
 - Chief Moon briefed Council on the monthly Police Department report.
- Fire Department Fire Chief Brancato
 - Fire Chief Brancato briefed Council on the monthly Fire report.
- Public Works Director B. Piland
 - Briefed Council on the monthly Public Works Department report.
 - Still working on meter replacements
- Administration City Administrator C. Powell
 - Bi-weekly activity reports were reviewed.
 - Repaving/maintenance of Cockrell Hill Road
 - Staff is working on the status of storm shelters in Ovilla and expected to have documentation prepared for Council presentation at a future meeting.
- Municipal Court City Secretary P. Woodall
 - Briefed Council on monthly and annual reports and gave collections, warrants and violation comparisons from the previous year.
- Code Enforcement/Animal Control Code Enforcement/ACO M. Dooly
 - Code Officer and A/CO Mike Dooly briefed Council on the monthly reports.

CONSENT ITEMS

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

Mayor Pro Tem Hall requested the Revised Quarterly Investment Report be pulled from the consent for discussion.

PL4 Hunt made the motion that Council approves the remaining consent items as presented, seconded by Mayor Pro Tem Hall. *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: 5-0.

Because the City Accountant was not present at the meeting for reply, Mayor Pro Tem Hall directed the City Administrator to return with an explanation for the city's use of CNB for investments as opposed to using Prosperity.

Mayor Pro Tem Hall moved that Council approve the Revised Quarterly Investment Report, seconded by PL4 Hunt. *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: 5-0

EXECUTIVE SESSION

Mayor Dormier moved the order of the agenda to address Item 8, Executive Session, at 7:36 p.m.

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.

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.

Mayor Dormier and Council reconvened into Open Session at 7:47 p.m.

PL3 Griffin made the motion that language "indemnify" be reinstated in Section 11 of the contract, move to approve and allow the Mayor to execute the Interlocal Agreement for Fire Protection and First Responder Services with Ellis Council Emergency Services District #4, 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: 5-0

Mayor Dormier returned to the regular order of the agenda.

REGULAR AGENDA

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

The Handbook was still under review.

No Action.

ITEM 2. DISCUSSION/ACTION – Consideration of proposed Main Street Sewer Project and take action as necessary.

Richard Dormier, Mayor
Ralph Hall, Place One
Larry Stevenson, Place Two

Doug Hunt, Place Four
David Griffin, Place Three
Dean Oberg, Place Five

Public Works Director Brad Piland updated Council summarizing an increased city expense for the installation of the proposed Main Street Sewer Project. The cost increased from the originally quoted \$5,000 to \$8,000-\$9,000. The financial obligation to the property owners were expected to remain the same. Comments were made that this would invite businesses to the downtown area including the idea of eventually bringing sewer to the city hall.

PL2 Stevenson moved that Council continue moving forward with the Main Street Sewer Project, seconded by Mayor Pro Tem Hall. *Mayor Dormier asked for an announcement of AYE or NAY from Council. Council Members, Mayor Pro Tem Hall, PL2 Stevenson, PL3 Griffin and PL5 Oberg announced AYE in favor. Council Member PL4 Hunt voted in opposition, no abstentions.*

VOTE: The motion carried: 4 in favor-1 in opposition.

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.

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

Citizens Comments – One citizen signed up to speak on this topic. Mayor Dormier allowed the speaker to address Council.

I. Mr. Phil Lynch - spoke in opposition, disagreeing with the expense and shared examples of how compensation studies are done at the county level.

Mayor Pro Tem Hall supported Ms Powell in outsourcing a project as this. PL5 Oberg stated he could not agree to the expense, knowing of the city administrator's experience and ability to perform the study.

PL5 Oberg made the motion that Council denies Resolution 2013-016, authorizing the Mayor to execute an Agreement for the services of Coleman and Associates to conduct an Employee Compensation and Classification Study for the City of Ovilla, seconded by PL4 Hunt. *Mayor Dormier asked for an announcement of AYE or NAY from Council. Council Members PL2 Stevenson, PL3 Griffin, PL4 Hunt and PL5 Oberg announced AYE in favor of the denial. Mayor Pro Tem Hall voted in opposition, no abstentions.*

VOTE: The motion to DENY carried: 4 in favor-1 in opposition.

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.

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.

PL4 Hunt made the motion that Council approves Resolution 2013-017, authorizing the Mayor to execute a Contract with Perdue, Brandon, Fielder, Collins and Mott, L.L.P., for the collection of delinquent court fines, fees and court costs as permitted, 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: 5-0.

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.

PL3 Griffin made a motion to approve 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 TX Code of Criminal Procedure, 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: 5-0.

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.

The City of Ovilla has utilized certain animal control services through the City of Waxahachie Animal Shelter for many years. The City received notice of a cost increase to these services, outlined in the proposed agreement. The increase represented a 100% increase. Some of the fees will be the pet owners' financial obligation.

Mayor Pro Tem Hall made the motion that Council approves Resolution 2013-018 for an Agreement of Service with the City of Waxahachie for Animal Control Services and provides authorization for the Mayor to execute such agreement, 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: 5-0.

ITEM 7. DISCUSSION – Review of Code Enforcement procedures.

Council discussed the process in which Code Enforcement complaints are handled in the City.

No Action.

REQUESTS FOR FUTURE AGENDA ITEMS

- | | |
|-----------------------|--|
| 1. Mayor | Six months review of the City Administrator would be upcoming. Reminded Council of a January 13, 2014 Workshop prior to the Regular Meeting. |
| 2. Mayor Pro Tem Hall | None |

Richard Dormier, Mayor
Ralph Hall, Place One
Larry Stevenson, Place Two

Doug Hunt, Place Four
David Griffin, Place Three
Dean Oberg, Place Five

- | | |
|------------------|------|
| 3. PL2 Stevenson | None |
| 4. PL3 Griffin | None |
| 5. PL4 Hunt | None |
| 6. PL5 Oberg | None |

City Administrator Ms Powell advised Council of an employee recognition luncheon on December 19, 2013.

ADJOURNMENT

There being no further business, Mayor Dormier adjourned the meeting at 9:00 p.m.

Richard Dormier, Mayor

ATTEST:

Pamela Woodall, City Secretary

Approved January 27, 2014

Executive Session sealed and filed separately.

*Richard Dormier, Mayor
Ralph Hall, Place One
Larry Stevenson, Place Two*

*Doug Hunt, Place Four
David Griffin, Place Three
Dean Oberg, Place Five*

CITY OF OVILLA WORKSHOP MINUTES

*Wednesday, December 11, 2013
Special Council Workshop Meeting*

105 S. Cockrell Hill Road, Ovilla, TX 75154

Mayor Dormier called the Workshop Meeting of the Ovilla City Council to order at 6:02 P.M. The following City Council Members were present:

Ralph Hall
Larry Stevenson
David Griffin
Doug Hunt
Dean Oberg

Mayor Pro Tem, Place 1
Council Member Place 2
Council Member Place 3
Council Member Place 4
Council Member Place 5

Mayor Dormier noted present members, thus constituting a quorum. Various department-heads, staff and Ms Jacqueline Lee (First Texas Group) were present.

REGULAR AGENDA

ITEM I. DISCUSSION – Review and discuss revisions to the Employee Policies Handbook as presented to the City Council for review.

Ms Jacqueline Lee was present to review and answer Council questions and feedback of the newly developed Employee Policies Handbook. The presented policy was the second draft, redlined and commented for review. It was noted that Ovilla's legal counsel, Mr. Ron MacFarlane had reviewed the proposed policy and was of the opinion that it complied with applicable laws. Mr. MacFarlane was available by phone for questions.

Council discussed various sections:

1. Section 4 pertaining to college transcripts need to be from accredited universities
2. TMRS and the 1,000 part-time hour maximum
3. Probationary periods
4. Rehires
5. Perdeim rates set by the state need to be included for professional development and training
6. Outside employment
7. Use of personal tools should be prohibited
8. 60-days should be the maximum time allowed to use comp-time
9. On-call status compensation
10. Assure that Police and Fire general orders and/or standard operating procedures comply with all provisions of the Handbook and do not contain conflicting language.
11. Vacation buy-back
12. Approved holidays

Approximately one-half of the Handbook was reviewed in the allotted one-hour schedule. It was confirmed that staff would schedule another meeting for continued review with Ms Lee and Council.

No Action.

ADJOURNMENT

Mayor Dormier adjourned the meeting at 7:03.

ATTEST:

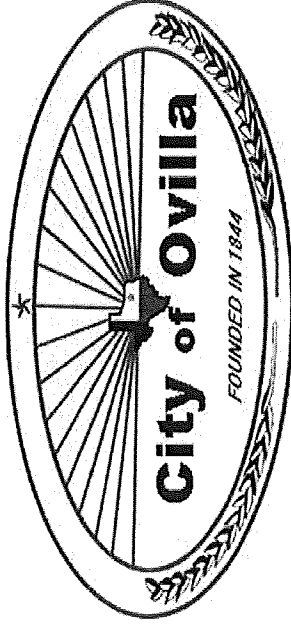
Pamela Woodall, City Secretary

Richard Dormier, Mayor

Approved January 27, 2014

*Richard Dormier, Mayor
Ralph Hall, Place One
Larry Stevenson, Place Two*

*Doug Hunt, Place Four
David Griffin, Place Three
Dean Oberg, Place Five*



DATE: 1-27-2014

TO: Honorable Mayor and Council Members

FROM: Sharon Jungman

SUBJECT: Quarterly Investment Report for

Quarter Ending 12-31-13

City of Ovilla
Fiscal Year 2013-2014
Investment Report
For Quarter Ending December 31, 2013

Fund	Bank	Investment Type	Description	Quick Books Account #	Inception Date	Maturity Date	Rate	Beginning Market Value 10-1-2013	Activity During Quarter	Ending Market Value 12/31/2013	Book Value 12/31/2013	Difference
GENERAL FUND												
GF	Prosperity Bank	Operating	General	1012500	N/A	N/A	0.3200%	\$ 948,115.90	Interest Earned \$ 581.01 Net Deposit \$ 794,491.29 Net Withdrawals \$ 756,420.74 Ending Balance \$986,767.46	\$986,767.46	\$1,301,902.02	(\$315,134.56)
GF	Texstar Investment		Pool	1012525	N/A	N/A	0.0357%	\$ 3,723.75	Interest Earned \$ 0.21 Withdrawal \$ - Ending Balance \$ 3,723.96	\$ 3,723.96	\$3,723.96	\$0.00
GF	Prosperity Bank		Money Market	1012520	3/2/11	N/A	0.2000%	\$228,587.25	Interest Earned \$ 115.25 Withdrawal \$ - Ending Balance \$228,702.50	\$228,702.50	\$228,702.50	\$0.00
GF	Texstar Investment		Pool	1011525	N/A	N/A	0.0357%	\$ 928.81	Interest Earned \$0.01	\$928.82	\$928.82	(\$0.00)
GF	Prosperity Bank	\$240,000 Moved to Citizens National Bank On 8/18/11	Money Market	1012250	N/A	N/A	0.2000%	\$ 127,108.16	Interest Earned \$ 64.09 Net Deposit \$ - Net Withdrawals \$ - Ending Balance \$ 127,172.25	\$ 127,172.25	\$127,172.25	\$0.00
GF	Citizens National Bank	CD	CD	1012255	8/20/13	2/21/14	0.3000%	\$ 243,633.32	Interest Earned \$ - Net Deposit \$ - Net Withdrawals \$ - Ending Balance \$ 243,633.32	\$ 243,633.32	\$243,633.32	\$0.00
GF	Prosperity Bank		CD	1012290	10/17/12	10/17/13	0.3000%	\$ 55,415.36	Interest Earned \$ 41.90	\$55,457.26	\$55,457.26	\$0.00
Total General Fund									Total General Fund Balance	\$1,646,385.57	\$1,961,520.13	(\$315,134.56)
DEBT SERVICE												
Debt	Prosperity Bank	Savings Account	Sinking Fund	1010000	N/A	N/A	0.2000%	\$ 109,804.17	Interest Earned \$ 67.67 Deposits \$ 186,758.95 Deductions \$ - Ending Balance \$296,630.79	\$ 67.67 \$ 186,758.95 -\$	\$405,434.31	(\$108,803.52)

City of Ovilla
Fiscal Year 2013-2014
Investment Report
For Quarter Ending December 31, 2013

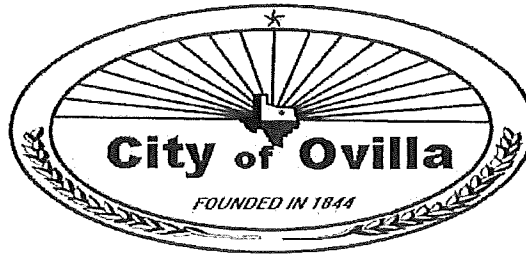
Fund	Bank	Investment Type	Description	Quick Books Account #	Inception Date	Maturity Date	Rate	Beginning Market Value 10-1-2013	Activity During Quarter	Ending Market Value 12/31/2013	Book Value 12/31/2013	Difference
Water & Sewer Utility Fund												
		Operating										
W&S	Prosperity Bank		Utility	1021500	N/A	N/A	0.3200%	\$ 711,854.86	Interest Earned \$ 663.86 Net Deposit \$ 430,928.93 Net Withdrawals \$ 350,768.19	\$792,679.46	\$792,029.22	\$650.24
W&S	Texstar Investment		Pool	1021525	N/A	N/A	0.0357%	\$ 1,144.75	Interest Earned \$ 0.02 Net Deposit \$ - Withdrawals \$ - Ending Balance \$1,144.77		\$1,144.77	\$0.00
W&S	Prosperity Bank		Utility	1021800	N/A	N/A	0.3400%	\$ 137.60	Interest Earned \$ 0.12 Net Deposit \$ - Net Withdrawals \$ -	\$137.72	\$137.72	\$0.00
W&S	Prosperity Bank		Money Mkt.	1020500	N/A	N/A	0.2000%	\$ 187,666.66	Interest Earned \$ 94.62 Net Deposit \$ - Net Withdrawals \$ -	\$ 187,761.28	\$187,761.28	\$0.00
Total W&S Utility Fund									Total W&S Fund	\$981,723.23	\$981,072.99	\$650.24
CAPITAL PROJECTS												
Construction Funds												
CP	Texpool Investment		Pool	1023000	N/A	N/A	0.0318%	\$ 308.16	Interest Earned \$ - Deposits \$ - Withdrawals \$ - Ending Balance \$308.16		\$308.16	\$0.00
CP	Texstar Investment		Pool	1023500	N/A	N/A	0.0357%	\$ 1,395.36	Interest Earned \$ 0.04 Deposits \$ - Withdrawals \$ - Ending Balance \$1,395.40		\$1,395.40	(\$0.00)
CP	Prosperity Bank		Money Market	1024000	N/A	N/A	0.2000%	\$129,534.55	Interest Earned \$ 65.31 Deposits \$ - Withdrawals \$ - Ending Balance \$129,599.86		\$129,599.86	\$0.00
Total Capital Projects										\$131,303.42	\$131,303.42	(\$0.00)

City of Ovilla
Fiscal Year 2013-2014
Investment Report
For Quarter Ending December 31, 2013

Fund	Bank	Investment Type	Description	Quick Books Account #	Inception Date	Maturity Date	Rate	Beginning Market Value 10-1-2013	Activity During Quarter	Ending Market Value 12/31/2013	Book Value 12/31/2013	Difference
W&S IMPACT FEE												
W&S Impact	Prosperity Bank	Money Market	Water Impact	8510100	N/A	N/A	0.2000%	\$ 76,520.74	Interest Earned \$ 38.58 Net Deposit \$ - Net Withdrawals \$ - Ending Balance \$ 76,559.32	\$ 76,559.32	\$76,559.32	\$0.00
W&S Impact	Texstar Investment		Sewer Impact	8520155	N/A	N/A	0.0390%	\$ 3,151.10	Interest Earned \$ 0.18 Net Deposits \$ - Net Withdrawals \$ - Ending Balance \$ 3,151.28	\$3,151.28	\$3,151.28	(\$0.00)
W&S Impact	Prosperity Bank	Money Market	Sewer Impact	8520160	N/A	N/A	0.2000%	\$29,903.53	Interest Earned \$ 15.25 Net Deposit \$ 696.00 Net Withdrawals \$ - Ending Balance \$ 30,614.78	\$30,614.78	\$30,614.78	\$0.00
Total W&S Impact Fund										\$110,325.38	\$110,325.38	(\$0.00)
PARK IMPROVEMENT												
Park	Prosperity Bank		Money Market	1010200	3/16/11	N/A	0.2000%	\$ 27,246.38	Interest Earned \$ 14.39 Deposits \$ 2,676.16 Withdrawals \$ - Ending Balance \$ 29,936.93	\$29,936.93	\$29,936.93	\$0.00
Total Park Improvement Fund										\$29,936.93	\$29,936.93	\$0.00
Ovilla 4B EDC												
4B EDC	Prosperity Bank	Operating		1012500	N/A	N/A	0.3200%	\$ 309,382.71	Interest Earned \$ 255.10 Net Deposit \$ 22,365.57 Net Withdrawals \$ 8,707.13 Ending Balance \$ 323,296.25	\$ 323,296.25	\$323,296.25	\$0.00
Municipal Development District												
MDD	Prosperity Bank	Operating		1012501	N/A	N/A	0.3200%	\$ 65,647.60	Interest Earned \$ 56.23 Net Deposit \$ 7,447.18 Net Withdrawals \$ 196.00 Ending Balance \$ 72,955.01	\$72,955.01	\$72,955.01	\$0.00
Police Dept. Special Fund												
Police Special	Prosperity Bank	Operating		1001010	N/A	N/A	0.0000%	\$ 12,129.44	Interest Earned \$ - Net Deposit \$ 250.00 Net Withdrawals \$ 960.33 Ending Balance \$ 11,419.11	\$11,419.11	\$11,419.11	\$0.00

**City of Ovilla
Fiscal Year 2013-2014
Investment Report
For Quarter Ending Dec**

[illegible]



DATE: 1-27-14

TO: Honorable Mayor and Council Members

FROM: Sharon Jungman

**SUBJECT: Committed Fund Balance Calculation for
Quarter Ending 12-31-13**

City of Ovilla
Committed Fund Balance
as of December 31, 2013

Description	Account Number	2013-2014 Budget Amount
Total General Fund 2013-2014 Budget		2,611,074
Capital Outlay - Buildings	5107420	0
Capital Outlay - Land	5107425	0
Capital Outlay - Machinery and Equipment	5107440	0
Capital Outlay - Vehicles	5207450	0
Capital Outlay - Other	5207490	0
Capital Outlay - Machinery and Equipment	5307440	0
Capital Outlay - Building	5507420	0
Capital Outlay - Machinery and Equipment	5507440	(7,000)
Capital Outlay - Vehicles	5507450	0
Capital Outlay - Infrastructure	5507460	(376,953)
Capital Outlay - Machinery and Equipment	5607440	(3,500)
Total Budget Less Capital or one time Expenditures		2,223,621
Less Contingency Reserve	5109001	(24,450)
		2,199,171
		25%
Committed Fund Balance		\$ 549,792.75

Total Reserve Bank Value Accounts

Prosperity Bank (Acct. #670010608)	1012290	\$ 55,457.26
Prosperity Money Market Reserve (Acct. #9307583)	1012250	\$ 127,172.25
Citizen's National Bankd (Acct. #11384408)	1012255	\$ 243,633.32
Texstar Reserves (Acct.#07017-1112)	1011525	\$ 928.82
Total Reserve Cash		\$ 427,191.65
Total undesignated cash reserves (Acct. #9307605)	1012520	\$ 130,000.00
Total Reserve Cash & Designated Cash		\$ 557,191.65

Number of Days in Current Reserve	\$ 6,025.13	92.48
-----------------------------------	-------------	--------------

Unassigned Fund Balance from 2011-2012 Audit	\$ 1,187,862.00
Committed Fund Balance	\$ 549,792.75
Current Unassigned GF Balance	\$ 638,069.25
Less Approved Road Work on Cockrell Hill Rd. 5-28-13	\$ (228,953.00)
Balance Left in Current Unassigned GF Balance	\$ 409,116.25

TIER 2 REPORTING

FULL REPORTING

Check One

- ☐ **No motor vehicle or audio equipment**
- ☒ **We choose to fully report even though we qualify for the partial exemption**



**Racial Profiling Reporting
(Tier 2)**

Department Name	Ovilla Police Department
Agency Number	TX0575500
Chief Administrator Name	Michael Moon
Reporting Name	Michael Moon
Contact Number	972-617-7262
E-mail Address	mmoon@cityofovilla.org

Certification to Report 2.132 (Tier 2)

Police Requirements (2.132(b) CCP):

Each law enforcement agency in this state shall adopt a detailed written policy on racial profiling.

The policy must:

- (1) clearly define acts constituting racial profiling;
- (2) strictly prohibit peace officers employed by the agency from engaging in racial profiling;
- (3) implement a process by which an individual may file a complaint with the agency if the individual believes that a peace officer employed by the agency has engaged in racial profiling with respect to the individual;
- (4) provide public education relating to the agency's complaint process;
- (5) require appropriate corrective action to be taken against a peace officer employed by the agency who, after an investigation, is shown to have engaged in racial profiling in violation of the agency's policy adopted under this article;
- (6) require collection of information relating to motor vehicle stops in which a citation is issued and to arrests made as a result of those stops, including information relating to:
 - (A) the race or ethnicity of the individual detained;
 - (B) whether a search was conducted and , if so, whether the individual detained consented to the search; and
 - (C) whether the peace officer knew the race or ethnicity of the individual detained before detaining that individual; and
- (7) require the chief administrator of the agency, regardless of whether the administrator is elected, employed, or appointed, to submit an annual report of the information collected under Subdivision (6) to:
 - (A) the Commission on Law Enforcement Officer Standards and Education; and
 - (B) the governing body of each county or municipality served by the agency, if the agency is an agency of a county, municipality, or other political subdivision of the state.

These policies are in effect

 11/21/14

Chief Administrator Date



**Racial Profiling Reporting
(Tier 2)**

(State of Texas Mandatory Form)

- Instructions: Please fill out all boxes. If zero use 0.**
1. Total on lines 3, 10, 13, 18, 21, 40, and 51 Must be equal
2. Total on lines 27 and 30 Must equal line 19

Gender:

1. 157 Female
2. 186 Male
3. 343 Total

Race or Ethnicity:

4. 60 African
5. 0 Asian
6. 240 Caucasian
7. 39 Hispanic
8. 3 Middle Eastern
9. 0 Native American
 1 Unknown/Not Specified
10. 343 Total

Race or Ethnicity known prior to stop?

11. 47 Yes
12. 292 No
 4 Unknown/Not Specified
13. 343 Total

Reason for Stop:

14. 4 Violation of Law Other Than Traffic
15. 0 Pre-existing Knowledge (i.e. Warrant)
16. 338 Moving Traffic Violation
17. 0 Vehicle Traffic Violation (Equipment, Inspection or Registration)
 1 Unknown/Not Specified
18. 343 Total



**Racial Profiling Reporting
(Tier 2)**

Search conducted?

19. 13 Yes
20. 330 No

21. 343 Total

**Reason for search:
(choose 1 for each search)**

22. 7 Consent
23. 0 Contraband/Evidence in Plain Sight
24. 2 Probable Cause or Reasonable Suspicion
25. 0 Inventory Search Performed as Result of Towing
26. 4 Incident to Arrest/Warrant

27. 13 Total Must equal #19

Contraband discovered?

28. 0 Yes
29. 13 No

30. 13 Total Must equal #19

**Description of Contraband
(Chose only One)**

31. 0 Illegal Drugs/Drug Paraphernalia
32. 0 Currency
33. 0 Weapons
34. 0 Alcohol
35. 0 Stolen Property
36. 0 Other

37. 0 Total Must equal #28

Arrest result of stop or search:

38. 4 Yes
39. 339 No

40. 343 Total



**Racial Profiling Reporting
(Tier 2)**

Arrest based on:

41. 1 Violation of the Penal Code
42. 0 Violation of a Traffic Law
43. 3 Violation of a City Ordinance
44. 0 Outstanding Warrant

Street address or approximate location of the stop:

45. 343 City Street
46. 0 US Highway
47. 0 County Road
48. 3 Private Property or Other

Written warning or a citation as a result of the stop:

49. 339 Yes
50. 4 No

51. 343 Total

**Please submit electronically the analysis in PDF format required by 2.134 CCP©
which contains:**

- (1) a comparative analysis of the information compiled under Article 2.133 to:
 (A) evaluate and compare the number of motor vehicle stops, within the applicable jurisdiction, of persons who are recognized as racial or ethnic minorities and persons who are not recognized as racial or ethnic minorities; and
 (B) examine the disposition of motor vehicle stops made by officers employed by the agency, categorized according to the race or ethnicity of the affected persons, as appropriate, including any searches resulting from stops within the applicable jurisdiction; and
(2) information relating to each complaint filed with the agency alleging that a peace officer employed by the agency has engaged in racial profiling.

This analysis meets the above
requirements

Amel C. Moore 11/21/14
Chief Administrator Date

**All five (5) pages will be entered via a TCLEOSE Web
entry form and the analysis is to be
uploaded to the website in PDF format**

www.tcleose.state.tx.us

(I) Tier 2 Data

Motor Vehicle Related Contact Information (1/1/13 - 12/31/13)

Race/Ethnicity*	Contacts		Searches		Consensual Searches		PC Searches		Custody Arrests	
	N	%	N	%	N	%	N	%	N	%
Caucasian	240	69.97%	8	61.54%	3	42.86%	5	83.33%	3	75.00%
African	60	17.49%	2	15.38%	1	14.29%	1	16.67%	1	25.00%
Hispanic	39	11.37%	3	23.08%	3	42.86%	0	0.00%	0	0.00%
Asian	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Native American	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Middle Eastern	3	0.87%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Other	1	0.29%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Total	343	100.00%	13	100.00%	7	100.00%	6	100.00%	4	100.00%

"N" represents "number" of traffic-related contacts

* Race/Ethnicity is defined by Senate Bill 1074 as being of a "particular descent, including Caucasian, African, Hispanic, Asian, Native American or Middle Eastern".

** Figure has been rounded

Officers who knew the race/ethnicity of person before being detained:

Yes 47

No 292

4 Unknown/Not Specified

Racial Profiling Complaints (if any):

Complaint Nature: _____

Outcome of Complaint-related investigation _____

**2013
UCR**

Offense Reported	# Offenses	Arrests	\$ Value	\$ Recovered	Drug Weight
Burg Hab	6	4	\$16,345		
Burg Bldg	1		\$1,600	\$1,600	
Theft	26	12	\$44,027	\$516	
Poss Marij	2	2			3 oz
Poss Meth					
Poss Narcotics					
Assault including F/V	8	7			
Robbery	1	2	\$21,000	\$21,000	
Motor Veh Thefts					
Recovered Stolen Veh Oth Jur					
DWI	2	2			
DUI Minor					
Public Intoxication	2	2			
MIP-Alcohol					
MIP-Tobacco	1	1			
Arson					
Forgery/Counterfeiting					
Forcible Rape					
UCW					
Total	49	33	\$82,972	\$23,116	3 oz

NOTES:

Some UCR offense titles are different from Penal Code titles. Therefore, the totals will be different than the Crimes totals.

Ex: Theft from a motor vehicle is considered a theft instead of a burglary. Theft of Service is considered Fraud instead of theft

Most of the forgery/fraud cases the offense may have occurred in another jurisdiction but by law we are required to take the report if the offense is reported to us.

If a veh is stolen herebut recovered in another jurisdiction, the recovering agency gets the recovered \$ amount. If the veh was damaged or stripped the recovery \$ amount will be the amount at the time of recovery instead of the value at the time of the theft. Because of this we do not add the recovered vehicle \$ amount (stolen from other jurisdiction) to Ovilla's total recovered \$ amount.

If a suspect is arrest on more than one offense, the arrest is only counted as one arrest.

**2013
UCR**

FROM COIN OP. MACHINE		
SHOPLIFTING	3	\$373
FROM MOTOR VEHICLES	5	\$4,896
VEHICLE PARTS/ACCESS	2	\$725
FROM BUILDINGS	7	\$8,457
ALL OTHER	9	\$29,576
Total	26	\$44,027

Note: All others examples are from a yard or porch, from a construction site.

Type of Property	Stolen Amount	Recovered Amount
Currency		
Jewelry	\$9,540	\$1,200
Clothing	\$167	\$147
Locally Stolen Motor Vehicles	\$46,000	\$21,000
Office Equipment	\$825	
Audio/Video Electronics	\$6,312	\$330
Firearms	\$750	
Household Goods	\$1,690	
Consumable Goods	\$583	120
Livestock		
Miscellaneous	\$17,105	\$319
Total	\$82,972	\$23,116

UCR Stats Comparison

Offense Reported	# Offenses 2008	# Offenses 2009	# Offenses 2010	# Offenses 2011	# Offenses 2012	# Offenses 2013
Burg Hab	6	7	7	7	6	6
Burg Bldg	0	2	3	1	0	1
Theft	16	10	20	14	24	25
Poss Marij	4	4	4	0	0	2
Poss Meth	0	0	0	0	0	0
Poss Narcotics	0	0	0	0	1	0
Assault including F/V	12	11	5	4	9	8
Robbery	0	1	0	1	0	1
Motor Veh Thefts	3	2	0	0	1	1
DWI	4	6	1	2	3	2
DUI Minor	3	1	2	0	0	0
Public Intoxication	2	2	5	3	1	2
MIP-Alcohol	22	9	11	0	3	0
MIP-Tobacco	2	0	0	0	0	1
Arson	0	0	0	0	1	0
Forgery/Counterfeiting	0	0	0	15	9	0
Forcible Rape	0	0	1	1	1	0
UCW	1	0	0	1	0	0
Total	75	55	59	49	59	49

JOINT ELECTION AGREEMENT BETWEEN THE MIDLOTHIAN INDEPENDENT SCHOOL DISTRICT AND THE CITY OF Ovilla, TEXAS

This joint election agreement is made this 20th day of January, 2014, by and between the Midlothian Independent School District ("Midlothian ISD") and the City of Ovilla, Texas ("the City").

WHEREAS, Midlothian ISD plans to hold a Board of Trustees Election on May 10, 2014, for the purpose of electing Place 6 and Place 7.

WHEREAS, the City plans to hold a City Council Election on May 10, 2014 for the purpose of electing Council Member Place 1, Place 3, and Place 5.

WHEREAS, Texas Election Code section 271.002 authorizes the governing bodies of political subdivisions to enter into an agreement to hold joint elections in election precincts that can be served by common polling places;

WHEREAS, Midlothian ISD and the City will hold elections on the same day; and

WHEREAS, it would be to the benefit of the City, Midlothian ISD, and the citizens and voters thereof to hold the elections jointly.

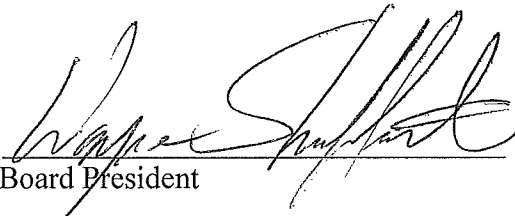
NOW, THEREFORE, IT IS AGREED that a joint election will be held by Midlothian ISD and the City under the following terms and conditions:

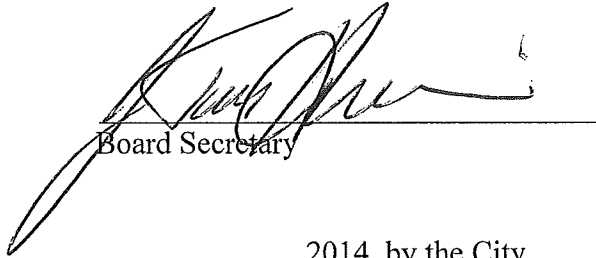
1. Ballots. The entities will be using separate ballots, and each entity will be solely responsible for printing and securing its own ballots, and for getting the necessary software and/or programming from ES&S for use on the ES&S Automark equipment.
2. Use of voting equipment. The entities will be sharing the ES&S Automark equipment on Election Day, and will share the cost of operating this equipment jointly on election day.
3. Election forms and records. Each entity will be responsible for the production, safekeeping and detention of its own election forms and records.
4. Tabulation of precinct results and canvassing. Each entity will be responsible for the tabulation and canvassing of its own elections results.
5. Notice of election and order of election. Each entity will be responsible for ordering its own election. Notice of the election will be published separately, and each entity is responsible for fulfilling its own notice and publication requirements.

6. Appointment of Chief Election Official, Early Voting Clerk. Each entity will be responsible for appointing its own chief election official and early voting clerk.
7. Early voting. Early voting will be conducted separately as MISD has contracted with the City of Midlothian for Early Voting of all precincts at the Midlothian Conference Center for Midlothian ISD. The City of Ovilla will conduct early voting at Ovilla City Hall.
8. Polling places. The entities will share the City's polling location on Election Day, which is the Ovilla City Hall, 105 S. Cockrell Hill Road, Ovilla, Texas.
9. Management of election. Except as set forth herein, each entity will be responsible for preparing for and running its own election, including but not limited to the following duties and responsibilities:
 - o Securing qualified individuals to serve as election judges for the polling place.
 - o Securing the facility where the election is to be conducted.
 - o Securing election materials and supplies, including programming and preparation of an accessible voting system to be used in the election.
 - o Management of early voting by personal appearance and by mail.
10. Costs. Each entity will be responsible for all of its own costs, except that the entities will share the costs of operation and use of the ES&S Automark on Election Day.
11. US. Department of Justice preclearance submission. Each entity will submit a letter to the Department of Justice on its own behalf, if necessary.
12. Contract withdrawal – cancellation of election. If either entity cancels its election, the other entity will be entitled to use the Ovilla City Hall to conduct its election as scheduled.

The undersigned are the duly authorized representatives of the parties' governing bodies, and their signatures represent adoption and acceptance of the terms and conditions of this agreement.

APPROVED, this 20th day of January, 2014, by the Board of Trustees of the Midlothian Independent School District.


Board President


Board Secretary

APPROVED, this _____ day of _____, 2014, by the City Council of the City of Ovilla, Texas.

City of Ovilla Mayor

ATTEST:

City Secretary



Ovilla City Council

AGENDA ITEM REPORT

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

Meeting Date: January 27, 2014

Department: Administration

☒ Discussion ☒ Action

Budgeted Expense: ☐ YES ☐ NO ☒ N/A

Submitted By: Staff

Amount: \$N/A

Attachments:

1. None

Agenda Item / Topic:

ITEM 1. **DISCUSSION/ACTION** – Consideration of and action on the nomination and appointment of one trustee selected by the governing body to represent the City on the City of Ovilla Fire Department Retirement Board.

Discussion / Justification:

The City of Ovilla Fire Department Retirement Board is seeking to fill a pension board appointment for a two-year term to comply with the Texas Emergency Services Retirement System (TESRS). The Board holds at least four meetings each year and is charged with approving pension benefit applications by public hearing. This item provides the City Council the opportunity to appoint a trustee to the City of Ovilla Fire Department Retirement Board to represent the City.

Recommendation / Staff Comments:

Staff recommends Council consider the appointment of Fire Chief, Phillip Brancato, or City Administrator, Cyndy Powell, to serve as the City's trustee to the City of Ovilla Fire Department Retirement Board.

Sample Motion(s):

I move to appoint _____ as trustee to serve a two-year term on the City of Ovilla Fire Department Retirement Board.



AGENDA ITEM REPORT

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

Meeting Date: January 27, 2014

Department: Administration

☒ Discussion ☐ Action

Budgeted Expense: ☐ YES ☐ NO ☒ N/A

Submitted by: Staff

Amount: \$N/A

Attachments:

1. New submittal information and criteria

Agenda Item / Topic:

ITEM 2. **DISCUSSION** – *Review status* of City's progress in obtaining the Leadership Award through the State Comptroller's Office.

Discussion / Justification:

Council assigned staff to initiate procedures to achieve the point criteria on the city's website necessary to apply for the TX Comptroller Leadership Circle Gold Award. This award spotlights local governments that provide clear and consistent information of the budget, spending and auditing in user-friendly formats. Staff has continued to work on specific sections for the submittal and has been in contact with the State Comptroller's office for assistance. During that time, staff learned that the State Comptroller's office was adding a new level and updating criteria, therefore, applications for all levels had been suspended until the new criteria was approved.

A new enhanced program with new criteria and a new level along with the applications were posted on the State Comptroller's website on January 22, 2014, in the late afternoon. Application requirements are based on the calendar year. Staff is now in the process of preparing the application for 2014 and will submit as soon as the audited financials are presented to Council and approved – target date (from auditors) is February.

Staff will continue to keep the Mayor and Council updated on the progress.

Recommendation / Staff Comments:

Sample Motion(s):

No Action



Texas Comptroller Leadership Circle 2014 (amended January 2014)

Nomination Introduction

Reporting the good news about local government transparency.

The Comptroller of Public Accounts is pleased to announce that our popular Leadership Circle Awards is continuing for its fifth year. The Leadership Circle award recognizes local governments across Texas that are striving to meet a high standard for on-line financial transparency by opening their books to the public; by providing clear, consistent pictures of spending; and by sharing information in a user-friendly format that helps taxpayers understand how their tax dollars are spent.

We are spotlighting local governments that are opening their books to the public; providing clear, consistent pictures of spending; and sharing information in a user-friendly format.

We renewed this award program for calendar year 2014 and enhanced the program to add the Platinum Award level, including score criteria specific to the Platinum level. We have removed two of the minor criteria and some of the definitions have been revised to better explain how staff will apply the criteria and compute scores. The criteria for the budget narrative has also been updated to award credit for a complete Budget Cover Page, as required by SB656, that explains changes in budget revenues and expenses, tax rates

and the financial status of the local government. With these updates, the 2014 award program retains the key qualities that have made it so successful – simplicity, fairness to all applicants, the free, self-scoring nomination, and ease of use for both applicants and our staff.

- Successful nominees receive a Platinum, Gold, Silver or Bronze level award certificate. The “Platinum” designation spotlights entities that go above and beyond providing financial transparency in local government. “Gold” highlights entities that are setting the bar for transparency. “Silver” encourages those who are making progress towards that bar. “Bronze” recognizes those who are taking their first steps and preparing for a higher level of transparency in the future.

Award designees will be highlighted on our Texas Transparency website at <http://www.texas Transparency.org/local/index.php>. We will also send you a digital “Texas Comptroller Leadership Circle” insignia reflecting your Award level to post on your website. Once awarded, the Leadership Circle designation lasts for one year from the date our office approves it. Entities must resubmit their score sheets annually to re-qualify for a Leadership Circle designation.





Texas Comptroller Leadership Circle

Scoring Criteria

Award Levels

The four major criteria are worth two (2) points each. Minor criteria are worth one (1) point apiece. Each level of the Leadership Circle has specific requirements for the major, minor and debt criteria.



Bronze – Any two (2) of the major documents—current budget, annual financial report, and check register—and four (4) minor criteria for a total of eight (8) points.



Silver – Any two (2) of the major documents, a webpage or menu dedicated to financial transparency, and six (6) minor criteria for a total of 12 points.



Gold – All three (3) of the major documents, a webpage or menu dedicated to financial transparency, and eight (8) minor criteria for a total of 16 points.



Platinum – Satisfy gold level requirements and all debt criteria for a total of 20 points.

If criteria doesn't apply to an entity, such as contact information for elected officials because there are no elected officials, the entity should indicate this and may be awarded the associated point(s) by default.

Please contact us if you have questions regarding the award levels or scoring criteria.





Texas Comptroller Leadership Circle

Major Criteria

Criteria Explanation

The following information explains how each of the Leadership Circle criteria are reviewed by Comptroller staff. To receive credit for any criteria, you must meet the definition provided. If you have questions regarding any of these criteria, please contact us.

Major Criteria

Adopted budget – The budget must be the official adopted budget for the current fiscal year. It must provide estimated revenues and approved expenditures for the current fiscal year, within broad categories of program, function, and/or department, and a **narrative** that explains budget priorities and decisions, makes the numbers in the budget understandable to the public, and describes the financial status of the local government. It is recommended that local governments post a Budget Book, which contains both the narrative and numeric summaries of all key funds and a **narrative** explanation of the budget decisions that describes the financial status/sustainability of the local government. For cities and counties, a budget cover page which meets all requirements of SB 656, passed by the 83rd Legislature, and effective for all budgets adopted on or after September 1, 2013.

Current annual financial report – The annual financial report (AFR) or comprehensive annual financial report (CAFR) must represent the most recently audited fiscal year. To be current, the audit must be posted within 12 months of the end of each fiscal year.

Current check/expense register – The current on-line check/expense register(s) must be no older than 120 days, and show date, payee and amount paid for all YTD expenses for current fiscal year. If the entity's Accounts Payable (AP) check register does not include all payments, such as payroll direct deposits, electronic fund transfers, or bank drafts for bond or loan payments, these may be added to the AP check register, or listed in a separate report. Each register should provide a bottom line total so that users can be confident that all fiscal YTD expenses. Care must be taken to ensure that confidential or sensitive data is NOT posted on-line. For example it is recommended that payroll data on employee salaries, fringe benefits and other deductions be consolidated and presented as cumulative totals to prevent the release of family or medical data ruled confidential under HIPPA. **For more information regarding confidential or sensitive data, please contact the Attorney General's open government hotline at 877-OPEN TEX (1-877-673-6839).**

Financial transparency webpage or menu – There must be a link or menu on the homepage that directs users to all key financial documents – one central location, such as a webpage or drop-down menu, where users can find links to key financial data, including the three documents listed under the major criteria. This page or menu should be dedicated specifically to financial transparency, the business or financial department, or a key financial officer.

** If you have questions regarding what data is considered confidential, please contact the Attorney General's open government hotline at 877-OPEN TEX [1-877-673-6839].*





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Minor Criteria

Minor Criteria

Contact information for elected officials – A method to directly contact each elected governing official by phone or email must be provided. The contact information must be specific to each elected official and not via a gatekeeper. Contact information is required for county judges and commissioners, mayors and city council members, and school board members. For special districts, contact information must be provided for any board members who are elected to the board by the public or appointed members who hold elected positions in a political subdivision served by that district.

Public information request – There should be an easily identified link on the home page or the financial transparency webpage to inform users of their right to request public information as well as provide instructions and contact information (phone or email) for submitting an open records request. The Comptroller also recommends creating a form the public can use to submit a public information request and posting a link to the Attorney General's web posting on the Texas Public Information Act.

Budgets for three fiscal years – The adopted budgets for the current fiscal year and the two preceding fiscal years are required.

Annual financial reports for three fiscal years – The annual financial reports (AFR's or CAFR's) for the three most recently completed fiscal years audits are required.

Check registers for three fiscal years – At least 3 years (i.e., 36 months) of consecutive check registers ending with the most current check register is

required. The Comptroller's office also recommends consolidating older check registers by fiscal year to simplify the posts.

Searchable check register – The check register must be presented in a searchable format. Microsoft Word documents, Excel spreadsheets, and HTML are examples of searchable formats. A database that includes user-selectable filters would also be acceptable. Note: Documents in PDF format may be searchable if created in Adobe software. Scanning documents into a PDF format may cause loss of this search function.

Descriptive check register – Each entry in the check register must include a brief description, explanation or reason for the expense.

Visual representation of financial data – Key financial data should be illustrated by means of charts, graphs or visual images that make the financial data more easily understood by the public.

Current tax rates – A webpage must present the current rates of all property, sales, hotel and other local taxes imposed by the local government. For more comprehensive information, the webpage may direct the public to specific information available on other public websites. For example, data on city and county sales and use taxes are posted on the Comptrollers website at: <http://www.window.state.tx.us/taxinfo/local/>.

Raw format budget – A budget posted in an Excel spreadsheet, HTML, XML, XBRL, or other machine-readable format. PDF is not a machine-readable format. This increases the ease with which a local government's budget may be downloaded and analyzed by taxpayers or other users.





Texas Comptroller Leadership Circle

Debt Criteria

Debt Criteria

Debt information – The entity must post on website summary information about outstanding debt such as current debt obligations, descriptions, dates issued, total amounts and maturity dates. Debt obligation means an issued public security as defined by Section 1201.002 Government Code, secured by property taxes. If the entity does not have any debt, the website must include a statement that the entity has no current bond debt, or other outstanding debt in lieu of bonds.

Link to Comptroller's website – The webpage includes a link to the Comptroller's website about transparency in government, including local debt, TexasTransparency.org. This website is a one-stop source to collect all available information on local government finances in our state, including the existing and proposed debt of cities, counties, school and hospital districts and hundreds of special-purpose districts throughout Texas.

Bond election pledge – The chief executive (e.g., mayor, county judge, superintendent or executive director) signs a pledge to post, on the entity website, information about the proposed bond package(s) and existing debt and provide the Comptroller's office with a link to this information no later than one business day after the public notice of the bond election.





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Contact Information

Name of the local government

Web address of the local government

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

Primary contact for nomination

Phone

Email

Mailing address

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





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Scoring Sheet

Name of local government

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

Major Criteria *(Max 8 points)*

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

Minor Criteria *(Max 10 points)*

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

Debt Criteria *(4 points)*

- ☐ Debt information
- ☐ Link to Comptroller's website
- ☐ Bond election pledge

Total Points Received

(Max 22 points)





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Debt Transparency Pledge

In an effort to introduce more transparency into local spending and debt obligations,

_____ (name of entity) pledges to post details about the entity's bond and debt information on the entity's website no later than one business day after the public notice of the bond election. This information will include details about the bond package(s) up for vote and current outstanding debt obligations including bonds, certificates of obligation and other debt, and the date of the election.

The entity further pledges to notify the Comptroller's office via email to Transparency@cpa.state.tx.us when the bond election information has been posted to the entity's website. The email will include a link to the bond election information.

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





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Submission

Leadership Form Submission Options

Choose an option for submitting your Leadership Circle Score Sheet.*

Mail: Fill in the PDF form electronically, print it, then send to

Texas Comptroller of Public Accounts

Attn: Robert Wood, Director

Economic Development & Analysis Division

P.O. Box 13528

Austin, TX 78711-3528

Fax: Fill in the PDF form electronically, print it, then send by fax at 512-475-0664.

Mark your cover sheet, Attn: Robert Wood, Director, Economic Development & Analysis Division

Email: If you are using Adobe Professional, you can fill in the PDF form electronically, save, and then send it to LeadershipCircle@cpa.state.tx.us.

If you have questions, please contact the Economic Development & Analysis Division at 1-800-531-5441, ext. 3-4679.

**Note: Please keep a hard copy for your records. The filled-in PDF cannot be saved electronically unless you are using Adobe Professional.*





Texas Comptroller Leadership Circle

Texas Comptroller of Public Accounts
Economic Development & Analysis Division
P.O. Box 13528
Austin, TX 78711-3528

www.texastransparency.org/local/index.php
1-800-531-5441, ext. 3-4679
Publication #96-1402 (1/14)



AGENDA ITEM REPORT

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

Meeting Date: January 27, 2014

Department: Administration

☒ Discussion ☒ Action

Budgeted Expense: ☐ YES ☐ NO ☒ N/A

Submitted By: Staff

Amount: \$N/A

Attachments:

1. October 2013 G0402 Student Manual

Agenda Item / Topic:

ITEM 3. **DISCUSSION/ACTION** – Consider scheduling a date in February for officials and department heads to receive training on the National Incident Management System (NIMS).

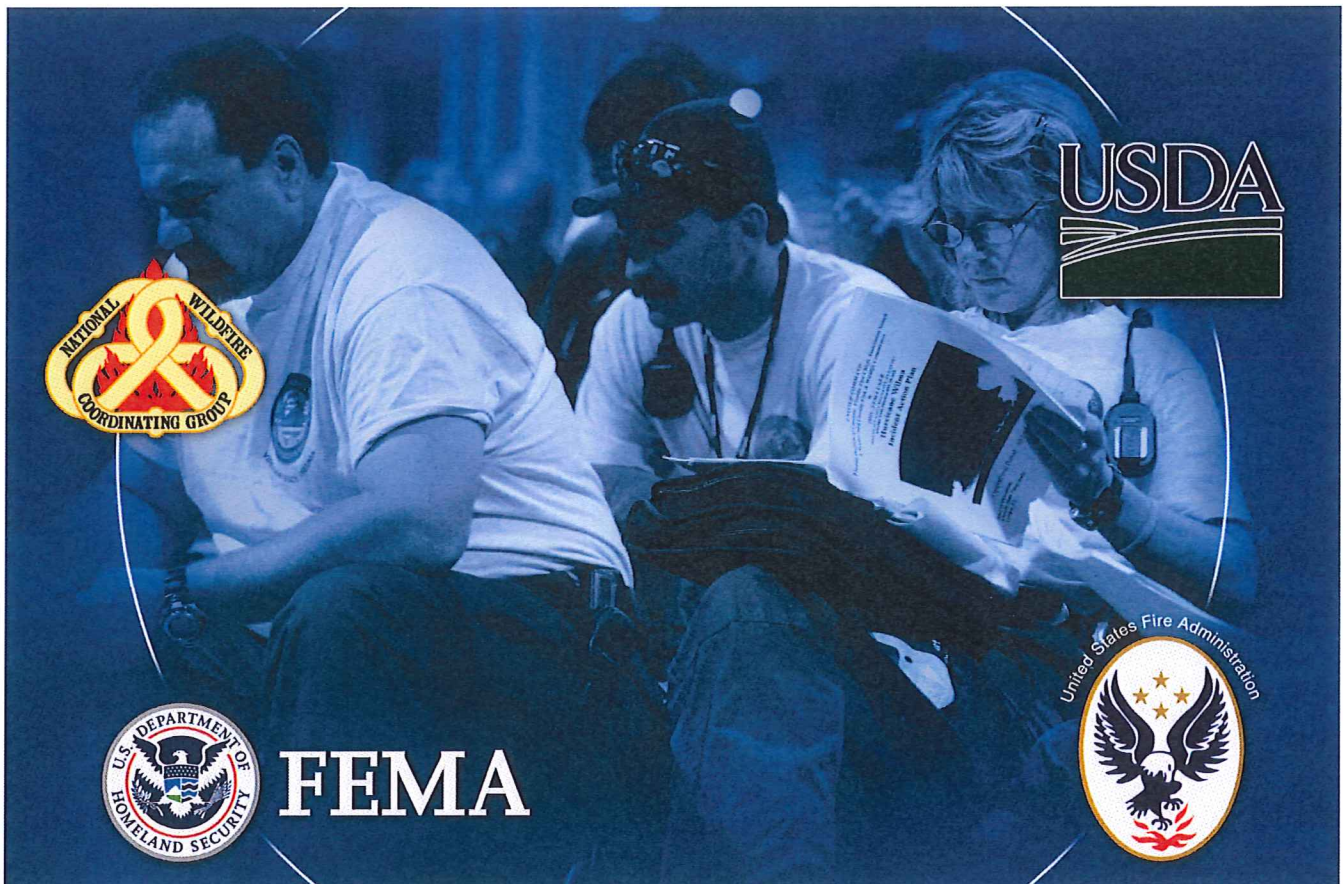
Discussion / Justification:

G0402 is an Incident Command System (ICS) overview for Executives and Senior Officials and is a necessary training for an incident that requires response actions of how to manage emergencies from preparedness to recovery. This is a necessary training for Ovilla officials to become NIMS compliant.

Recommendation / Staff Comments:

Sample Motion(s):

I move that Council set February ____, 2014 at ____ o'clock, (AM / PM) for the G0402 Incident Command System training for officials and department heads.



ICS-402: ICS Overview for Executives/Senior Officials

G0402

Student Manual
October 2013



FEMA

ICS-402 Incident Command System (ICS) Overview for Executives/ Senior Officials



ICS-402 – October 2013
ICS Overview for Executives/Senior Officials

Objectives (1 of 2)

- Describe the Incident Command System (ICS).
- Describe the various ways ICS can be applied.
- Define the role of an Executive/Senior Official relative to the ICS.
- Describe the major responsibilities of an Executive/Senior Official as related to an incident.
- Demonstrate basic familiarity with ICS terminology.
- Describe the basic organization of ICS and know the functional responsibilities of the Command and General Staffs.
- Describe issues that influence incident complexity and the tools available to analyze complexity.

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ICS Overview for Executives/Senior Officials

Objectives (2 of 2)

- Describe the differences between on-incident ICS organizations and activities and the activities accomplished by Emergency Operations Centers (EOCs), Area Commands, and Multiagency Coordination Systems (MACS).
- Explain the administrative, logistical, financial, and reporting implications of large incident operations.
- Describe the sources of information regarding the incident and how to access them.
- Describe types of agency(ies) policies and guidelines that influence management of incident or event activities.

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ICS Overview for Executives/Senior Officials

Part 1: What Is ICS?

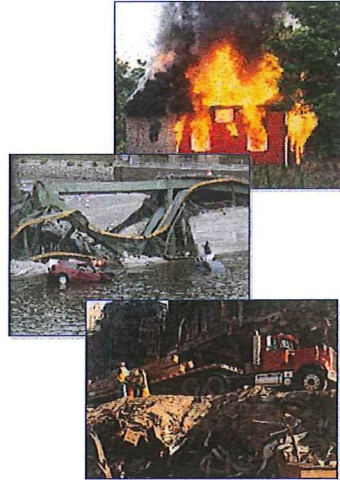


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ICS Overview for Executives/Senior Officials

What Is an Incident?

An incident is . . .

. . . an occurrence, caused by either human or natural phenomena, that requires response actions to prevent or minimize loss of life, or damage to property and/or the environment.



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ICS Overview for Executives/Senior Officials

Incident Timeframes

How long will a complex incident last?

How long do we need to be self-sufficient?

How will you know that the incident is over?

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What Is ICS?

The Incident Command System:

- Is a standardized, on-scene, all-hazards incident management concept.
- Allows its users to adopt an integrated organizational structure to match the complexities and demands of single or multiple incidents without being hindered by jurisdictional boundaries.



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ICS Purposes

Using management best practices, ICS helps to ensure:

- The safety of responders and others.
- The achievement of tactical objectives.
- The efficient use of resources.



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Legal Basis for ICS

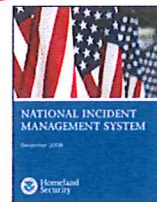
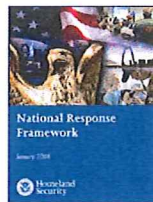
HSPD-5

Management of Domestic Incidents

PPD-8

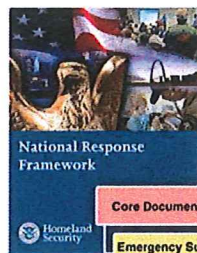
Presidential Policy Directive 8

Mandates



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National Response Framework (NRF)



Core Document

Emergency Support Function Annexes

Support Annexes

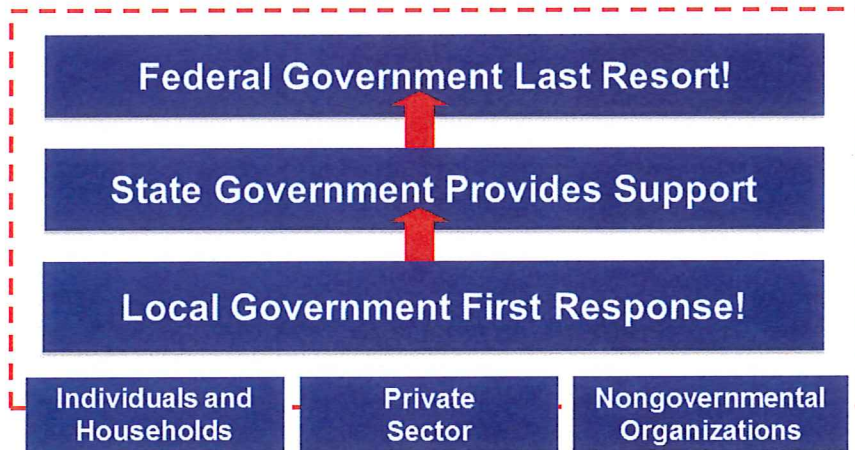
Incident Annexes

Partner Guides

- Establishes a comprehensive, national, all-hazards approach to domestic incident response.
- Presents an overview of key response principles, roles, and structures that guide the national response.
- Includes the Core Document, Annexes, and Partner Guides.
- Replaces the National Response Plan.

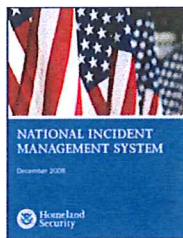
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NRF Emphasizes Partnerships



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National Incident Management System



- **What? . . .** NIMS provides a consistent nationwide template . . .
- **Who? . . .** to enable Federal, State, tribal, and local governments, the private sector, and nongovernmental organizations to work together . . .
- **How? . . .** to prepare for, prevent, respond to, recover from, and mitigate the effects of incidents regardless of cause, size, location, or complexity . . .
- **Why? . . .** in order to reduce the loss of life and property, and harm to the environment.

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NIMS: What It Is/What It's Not

NIMS is . . .

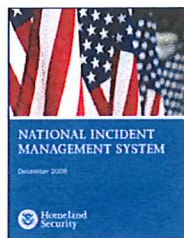
- A flexible framework of:
 - Doctrine
 - Concepts
 - Principles
 - Terminology
 - Organizational processes
- Applicable to all hazards and jurisdictions

NIMS is not . . .

- An operational incident management plan
- A resource allocation plan
- A terrorism/WMD-specific plan
- Designed to address international events

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ICS Overview for Executives/Senior Officials

NIMS Components



Preparedness

Communications and Information Management

Resource Management

Command and Management

Ongoing Management and Maintenance

Incident Command System

Multagency Coordination Systems

Public Information

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ICS Overview for Executives/Senior Officials

NIMS & Institutionalizing ICS

Governmental officials must:

- Adopt the ICS through executive order, proclamation, or legislation as the agency's/jurisdiction's official incident response system.
- Direct that incident managers and response organizations train, exercise, and use the ICS.
- Integrate ICS into functional and system-wide emergency operations policies, plans, and procedures.
- Conduct ICS training for responders, supervisors, and command-level officers.
- Conduct coordinating ICS-oriented exercises that involve responders from multiple disciplines and jurisdictions.

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Other ICS Mandates

- Hazardous Materials Incidents
 - Superfund Amendments and Reauthorization Act (SARA) – 1986
 - Occupational Safety and Health Administration (OSHA) Rule 29 CFR 1910.120
- State and Local Regulations



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Examples of Incidents Managed Using ICS



- Fire, both structural and wildland
- Natural disasters, such as tornadoes, floods, ice storms, or earthquakes
- Human and animal disease outbreaks
- Search and rescue missions
- Hazardous materials incidents
- Criminal acts and crime scene investigations
- Terrorist incidents, including the use of weapons of mass destruction
- National Special Security Events, such as Presidential visits or the Super Bowl
- Other planned events, such as parades or demonstrations

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ICS Benefits



- Meets the needs of incidents of any kind or size.
- Allows personnel from a variety of agencies to meld rapidly into a common management structure.
- Provides logistical and administrative support to operational staff.
- Is cost effective by avoiding duplication of efforts.

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ICS Overview for Executives/Senior Officials

Part 2: ICS Organization & Features

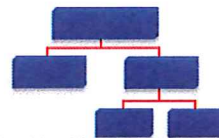


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ICS Organization

Differs from the day-to-day, administrative organizational structures and positions.

- Unique ICS position titles and organizational structures are designed to avoid confusion during response.
- Rank may change during deployment. A “chief” may not hold that title when deployed under an ICS structure.

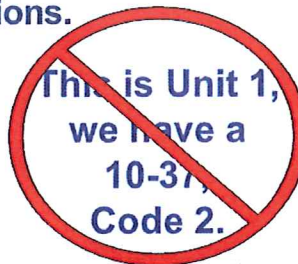


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Common Terminology

ICS requires the use of common terminology.
Common terminology helps to define:

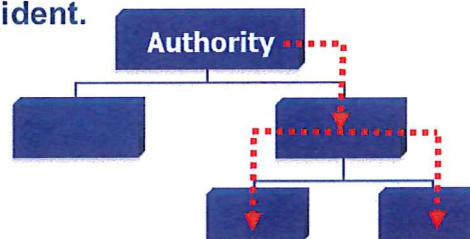
- Organizational functions.
- Incident facilities.
- Resource descriptions.
- Position titles.



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Chain of Command

- **Chain of command** is an orderly line of authority within the ranks of the incident management organization.
- **Unity of command** means that every individual has a designated supervisor to whom he or she reports at the scene of the incident.



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Incident Commander

Upon arriving at an incident, the higher ranking person will either assume command, maintain command as is, or transfer command to a third party.



The **most qualified** person at the scene is designated as the Incident Commander.

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Incident Commander's Role



The Incident Commander:

- Provides overall leadership for incident response.
- Takes policy direction from the Executive/Senior Official.
- Delegates authority to others.
- Ensures incident safety.
- Provides information to internal and external stakeholders.
- Establishes and maintains liaison with other agencies participating in the incident.
- Establishes incident objectives.
- Directs the development of the Incident Action Plan.

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Executives'/Senior Officials' Role & Responsibilities

Executives/Senior Officials:

- Provide policy guidance on priorities and objectives based on situational needs and the Emergency Plan.
- Oversee resource coordination and support to the on-scene command from the Emergency Operations Center (EOC) or through dispatch.



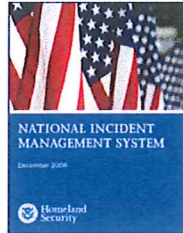
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Command vs. Coordination

What is the difference between command and coordination?

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NIMS: Command

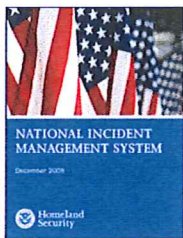


Command: The act of directing, ordering, or controlling by virtue of **explicit** statutory, regulatory, or delegated authority.

Who has the explicit authority for the management of all incident operations?

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NIMS: Coordination

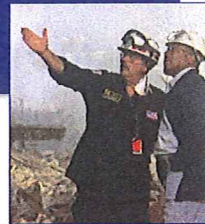


Multiagency coordination is a process that allows all levels of government and all disciplines to work together more efficiently and effectively.

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Executives/Senior Officials Delegate Command Authority

- Executives/Senior Officials delegate authority to the designated Incident Commander for on-scene operations.
- The Incident Commander has direct tactical and operational responsibility for conducting incident management activities.



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Delegation of Authority

Delegation of authority may be in writing (established in advance) or verbal, and include:

- Legal authorities and restrictions.
- Financial authorities and restrictions.
- Reporting requirements.
- Demographic issues.
- Political implications.
- Agency or jurisdictional priorities.
- Plan for public information management.
- Process for communications.
- Plan for ongoing incident evaluation.

Delegation
of
Authority

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Summary: Incident Management Roles

Incident Commander's Role

The Incident Commander:

- Manages the incident at the scene.
- Keeps the EOC informed on all important matters pertaining to the incident.

Agency Executives'/Senior Officials' Role

These officials provide the following to the Incident Commander:

- Policy
- Mission
- Strategic direction
- Authority

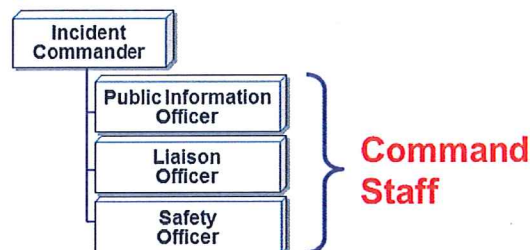
To maintain unity of command and safety of responders, the chain of command must NOT be bypassed.

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Command Staff

The Incident Commander may designate a Command Staff who:

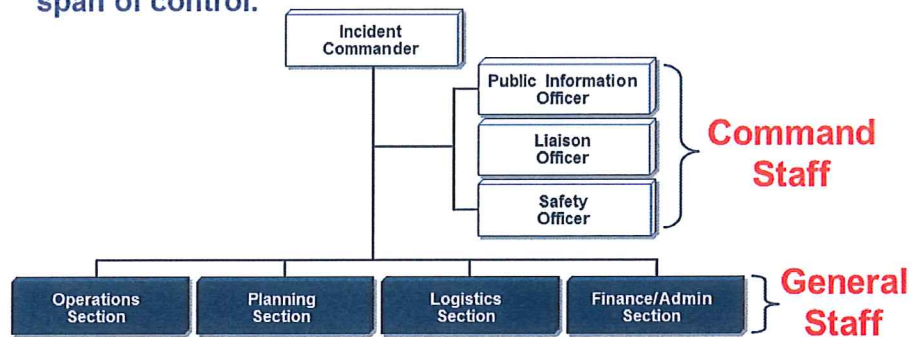
- Provide information, liaison, and safety services for the entire organization.
- Report directly to the Incident Commander.



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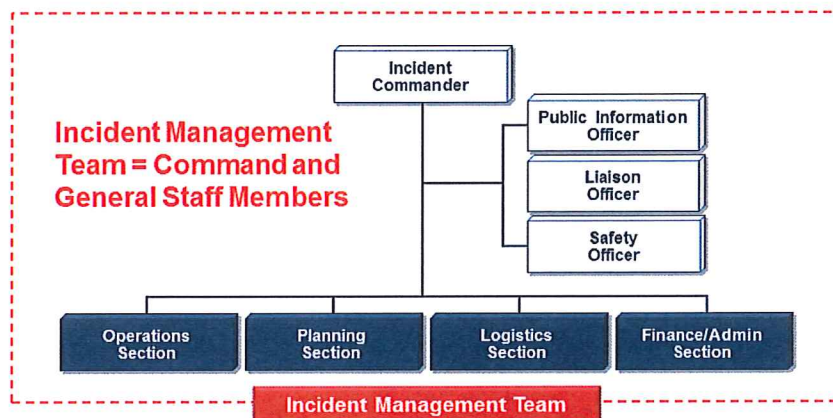
General Staff

As the incident expands in complexity, the Incident Commander may add General Staff Sections to maintain span of control.



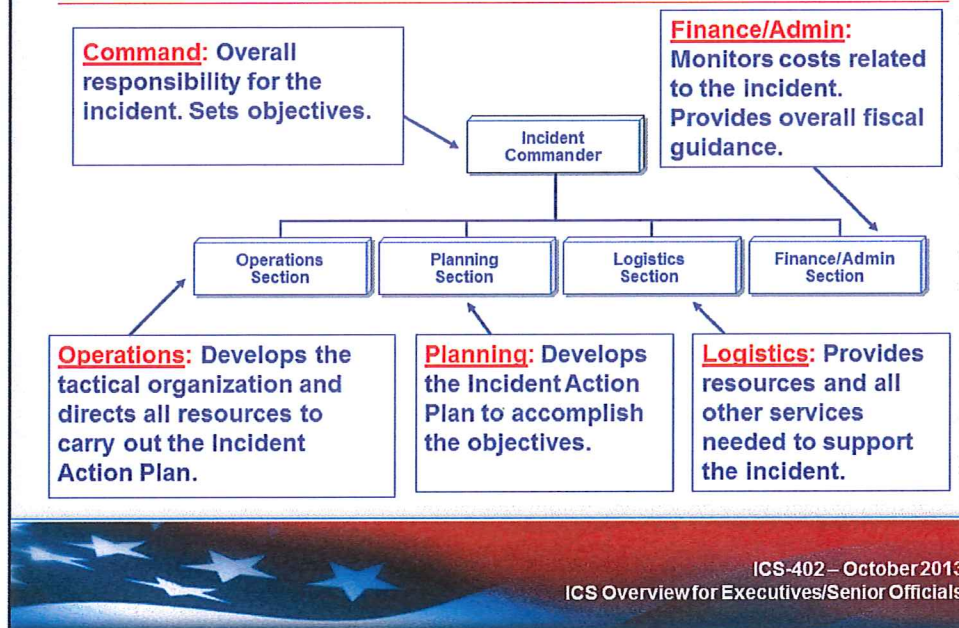
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Incident Management Team



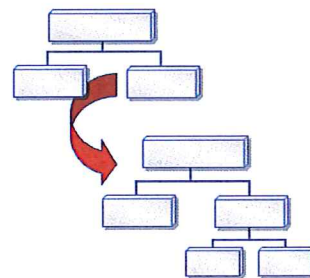
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Who Does What?



Modular Organization (1 of 2)

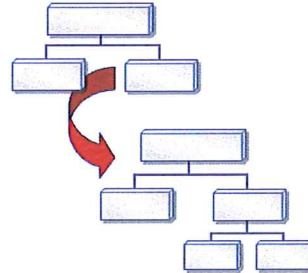
- Develops in a top-down, modular fashion.
- Is based on the size and complexity of the incident.
- Is based on the hazard environment created by the incident.



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Modular Organization (2 of 2)

- Incident objectives determine the organizational size.
- Only functions/positions that are necessary will be filled.
- Each element must have a person in charge.

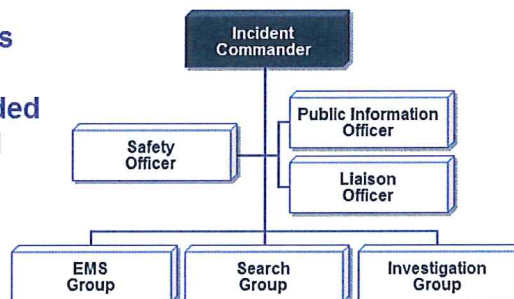


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Example: Expanding Incident (1 of 3)

Scenario: On a chilly autumn day, a parent calls 911 to report a missing 7-year-old child in a wooded area adjacent to a coastal area.

Initially, the Incident Commander manages the General Staff resources.

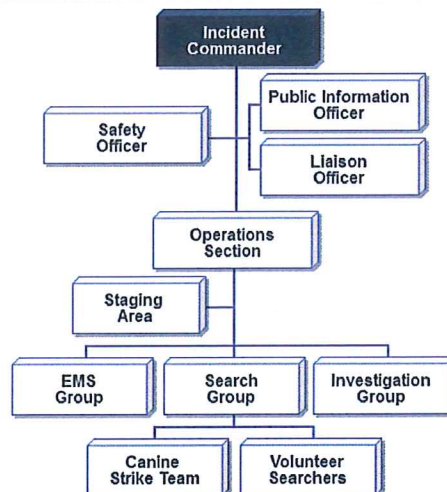


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Example: Expanding Incident (2 of 3)

Scenario: As additional resource personnel arrive, the Incident Commander assigns an Operations Section Chief to maintain span of control.

As the incident expands, an Operations Section Chief is assigned.

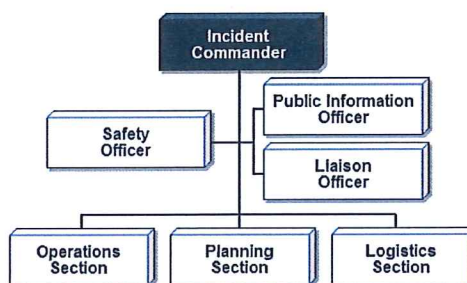


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Example: Expanding Incident (3 of 3)

Scenario: With hundreds of responders and volunteers arriving, there is a need for on-scene support of the planning and logistics functions.

The Incident Commander adds a Planning Section Chief and Logistics Section Chief.



Remember . . . Not all Sections need to be activated.

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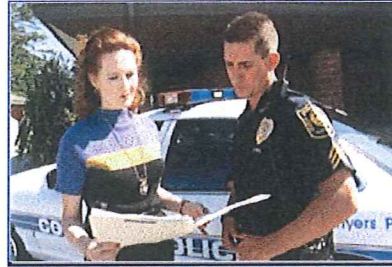
Complexity Analysis Factors

In your agency or jurisdiction, what factors may affect the complexity of an incident?

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Management by Objectives

- ICS is managed by objectives.
- Objectives are communicated throughout the entire ICS organization.



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Overall Priorities

Initial decisions and objectives are established based on the following priorities:

- #1: Life Safety**
- #2: Incident Stabilization**
- #3: Property/Environmental Conservation**



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Reliance on an Incident Action Plan

The Incident Commander creates an Incident Action Plan (IAP) that:

- Specifies the incident objectives.
- States the activities to be completed.
- Covers a specified timeframe, called an operational period.
- May be oral or written—except for hazardous materials incidents, which require a written IAP.
- Takes into account legal and policy considerations and direction.

Incident
Action Plan

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Resource Management

Resource management includes processes for:

- Categorizing resources.
- Ordering resources.
- Dispatching resources.
- Tracking resources.
- Recovering resources.



It also includes processes for reimbursement for resources, as appropriate.

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Integrated Communications

Incident communications are facilitated through:

- The development and use of a common communications plan.
- The interoperability of communication equipment, procedures, and systems.

Before an incident, it is critical to develop an integrated voice and data communications system (equipment, systems, and protocols).



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Interoperability Saves Lives

Jan. 13, 1982: 70 people lost their lives when Air Florida Flight 90 crashed in Washington, DC. Police, fire, and EMS crews responded quickly but couldn't coordinate their efforts because they couldn't talk to each other by radio.

Sept. 11, 2001: When American Airlines Flight 77 crashed into the Pentagon, 900 users from 50 different agencies were able to communicate with one another. Response agencies had learned an invaluable lesson from the Air Florida tragedy.

Interoperability makes sense. It's a cost-saver, a resource-saver, and a lifesaver.

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Mobilization

At any incident:

- The situation must be assessed and the response planned.
- Managing resources safely and effectively is the most important consideration.
- Personnel and equipment should not be dispatched unless requested by the on-scene Incident Command.



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Part 3: Unified & Area Command



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Unified Command

As a team effort, Unified Command allows all agencies with jurisdictional authority or functional responsibility for an incident to jointly provide management direction to the incident.

In Unified Command, no agency's legal authorities will be compromised or neglected.



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Unified Command

- Establishes a common set of incident objectives and strategies.
- Allows Incident Commanders to make joint decisions by establishing a single command structure.
- Maintains unity of command. Each employee reports to only one supervisor.



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Example: Unified Command

A football team is returning home from a State tournament. Their bus is involved in an accident on the bridge that marks the county line.

- Most of the bus is in Franklin County.
- A small part of the bus is in Revere County (their home county).

Why might a Unified Command be used to manage this incident?

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Definition of Area Command

Area Command is used to oversee the management of:

- Multiple incidents that are each being handled by an Incident Command System organization; or
- A very large incident that has multiple incident management teams assigned to it.



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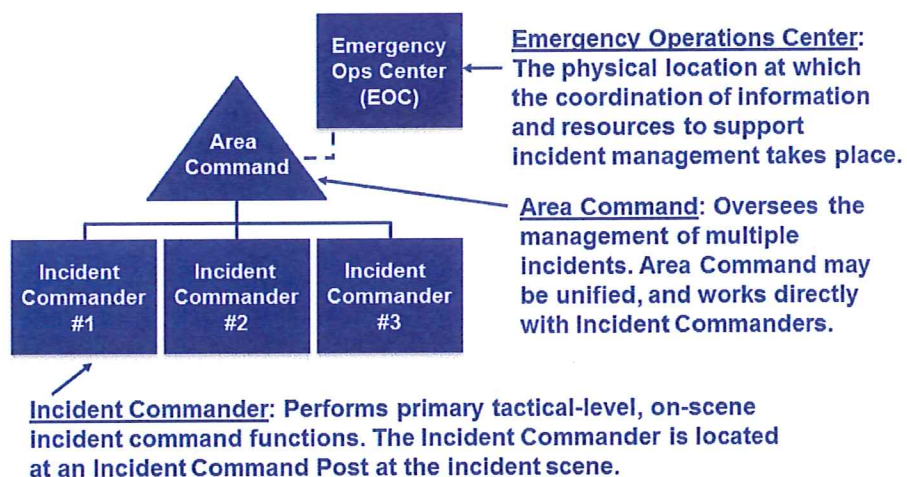
Area Command: Primary Functions

- Provide agency or jurisdictional authority for assigned incidents.
- Ensure a clear understanding of agency expectations, intentions, and constraints.
- Establish critical resource use priorities between various incidents.
- Ensure that Incident Management Team personnel assignments and organizations are appropriate.
- Maintain contact with officials in charge, and other agencies and groups.
- Coordinate the demobilization or reassignment of resources between assigned incidents.



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Key Terms



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Part 4: Coordination & Incident Management Assessment

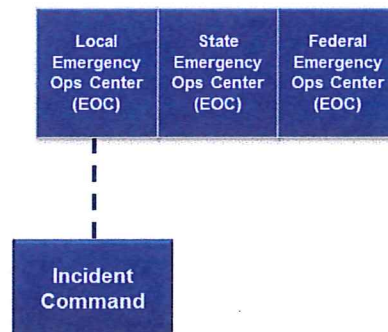


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Multiagency Support and Coordination

Provide support and coordination to incident command by:

- Making policy decisions.
- Establishing priorities.
- Resolving critical resource issues.
- Facilitating logistics support and resource tracking.
- Collecting, analyzing, and disseminating information.



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Managing Public Information



The **Public Information Officer:**

- Represents and advises the Incident Command.
- Manages on-scene media and public inquiries.



The **Joint Information Center (JIC)** is a physical location used to coordinate:

- Critical emergency information.
- Crisis communications.
- Public affairs functions.

Speaking With One Voice

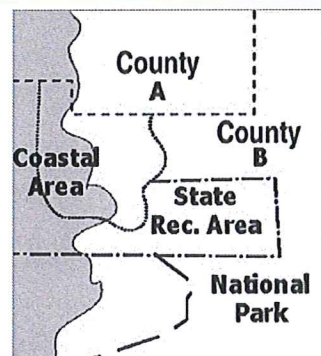


- Executives/Senior Officials must coordinate and integrate messages with on-scene Public Information Officers and other agencies.
- A **Joint Information System** (established procedures and protocols) is used to help ensure coordination of messages.

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Coordination Among Agencies

A wide-area search is underway for a child who is missing. The search covers the areas shown on the map.



What agencies may be part of the MACS?

What activities are being coordinated?

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Incident Management Assessment

Assessment is an important leadership responsibility. Assessment methods include:

- Corrective action report/ after-action review.
- Post-incident analysis.
- Debriefing.
- Post-incident critique.
- Mitigation plans.



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After-Action Review

Ensure an after-action review is conducted and answers the following questions:

- What did we set out to do?
- What actually happened?
- Why did it happen?
- What are we going to do different next time?
- Are there lessons learned that should be shared?
- What followup is needed?

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Part 5: NIMS Preparedness



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Check Plans, Policies, and Laws

Do your agency's/jurisdiction's preparedness plans, policies, and laws:

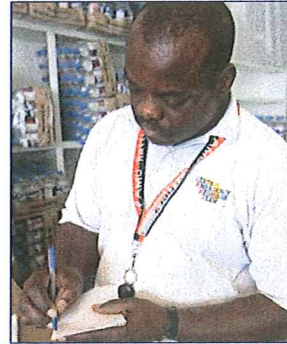
- Comply with NIMS, including ICS?
- Cover all hazards?
- Include delegations of authority (as appropriate)?
- Include up-to-date information?



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Establish Resource Management Systems

- Do you have established systems for:
 - Describing, inventorying, requesting, and tracking resources?
 - Activating and dispatching resources?
 - Managing volunteers?
 - Demobilizing or recalling resources?
 - Financial tracking, reimbursement, and reporting?
- Do you have mutual aid and assistance agreements for obtaining resources, facilities, services, and other required support during an incident?



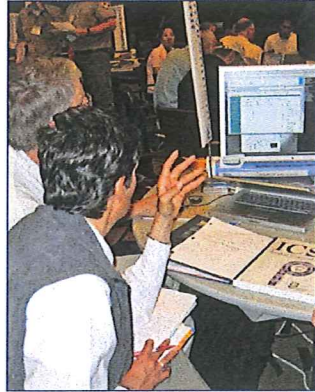
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Establish Communications and Information Systems

- Do you have protocols and procedures for:
 - Formulating and disseminating indications and warnings?
 - Formulating, executing, and communicating operational decisions?
 - Preparing for potential requirements and requests supporting incident management activities?
 - Developing and maintaining situation awareness?
- Can responders from different agencies (e.g., fire, police, public works) or mutual aid and assistance partners communicate with one another?
- Do you have a plan/budget for maintaining and replacing your emergency communication systems?

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Training, Credentialing, and Exercising



- Do you have sufficient qualified personnel to assume ICS Command and General Staff positions?
- Can you verify that personnel meet established professional standards for:
 - Training?
 - Experience?
 - Performance?
- When was the last tabletop or functional exercise that practiced command and coordination functions? Did you participate in that exercise?

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Additional Resources



- NRF Resource Center: www.fema.gov/national-response-framework
- NIMS Resource Center: www.fema.gov/national-incident-management-system
- ICS Resource Center: training.fema.gov/EMIWeb/IS/ICSResource/

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Leadership



Most importantly, Executives/Senior Officials provide leadership.

Leadership means . . .

- **Motivating and supporting trained, on-scene responders so that they can accomplish difficult tasks under dangerous, stressful circumstances.**
- **Instilling confidence in the public that the incident is being managed effectively.**

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Incident Command System (ICS)

ICS was developed in the 1970s following a series of catastrophic fires in California's urban interface. Property damage ran into the millions, and many people died or were injured. The personnel assigned to determine the causes of these outcomes studied the case histories and discovered that response problems could rarely be attributed to lack of resources or failure of tactics. Surprisingly, studies found that response problems were far more likely to result from inadequate management than from any other single reason.

The Incident Command System:

- Is a standardized management tool for meeting the demands of small or large emergency or nonemergency situations.
- Represents "best practices" and has become the standard for emergency management across the country.
- May be used for planned events, natural disasters, and acts of terrorism.
- Is a key feature of the National Incident Management System (NIMS).

As stated in NIMS, "ICS is a widely applicable management system designed to enable effective, efficient incident management by integrating a combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure. ... ICS is used to organize on-scene operations for a broad spectrum of emergencies from small to complex incidents, both natural and manmade. ... ICS is used by all levels of government—Federal, State, tribal, and local—as well as by many nongovernmental organizations and the private sector. ICS is also applicable across disciplines. It is normally structured to facilitate activities in five major functional areas: Command, Operations, Planning, Logistics, and Finance and Administration."

ICS and Executives/Senior Officials: Frequently Asked Questions

Any incident can have a mix of political, economic, social, environmental, and cost implications with potentially serious long-term effects. Also, more and more incidents are multiagency and/or multijurisdictional. As the Executive or Senior Official, you need to be aware of how ICS and interagency (regional) multiagency coordination systems can work to ensure cooperative response efforts.

- **How do I maintain control when an incident occurs?** As the Executive or Senior Official, you establish the overall policy, and provide guidelines on priorities, objectives, and constraints to a qualified Incident Commander. In many agencies, this is done as a matter of policy through a written delegation of authority.
- **Where do I fit in the incident management process?** ICS has a well-defined hierarchy of command. After you have clearly articulated the policy you wish followed and delegated certain authorities, the Incident Commander who reports to you will have the necessary authority and guidance to manage the incident. The Incident Commander is the primary person in charge at the incident. In addition to managing the incident scene, he or she is responsible for keeping you informed and up to date on all important matters pertaining to the incident. Your continuing role is to ensure that you are informed and that your Incident Commander is functioning in a responsible manner.

ICS Features

The 14 essential ICS features are listed below:

- **Common Terminology:** Using common terminology helps to define organizational functions, incident facilities, resource descriptions, and position titles.
- **Modular Organization:** The Incident Command organizational structure develops in a top-down, modular fashion that is based on the size and complexity of the incident, as well as the specifics of the hazard environment created by the incident.
- **Management by Objectives:** Includes establishing overarching objectives; developing and issuing assignments, plans, procedures, and protocols; establishing specific, measurable objectives for various incident management functional activities; and directing efforts to attain the established objectives.
- **Reliance on an Incident Action Plan:** Incident Action Plans (IAPs) provide a coherent means of communicating the overall incident objectives in the contexts of both operational and support activities.
- **Chain of Command and Unity of Command:** Chain of command refers to the orderly line of authority within the ranks of the incident management organization. Unity of command means that every individual has a designated supervisor to whom he or she reports at the scene of the incident. These principles clarify reporting relationships and eliminate the confusion caused by multiple, conflicting directives. Incident managers at all levels must be able to control the actions of all personnel under their supervision.
- **Unified Command:** In incidents involving multiple jurisdictions, a single jurisdiction with multiagency involvement, or multiple jurisdictions with multiagency involvement, Unified Command allows agencies with different legal, geographic, and functional authorities and responsibilities to work together effectively without affecting individual agency authority, responsibility, or accountability.
- **Manageable Span of Control:** Span of control is key to effective and efficient incident management. Within ICS, the span of control of any individual with incident management supervisory responsibility should range from three to seven subordinates.
- **Predesignated Incident Locations and Facilities:** Various types of operational locations and support facilities are established in the vicinity of an incident to accomplish a variety of purposes. Typical predesignated facilities include Incident Command Posts, Incident Bases, Camps, Staging Areas, Mass Casualty Triage Areas, and others as required.
- **Resource Management:** Resource management includes processes for categorizing, ordering, dispatching, tracking, and recovering resources. It also includes processes for reimbursement for resources, as appropriate. Resources are defined as personnel, teams, equipment, supplies, and facilities available or potentially available for assignment or allocation in support of incident management and emergency response activities.
- **Information and Intelligence Management:** The incident management organization must establish a process for gathering, sharing, and managing incident-related information and intelligence.
- **Integrated Communications:** Incident communications are facilitated through the development and use of a common communications plan and interoperable communications processes and architectures.

ICS Features (Continued)

- **Transfer of Command:** The command function must be clearly established from the beginning of an incident. When command is transferred, the process must include a briefing that captures all essential information for continuing safe and effective operations.
- **Accountability:** Effective accountability at all jurisdictional levels and within individual functional areas during incident operations is essential. To that end, the following principles must be adhered to:
 - **Check-In:** All responders, regardless of agency affiliation, must report in to receive an assignment in accordance with the procedures established by the Incident Commander.
 - **Incident Action Plan:** Response operations must be directed and coordinated as outlined in the IAP.
 - **Unity of Command:** Each individual involved in incident operations will be assigned to only one supervisor.
 - **Span of Control:** Supervisors must be able to adequately supervise and control their subordinates, as well as communicate with and manage all resources under their supervision.
 - **Resource Tracking:** Supervisors must record and report resource status changes as they occur.
- **Deployment:** Personnel and equipment should respond only when requested or when dispatched by an appropriate authority.

Position Titles

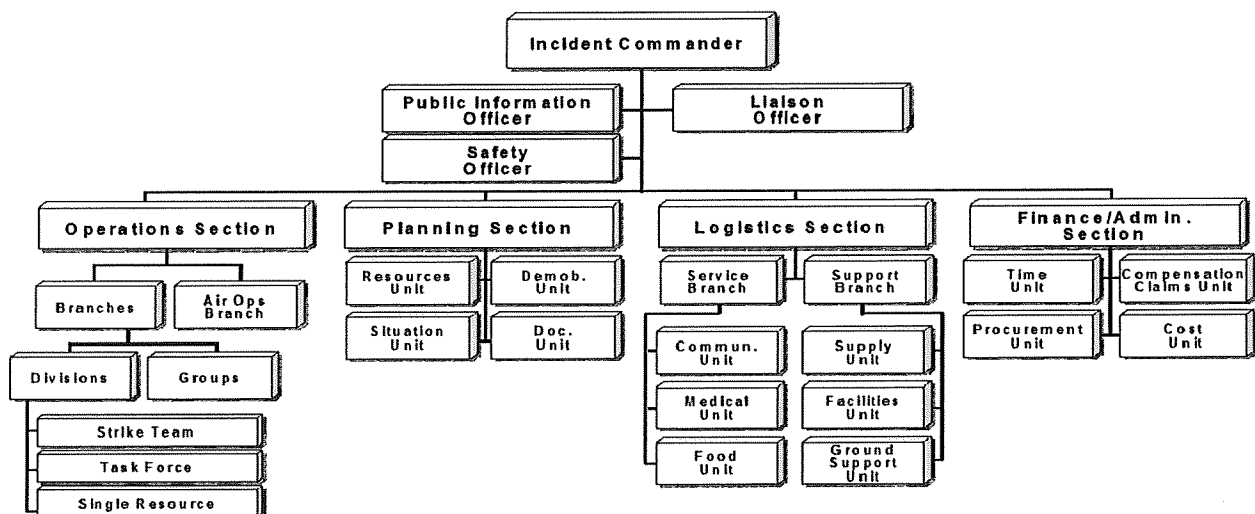
At each level within the ICS organization, individuals with primary responsibility positions have distinct titles. Titles provide a common standard for all users. For example, if one agency uses the title Branch Chief, another Branch Manager, etc., this lack of consistency can cause confusion at the incident.

The use of distinct titles for ICS positions allows for filling ICS positions with the most qualified individuals rather than by seniority. Standardized position titles are useful when requesting qualified personnel. For example, in deploying personnel, it is important to know if the positions needed are Unit Leaders, clerks, etc.

Listed below are the standard ICS titles:

Organizational Level	Title	Support Position
Incident Command	Incident Commander	Deputy
Command Staff	Officer	Assistant
General Staff (Section)	Chief	Deputy
Branch	Director	Deputy
Division/Group	Supervisor	N/A
Unit	Leader	Manager
Strike Team/Task Force	Leader	Single Resource Boss

ICS Organization



- **Command Staff:** The Command Staff consists of the Public Information Officer, Safety Officer, and
- **Liaison Officer.** They report directly to the Incident Commander.
- **General Staff:** The organization level having functional responsibility for primary segments of incident management (Operations, Planning, Logistics, Finance/Administration). The Section level is organizationally between Branch and Incident Commander.
- **Branch:** That organizational level having functional, geographical, or jurisdictional responsibility for major parts of the incident operations. The Branch level is organizationally between Section and Division/Group in the Operations Section, and between Section and Units in the Logistics Section. Branches are identified by the use of Roman Numerals, by function, or by jurisdictional name.
- **Division:** That organizational level having responsibility for operations within a defined geographic area. The Division level is organizationally between the Strike Team and the Branch.
- **Group:** Groups are established to divide the incident into functional areas of operation. Groups are located between Branches (when activated) and Resources in the Operations Section.
- **Unit:** That organization element having functional responsibility for a specific incident planning, logistics, or finance/administration activity.
- **Task Force:** A group of resources with common communications and a leader that may be pre-established and sent to an incident, or formed at an incident.
- **Strike Team:** Specified combinations of the same kind and type of resources, with common communications and a leader.
- **Single Resource:** An individual piece of equipment and its personnel complement, or an established crew or team of individuals with an identified work supervisor that can be used on an incident.

Overall Organizational Functions

ICS was designed by identifying the primary activities or functions necessary to effectively respond to incidents. Analyses of incident reports and review of military organizations were all used in ICS development. These analyses identified the primary needs of incidents.

As incidents became more complex, difficult, and expensive, the need for an organizational manager became more evident. Thus in ICS, and especially in larger incidents, the Incident Commander manages the organization and not the incident.

In addition to the Command function, other desired functions and activities were:

- To delegate authority and to provide a separate organizational level within the ICS structure with sole responsibility for the tactical direction and control of resources.
- To provide logistical support to the incident organization.
- To provide planning services for both current and future activities.
- To provide cost assessment, time recording, and procurement control necessary to support the incident and the managing of claims.
- To promptly and effectively interact with the media, and provide informational services for the incident, involved agencies, and the public.
- To provide a safe operating environment within all parts of the incident organization.
- To ensure that assisting and cooperating agencies' needs are met, and to see that they are used in an effective manner.

Incident Commander

The Incident Commander is technically not a part of either the General or Command staff. The Incident Commander is responsible for overall incident management, including:

- Ensuring clear authority and knowledge of agency policy.
- Ensuring incident safety.
- Establishing an Incident Command Post.
- Obtaining a briefing from the prior Incident Commander and/or assessing the situation.
- Establishing immediate priorities.
- Determining incident objectives and strategy(ies) to be followed.
- Establishing the level of organization needed, and continuously monitoring the operation and effectiveness of that organization.
- Managing planning meetings as required.
- Approving and implementing the Incident Action Plan.
- Coordinating the activities of the Command and General Staffs.
- Approving requests for additional resources or for the release of resources.
- Approving the use of students, volunteers, and auxiliary personnel.
- Authorizing the release of information to the news media.
- Ordering demobilization of the incident when appropriate.
- Ensuring incident after-action reports are complete.

Command Staff

The Command Staff is assigned to carry out staff functions needed to support the Incident Commander. These functions include interagency liaison, incident safety, and public information.

Command Staff positions are established to assign responsibility for key activities not specifically identified in the General Staff functional elements. These positions may include the Public Information Officer, Safety Officer, and Liaison Officer, in addition to various others, as required and assigned by the Incident Commander.

The table on the following page summarizes the responsibilities of the Command Staff.

General Staff

The General Staff represents and is responsible for the functional aspects of the Incident Command structure. The General Staff typically consists of the Operations, Planning, Logistics, and Finance/Administration Sections.

General guidelines related to General Staff positions include the following:

- Only one person will be assigned to each General Staff position.
- General Staff positions may be filled by qualified persons from any agency or jurisdiction.
- Members of the General Staff report directly to the Incident Commander. If a General Staff position is not activated, the Incident Commander will have responsibility for that functional activity.
- Deputy positions may be established for each of the General Staff positions. Deputies are individuals fully qualified to fill the primary position. Deputies can be designated from other jurisdictions or agencies, as appropriate. This is a good way to bring about greater interagency coordination.
- General Staff members may exchange information with any person within the organization.
- Direction takes place through the chain of command. This is an important concept in ICS.
- General Staff positions should not be combined. For example, to establish a "Planning and Logistics Section," it is better to initially create the two separate functions, and if necessary for a short time place one person in charge of both. That way, the transfer of responsibility can be made easier.

Following the first table is a table that summarizes the responsibilities of the General Staff.

Command Staff	Responsibilities
Public Information Officer	The Public Information Officer is responsible for interfacing with the public and media and/or with other agencies with incident-related information requirements. The Public Information Officer develops accurate and complete information on the incident's cause, size, and current situation; resources committed; and other matters of general interest for both internal and external consumption. The Public Information Officer may also perform a key public information-monitoring role. Only one incident Public Information Officer should be designated. Assistants may be assigned from other agencies or departments involved. The Incident Commander must approve the release of all incident-related information.
Safety Officer	The Safety Officer monitors incident operations and advises the Incident Commander on all matters relating to operational safety, including the health and safety of emergency responder personnel. The ultimate responsibility for the safe conduct of incident management operations rests with the Incident Commander or Unified Command and supervisors at all levels of incident management. The Safety Officer is, in turn, responsible to the Incident Commander for the set of systems and procedures necessary to ensure ongoing assessment of hazardous environments, coordination of multiagency safety efforts, and implementation of measures to promote emergency responder safety, as well as the general safety of incident operations. The Safety Officer has emergency authority to stop and/or prevent unsafe acts during incident operations. In a Unified Command structure, a single Safety Officer should be designated, in spite of the fact that multiple jurisdictions and/or functional agencies may be involved. The Safety Officer must also ensure the coordination of safety management functions and issues across jurisdictions, across functional agencies, and with private-sector and nongovernmental organizations.
Liaison Officer	The Liaison Officer is the point of contact for representatives of other governmental agencies, nongovernmental organizations, and/or private entities. In either a single or Unified Command structure, representatives from assisting or cooperating agencies and organizations coordinate through the Liaison Officer. Agency and/or organizational representatives assigned to an incident must have the authority to speak for their parent agencies and/or organizations on all matters, following appropriate consultations with their agency leadership. Assistants and personnel from other agencies or organizations (public or private) involved in incident management activities may be assigned to the Liaison Officer to facilitate coordination.
Assistants	In the context of large or complex incidents, Command Staff members may need one or more assistants to help manage their workloads. Each Command Staff member is responsible for organizing his or her assistants for maximum efficiency.
Additional Command Staff	Additional Command Staff positions may also be necessary depending on the nature and location(s) of the incident, and/or specific requirements established by the Incident Commander. For example, a Legal Counsel may be assigned directly to the Command Staff to advise the Incident Commander on legal matters, such as emergency proclamations, legality of evacuation orders, and legal rights and restrictions pertaining to media access. Similarly, a Medical Advisor may be designated and assigned directly to the Command Staff to provide advice and recommendations to the Incident Commander in the context of incidents involving medical and mental health services, mass casualty, acute care, vector control, epidemiology, and/or mass prophylaxis considerations, particularly in the response to a bioterrorism event.

Source: NIMS

General Staff	Responsibilities
Operations Section Chief	The Operations Section Chief is responsible for managing all tactical operations at an incident. The Incident Action Plan provides the necessary guidance. The need to expand the Operations Section is generally dictated by the number of tactical resources involved and is influenced by span of control considerations. Major responsibilities of the Operations Section Chief are to: • Manage tactical operations. • Assist in the development of the operations portion of the Incident Action Plan. This usually requires filling out the ICS 215 Form prior to the Planning Meeting. • Supervise the execution of the operations portion of the Incident Action Plan. • Maintain close contact with subordinate positions. • Ensure safe tactical operations. • Request additional resources to support tactical operations. • Approve release of resources from active assignments (not release from the incident). • Make or approve expedient changes to the operations portion of the Incident Action Plan. • Maintain close communication with the Incident Commander.
Planning Section Chief	The Planning Section Chief is responsible for providing planning services for the incident. Under the direction of the Planning Section Chief, the Planning Section collects situation and resources status information, evaluates it, and processes the information for use in developing action plans. Dissemination of information can be in the form of the Incident Action Plan, in formal briefings, or through map and status board displays. Major responsibilities of the Planning Section Chief are to: • Collect and manage all incident-relevant operational data. • Provide input to the Incident Commander and Operations Section Chief for use in preparing the Incident Action Plan. • Supervise preparation of the Incident Action Plan. • Conduct and facilitate planning meetings. • Reassign personnel already on site to ICS organizational positions as needed and appropriate. • Establish information requirements and reporting schedules for Planning Section units. • Determine the need for specialized resources to support the incident. • Assemble and disassemble task forces and strike teams not assigned to Operations. • Establish specialized data collection systems as necessary (e.g., weather). • Assemble information on alternative strategies and contingency plans. • Provide periodic predictions on incident potential. • Report any significant changes in incident status. • Compile and display incident status information. • Oversee preparation of the Demobilization Plan. • Incorporate Traffic, Medical, Communications Plans, and other supporting material into the Incident Action Plan.

General Staff	Responsibilities
Logistics Section Chief	The Logistics Section Chief provides all incident support needs with the exception of logistics support to air operations. The Logistics Section is responsible for providing: • Facilities. • Transportation. • Communications. • Supplies. • Equipment maintenance and fueling. • Food services (for responders). • Medical services (for responders). • All off-incident resources. Major responsibilities of the Logistics Section Chief are to: • Manage all incident logistics. • Provide logistical input to the Incident Commander in preparing the Incident Action Plan. • Brief Logistics Branch Directors and Unit Leaders as needed. • Identify anticipated and known incident service and support requirements. • Request additional resources, as needed. • Develop, as required, the Communications, Medical, and Traffic Plans. • Oversee demobilization of the Logistics Section.
Finance/ Administration Section Chief	The Finance/Administration Section Chief is responsible for managing all financial aspects of an incident. Not all incidents will require a Finance/Administration Section. Only when the involved agencies have a specific need for finance services will the Section be activated. Major responsibilities of the Finance/Administration Section Chief are to: • Manage all financial aspects of an incident. • Provide financial and cost analysis information as requested. • Ensure compensation and claims functions are being addressed relative to the incident. • Gather pertinent information from briefings with responsible agencies. • Develop an operating plan for the Finance/Administration Section; fill Section supply and support needs. • Determine need to set up and operate an incident commissary. • Meet with assisting and cooperating agency representatives as needed. • Maintain daily contact with agency(ies) administrative headquarters on finance matters. • Ensure that all personnel and equipment time records are accurately completed and transmitted to home agencies, according to policy. • Provide financial input for demobilization planning. • Ensure that all obligation documents initiated at the incident are properly prepared and completed. • Brief agency administrative personnel on all incident-related financial issues needing attention or followup.

Agency Representatives

An Agency Representative is an individual assigned to an incident from an assisting or cooperating agency. The Agency Representative must be given authority to make decisions on matters affecting that agency's participation at the incident.

Agency Representatives report to the Liaison Officer or to the Incident Commander in the absence of a Liaison Officer.

Major responsibilities of the Agency Representative are to:

- Ensure that all of their agency resources have completed check-in at the incident.
- Obtain briefing from the Liaison Officer or Incident Commander.
- Inform their agency personnel on the incident that the Agency Representative position has been filled.
- Attend planning meetings as required.
- Provide input to the planning process on the use of agency resources unless resource technical specialists are assigned from the agency.
- Cooperate fully with the Incident Commander and the Command and General Staffs on the agency's involvement at the incident.
- Oversee the well-being and safety of agency personnel assigned to the incident.
- Advise the Liaison Officer of any special agency needs, requirements, or agency restrictions.
- Report to agency dispatch or headquarters on a prearranged schedule.
- Ensure that all agency personnel and equipment are properly accounted for and released prior to departure.
- Ensure that all required agency forms, reports, and documents are complete prior to departure.
- Have a debriefing session with the Liaison Officer or Incident Commander prior to departure.

Technical Specialists

Certain incidents or events may require the use of Technical Specialists who have specialized knowledge and expertise. Technical Specialists may function within the Planning Section, or be assigned wherever their services are required.

While each incident dictates the need for Technical Specialists, some examples of the more commonly used specialists are:

- Meteorologists.
- Environmental Impact Specialists.
- Flood Control Specialists.
- Water Use Specialists.
- Fuels and Flammable Specialists.
- Hazardous Substance Specialists.
- Fire Behavior Specialists.
- Structural Engineers.
- Training Specialists.

Unified Command

The Unified Command organization consists of the Incident Commanders from the various jurisdictions or agencies operating together to form a single command structure.

Overview

Unified Command is an important element in multijurisdictional or multiagency incident management. It provides guidelines to enable agencies with different legal, geographic, and functional responsibilities to coordinate, plan, and interact effectively.

As a team effort, Unified Command allows all agencies with jurisdictional authority or functional responsibility for the incident to jointly provide management direction through a common set of incident objectives and strategies and a single Incident Action Plan. Each participating agency maintains its authority, responsibility, and accountability.

All agencies with jurisdictional authority or functional responsibility for any or all aspects of an incident and those able to provide specific resource support participate in the Unified Command structure and contribute to the process of selecting objectives; determining overall incident strategies; ensuring that joint planning for tactical activities is accomplished in accordance with approved incident objectives; ensuring the integration of tactical operations; and approving, committing, and making optimum use of all assigned resources.

The exact composition of the Unified Command structure will depend on the location(s) of the incident (i.e., which geographical jurisdictions or organizations are involved) and the type of incident (i.e., which functional agencies of the involved jurisdiction(s) or organizations(s) are required). The designation of a single Incident Commander for some multijurisdictional incidents, if planned for in advance, may be considered in order to promote greater unity of effort and efficiency.

Source: NIMS

Authority

Authority and responsibility for an Incident Commander to manage an incident or event comes in the form of a delegation of authority from the agency executive or administrator of the jurisdiction of occurrence or inherent in existing agency policies and procedures. When an incident/event spans multiple jurisdictions this responsibility belongs to the various jurisdictional and agency executives or administrators who set policy and are accountable to their jurisdictions or agencies. They must appropriately delegate to the Unified Commanders the authority to manage the incident. Given this authority, the Unified Commanders will then collectively develop one comprehensive set of incident objectives, and use them to develop strategies.

Advantages of Using Unified Command

The advantages of using Unified Command include:

- A single set of objectives is developed for the entire incident.
- A collective approach is used to develop strategies to achieve incident objectives.
- Information flow and coordination is improved between all jurisdictions and agencies involved in the incident.
- All agencies with responsibility for the incident have an understanding of joint priorities and restrictions.
- No agency's legal authorities will be compromised or neglected.
- The combined efforts of all agencies are optimized as they perform their respective assignments under a single Incident Action Plan.

Planning Process

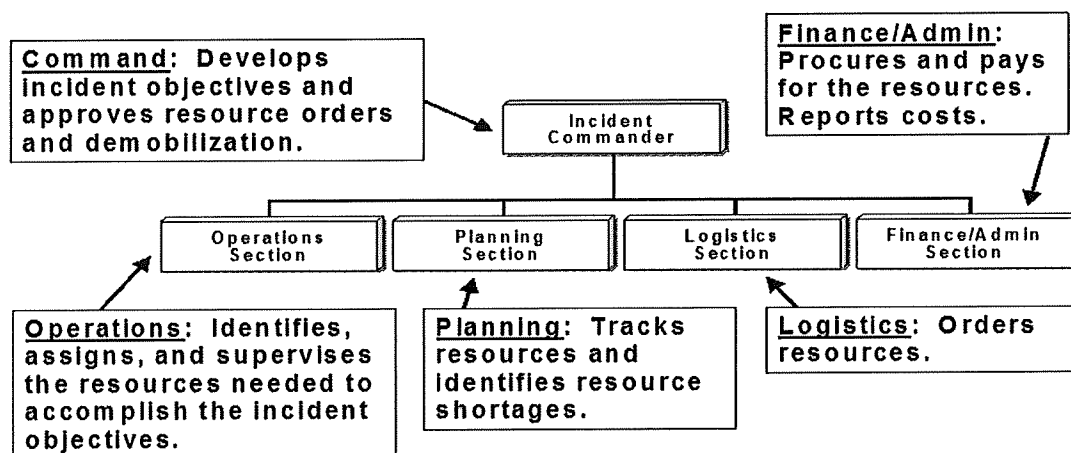
It was recognized early in the development of ICS that the critical factor of adequate planning for incident operations was often overlooked or not given enough emphasis. This resulted in poor use of resources, inappropriate strategies and tactics, safety problems, higher incident costs, and lower effectiveness.

Those involved in the original ICS development felt that there was a need to develop a simple but thorough process for planning that could be utilized for both smaller, short-term incidents and events, and for longer, more complex incident planning. The planning process may begin with the scheduling of a planned event, the identification of a credible threat, or the initial response to an actual or impending event. The process continues with the implementation of the formalized steps and staffing required to develop a written Incident Action Plan (IAP).

The primary phases of the planning process are essentially the same for the Incident Commander who develops the initial plan, for the Incident Commander and Operations Section Chief revising the initial plan for extended operations, and for the incident management team developing a formal IAP, each following a similar process. During the initial stages of incident management, planners must develop a simple plan that can be communicated through concise oral briefings. Frequently, this plan must be developed very quickly and with incomplete situation information. As the incident management effort evolves over time, additional lead time, staff, information systems, and technologies enable more detailed planning and cataloging of events and "lessons learned."

Planning involves:

- Evaluating the situation.
- Developing incident objectives.
- Selecting a strategy.
- Deciding which resources should be used to achieve the objectives in the safest, most efficient and cost-effective manner.



Caption: Organizational chart showing that Command develops the objectives and approves resource orders and demobilization. Operations identifies, assigns, and supervises the resources needed to accomplish the incident objectives. Planning tracks resources and identifies shortages. Logistics orders resources, and Finance/Administration procures and pays for the resources.

Demobilization

Demobilization planning helps to:

- Eliminate waste.
- Eliminate potential fiscal and legal impacts.
- Ensure a controlled, safe, efficient, and cost-effective release process.

Demobilization policies and procedures depend on the size of the incident and may involve:

- Fiscal/legal policies and procedures.
- Work rules.
- Special license requirements.
- Other requirements.

Incident Complexity

"Incident complexity" is the combination of involved factors that affect the probability of control of an incident. Many factors determine the complexity of an incident, including, but not limited to, area involved, threat to life and property, political sensitivity, organizational complexity, jurisdictional boundaries, values at risk, weather, strategy and tactics, and agency policy.

Incident complexity is considered when making incident management level, staffing, and safety decisions.

Various analysis tools have been developed to assist consideration of important factors involved in incident complexity. Listed below are the factors that may be considered in analyzing incident complexity:

- Impacts to life, property, and the economy
- Community and responder safety
- Potential hazardous materials
- Weather and other environmental influences
- Likelihood of cascading events
- Potential crime scene (including terrorism)
- Political sensitivity, external influences, and media relations
- Area involved, jurisdictional boundaries
- Availability of resources

ICS Readiness Checklist**NIMS and ICS Compliance**

- ☐ Adopt the ICS through executive order, proclamation, or legislation as the jurisdiction's official incident response system.
- ☐ Determine if ICS is integrated into functional and system-wide emergency operations policies, plans, and procedures.
- ☐ Provide ICS training so all responders, supervisors, and command-level officers receive ICS training.
- ☐ Schedule periodic exercises that require the application of ICS management features.

Emergency Operations Plans

- ☐ Conduct a review and update the jurisdiction Emergency Operations Plans based on a current hazard analysis and risks.
- ☐ Clarify roles and establish delegations of authority (as appropriate).
- ☐ Check contact information to ensure it is up to date.
- ☐ Update plans based on lessons learned from exercises and incidents.

Legal and Financial

- ☐ Check procedures and authorities for emergency purchasing and contracting.
- ☐ Ensure that mutual aid agreements and assistance agreements have been negotiated.
- ☐ Clarify coordination procedures among different levels of government (tribes, counties, State, Federal, etc.).

Resource Management Systems

- ☐ Identify potential resources across agencies/department, other levels of government, and the private sector.
- ☐ Check your jurisdiction's procedures and systems for:
 - ☐ Describing, inventorying, requesting, and tracking resources.
 - ☐ Activating and dispatching resources.
 - ☐ Managing volunteers.
 - ☐ Demobilization or recalling resources.
 - ☐ Financial tracking, reimbursement, and reporting.

Communications and Information Management

- ☐ Check your jurisdiction's protocols and procedures for:
 - ☐ Formulating and disseminating indications and warnings.
 - ☐ Formulating, executing, and communicating operational decisions.
 - ☐ Preparing for potential requirements and requests supporting incident management activities.
 - ☐ Developing and maintaining situation awareness.
- ☐ Check for interoperability. Can responders from different agencies (e.g., fire, police, public works) or mutual aid and assistance partners communicate with one another?
- ☐ Create a plan/budget for maintaining and replacing your emergency communication systems.

Training, Credentialing, and Exercising

- ☐ Make sure you have sufficient qualified personnel to assume ICS Command and General Staff positions.
- ☐ Predesignate qualified incident management teams based on incident complexity.
- ☐ Check when the last tabletop or functional exercise that practiced command and coordination functions was conducted. Did you participate in that exercise?

ICS Incident Checklist

The following checklist is designed to assist Executives and Senior Officials in supporting an emergency response. The checklist is divided into Immediate Actions, Legal, Political, Operational, and Public Information.

Immediate Actions

- ☐ Begin personal log. The log should include all information and orders given, will document the amount of information you had when making decisions, and will assist in protecting you if liability issues are raised concerning your role in the incident.
- ☐ Assign and brief/establish contact with the Incident Commander.
- ☐ Assign staff to assist in the incident as requested by the Incident Commander or Logistics.
- ☐ Determine when the initial planning meeting is scheduled.
- ☐ Confirm which parts of the Emergency Operations Plan are in effect.
- ☐ Contact and brief higher level authorities/stakeholders.

Legal

- ☐ Review and activate legal authorities:
 - Emergency declarations
 - Evacuation orders
 - Lines of succession
 - Mutual aid agreements and assistance agreements
 - Price controls
 - Procurement processes
 - Other restrictions/requirements

Political

- ☐ Provide leadership oversight of incident management policies and objectives.
- ☐ Assist in coordinating activities with elected officials and other levels of government.

Operational

- ☐ Assess the impact of the incident on the continuity of your jurisdiction's day-to-day activities.
- ☐ Reassign personnel to support incident activities and cover essential services.

Public Information

- ☐ Assign Public Information Officer to assist in incident information management.
- ☐ Direct requests for incident information to incident Public Information Officer using the Joint Information System.
- ☐ Coordinate messages through the Joint Information Center/Joint Information System.

After-Action Review Tips

Overall Tips

- Schedule an After-Action Review (AAR) as soon after the incident as possible.
- Keep it short and focused.
- Focus on WHAT, not WHO.
- Establish clear ground rules: encourage candor and openness (this is dialog—not lecture or debate); focus on items that can be fixed; keep all discussions confidential.
- Use a skilled facilitator to conduct the AAR.

AAR Process Steps

Use the following questions to facilitate the AAR process:

1. What did we set out to do?

- Establish the facts.
- Determine purpose of the mission and definition of success:
 - Identify key tasks involved.
 - Specify conditions under which each task may need to be performed (weather, topography, time restrictions, etc.).
 - Define acceptable standards for success (explain what "Right" looks like).

2. What actually happened?

- Continue to establish the facts.
 - Participants should come to agreement on what actually happened.
 - Pool multiple perspectives to build a shared picture of what happened.

3. Why did it happen?

- Analyze cause and effect.
 - Focus on WHAT, not WHO.
 - Provide progressive refinement for drawing out explanations of what occurred. This will lead into developing possible solutions.

4. What are we going to do better next time?

- Solutions will arise naturally once problems are identified and understood.
 - Focus on items you can fix, rather than external forces outside of your control.
 - Identify areas where groups are performing well and that should be sustained. This will help repeat success and create a balanced approach to the AAR.

Areas To Sustain/Maintain Strengths:

Areas To Improve Weaknesses:

5. Are there lessons learned that should be shared immediately?

- Identify the process for sharing lessons learned.
 - Option 1: Document the Issue, Discussion, Recommendation
 - Option 2: Document the Concept of the Operation, Results, Trends, Recommendation
- Determine and describe the most notable successes from the incident.
 - Determine and describe the most difficult challenges faced and how they were overcome.

6. What followup is needed?

- Be specific about actions, timelines, and responsibilities.
 - What changes, additions, or deletions are recommended to SOPs, plans, or training?
 - What issues were not resolved to your satisfaction and need further review?

Delegation of Authority

As of _____ hrs, _____, I have delegated the authority and responsibility for the complete management of the _____ incident to the Incident Commander, _____.

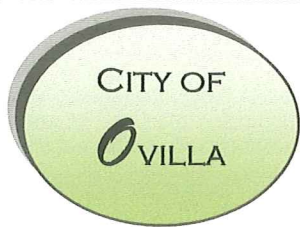
As Incident Commander, you are accountable to me for the overall management of this incident including control and return to local forces. I expect you to adhere to relevant and applicable laws, policies, and professional standards.

My considerations for management of the incident are:

1. Provide for responder and public safety.
2. Incident stability.
3. Preservation of property.
4. Manage the incident cost-effectively for the values at risk.
5. Provide training opportunities for less experienced responders. This will strengthen organizational capabilities of local agency personnel.
6. Provide for minimal disruption of access to critical community services and commerce. Access must be consistent with the safety of the public.
7. Coordinate with _____ and the State for use of their resources, as needed, and incorporate them into the overall incident plan.
8. The media will be escorted whenever possible. Media cards will identify members of the media.
9. Incident objectives, strategies, and tactics will be the responsibility of the Incident Management Team within a 10-mile radius of the incident.

Agency Administrator

Date



villa City Council

AGENDA ITEM REPORT

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

Meeting Date: January 27, 2014

Department: Administration

☒ Discussion ☒ Action

Budgeted Expense: ☐ YES ☐ NO ☒ N/A

Submitted By: Staff at the request of PL3 Griffin

Amount: \$N/A

Attachments:

1. None

Agenda Item / Topic:

ITEM 4. **DISCUSSION/ACTION** – Consideration of and action on a request to reconsider Council action on Ordinance 2014-002 and take action as necessary.

Discussion / Justification:

Rules of Procedure, Section - Ordinances, Resolutions and Motions subsection (I) *Motion to reconsider action*, allows for a Council member, who voted with the majority, to request reconsideration of action taken at the prior Council Meeting.

This item is provided at the request of Councilor David Griffin to reconsider action taken at the Regular meeting on January 13, 2014 regarding Ordinance 2014-002. Councilor Griffin voted with the Majority and is making a timely request.

The *Motion* to reconsider shall be made by Mr. Griffin, the second is open to anyone on Council regardless of prior vote on the item. This action requires a majority vote, not a super majority.

Item 5 on the Agenda is provided for City Council to then reconsider Ordinance 2014-002.

Recommendation / Staff Comments:

Sample Motion(s):

Mr. Griffin: I move to reconsider Council action on Ordinance 2014-002, Repealing Chapter 14, Article 4, Sections 33.8 and 33.9, Adopting new Residential Parking Regulation and Development Standards.



Ovilla City Council

AGENDA ITEM REPORT

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

Meeting Date: January 27, 2014

Department: Administration

☒ Discussion ☒ Action

Budgeted Expense: ☐ YES ☐ NO ☒ N/A

Submitted By: Staff

Amount: \$N/A

Attachments:

1. Proposed Ordinance 2014-002
2. Redlined revisions to existing Code

Agenda Item / Topic:

ITEM 5. **DISCUSSION/ACTION** – Case No. PZ14-001: Reconsideration of and action on Ordinance 2014-002, repealing Chapter 14, Article 4, Sections 33.8 and 33.9 of the Ovilla Code of Ordinances, and replacing same with new provisions pertaining to residential off-street parking and residential parking development standards; providing for penalties; providing a savings clause; providing a severance clause; providing for incorporation into the Ovilla Code of Ordinances, providing for immediate effect; and providing for publication.

Discussion / Justification:

A Public Hearing was held on January 13, 2014 to consider the proposed changes to Chapter 14 of the Ovilla Code of Ordinances, Case No. PZ14-001. Council denied passage of the Ordinance (4-1).

Upon affirmative action of City Council to reconsider previous action, this item has been placed for reconsideration of Ordinance 2014-002. Required Public Hearings for such Ordinance have been duly held and reconsideration of the Ordinance is permitted. Passage of the Ordinance requires a majority vote, not a super majority.

Recommendation / Staff Comments:

Sample Motion(s):

I move that Council approves/denies proposed Ordinance 2014-002, Repealing Chapter 14, Article 4, Sections 33.8 and 33.9, Adopting new Residential Parking Regulation and Development Standards as presented.

ORDINANCE NO. 2014-002

AN ORDINANCE OF THE CITY OF OVILLA, TEXAS, REPEALING SECTIONS 33.8 AND 33.9 OF THE ZONING ORDINANCE OF THE CITY OF OVILLA, TEXAS, CODIFIED IN CHAPTER 14 OF THE OVILLA CODE OF ORDINANCES, AND REPLACING SAME WITH NEW PROVISIONS PERTAINING TO RESIDENTIAL OFF-STREET PARKING AND RESIDENTIAL PARKING DEVELOPMENT STANDARDS; PROVIDING FOR PENALTIES; PROVIDING A SAVINGS CLAUSE; PROVIDING A SEVERANCE CLAUSE; PROVIDING FOR INCORPORATION INTO THE OVILLA CODE OF ORDINANCES; PROVIDING FOR IMMEDIATE EFFECT; AND PROVIDING FOR PUBLICATION.

WHEREAS, the City Council of the City of Ovilla, Texas, does find and determine that it is in the best interest of the health, safety and welfare of citizens of the City of Ovilla, Texas, to repeal and replace provisions of the Ovilla Zoning Ordinance pertaining to residential off-street parking and residential parking development standards.

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

SECTION 1. REPEAL OF SECTIONS 33.8 AND 33.9 OF THE OVILLA ZONING ORDINANCE

Sections 33.8 and 33.9 of the Ovilla Zoning Ordinance, codified as in Chapter 14 of the Ovilla Code of Ordinances are hereby repealed.

SECTION 2. ADOPTION OF NEW SECTIONS 33.8 AND 33.9 TO THE OVILLA ZONING ORDINANCE

The following provisions are hereby adopted as Sections 33.8 and 33.9 of the Ovilla Zoning Ordinance as codified in Chapter 14 of the Ovilla Code of Ordinances:

33.8 RESIDENTIAL OFF-STREET PARKING

A. Generally. It is recognized that uncontrolled residential off-street parking, specifically in residential front yards, is a public nuisance. The purpose of this section is to provide for the regulation of residential off-street parking and to specify the requirements for residential off-street parking as they pertain to the appearance and the health, safety, and welfare of the city.

B. Offense. A person commits an offense if the person parks or allows to be parked on any property under his control, any automobile, bus, truck, motorcycle, boat or recreational vehicle, trailer of any type, on any portion of a front or side yard driveway of any lot or parcel located in a residentially zoned district or in any Commercial or Industrial zoned district being used for residential purposes, unless:

1. The vehicle is parked on an all-weather driveway that provides access to a garage, carport or off-street parking area such as a circular driveway; or
2. An alternate surface, which has been reviewed and approved by the City Administrator or designee.

ORDINANCE NO. 2014-002

C. Driveway. A driveway for access to any single parking space or to a parking lot shall not be less than twenty (20) feet in width, or, more than thirty (30) feet in width, as measured at the property line along the street and no less than 10' wide continuing on the property.

D. Rear Yard Parking: Except abandoned and junked vehicles as defined in Chapter 8, Article 8.05 of the City of Ovilla Code of Ordinances, it is an affirmative defense if a person parks or allows to be parked an automobile, pickup, truck, motorcycle, boat, recreational vehicle, camper or trailer of any type behind the rear plane of the main structure; however, not included in this affirmative defense are truck tractors, semi-trailers, pole trailers, school and commercial buses, save and except for properties of 2 acres or more.

33.9 RESIDENTIAL PARKING DEVELOPMENT STANDARDS

The following regulations shall apply to all residential zoning districts and to any required front or side yard driveway being used to park or store vehicles, including boats and trailers or in any Commercial or Industrial zoned district being used for residential purposes:

A. Relationship to Curb. All vehicles shall be so parked in relation to the street and dwelling at right angles and not to extend over any walkway or be closer than eight (8) inches from the back of the curb so they will not obstruct the pedestrian ways.

B. Violation. Any vehicle found by the Administrative Official or City Code Enforcement Officer to be in violation of and provision of this Section must be made operable or moved to an enclosed building within ten (10) days from the notification of such condition existing.

C. Subject Vehicles. A person commits an offense if the person parks or stores a recreational vehicle, camper, boat, or other trailer in any front or side yard driveway exceeding 48 hours.

SECTION 3. ENFORCEMENT OF PENALTY

Any person, firm partnership, association or corporation who shall violate any of the provisions of this Ordinance shall be guilty of a misdemeanor, and upon conviction thereof in the Municipal Court of the City of Ovilla, Texas, shall be liable for a **fine in an amount not to exceed Five Hundred Dollars (\$500)**. Each and every instance of the violation of this Ordinance shall constitute a separate offense and shall be punishable by separate fines for each offense.

SECTION 4. SAVINGS CLAUSE

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

SECTION 5. SEVERANCE CLAUSE

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

SECTION 6. INCORPORATION INTO THE CODE OF ORDINANCES

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

SECTION 7. EFFECTIVE DATE

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

SECTION 8. PUBLICATION

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

PASSED, ADOPTED AND APPROVED by the City Council of Ovilla, Texas on this the _____ day of _____, 2014.

Richard Dormier, Mayor

ATTEST:

Pamela Woodall, City Secretary

APPROVED AS TO FORM:

Ron G. MacFarlane, Jr., City Attorney

33.8 RESIDENTIAL OFF-STREET PARKING

A. Generally. It is recognized that uncontrolled residential off-street parking, specifically in residential front yards, is a public nuisance. The purpose of this section is to provide for the regulation of residential off-street parking and to specify the requirements for residential off-street parking as they pertain to the appearance and the health, safety, and welfare of the city.

B. Offense. A person commits an offense if the person parks or allows to be parked on any property under his control, any automobile, bus, truck, motorcycle, boat or recreational vehicle, trailer of any type, ~~-on any portion of a front yard or side yard~~ driveway of any lot or parcel located in a residentially zoned district or in any Commercial or Industrial zoned district being used for residential purposes, unless:

1. ~~the~~The vehicle is parked on an all-weather driveway that provides access to a garage, carport or off-street parking area such as a circular driveway; required by this ordinance; or

2. ~~an~~An alternate surface which has been reviewed and approved by the City Administrator or designee. ~~City's Engineer.~~

C. Driveway. A driveway for access to any single parking space or to a parking lot shall not be less than twenty (20) feet in width, nor more than thirty (30) feet in width, as measured at the property line along the street and no less than 10' wide continuing on the property.

D. Rear Yard Parking: Except abandoned and junked vehicles as defined in Chapter 8, Article 8.05 of the City of Ovilla Code of Ordinances, it is an affirmative defense if a person parks or allows to be parked an automobile, pickup, truck, motorcycle, boat, recreational vehicle, camper or trailer of any type behind the rear plane of the main structure; however, not included in this affirmative defense are truck tractors, semi-trailers, pole trailers, school and commercial buses, save and except for properties of 2 acres or more.

33.9 RESIDENTIAL PARKING DEVELOPMENT STANDARDS

The following regulations shall apply to all residential zoning districts and to any required front or side yard driveway being used to park or store vehicles, including boats and trailers or in any Commercial or Industrial zoned district being used for residential purposes:-

~~A. Paving Materials. All vehicles, including RV's, campers, boats, or other trailer, which are parked or stored on private property in residential areas are to be on a concrete paved surface, asphaltic concrete, or pavers.~~

~~B. Large Lots. Residences located on properties two (2) acres or greater in size may have an alternate surface material upon authorization of the City Council.~~

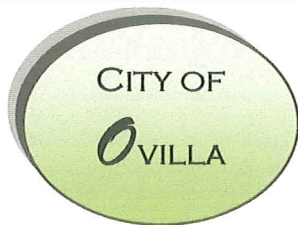
~~C. Pavers. Pavers are not to exceed one half inch (1/2") above the surface of the yard in which they are placed to allow them to be properly mowed and trimmed around.~~

~~D. Off Street Surface. Vehicles are to be completely resting on such surfaces from the point they leave the public streets to the point upon which they are parked or stored.~~

~~EA.~~ Relationship to Curb. All vehicles shall be so parked in relation to the street and dwelling at right angles and not to extend over any walkway or be closer than eight (8) inches from the back of the curb so they will not obstruct the pedestrian ways.

~~FB.~~ Violation. Any vehicle found by the Administrative Official or City Code Enforcement Officer to be in violation of and provision of this Section must be made operable or moved to an enclosed building within thirty (30) days from the notification of such condition existing.

~~GC.~~ Subject Vehicles. A person commits an offense if the person parks or stores a recreational vehicle, camper, boat, or other trailer in any front or side yard driveway exceeding 48 hours.



Villa City Council

AGENDA ITEM REPORT

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

Meeting Date: January 27, 2014

Department: Administration

☒ Discussion ☒ Action

Budgeted Expense: ☐ YES ☐ NO ☒ N/A

Submitted By: Staff

Amount: \$N/A

Attachments:

1. None

Agenda Item / Topic:

ITEM 6. **DISCUSSION/ACTION** – Consideration of and action on scheduling a special Joint Workshop meeting with the Planning and Zoning Commission for February 03, 2014, at 7:00 p.m., for the purpose of modifying the existing residential off-street parking and residential parking development standards in Chapter 14.

Discussion / Justification:

This item is subject to City Council's action on Item 4 for reconsideration of Ordinance 2014-002 relating to residential off-street parking and residential parking development standards in Chapter 14. No action will be necessary on this agenda item with the passage of Ordinance 2014-002 in Item 4.

This item provides City Council the opportunity to set a date and time for a Joint Workshop meeting with the Planning and Zoning Commission to consider modifying the existing residential off-street parking and residential parking development standards. Council denied (4-1 vote) Ordinance 2014-002 presented during a Public Hearing and Council Meeting on January 13, 2014 and it was suggested a Joint Workshop be held to deliberate the standards.

Recommendation / Staff Comments:

Staff recommends Monday, February 03, 2014, at 7:00 p.m., for a Joint Workshop with the Planning and Zoning Commission if Council so chooses to hold such a meeting. Staff finds this date and time suitable since there is no pending business before the Commission on this regularly scheduled meeting date for the P&Z.

Sample Motion(s):

I move that Council schedule a Special Joint Workshop meeting with the Planning and Zoning Commission on Monday, February 03, 2014, at 7:00 p.m., for the purpose of modifying the existing residential off-street parking and residential development standards in Chapter 14.

OR

No Action



AGENDA ITEM REPORT

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

Meeting Date: January 27, 2014

Department: Administration

☒ Discussion ☒ Action

Budgeted Expense: ☐ YES ☐ NO ☒ N/A

Submitted By: Staff

Amount: \$N/A

Attachments:

1. Excerpt Ord. 2010 Policy and Procedure Guide to Purchasing Section 6. Disposal of Surplus Property
2. Declaration of Surplus Property and Disposition Worksheet

Agenda Item / Topic:

ITEM 7. **DISCUSSION/ACTION** – Consideration of and action declaring certain City equipment and/or property that are no longer needed as surplus property and determining method of disposal.

Discussion / Justification:

Staff has submitted a list of operable property to be declared surplus and recommends disposal through sale by on-line auction. The City Administrator has the authority to dispose of broken assets valued at less than \$2,000.00. Staff recommends hard drives be shredded during the City's Clean Up Day event when Progressive Waste Solutions collects E-Waste. Operable items are required to be sold.

Assets valued at over \$2,000.00 are to be disposed by a method approved by City Council. The attached Worksheet indicates staff recommendation to dispose of all surplus items by on-line auction.

If an asset over \$2,000.00 is to be sold using the formal bidding process, the City Council will make the final decision on disposal based on price, value, and adherence to bid specifications. The bid will be awarded to the highest responsible bidder and the Council reserves the right to reject any or all bids if it is in the best interest of the City. If the asset is sold by on-line auction, the City would accept the highest bid for the item on the on-line auction.

Previous Council action declared vehicles, items 3, 4, and 5 on the Worksheet, as surplus. These items are recommended to be sold through on-line auction with the current items proposed for surplus.

Recommendation / Staff Comments:

Staff recommends the equipment and vehicles be declared surplus and placed in lots for sale by on-line auction. René Bates Auctioneers, Inc. specializes in online auctions for governmental entities, financial institutions, utility companies, regulatory agencies and others. René Bates is a licensed, full service auction company that has been in operation since 1966. The City utilized René Bates in 2010 to dispose of vehicles and miscellaneous equipment.

Sample Motion(s):

TWO MOTIONS:

I move to APPROVE/DENY declaring certain City equipment and/or property that are no longer needed as surplus property.

I move to APPROVE/DENY the method of disposal of declared surplus items for sale by auction on the René Bates Auctioneers, Inc. on-line web site.

Policy and Procedure Guide to Purchasing

Ordinance 2010-020

Approved & adopted by Council on September 27, 2010

SECTION 6: DISPOSAL OF SURPLUS PROPERTY

There are multiple formats for the disposal process such as: sale, trade-in, and destruction. Surplus property is equipment owned by the City that is no longer needed.

If the property is on the fixed asset list and the department determines it is no longer needed, a Request for disposition must be completed, signed by the Department Head, and sent to City Administrator for review/processing.

- a. Departments should contact the City Administrator prior to disposal of any property.
- b. The City Administrator has the authorization to dispose of broken assets less than \$2,000.
- c. Any item that is still operable and has a potential value should be sold.
- d. Request for disposition should consist of a letter to the City Administrator explaining the need for disposition or sale of the surplus property.
- e. After approval by the City Administrator, equipment over \$2,000 should be stored until approval is obtained from City Council for disposal.
- f. The City Council should declare any asset over \$2,000 surplus property and recommend a disposal method.
- g. If asset over \$2,000 is to be sold using the bidding process, the City Council will make the final decision on disposal. The decision is based on a combination of price, value and adherence to bid specifications. The bid will be awarded to the highest responsible bidder, but the Council reserves the right to reject any or all bids and reopen the bidding process if it is in the best interest of the City.
- h. After approval by the City Administrator and City Council, Department Heads should dispose of the asset.

Declaration of Surplus Vehicles and Disposition Worksheet

January 27, 2014

VEHICLE	Kelly Blue Book Value	Method of Disposal
1 1998 Ford Cown Victoria WHITE 164280 mileage Vin 2FAFP71W3WX124264	\$889.00 to \$1,218.00	Online Auction
2 2008 Ford Cown Victoria (101) 126961 mileage Vin 2FAFP71V28X139025 transmission out, no reverse	\$2,822.00 to \$3,171.00	Online Auction
3 1986 Chevrolet C6500 Dump Truck Mileage 43343 Vin 1GBJ7D1B1GV111746	Minutes August 27, 2012 declared surplus and authorized sale	Online Auction
4 2004 Ford Cown Victoria 176723 mileage Vin 2FAFP71WX4X104560	Minutes February 14, 2011 declared surplus and authorized sale	Online Auction
5 2001 Dodge Ram C2500 Pickup V8 117050 Mileage Vin 3B7KC26751M541769	Minutes February 14, 2011 declared surplus and authorized sale	Online Auction

Request for disposition of vehicles submitted by: Melba Doo Dept. Head
 Approved by City Administrator: Cyndy Tower Date 1-23-14

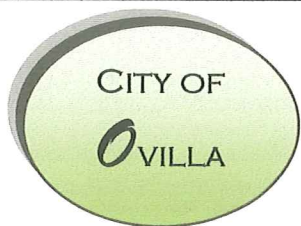
Surplus Equipment to be Disposed

January 27, 2014

	Asset Inventory Number (items over \$2,000.00 value) or Serial Number (items under \$2,000.00)	Value	Under \$2,000.00	Over \$2,000.00	Method of disposal		
					Sale	Trade-in	Destroy
Lot 1							
HP Inkjet Printer	cn7a1h3qrd		X		X		
HP Inkjet Printer	cn8225255f		X		X		
Dell Printer	mdlj740 cnote597487303870032		X		X		
Dell Printer	cn0jo597487303722933		X		X		
Dell Monitor	cn0tp222737317480fcs		X		X		
Dell Monitor	cn0tp2227373174801ps		X		X		
Dell keyboard	cn07n2427161638d2h37		X		X		
Logitech keyboard	bt914d60351		X		X		
Power supply APC	ups-10-006		X		X		
Power supply APC	ups-jb0239018780		X		X		
Power supply APC	jb0319037006		X		X		
Power supply APC	jb0319036163		X		X		
Brother Printer	hl1440V60066c3j398951		X		X		
Lot 2							
IBM Monitor	88A4534		X		X		
IBM Monitor	88A4557		X		X		
Dell Monitor	CNOP01516418041605AB		X		X		
Dell Monitor	CNOP015164180375-321d		X		X		
Dell Monitor	CNORW195728728113WMS		X		X		
Speakers (2 pair)	n/a		X		X		
HP Printer	20-007		X		X		
Panasonic Fax Printer	KX FL511		X		X		
IBM Keyboard	1532P51000561376B		X		X		
IBM Keyboard	1532P51000537305B		X		X		
Dell Keyboard	CNODI3317161688LOUMIG		X		X		
Kinyo VHS Rewinder	n/a		X		X		

Request for disposition of miscellaneous equipment submitted by: Mike Dooly Department Head

Approved by City Administrator: Cynthia Drees Date: 1-23-14



Ovilla City Council

AGENDA ITEM REPORT

EXECUTIVE SESSION

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

Meeting Date: January 27, 2014

Department: Administration

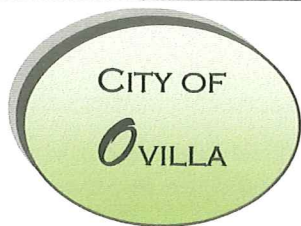
☒ Discussion ☒ Action

Budgeted Expense: ☐ YES ☒ NO ☐ N/A

Submitted By: Staff

Amount: \$N/A

Attachments:	
1. Proposed Settlement Agreement and Release	
Agenda Item / Topic:	
ITEM 8.	<i>DISCUSSION/ACTION</i> – The City Council will meet in closed session for consultation with legal counsel pursuant to Section 551.071 of the Texas Government Code for consultation and review of litigation, Cause 87776, in the 40 th Judicial District Court for Ellis County, TX, styled Penny Goetz v. City of Ovilla. Council may consider and take action authorizing the Mayor to execute a Settlement Agreement and Release.
Discussion / Justification:	
Recommendation / Staff Comments:	
Sample Motion(s):	



Ovilla City Council

AGENDA ITEM REPORT

EXECUTIVE SESSION

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

Meeting Date: January 27, 2014

Department: Administration

☒ Discussion ☒ Action

Budgeted Expense: ☐ YES ☐ NO ☒ N/A

Submitted By: Council

Amount: \$N/A

Attachments:

1. Evaluation document(s)

Agenda Item / Topic:

ITEM 9. *DISCUSSION/ACTION* – The City Council will meet in closed session pursuant to Section 551.074 of the Texas Government Code for consultation and review pertaining to the appointment, employment, evaluation, reassignment or duties of the City Administrator.

Discussion / Justification:

Recommendation / Staff Comments:

Sample Motion(s):