

# City of *OVILLA* City Council

Rachel Huber, Place One  
Larry Stevenson, Place Two  
David Griffin, Place Three

Richard Dormier, Mayor

Doug Hunt, Place Four, Mayor Pro Tem  
Dean Oberg, Place Five  
Dennis Burn, City Manager

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

Monday, March 14, 2016

6:00 P.M.

Council Chamber Room

## AGENDA

### I. CALL TO ORDER

**PURSUANT TO SECTION 30.06, PENAL CODE (TRESPASS BY LICENSE HOLDER WITH A CONCEALED HANDGUN), A PERSON LICENSED UNDER SUBCHAPTER H, CHAPTER 411, GOVERNMENT CODE (HANDGUN LICENSING LAW), MAY NOT ENTER THIS PROPERTY WITH A CONCEALED HANDGUN.**

**CONFORME A LA SECCIÓN 30.06 DEL CÓDIGO PENAL (ENTRADA SIN AUTORIZACIÓN POR TITULAR DE LICENCIA CON UNA PISTOLA OCULTA), UNA PERSONA CON LICENCIA BAJO EL SUBCAPÍTULO H, CAPÍTULO 411 DEL CÓDIGO DE GOBIERNO (LEY DE LICENCIAS DE PISTOLAS), NO PUEDE ENTRAR EN ESTA PROPIEDAD CON UNA PISTOLA OCULTA.**

**PURSUANT TO SECTION 30.07, PENAL CODE (TRESPASS BY LICENSE HOLDER WITH AN OPENLY CARRIED HANDGUN), A PERSON LICENSED UNDER SUBCHAPTER H, CHAPTER 411, GOVERNMENT CODE (HANDGUN LICENSING LAW), MAY NOT ENTER THIS PROPERTY WITH A HANDGUN THAT IS CARRIED OPENLY.**

**CONFORME A LA SECCIÓN 30.07 DEL CÓDIGO PENAL (ENTRADA SIN AUTORIZACIÓN POR TITULAR DE LICENCIA CON UNA PISTOLA VISIBLE), UNA PERSONA CON LICENCIA BAJO EL SUBCAPÍTULO H, CAPÍTULO 411 DEL CÓDIGO DE GOBIERNO (LEY DE LICENCIAS DE PISTOLAS), NO PUEDE ENTRAR EN ESTA PROPIEDAD CON UNA PISTOLA VISIBLE.**

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

### III. CONDUCT A BRIEFING SESSION to review and discuss future agenda items.

1. Midlothian Independent School District – Shiloh Road Annexation
2. Midlothian Independent School District – Proposed Zoning Change from R-22 to General Commercial of an orphan piece of property being 0.6236 Acres, John Billingsley Survey
3. Midlothian Independent School District – Replat Approval
4. Endeavor Wall Homes LLC, agent representative of James D. Finley – Proposed Change in Zoning from Industrial to R-15 on 19.34 acres off of Bear Creek Road
5. Golden Chicken – Specific Use permit and Site Plan Approval
6. Bryson Manor Phase 2 – Preliminary Plat Approval
7. Hidden Valley Estates – Preliminary Plat Approval
8. Comprehensive Land Use Plan Public Hearing and Approval
9. Fiscal Year 2015-2016 Budget Amendment

### IV. ADJOURNMENT

THIS IS TO CERTIFY THAT A COPY OF THE NOTICE OF the March 14, 2016 Briefing Session Agenda was posted on the City Hall bulletin board, a place convenient and readily accessible to the general public at all times, and to the City's website, [www.cityofovilla.com](http://www.cityofovilla.com), on the 14th day of March 2016 prior to 6:00 p.m., in compliance with Chapter 551, Texas Government Code.



Pamela Woodall, City Secretary

DATE OF POSTING: 3-11-2016 TIME: 10:00  am/pm

DATE TAKEN DOWN: \_\_\_\_\_ TIME: \_\_\_\_\_ am/pm

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

# City of *OVILLA* City Council

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Doug Hunt, Place Four, Mayor Pro Tem  
Dean Oberg, Place Five  
Dennis Burn, City Manager

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Monday, March 14, 2016      105 S. Cockrell Hill Road, Ovilla, TX 75154      6:30 P.M.      Council Chamber Room

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## AGENDA

NOTICE is hereby given of a Regular Meeting of the City Council of the City of Ovilla, to be held on Monday, March 14, 2016 at 6:30 P.M. in the Ovilla Municipal Building, Council Chamber Room, 105 S. Cockrell Hill Road, Ovilla, Texas, 75154, for the purpose of considering the following items:

### I. CALL TO ORDER

**PURSUANT TO SECTION 30.06, PENAL CODE (TRESPASS BY LICENSE HOLDER WITH A CONCEALED HANDGUN), A PERSON LICENSED UNDER SUBCHAPTER H, CHAPTER 411, GOVERNMENT CODE (HANDGUN LICENSING LAW), MAY NOT ENTER THIS PROPERTY WITH A CONCEALED HANDGUN.**

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- Invocation
- Pledge of Allegiance

### II. COMMENTS, PRESENTATIONS & REPORTS

1. Chief Windham will conduct the Oath of Office to recently promoted Sergeant Snavely.
2. Service League to report the proceeds supporting the Ovilla Fire Department resulting from Annual Service League Benefit Spaghetti Dinner held February 19, 2016.
3. City Secretary to present Council the Certification of Unopposed Candidates in the May 07, 2016 general election, naming:
  - Place One Council Position Unopposed - Rachel Huber
  - Place Three Council Position Unopposed - David Griffin
  - Place Five Council Position Unopposed - Michael Myers

#### ▪ Citizen Comments

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

#### ▪ Department Activity Reports / Discussion

- Police Department      Police Chief B. Windham
  - Monthly Report
- Fire Department      Fire Chief B. Kennedy
  - Monthly Report

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Larry Stevenson, Place Two  
David Griffin, Place Three

Richard Dormier, Mayor

Doug Hunt, Place Four, Mayor Pro Tem  
Dean Oberg, Place Five  
Dennis Burn, City Manager

- 
- Public Works Public Works Director B. Piland
    - Monthly Report
  - Finance Department Accountant L. Harding
    - January 2016 Financials
    - Committed Fund Balance Reports
  - Administration City Manager D. Burn
    - Activity Report(s)
      - ❖ Update on the February 25, 2016 Comprehensive Land Use Plan Review Committee's Town Hall meeting.
      - ❖ Development Updates
      - ❖ Board Activity Updates
    - Monthly Municipal Court Report City Secretary P. Woodall
      - ❖ Warrant Roundup summary
    - Monthly Code/Animal Control Reports Code/AC Officer M. Dooly
      - ❖ Permits

### III. CONSENT AGENDA

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

- C1. January 2016 Financial Transactions over \$5,000
- C2. Minutes of the Special Meeting of February 22, 2016.
- C3. Minutes of the Council Briefing Session and Regular Meeting of February 08, 2016.

### IV. REGULAR AGENDA

- ITEM 1. **DISCUSSION/ACTION** – Consideration of and Action on ORDINANCE 2016-04 of the City of Ovilla Texas, declaring unopposed candidates in the May 07, 2016 general city election elected to office; canceling the election; providing a savings clause; providing a severability clause; and providing an effective date.  
  
**Debate/Acción** – Considerar una Acción sobre la ORDENANZA 2016-04 de la Ciudad de Ovilla Texas, que declara a los candidatos sin oposición en las elecciones generales del 07 de mayo de 2016 electos para el cargo; cancelar la elección; proporcionar una cláusula de salvaguardia; proporcionar una cláusula de separación; y proporcionar una fecha de entrada en vigor.
- ITEM 2. **DISCUSSION/ACTION** – Consideration of and Action on a request filed by Massey Shaw for a Meritorious Exception to place a temporary pole sign on a corner lot (Shiloh Road and Bryson Manor) in the Bryson Manor Subdivision, authorizing the City Manager to execute.
- ITEM 3. **DISCUSSION/ACTION** – Consideration of and Action on the use of unrestricted fund balance for the repair and rehabilitation of Cockrell Hill Road, authorizing the City Manager to include in Mid-year Budget Amendment for Council consideration.
- ITEM 4. **DISCUSSION/ACTION** – Consideration of and Action on a Records Retention Proposal between the City of Ovilla and RCI Records Consultants, Inc., for a Records Retention Program and Secure Document Destruction Services, in compliance with the Texas State Library and Archives Commission, authorizing the City Manager to execute.
- ITEM 5. **DISCUSSION/ACTION** – Consideration of and Action on ORDINANCE 2016-05 of the City of Ovilla, Texas, adoption the 2012 International Fire Code with 2012 North Central Texas

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Council of Governments ("COG") Amendments, 2012 International Building Code with 2012 COG Amendments, 2012 International HVAC/Mechanical Code with 2012 COG Amendments, 2012 International Residential Code with 2012 COG Amendments, 2012 International Plumbing Code with 2012 COG Amendments, 2012 Fuel Gas Code with 2012 COG Amendments, and 2011 National Electrical Code with 2011 COG Amendments; providing for the modification of Code to incorporated local amendments; providing for recording of the Codes as a public record; providing that this Ordinance shall be cumulative of all ordinances; providing a severability clause; providing a savings clause; providing for a penalty for violations and providing an effective date.

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

## 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).

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

## VI. ADJOURNMENT

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Pamela Woodall, City Secretary

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**DATE: March 14, 2016**

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

**FROM: Dennis Burn, City Manager**

**SUBJECT: Police Sergeant**

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Sergeant Snavelly was hired in January 2014. Prior to that he was a mortgage insurance claims analyst.

He has 5 children and a supportive wife.

He spends most work hours on night shift in order to care for his children during the day.

He enjoys motorcycles, shooting, soccer, hockey and cooking.

Sergeant Snavelly participated in the promotional process for Sergeant and received an outstanding recommendation from the promotional board.



## OATH OF OFFICE

In the name and by the authority of  
**The State of Texas**

**I, DAMIEN SNAVELY, do solemnly swear (or affirm), that I will faithfully execute the duties of the office of SERGEANT OF POLICE for the City of Ovilla of the State of Texas, and will to the best of my ability preserve, protect, and defend the Constitution and laws of the United States and of this State, so help me God.**

\_\_\_\_\_  
Affiant

State of Texas  
County of Ellis

***SWORN TO and subscribed before me by affiant on this 14th day of March 2016.***

\_\_\_\_\_  
Signature of Person Administering Oath

Brian Windham  
Chief of Police, Ovilla, TX

\_\_\_\_\_  
Title

ATTEST:



\_\_\_\_\_  
Pamela Woodall, City Secretary

CERTIFICATION OF UNOPPOSED CANDIDATES FOR OTHER  
POLITICAL SUBDIVISIONS (NOT COUNTY)  
CERTIFICACIÓN DE CANDIDATOS ÚNICOS  
PARA OTRAS SUBDIVISIONES POLITICAS (NO EL CONDADO)

To: Presiding Officer of Governing Body  
Al: Presidente de la entidad gobernante

As the authority responsible for having the official ballot prepared, I hereby certify that the following candidates are unopposed for election to office for the election scheduled to be held on May 07, 2016.

Como autoridad a cargo de la preparación de la boleta de votación oficial, por la presente certifico que los siguientes candidatos son candidatos únicos para elección para un cargo en la elección que se llevará a cabo el mayo 07, 2016.

List offices and names of candidates:  
Lista de cargos y nombres de los candidatos:

Office(s) Cargo(s)

City Council Place 1  
City Council Place 3  
City Council Place 5

Candidate(s) Candidato(s)

Rachel Huber  
David Griffin  
Michael Myers



Signature (Firma)

Pamela Woodall

Printed name (Nombre en letra de molde)

City Secretary

Title (Puesto)

March 14, 2016

Date of signing (Fecha de firma)



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

To: Mayor Richard Dormier  
 Ovilla City Council  
 Dennis Burn City Manager

Subject: Police Department Monthly Activity Report

	FEB 2016	FEB 2016 YTD	FEB 2015	FEB 2015 YTD
Calls For Service				
Accident	1	6	4	4
Alarms	24	46	7	22
Arrest	2	5	4	9
Assault	0	0	0	0
Assists: Agency/Unit:12 EMS/Fire:3 Motorist:2	17	41	37	72
Building / House Security Check	1628	3010	983	2396
Burgulary	0	0	0	0
Burgulary of Motor Vehicle	1	1	0	0
Criminal Mischief	0	0	1	2
Disturbance	4	7	3	15
Neighborhood Check	1753	3281	1393	3185
Other Calls for Service	59	153	122	268
Suspicious Person	8	17	1	6
Suspicious Vehicle	5	11	14	32
Theft	1	1	2	3
Traffic Assignment	281	321	11	42
<b>TOTAL CALLS FOR SERVICE</b>	<b>3784</b>	<b>6900</b>	<b>2582</b>	<b>6056</b>

Reserve Officer Hours	13	36	42.25	62.25
Average Response Time (Minutes)	4.5	4.915	3.32	3.71
Traffic Stop (Warnings)	104	182	52	124
Traffic Stop (Citations)	210	306	21	63
Total Citations & Warnings Combined	314	488	73	187
<b>PERCENT OF STOPS RECEIVING CITATIONS</b>	<b>66.9</b>	<b>62.7</b>	<b>28.8</b>	<b>33.7</b>

OVILLA PD VEHICLE MILEAGE							
<b>January-16</b>				<b>February-16</b>			
<b>Unit #</b>	<b>Beginning</b>	<b>Ending</b>	<b>Accrued</b>	<b>Unit #</b>	<b>Beginning</b>	<b>Ending</b>	<b>Accrued</b>
100	95612	96275.8	663.8	100	96275.8	96840	564.2
102	103886	103888	2	102	103888	104047	159
103	121749	124456	2707	103	124456	126418	1962
104	81995	83597.5	1602.5	104	83597.5	84310	712.5
105	74127	74965	838	105	74965	75720	755
116	0	464	464	116	464	2656	2192
<b>March-16</b>				<b>April-16</b>			
<b>Unit #</b>	<b>Beginning</b>	<b>Ending</b>	<b>Accrued</b>	<b>Unit #</b>	<b>Beginning</b>	<b>Ending</b>	<b>Accrued</b>
100			0	100			0
102			0	102			0
103			0	103			0
104			0	104			0
105			0	105			0
116			0	116			0
<b>May-16</b>				<b>June-16</b>			
<b>Unit #</b>	<b>Beginning</b>	<b>Ending</b>	<b>Accrued</b>	<b>Unit #</b>	<b>Beginning</b>	<b>Ending</b>	<b>Accrued</b>
100			0	100			0
102			0	102			0
103			0	103			0
104			0	104			0
105			0	105			0
116			0	116			0
<b>July-16</b>				<b>August-16</b>			
<b>Unit #</b>	<b>Beginning</b>	<b>Ending</b>	<b>Accrued</b>	<b>Unit #</b>	<b>Beginning</b>	<b>Ending</b>	<b>Accrued</b>
100			0	100			0
102			0	102			0
103			0	103			0
104			0	104			0
105			0	105			0
116			0	116			0
<b>September-16</b>				<b>October-16</b>			
<b>Unit #</b>	<b>Beginning</b>	<b>Ending</b>	<b>Accrued</b>	<b>Unit #</b>	<b>Beginning</b>	<b>Ending</b>	<b>Accrued</b>
100			0	100			0
102			0	102			0
103			0	103			0
104			0	104			0
105			0	105			0
116			0	116			0



# OVILLA FIRE DEPARTMENT

**Ovilla City Council Monthly Report for Fire Department - February 2016**

	2015 Totals		2016 Totals
<b>City of Ovilla Calls for Service</b>			
Fire	5	Fire	8
EMS	27	EMS	24
	32		32
<b>ESD #2 Calls for Service</b>			
Fire	4	Fire	2
EMS	8	EMS	9
	12		11
<b>ESD #4 Calls for Service</b>			
Fire	1	Fire	2
EMS	6	EMS	6
	7		8
<b>Mutual Aid Provided</b>			
Fire	15	Fire	14
EMS	0	EMS	0
	15		14
<b>Total Calls For Service / Month</b>	66		65
<b>Total Calls For Service / YTD</b>	130		116

	Time from Notify to Time On Scene		Reaction Times	
	<u>JANUARY</u>	<u>FEBRUARY</u>	<u>JANUARY</u>	<u>FEBRUARY</u>
Average Response Times for City of Ovilla	6:08	6:08		
Average Response Times for ESD # 2	6:45	6:33	<b>E-701</b>	
Average Response Times for ESD # 4	7:05	7:21	2:25	1:49



# OVILLA FIRE DEPARTMENT

## **From the Deputy Chief / Fire Marshal**

2 Meetings

Follow up Inspection of a Violation

2 Consults with School over Sprinkler and Alarm System

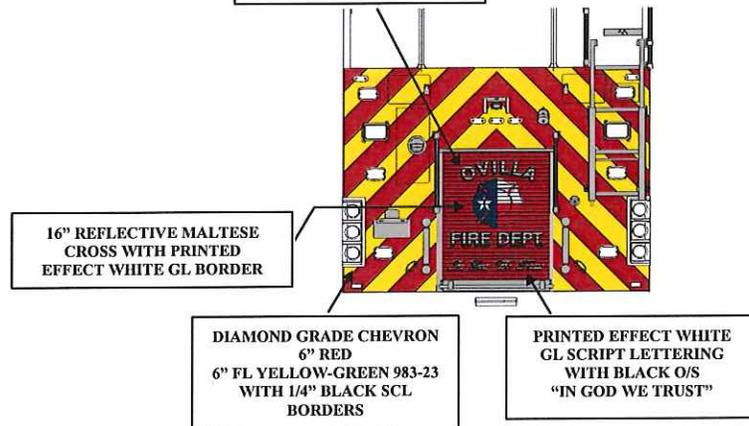
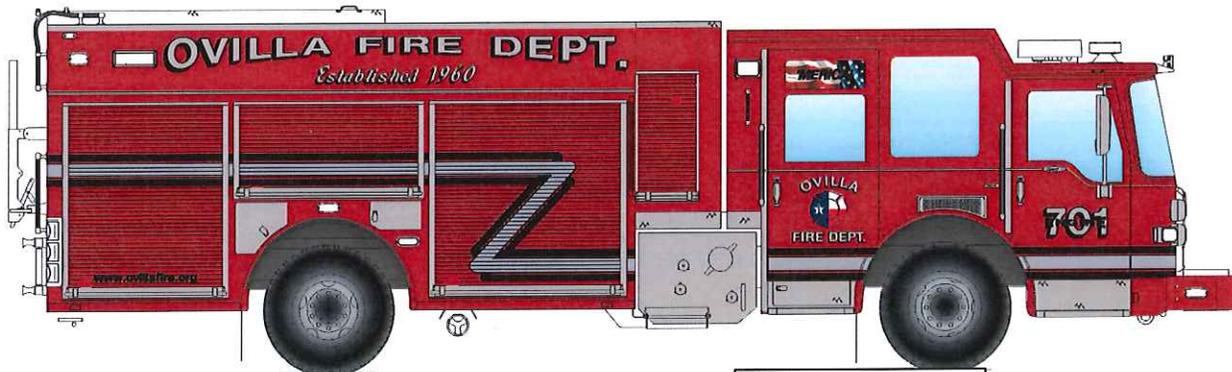
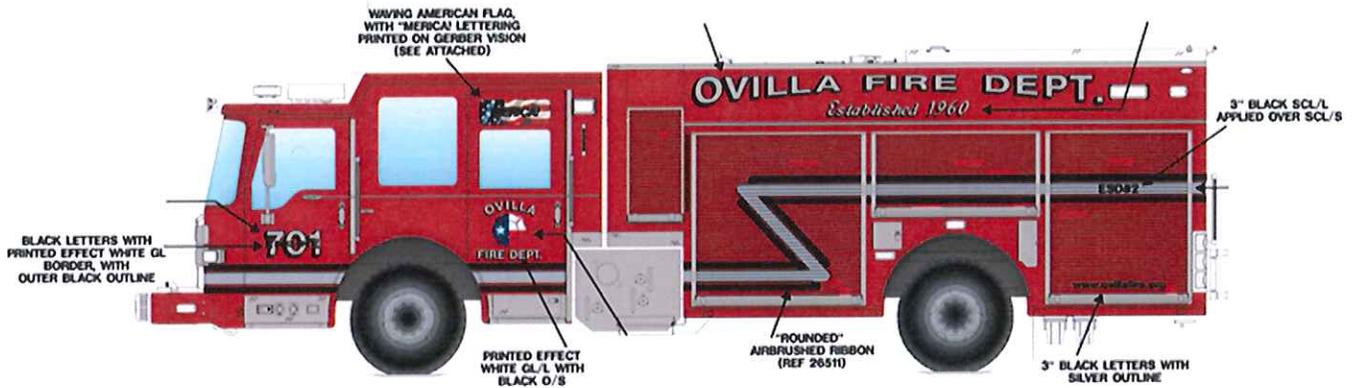
CQI Reports

## **Fire Department News For the Month**

1. March 2 - 4 Pre Construction trip to Pierce for new Engine 701
2. Hired Jacob Euerle and Jake Emerson as Part Time Firefighter
3. Attended monthly meeting with ESD #2 and E.D.U.C.T.
4. C-701 responded to 4 calls this month for Command Support
5. C-702 responded to 5 calls this month for Command Support and Investigation Duties
6. Current staffing, 2-Chiefs, 4-Captains, 25-Part Time Firefighters, 12-Volunteer Firefighters.
7. Storm Siren Checks, more information at end of report

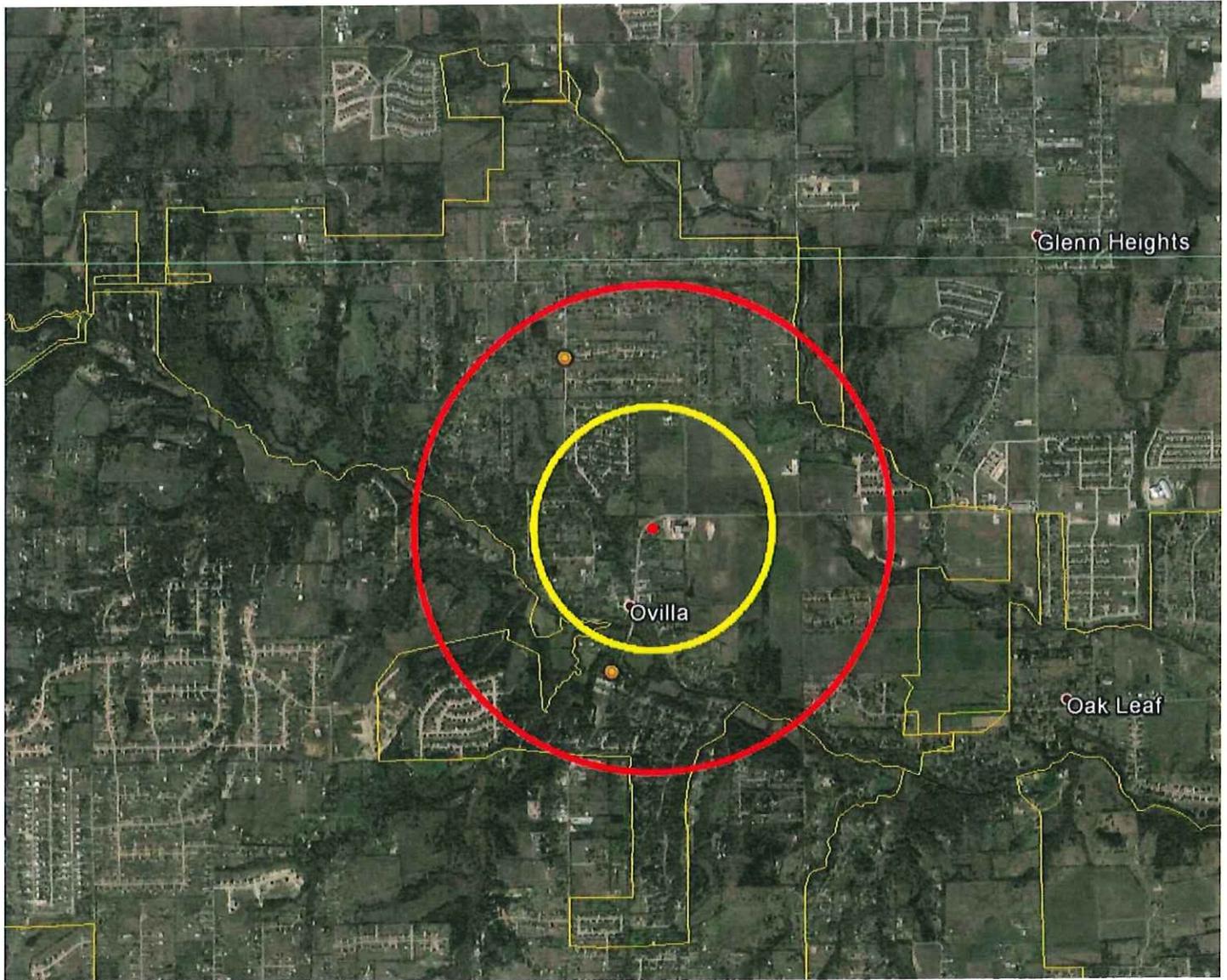


# OVILLA FIRE DEPARTMENT





# OVILLA FIRE DEPARTMENT



**Footprint of Existing Federal Signal Model AC-2001 Siren**



# OVILLA FIRE DEPARTMENT

This presents the foot print of the Federal Signal model AC-2001 siren based on their rated output of 127-dB at 100 feet. It is believed that this model of siren is rated in accordance with the American National Standards Institute specification S12-14, 1992, the standard called for in FEMA guidelines for rating sirens.

The red perimeter presents the calculated 70-dB level of sound. The yellow perimeter presents the 80-dB level of sound.

We perform siren test the first Wednesday of every month, weather permitting, and the siren has worked every time. There are some issues with the consoles in the dispatch center that are currently being worked on but the siren is still operational.

This month, March, we performed the siren test a little different than normal. We had 6 units staged at different areas of the city with all of them being approximately 5,000 feet away from the siren in all directions. We used the red line of the above footprint to establish these areas that are as follows:

1. Ovilla road and Oak Creek Lane
2. Cockrell Hill and Lariat Trail
3. Ovilla Oaks and Ridgeway Gap
4. Williamsburg
5. Green Meadow Cul-de-sac
6. At the Siren

Once siren test was complete, all units reported back that they could hear the siren. Keep in mind the intended use of the Outdoor Warning Siren is exactly that. Only to be heard outdoors.

I have spoken to the person who has worked on our siren and is responsible for yearly maintenance on the siren, and he says that our siren is working as it was intended for our city. He also says that there should be many more years of use before we need to start planning for replacement.

This is an email I received from David in reference to his comments I just stated:

Chief,

The siren you have now is a Federal Signal AC2001 AC/DC that is activated by Two Tone Sequential signals from the encoder you moved to dispatch. Your siren was installed in the late 1990's when Desoto and Cedar Hill installed theirs. These sirens are still in their life expectancy and with proper servicing have a quite a few more years in them. This unit as you know has battery backup so it can be run when the power is off.



# OVILLA FIRE DEPARTMENT

Our siren is controlled from our dispatch center, NEEDS, in Midlothian, and can be set off by the request of the following personnel:

When the Fire Dispatcher is informed that the National Weather Service has issued a Tornado Warning for the immediate vicinity of Midlothian, Ovilla, or Red Oak, or when the Fire Dispatcher is informed by a credible person that a funnel cloud has been sighted approaching any of the communities, the Fire Dispatcher shall sound the outdoor warning sirens for a tornado threat (a continuous siren tone).

The following personnel also have the authority to direct the Fire Dispatcher to sound the outdoor warning sirens for a tornado threat:

1. Mayor
2. City Manager
3. Emergency Management Coordinator
4. Fire Chief
5. Police Chief
6. On-Duty Fire Shift Officer
7. On-Duty Police Shift Supervisor

While testing the siren, it is set to only run for 15 seconds. There is no need for any longer simply due to we are right there with the siren during the test and all we are looking for is that it activates and rotates.

During an actual event where the siren is needed, it will run for 3 minutes straight and then shut down. If needed the dispatcher will either set it off again or by the direction of the above referenced "Credible Person", the dispatcher will set it off again. The siren is only set for 3 minutes so that it will not completely drain the batteries in the event the city loses power.

I will be more than happy to answer any questions, but if I cannot, then I will do more research, and contact the appropriate people to find the answer.

Thank you

Brandon Kennedy  
City of Ovilla Fire Chief



Date: March 14, 2016

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

**FROM:** Brad Piland Public Works Director

**TOPIC:** Public Works Monthly Report for February

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- Sewer Lift Station Repairs:
  - Removed pump 1 at Highland Meadows Lift Station
  - Removed pump 2 from Cumberland
  - Pulled pump 1 Heritage Lift Station; removed debris and replaced
  
- Read water meters: Serviced disconnects and reconnects
- Replaced meters : 909 Slippery Rock, 102 Willow Creek
- Street Repairs: Shiloh Road, Johnson Lane, Main Street, Cockrell Hill Road
- Removed tree in front of City Hall
- Trimmed trees along rights-of-way
- Street sign maintenance and repairs
- Daily water maintenance residual and pressure tests
- Tree and grass maintenance:
  - Heritage Park
  - Silver Spur Park
  - Baseball fields and Cindy Jones Park
  
- Repaired water leaks
  -
  
- ❖ Jimmy Bryan – Fleet maintenance:
  - Serviced PD Units: 102,104,105
  - Service 2008 Chev public works truck

**\*\*Flushed Hydrants**

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



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**DATE:** March 14, 2016

**TO:** Honorable Mayor and Council Members  
Dennis Burn, City Manager

**FROM:** Linda Harding, City Accountant

**SUBJECT:** Accounting Department Report

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**REPORTS:**

**Financial of all Funds through January 31, 2016**

**Over \$5,000.00 Report for January 2016**

**General Fund Committed Fund Balance Report as of September 30, 2015:**

This report shows the standard columns as required by Resolution 2013-002. Danny Strunc from city auditors Yeldell, Wilson, Wood and Reeve, CPA, was asked what the Unassigned Fund Balance would be based on the audit of FY 2014-2015. He estimated amount to be \$1,485,860. The report shows the required columns used in the in-house committed fund report along with an additional column showing the figures used by Mr. Strunc as he reviewed audit at the February 8, 2016 council meeting.

It also reveals the Street Infrastructure budget amount was \$313,000.00, only \$7,500.00 of this budget amount was spent in FY 14-15. This created an increase of \$305,700.00 in the Unassigned Fund Balance in the FY 15-16 Committed Fund Balance Reports.

**General Fund Committed Fund Balance Report as of January 31, 2016:**

This report details the Street Infrastructure line item in the FY2015-2016 budget. Had it been known that the Street Projects budgeted in FY 14-15 would not be completed, the budget for FY 15-16 would have shown the use of these unused funds. Account 4000990 Reduction in Fund Balance and account 5507460 Infrastructure would have been increase by the unused amount of \$305,700.00. (\$7,500.00 was spent in FY 2014-2015 to reseal Shiloh Rd.)

**Council reports, A/P, P/R, A/R, EOM reports, various accounting obligations, reviewed w&s impact fund, and completed instructions given by City Manager.**



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DATE: March 14, 2016

TO: Honorable Mayor and Council Members

FROM:  
Linda Harding, Accountant

SUBJECT: Financial Statements Through January 2016

**City of Ovilla General Fund  
Actual vs Budget Review  
October 2015 through January 2016**

	Current	Year to Date	Budget	\$ Over	% of Budget
	January 2016	Oct 2015 - Jan 2016		(Under)	Thru January
				Budget	33%
<b>Revenues</b>					
<b>4000100 · Taxes</b>					
4000105 · Ad Valorem, Current	269,991	1,277,850	1,481,056	(203,207)	86%
4000110 · Ad Valorem, Delinquent	1,642	3,033	12,366	(9,333)	25%
4000113 · Interest/Penalties - Prop Tax	355	613	4,833	(4,220)	13%
4000120 · Sales Tax	15,015	61,759	163,676	(101,917)	38%
4000125 · Sales Tax - Street Improvement	3,754	15,440	40,919	(25,479)	38%
4000130 · Franchise Tax	3,864	15,630	150,000	(134,370)	10%
<b>Total 4000100 · Taxes</b>	<b>294,621</b>	<b>1,374,324</b>	<b>1,852,850</b>	<b>(478,526)</b>	<b>74%</b>
<b>4000200 · Licenses and Permits</b>					
<b>4000208 · Building Permits</b>					
4000210 · Residential Building Permits	596	2,682	100,000	(97,318)	3%
4000213 · Fire Inspection Permits	0	0	5,250	(5,250)	0%
4000212 · Commercial Building Permits	0	0	12,000	(12,000)	0%
4000214 · Misc Building Permits	1,738	7,287	16,070	(8,783)	45%
<b>Total 4000208 · Building Permits</b>	<b>2,334</b>	<b>9,969</b>	<b>133,320</b>	<b>(123,351)</b>	<b>7%</b>
4000230 · Plan Review Fee	812	13,948	65,000	(51,052)	21%
4000260 · Alarm Permits	20	515	2,400	(1,885)	21%
4000270 · Animal Tag Fees	372	1,358	2,600	(1,242)	52%
4000272 · Impound Fees	280	1,140	1,400	(260)	81%
4000290 · Misc Licenses and Permits	150	535	1,000	(465)	54%
<b>Total 4000200 · Licenses and Permits</b>	<b>3,968</b>	<b>27,466</b>	<b>205,720</b>	<b>(178,254)</b>	<b>13%</b>
<b>4000400 · Charges for Services</b>					
4000325 · ESD #2	0	2,100	160,000	(157,900)	1%
4000330 · ESD #4	18,543	18,543	55,628	(37,085)	33%
4000411 · Copies and Maps	0	23	100	(78)	23%
4000415 · Police Reports	6	24	150	(126)	16%
4000420 · Park Lights	0	0	1,000	(1,000)	0%

**City of Ovilla General Fund**  
**Actual vs Budget Review**  
October 2015 through January 2016

	Current		Year to Date	Budget	\$ Over (Under)	% of Budget Thru January 33%
	January 2016	Oct 2015 - Jan 2016				
4000440 · Oak Leaf Animal Control	0	670	800	(130)	84%	
4000450 · Subdivision Fees	0	0	5,000	(5,000)	0%	
4000480 · Solid Waste (Garbage)	42,119	78,443	253,793	(175,350)	31%	
4000485 · 50/50 Sidewalk Program	0	0	2,500	(2,500)	0%	
4000490 · Misc Charges for Services	250	1,478	2,500	(1,022)	59%	
<b>Total 4000400 · Charges for Services</b>	<b>60,918</b>	<b>101,280</b>	<b>481,471</b>	<b>(380,191)</b>	<b>21%</b>	
<b>4000500 · Fines and Forfeitures</b>						
4000535 · Omni Warrant Revenue	102	560	500	60	112%	
4000510 · Fines - Police	7,400	23,520	62,000	(38,480)	38%	
4000520 · Fines - Animal Control	266	266	1,000	(734)	27%	
4000525 · Fines - Code Enforcement	300	4,032	3,330	702	121%	
4000550 · Municipal Court Technology	182	438	1,300	(862)	34%	
4000551 · Municipal Court Security	137	329	1,000	(671)	33%	
4000590 · Misc Fines and Forfeitures	0	0	400	(400)	0%	
<b>Total 4000500 · Fines and Forfeitures</b>	<b>8,386</b>	<b>29,144</b>	<b>69,530</b>	<b>(40,386)</b>	<b>42%</b>	
<b>4000800 · Other Revenue</b>						
4000810 · Heritage Day	0	4,260	19,000	(14,740)	22%	
4000818 · Leose Proceeds	0	0	1,165	(1,165)	0%	
4000820 · Water Tower Lease	4,020	23,410	100,000	(76,590)	23%	
4000840 · Interest Earned	120	2,014	6,000	(3,986)	34%	
4000870 · Insurance Proceeds	161	19,788	0	19,788	100%	
4000885 · Proceeds from Sale of Assets	0	0	20,000	(20,000)	0%	
4000887 · HOA Revenue	0	0	1,700	(1,700)	0%	
4000890 · Misc Other Revenue	752	1,364	4,000	(2,636)	34%	
<b>Total 4000800 · Other Revenue</b>	<b>5,053</b>	<b>50,837</b>	<b>151,865</b>	<b>(101,028)</b>	<b>33%</b>	
<b>4000900 · Transfers In</b>						
4000925 · Admin.Rev. received from 4B-EDC	0	625	2,500	(1,875)	25%	
4000930 · Admin. Rev. Rec. From W&S Fund	0	22,822	91,287	(68,465)	25%	

**City of Ovilla General Fund  
Actual vs Budget Review  
October 2015 through January 2016**

	Current		Year to Date	Budget	\$ Over (Under) Budget	% of Budget Thru January 33%
	January 2016	Oct 2015 - Jan 2016				
4000940 · Admin.Rev. Rec. from MDD Fund	0	125	500	(375)	25%	
4000990 · Reduction in Fund Balance	0	0	163,300	(163,300)	0%	
<b>Total Revenues</b>	<b>372,946</b>	<b>1,606,621</b>	<b>3,019,023</b>	<b>(1,412,402)</b>	<b>53%</b>	
<b>Gross Resources</b>	<b>372,946</b>	<b>1,606,621</b>	<b>3,019,023</b>	<b>(1,412,402)</b>	<b>53%</b>	
<b>Expenditures</b>						
10 · Administration						
5101100 · Salaries & Wages						
5101110 · City Administrator	6,782	23,753	61,800	(38,047)	38%	
5101115 · City Secretary	4,202	15,880	39,398	(23,518)	40%	
5101117 · City Accountant	3,917	14,775	37,080	(22,305)	40%	
5101120 · Admin. Support	2,357	8,890	22,308	(13,418)	40%	
5101180 · Merit Raises, Staff	0	0	4,818	(4,818)	0%	
<b>Total 5101100 · Salaries &amp; Wages</b>	<b>17,259</b>	<b>63,298</b>	<b>165,404</b>	<b>(102,106)</b>	<b>38%</b>	
5101400 · Support Staff						
5101490 · Overtime	66	66	625	(559)	11%	
<b>Total 5101400 · Support Staff</b>	<b>66</b>	<b>66</b>	<b>625</b>	<b>(559)</b>	<b>11%</b>	
5102100 · Employee Benefits						
5102112 · Affordable Health Care Act Fee	0	0	0	0	0%	
5102110 · Group Insurance	2,649	11,259	32,665	(21,406)	34%	
5102135 · TMRS	1,542	6,843	19,650	(12,807)	35%	
5102160 · Worker's Compensation	87	285	790	(505)	36%	
5102170 · Payroll Taxes	236	1,044	3,198	(2,154)	33%	
5102180 · Unemployment Taxes	0	2,790	1,000	1,790	279%	
5102196 · Indiv. Membership Dues	-50	433	1,800	(1,367)	24%	
<b>Total 5102100 · Employee Benefits</b>	<b>4,465</b>	<b>22,653</b>	<b>59,103</b>	<b>(36,450)</b>	<b>38%</b>	
5102200 · Special Services						

**City of Ovilla General Fund  
Actual vs Budget Review  
October 2015 through January 2016**

	Current	Year to Date	Budget	\$ Over	% of Budget
	January 2016	Oct 2015 - Jan 2016		(Under)	Thru January
				Budget	33%
5102210 · Tax Assessing & Collecting Fees	0	0	1,570	(1,570)	0%
5102220 · Tax Appraisal Fee	0	3,743	14,000	(10,257)	27%
5102230 · Legal Fees	525	3,165	25,000	(21,835)	13%
5102240 · Audit	588	7,150	7,920	(770)	90%
5102250 · Accounting	209	474	2,000	(1,526)	24%
5102260 · Engineering Fees	1,203	1,203	5,000	(3,797)	24%
<b>Total 5102200 · Special Services</b>	<b>2,525</b>	<b>15,735</b>	<b>55,490</b>	<b>(39,755)</b>	<b>28%</b>
<b>5102300 · Contractual Services</b>					
5102310 · Consultant Fees	0	0	20,000	(20,000)	0%
<b>Total 5102300 · Contractual Services</b>	<b>0</b>	<b>0</b>	<b>20,000</b>	<b>(20,000)</b>	<b>0%</b>
<b>5102500 · Operating Services</b>					
5102530 · Custodial Service Contract	344	1,376	4,500	(3,124)	31%
5102540 · IT - Computer Maintenance	1,518	6,212	22,600	(16,389)	27%
<b>Total 5102500 · Operating Services</b>	<b>1,862</b>	<b>7,588</b>	<b>27,100</b>	<b>(19,513)</b>	<b>28%</b>
<b>5102600 · Special Expenses</b>					
5102610 · Election - Payroll	0	0	850	(850)	0%
5102620 · Election - Supplies	0	48	2,500	(2,452)	2%
5102630 · Election Meeting Expense	0	0	100	(100)	0%
5102650 · Codification Book Update	375	1,625	3,500	(1,875)	46%
<b>Total 5102600 · Special Expenses</b>	<b>375</b>	<b>1,673</b>	<b>6,950</b>	<b>(5,277)</b>	<b>24%</b>
<b>5103100 · General Supplies</b>					
5103110 · Office Supplies	703	2,180	8,000	(5,820)	27%
5103140 · Uniforms	0	0	250	(250)	0%
<b>Total 5103100 · General Supplies</b>	<b>703</b>	<b>2,180</b>	<b>8,250</b>	<b>(6,070)</b>	<b>26%</b>
<b>5103400 · Maintenance Supplies / Parts</b>					

**City of Ovilla General Fund  
Actual vs Budget Review  
October 2015 through January 2016**

	Current		Year to Date	Budget	\$ Over (Under) Budget	% of Budget Thru January 33%
	January 2016	Oct 2015 - Jan 2016				
5103410 · Supplies - Custodial	96	886	1,000	(114)	89%	
5103440 · Maintenance Agreement Expense	0	0	400	(400)	0%	
5103460 · Miscellaneous	0	122	100	22	122%	
<b>Total 5103400 · Maintenance Supplies / Parts</b>	<b>96</b>	<b>1,008</b>	<b>1,500</b>	<b>(492)</b>	<b>67%</b>	
<b>5104200 · Travel Expenses</b>						
5104210 · Travel - Local	0	0	500	(500)	0%	
5104220 · Professional Development	585	1,222	5,000	(3,778)	24%	
5104222 · Professional Develop - Council	0	0	1,200	(1,200)	0%	
5104225 · City Council Meal Expense	45	88	1,200	(1,112)	7%	
5104230 · Professional Develop - In-House	0	0	500	(500)	0%	
<b>Total 5104200 · Travel Expenses</b>	<b>629</b>	<b>1,310</b>	<b>8,400</b>	<b>(7,090)</b>	<b>16%</b>	
<b>5105200 · Data Processing Expenses</b>						
5105230 · Data Proc-Maintenance & Repair	0	1,541	6,000	(4,459)	26%	
5105240 · Data Processing - Software	1,465	5,423	13,300	(7,877)	41%	
<b>Total 5105200 · Data Processing Expenses</b>	<b>1,465</b>	<b>6,965</b>	<b>19,300</b>	<b>(12,335)</b>	<b>36%</b>	
<b>5105300 · Printing Expense</b>						
5105310 · Copier Expense	519	1,884	3,300	(1,416)	57%	
5105320 · Printing - Newsletters	778	1,626	6,000	(4,374)	27%	
5105330 · Printing - Forms	145	411	1,500	(1,089)	27%	
<b>Total 5105300 · Printing Expense</b>	<b>1,442</b>	<b>3,921</b>	<b>10,800</b>	<b>(6,879)</b>	<b>36%</b>	
<b>5105400 · Utilities</b>						
5105410 · Telephone	109	437	1,400	(963)	31%	
5105415 · Cellular Phone	122	486	2,680	(2,194)	18%	
5105417 · Internet	101	404	840	(436)	48%	
5105420 · Wireless Cards	76	304	1,100	(796)	28%	
5105450 · Electricity	301	1,233	4,635	(3,402)	27%	

**City of Ovilla General Fund  
Actual vs Budget Review  
October 2015 through January 2016**

	Current		Year to Date		\$ Over (Under) Budget	% of Budget Thru January 33%
	January 2016	Oct 2015 - Jan 2016	Budget	Budget		
Total 5105400 · Utilities	709	2,863	10,655	(7,792)	27%	
<b>5105500 · Repairs &amp; Bldg Improvements</b>						
5105520 · Repairs - Buildings	409	3,330	3,000	330	111%	
5105540 · Repairs - Machinery & Equipment	0	0	500	(500)	0%	
5105590 · Repairs - Other	0	0	500	(500)	0%	
Total 5105500 · Repairs & Bldg Improvements	409	3,330	4,000	(670)	83%	
<b>5105600 · Insurance</b>						
5105610 · Insurance - Property	277	554	1,110	(556)	50%	
5105620 · Insurance - Liability	301	602	1,205	(603)	50%	
5105630 · Insurance - Fidelity Bond	0	0	300	(300)	0%	
5105635 · Public Officials Surety Bonds	0	300	1,000	(700)	30%	
Total 5105600 · Insurance	578	1,456	3,615	(2,159)	40%	
<b>5105700 · Other Expenses</b>						
5105756 · FM 664	0	23,928	24,000	(72)	100%	
5105705 · Postage	447	1,987	7,000	(5,013)	28%	
5105710 · Cash - Over/Short	0	0	10	(10)	0%	
5105725 · Records Management Expense	0	0	4,000	(4,000)	0%	
5105730 · City - Memberships	0	1,340	2,500	(1,160)	54%	
5105740 · Legal Notices/Advertisement	560	2,078	9,000	(6,922)	23%	
5105752 · Employment Screening	0	42	400	(358)	11%	
5105760 · Bank Service Charge	36	46	25	21	184%	
5105764 · Filing Fees	0	25	500	(475)	5%	
5105765 · Miscellaneous	247	394	2,000	(1,606)	20%	
Total 5105700 · Other Expenses	1,290	29,840	49,435	(19,595)	60%	
<b>5106400 · Minor Capital Outlay</b>						
5106440 · Machinery & Equipment	0	0	2,000	(2,000)	0%	

**City of Ovilla General Fund  
Actual vs Budget Review  
October 2015 through January 2016**

	Current	Year to Date	Budget	\$ Over	% of Budget
	January 2016	Oct 2015 - Jan 2016		(Under)	Thru January
				Budget	33%
5106465 · Furniture	693	1,633	1,000	633	163%
Total 5109000 · Reserves	0	0	61,212	(61,212)	0%
Total 10 · Administration	34,567	165,519	514,839	(349,320)	32%
<b>20 · Police</b>					
5201100 · Salaries & Wages					
5201120 · Police Chief	5,385	24,231	70,000	(45,769)	35%
5201143 · Command Staff	4,120	18,540	52,000	(33,460)	36%
5201150 · Certification Pay	0	0	2,400	(2,400)	0%
5201180 · Merit Raises - Staff	485	485	3,660	(3,175)	13%
Total 5201100 · Salaries & Wages	9,989	43,255	128,060	(84,805)	34%
5201400 · Support Salaries					
5201405 · Support Staff	2,142	9,641	27,040	(17,399)	36%
5201410 · Patrol	19,489	74,977	289,090	(214,113)	26%
5201415 · Certification Pay	69	312	1,636	(1,324)	19%
5201480 · Merit Raises	0	0	1,281	(1,281)	0%
5201490 · Overtime	1,039	7,385	15,000	(7,615)	49%
Total 5201400 · Support Salaries	22,740	92,314	334,047	(241,733)	28%
5202100 · Employee Benefits					
5202110 · Group Insurance	5,648	20,052	76,313	(56,261)	26%
5202135 · TMRS	2,788	11,752	38,775	(27,023)	30%
5202160 · Worker's Compensation	3,276	6,058	11,126	(5,068)	54%
5202170 · Payroll Taxes	556	2,206	7,926	(5,720)	28%
5202196 · Membership Dues	0	235	315	(80)	75%
Total 5202100 · Employee Benefits	12,269	40,303	134,455	(94,152)	30%
5202300 · Contractual Services					
5202355 · Contract Labor - Individual	0	0	500	(500)	0%

**City of Ovilla General Fund  
Actual vs Budget Review  
October 2015 through January 2016**

	Current		Year to Date Budget	\$ Over (Under) Budget	% of Budget Thru January 33%
	January 2016	Oct 2015 - Jan 2016			
5202356 · Gingerbread House	0	1,000	1,000	0	100%
5202380 · Dispatch	0	7,263	13,566	(6,304)	54%
5202385 · Jail Expense	0	0	1,000	(1,000)	0%
5202390 - Special Response Team	0	0	1,000	(1,000)	0%
5202395 - Contractual Services Other	0	0	1,000	(1,000)	0%
<b>Total 5202300 · Contractual Services</b>	<b>0</b>	<b>8,263</b>	<b>18,066</b>	<b>(9,804)</b>	<b>46%</b>
<b>5202500 · Operating Services</b>					
5202530 · Custodial Service Contract	235	940	0	940	100%
5202540 · Computer Maintenance	0	138	700	(563)	20%
5202560 · Internet Subscriptions	0	0	1,350	(1,350)	0%
<b>Total 5202500 · Operating Services</b>	<b>235</b>	<b>1,078</b>	<b>2,050</b>	<b>(973)</b>	<b>53%</b>
<b>5202600 · Special Expenses</b>					
5202675 · National Night Out	0	0	500	(500)	0%
<b>Total 5202600 · Special Expenses</b>	<b>0</b>	<b>0</b>	<b>500</b>	<b>(500)</b>	<b>0%</b>
<b>5203100 · General Supplies</b>					
5203110 · Office Supplies	70	413	2,000	(1,587)	21%
5203140 · Uniforms	329	1,880	9,000	(7,120)	21%
5203170 · Evidence Gathering	29	46	700	(654)	7%
<b>Total 5203100 · General Supplies</b>	<b>428</b>	<b>2,339</b>	<b>11,700</b>	<b>(9,361)</b>	<b>20%</b>
<b>5203400 · Maintenance Supplies &amp; Parts</b>					
5203410 · Supplies - Custodial	0	132	600	(468)	22%
<b>Total 5203400 · Maintenance Supplies &amp; Parts</b>	<b>0</b>	<b>132</b>	<b>600</b>	<b>(468)</b>	<b>22%</b>
<b>5204200 · Travel Expenses</b>					
5204210 · Travel - Local	0	0	1,000	(1,000)	0%
5204220 · Professional Development	102	102	2,500	(2,398)	4%

**City of Ovilla General Fund  
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	January 2016	Oct 2015 - Jan 2016		(Under)	Thru January
			Budget	Budget	33%
5204225 · Professional Dev - LEOSE	0	0	2,000	(2,000)	0%
5204270 · Vehicle Expenses	1,235	4,839	24,000	(19,161)	20%
<b>Total 5204200 · Travel Expenses</b>	<b>1,337</b>	<b>4,941</b>	<b>29,500</b>	<b>(24,559)</b>	<b>17%</b>
 5205200 · Data Processing Expenses					
5205240 · Data Processing - Software	0	17,851	17,500	351	102%
<b>Total 5205200 · Data Processing Expenses</b>	<b>0</b>	<b>17,851</b>	<b>17,500</b>	<b>351</b>	<b>102%</b>
 5205300 · Printing Expenses					
5205310 · Copier Expense	84	337	1,500	(1,163)	22%
5205330 · Printing - Forms	0	150	300	(150)	50%
5205350 · Printing - Other	17	160	400	(240)	40%
<b>Total 5205300 · Printing Expenses</b>	<b>102</b>	<b>647</b>	<b>2,200</b>	<b>(1,553)</b>	<b>29%</b>
 5205400 · Utilities					
5205410 · Telephone	109	437	1,600	(1,163)	27%
5205415 · Cellular Phone	106	425	1,350	(925)	31%
5205417 · Internet - PD	101	404	1,475	(1,071)	27%
5205420 · Wireless Cards	228	912	2,750	(1,838)	33%
5205450 · Electricity	451	1,311	4,500	(3,190)	29%
<b>Total 5205400 · Utilities</b>	<b>996</b>	<b>3,488</b>	<b>11,675</b>	<b>(8,187)</b>	<b>30%</b>
 5205500 · Repairs & Building Improvements					
5205520 · Repairs - Building	0	19	3,032	(3,013)	1%
5205540 · Repairs- Machinery & Equipment	0	0	1,200	(1,200)	0%
5205550 · Repairs - Vehicles	835	2,548	8,000	(5,452)	32%
<b>Total 5205500 · Repairs &amp; Building Improvements</b>	<b>835</b>	<b>2,567</b>	<b>12,232</b>	<b>(9,665)</b>	<b>21%</b>
 5205600 · Insurance					
5205610 · Insurance - Property	412	824	1,650	(826)	50%

**City of Ovilla General Fund  
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	January 2016	Oct 2015 - Jan 2016		(Under)	Thru January
				Budget	33%
5205620 · Insurance - Liability	1,378	2,757	5,515	(2,759)	50%
5205640 · Insurance - Vehicle	607	1,215	2,430	(1,215)	50%
<b>Total 5205600 · Insurance</b>	<b>2,398</b>	<b>4,796</b>	<b>9,595</b>	<b>(4,799)</b>	<b>50%</b>
<b>5205700 · Other Expenses</b>					
5205742 · Public Relations	0	87	200	(113)	43%
5205752 · Employment Screening	128	775	1,000	(225)	77%
5205765 · Miscellaneous	264	264	1,620	(1,356)	16%
<b>Total 5205700 · Other Expenses</b>	<b>392</b>	<b>1,126</b>	<b>2,820</b>	<b>(1,694)</b>	<b>40%</b>
<b>5206400 · Minor Capital Outlay</b>					
5206440 · Machinery & Equipment	0	1,023	2,000	(977)	51%
5206445 · Personal Protective Equipment	0	0	2,000	(2,000)	0%
5206450 · Vehicles	46,980	46,980	40,000	6,980	117%
<b>Total 5206400 · Minor Capital Outlay</b>	<b>46,980</b>	<b>48,002</b>	<b>44,000</b>	<b>4,002</b>	<b>109%</b>
<b>Total 20 · Police</b>	<b>98,700</b>	<b>271,102</b>	<b>759,000</b>	<b>(487,898)</b>	<b>36%</b>
<b>25 · Municipal Court</b>					
<b>5251100 · Salaries &amp; Wages</b>					
5251140 · Municipal Judge	585	2,340	7,000	(4,660)	33%
<b>Total 5251100 · Salaries &amp; Wages</b>	<b>585</b>	<b>2,340</b>	<b>7,000</b>	<b>(4,660)</b>	<b>33%</b>
<b>5251400 · Support Staff</b>					
5251405 · Support Staff	2,590	11,657	32,692	(21,035)	36%
5251420 · Jury Fees	0	0	200	(200)	0%
5251425 · City Prosecutor	749	1,772	8,500	(6,728)	21%
5251480 · Merit Raises	0	0	981	(981)	0%
5251490 · Overtime	0	134	1,400	(1,266)	10%
<b>Total 5251400 · Support Staff</b>	<b>3,340</b>	<b>13,562</b>	<b>43,773</b>	<b>(30,211)</b>	<b>31%</b>

**City of Ovilla General Fund  
Actual vs Budget Review  
October 2015 through January 2016**

	Current	Year to Date	Budget	\$ Over	% of Budget
	January 2016	Oct 2015 - Jan 2016		(Under)	Thru January
				Budget	33%
<b>5252100 · Employee Benefits</b>					
5252110 · Group Insurance	662	2,649	8,166	(5,517)	32%
5252135 · TMRS	231	1,053	3,000	(1,947)	35%
5252160 · Worker's Compensation	46	93	186	(94)	50%
5252170 · Payroll Taxes	38	171	488	(317)	35%
5252196 · Membership Dues	0	0	25	(25)	0%
<b>Total 5252100 · Employee Benefits</b>	<b>977</b>	<b>3,966</b>	<b>11,865</b>	<b>(7,899)</b>	<b>33%</b>
<b>5252300 · Contractual Services</b>					
5252375 · Traffic Fines	4,591	4,591	23,000	(18,409)	20%
<b>Total 5252300 · Contractual Services</b>	<b>4,591</b>	<b>4,591</b>	<b>23,000</b>	<b>(18,409)</b>	<b>20%</b>
<b>5252500 · Operating Services</b>					
5252540 · Computer Maintenance	0	0	75	(75)	0%
<b>Total 5252500 · Operating Services</b>	<b>0</b>	<b>0</b>	<b>75</b>	<b>(75)</b>	<b>0%</b>
<b>5253100 · General Supplies</b>					
5253110 · Office Supplies	21	64	150	(86)	43%
5253140 · Uniforms	0	0	50	(50)	0%
<b>Total 5253100 · General Supplies</b>	<b>21</b>	<b>64</b>	<b>200</b>	<b>(136)</b>	<b>32%</b>
<b>5254200 · Travel Expenses</b>					
5254210 · Travel - Local	0	0	25	(25)	0%
<b>Total 5254200 · Travel Expenses</b>	<b>0</b>	<b>0</b>	<b>25</b>	<b>(25)</b>	<b>0%</b>
<b>5255200 · Data Processing Expenses</b>					
5255240 · Data Processing - SW Maint.	0	1,953	1,955	(2)	100%
<b>Total 5255200 · Data Processing Expenses</b>	<b>0</b>	<b>1,953</b>	<b>1,955</b>	<b>(2)</b>	<b>100%</b>

**City of Ovilla General Fund  
Actual vs Budget Review  
October 2015 through January 2016**

	Current	Year to Date	Budget	\$ Over	% of Budget
	January 2016	Oct 2015 - Jan 2016		(Under)	Thru January
				Budget	33%
<b>5255300 · Printing Expense</b>					
5255350 · Printing - Other	246	246	800	(554)	31%
<b>Total 5255300 · Printing Expense</b>	<b>246</b>	<b>246</b>	<b>800</b>	<b>(554)</b>	<b>31%</b>
<b>5255600 · Insurance</b>					
5255620 · Insurance - Liability	85	170	341	(171)	50%
<b>Total 5255600 · Insurance</b>	<b>85</b>	<b>170</b>	<b>341</b>	<b>(171)</b>	<b>50%</b>
<b>5255700 · Other Expenses</b>					
5255765 · Miscellaneous	0	0	100	(100)	0%
5255768 · Collection Agency Fees	0	2,326	3,000	(674)	78%
5255770 · Warrant Fee State Comptroller	0	0	900	(900)	0%
5255772 · Warrant Fee - Omni	466	568	1,100	(532)	52%
<b>Total 5255700 · Other Expenses</b>	<b>466</b>	<b>2,894</b>	<b>5,100</b>	<b>(2,206)</b>	<b>57%</b>
<b>Total 25 · Municipal Court</b>	<b>10,311</b>	<b>29,787</b>	<b>94,134</b>	<b>(64,347)</b>	<b>32%</b>
<b>30 · Fire</b>					
<b>5301100 · Salaries &amp; Wages</b>					
5301125 · Fire Chief	2,924	13,160	36,909	(23,749)	36%
5301135 · Deputy Chief/Fire Marshall	1,648	7,220	20,000	(12,780)	36%
5301140 · Fire Captains	4,933	24,744	97,246	(72,502)	25%
5301180 · Merit Raises - Staff	0	0	4,624	(4,624)	0%
<b>Total 5301100 · Salaries &amp; Wages</b>	<b>9,506</b>	<b>45,124</b>	<b>158,779</b>	<b>(113,655)</b>	<b>28%</b>
<b>5301400 · Support Salaries</b>					
5301440 · Firefighters	19,553	83,555	230,246	(146,691)	36%
5301480 · Merit Raises	0	0	6,907	(6,907)	0%
5301485 · Volunteer Incentive Program	1,578	5,050	15,600	(10,550)	32%
<b>Total 5301400 · Support Salaries</b>	<b>21,131</b>	<b>88,605</b>	<b>252,753</b>	<b>(164,148)</b>	<b>35%</b>

**City of Ovilla General Fund**  
**Actual vs Budget Review**  
 October 2015 through January 2016

	Current	Year to Date	Budget	\$ Over	% of Budget
	January 2016	Oct 2015 - Jan 2016		(Under)	Thru January
				Budget	33%
<b>5302100 · Employee Benefits</b>					
5302135 · TMRS	292	1,204	3,387	(2,183)	36%
5302137 · Volunteer Retirement	108	216	500	(284)	43%
5302160 · Worker's Compensation	3,114	5,610	9,984	(4,374)	56%
5302170 · Payroll Taxes	2,020	8,994	28,154	(19,160)	32%
5302196 · Membership Dues	507	1,705	1,900	(195)	90%
<b>Total 5302100 · Employee Benefits</b>	<b>6,041</b>	<b>17,729</b>	<b>43,925</b>	<b>(26,196)</b>	<b>40%</b>
<b>5302300 · Contractual Services</b>					
5302310 · Consultant Fees	1,500	1,500	1,500	0	100%
5302380 · Dispatch	0	7,263	13,566	(6,304)	54%
5302385 · Emergency Transport Service	15,890	31,780	66,257	(34,478)	48%
<b>Total 5302300 · Contractual Services</b>	<b>17,390</b>	<b>40,542</b>	<b>81,323</b>	<b>(40,781)</b>	<b>50%</b>
<b>5302500 · Operating Services</b>					
5302510 · Maintenance Agreements	0	282	10,000	(9,718)	3%
5302540 · Computer Maintenance	0	613	2,000	(1,387)	31%
5302570 · Warning System Maintenance	0	780	780	0	100%
5302580 · Generator Maintenance	0	702	2,120	(1,418)	33%
<b>Total 5302500 · Operating Services</b>	<b>0</b>	<b>2,377</b>	<b>14,900</b>	<b>(12,523)</b>	<b>16%</b>
<b>5302600 · Special Expenses</b>					
5302675 · National Night Out	0	0	350	(350)	0%
<b>Total 5302600 · Special Expenses</b>	<b>0</b>	<b>0</b>	<b>350</b>	<b>(350)</b>	<b>0%</b>
<b>5303100 · General Supplies</b>					
5303110 · Office Supplies	180	551	1,600	(1,049)	34%
5303140 · Uniforms	561	1,486	5,000	(3,514)	30%
5303160 · Medical Supplies	392	948	8,000	(7,052)	12%

**City of Ovilla General Fund  
Actual vs Budget Review  
October 2015 through January 2016**

	Current		Year to Date Budget	\$ Over (Under) Budget	% of Budget Thru January 33%
	January 2016	Oct 2015 - Jan 2016			
5303165 · Medical Support	46	253	1,000	(747)	25%
5303170 · Evidence Gathering	0	0	50	(50)	0%
5303175 · Education Aids	0	0	50	(50)	0%
<b>Total 5303100 · General Supplies</b>	<b>1,179</b>	<b>3,239</b>	<b>15,700</b>	<b>(12,461)</b>	<b>21%</b>
5303400 · Maintenance Supplies & Parts					
5303410 · Supplies - Custodial	247	564	2,500	(1,936)	23%
5303420 · Building Alarm Maintenance	420	420	420	0	100%
<b>Total 5303400 · Maintenance Supplies &amp; Parts</b>	<b>667</b>	<b>984</b>	<b>2,920</b>	<b>(1,936)</b>	<b>34%</b>
5304200 · Travel Expenses					
5304220 · Professional Development	2,254	3,071	6,300	(3,229)	49%
5304270 · Vehicle Expenses	423	2,211	10,000	(7,789)	22%
<b>Total 5304200 · Travel Expenses</b>	<b>2,677</b>	<b>5,282</b>	<b>16,300</b>	<b>(11,018)</b>	<b>32%</b>
5305200 · Data Processing Expenses					
5305230 · Data Proc-Maintenance & Repair	0	0	1,000	(1,000)	0%
5305240 · Data Processing - Software	0	1,783	2,850	(1,067)	63%
<b>Total 5305200 · Data Processing Expenses</b>	<b>0</b>	<b>1,783</b>	<b>3,850</b>	<b>(2,067)</b>	<b>46%</b>
5305300 · Printing Expense					
5305310 · Copier Expense	341	902	3,100	(2,198)	29%
5305330 · Printing - Forms	0	0	100	(100)	0%
<b>Total 5305300 · Printing Expense</b>	<b>341</b>	<b>902</b>	<b>3,200</b>	<b>(2,298)</b>	<b>28%</b>
5305400 · Utilities					
5305410 · Telephone	223	892	2,350	(1,458)	38%
5305415 · Cellular Phone	52	206	900	(694)	23%
5305417 · Internet - Fire Dept.	329	1,315	3,600	(2,285)	37%
5305430 · Natural Gas	292	677	2,400	(1,723)	28%
5305450 · Electricity	395	1,614	5,562	(3,948)	29%

**City of Ovilla General Fund  
Actual vs Budget Review  
October 2015 through January 2016**

	Current		Year to Date		\$ Over (Under) Budget	% of Budget Thru January 33%
	January 2016	Oct 2015 - Jan 2016	Budget	Budget		
Total 5305400 · Utilities	1,290	4,704	14,812	(10,108)	32%	
5305500 · Repairs & Bldg Improvements						
5305520 · Repairs - Building	361	639	2,800	(2,161)	23%	
5305540 · Repairs - Machinery & Equipment	2,692	3,629	19,000	(15,371)	19%	
5305545 · Repairs - Apparatus	27	2,762	12,000	(9,238)	23%	
5305550 · Repairs - Vehicles	62	111	3,500	(3,389)	3%	
Total 5305500 · Repairs & Bldg Improvements	3,142	7,141	37,300	(30,159)	19%	
5305600 · Insurance						
5305620 · Insurance - Liability	3,037	3,423	5,660	(2,237)	60%	
5305640 · Insurance - Vehicle	2,367	4,734	10,415	(5,681)	45%	
Total 5305600 · Insurance	5,404	8,157	16,075	(7,918)	51%	
5305700 · Other Expenses						
5305705 · Postage	0	0	50	(50)	0%	
5305752 · Employment Screening	32	216	165	51	131%	
5305765 · Flags & Miscellaneous	0	0	100	(100)	0%	
Total 5305700 · Other Expenses	32	216	315	(99)	69%	
5306400 · Minor Capital Outlay						
5306440 · Machinery & Equipment	0	2,409	10,300	(7,891)	23%	
5306445 · Personal Protective Equipment	778	1,021	20,247	(19,226)	5%	
Total 5306400 · Minor Capital Outlay	778	3,430	30,547	(27,117)	11%	
Total 30 · Fire	69,576	230,215	693,049	(462,834)	33%	
40 · Community Services						
5401100 · Salaries & Wages						
5401135 · ACO/Code Enforcement Officer	3,566	15,982	45,000	(29,018)	36%	
5401180 · Merit Raises - Staff	0	0	1,350	(1,350)	0%	
5401190 · Overtime	686	3,143	2,850	293	110%	
Total 5401100 · Salaries & Wages	4,252	19,125	49,200	(30,075)	39%	

**City of Ovilla General Fund  
Actual vs Budget Review  
October 2015 through January 2016**

	Current	Year to Date	Budget	\$ Over	% of Budget
	January 2016	Oct 2015 - Jan 2016		(Under)	Thru January
				Budget	33%
<b>5402100 · Employee Benefits</b>					
5402110 · Group Insurance	350	1,400	6,177	(4,777)	23%
5402135 · TMRS	383	1,727	4,011	(2,284)	43%
5402160 · Worker's Compensation	133	210	310	(100)	68%
5402170 · Payroll Taxes	67	301	653	(352)	46%
5402190 · License	25	25	625	(600)	4%
<b>Total 5402100 · Employee Benefits</b>	<b>958</b>	<b>3,662</b>	<b>11,776</b>	<b>(8,114)</b>	<b>31%</b>
<b>5402300 · Contractual Services</b>					
5402315 · Contract Building Inspections	2,723	7,186	115,000	(107,814)	6%
5402370 · Impound Fees	150	650	2,300	(1,650)	28%
<b>Total 5402300 · Contractual Services</b>	<b>2,873</b>	<b>7,836</b>	<b>117,300</b>	<b>(109,464)</b>	<b>7%</b>
<b>5402600 · Special Expenses</b>					
5402680 · Environmental Testing	0	0	2,300	(2,300)	0%
5402685 · Clean up Day	0	0	100	(100)	0%
<b>Total 5402600 · Special Expenses</b>	<b>0</b>	<b>0</b>	<b>2,400</b>	<b>(2,400)</b>	<b>0%</b>
<b>5403100 · General Supplies</b>					
5403110 · Office Supplies	0	0	50	(50)	0%
5403120 · Animal Care	0	0	150	(150)	0%
5403122 · Pet Supplies	14	270	500	(230)	54%
5403140 · Uniforms	0	274	450	(176)	61%
<b>Total 5403100 · General Supplies</b>	<b>14</b>	<b>544</b>	<b>1,150</b>	<b>(606)</b>	<b>47%</b>
<b>5403400 · Maintenance Supplies &amp; Parts</b>					
5403460 · Miscellaneous	0	28	200	(172)	14%
<b>Total 5403400 · Maintenance Supplies &amp; Parts</b>	<b>0</b>	<b>28</b>	<b>200</b>	<b>(172)</b>	<b>14%</b>
<b>5404200 · Travel Expenses</b>					

**City of Ovilla General Fund  
Actual vs Budget Review  
October 2015 through January 2016**

	Current	Year to Date	Budget	\$ Over (Under)	% of Budget
	January 2016	Oct 2015 - Jan 2016		Budget	Budget
5404210 · Travel - Local	0	0	25	(25)	0%
5404220 · Professional Development	0	0	200	(200)	0%
5404270 · Vehicle Expenses	64	308	3,000	(2,692)	10%
<b>Total 5404200 · Travel Expenses</b>	<b>64</b>	<b>308</b>	<b>3,225</b>	<b>(2,917)</b>	<b>10%</b>
5405200 · Data Processing Expenses					
5405230 · Data Proc-Maintenance & Repairs	0	0	1,080	(1,080)	0%
<b>Total 5405200 · Data Processing Expenses</b>	<b>0</b>	<b>0</b>	<b>1,080</b>	<b>(1,080)</b>	<b>0%</b>
5405300 · Printing Expense					
5405330 · Printing - Forms	0	397	150	247	264%
<b>Total 5405300 · Printing Expense</b>	<b>0</b>	<b>397</b>	<b>150</b>	<b>247</b>	<b>264%</b>
5405400 · Utilities					
5405415 · Cellular Phone	90	358	950	(592)	38%
<b>Total 5405400 · Utilities</b>	<b>90</b>	<b>358</b>	<b>950</b>	<b>(592)</b>	<b>38%</b>
5405600 · Insurance					
5405610 · Insurance - Property	2	4	9	(5)	45%
5405620 · Insurance - Liability	57	115	230	(115)	50%
5405640 · Insurance - Vehicle	68	135	230	(95)	59%
<b>Total 5405600 · Insurance</b>	<b>127</b>	<b>254</b>	<b>469</b>	<b>(215)</b>	<b>54%</b>
5405700 · Other Expenses					
5405765 · Miscellaneous	0	0	100	(100)	0%
<b>Total 5405700 · Other Expenses</b>	<b>0</b>	<b>0</b>	<b>100</b>	<b>(100)</b>	<b>0%</b>
5406400 · Minor Capital Outlay					
5406440 · Machinery & Equipment	19	86	1,000	(914)	9%
<b>Total 5406400 · Minor Capital Outlay</b>	<b>19</b>	<b>86</b>	<b>1,000</b>	<b>(914)</b>	<b>9%</b>

**City of Ovilla General Fund  
Actual vs Budget Review  
October 2015 through January 2016**

	Current	Year to Date	Budget	\$ Over	% of Budget
	January 2016	Oct 2015 - Jan 2016		(Under)	Thru January
				Budget	33%
Total 40 · Community Services	8,396	32,597	189,000	(156,403)	17%
45 · Solid Waste					
5455400 · Utilities					
5455465 · Solidwaste Pickup (Garbage)	18,343	73,372	226,356	(152,984)	32%
Total 5455400 · Utilities	18,343	73,372	226,356	(152,984)	32%
Total 45 · Solid Waste	18,343	73,372	226,356	(152,984)	32%
50 · Streets					
5501400 · Support Staff					
5501415 · Maintenance Crew	1,800	8,100	23,400	(15,300)	35%
5501490 · Overtime	34	481	1,500	(1,019)	32%
5501500 · Streets - On Call	0	100	600	(500)	17%
Total 5501400 · Support Staff	1,834	8,681	25,500	(16,819)	34%
5502100 · Employee Benefits					
5502110 · Group Insurance	662	2,649	8,170	(5,521)	32%
5502135 · TMRS	163	775	2,148	(1,373)	36%
5502160 · Worker's Compensation	534	972	1,750	(778)	56%
5502170 · Payroll Taxes	26	122	350	(228)	35%
5502190 · License	61	61	122	(61)	50%
Total 5502100 · Employee Benefits	1,447	4,580	12,540	(7,960)	37%
5502200 · Special Services					
5502280 · NCTCOG- SWMP Fees	0	3,353	6,400	(3,047)	52%
Total 5502200 · Special Services	0	3,353	6,400	(3,047)	52%
5502600 · Special Expenses					
5502620 · Emergency Clean Up	0	0	2,250	(2,250)	0%

**City of Ovilla General Fund  
Actual vs Budget Review  
October 2015 through January 2016**

	Current		Year to Date Budget	\$ Over (Under) Budget	% of Budget Thru January 33%
	January 2016	Oct 2015 - Jan 2016			
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	0	600	(600)	0%
Total 5503100 · General Supplies	0	0	700	(700)	0%
5503400 · Maintenance Supplies & Parts					
5503405 · Drainage Maintenance	0	0	500	(500)	0%
5503420 · Supplies - Street Signs	690	1,642	2,500	(858)	66%
5503460 · Miscellaneous	103	103	300	(197)	34%
Total 5503400 · Maintenance Supplies & Parts	792	1,745	3,300	(1,555)	53%
5504200 · Travel Expenses					
5504220 · Professional Development	0	0	500	(500)	0%
5504270 · Vehicle Expenses	348	1,209	6,500	(5,291)	19%
Total 5504200 · Travel Expenses	348	1,209	7,000	(5,791)	17%
5505300 · Printing Expense					
5505350 · Printing - Other	0	0	350	(350)	0%
Total 5505300 · Printing Expense	0	0	350	(350)	0%
5505400 · Utilities					
5505450 · Electricity	3,774	15,014	45,000	(29,986)	33%
Total 5505400 · Utilities	3,774	15,014	45,000	(29,986)	33%
5505500 · Repairs & Bldg Improvements					
5405520 · Repairs - Building	0	0	500	(500)	0%
5505540 · Repairs - Machinery & Equipment	48	48	3,000	(2,952)	2%

**City of Ovilla General Fund  
Actual vs Budget Review  
October 2015 through January 2016**

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	January 2016	Oct 2015 - Jan 2016		(Under)	Thru January
				Budget	33%
5505550 · Repairs - Vehicles	146	341	2,500	(2,159)	14%
5505560 · Repairs -Street Maint.& Repairs	5,625	15,007	50,000	(34,993)	30%
5505565 · Repairs - Infrastruct Drainage	0	0	3,000	(3,000)	0%
5505590 · Repairs - Other	0	17	1,500	(1,483)	1%
<b>Total 5505500 · Repairs &amp; Bldg Improvements</b>	<b>5,819</b>	<b>15,413</b>	<b>60,500</b>	<b>(45,087)</b>	<b>25%</b>
<b>5505600 · Insurance</b>					
5505620 · Insurance - Liability	308	616	1,235	(619)	50%
5505640 · Insurance - Vehicle	888	1,777	3,554	(1,777)	50%
<b>Total 5505600 · Insurance</b>	<b>1,196</b>	<b>2,393</b>	<b>4,789</b>	<b>(2,396)</b>	<b>50%</b>
<b>5505700 · Other Expenses</b>					
5505752 · Employment Screening	0	0	150	(150)	0%
<b>Total 5505700 · Other Expenses</b>	<b>0</b>	<b>0</b>	<b>150</b>	<b>(150)</b>	<b>0%</b>
<b>5506400 · Minor Capital Outlay</b>					
5506440 · Machinery & Equipment	0	800	2,500	(1,700)	32%
5506445 · Personal Protective Equipment	0	0	300	(300)	0%
5506490 · Other	0	150	850	(700)	18%
<b>Total 5506400 · Minor Capital Outlay</b>	<b>0</b>	<b>950</b>	<b>3,650</b>	<b>(2,700)</b>	<b>26%</b>
<b>5507400 · Capitalized Assets</b>					
5507440 · Machinery & Equipment	0	0	6,000	(6,000)	0%
5507460 · Infrastructure	0	385,254	330,500	54,754	117%
<b>Total 5507400 · Capitalized Assets</b>	<b>0</b>	<b>385,254</b>	<b>336,500</b>	<b>48,754</b>	<b>114%</b>
<b>Total 50 · Streets</b>	<b>15,210</b>	<b>438,591</b>	<b>508,629</b>	<b>(70,038)</b>	<b>86%</b>
<b>60 · Parks</b>					
<b>5602400 · Rentals</b>					
5602490 · Rental - Other	210	1,048	3,000	(1,952)	35%

**City of Ovilla General Fund  
Actual vs Budget Review  
October 2015 through January 2016**

	Current		Year to Date		\$ Over (Under) Budget	% of Budget Thru January 33%
	January 2016	Oct 2015 - Jan 2016	Budget			
Total 5602400 · Rentals	210	1,048	3,000	(1,952)	35%	
5602600 · Special Expenses						
5602680 · Heritage Day	52	1,263	8,000	(6,737)	16%	
5602690 · Special Events	0	465	4,500	0	10%	
Total 5602600 · Special Expenses	52	1,728	12,500	(6,737)	14%	
5603400 · Maintenance Supplies & Parts						
5603460 · Miscellaneous	0	275	300	(25)	92%	
Total 5603400 · Maintenance Supplies & Parts	0	275	300	(25)	92%	
5605400 · Utilities						
5605450 · Electricity	472	2,212	8,300	(6,088)	27%	
Total 5605400 · Utilities	472	2,212	8,300	(6,088)	27%	
5605500 · Repairs & Bldg Improvements						
5605520 · Repairs - Building	0	0	250	(250)	0%	
5605530 · REPAIRS-IMP OTHER THAN BLDGS	96	211	1,000	(789)	21%	
Total 5605500 · Repairs & Bldg Improvements	96	211	1,250	(1,039)	17%	
5605600 · Insurance						
5605610 · Insurance - Property	29	57	115	(58)	50%	
5605620 · Insurance - Liability	130	260	521	(261)	50%	
5605640 · Insurance - Vehicle	57	114	230	(116)	50%	
Total 5605600 · Insurance	216	432	866	(434)	50%	
5605700 · Other Expenses						
5605765 · Miscellaneous	0	208	300	(92)	69%	
Total 5605700 · Other Expenses	0	208	300	(92)	69%	
5606400 · Minor Capital Outlay						

**City of Ovilla General Fund  
Actual vs Budget Review  
October 2015 through January 2016**

	Current	Year to Date		\$ Over	% of Budget
	January 2016	Oct 2015 - Jan 2016	Budget	(Under) Budget	Thru January 33%
5606410 · Land Improvements	0	338	6,000	(5,662)	6%
5606440 · Machinery & Equipment	60	275	500	(225)	55%
<b>Total 5606400 · Minor Capital Outlay</b>	<b>60</b>	<b>613</b>	<b>6,500</b>	<b>(5,887)</b>	<b>9%</b>
5607400 · Capitalized Assets					
5607440 · Machinery & Equipment	0	0	1,000	(1,000)	0%
<b>Total 5607400 · Capitalized Assets</b>	<b>0</b>	<b>0</b>	<b>1,000</b>	<b>(1,000)</b>	<b>0%</b>
<b>Total 60 · Parks</b>	<b>1,105</b>	<b>6,726</b>	<b>34,016</b>	<b>(27,290)</b>	<b>20%</b>
<b>Total Expenditures</b>	<b>256,207</b>	<b>1,247,908</b>	<b>3,019,023</b>	<b>(1,771,115)</b>	<b>41%</b>
<b>Net Change in Fund Balance</b>	<b>116,739</b>	<b>358,713</b>	<b>0</b>	<b>358,713</b>	<b>100%</b>

**Ovilla W&S Utility Fund**  
**Actual vs Budget Review**  
 October 2015 through January 2016

	Current	Year to Date	Budget	\$ Over	% of Budget
	January 2016	Oct 2015 - Jan 2016		(Under)	Thru January
				Budget	33%
<b>Resources</b>					
<b>4000400 · Charges for Services</b>					
4000460 · Water Sales	41,145	373,267	894,932	(521,665)	42%
4000461 · Sewer Service	25,344	122,918	441,770	(318,852)	28%
4000465 · Water & Sewer Penalties	1,183	7,262	19,000	(11,738)	38%
4000471 · Reconnect Fees	559	1,784	5,400	(3,616)	33%
4000472 · Meters	475	475	3,700	(3,225)	13%
4000473 · Connect Fees	150	1,025	4,400	(3,375)	23%
4000478 · Infrastructure Improvement Fee	4,822	20,450	70,133	(49,683)	29%
4000480-Solid Waste Fees (Garbage)	(23,518)	0	0	0	0%
<b>Total 4000400 · Charges for Services</b>	<b>50,160</b>	<b>527,180</b>	<b>1,439,335</b>	<b>(912,155)</b>	<b>37%</b>
<b>4000800 · Other Revenue</b>					
4000880 · Capital Rec Fee	1,250	2,500	62,500	(60,000)	4%
4000840 · Interest Earned	244	993	3,100	(2,107)	32%
4000890 · Misc Other Revenue	0	0	2,000	(2,000)	0%
<b>Total 4000800 · Other Revenue</b>	<b>1,494</b>	<b>3,493</b>	<b>67,600</b>	<b>(64,107)</b>	<b>5%</b>
<b>Total Resources</b>	<b>51,653</b>	<b>530,673</b>	<b>1,506,935</b>	<b>(976,262)</b>	<b>35%</b>
<b>Expense</b>					
<b>70 · Administration</b>					
<b>5701100 · Salaries &amp; Wages</b>					
5701110 · City Administrator	0	5,657	20,600	(14,943)	27%
5701115 · City Secretary	0	3,031	13,133	(10,102)	23%
5701117 · Finance Accountant	0	2,852	12,360	(9,508)	23%
5701120 · Part Time Admin. Support	0	1,716	7,435	(5,719)	23%
5701130 · Public Works Director	4,151	18,678	52,388	(33,710)	36%
5701180 · Merit Raises, Staff	0	0	3,177	(3,177)	0%
<b>Total 5701100 · Salaries &amp; Wages</b>	<b>4,151</b>	<b>31,934</b>	<b>109,093</b>	<b>(77,159)</b>	<b>29%</b>

**Ovilla W&S Utility Fund**  
**Actual vs Budget Review**  
October 2015 through January 2016

	Current	Year to Date	Budget	\$ Over	% of Budget
	January 2016	Oct 2015 - Jan 2016		(Under)	Thru January
				Budget	33%
<b>5702100 · Employee Benefits</b>					
5702110 · Group Insurance	662	2,649	8,166	(5,517)	32%
5702135 · TMRS	374	1,687	4,808	(3,121)	35%
5702170 · Payroll Taxes	60	268	783	(515)	34%
<b>Total 5702100 · Employee Benefits</b>	<b>1,096</b>	<b>4,603</b>	<b>13,757</b>	<b>(9,154)</b>	<b>33%</b>
<b>5702200 · Special Services</b>					
5702230 · Legal Fees	0	0	1,000	(1,000)	0%
5702240 · Audit	588	7,150	5,780	1,370	124%
5702250 · Accounting	0	0	500	(500)	0%
<b>Total 5702200 · Special Services</b>	<b>588</b>	<b>7,150</b>	<b>7,280</b>	<b>(130)</b>	<b>98%</b>
<b>5702300 · Contractual Services /Personnel</b>					
5702310 · Consultant Fees	0	1,101	3,500	(2,399)	31%
<b>Total 5702300 · Contractual Services /Personnel</b>	<b>0</b>	<b>1,101</b>	<b>3,500</b>	<b>(2,399)</b>	<b>31%</b>
<b>5703100 · General Supplies</b>					
5703110 · Office Supplies	7	142	800	(658)	18%
<b>Total 5703100 · General Supplies</b>	<b>7</b>	<b>142</b>	<b>800</b>	<b>(658)</b>	<b>18%</b>
<b>5703400 · Maintenance Supplies / Parts</b>					
5703410 · Supplies - Custodial	0	0	200	(200)	0%
<b>Total 5703400 · Maintenance Supplies / Parts</b>	<b>0</b>	<b>0</b>	<b>200</b>	<b>(200)</b>	<b>0%</b>
<b>5704200 · Travel Expenses</b>					
5704210 · Travel - Local	0	0	200	(200)	0%
5704220 · Professional Development	0	0	750	(750)	0%
<b>Total 5704200 · Travel Expenses</b>	<b>0</b>	<b>0</b>	<b>950</b>	<b>(950)</b>	<b>0%</b>
<b>5705200 · Data Processing Expenses</b>					

**Ovilla W&S Utility Fund**  
**Actual vs Budget Review**  
October 2015 through January 2016

	Current	Year to Date	Budget	\$ Over	% of Budget
	January 2016	Oct 2015 - Jan 2016		(Under)	Thru January
				Budget	33%
5705240 · Data Processing - Software	0	0	400	(400)	0%
<b>Total 5705200 · Data Processing Expenses</b>	<b>0</b>	<b>0</b>	<b>400</b>	<b>(400)</b>	<b>0%</b>
5705300 · Printing Expense					
5705350 · Printing - Other	145	163	250	(87)	65%
<b>Total 5705300 · Printing Expense</b>	<b>145</b>	<b>163</b>	<b>250</b>	<b>(87)</b>	<b>65%</b>
5705400 · Utilities					
5705410 · Telephone	109	437	1,250	(813)	35%
5705415 · Cellular Phone	38	152	850	(698)	18%
5705417 · Internet	101	404	950	(546)	42%
<b>Total 5705400 · Utilities</b>	<b>248</b>	<b>993</b>	<b>3,050</b>	<b>(2,057)</b>	<b>33%</b>
5705700 · Other Expenses					
5705705 · Postage	500	2,000	8,900	(6,900)	22%
5705740 · Advertising	0	0	300	(300)	0%
5705760 · Bank Service Charge	20	110	100	10	110%
5705765 · Miscellaneous	0	0	100	(100)	0%
5705775 · Credit Card Transaction Fee	399	1,203	3,000	(1,797)	40%
<b>Total 5705700 · Other Expenses</b>	<b>919</b>	<b>3,313</b>	<b>12,400</b>	<b>(9,087)</b>	<b>27%</b>
5706400 · Minor Capital Outlay					
5706440 · Machinery & Equipment	0	0	500	(500)	0%
<b>Total 5706400 · Minor Capital Outlay</b>	<b>0</b>	<b>0</b>	<b>500</b>	<b>(500)</b>	<b>0%</b>
5709000 · Reserve					
5708215 · Admin. Exp. to General Fund	0	22,822	91,287	(68,465)	25%
5709002 · Capital Improv. Water Reserve	0	0	26,015	(26,015)	0%
5709003 · Capital Improv. Sewer Reserve	0	0	32,685	(32,685)	0%
5709010 · Administrative Reserves	0	0	2,747	(2,747)	0%
<b>Total 5709000 · Reserve</b>	<b>0</b>	<b>22,822</b>	<b>152,734</b>	<b>(129,912)</b>	<b>15%</b>

**Ovilla W&S Utility Fund**  
**Actual vs Budget Review**  
October 2015 through January 2016

	Current	Year to Date	Budget	\$ Over	% of Budget
	January 2016	Oct 2015 - Jan 2016		(Under)	Thru January
				Budget	33%
Total 70 · Administration	7,153	72,222	304,914	(232,692)	24%
75 · Water					
5751100 · Salaries & Wages					
5751133 · Superintendent	3,328	14,975	42,000	(27,025)	36%
5751180 · Merit Raises - Staff	0	0	1,260	(1,260)	0%
Total 5751100 · Salaries & Wages	3,328	14,975	43,260	(28,285)	35%
5751400 · Support Salaries					
5751405 · Support Staff	3,237	11,459	30,593	(19,134)	37%
5751415 · Maintenance Crew	6,213	27,958	78,395	(50,437)	36%
5751430 · Seasonal Crew	0	0	3,000	(3,000)	0%
5751450 · Certification Pay	92	415	1,200	(785)	35%
5751480 · Merit Raises	0	0	3,666	(3,666)	0%
5751490 · Overtime	276	1,950	4,000	(2,050)	49%
5751500 · Water - On Call	150	550	1,000	(450)	55%
Total 5751400 · Support Salaries	9,969	42,332	121,854	(79,522)	35%
5752100 · Employee Benefits					
5752110 · Group Insurance	2,025	8,098	41,115	(33,017)	20%
5752135 · TMRS	1,179	5,376	14,792	(9,416)	36%
5752160 · Worker's Compensation	1,460	2,306	3,385	(1,079)	68%
5752170 · Payroll Taxes	199	898	2,408	(1,510)	37%
5752190 · Licenses	0	0	222	(222)	0%
Total 5752100 · Employee Benefits	4,863	16,679	61,922	(45,243)	27%
5752300 · Contractual Services/Personnel					
5752350 · Contract Labor - Company	0	0	1,500	(1,500)	0%
5752380 · Dispatch	0	6,225	11,628	(5,403)	54%
Total 5752300 · Contractual Services/Personnel	0	6,225	13,128	(6,903)	47%

**Ovilla W&S Utility Fund**  
**Actual vs Budget Review**  
October 2015 through January 2016

	Current	Year to Date	Budget	\$ Over	% of Budget
	January 2016	Oct 2015 - Jan 2016		(Under)	Thru January
				Budget	33%
<b>5752400 · Rentals</b>					
5752420 · Rental - Machinery & Equipment	0	236	250	(14)	94%
<b>Total 5752400 · Rentals</b>	0	236	250	(14)	94%
<b>5752500 · Operating Services</b>					
5752580 · Water Testing	68	636	4,000	(3,364)	16%
5752590 · TCEQ Fees	0	2,934	3,500	(566)	84%
<b>Total 5752500 · Operating Services</b>	68	3,571	7,500	(3,929)	48%
<b>5753100 · General Supplies</b>					
5753140 · Uniforms	317	1,416	1,700	(284)	83%
<b>Total 5753100 · General Supplies</b>	317	1,416	1,700	(284)	83%
<b>5753400 · Maintenance Supplies &amp; Parts</b>					
5753460 · Miscellaneous	0	0	300	(300)	0%
<b>Total 5753400 · Maintenance Supplies &amp; Parts</b>	0	0	300	(300)	0%
<b>5754200 · Travel Expenses</b>					
5754220 · Professional Development	160	160	750	(590)	21%
5754270 · Vehicle Expenses	719	1,949	10,000	(8,051)	19%
<b>Total 5754200 · Travel Expenses</b>	879	2,109	10,750	(8,641)	20%
<b>5755200 · Data Processing Expenses</b>					
5755230 · Data Proc-Maintenance & Repairs	0	371	1,300	(929)	29%
5755240 · Data Processing - Software	150	3,850	4,200	(350)	92%
<b>Total 5755200 · Data Processing Expenses</b>	150	4,221	5,500	(1,279)	77%
<b>5755300 · Printing Expenses</b>					
5755310 · Copier Expense	0	0	3,000	(3,000)	0%
5755350 · Printing - Other	0	907	2,000	(1,093)	45%

**Ovilla W&S Utility Fund**  
**Actual vs Budget Review**  
October 2015 through January 2016

	Current		Year to Date	Budget	\$ Over (Under) Budget	% of Budget Thru January 33%
	January 2016	Oct 2015 - Jan 2016				
Total 5755300 · Printing Expenses	0	907	5,000	(4,093)	18%	
<b>5755400 · Utilities</b>						
5755415 · Cellular Phone	65	259	1,500	(1,241)	17%	
5755450 · Electricity	1,604	7,251	26,000	(18,749)	28%	
5755460 · Water, wholesale	16,960	130,393	391,500	(261,107)	33%	
Total 5755400 · Utilities	18,629	137,903	419,000	(281,097)	33%	
<b>5755500 · Repairs &amp; Building Improvements</b>						
5755540 · Repairs- Machinery & Equipment	0	840	4,000	(3,160)	21%	
5755550 · Repairs - Vehicles	165	926	2,000	(1,074)	46%	
5755570 · Inventory Expense	230	3,359	9,000	(5,641)	37%	
5755580 · Water Chemical Expense	611	1,991	8,000	(6,009)	25%	
5755590 · Repairs - Other	15	15	3,000	(2,985)	1%	
Total 5755500 · Repairs & Building Improvements	1,022	7,130	26,000	(18,870)	27%	
<b>5755600 · Insurance</b>						
5755610 · Insurance - Property	668	1,336	2,672	(1,336)	50%	
5755620 · Insurance - Liability	431	862	1,724	(862)	50%	
5755640 · Insurance - Vehicle	158	316	633	(317)	50%	
Total 5755600 · Insurance	1,257	2,514	5,029	(2,515)	50%	
<b>5755700 · Other Expenses</b>						
5755752 · Employment Screening	0	0	150	(150)	0%	
Total 5755700 · Other Expenses	0	0	150	(150)	0%	
<b>5756400 · Minor Capital Outlay</b>						
5756440 · Machinery & Equipment	0	0	1,000	(1,000)	0%	
5756490 · Other	0	0	500	(500)	0%	
Total 5756400 · Minor Capital Outlay	0	0	1,500	(1,500)	0%	

**Ovilla W&S Utility Fund**  
**Actual vs Budget Review**  
October 2015 through January 2016

	Current	Year to Date	Budget	\$ Over	% of Budget
	January 2016	Oct 2015 - Jan 2016		(Under)	Thru January
				Budget	33%
<b>5757400 · Capitalized Assets</b>					
5757440 · Machinery & Equipment	0	0	2,500	(2,500)	0%
5757470 · Infrastructure - Water	0	400	4,000	(3,600)	10%
<b>Total 5757400 · Capitalized Assets</b>	0	400	6,500	(6,100)	6%
<b>5757900 · Long-Term Debt</b>					
5758225 · Admin. Expense to Debt Fund	0	25,697	102,786	(77,090)	25%
<b>Total 5757900 · Long-Term Debt</b>	0	25,697	102,786	(77,090)	25%
<b>Total 75 · Water</b>	40,481	266,313	832,129	(565,816)	32%
<b>80 · Sewer</b>					
<b>5801400 · Support Salaries</b>					
5801405 · Support Staff	0	3,091	10,197	(7,107)	30%
5801415 · Maintenance Crew	2,637	11,866	33,280	(21,414)	36%
5801450 · Certification Pay	92	415	1,210	(795)	34%
5801480 · Merit Raises	0	0	998	(998)	0%
5801490 · Overtime	124	816	3,000	(2,184)	27%
5801500 · Sewer - On Call	50	200	1,150	(950)	17%
<b>Total 5801400 · Support Salaries</b>	2,903	16,387	49,835	(33,448)	33%
<b>5802100 · Employee Benefits</b>					
5802110 · Group Insurance	662	2,649	8,451	(5,802)	31%
5802135 · TMRS	254	1,169	3,054	(1,885)	38%
5802160 · Worker's Compensation-Sewer	1,460	2,306	3,385	(1,079)	68%
5802170 · Payroll Taxes	41	187	497	(310)	38%
5802190 · Licenses	0	0	150	(150)	0%
<b>Total 5802100 · Employee Benefits</b>	2,418	6,312	15,537	(9,225)	41%
5802300 · Contractual Services/Personnel					

**Ovilla W&S Utility Fund**  
**Actual vs Budget Review**  
October 2015 through January 2016

	Current	Year to Date	Budget	\$ Over	% of Budget
	January 2016	Oct 2015 - Jan 2016		(Under)	Thru January
				Budget	33%
5802350 · Contract Labor - Company	0	0	2,000	(2,000)	0%
<b>Total 5802300 · Contractual Services/Personnel</b>	<b>0</b>	<b>0</b>	<b>2,000</b>	<b>(2,000)</b>	<b>0%</b>
<b>5802500 · Operating Services</b>					
5802515 · Sardis Collection Expense	634	2,727	9,618	(6,891)	28%
5802590 · TCEQ Fees - Sewer	0	0	100	(100)	0%
<b>Total 5802500 · Operating Services</b>	<b>634</b>	<b>2,727</b>	<b>9,718</b>	<b>(6,991)</b>	<b>28%</b>
<b>5803100 · General Supplies</b>					
5803140 · Uniforms	0	1,083	1,200	(117)	90%
<b>Total 5803100 · General Supplies</b>	<b>0</b>	<b>1,083</b>	<b>1,200</b>	<b>(117)</b>	<b>90%</b>
<b>5803400 · Maintenance Supplies &amp; Parts</b>					
5803460 · Miscellaneous	0	0	500	(500)	0%
<b>Total 5803400 · Maintenance Supplies &amp; Parts</b>	<b>0</b>	<b>0</b>	<b>500</b>	<b>(500)</b>	<b>0%</b>
<b>5804200 · Travel Expenses</b>					
5804220 · Professional Development	0	0	500	(500)	0%
5804270 · Vehicle Expense	0	376	1,200	(824)	31%
<b>Total 5804200 · Travel Expenses</b>	<b>0</b>	<b>376</b>	<b>1,700</b>	<b>(1,324)</b>	<b>22%</b>
<b>5805400 · Utilities</b>					
5805450 · Electricity	322	1,134	3,000	(1,866)	38%
5805463 · TRA Wastewater Treatment	22,567	96,397	270,806	(174,409)	36%
<b>Total 5805400 · Utilities</b>	<b>22,889</b>	<b>97,531</b>	<b>273,806</b>	<b>(176,275)</b>	<b>36%</b>
<b>5805500 · Repairs &amp; Bldg Improvements</b>					
5805510 · Repairs - Land Improvements	0	0	300	(300)	0%
5805540 · Repairs - Machinery & Equipment	0	1,480	6,000	(4,520)	25%
5805570 · Inventory Expense	0	301	2,000	(1,699)	15%
5805590 · Repairs - Other	0	0	600	(600)	0%
<b>Total 5805500 · Repairs &amp; Bldg Improvements</b>	<b>0</b>	<b>1,781</b>	<b>8,900</b>	<b>(7,119)</b>	<b>20%</b>

**Ovilla W&S Utility Fund**  
**Actual vs Budget Review**  
October 2015 through January 2016

	Current	Year to Date	Budget	\$ Over	% of Budget
	January 2016	Oct 2015 - Jan 2016		(Under)	Thru January
				Budget	33%
<b>5805600 · Insurance</b>					
5805610 · Insurance - Property	14	28	56	(28)	50%
5805620 · Insurance - Liability	100	199	400	(201)	50%
5805640 · Insurance - Vehicle	10	20	40	(21)	49%
<b>Total 5805600 · Insurance</b>	<b>123</b>	<b>246</b>	<b>496</b>	<b>(250)</b>	<b>50%</b>
<b>5805700 · Other Expenses</b>					
5805752 · Employment Screening	0	0	200	(200)	0%
<b>Total 5805700 · Other Expenses</b>	<b>0</b>	<b>0</b>	<b>200</b>	<b>(200)</b>	<b>0%</b>
<b>5807400 · Capitalized Assets</b>					
5807440 · Machinery & Equipment	0	5,542	6,000	(458)	92%
<b>Total 5807400 · Capitalized Assets</b>	<b>0</b>	<b>5,542</b>	<b>6,000</b>	<b>(458)</b>	<b>92%</b>
<b>Total 80 · Sewer</b>	<b>28,966</b>	<b>131,985</b>	<b>369,892</b>	<b>(237,907)</b>	<b>36%</b>
<b>Total Expense</b>	<b>76,600</b>	<b>470,520</b>	<b>1,506,935</b>	<b>(1,036,415)</b>	<b>31%</b>
<b>Net Change in Fund Balance</b>	<b>(24,947)</b>	<b>60,153</b>	<b>0</b>	<b>60,153</b>	<b>100%</b>

**Ovilla Debt Service**  
**Actual vs Budget Review**  
October 2015 through January 2016

	Current	Year to Date	Budget	\$ Over	% of Budget
	January 2016	Oct 2015 - Jan 2016		(Under)	Thru January
				Budget	33%
<b>Revenues</b>					
4000100 · Taxes					
4000107 · Ad Valorem, Current I & S	85,260	403,531	467,702	(64,171)	86%
4000111 · Ad Valorem, Delinquent I & S	521	963	4,122	(3,159)	23%
4000114 · Interest/Penalties - I & S	113	195	1,611	(1,416)	12%
<b>Total 4000100 · Taxes</b>	<b>85,894</b>	<b>404,689</b>	<b>473,435</b>	<b>(68,746)</b>	<b>85%</b>
4000800 · Other Revenue					
4000840 · Interest Earned	62	94	700	(606)	13%
4000900 · Reduction of Reserve Fund Bal.	-	-	1,604	(1,604)	0%
4000930 · Admin.Rev.Rec.Fr Water & Sewer	-	25,697	102,786	(77,090)	25%
<b>Total 4000800 · Other Revenue</b>	<b>62</b>	<b>25,791</b>	<b>105,090</b>	<b>(79,299)</b>	<b>25%</b>
<b>Total Revenues</b>	<b>85,956</b>	<b>430,479</b>	<b>578,525</b>	<b>(148,046)</b>	<b>74%</b>
<b>Expenditures</b>					
5157900 · Long-Term Debt					
5157930 · Paying Agent Fees	-	-	500	(500)	0%
51579349 - 2011 Bond Issue Principle	-	-	375,000	(375,000)	0%
5157940 · 2011 Bond Issue Interest	101,513	101,513	203,025	(101,513)	50%
<b>Total 5157900 · Long-Term Debt</b>	<b>101,513</b>	<b>101,513</b>	<b>578,525</b>	<b>(477,013)</b>	<b>18%</b>
<b>Total Expenditures</b>	<b>101,513</b>	<b>101,513</b>	<b>578,525</b>	<b>(477,013)</b>	<b>18%</b>
<b>Net Change in Fund Balance</b>	<b>(15,556)</b>	<b>328,967</b>	<b>-</b>	<b>328,967</b>	<b>100%</b>

## City of Ovilla Capital Projects Fund

### Actual vs Budget Review

October 2015 through January 2016

	Current	Year to Date	Budget	\$ Over	% of Budget
	January 2016	Oct 2015 - Jan 2016		(Under)	Thru January
				Budget	33%
<b>Revenues</b>					
4000800 · Other Revenue					
4000845 · Interest Earned - Texstar	0	1	1	(0)	70%
4000850 · Interest Earned - Prosperity	22	88	255	(167)	34%
<b>Total 4000800 · Other Revenue</b>	<b>22</b>	<b>88</b>	<b>256</b>	<b>(168)</b>	<b>34%</b>
<b>Total Revenues</b>	<b>22</b>	<b>88</b>	<b>256</b>	<b>(168)</b>	<b>34%</b>
<b>Expense</b>					
5879000 · Reserves					
5879010 · Admin Reserves	0	0	256	(256)	0%
<b>Total 5879000 · Reserves</b>	<b>0</b>	<b>0</b>	<b>256</b>	<b>(256)</b>	<b>0%</b>
<b>Total Expense</b>	<b>0</b>	<b>0</b>	<b>256</b>	<b>(256)</b>	<b>0%</b>
<b>Change in Net Position</b>	<b>22</b>	<b>88</b>	<b>0</b>	<b>88</b>	<b>100%</b>

**Ovilla Park Impact Fund**  
**Actual vs Budget Review**  
**October 2015 through January 2016**

	Current	Year to Date	Budget	\$ Over	% of Budget
	January 2016	Oct 2015 - Jan 2016		(Under)	Thru January
				Budget	33%
<b>Revenues</b>					
4000400 · Charges for Services					
4000460 · Park Impact	669	1,338	16,726	(15,388)	8%
Total 4000400 · Charges for Services	669	1,338	16,726	(15,388)	8%
4000800 · Other Revenue					
4000840 · Interest Earned	13	45	100	(55)	45%
Total 4000800 · Other Revenue	13	45	100	(55)	45%
<b>Total Revenues</b>	<b>682</b>	<b>1,383</b>	<b>16,826</b>	<b>(15,443)</b>	<b>8%</b>
<b>Expenditures</b>					
5606400 · Minor Capital Outlay					
5606410 · Land Improvements	0	0	500	(500)	0%
Total 5606400 · Minor Capital Outlay	0	0	500	(500)	0%
5607400 · Capitalized Assets					
5607440 · Capital Machinery & Equipment	0	0	6,000	(6,000)	0%
Total 5607400 · Capitalized Assets	0	0	6,000	(6,000)	0%
5609000 · Reserves					
5609035 · Park Impact Reserves	0	0	10,326	(10,326)	0%
Total 5609000 · Reserves	0	0	10,326	(10,326)	0%
<b>Total Expenditures</b>	<b>0</b>	<b>0</b>	<b>16,826</b>	<b>(16,826)</b>	<b>0%</b>
<b>Net Change in Fund Balance</b>	<b>682</b>	<b>1,383</b>	<b>0</b>	<b>1,383</b>	<b>100%</b>

Ovilla W&S Impact Fee Fund  
**Actual vs Budget Review**  
 October 2015 through January 2016

	Current	Year to Date	Budget	\$ Over (Under)	% of Budget
	January 2016	Oct 2015 - Jan 2016		Budget	Thru January 33%
<b>Revenues</b>					
4000400 · Charges for Services					
4000476 - Water Impact Fee	0	0	0	0	0%
4000477 - Sewer Impact Fee	2,100	3,500	70,000	(66,500)	5%
<b>Total 4000400 · Charges for Services</b>	<b>2,100</b>	<b>3,500</b>	<b>70,000</b>	<b>(66,500)</b>	<b>5%</b>
4000800 · Other Revenue					
4000840 · Interest Earned	16	64	200	(136)	32%
4000880 - Transfer In - Water Impact	0	0	0	0	0%
<b>Total 4000800 · Other Revenue</b>	<b>16</b>	<b>64</b>	<b>200</b>	<b>(136)</b>	<b>32%</b>
<b>Total Revenues</b>	<b>2,116</b>	<b>3,564</b>	<b>70,200</b>	<b>(66,636)</b>	<b>5%</b>
<b>Expense</b>					
5859000 · Reserves					
5859020 - Water Impact Consultant Fee	0	0	37,500	(37,500)	0%
5859030 · Sewer Impact Fees Reserve	0	0	32,700	(32,700)	0%
<b>Total 5859000 · Reserves</b>	<b>0</b>	<b>0</b>	<b>70,200</b>	<b>(70,200)</b>	<b>0%</b>
<b>Total Expense</b>	<b>0</b>	<b>0</b>	<b>70,200</b>	<b>(70,200)</b>	<b>0%</b>
<b>Change in Net Position</b>	<b>2,116</b>	<b>3,564</b>	<b>0</b>	<b>3,564</b>	<b>100%</b>

Ovilla 4B Economic Development Corporation

Actual vs Budget Review

October 2015 through January 2016

	Current	Year to Date	Budget	\$ Over	% of Budget
	January 2016	Oct 2015 - Jan 2016		(Under)	Thru January
				Budget	33%
<b>Revenues</b>					
4000100 · Taxes					
4000120 · Sales tax	7,508	30,879	81,838	(50,959)	38%
Total 4000100 · Taxes	7,508	30,879	81,838	(50,959)	38%
4000800 · Other Revenue					
4000840 · Interest Income	139	507	1,200	(693)	42%
Total 4000800 · Other Revenue	139	507	1,200	(693)	42%
<b>Total Revenues</b>	<b>7,647</b>	<b>31,386</b>	<b>83,038</b>	<b>(51,652)</b>	<b>38%</b>
<b>Expenditures</b>					
8102200 · Special Services					
8102230 · Legal Fees	0	0	500	(500)	0%
8102240 · Audit	1,600	1,600	1,600	0	100%
Total 8102200 · Special Services	1,600	1,600	2,100	(500)	76%
8102300 · Consultant Services					
8102310 · Consultant Fees	0	0	20,000	(20,000)	0%
Total 8102300 · Consultant Services	0	0	20,000	(20,000)	0%
8103100 · General Supplies					
8103110 · Office Supplies	0	0	100	(100)	0%
Total 8103100 · General Supplies	0	0	100	(100)	0%
8104200 · Travel Expense					
8104210 · Travel Expense	0	0	1,000	(1,000)	0%
8104220 · Professional Development	0	0	2,300	(2,300)	0%
Total 8104200 · Travel Expense	0	0	3,300	(3,300)	0%

Ovilla 4B Economic Development Corporation

Actual vs Budget Review

October 2015 through January 2016

	Current	Year to Date	Budget	\$ Over	% of Budget
	January 2016	Oct 2015 - Jan 2016		(Under)	Thru January
				Budget	33%
8105300 - - Printing					
8105320 · Printing Expense	0	0	300	(300)	0%
Total 8105300 - - Printing	0	0	300	(300)	0%
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	65	130	261	(131)	50%
Total 8105600 · Insurance	65	130	261	(131)	50%
8105700 · Other Expenses					
8105705 · Postage	0	0	100	(100)	0%
8105730 · Memberships	0	0	165	(165)	0%
8105740 · Advertising	350	350	5,300	(4,950)	7%
8105765 · Business Expense	0	0	1,000	(1,000)	0%
Total 8105700 · Other Expenses	350	350	6,565	(6,215)	5%
8109000 · Reserves					
8109015 · Administrative Reserves	142	142	2,912	(2,770)	5%
8109215 · Admin. Expense to General Fund	0	625	2,500	(1,875)	25%
Total 8109000 · Reserves	142	767	5,412	(4,645)	14%
Total Expenditures	2,157	2,847	83,038	(80,191)	3%
Net Change in Fund Balance	5,490	28,539	0	28,539	100%

Ovilla Municipal Development District

Actual vs Budget Review

October 2015 through January 2016

	Current	Year to Date	Budget	\$ Over	% of Budget
	January 2016	Oct 2015 - Jan 2016		(Under)	Thru January
				Budget	33%
<b>Revenues</b>					
4000100 · Taxes					
4000120 · Sales tax	3,361	11,888	40,919	(29,031)	29%
<b>Total 4000100 · Taxes</b>	<b>3,361</b>	<b>11,888</b>	<b>40,919</b>	<b>(29,031)</b>	<b>29%</b>
4000800 · Other Revenue					
4000840 · Interest Income	40	155	300	(145)	52%
<b>Total 4000800 · Other Revenue</b>	<b>40</b>	<b>155</b>	<b>300</b>	<b>(145)</b>	<b>52%</b>
<b>Total Revenues</b>	<b>3,401</b>	<b>12,043</b>	<b>41,219</b>	<b>(29,176)</b>	<b>29%</b>
<b>Expenditures</b>					
9102200 · Special Services					
9102230 · Legal Fees	0	0	250	(250)	0%
9102240 · Audit	1,600	1,600	1,600	0	100%
9102250 · Accounting	0	0	250	(250)	0%
<b>Total 9102200 · Special Services</b>	<b>1,600</b>	<b>1,600</b>	<b>2,100</b>	<b>(500)</b>	<b>76%</b>
9102300 · Consultant Services					
9102310 · Consultant Fees	0	0	534	(534)	0%
<b>Total 9102300 · Consultant Services</b>	<b>0</b>	<b>0</b>	<b>534</b>	<b>(534)</b>	<b>0%</b>
9103100 · General Supplies					
9103110 · Office Supplies	0	0	100	(100)	0%
<b>Total 9103100 · General Supplies</b>	<b>0</b>	<b>0</b>	<b>100</b>	<b>(100)</b>	<b>0%</b>
9104200 · Travel Expense					
9104220 · Professional Development	0	0	250	(250)	0%
<b>Total 9104200 · Travel Expense</b>	<b>0</b>	<b>0</b>	<b>250</b>	<b>(250)</b>	<b>0%</b>

Ovilla Municipal Development District

Actual vs Budget Review

October 2015 through January 2016

	Current	Year to Date		\$ Over (Under)	% of Budget Thru January
9105600 · Insurance					
9105620 · Insurance - Liability	65	130	261	(131)	50%
Total 9105600 · Insurance	65	130	261	(131)	50%
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	37,449	(37,449)	0%
9109215 · Admin. Expense to General Fund	0	125	500	(375)	25%
Total 9109000 · Reserves	0	125	37,949	(37,824)	0%
Total Expenditures	1,665	1,855	41,219	(39,364)	5%
Net Change in Fund Balance	1,736	10,188	0	10,188	100%

**Ovilla Employee Benefit Trust**  
**Actual vs Budget Review**  
 October 2015 through January 2016

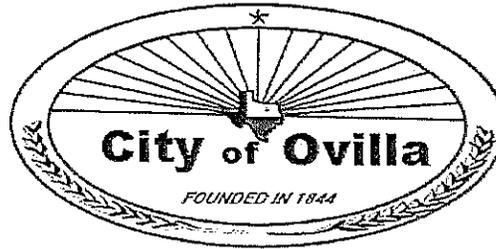
	Current	Year to Date		\$ Over	% of Budget
	January 2016	Oct 2015 - Jan 2016	Budget	(Under)	Thru January
				Budget	33%
<b>Revenues</b>					
4000991 - Insurance Contributions					
4000991 Insurance Contributions	15,307	57,483	0	57,483	100%
Total 4000991 - Insurance Contributions	15,307	57,483	0	57,483	100%
4000800 - Other Income					
4000840 - Interest Income	1	4	0	4	100%
<b>Total Revenues</b>	<b>15,308</b>	<b>57,488</b>	<b>0</b>	<b>57,488</b>	<b>100%</b>
<b>Expenditures</b>					
5902110 - Benefit Premiums					
5902110 - Benefit Premiums	15,257	57,597	0	57,597	100%
Total 5902110 - Insurance	15,257	57,597	0	57,597	100%
<b>Total Expenditures</b>	<b>15,257</b>	<b>57,597</b>	<b>0</b>	<b>57,597</b>	<b>100%</b>
<b>Net Change in Fund Balance</b>	<b>51</b>	<b>(109)</b>	<b>0</b>	<b>(109)</b>	<b>100%</b>

Ovilla Fire Department Auxiliary  
**Actual vs Budget Review**  
 October 2015 through January 2016

	Current	Year to Date	Budget	\$ Over	% of Budget
	January 2016	Oct 2015 - Jan 2016		(Under)	Thru January
				Budget	33%
<b>Revenues</b>					
4000800 · Other Revenue					
4000815 · Gifts	1,000	1,050	0	1,050	100%
<b>Total 4000800 · Other Revenue</b>	<b>1,000</b>	<b>1,050</b>	<b>0</b>	<b>1,050</b>	<b>100%</b>
<b>Total Revenues</b>	<b>1,000</b>	<b>1,050</b>	<b>0</b>	<b>1,050</b>	<b>100%</b>
<b>Expenditures</b>					
5333400 · Maintenance Supplies and Parts					
5333460 · Supplies - Miscellaneous	0	0	0	0	0%
<b>Total 5333400 · Maintenance Supplies and Parts</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Total Expenditures</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Net Change in Fund Balance</b>	<b>1,000</b>	<b>1,050</b>	<b>0</b>	<b>1,050</b>	<b>100%</b>

**Ovilla Police Department Special Fund**  
**Actual vs Budget Review**  
 October 2015 through January 2016

	Current	Year to Date		\$ Over (Under)	% of Budget	
	January 2016	Oct 2015 - Jan 2016		Budget	\$ Over Budget	Thru January 33%
<b>Revenues</b>						
4000800 · Other Revenue						
4000815 · Gifts		0	170	0	170	100.0%
<b>Total 4000800 · Other Revenue</b>		<b>0</b>	<b>170</b>	<b>0</b>	<b>170</b>	<b>100.0%</b>
<b>Total Revenues</b>		<b>0</b>	<b>170</b>	<b>0</b>	<b>170</b>	<b>100.0%</b>
<b>Expenditures</b>						
5232600 · Special Expenses						
5232690 · Special Expenses - Other		0	159	0	159	100.0%
<b>Total 5232600 · Special Expenses</b>		<b>0</b>	<b>159</b>	<b>0</b>	<b>159</b>	<b>100.0%</b>
<b>Total Expenditures</b>		<b>0</b>	<b>159</b>	<b>0</b>	<b>159</b>	<b>100.0%</b>
<b>Net Income</b>		<b>0</b>	<b>11</b>	<b>0</b>	<b>11</b>	<b>100%</b>



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DATE: March 14, 2016

TO: Honorable Mayor and Council Members

FROM:  
Linda Harding, Accountant

SUBJECT: Committed Fund Balance Report as of September 30, 2015

**City of Ovilla  
Committed Fund Balance Report  
for General Fund  
as of September 30, 2015**

**GENERAL  
FUND  
2014-2015  
Budget  
Amount**

**Yeldell's  
General Fund  
Estimated  
Uncommitted  
Balance**

Description	Account Number	GENERAL FUND 2014-2015 Budget Amount	Yeldell's General Fund Estimated Uncommitted Balance
Total General Fund 2014-2015 Budget		2,751,641	
<b>CAPITAL ASSETS and RESERVE ACCOUNTS:</b>			
Machinery and Equipment	5106440	(2,000)	
Furniture	5106465	(1,000)	
Audio and Visual Equipment	5106470	0	
Reserve for Contengency	5109001	(61,957)	
Machinery and Equipment	5206440	0	
Personal Protective Equipment	5206445	(1,238)	
Capital Outlay - Vehicles	5206450	(2,000)	
Machinery and Equipment	5306440	(9,770)	
Personal Protective Equipment	5306445	(20,247)	
Machinery and Equipment	5406440	(2,700)	
Machinery and Equipment	5506440	(3,000)	
Personal Protective Equipment	5506445	(300)	
Other	5506490	(850)	
Machinery and Equipment	5507440	(7,000)	
Infrastructure	5507460	(313,200)	
Land Improvements	5606410	(500)	
Machinery and Equipment	5606440	(500)	
Machinery and Equipment	5607440	(500)	
Total 2014-2015 Budget Less Capital Assets and Reserve		2,324,879	
<b>Resolution Number 2013-002</b>		<b>25%</b>	
<b>REQUIRED UNASSIGNED FUND BALANCE IN GENERAL FUND</b>		<b>\$ 581,219.75</b>	

**PETTY CASH 900.00**

<b>ALL BANK ACCOUNT BALANCES AS OF 9/30/2015</b>			
Prosperity Bank (Operationing Acct)	1012500	\$ 1,521,276.55	1,521,276.55
Prosperity Money Market (Acct #9307605)	1012520	\$ 229,503.36	229,503.36
Texstar Reserves ( Acct.#07017-1112)	1011525	\$ 3,727.03	
TexStar Money Market (Acct 1112)	1011525	\$ 929.07	
Prosperity Money Market Reserve (Acct. #9307583)	1012250	\$ 127,617.56	127,617.56
Prosperity CD (Acct. #670010694)	1012260	\$ 245,278.04	
Prosperity Bank CD (Acct. #670010608)	1012290	\$ 55,748.72	
Bryson Manor Phase I-Rough Proportionality	1011295	\$ 196,563.50	196,563.50
<b>ALL BANK ACCOUNTS Total Unassigned Fund Balance in General Func</b>		<b>\$ 2,380,643.83</b>	<b>2,075,860.97</b>
<b>REQUIRED UNASSIGNED FUND BALANCE IN GENERAL FUND</b>		<b>\$ 581,219.75</b>	<b>590,000.00</b>
<b>Excess in Unassigned Fund Balance in ALL ACCOUNTS</b>		<b>\$ 1,799,424.08</b>	<b>\$ 1,485,860.97</b>

Page 15 of Audit

Page 16  
Amount  
Discussed at  
Feb 8th Council  
Meeting  
(includes  
GF and  
Fire Aux.)

## RESOLUTION 2013-002

### A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF OVILLA, TEXAS, REPLACING RESOLUTION 2011-021 AND ESTABLISHING AND ADOPTING A FUND BALANCE POLICY.

*WHEREAS*, A General Fund Reserve was established with Resolution 07-001 on the 23 day of October 2006 and re-established with Resolution 2011-021 on the 26 day of September; and,

*WHEREAS* The General Fund Reserve Policy shall be replaced with the Fund Balance Policy; and,

*WHEREAS*, the creation of a Fund Balance Policy will ensure the City maintains adequate fund balances in the City's various operating funds with sufficient cash flow in meeting daily financial needs; and,

*WHEREAS*, the creation of a Fund Balance Policy will ensure the City maintains its investment grade bond rating; and,

*WHEREAS*, the creation of a Fund Balance Policy will allow the City to offset loss of revenues related to significant economic downturns; and,

*WHEREAS*, the creation of a Fund Balance Policy will provide the City with funds for unforeseen emergencies; and,

*WHEREAS*, the Fund Balance Policy shall be reviewed and updated annually if necessary, as part of the annual budget of the City of Ovilla, Texas.

*NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF OVILLA, TEXAS*, that the following policy is hereby established and attached as *Exhibit A*, regarding the creation of the Fund Balance Policy.

*RESOLVED AND ADOPTED this the 11 day of March, 2013.*

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Tom Leverentz, MAYOR

ATTEST:

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Pam Woodall, CITY SECRETARY

## CITY OF OVILLA

### FUND BALANCE POLICY

#### Purpose

The purpose of this policy is to establish a key element of the financial stability of the City of Ovilla by setting guidelines for fund balance. Unassigned fund balance is an important measure of economic stability and it is essential that the City maintain prudent levels of unassigned fund balance to protect against reducing service levels or raising taxes and fees because of financial risk that can occur from unforeseen revenue fluctuations, unanticipated expenditures, and other similar circumstances. This policy will ensure the City maintains adequate fund balances in the City's various operating funds with the capacity to:

1. Provide sufficient cash flow for daily financial needs,
2. Secure and maintain investment grade bond ratings,
3. Offset significant economic downturns or revenue shortfalls, and
4. Provide funds for unforeseen expenditures related to emergencies.

#### Order of expenditure of funds

When multiple categories of fund balances are available for expenditures (for example, a construction project is being funded partly by a grant, funds set aside by the City Council, and unassigned fund balance), the City will first spend the most restricted funds before moving down to the next restrictive category with available funds.

- **Non-spendable Fund balance** includes amounts not in spendable form, such as inventory, or amounts required to be maintained intact legally or contractually (principal endowment) (e.g. inventory, pre-paid items, or the principal of an endowment).
- **Restricted Fund Balance** includes amounts constrained for a specific purpose by external parties (e.g. Debt Service, Capital Projects, State and Federal Grant Funds).
- **Committed Fund Balance** includes amounts constrained for a specific purpose by the city council using its highest level of decision making authority (e.g. Major Maintenance, Capital Replacement Reserve, Land, Hail Reserve). These are amounts that can be used only for a specific purpose determined by formal action of the City Council. Commitments may be changed or lifted only by City Council taking the same formal action that originally imposed the constraint.

- **Assigned Fund Balance** includes general fund amounts constrained for a specific purpose by the City Council or by an official that has been delegated authority to assign amounts.
- **Unassigned Fund Balance** is the residual classification for the general fund. Unassigned amounts are technically available for any purpose. The City's General Fund Balance will be maintained to provide the City with sufficient working capital and a margin of safety to address local and regional emergencies without borrowing. **THE CITY'S GOAL IS TO MAINTAIN AN UNASSIGNED FUND BALANCE IN THE GENERAL FUND EQUAL TO 25% OF BUDGETED EXPENDITURES LESS AND BUDGETED CAPITAL EQUIPMENT ITEMS AND ANY AMOUNT BUDGETED AS RESERVES.** The Unassigned General Fund Balance may only be appropriated by resolution of the City Council and shall be utilized only for one-time expenditures, such as capital purchases, and not for ongoing expenditure unless a viable revenue plan designed to sustain the expenditure is simultaneously adopted.

#### *Monitoring and Reporting*

The City Administrator shall be responsible for monitoring and reporting the City's various reserve balances. The City Administrator is directed to make recommendations to the Council on the use of reserve funds both as an element of the annual operating budget submission and from time to time throughout the fiscal year as needs may arise.

Compliance with the provisions of the policy shall be reviewed as a part of the annual operating budget adoption process and subsequent review will be included in the annual audit and financial statement preparation procedures.



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DATE: March 14, 2016

TO: Honorable Mayor and Council Members

FROM:  
Linda Harding, Accountant

SUBJECT: Committed Fund Balance Report as of January 31, 2016

**City of Ovilla  
Committed Fund Balance Report  
for General Fund  
as of January 31, 2016**

Description	Account Number	GENERAL FUND 2015-2016 Budget Amount
Total General Fund 2015-2016 Budget		3,019,023
<b>CAPITAL ASSETS and RESERVE ACCOUNTS:</b>		
Machinery and Equipment	5106440	(2,000)
Furniture	5106465	(1,000)
Audio and Visual Equipment	5106470	0
Reserve for Contengency	5109001	(61,212)
Machinery and Equipment	5206440	(2,000)
Personal Protective Equipment	5206445	(2,000)
Capital Outlay - Vehicles	5206450	(40,000)
Machinery and Equipment	5306440	(10,300)
Personal Protective Equipment	5306445	(20,247)
Machinery and Equipment	5406440	(1,000)
Machinery and Equipment	5506440	(2,500)
Personal Protective Equipment	5506445	(300)
Other	5506490	(850)
Machinery and Equipment	5507440	(6,000)
Infrastructure: Cockrell Hill Road (1.2 miles in Ellis County) \$310,500.00, Shiloh Rd Bridge \$15,000.00 and 50/50 Sidewalk \$5,000.00	5507460	(330,500)
Land Improvements	5606410	(6,000)
Machinery and Equipment	5606440	(500)
Machinery and Equipment	5607440	(1,000)
Total 2014-2015 Budget Less Capital Assets and Reserve		2,531,614
<b>Resolution Number 2013-002</b>		<b>25%</b>
<b>REQUIRED UNASSIGNED FUND BALANCE IN GENERAL FUND</b>		<b>\$ 632,903.50</b>

<b>ALL BANK ACCOUNT BALANCES AS OF 1/31/2016</b>		
Prosperity Bank (Operationing Acct)	1012500	\$ 1,836,720.71
Prosperity Money Market (Acct #9307605)	1012520	\$ 229,657.97
Texstar Reserves ( Acct.#07017-1112)	1012525	\$ 3,729.14
TexStar Money Market (Acct 1112)	1011525	\$ 929.58
Prosperity Money Market Reserve (Acct. #9307583)	1012250	\$ 127,703.53
Prosperity CD (Acct. #670010694)	1012260	\$ 245,494.42
Prosperity Bank CD (Acct. #670010608)	1012290	\$ 55,833.05
Bryson Manor Phase I-Rough Proportionality	1012295	\$ 196,795.27
<b>ALL BANK ACCOUNTS Total Unassigned Fund Balance in General Fund</b>		<b>\$ 2,696,863.67</b>
<b>REQUIRED UNASSIGNED FUND BALANCE IN GENERAL FUND</b>		<b>\$ 632,903.50</b>
<b>Excess in Unassigned Fund Balance in ALL ACCOUNTS</b>		<b>\$ 2,063,960.17</b>
<p>Had it been known that the Street Projects budgeted in FY 14-15 would not be completed, the budget for FY 15-16 would have shown the use of these unused funds. Account 4000990 Reduction in Fund Balance and account 5507460 Infrastructure would have been increase by the unused amount of \$305,700.00. (\$7,500.00 was spent in FY 2014-2015 to reseal Shiloh Rd.)</p>		
	5507460	\$ (305,700.00)
<b>Funds Available (Unrestricted Fund Balance)</b>		<b>\$ 1,758,260.17</b>



**To:** Honorable Mayor and Council Members  
**From:** Dennis Burn, City Manager  
**Subject:** Information Report - February 29, 2016 through March 4, 2016

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This report is to provide you an overview of City Manager information items for the week ending March 4, 2016.

### **Speed Limit Postings**

As I have told you in a previous report, there are several speed limit signs that are incorrectly posted. A posted speed limit of 20 MPH is never allowed and a posted speed limit of 25 MPH is only allowed by ordinance. The following list is our inventory of signs that either need reposting or the ordinance needs to be changed.

**Posted at 20 MPH with those signs to be replaced with 30 MPH posting:** Nob Hill Lane, Ashburne Glen Lane, Georgetown Road, Silver Spur Lane, Thorntree Drive and West Main.

**Posted at 25 MPH with those signs to be replaced with 30 MPH posting:** Cockrell Hill Road between Ashburne Glen Lane and West Main, Green Meadows Lane, Ovilla Creek Court, Bluff Creek and White Rock Court.

**Roadways not posted but should be posted as stated in the existing ordinance:** Red Oak Creek Road-westbound between Hollinsworth Road and city limits (25 MPH), Brookwood Drive-west of Cockrell Hill Road (30 MPH), Shadowwood Trail-1/4 mile north of Silverwood (30 MPH), Ovilla Oaks Drive-northbound between East Highland Road and FM 664 (30 MPH).

**Ordinance Revisions.** Duncanville Road southbound at city limits-currently posted at 30 MPH. Ordinance states that it should be posted at 40 MPH. I recommend that it should remain posted at 30 MPH and the ordinance revised to so state. Water Street-currently posted at 25 MPH but because it is not listed in the ordinance it should be posted at 30 MPH. I recommend that it should remain posted at 25 MPH and the ordinance revised to so state.

We will begin a program of replacing the incorrectly posted signs and installing signs as needed. I will bring an agenda item to the City Council for their consideration to make the two revisions to the ordinance.

### **MISD New Elementary School**

In April, the Planning and Zoning Commission and the City Council will conduct public hearings and take action on (1) Shiloh Road Annexation along the frontage of the school, (2) Rezoning of the "Orphan" tract between the school and Bryson Lane and (3) Final Plat (no public hearing) of the entire property. In order to maintain the schedule on the public hearings we may have



a special called meeting of the City Council on Thursday, April 21. The City Council adoption of the Annexation Ordinance will be at the May regularly scheduled meeting.

### **Outdoor Burning**

Due to the danger of untended outdoor burning of leaves/limbs/branches accidentally igniting adjacent structures, I am considering preparing an ordinance for City Council consideration that would ban all outdoor burning. Your thoughts please. Would this adversely impact many residents? Would this be an unpopular move?

### **Park Board and Planning and Zoning Commission**

There will be a Park Board meeting at 5:00 PM on Monday, March 7 in the City Council Chambers. The Planning and Zoning Commission will not have a meeting. The Park Board made a good choice for Movie in the Park by picking the animated full length movie entitled "Inside Out" as it won an Academy Award at last Sunday's Oscar presentation.

### **General Obligation Bonds**

I met with representatives of First Southwest Securities regarding our existing bond obligation and the possibility of issuing new bonds for some projects I am considering. I asked: (1) Can uncommitted excess funds be used to pay down our existing general obligation bond? Yes. (2) Do uncommitted excess funds improve our bond rating? No. We currently have an "AA" bond rating. They are preparing for me a document to elaborate on items 1 and 2 plus they will give me options/opinions on a potential, future bond program. I am not saying we will have another bond program but I am investigating funding options for building improvements I am considering.

### **Police Department**

An interview panel convened to interview two applicants for the Sergeant and Investigator positions. The panel consisted of our Lieutenant, a Captain from the Midlothian Police Department, a Sergeant from the DeSoto Police Department and me. The two applicants are current Ovilla officers. Since the interview both of our officers have been re-assigned. They will serve us well.

### **Texas Coalition For Affordable Power (TCAP)**

Next week TCAP will provide the electricity power rate for all the member cities. Once the information is provided I will sign (or the Mayor or City Secretary as provided in the resolution) the contract and return to TCAP.



## City Hall

There are roof issues at City Hall. When it rains there is water leaking in the Public Works/Code Enforcement area. TML has been contacted and an adjuster did look at the roof. Public Works personnel also looked at the roof. TML has forwarded us a check and will forward another check when the work is complete. We are proceeding with receiving three quotes to repair the roof. The selected contractor will pull a permit and they will register. I will waive all associated fees. The work will be inspected by city staff.



**To:** Honorable Mayor and Council Members  
**From:** Dennis Burn, City Manager  
**Subject:** Information Report - February 22, 2016 through February 26, 2016

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This report is to provide you an overview of City Manager information items for the week ending February 26, 2016.

### **Police Department**

The Police Department currently sends to each member of the City Council, via e-mail, a weekly Police Activity Blotter. This same report is also posted on the City Web Site under the Facebook icon. You do not have to be a Facebook user to access this information. This information is available to anyone and everyone. Effective Thursday, February 25 this same report was made available to anyone who goes to our web site and enrolls for information under the “Notify Me” icon. The “Notify Me” icon is where individuals can sign up to receive information such as the City Council agenda. When someone signs up, the Police Department Activity Blotter will be automatically sent to the individual. This “Notify Me” method of sending the Police report is how the past Police Chief disseminated the information. So we are now consistent with past practices. Hopefully by sending this information out via “Notify Me” those that have expressed concerns about not receiving nor being able to read the report will be satisfied. Please inform anyone you desire to contact that the “Notify Me” method of obtaining the Police report is now available.

### **Tornado 2015**

The Police Chief and I attended a FEMA meeting that was a briefing regarding Public Assistance. This assistance is for governmental entities only and not individuals. The funding is a federal government (75%) and the applicant (25%) cost share. The assistance being offered is to repair or replace damaged facilities to their pre-disaster condition. The City had no damaged facilities (fortunately).

### **Spaghetti Dinner**

This was my first event. I was impressed with the food, the service and the general progress of the event. Thank you to the Service League and all the volunteers who made this a success.

### **Hidden Valley Estates Subdivision**

I met with the owner, broker, developer and engineer this week to discuss the project. We discussed the schedule for submittal of the preliminary plat to the Planning and Zoning Commission as well as the last series of review comments from City staff and the City Engineer.



We also discussed City participation in the oversize of their proposed north-south sanitary sewer line. The project is progressing well and they seem anxious for this development to begin.

### **Comprehensive Land Use Plan**

The Comprehensive Land Use Plan Committee met Thursday, February 25 at 6:00 PM at the Vertical Church. This was our Town Hall meeting to receive comments from the public about the update. The meeting was well attended. I estimate that there were 75 attendees including the committee and staff. Some of the comments that were made include: accommodate Loop 9, more commercial area along FM 664, the need for more public land, utilize creeks for linear parks, more areas of larger lots, attract businesses (small mom and pop), dedicated bike paths/lanes, more roof tops and do not turn Ovilla into a “metroplex”.

### **FM 664**

I have received preliminary construction plans (397 sheets) for the FM 664 improvements. After review of the plans, there is no signalization shown at the intersection of Westmoreland and FM 664. I brought this to the attention of the TxDOT engineer that sent the plans. He stated that there was no discussion of signalization and is not included in this project. I sent him a copy of a 2007 traffic analysis prepared for TxDOT that states, in essence, that signals should be part of any improvements at this location. A portion of Westmoreland Road has been realigned to eliminate the offset double “T” configuration.

TxDOT did respond to my e-mail. They state that based on subsequent studies (2010 and 2014) because additional lanes are being added on FM 664 the traffic volume does not warrant a traffic signal. They will conduct another traffic study of this intersection to determine if a traffic signal is warranted.

### **Golden Chick**

Construction plans were submitted today for a new Golden Chick restaurant. The restaurant will be located immediately west of the Dollar General.

### **Bryson Manor Phase 2**

A preliminary plat was submitted today. The submittal is incomplete at this time. It appears that this project will be moving ahead shortly.

### **Glenn Heights Waterline Break**

On Wednesday night the 6” waterline that crosses Little Creek at FM 664 broke. This is Glenn Heights waterline but it serves the Little Creek Estates subdivision and the residences on Oak Creek Lane which are in Ovilla. The break was isolated and water was restored to the Ovilla



residences in 1-2 hours. Ovilla is supplying water to an affected area of Glenn Heights to help them out as they repair the break. Glenn Heights will reimburse the City for the water used. Through our SCADA system we are tracking their water usage. TCEQ has been notified.

#### **MISD New Elementary School**

At the end of this report is a copy of the letter I sent to AT&T on behalf of MISD regarding AT&T requesting \$180,000.00+ to relocate their facilities. I did receive a response from AT&T and they are not backing down from their request for payment to relocate their facilities. My apologies for the letter being so hard to read.



Rachel Huber, Councilmember, Place 1  
Larry Stevenson, Councilmember, Place 2  
David Griffin, Councilmember, Place 3



Richard Dormier, Mayor

Doug Hunt, Councilmember, Place 4  
Dean Oberg, Councilmember, Place 5  
Dennis M. Burn, City Manager

February 22, 2016

Ms. Tonja Van Vleck  
Design Engineer-AT&T  
2513 W.E. Roberts Road  
Grand Prairie, Texas 75051

Re: Midlothian Independent School District – Dolores W. McClatchey Elementary School

Dear Ms. Van Vleck:

In November 2015, the Midlothian Independent School District (MISD) and the City of Ovilla (Ovilla), entered into an interlocal agreement whereby MISD agreed to have designed and constructed the Bryson Lane Improvements and the Shiloh Road Improvements. These public improvements are currently being constructed and consist of the realignment of Bryson Lane and the widening of Shiloh Road along the frontage of the new elementary school. After the completion of these improvements and acceptance by the City, the improvements will be dedicated to the City and become part of the public roadway system of the City and subject to the jurisdiction of the City.

Please perform the relocation of your facilities for the Dolores W. McClatchey Elementary School at no cost to Midlothian Independent School District and at no cost to the City of Ovilla.

Please contact me should you have any questions.

Respectfully,

Dennis M. Burn, P.E.  
City Manager

Cc: Dr. Lane Ledbetter, MISD Superintendent of Schools  
Mr. David Boswell, MISD Director of Construction



**To:** Honorable Mayor and Council Members  
**From:** Dennis Burn, City Manager  
**Subject:** Information Report - February 15, 2016 through February 19, 2016

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This report is to provide you an overview of City Manager information items for the week ending February 19, 2016.

### **City Council Meetings**

The special called meeting for Friday, February 19 at 4:00 PM has been canceled due to the lack of a quorum. There will be a special called meeting on Monday, February 22 at 6:00 PM. There will be one agenda item and that will be consideration of the TCAP Resolution.

### **Tornado 2015**

The Police Chief and I will be attending a FEMA meeting that will be a briefing regarding Public Assistance. At this time this assistance is for governmental entities only and not individuals. The funding is a federal government (75%) and the applicant (25%) cost share.

### **Spaghetti Dinner**

Please do not forget to attend the Annual Spaghetti Dinner at 6:00 at the Ovilla Road Baptist Church.

### **Trash (Litter) Pick Up**

There were approximately 30 adult probationers here on Saturday, February 13. They will began at 8:00 AM and worked till 2:00 PM. They were split into two groups and picked up trash on Cockrell Hill Road and FM 664. They did a great job but additional trash accumulated shortly after they left. They will be back on Saturday, March 19.

### **Hidden Valley Estates Subdivision**

I will be meeting with the owner, broker, developer and engineer next week to discuss the project. We will discuss the schedule for submittal of the preliminary plat to the Planning and Zoning Commission as well as the last series of review comments from City staff and the City Engineer.

### **Ellis County**

This week Ellis County did apply a fog seal to the surface of the chip seal pavement that they did for us on Water Street and the portion of south Cockrell Hill Road (Main Street to Water



Street). They sprayed at an application rate of 0.15 gallons per square yard which is typical. It cured within 1 hour. I received no complaints (yet).

### **Comprehensive Land Use Plan**

The Comprehensive Land Use Plan Committee will meet Thursday, February 25 at 6:00 PM at the Vertical Church. This will be our Town Hall meeting. We are notifying residents through our web site, our message board and through CTY calls.

### **MISD New Elementary School**

In November 2015, the Midlothian Independent School District (MISD) and the City of Ovilla (Ovilla), entered into an interlocal agreement whereby MISD agreed to design and construct the Bryson Lane Improvements and the Shiloh Road Improvements. MISD is currently constructing these improvements. After the completion of these improvements and acceptance by the City, the improvements will become part of the public roadway system of the City and subject to the jurisdiction of the City.

AT&T has facilities (phone lines, fiber optic) in the Shiloh Road and Bryson Lane rights-of-way. AT&T has presented a proposal to MISD to relocate their facilities to accommodate the improvements to Shiloh Road and Bryson Lane for \$182,832.83. MISD has solicited my assistance in communicating with AT&T that there should be no charge for this work as AT&T is currently in the rights-of-way. I am researching the issue and will respond to MISD.



**To:** Honorable Mayor and Council Members  
**From:** Dennis Burn, City Manager  
**Subject:** Information Report - February 8, 2016 through February 12, 2016

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This report is to provide you an overview of City Manager information items for the week ending February 12, 2016.

### **President's Day Holiday**

City offices will be closed Monday, February 15 for President's Day Holiday.

### **City Council Meeting**

There will be a special called meeting of the City Council on Friday, February 19 at 4:00 PM. The purpose of the meeting will be consideration of a resolution and contract regarding the Texas Coalition for Affordable Power (TCAP). This item was "no action" at the February 8, 2016 City Council meeting. Staff was instructed to bring this item back before the February 25 TCAP deadline with a contract that had been reviewed by our City Attorney.

### **4B Economic Development Corporation (4B EDC) and Zoning Board of Adjustment (BOA)**

The 4B EDC and BOA will meet on Tuesday, February 16 at 6:00 PM and 7:00 PM respectively.

### **Tornado 2015**

The President has signed off on disaster declarations for 25 Texas counties, including Ellis and Dallas County, affected by the December 26 tornadoes. Ellis and Dallas County are under review for individual assistance status which would make residents eligible for grants and low-interest disaster loans.

### **CTY Call for Spaghetti Dinner**

On Tuesday, February 16 and Thursday, February 18 we will send out a notification telling all those that receive the CTY call service (1,227 total calls) about the date, time and location of the Spaghetti Dinner.

### **Trash (Litter) Pick Up**

There will be approximately 30 adult probationers here on Saturday, February 13. They will begin at 8:00 AM and will work for 8 hours. They will split into two groups and pick up trash on Cockrell Hill Road (working from north to south) and on FM 664 (working from east to west to south). We are not required to provide any supervision.



### **Hidden Valley Estates Subdivision**

The applicant has made a second submittal of the preliminary plat which addressed the review comments from their first submittal. City staff and our City Engineer have completed our second review. That second review has been forwarded to the design engineer. Some issues that remain to be addressed are: (1) they are showing no alleyways for the interior lots (a variance will be required), (2) providing an adequate water system to insure proper pressure and flow rates, (3) providing an adequate sanitary sewer truck main in conformance to the City's 2011 Impact Fee Study and (4) insuring that the storm sewer system is designed correctly to minimize the impact this development will have on Red Oak Creek.

### **Ellis County**

Next week, Ellis County is going to apply a fog seal to the surface of the chip seal pavement that they did for us on Water Street and the portion of south Cockrell Hill Road (Main Street to Water Street). A fog seal is a black spray-on bituminous treatment that is intended to help stabilize any loose aggregate on the surface and seal small reflective cracks. The fog seal has a relatively fast cure time (depending on application rate/temperature/humidity). Care will be taken to not damage any vehicles.



**To:** Honorable Mayor and Council Members  
**From:** Dennis Burn, City Manager  
**Subject:** Information Report - February 1, 2016 through February 5, 2016

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This report is to provide you an overview of City Manager information items for the week ending February 5, 2016.

### **City Council Meeting**

There will be a City Council Meeting on Monday, February 8 starting at 6:00 PM with the Briefing Session and then at 6:30 with the Regular Session.

### **Tree Trimming/Tree Removal**

Ellis County, with the assistance of Public Works, has completed trimming trees on Johnson Lane, Cockrell Hill Road, Red Oak Creek Road, Westmoreland, Silverwood Drive and East Highland. All work is complete with this season's tree trimming.

The tree in front of City Hall was cut down and removed by Public Works.

### **City Hall Damage**

The damaged north brick column has been reconstructed.

### **Outdoor Audible Sirens**

As you are aware we have one siren that is along FM 664 near the Edward Jones building. Ellis County has sent me a map that shows the sirens in our area. We are contacting the cities of Cedar Hill and Desoto to determine their siren locations. Once we have that information we will have an idea of what the coverage is. We are also talking to siren companies to see if our siren needs updating so that we can provide better coverage. With an updated siren possibly the one location we have is sufficient.

### **FM 664 (Ovilla Road)**

The widening of Ovilla Road to 6-lanes from Westmoreland to IH 35E that was originally scheduled to start summer 2016 has been moved back to "early" 2017. TxDOT is currently in the process of acquiring right-of-way.



### **Hidden Valley Estates Subdivision**

We have received the second submittal of the Preliminary Plat. It appears that they have addressed most (but not all) comments from the review of the first submittal. The second submittal has been forwarded to our City Engineer for review.

### **Park Board**

The Park Board at their February 1 meeting approved having Movie in the Park (Heritage Park) for Saturday, April 30 starting at 7:30 PM. The contract with the company that will present the movie will be on the February 8 City Council meeting for consideration.

### **Bureau Veritas (BV)**

I have been in contact with BV regarding two concerns I have with the services they provide. Due to several homes in the Ovilla Parc Subdivision experiencing water leakage around the area where the chimney penetrates the roof line I have asked BV how this portion of new home construction is inspected. Their response is the first statement below. The second concern I have is assurance that the new MISD Elementary School that is being constructed in Ovilla is being built properly and in conformance with the contract documents. Their response is the second statement below.

### **Roof and Chimney Inspections**

“To follow up on our discussion yesterday regarding roof & chimney inspections, here is what our standard practice and procedure is, and is consistent with the standard industry practice.

On new residential construction, when we are called out to do a rough in inspection, the house is dried in and the roof is completed, including the shingles, flashings, drip edge, etc. We inspect the underside of the roof from inside the house and verify that clips and fasteners are in place. We can see areas of the underlayment where plumbing stacks, b-vents, and ventilation ports have been cut through the decking. We do a visual inspection on the outside from grade level to look at flashings and installation methods. We do not get on the roof physically, as this can create dangerous situations for the inspectors from potential falls, and would require safety harnesses and tie off methods to comply with OSHA regulations. As I stated yesterday, in the code compliance industry, this is a standard practice for inspection procedures by municipalities and third party inspectors.

As for chimneys, we use the same method, however, at framing inspections, we can verify proper bracing, support, and required clearances from the inside, and view the flashings from grade level or upstairs windows from the outside. If it is a masonry chimney, we will look at



potential requirements for lentils and treated wood support as well. At times, dependent on the application, we may require engineer sign offs on masonry chimneys.

I feel confident that if you check with surrounding municipalities and building officials, the methods that I have mentioned are in line with all of the inspection industry standards used.

Please feel free to contact me at any time should you have any additional questions or concerns.”

### **New Elementary School Inspections**

“As a follow up to our conversation on Monday, I would like to assure you that the inspectors and plan reviewers for Bureau Veritas make every diligent effort to ensure quality construction and safety of all projects that we do. We have very strict and defined standards of inspection and review to ensure compliance to the minimum code standards set forth by the International Codes. Our standards of quality assurance are very high, and our plan reviewers and inspectors are some of the most qualified individuals in the industry today. In the construction industry, it can be quite a challenge to keep jobs and projects moving forward at the pace of the applicant’s desires, but we make every effort to ensure timeliness without sacrificing quality. One of the biggest concerns that we have in this industry is what happens on certain projects after we have approved a specific inspection?? Unfortunately we cannot be on all jobsites at all times, and that is why there are strict State and Local regulations regarding registration, licensing, bonding, and insurance of contractors and trades. In this industry, there has to be some reliability on these people to ensure that what we have approved is not altered after we leave the site. We do our very best to monitor and observe any changes or deviations that may occur, and through the phases of construction and inspections, I assure you that we are looking out for the best interest of the City and the end user client/homeowner. I appreciate your concerns and always welcome you to contact me at any time should you need any additional information or assistance.”

### **Mosquitos**

The following message was created by City staff with the assistance of information currently available from other municipalities. We are posting this information on our web site.

The City of Ovilla Animal Control/Vector Control is aware of the recent Zika Virus cases and alerts being issued by the Center for Disease Control and Prevention (CDC). We are asking our citizens to follow the CDC recommendations for prevention and transmission of the virus. Please do away with all standing water in items like buckets, bowls, animal dishes, flower pots, old tires, and vases on your property. The CDC recommends to wear long sleeve shirts and pants while outside and use Environmental Protection Agency (EPA)-registered insect



repellents. We have attached the link to the CDC website. If you have any questions or concerns you may contact the Ovilla Animal Services at 972.617.7262.

**MISD/Developer/Ovilla**

The wastewater system that services the new elementary school, Bryson Manor and potential other future users is complete. We are in the process of forwarding an acceptance letter to MISD and the Developer. This letter will trigger MISD forwarding a \$150,000.00 payment to Ovilla. This payment will be used to offset the proportionality payment due from the developer to Ovilla when the developer proceeds with Bryson Manor Phase 2.



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**DATE: March 14, 2016**

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

**FROM: Dennis Burn, City Manager**

**SUBJECT: Development Update**

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This report will provide an update on current development activities in Ovilla.

### **Golden Chick**

A new Golden Chick restaurant is being proposed next to Dollar General on FM 664. At the end of November 2015 representatives of Golden Chick came to City Hall to announce their interest in building a new restaurant. Staff forwarded to the representatives within one week information regarding a required Specific Use Permit which includes a site plan. Staff never heard any further on their plans until a building permit application and building plans were submitted on February 25, 2016. The owner (different from the November representatives) has been contacted and told that a Specific Use Permit with site plan is required. Once the Specific Use Permit is approved the building plans will be forwarded to our third party plan review company. The information regarding a Specific Use Permit was forwarded to the owner. A meeting was set up for the owner to come in and review the project with staff and to determine a timeline for submittal to the Planning and Zoning Commission and City Council. The owner came in and we did review the project with him. He seemed satisfied.

### **Rezoning**

Staff has received a Change of Zoning request for a 19.34 acre tract of land located along West Bear Creek Road. The existing zoning is "I" Industrial. The applicant is requesting "R-15" Residential Zoning. Staff anticipates that this request will be placed on the April 4 Planning and Zoning Commission meeting and then on the April 11 City Council meeting.

### **Bryson Manor Phase 2**

The owner has submitted a preliminary plat for Bryson Manor Phase 2. The plat has been forwarded to the City Engineer for review and comment. As a reminder the owner submitted a Concept Plan to both the Planning and Zoning Commission and the City Council for review and discussion.

### **Hidden Valley Estates Subdivision**

Hidden Valley Estates Subdivision is a proposed 234 lot 118 acre residential subdivision on land that is zoned R-15. The applicant has submitted the preliminary plat and the plat has been reviewed twice by the City Engineer and City staff. A third, and hopefully final, submittal will be made soon. Once the preliminary plat has been approved by the City Engineer and City staff it will go before the Planning and Zoning Commission and the City Council.

03.14.2016

## Monthly Board Updates

To  
Honorable Mayor  
and Council

From  
Dennis Burn, CM

CC

Re  
Monthly Board Activity.

### BOARD ACTIVITY:

#### Board of Adjustment:

January meeting –

1. 2 Variances – DeFord (square footage, accessory building before home) both denied
2. 1 Variance – Foster (accessory building exceeding allowed size) denied

February meeting –

1. 1 Variance – Archer (free standing carport) approved

March meeting –

1. 1 Variance – Anderson (front facing accessory building)
2. 1 Special Exception – Middleton (fence with railing on outside)

#### Economic Development District:

No meeting in January  
No quorum in February

#### Municipal Development District:

No meetings in 2016 to date  
Next scheduled meeting in April or May

#### Municipal Services Advisory Committee:

No meetings in 2016 to date  
Next scheduled meeting in July to begin budget

#### Park Board:

January and February meetings –

1. Planned for Movie in the Park
2. Planned for Music in the Park
3. Discussed CLUP
4. Discussed Heritage Day and their responsibilities
5. Discussed Master Parks Plan

#### Planning and Zoning Commission:

No meetings in January, February, March 2016 (no activity)

Meeting is scheduled for April:

1. 2 change in zoning cases
2. Specific Use Permit/Site Plan (Golden Chicken)

**City of Ovilla**

Tel 972-617-7262

105 S. Cockrell Hill Road  
Ovilla, Texas 75154

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



### Ovilla Municipal Court Report

<b>FY-2015-2016</b>	<b>Total Traffic Cases Filed</b>	<b>State Law Cases Filed</b>	<b>Parking Cases Filed</b>	<b>Penal Code Cases Filed</b>	<b>City Ordinance Filed</b>	<b>Trials</b>	<b>Total Revenue</b>	<b>Amount Kept by City</b>	<b>Amount sent to State</b>	<b>Warrants Issued</b>	<b>Cases sent to Collections</b>
<b>October</b>	12	0	0	1	0	1	\$6,503.40	\$4,829.79	\$1,673.61	18	18
<b>November</b>	30	0	6	1	1	0	\$6,343.00	\$4,506.02	\$1,836.98	6	6
<b>December</b>	36	1	0	0	0	0	\$4,249.52	\$2,462.16	\$1,787.36	5	5
<b>January</b>	103	1	0	2	6	0	\$8,208.30	\$4,486.94	\$3,721.36	8	8
<b>February</b>	227	2	0	0	0	0	\$23,074.90	\$12,744.35	\$10,330.55	6	6
<b>March</b>											
<b>April</b>											
<b>May</b>											
<b>June</b>											
<b>July</b>											
<b>August</b>											
<b>September</b>											
<b>Totals</b>	<b>408</b>	<b>4</b>	<b>6</b>	<b>4</b>	<b>7</b>	<b>1</b>	<b>\$48,379.12</b>	<b>\$29,029.26</b>	<b>\$19,349.86</b>	<b>43</b>	<b>43</b>

2014-2015 FY

<b>February</b>	28	1	0	4	1	0	\$4,381.80	\$2,755.24	\$1,626.56	18
<b>FY Totals</b>	133	5	0	12	14	2	\$27,235.20	\$16,714.54	\$10,520.66	64

<b>FY-2014-2015</b>	<b>Total # of Warrants</b>	<b>Total Amount of Warrants</b>	<b>Warrants Cleared</b>	<b>Warrants Amount</b>
<b>October</b>	398	\$140,651.01	11	\$2,061.60
<b>November</b>	386	\$135,375.84	18	\$4,541.00
<b>December</b>	386	\$136,131.44	5	\$1,897.07
<b>January</b>	392	\$138,629.21	2	\$1,178.53
<b>February</b>	391	\$138,216.61	7	\$2,827.30
<b>March</b>				
<b>April</b>				
<b>May</b>				
<b>June</b>				
<b>July</b>				
<b>August</b>				
<b>September</b>				
<b>Totals</b>			<b>43</b>	<b>\$12,505.50</b>

03.14.2016

## Memo – Warrant Roundup Report

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**To**  
Honorable Mayor and  
Council

**From**  
Jessica Foresman

**CC**  
City Manager and City  
Secretary

**Re**  
Results of Saturday,  
March 05, Warrant  
Roundup.

### COMMENTS:

Warrant Roundup Saturday:  
2 people were brought in  
1 person came in  
1 person paid in the night deposit

\$641.30 full payments on warrants  
\$400.00 in bonds paid  
\$777.60 was in the night deposit box Friday night  
8 warrants cleared

Since March 1<sup>st</sup>  
\$3,047.57 collected on warrants  
\$800 in bonds paid  
19 warrants cleared

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## City of Ovilla Municipal Court

Tel 972-617-7262  
Fax 972-515-3221

105 S. Cockrell Hill Road  
Ovilla, TX 75154

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



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

To: Mayor Richard Dormier  
 Ovilla City Council  
 Dennis Burn

Subject: **Code Enforcement Monthly Report**

	Feb.2016	Feb 2016 YTD	Feb .2015	Jan.2015 YTD
Calls For Service				
Complaint (Nuis 10,Permit 11,Parking 10)	31	66	36	
Follow Up (Nuis 12, Permit-16, Parking-10)	38	74	43	
Door Notice (Nui -10, Permit-9, Parking-5)	24	52	19	
Mail Notice (Parking)	10	33	15	
Posted Property (Grass-, Nuisance26)	2	8	3	
Court (Parking 150, No permit 175)	\$325	325	\$706.00	
Citizen Contacts	58	99	53	
Permits Reviewed	15	33	14	
Permits Issued	10	24	12	
Inspections	23	45	18	
Nuisance Abated by City (Grass)(Mosquito)	0	0	0	
Nuisance Signs (Garage sale-10,lost dog 15 ,8)	33	61	19	
Board Of Adjustment 1 approved carport	1	3	2	

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

To: Mayor Richard Dormier  
 Ovilla City Council  
 Denis Burn

Subject: **Animal Control Monthly Report**

	FEB 2016	FEB . 2016 YTD	FEB 2015	Jan 2015 YTD
Calls For Service				
Complaint (Regist-13 At Large-7 Other 10)	40	70	28	22
Followups	45	75	34	33
Door Notice (Regis-12, At Large-3 other-7)	34	56	20	19
Impounded Animal (Dog 5)	4	9	11	9
Animal Welfare Check	5	16	32	18
Impound Results (Return-3, Transport-4)	2	9	11	9
Impound fee collected	\$105.00	\$335.00	285	180
Court( )	\$0.00	\$266.00	0	266
Citizen Contacts	48	86	35	13
Registration Tags Issued \$192	16	49	33	29
Registration Reminder Mailed	24	45	22	18
Nuisance Letter Mailed 5 Barking	5	9	2	1
Animals released ( )	0	0	1	1
Deceased Removed	32	55	19	22
Oak Leaf (1 dog trap, 1-deceased animal)	2	4	0	0
Traps Checked Out	5	11	3	1



To: Honorable Mayor and Council Members

From: Mike Dooly, Community Services

Subject: Monthly and Y-T-D Building permits

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Activity Report:

**I. Building permits issued beginning of FY 2015-2016:**

**Total Homes = 5 and Total Other 127**

(Other: plumbing, flatwork, fences, mechanical, swimming pools, etc.)

- February 2016 – New home construction: 1 / Other: 36 (10 are sign permits)
- January 2016 – New home construction: 0 / Other: 29
- December 2015 – New home construction: 3 / Other: 15
- November 2015 - New home construction: 0 / Other: 27
- October 2015 – New home construction: 1 / Other: 20

03.14.2016

## Consent Items 1 - 3

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To  
Honorable Mayor  
and Council

**COMMENTS:**

From  
Dennis Burn, CM

- C1. January 2016 Financial Transactions over \$5,000
- C2. Minutes of the Special Meeting of February 22, 2016.
- C3. Minutes of the Council Briefing Session and Regular Meeting of February 08, 2016.

CC

Re  
Monthly Consent Items.

**STAFF RECOMMENDATION:**

Staff recommends approval.

**City of Ovilla**

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Ovilla, Texas 75154

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[pwoodall@cityofovilla.org](mailto:pwoodall@cityofovilla.org)





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DATE: March 14, 2016

TO: Honorable Mayor and Council Members

FROM:  
Linda Harding, Accountant

SUBJECT: Expenditures Over \$5,000.00

**City of Ovilla Expenditures Over \$5,000  
for the Month of January 2016**

**General Fund**

Date	Check#	Payee	Description	Amount
1/14/2016	ACH	Quick Books Payroll Service	Payroll	\$41,947.23
1/15/2016	44603	US Treasury	Payroll Taxes	\$7,645.50
1/15/2016	44619	Progressive Waste Solutions	Garbage	\$18,343.00
1/8/2016	44598	T.M.R.S.	Retirement	\$18,728.77
1/8/2016	44593	Texas Municipal League	Quarterly Insurance	\$14,514.02
1/22/2016	44637	City of Midlothian	Emergency Transport	\$15,889.75
1/22/2016	44654	U S Bank	Interest for Debt Service	\$101,512.50
1/22/2016	44652	Yeldell, Wilson & Co., P.C.	Audit	\$6,562.50
1/28/2016	ACH	Quick Books Payroll Service	Payroll	\$43,968.73
1/29/2016	44529	US Treasury	Payroll Taxes	\$7,699.26
1/29/2016	44688	Blue Cross Blue Shield of Texas	Health Insurance	\$10,000.72

Total General Fund Transactions \$5,000 and Over

\$286,811.98

**Water & Sewer Fund**

Date	Check#	Payee	Description	Amount
1/22/2016	16154	Yeldell, Wilson, 7 Co., P.C.	Audit	\$6,562.50
1/15/2016	16146	City of Dallas	Water	\$16,959.84
1/29/2016	16174	Trinity River Authority	Sewer	\$22,567.00
1/15/2016	16152	City of Ovilla General Fund	Payroll 1/15/2016	\$11,271.81
1/26/2016	16176	City of Ovilla General Fund	Payroll 1/29/2016	\$11,884.48
1/20/2016	16155	City of Ovilla General Fund	Solid Waste	\$23,518.17

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

\$92,763.80

# CITY OF OVILLA MINUTES

Monday, February 22, 2016

Called Special City Council Meeting

105 S. Cockrell Hill Road, Ovilla, TX 75154

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Mayor Dormier called the Called Special Council Meeting of the Ovilla City Council to order at 6:00 p.m., with notice of the meeting duly posted. Mayor Dormier made the following public announcements: **(1)** Pursuant to section 30.06, penal code (trespass by holder of license to carry a concealed handgun), a person licensed under subchapter h, chapter 411, government code (concealed handgun law), may not enter this property with a concealed handgun. **(2)** Pursuant to Section 30.07 Penal Code (Trespass by License Holder with an openly carried handgun), a person licensed under Subchapter H, Chapter 411, Government Code (handgun licensing law), may not enter this property with a handgun that is carried openly.

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The following City Council Members were present:

Rachel Huber	Council Member, Place 1
Larry Stevenson	Council Member, Place 2
David Griffin	Council Member, Place 3
Doug Hunt	Mayor Pro Tem, Place 4

Absent      Dean Oberg      Council Member, Place 5

Mayor Dormier announced present Council members, thus constituting a quorum. City Manager Dennis Burn and various department directors were also present.

Mayor Pro Tem Hunt gave the Invocation and PL1 Huber led the recitation of the Pledge of Allegiance.

## **REGULAR AGENDA**

**ITEM 1.**      **DISCUSSION/ACTION** – Consideration of and Action on Resolution R2016-01 of the City Council of the City of Ovilla, Texas, authorizing the Texas Coalition for Affordable Power, Inc. (TCAP) to negotiate an electric supply agreement for five years for deliveries of electricity, effective January 01, 2018; authorizing TCAP to act as an agent on behalf of the City of Ovilla to enter into a contract for electricity; authorizing the Mayor or City Manager or City Secretary to execute an electric supply agreement for deliveries of electricity, effective January 01, 2018, and committing to budget for energy purchases in 2018 through 2022 and to honor the energy purchases in 2018 through 2022 and to honor the City's commitments to purchase power for its electrical needs in 2018 through 2022 through TCAP.

Mayor Dormier asked if there was anyone wishing to speak on this item. MS. Margaret Somereve with TCAP and Mr. Rick Ausmus with Texzon, a licensed aggregator were both present and ready to speak with Council.

City Manager Dennis Burn stated that the City had been a member of the Texas Coalition for Affordable Power (TCAP) since May 2011. Ovilla's current pricing agreement expires December 31, 2017. Though this was almost two years in advance, Ovilla had the opportunity now to lock a fixed-price benchmark.

TCAP is a non-profit, political subdivision corporation, owned and controlled by its 171 political subdivision members. TCAP can go directly to the wholesale market. There is no legal requirement that requires Ovilla to engage in a competitive bidding process prior to contracting for electricity. By choosing option 1 on the agreement, Ovilla would be guaranteed a price not to exceed \$0.041 per kWh. Ovilla is currently paying \$0.06850 per kWh. The new price will save Ovilla \$15,487.00 based on 2013 usage of 545,323 kWh per year and based on the future indicative price of \$0.0401 per kWh.

The City Council took no action on the Resolution at their February 8, 2016 meeting and directed staff to return with the contract. City Manager Dennis Burn added that as a reminder the presented resolution was for the energy needs of City of Ovilla owned facilities only. City Attorney Ron MacFarlane reviewed, revised and approved the resolution and TCAP attorneys approved those revisions.

TCAP Representative Margaret Somereve was present to answer questions from Council. Mayor Pro Tem Hunt and the TCAP representative discussed the aggregation fee history. Staff surveyed Ovilla’s neighboring municipalities that had recently continued an agreement with TCAP, resulting in most participating, with the exception of Red Oak signing on with Texzon.

Mr. Rick Ausmus spoke with Council in hopes that Council would reconsider and authorize Texzon to represent Ovilla to negotiate an electric supply agreement.

Amid continued conversation, PL3 Griffin moved for a privileged motion, seconded by Mayor Pro Tem Hunt. Mayor Dormier ceased further discussion.

PL3 Griffin moved that Council approve Resolution R2016-01 of the City Council of the City of Ovilla, Texas, authorizing the Texas Coalition for Affordable Power, Inc. (TCAP) to negotiate an electric supply agreement for five years for deliveries of electricity, effective January 01, 2018; authorizing TCAP to act as an agent on behalf of the City of Ovilla to enter into a contract for electricity; authorizing the Mayor or City Manager or City Secretary to execute an electric supply agreement for deliveries of electricity, effective January 01, 2018, and committing to budget for energy purchases in 2018 through 2022 and to honor the energy purchases in 2018 through 2022 and to honor the City’s commitments to purchase power for its electrical needs in 2018 through 2022 through TCAP, seconded by PL2 Stevenson.

*No oppositions, no abstentions.*

***VOTE: The motion to approve carried unanimously: 4-0.***

**ADJOURNMENT**

There being no further business, Mayor Dormier adjourned the meeting at 6:54 p.m.

ATTEST:

Richard A. Dormier, Mayor

Pamela Woodall, City Secretary

***Approved March 14, 2016***

# CITY OF OVILLA MINUTES

*Friday, February 19, 2016*

*Called Special City Council Meeting*

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

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Ovilla staff prepared and ready for the February 19, 2016, 4:00 p.m., Called Special City Council Meeting to present and address the following item with the Ovilla City Council:

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The following City Council Members were present: None

## **REGULAR AGENDA**

- ITEM 1.**      ***DISCUSSION/ACTION*** – Consideration of and Action on Resolution R2016-01 of the City Council of the City of Ovilla, Texas, authorizing the Texas Coalition for Affordable Power, Inc. (TCAP) to negotiate an electric supply agreement for five years for deliveries of electricity, effective January 01, 2018; authorizing TCAP to act as an agent on behalf of the City of Ovilla to enter into a contract for electricity; authorizing the Mayor or City Manager or City Secretary to execute an electric supply agreement for deliveries of electricity, effective January 01, 2018, and committing to budget for energy purchases in 2018 through 2022 and to honor the energy purchases in 2018 through 2022 and to honor the City's commitments to purchase power for its electrical needs in 2018 through 2022 through TCAP.

# NO QUORUM / NO MEETING / TIME 4:45 P.M.

ATTEST:

\_\_\_\_\_  
Richard A. Dormier, Mayor

\_\_\_\_\_  
Pamela Woodall, City Secretary

**March 14,, 2016**

# CITY OF OVILLA MINUTES

Monday, February 08, 2016

City Council Briefing Session

105 S. Cockrell Hill Road, Ovilla, TX 75154

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Mayor Dormier called the Council Briefing Session of the Ovilla City Council to order at 6:01 p.m., with notice of the meeting duly posted. Mayor Dormier made the following public announcements: **(1)** Pursuant to section 30.06, penal code (trespass by holder of license to carry a concealed handgun), a person licensed under subchapter h, chapter 411, government code (concealed handgun law), may not enter this property with a concealed handgun. **(2)** Pursuant to Section 30.07 Penal Code (Trespass by License Holder with an openly carried handgun), a person licensed under Subchapter H, Chapter 411, Government Code (handgun licensing law), may not enter this property with a handgun that is carried openly.

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The following City Council Members were present:

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

Mayor Dormier announced present Council members, thus constituting a quorum. Various department directors and staff were also present. Staff presented Council with future agenda items and pending items still under staff review.

## **CALL TO ORDER**

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

City Manager Dennis Burn and Council reviewed each item on the 6:30 p.m. regular agenda sharing questions and discussion on the Consent Agenda pertaining to items C4, C5 and C6.

### **CONDUCT A BRIEFING SESSION to review and discuss future agenda items.**

1. None

## **ADJOURNMENT**

Mayor Dormier adjourned the Briefing Session of the Ovilla City Council at 6:20 p.m.

ATTEST:

\_\_\_\_\_  
Richard A. Dormier, Mayor

\_\_\_\_\_  
Pamela Woodall, City Secretary

**Approved March 14, 2016**

# CITY OF OVILLA MINUTES

**Monday, February 08, 2016**

**Regular City Council Meeting**

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

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Mayor Dormier called the Regular Council Meeting of the Ovilla City Council to order at 6:30 p.m., with notice of the meeting duly posted. Mayor Dormier made the following public announcements: **(1)** Pursuant to section 30.06, penal code (trespass by holder of license to carry a concealed handgun), a person licensed under subchapter h, chapter 411, government code (concealed handgun law), may not enter this property with a concealed handgun. **(2)** Pursuant to Section 30.07 Penal Code (Trespass by License Holder with an openly carried handgun), a person licensed under Subchapter H, Chapter 411, Government Code (handgun licensing law), may not enter this property with a handgun that is carried openly.

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The following City Council Members were present:

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

Mayor Dormier announced present Council members, thus constituting a quorum. City Manager Dennis Burn, various department directors and staff were also present.

PL3 Griffin gave the Invocation and PL2 Stevenson led the recitation of the Pledge of Allegiance.

## **COMMENTS, PRESENTATIONS, REPORTS AND/OR APPOINTMENTS**

Mayor Dormier read a proclamation honoring African American History Month.

### • **Citizen Comments**

- Mr. Jackson H. Spiegel voiced his support for approval of Item 5 on the Regular Agenda.
- Mr. Richard Pettit asked to speak when Item 5 on the Regular Agenda was addressed.

### • **Presentation:**

Mr. Danny Strunc, representative with Yeldell, Wilson, Wood and Reeve, P.C., gave a presentation of the annual audit for the year ended September 30, 2015, stating that the overall budget vs. actual resulted in the City being under budget for the fiscal year. No known deficiencies were noted in this year's audit other than the firm prepares Ovilla's Financial Statements. Ovilla currently had approximately 344-days of reserve, whereas the policy requires 25 percent of the unassigned fund balance, disclosing that Ovilla had about 1.5 million in unrestricted general fund cash. Overall, Mr. Strunc gave a positive fiscal year-end report. Mr. Strunc confirmed to Mayor Dormier that the Water and Sewer Impact Fund was in compliance.

### • **Department Activity Reports / Discussion** – staff presented their reports.

- Police Department Police Chief B. Windham
  - Monthly Report was reviewed and discussed. Chief Windham added that the Police Department Facebook page alerted citizens that officers were working speed zones and traffic enforcement in certain areas of town.
  - Annual Racial Profiling Report was included in the packets for Council review.
- Fire Department Fire Chief B. Kennedy
  - Monthly Report was reviewed, no questions.
- Public Works Public Works Supervisor D. Durham
  - Monthly Report was reviewed and discussed. Director Piland advised that his crew had been conducting vast tree trimming and cleanup work.

- Finance Department Accountant L. Harding
  - December 2015 Financials were reviewed. MS Harding advised that budget expenditures were at about 33%.
- Administration City Manager D. Burn
  - Reviewed Activity Report(s)
  - Advised Council that all board members have completed Open Meetings training.
  - Shared results of the January 28, 2016, Comprehensive Land Use Review Committee meeting.
  - Monthly Municipal Court Report reviewed. City Secretary P. Woodall
  - Monthly Code/Animal Control Reports reviewed. Code/AC Officer M. Dooly
    - Advised that one minor dog bite occurred.
    - Monthly building permits were reviewed.

### **CONSENT AGENDA**

- C1. Approval of services from Yeldell, Wilson, Wood & Reeve, P.C., to provide Audit of Financial Statements for the year ending September 30, 2016.
- C2. December 2015 Financial Transactions over \$5,000
- C3. Quarterly Investment Report
- C4. Approval of Field Training Officer (FTO) Compensation
- C5. Approve recommendation from the Ovilla Park Board for contract provided by FunFlicks Outdoor Movies, authorizing the City Manager to execute said contract and authorize payment.
- C6. Authorize payment of new Police vehicle.
- C7. Minutes of the Council Briefing Session and Regular Meeting of January 11, 2016.

PL3 Griffin asked to pull Item 6 from the Consent for discussion.

Mayor Pro Tem Hunt moved to approve the consent items (excluding C6) as presented, seconded by PL1 Huber. *No oppositions, no abstentions.*

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

Regarding Consent Item 6, Council inquired with the City Manager of the differences in the quote, line-item budget and the actual cost of the police vehicle, which was about \$6,600 over budget. City Manager responded that equipment to outfit the police vehicle was not included with the original budgeted item.

PL5 Oberg moved to approve Consent Item 6 as presented, seconded by PL2 Stevenson.

*No oppositions, no abstentions.*

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

### **REGULAR AGENDA**

- ITEM 1. ***DISCUSSION/ACTION – Consider*** acceptance of the Annual Financial Audit Report for the year ending September 30, 2015, prepared by Yeldell, Wilson, Wood and Reeve, P.C.

Mayor Pro Tem Hunt requested that the Finance Department provide an updated committed fund balance for the next meeting to confirm uncommitted reserves since September 30, 2015 reporting.

PL3 Griffin moved that Council accept the Annual Financial Audit Report for the year ending September 30, 2015, prepared by Yeldell, Wilson, Wood and Reeve, P.C., seconded by PL2 Stevenson. *No oppositions, no abstentions.*

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

**ITEM 2. DISCUSSION/ACTION** – Consideration of and Action on Resolution R2016-01 of the City Council of the City of Ovilla, Texas, authorizing the Texas Coalition for Affordable Power, Inc. (TCAP) to negotiate an electric supply agreement for five years for deliveries of electricity, effective January 01, 2018; authorizing TCAP to act as an agent on behalf of the City of Ovilla to enter into a contract for electricity; authorizing the Mayor or City Manager or City Secretary to execute an electric supply agreement for deliveries of electricity, effective January 01, 2018, and committing to budget for energy purchases in 2018 through 2022 and to honor the energy purchases in 2018 through 2022 and to honor the City's commitments to purchase power for its electrical needs in 2018 through 2022 through TCAP.

TCAP representative Margaret Somereve was present to answer questions. Council's consensus was to hold action on this resolution pending the receipt of the contract and allowing Ovilla's legal counsel to review the contract. Council and staff would schedule a special meeting if necessary to address this item.  
**NO ACTION.**

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

**ITEM 5. DISCUSSION/ACTION** – Consideration of and Action on a 50/50 Sidewalk Replacement Program, allowing the City Manager to make this program available as an Administrative Policy.

City Manager Dennis Burn reminded Council that at the January 11, 2016 City Council meeting a 50/50 Sidewalk Replacement Program was presented for review. He was instructed to return with this program for Council consideration. The program was neither in the form of a Resolution nor an Ordinance, and would become effective as an Administrative Policy. The program (with an application) would be available to any interested parties through the City Website.

Ovilla's legal counsel advised that the City could require property owners to participate in this program based on the following from Section 311.03 of the Texas Transportation Code:

**§ 311.003. Additional Authority of Type A General-Law Municipality**

The governing body of a Type A general-law municipality may:

- (1) prevent an encroachment or obstruction on a sidewalk in the municipality;
- (2) abate an encroachment or obstruction on a bridge, culvert, sidewalk, or crossway in the municipality;
- (3) construct, regulate, or maintain a bridge, culvert, sidewalk, or crossway in the municipality;
- (4) regulate the construction of a bridge, culvert, sewer, sidewalk, or crossway in the municipality;
- (5) require a person to keep weeds, unclean matter, or trash from the street, sidewalk, or gutter in front of the person's premises; or
- (6) require the owner of land to improve the sidewalk in front of the person's land.

Mayor Dormier recognized Ovilla resident Mr. Richard Pettit who voiced support in the program, although stating he believed the cost to the resident was a little steep.

Mayor Pro Tem Hunt moved that Council approve the 50/50 Sidewalk Replacement Program, allowing the City Manager to make this program available as an Administrative Policy, seconded by PL5 Oberg.  
*No oppositions, no abstentions.*

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

*Mayor Dormier returned to the regular order of the Agenda.*

**ITEM 3. DISCUSSION/ACTION** – Consideration of and Action on an Amendment #1 to the Ellis County Emergency Services District #2 Annual Interlocal Agreement and authorize the Mayor to execute said Amendment.

The City of Ovilla and Ellis County Emergency Service District No. 2 (ESD #2) entered into an Interlocal Agreement for Providing Emergency Services in September 2015. The ESD #2 submitted Amendment No. 1 to that agreement. The amendment modifies the existing Interlocal Agreement by (1) defining “facilities”, (2) stating that the “facilities” are the sole ownership of ESD #2, (3) maintenance and use of the “facilities”, (4) stating that ESD #2 can use the “facilities”, and (5) that the City must insure the facilities. Amendment #1 was reviewed and approved by Ovilla’s legal counsel.

PL2 Stevenson moved that Council approve Amendment #1 to the Ellis County Emergency Services District #2 Annual Interlocal Agreement and authorize the Mayor to execute said Amendment, seconded by PL1 Huber.

*No oppositions, no abstentions.*

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

**ITEM 4. DISCUSSION/ACTION** – Consideration of and Action on a Lease Agreement by and between the City of Ovilla and the Ellis County Emergency Services District #2, authorizing the Mayor to execute said Agreement.

City Manager Dennis Burn shared background information advising Council that the City of Ovilla entered into a Lease Agreement and a Sub-Lease Agreement with Ellis County Emergency Services District No. 2 (ESD No. 2) in May 2008 and April 2008 respectively. The 2008 Lease Agreement was for all buildings and other improvements. The Sub-Lease Agreement was for the fire station annex building.

ESD #2 has forwarded a new Lease Agreement that will supersede the existing Lease Agreement and Sub-Lease Agreement. Significant items of the new lease agreement were noted: (1) The Annex is the sole property of ESD #2; (2) The Lease does not address the Annex itself but rather addresses the ground upon which the Annex sits, as well as any improvements added by the City; (3) The Lease term is 99 years; (4) the previous lease agreement and sublease agreement are terminated and; (5) in the event that all territory of ESD #2 is annexed by cities within the ESD #2 boundary, other than Ovilla territory, resulting in ESD #2 remaining territory lying wholly within the ETJ of Ovilla, then ESD #2 will transfer title to the Annex to Ovilla. Legal counsel has reviewed and approved the new lease agreement.

PL2 Stevenson moved that Council approve the Lease Agreement by and between the City of Ovilla and the Ellis County Emergency Services District #2, authorizing the Mayor to execute said Agreement, seconded by PL3 Griffin.

*No oppositions, no abstentions.*

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

**ITEM 5 was previously considered.**

**ITEM 6. DISCUSSION/ACTION** – Consideration of and Action on Ordinance 2016-03 of the City Council of the City of Ovilla, Texas, authorizing a general election to be held on May 07, 2016 for the purpose of electing three council members (Places 1, 3 and 5) for expired terms by the qualified voters of Ovilla; providing for the method of voting; providing for the appointment of the Early Voting Clerk; Presiding Election Judge, Early Voting Ballot Board; providing for the lease of election equipment and providing for publication, in accordance

with the Texas Election Code {EC §3.004, 3.006, 41001-008, 85.004, 85.007} and providing an effective date.

**DISCUSIÓN/ACCIÓN** – Consideración de una Acción a partir de la Ordenanza 2016-03 del Gobierno Municipal de la Ciudad de Ovilla, Texas, donde se autoriza la organización de elecciones generales para el día 07 de mayo de 2016 con el objeto de elegir tres miembros del gobierno municipal (cargos 1, 3 y 5) cuyo período ha expirado y por parte de votantes calificados de Ovilla; estipulando el método de votación; estipulando el nombramiento de la Secretaria de Votación Anticipada; el Juez de Elección Anticipada, el Consejo de Boletas de Votación Anticipada; estipulando el arriendo de equipamiento para elecciones y estipulando la publicación, en conformidad con el Código de Elecciones de Texas {EC §3.004, 3.006, 41001-008, 85.004, 85.007} y estipulando una fecha efectiva.

Staff advised that State Law required the City Council to authorize the Order of General Election. May 07, 2016 is uniform Election Day. The presented ordinance called for the election and outlined procedures consistent with the TX Election Code; designating the polling place for early voting and on Election Day, the method of voting, appointment of the early voting clerk, appointment of the Ballot Board and Presiding Election Judge and the lease of election equipment.

Law requires that two of those days during early voting by personal appearance have extended hours from 7:00 A.M. to 7:00 P.M., on designated dates. The recommended two days for 12-hour early voting for the May 07, 2016 General Election are Monday, May 02, 2016 and Tuesday, May 03, 2016.

Mayor Pro Tem Hunt moved that Council approve Ordinance 2016-03 of the City Council of the City of Ovilla, Texas, authorizing a general election to be held on May 07, 2016 for the purpose of electing three council members (Places 1, 3 and 5) for expired terms by the qualified voters of Ovilla; providing for the method of voting; providing for the appointment of the Early Voting Clerk; Presiding Election Judge, Early Voting Ballot Board; providing for the lease of election equipment and providing for publication, in accordance with the Texas Election Code {EC §3.004, 3.006, 41001-008, 85.004, 85.007} and providing an effective date, seconded by PL5 Oberg.

*No oppositions, no abstentions.*

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

**ITEM 7. DISCUSSION/ACTION** – Consideration of and Action on appointment of a City Council representative to the Board of Best Southwest Partnership.

Membership to the Best Southwest Partnership Board is important as well as having representation at their functions.

PL1 Huber moved to appoint Mayor Pro Tem Hunt to serve as the City Council representative to the Best Southwest Partnership Board, seconded by PL2 Stevenson.

*No oppositions, no abstentions.*

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

**ITEM 8. DISCUSSION** – Review status updates of the Strategic Guide.

City manager Dennis Burn reviewed the action list of the Strategic Guide with Council showing the many goals and objectives staff has met to date. All action steps on are target and within completion dates.

**NO ACTION.**

**REQUESTS FOR FUTURE AGENDA ITEMS AND/OR ANNOUNCEMENTS**

1. PL1 Huber                      Reminder: Service League Benefit Dinner for Fire Dept. 02/19
2. PL2 Stevenson              Consider Park Board input on Heritage Day
3. PL3 Griffin                    Discuss uncommitted fund balance for possible paving on Cockrell Hill Road
4. Mayor Pro Tem Hunt        Status of excess Heritage Day funds used for park equipment replacement
5. PL5 Oberg                     None
6. Mayor                         Water and Sewer CIP for Fire protection in neighborhoods.
7. City Manager                None

**ADJOURNMENT**

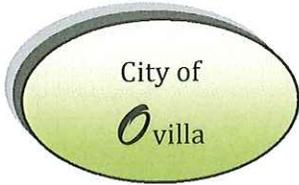
There being no further business, Mayor Dormier adjourned the meeting at 8:40 p.m.

ATTEST:

\_\_\_\_\_  
Richard A. Dormier, Mayor

\_\_\_\_\_  
Pamela Woodall, City Secretary

*Approved March 14, 2016*



# Ovilla City Council

## AGENDA ITEM REPORT

Item: 1

Meeting Date: March 14, 2016

Department: Administration

Discussion  Action

Budgeted Expense:  YES  NO  N/A

Submitted By: Dennis Burn

Amount: \$N/A

Reviewed By:  City Manager  City Secretary  City Attorney  
 Accountant  Other

### Attachments:

1. Ordinance 2016-04

### Agenda Item / Topic:

**ITEM 1.** **DISCUSSION/ACTION** – Consideration of and Action on ORDINANCE 2016-04 of the City of Ovilla Texas, declaring unopposed candidates in the May 07, 2016 general city election elected to office; canceling the election; providing a savings clause; providing a severability clause; and providing an effective date.

**Debate/Acción** – Considerar una Acción sobre la ORDENANZA 2016-04 de la Ciudad de Ovilla Texas, que declara a los candidatos sin oposición en las elecciones generales del 07 de mayo de 2016 electos para el cargo; cancelar la elección; proporcionar una cláusula de salvaguardia; proporcionar una cláusula de separación; y proporcionar una fecha de entrada en vigor.

### Discussion / Justification:

Based on the TX Election Code Sections 2.052 and 2.052, the City Secretary must deliver to the City Council a certification that each candidate for office is unopposed and upon receiving the certification, the City Council may, by order or ordinance, declare the unopposed candidates elected to office, in which case the election is not held. *(Although the statute requires that the city secretary make the certification to the City Council, the City Council is given discretion in declaring unopposed candidates elected. They City Council may hold the election regardless of the unopposed status of the candidates.)*

If the City Council determines not to hold the election, the order or ordinance declaring the unopposed candidates elected must be posted on election day at each polling place that would have been used in the election.

Candidates declared elected must wait until after the official election day and the prescribed canvassing period to assume their duties (Even though there is no election or canvass held. Election Code 2.053). A Type-A municipality requires the newly-elected governing body to meet at the usual meeting place to be installed on or after the fifth day after the election excluding Sunday, i.e., the sixth day after the election. (Local Government Code, Section 22.036)

### Recommendation / Staff Comments:

Staff recommends approval.

### Sample Motion(s):

*I move that Council APPROVE/DENY Ordinance 2016-04, declaring unopposed candidates in the May 07, 2016 General City Election elected to office; canceling the election; providing a savings clause; providing a severability clause; and providing an effective date.*

The earliest day to install officers is Saturday, 05/14.

## ORDINANCE 2016-04

AN ORDINANCE OF THE CITY OF OVILLA, TEXAS, DECLARING UNOPPOSED CANDIDATES IN THE MAY 07, 2016 GENERAL CITY ELECTION ELECTED TO OFFICE; CANCELING THE ELECTION; PROVIDING A SAVINGS CLAUSE; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE

*WHEREAS*, Ordinance 2016-03, approved and passed on February 08, 2016 called the Order of Election for Council Members, Place 1, Place 3 and Place 5, all at large positions in and for the City of Ovilla Texas; and,

*WHEREAS*, at the deadline to file application for a place on the ballot and the deadline to file as a declared write-in candidate, only one candidate had filed to run for the following positions:

Council Member Place 1 Rachel Huber  
Council Member Place 3 David Griffin  
Council Member Place 5 Michael Myers

*WHEREAS*, as prescribed in Section 2.052(a) of the Texas Election Code, the City Secretary certifies that:

- 1) Each candidate whose name is to appear on the ballot is unopposed;
- 2) no candidate's name is to be placed on a list of write-in candidates for the above described offices under applicable law;
- 3) no proposition will appear on the ballot

*NOW, THEREFORE BE IT ORDAINED* by the City Council of the City of Ovilla, Texas, that:

1. **CANCELLATION OF MAY 7, 2016 ELECTION**

Based on information received, and in accordance with Section 2.053, the City Council hereby authorizes the cancellation of the election of City Council Members Place 1, Place 3 and Place 5 called for May 07, 2016, and hereby declares the unopposed candidates elected to the office.

2. **CERTIFICATES OF ELECTION TO BE ISSUED**

The said unopposed candidates shall be issued a certificate of election following the time the election would have been canvassed.

3. **NOTICE AND POSTING OF ORDINANCE**

The City Secretary is directed to cause a copy of this ordinance to be posted on election day at the polling places that would have been used in the election.

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.

5. **SEVERABILITY 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.

ORDINANCE 2016-04

6. EFFECTIVE DATE

This ordinance shall take effect upon its passage, approval and adoption.

PASSED, APPROVED and ADOPTED this the 14<sup>th</sup> day of March 2016.

\_\_\_\_\_  
Richard Dormier, Mayor

ATTEST:

\_\_\_\_\_  
Pamela Woodall, City Secretary

Approved as to form:

\_\_\_\_\_  
Ron G. MacFarlane, Jr. City Attorney

## ORDENANZA 2016-04

ORDENANZA DE LA CIUDAD DE OVILLA, TEXAS, DECLARANDO CANDIDATOS SIN OPOSICIÓN EN LA ELECCIÓN GENERAL DE LA CIUDAD DEL 07 DE MAYO DEL 2016 ; CANCELACIÓN DE LA ELECCIÓN; PROPORCIONANDO UNA CLÁUSULA DE SALVAGUARDA; PROPORCIONANDO UNA CLÁUSULA DE DIVISIBILIDAD; Y PROPORCIONANDO UNA FECHA DE ENTRADA EN VIGOR

CONSIDERANDO QUE la Ordenanza 2016-03, aprobada y pasada el día 08 Febrero del 2016 hizo un llamado a la orden de elección de los miembros del Ayuntamiento, Puesto 1, Puesto 3 y Puesto 5 para todos los cargos importantes en y para la ciudad de Ovilla Texas; y

CONSIDERANDO QUE en la fecha límite para presentar la solicitud de un puesto en la papeleta y la fecha límite para presentarse como candidato declarado por escrito, solo un candidato se ha postulado para los siguientes puestos:

Miembro del Ayuntamiento Puesto 1 Rachel Huber  
Miembro del Ayuntamiento Puesto 3 David Griffin  
Miembro del Ayuntamiento Puesto 5 Michael Myers

CONSIDERANDO QUE según lo prescrito en la Sección 2.052 (a) del Código de Elecciones de Texas, la Secretaría del Ayuntamiento certifica que:

- 1) Cada candidato cuyo nombre aparecerá en la boleta no tiene oposición;
- 2) el nombre de ningún candidato será colocado en una lista de candidatos por escrito en las oficinas descritas anteriormente bajo la legislación aplicable;
- 3) no aparecerá ninguna proposición en la boleta

AHORA, POR LO TANTO SE ORDENA por parte del Ayuntamiento de la Ciudad de Ovilla, Texas, que:

### 1. CANCELACIÓN de la ELECCIÓN del 7 de mayo del 2016

Sobre la base de la información recibida, y de conformidad con la Sección 2.053, el Ayuntamiento autoriza la anulación de la elección de los miembros del Ayuntamiento para el Puesto 1, Puesto 3 y Puesto 5 que se había previsto para el 07 de mayo del 2016, y declara que los candidatos sin oposición han sido elegidos para los cargos.

### 2. LOS CERTIFICADOS DE ELECCIÓN SERÁN EMITIDOS

Se les emitirá un certificado de elección a los candidatos sin oposición luego de la hora en la que la elección hubiese finalizado.

### 3. AVISO Y PUBLICACIÓN DE LA ORDENANZA

Se le instruyó a la Secretaria de la ciudad la creación y publicación de una copia de esta ordenanza el día de las elecciones en los centros de votación que se habrían utilizado durante la elección.

### 4. CLAÚSULA DE SALVAGUARDA

En el caso de que cualquier otra Ordenanza de la ciudad de Ovilla, Texas, hasta ahora vigente se encuentra en conflicto con las disposiciones de esta Ordenanza, la presente Ordenanza prevalecerá.

**ORDENANZA 2016-04**

**5. CLÁUSULA DE DIVISIBILIDAD**

Si cualquier sección, inciso, oración, cláusula, frase o parte de esta Ordenanza es por cualquier razón considerada inválida o inconstitucional por cualquier tribunal o jurisdicción competente, dicha , inciso, oración, cláusula, frase o parte se considerará una disposición separada, distinta e independiente y tal determinación no afectará la validez de las partes restantes de la misma.

**6. FECHA DE ENTRADA EN VIGOR**

Esta ordenanza entrará en vigor luego de que sea pasada, aprobada y adoptada.

**PASADA, APROBADA y ADOPTADA** el día 14 de marzo del 2016.

\_\_\_\_\_

Richard Dormier, Alcalde

DAN FE:

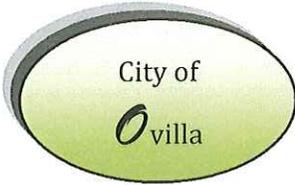
\_\_\_\_\_

Pamela Woodall, Secretaria de la ciudad

Aprobado en cuanto a la forma:

\_\_\_\_\_

Ron G. MacFarlane, Jr. Abogado de la ciudad



# Ovilla City Council

## AGENDA ITEM REPORT

Item: 2

Meeting Date: March 14, 2016

Department: Administration/Code

Discussion  Action

Budgeted Expense:  YES  NO  N/A

Submitted By: Dennis Burn

Amount: \$N/A

Reviewed By:  City Manager  City Secretary  City Attorney  
 Accountant  Other: M. Dooly

### Attachments:

1. Permit application, sign placement
2. Excerpt from Ovilla Code of Ordinances

### Agenda Item / Topic:

**ITEM 2.**      **DISCUSSION/ACTION** – Consideration of and Action on a request filed by Massey Shaw for a Meritorious Exception to place a temporary pole sign on a corner lot (Shiloh Road and Bryson Manor) in the Bryson Manor Subdivision, authorizing the City Manager to execute.

### Discussion / Justification:

Applicant, Massey Shaw applied to place a builder pole sign on lot 35 A, a corner lot (Shiloh Road and Bryson Lane) in Bryson Manor Subdivision. Section 3.06 of the Ovilla Code of Ordinances prohibits placement of pole signs.

Sign description: 8 X 8 Pole Sign  
Materials: Wood

Duration: This sign is for temporary placement and expected to remain at this location until the subdivision is primarily developed.

Sec. 3.06.012 Granting of exceptions

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

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

### Recommendation / Staff Comments:

### Sample Motion(s):

*I move that Council APPROVE/DENY a Meritorious Exception, a request filed by Massey Shaw for the placement of a wooden "builder" temporary pole sign on Lot 35 A, corner of Shiloh Road and Bryson Manor in the Bryson Manor Subdivision, authorizing the City Manager to execute, as presented.*

## Residential Building Permit Application

Building Permit Number: _____		Valuation: _____	
		Valuation w/land: _____	
Project Address: <u>Bryson Manor - Shiloh Road @ Bryson Lane</u>			
Lot: <u>35</u>	Subdivision: <u>Bryson Manor</u>		
Project Description:	NEW SFR <input type="checkbox"/>	SFR REMODEL/ADDITION <input type="checkbox"/>	SPECIFY OTHER: <u>SIGN</u>
	PLUMBING/ELECTRICAL <input type="checkbox"/>	FLATWORK <input type="checkbox"/>	SPRINKLER <input type="checkbox"/>
	SWIMMING POOL <input type="checkbox"/>	ACCESSORY BUILDING <input type="checkbox"/>	FENCE <input type="checkbox"/>
Proposed Use: <u>Pole sign - Builder - subdivision sign</u>			
Description of Work: <u>8x8 wooden Pole sign</u>			
Area Square Feet:	Covered		
Living: _____	Porch: _____	Total: _____	Number of stories: _____
Garage: _____			

Name: <u>MASSEY SHAW</u>	Contact Person: _____
Address: <u>6515 BANDERA AVE</u>	
Phone Number: <u>214 803 4939</u>	Home Number: _____ Mobile Number: _____

Contractor Type	Contact Person	Phone Number	Contractor License Number
General Contractor			
Mechanical Contractor			
Electrical Contractor			
Plumber/Irrigator			

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.

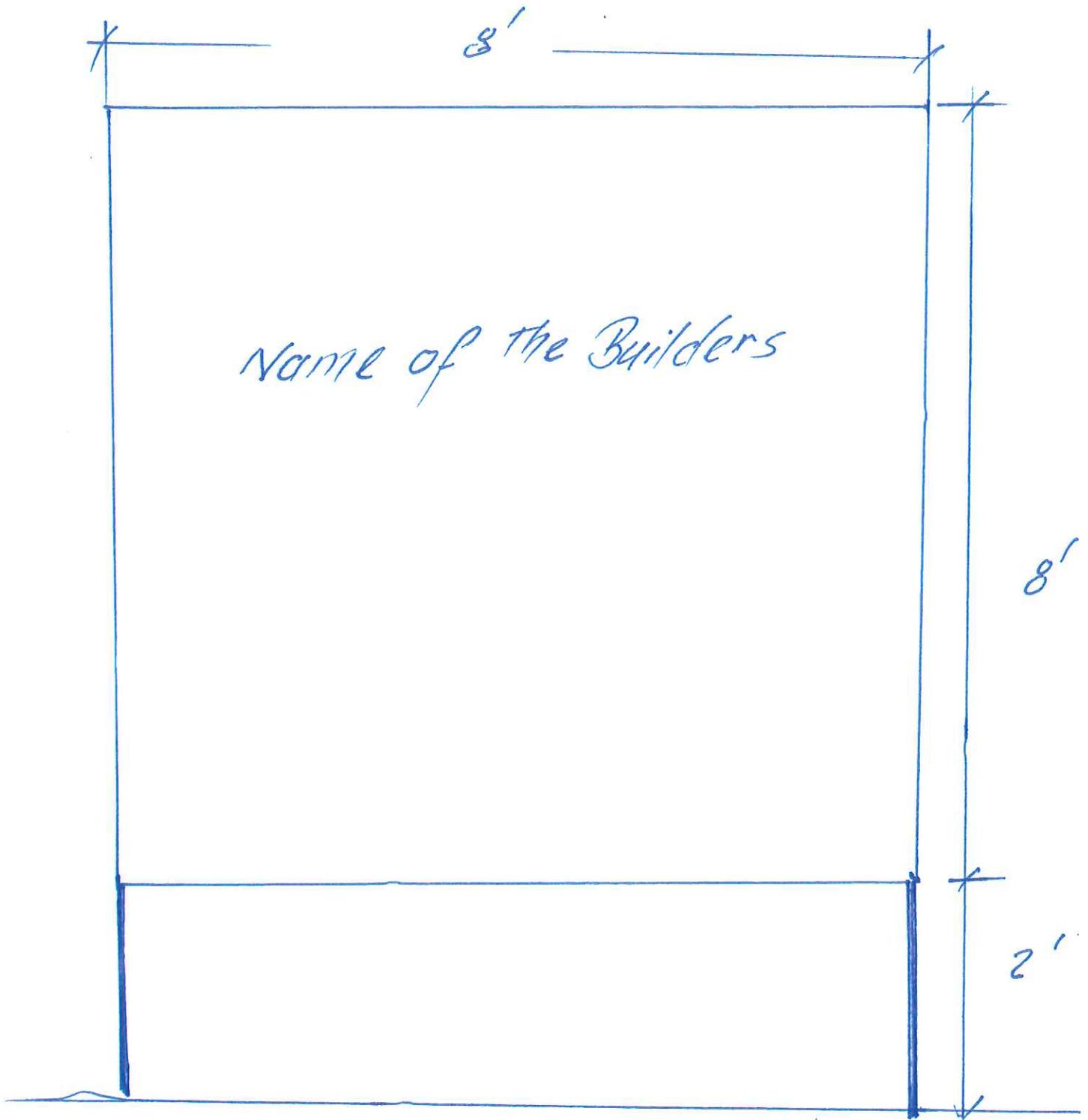
Signature of Applicant:  Date: 3-7-16

**OFFICE USE ONLY:**

Approved by: _____	Date approved: _____	
City Manager: _____	Date approved: _____	

Plan Review Fee: _____	Receipt # _____	Total Fees: _____
Building Permit Fee: _____	Receipt # _____	Issued Date: _____
Park Impact Fee: _____		Expires: <u>180 Days</u>
Capital Recovery Fee: _____	<u>Denied - Pole sign</u>	Issued By: _____
Fire Meter: _____	<u>wpaf</u>	
Water Meter Cost: _____		
Water Impact: _____		
Sewer Connection Fee: _____		BV Project # _____
Sewer Impact: _____		
Fire Fee: _____		

Builder's sign



W. Billingsley Sur. A-81

BRYSON LANE



J.R. Billingsley Sur. A-80

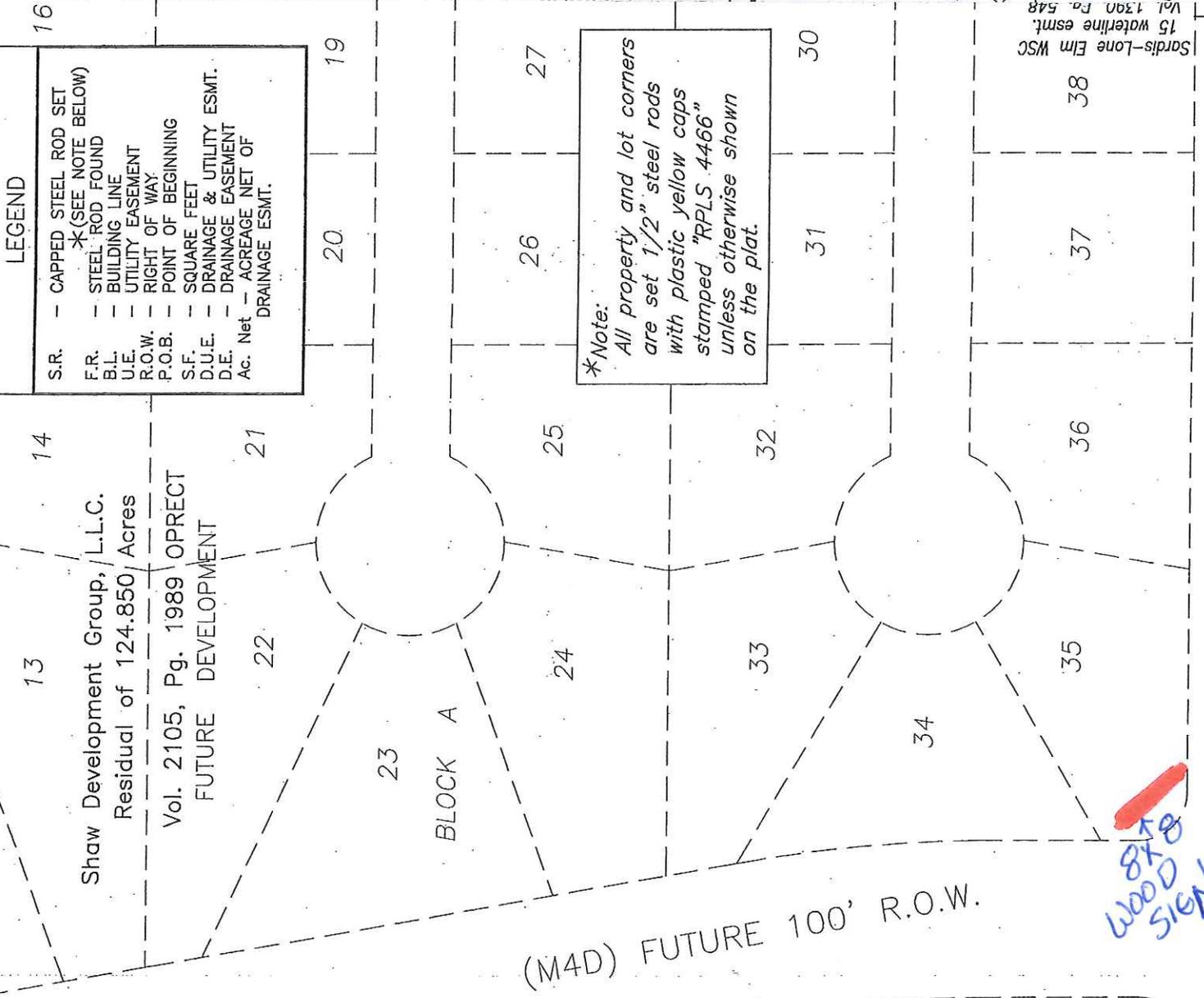
(M4D) FUTURE 100' R.O.W.

WOOD SIGN

Shaw Development Group, L.L.C.  
Residual of 124.850 Acres

Vol. 2105, Pg. 1989 OPRECT  
FUTURE DEVELOPMENT

BLOCK A



LEGEND

- S.R. - CAPPED STEEL ROD SET
- F.R. - STEEL ROD FOUND
- B.L. - BUILDING LINE
- U.E. - UTILITY EASEMENT
- R.O.W. - RIGHT OF WAY
- P.O.B. - POINT OF BEGINNING
- S.F. - SQUARE FEET
- D.U.E. - DRAINAGE & UTILITY ESMT.
- D.E. - DRAINAGE EASEMENT
- Ac. Net - ACREAGE NET OF DRAINAGE ESMT.

\*Note:  
All property and lot corners are set 1/2" steel rods with plastic yellow caps stamped "RPLS.4466" unless otherwise shown on the plat.

Sardis-Lone Elm WSC  
Vol. 1390, Pa. 548  
15 waterline esmt.

SHILOH ROAD

Permit Denied

Reason - Pole Sign not allowed –

Sec. 3.06.002 Definitions

Pole sign (also called pylon sign). A freestanding ground sign supported by one or more poles, columns, uprights, or braces placed in or upon the ground and having no guys or braces to the ground or to any other structure.

Sec. 3.06.007 Prohibited signs

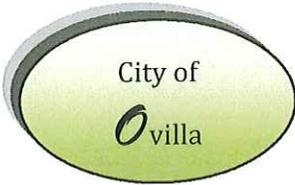
(7) A pole or pylon sign.

Sec. 3.06.012 Granting of exceptions

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

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

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



# Ovilla City Council

## AGENDA ITEM REPORT

Item: 3

Meeting Date: March 14, 2016

Department: Administration/Finance/Streets

Discussion  Action

Budgeted Expense:  YES  NO  N/A

Submitted By: Dennis Burn

Amount: \$N/A

Reviewed By:  City Manager  City Secretary  City Attorney  
 Accountant  Other

### Attachments:

1. Oldcastle Pavement Solutions proposal.

### Agenda Item / Topic:

**ITEM 3.** **DISCUSSION/ACTION** – Consideration of and Action on the use of unrestricted fund balance for the repair and rehabilitation of Cockrell Hill Road and Main Street, authorizing the City Manager to include in Mid-year Budget Amendment for Council consideration.

### Discussion / Justification:

Attached to this agenda item is a proposal from Oldcastle Pavement Solutions for paving improvements for Cockrell Hill Road and Main Street, from the bridge west of the intersection of FM 664 and Main Street to the Ellis/Dallas County line. The approximate length of the improvements is 1.50 miles (7,920 linear feet) and the approximate average road width is 24 feet. These dimensions provide a total area of approximately 21,500 square yards.

Oldcastle Pavement Solutions is proposing: (1) reclaim existing pavement, (2) apply cement slurry to the reclaimed pavement and (3) install a 2" HMA overlay. This construction method is what was utilized for the street improvements recently completed in the Ovilla Oaks Subdivision. The price for 21,500 square yards at \$21.00 per square yards is \$451,500.00. This price is for paving only and does not include any ditch drainage work nor any culvert work.

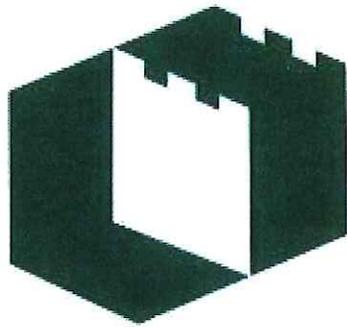
Oldcastle will provide a two year warranty, all required traffic control and all testing (through an independent testing lab). This work would be performed based on our Interlocal Agreement with Ellis County. The above pricing is valid through May 31, 2016.

### Recommendation / Staff Comments:

Staff recommends that this proposal be considered when the budget amendment is presented to the City Council in April/May.

### Sample Motion(s):

*I move that Council APPROVE/DENY the use of unrestricted fund balance for the repair and rehabilitation of Cockrell Hill Road and Main Street, authorizing the City Manager to include in Mid-year Budget Amendment for Council consideration.*



# **Oldcastle<sup>®</sup>** Pavement Solutions

**VALUE • INTEGRITY • SAFETY**

Oldcastle Pavement Solutions, LLC is a value-driven commercial and municipal pavement services company located in the Dallas/Fort Worth Metroplex. Our focus is increasing the value to our current and future lifetime customers by providing premium services; our people define who we are and what we stand for by our focus on safety, integrity and a work culture that meets you at the door.

12801 N. Central Expressway Suite 460 Dallas, TX 75243 Office: (972) 685-4863 Fax: (972) 685-4369



03/07/2016

## **Ellis County Annual Contract Change Order- City of Ovilla** **Cockrell Hill Road**

Dear Council Members,

Thank you selecting Oldcastle Pavement Solution as one of your valued partners. We are looking forward to working with you on your upcoming county project

With Oldcastle Pavement Solutions, not only do you get value added services thru our technology based bidding, you get our quality controlled products and white glove services.

- Technology Driven- Thru the use of ground penetrating radar and global mapping we can address your area with noninvasive measures, and provide you with accurate data and solutions.
- Quality Driven- Our white glove service insures you receive the best solution based process for your opportunity. With our Oldcastle family of companies we can streamline your bid processes in one stop.
- Control Driven- Oldcastle is the only provider who has the ability to control your asphalt material from design to installation. We provide the highest quality mix because of our quality people and quality controls measures.

Thank you again for the opportunity to partner with you and the County. We look forward to being your lifelong Pavement Solutions partner.

Best Regards,

Rachel Sackett



03/10/2016

**ITEMS:**

Item No	EST. QTY.	Cockerill Hill Road FM 664 – County Line	Unit Price	Amount
1	21,500 SY	Pulverize and Stabilize 24lbs. per SY and 2" Overlay	\$21.00	\$451,500.00

**Inclusions**

- Testing on all HMAC
- All equipment, Labor and materials required to complete project
- All Traffic Control
- 24 Month Warranty

INITIAL: \_\_\_\_\_

**\*\*\* Quote valid for 30 days and subject to credit application \*\*\***

**\*\*Sales Tax not Included\*\***



## OLDCASTLE PAVEMENT SOLUTIONS, LLC STANDARD TERMS AND CONDITIONS – MATERIAL SALES

0. **Applicability.** The accompanying quotation/confirmation of sale/invoice and these terms (collectively, the “**Order**”) comprise the entire agreement between the parties, and supersedes all prior or contemporaneous communications, understandings, agreements, negotiations, representations and warranties. These terms prevail over any of Buyer’s general terms and conditions of purchase regardless whether or when Buyer has submitted its purchase order or such terms.
1. **Payment.** Payment terms are net 15 days from date of purchase or sooner as may be required by applicable law. Late payments shall accrue a finance charge of one and one-half percent (1½%) per month or the highest rate allowable by law, whichever is less. Seller shall be entitled to recover all costs and expenses, including reasonable attorneys’ fees, arising out of Buyer’s failure to make all payments due under this Order in a timely manner.
2. **Taxes.** Buyer is responsible for payment of all taxes and duties of any nature whatsoever, including any local, state and federal taxes. Buyer agrees to indemnify and hold Seller harmless from any and all costs and expenses associated with any levy or attempted levy of any such taxes on Seller.
3. **Suspension; Termination.** In addition to any other remedies available to Seller, Seller may suspend or terminate this Order with immediate effect upon written notice to Buyer, if Buyer: (i) fails to pay any amount when due under this Order (or any other agreement Buyer has with Seller); (ii) has not otherwise performed or complied with any of these terms (or complied with the terms of any other agreement Buyer has with Seller); (iii) becomes insolvent, files a petition for bankruptcy or commences or has commenced against it proceedings relating to bankruptcy, receivership, reorganization or assignment for the benefit of creditors; or (iv) exhibits other adverse credit conditions that are unsatisfactory to Seller, as determined by Seller in its sole discretion.
4. **Shipment; Delivery Conditions.** Unless otherwise agreed in writing, all materials purchased by Buyer shall be FOB Seller’s plant sourcing the Order. If FOB Destination, the Buyer agrees to provide suitable roadways or approaches to points of delivery. Seller reserves the right to cease deliveries if Seller concludes, in its sole opinion, that the roadways or approaches are unsatisfactory. In the event Buyer orders delivery beyond curb line, Buyer assumes liability for damages to sidewalks, driveways or other property, loss and expense incurred as a result of such deliveries to the maximum extent allowed by law. Prices quoted herein are based on prompt unloading of trucks, and in case repeated delays in unloading, deliveries may be discontinued until conditions are corrected. Delays of more than 20 minutes are subject to an additional charge.
5. **Title and Risk of Loss.** Title and risk of loss passes to Buyer at the time the materials are loaded into Buyer’s, or Buyer’s agents’, vehicles, barges or other modes of transport, in the case of FOB Plant sales, or in the case of Seller’s delivery, upon delivery of the Materials at Buyer’s location.
6. **Warranty.** Seller warrants that the goods herein will conform to the specifications as agreed upon and alligator cracks, which are greater than a 2 ft by 2 ft area, shall be repaired at Seller’s expense. Fatigue cracking is not included in the definition of alligator cracks. This warranty does not cover color deterioration, pre-existing conditions, damages from intervening causes, misuse, or wear and tear from the elements or otherwise, nor work performed under adverse weather conditions. This warranty is VOID if Subcontractor has not been paid in full for its work. This warranty shall be for no longer than twenty-four (24) months from the time the Subcontractor’s work has been performed or the materials were provided. Buyer may not reject goods or materials unless they do not meet the project specifications. SELLER DISCLAIMS ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING THOSE OF MERCHANTABILITY AND FITNESS FOR PARTICULAR PURPOSES. Buyer shall verify that Seller’s materials comply with the plans and specifications prior to installation. Changes to the plans and specifications shall be made by written change order and Seller shall be entitled to an equitable price adjustment for such changes. The express limited warranty set forth herein shall be void if Buyer fails to pay Seller in full for the materials provided by Seller pursuant to this Order.
7. **Time.** If Seller agrees to deliver the goods, Seller shall make reasonable efforts to deliver the goods by the specified delivery date and shall provide notice to Buyer of any expected delays in delivery. Seller is not responsible for failure to supply materials due to labor disputes, repairs to machinery, fire, flood, adverse weather conditions, inability to obtain transportation, fuel, electric power, or operating materials or machinery at reasonable cost; or by reason of any other cause beyond its control, including the inability to produce materials meeting any applicable specification or requirement. In the event any such contingency should occur, Seller reserves the right to determine the order of priority of delivering to its purchasers.
8. **Modification.** No amendment or modification of this Order shall be valid or enforceable unless in writing and signed by the party sought to be charged, and no prior or current course of dealing between the parties, or any usage of trade or custom of the industry shall modify or supplement the terms and conditions of this Order.
9. **No Waiver.** The failure of Seller to exercise any right granted hereunder shall not impair or waive Seller’s privilege of exercising such right to any subsequent time or times.
10. **Damages.** Seller’s liability for any and all damages related to this Order shall be limited to replacement of materials sold hereunder. **IN NO EVENT SHALL SELLER BE LIABLE FOR ANY CONSEQUENTIAL, INDIRECT, INCIDENTAL, SPECIAL, EXEMPLARY, OR PUNITIVE DAMAGES WITH REGARD TO ANY CLAIM ARISING OUT OF OR RELATING TO THIS ORDER.**
11. **Indemnity.** To the maximum extent permitted by applicable law, Buyer shall defend, indemnify and hold Seller, its officers, employees, agents, insurers, sureties, and affiliates, harmless from any and all losses, damages, expenses (including attorneys’ fees), claims, suits, liabilities, fines and remedial or clean-up costs arising out of or in any way related to: (i) Buyer’s breach of this Agreement; (ii) any act or omission by or on behalf of Buyer, its employees, and agents; or (iii) the negligent or alleged wrongful installation of Seller’s materials.
12. **Applicable Law.** This Order, and the rights, duties, obligations and remedies of the parties shall be governed by or construed in accordance with the laws of the state of Seller’s plant sourcing the Order.
13. **Miscellaneous.** (A) Buyer shall be responsible for testing the materials and confirming that the materials comply with Buyer’s specifications at Seller’s facility prior to directing shipment. (B) Unless otherwise stated in this Agreement or the quote provided herewith, prices quoted shall be good for a period of thirty days. (C) Prices are based upon estimated quantities. If quantities vary more than ten percent (10%) from estimated quantities, prices are subject to adjustment corresponding with any resulting increase in Seller’s costs. (D) All funds paid to Buyer from a third party, for the materials or any portion of the materials sold to Buyer hereunder shall be deemed in trust for the payment of all materials, and such funds shall not become the property of Buyer nor many any portion of such funds be used by Buyer for any purpose, until full payment is made for all materials sold by Seller to Buyer hereunder. (E) For a copy of Safety Data Sheets or product label information, please contact Seller at the phone number or address set forth on the attached page for alternate delivery method or visit Seller’s website. Buyer agrees to draw to the attention of any persons handling or using the materials or having access to the materials while in Buyer’s possession or to whom Buyer sells the materials or any part thereof any warning, information of suggestions which are contained or referred to in the Safety Data sheets or label information, or any other literature or packaging relating to the materials.
14. **MANDATORY BINDING ARBITRATION; ALL CLAIMS AND CONTROVERSIES ARISING OUT OF OR RELATED TO THIS ORDER, INCLUDING CLAIMS INVOLVING ANY SURETIES, SHALL BE SUBMITTED TO AND RESOLVED BY BINDING ARBITRATION BY A SINGLE ARBITRATOR IN THE COUNTY AND STATE OF SELLER’S SOURCE PLANT FOR THE ORDER. THE AMERICAN ARBITRATION ASSOCIATION SHALL CONDUCT THE ARBITRATION AND THE COSTS OF THE ARBITRATION SHALL BE BORNE EQUALLY BY THE PARTIES.**

INITIAL: \_\_\_\_\_



**Oldcastle®**  
Pavement Solutions

03/07/2016

I have read and acknowledge the proposal including the inclusions and exclusions within this proposal and accept this quotation as an authorized signature for the above referenced:

**Signature:** \_\_\_\_\_

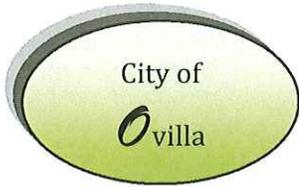
**Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_



**Oldcastle®**  
Pavement Solutions

12801 N. Central Expressway Suite 460 Dallas, TX 75243 Office: (972) 685-4863 Fax: (972) 685-4369



AGENDA ITEM REPORT

Item: 4

Meeting Date: March 14, 2016

Department: Administration

Discussion  Action

Budgeted Expense:  YES  NO  N/A

Submitted By: Dennis Burn

Amount: \$7,167.00 (\$4,000 budgeted)

Reviewed By:  City Manager  City Secretary  City Attorney  
 Accountant  Other

Attachments:

1. Records Retention Proposal
2. Records Retention Program and Secure Document Destruction information documents

Agenda Item / Topic:

**ITEM 4.** *DISCUSSION/ACTION* – Consideration of and Action on a Records Retention Proposal between the City of Ovilla and RCI Records Consultants, Inc., for a Records Retention Program and Secure Document Destruction Services, in compliance with the Texas State Library and Archives Commission, authorizing the City Manager to execute.

Discussion / Justification:

As mandated by the Local Government Code Section 441.158 (1989), there are mandatory minimum retention periods for each type of local government, including a schedule for records retention. The designated authority, Texas State Library and Archives Commission (TSLAC), sets the retention schedules. The Records Management Officer (RMO-City Secretary) is responsible to see that annual processing and document destruction is carried out and compliant with TSLAC schedules.

December 2015, all staff liaisons from every department boxed and (colored coded) labeled records from their departments. This resulted in an overflow of records in the retention room totaling 261 boxes and 10 ledgers. Staff has been and is still organizing and cleaning the retention room.

RCI is a professional company that assists in the identification of filed retention records and protected permanent records. A team comes to the location and will re-pack, sort, classify and inventory each box of contents to ensure they are labeled correctly, barcode each box and separate any permanent documents, and will report to TSLAC for the city. An electronic report will be provided to the RMO for safekeeping with the ability to query. Additionally, once TSLAC has approved the records control schedule, RCI will facilitate the destruction of records past their retention schedules.

RCI is a member of Texas Municipal League and the Texas Municipal Clerks Association, as well as BuyBoard. They have been to our location and prepared the presented proposal to process inactive records according to TSLAC. Additionally, RCI has shared valuable records retention and controlled storage standards and procedures with the RMO and staff.

RCI comes recommended by neighboring municipalities. To name a recent few customers: Midlothian, Waxahachie, Ferris, and Balch Springs. RCI gave a presentation to the Texas Municipal Clerks Association (TMCA) Yellow Rose Chapter and is present at all the TMCA seminars/classes.

A line-item budget of \$4,000.00 was the approved amount anticipated before the December boxing, which is now under estimated and not feasibly possible for the RMO to complete and file with TSLAC.

The turn-key project proposal cost is \$7,167.00, which will:

- Assure Ovilla's compliance with TSLAC requirements
- Removal of outdated records
- Improved access to retained records
- Reduced litigation exposure
- Reduced storage related costs.

Once the initial program is underway, annual retention will be smoother, cleaner and less costly.

Staff is respectfully requesting that Council approve this very important and mandated item and allow staff to include the added expense of \$3167.00 to the mid-year budget amendment.

*With the cancelation of the election this year, the line-item expense under election will not be used - \$3,220.00, which would offset the added expense.*

**Recommendation / Staff Comments:**

**Sample Motion(s):**

*I move that Council APPROVE/DENY the Records Retention Proposal between the City of Ovilla and RCI Records Consultants, Inc., for a Records Retention Program and Secure Document Destruction Services, in compliance with the Texas State Library and Archives Commission, authorizing the City Manager to execute.*



March 2, 2016

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

**RECORDS RETENTION PROPOSAL**

Ms. Woodall,

Records Consultants, Inc. (RCI), a consulting company, is pleased to submit this proposal for the processing of inactive records at The City of Ovilla in accordance with the Records Retention Schedules published by the Texas State Library and Archives Commission (TSLAC). RCI has provided this service and developed Records Retention Plans for over 800 local government agencies, including 600 schools and 150 cities and counties since 1992. Records Consultants, Inc. has the experience, staff and expertise to process your boxes of inactive records, along with the maps/blueprints, and provide you with an indexed set of reports on Compact Disc (CD) so that you can efficiently retrieve your documents.

Records Consultants, Inc. is a financially strong Texas Corporation. We employ 50 people (Field and Support Staff) of which approximately 40 are engaged in the records retention consulting function. No outside contractors will be used.

**PURPOSE**

The RCI Records Retention Program is designed to process inactive records in order to meet the guidelines of TSLAC. In 1989, the Texas Legislature passed the Local Government Records Act, which requires all municipalities, counties, hospitals, school districts, etc., to have a Records Retention Plan. Changes to that Act were published by the 74<sup>th</sup> Legislature in 1995. Each local government is required to appoint a Records Management Officer (RMO) who is the person responsible for ensuring the proper handling of records in your City. Examples of the TSLAC retention periods are as follows:

<b>Board Minutes</b>	Permanent	<b>Annual Audits</b>	Permanent
<b>Bank Statements</b>	5 Years	<b>Invoices/Claims</b>	5 Years
<b>Bond Certificates</b>	1 Year after payment	<b>Attendance Reports</b>	5 Years

A successful records management program depends on personnel being knowledgeable in all aspects of the statutory provisions of the records program. RCI's professional consultants, both those who

primarily work in the field and those who work in the RCI office, work closely with TSLAC to ensure a thorough understanding and proper implementation of the Local Record Control Schedules. This relationship ensures that our consultants remain completely up-to-date to provide you with an inventory and identification of records that are eligible for destruction, to record and organize those records that must be retained, and to prepare all necessary documents to be forwarded to TSLAC for approval.

### **SCOPE OF WORK**

RCI will review, prepare or amend, as required, a Records Retention Control Schedule, based on a listing of all records, whether active or inactive, maintained by all departments at The City of Ovilla. The Records Control Schedule will be based on current TSLAC Local Record Retention Schedules, federal guidelines, where applicable, and the recommendations made by your City.

Based on an estimate given by the City, the City of Ovilla has the equivalent of approximately 261 standard size boxes of inactive records and 10 ledgers that require processing in accordance with TSLAC retention schedules.

We will pack, sort, classify, and inventory the inactive records and label them for retention or destruction, as applicable. We anticipate that 50 - 60% of these records are past their retention period and eligible to be destroyed.

### **BOXES TO BE RETAINED**

RCI will process inactive records according to TSLAC Records Retention Schedules and local modifications thereto. Each box of records that require retention will be identified by an “R” label (see below), identifying the box with a unique number and date when records will be eligible for destruction. RCI will re-box the records into standard size boxes and will record the contents on the end panel and place the “R” label in the bottom right corner. We will set up your records retention center or place “R” boxes in a separate area for eventual movement to a permanent location selected by you.



Each “R” box end panel will contain the following information:

- A description of each type of record in the box
- The originating organization or department
- The range, e.g., A-D, 1023-1126 or start and end date
- The year of the records’ origin
- The date when records are eligible for destruction

If retained records need to be boxed or re-boxed, RCI will do so using our standard size boxes, measuring approximately 12" x 15" x 10". These boxes are easier to shelve and handle, and cost less for the volume of records stored. The smaller boxes will also reduce the chance of injury and lost time.

### **RECORDS ELIGIBLE FOR DESTRUCTION**

Each box containing records which have been maintained past their minimum retention period will have a numbered "D" label (see below) placed on it. These records will be kept in those boxes and will not be re-boxed. Included in our reports will be a listing of box numbers with content description that are eligible for destruction.



The "D" boxes will be placed together in one separate area of the Records Retention Center and held until the RMO has made arrangements for destruction of the records contained in the boxes. RCI can facilitate these arrangements as described below.

### **DESTRUCTION OF RECORDS**

Once TSLAC has approved your Records Control Schedule, the RMO has permission to authorize the destruction of records and does not need a Letter of Destruction signed by TSLAC for each annual disposal of obsolete records. RCI will prepare a Letter of Destruction requesting permission from TSLAC to destroy eligible records, if such a letter does not currently exist or if new (unscheduled) records are found.

After the processed boxes of records have gone through RCI's internal "quality control" the boxes of records that are past their retention period can be destroyed. RCI can pick up the boxes that have been approved for destruction by the RMO. After the boxes have been destroyed, we will send you a letter stating that the records were destroyed in "full confidentiality".

### **DELIVERABLES**

As a result of our work, RCI will provide the following reports to you on a CD. You will have the ability to query the database in a number of ways and find where your records are stored. You can print any of these reports:

- a) Records Control Schedule
- b) Changes to Records Control Schedule
- c) Records Control Schedule – Alphabetical by Records Series
- d) Records Control Schedule by Department
- e) Alpha List of Records by New Items in Storage

- f) Alpha List of Records by Department Items in Storage
- g) Items List In Storage By Container Number
- h) Request To Destroy Unscheduled Records
- i) \*Alpha List Records Eligible for Destruction
- j) \*Items List In Storage By Destruction Year
- k) \*Records to Destroy From Update
- l) \*Alpha Listing of all Records Eligible for Destruction

RCI will maintain a back-up copy of the database.

\* A copy of any one of these reports should be signed and filed by the RMO to verify proper records procedures have been followed.

### **ANNUAL UPDATES**

Under a separate contract, RCI will return and perform an annual update of inactive records accumulated since our last visit. We will process records in the same manner as described earlier in this proposal. We will also reset the RRC and pull the boxes eligible for destruction and amend any documents to be forwarded to TSLAC for approval. After the on-site work has been completed, RCI will send you the updated database on a CD.

### **PRICING**

RCI will charge you for the actual number of labeled boxes processed. The pricing for this contract is as follows:

- The records processing fee is \$27.00 per box. Based on 261 boxes, this would equate to a cost of \$7,047.00 (261 boxes x \$27.00/box = \$7,047.00).
- The ledger processing fee is \$12.00 per ledger. Based on 10 ledgers, this would equate to a cost of \$120.00 (10 ledgers x 12.00/ledger = \$120.00)
- The cost of processing includes on-site and travel time, per diem, lodging and car expenses. RCI will require an initial payment of \$5,017.00 payable at the end of the on-site portion of the project, and the remainder due upon the delivery of the database. (Terms, net 10 days).

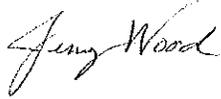
### **SUMMARY**

This “turn-key” project will require very little time or effort by your personnel. The results will be:

- \* Compliance with TSLAC requirements
- \* Removal of outdated records
- \* Improved access to retained records
- \* Reduced litigation exposure
- \* Reduced storage related costs

If you would like Records Consultants, Inc. to process your records, please complete and sign following acceptance page and fax it to us at (877) 366-0776. If you have any questions pertaining to this proposal, please contact me at (877) 363-4127.

Thank you,

A handwritten signature in cursive script that reads "Jenny Wood". The signature is written in black ink and is positioned above the printed name and title.

Jenny Wood  
Sales Manager

**ACCEPTANCE OF RECORDS RETENTION PROPOSAL  
DATED FEBRUARY 9, 2016  
BY THE CITY OF OVILLA  
OVILLA, TEXAS**

**(Please check the services authorized)**

Based on the volume of records to be processed, RCI can provide these services to the City of Ovilla at the following rates:

- The records processing fee is \$27.00 per box. Based on 261 boxes, this would equate to a cost of \$7,047.00 (261 boxes x \$27.00/box = \$7,047.00).
- The ledger processing fee is \$12.00 per ledger. Based on 10 ledgers, this would equate to a cost of \$120.00 (10 ledgers x 12.00/ledger = \$120.00)

*The cost of processing includes on-site and travel time, per diem, lodging and car expenses. RCI will require an initial payment of \$5,017.00 payable at the end of the on-site portion of the project, and the remainder due upon the delivery of the database. (Terms, net 10 days).*

**Please sign, date, and fax back this Acceptance so that we may get you scheduled. The Purchase Order # may be obtained at a later date.**

Name \_\_\_\_\_ Title \_\_\_\_\_

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

Phone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

Email \_\_\_\_\_ Purchase Order # \_\_\_\_\_

Please indicate preferred start date: \_\_\_\_\_



Records Consultants, Inc.

# Records Retention Program



## From Records Retention to Document Destruction

Local government entities are constantly challenged with managing large volumes of inactive records and complying with regulatory retention requirements. Deciding which records must be retained and which can be destroyed can be a complicated, daunting task.

## Let the Experts at RCI Sort, Classify and Inventory Your Inactive Records

RCI helps schools, colleges and universities; municipalities; and county and state government agencies implement and maintain compliant Records Retention Programs (RRP). Based on regulatory requirements, RCI will inventory and catalog inactive records to be retained and identify those that are eligible for destruction.

## A Turnkey Records Retention Service

To initiate or update a client's Records Retention Program (RRP), RCI provides experienced personnel, with up-to-date knowledge of document classifications and retention periods to process the records. RCI will:



**Organize the records to be retained based on records retention schedules and help local government entities comply with the Texas State Library and Archives Commission's (TSLAC) retention requirements.**



**Help identify any records kept beyond their retention period to:**

- Reduce the window of legal exposure.
- Free up valuable storage space.
- Decrease costly storage fees.



**Provide the Records Control Schedule and a read-only database to locate current records in storage.**



**Identify a list of boxes and their contents that are eligible to be destroyed and follow up to arrange the pick-up and destruction of those boxes.**





Records Consultants, Inc.

# Secure Document Destruction

## To Dispose of Sensitive or Confidential Documents Properly

Secure, document destruction is the best way to dispose of inactive, paper records that are past their retention periods. Demonstrating that records are handled properly helps entities ensure their Records Retention Center stays compliant with the Texas State Library & Archives Commission (TSLAC) and other regulatory entities.



Ranger Shredding Truck

## Let RCI Destroy Records Eligible for Destruction

In addition to Records Management, RCI offers Secure Document Destruction Services for inactive records that are eligible for removal from your Records Retention Center. These destruction services are handled by Ranger Shredding, a division of RCI and a member of the National Association for Information Destruction (NAID®) that promotes standards for secure destruction. In Texas, Ranger Shredding also provides recurring shredding and one-time purge services to government offices, medical providers, financial service providers, law firms and other local entities.

## The Final Step in Records Management: Secure Destruction

Once your Records Control Schedule has been approved by TSLAC, there is no need to obtain further authorization to destroy records that are past their retention period. After your Records Management work has been performed, RCI will



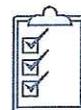
Pick up your outdated records (boxes) that have become eligible for destruction.



Shred the contents of the boxes at our secure facility in San Antonio.



Recycle all shredded paper and boxes.



Provide a Document of Destruction to complete your audit records.





Records Consultants, Inc.

RECORDS RETENTION PROGRAMS  
DOCUMENT IMAGING SOLUTIONS

FIXED ASSET INVENTORY PROGRAMS  
SECURE DOCUMENT DESTRUCTION

12829 WETMORE ROAD  
SAN ANTONIO, TEXAS 78247

Office: (877) 363-4127  
Fax: (877) 366-0776  
Cell: (214) 566-2265  
E-mail: ghendrix@rcitech.com  
Web: <http://www.rcitech.com>

**GEORGE HENDRIX**  
Account Executive

*RCI is a member of:*



T | A | S | I | B | O



**Records Consultants, Inc.**

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an Antonio, Texas 78247

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Fax (210) 366-0776

(877) 363-4127  
Fax (877) 366-0776

sales@rcitech.com  
[www.rcitech.com](http://www.rcitech.com)



## **About Records Consultants, Inc. (RCI)?**

Based in San Antonio, RCI provides turnkey services for Fixed Asset Inventory, Inactive Records Management and Document Imaging Solutions.

## **RCI Mission**

RCI helps local government entities manage records and assets so they can focus on serving students and citizens.

## **RCI Serves**

Schools • Cities • Counties • Other Entities

## **RCI Offers**

### **Fixed Asset Management and Inventory Services**

- Turnkey, Physical Inventory Services
- Proprietary Inventory Program Software

### **Inactive Records Management**

- Turnkey, Compliant Records Retention Programs
- Secure Document Destruction Services

### **Document Imaging Solutions**

- Convert and manage records in an easily retrievable digital document library
- Secure Document Destruction Services

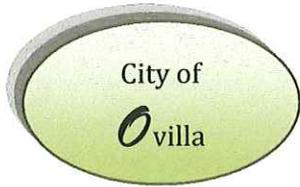
## **Why Choose RCI?**

- Commitment to Client Satisfaction
- Unsurpassed Experience
- Peace of Mind

2:46 PM  
 03/08/16  
 Accrual Basis

**City of Ovilla General Fund**  
**Profit & Loss Budget vs. Actual**  
 October 1, 2015 through March 8, 2016

	<u>Oct 1, '15 - Mar 8, 16</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Expense				
10 · Administration				
5102600 · Special Expenses				
5102610 · Election - Payroll		850.00	(850.00)	
5102620 · Election - Supplies	229.60	2,500.00	(2,270.40)	9.2%
5102630 · Election Meeting Expense		100.00	(100.00)	
<b>Total 5102600 · Special Expenses</b>	<u>229.60</u>	<u>3,450.00</u>	<u>(3,220.40)</u>	<u>6.7%</u>
<b>Total 10 · Administration</b>	<u>229.60</u>	<u>3,450.00</u>	<u>(3,220.40)</u>	<u>6.7%</u>
<b>Total Expense</b>	<u>229.60</u>	<u>3,450.00</u>	<u>(3,220.40)</u>	<u>6.7%</u>
<b>Net Income</b>	<u>(229.60)</u>	<u>(3,450.00)</u>	<u>3,220.40</u>	<u>6.7%</u>



# Ovilla City Council

## AGENDA ITEM REPORT

Item: 5

Meeting Date: March 14, 2016

Department: Admin/Neighborhood Services

Discussion  Action

Budgeted Expense:  YES  NO  N/A

Submitted By: Dennis Burn

Amount: **\$767.00 including shipping**

Reviewed By:  City Manager  City Secretary  City Attorney

Accountant

Other: **M. Dooly**

### Attachments:

1. Ordinance 2016-05

### Agenda Item / Topic:

**ITEM 5.** *DISCUSSION/ACTION* – Consideration of and Action on ORDINANCE 2016-05 of the City of Ovilla, Texas, adoption the 2012 International Fire Code with 2012 North Central Texas Council of Governments (“COG”) Amendments, 2012 International Building Code with 2012 COG Amendments, 2012 International HVAC/Mechanical Code with 2012 COG Amendments, 2012 International Residential Code with 2012 COG Amendments, 2012 International Plumbing Code with 2012 COG Amendments, 2012 Fuel Gas Code with 2012 COG Amendments, and 2011 National Electrical Code with 2011 COG Amendments; providing for the modification of Code to incorporated local amendments; providing for recording of the Codes as a public record; providing that this Ordinance shall be cumulative of all ordinances; providing a severability clause; providing a savings clause; providing for a penalty for violations and providing an effective date.

### Discussion / Justification:

Council and staff have discussed the need to update all building code with COG amendments – and to include Ovilla’s current local amendments. They City currently operates under 2009 Codes with the exception of the 2008 Electrical Code, all adopted by Ordinance 2014-034, November 10, 2014.

Staff recommends Ovilla update to the 2012 Codes with COG amendments and local amendments, with the exception that Ovilla update to the 2011 National Electrical Code (NEC) with COG amendments.

The Codes are large in volume and will be ordered if approved by Council. They are not attached as exhibits to the new ordinances but a full set will be available for review in the City offices when received.

Codification for this update is budgeted. The purchase for books in print is not.

### Recommendation / Staff Comments:

Staff recommends approval.

### Sample Motion(s):

I move that Council APPROVE/DENY ORDINANCE 2016-05 of the City of Ovilla, Texas, adoption the 2012 International Fire Code with 2012 North Central Texas Council of Governments (“COG”) Amendments, 2012 International Building Code with 2012 COG Amendments, 2012 International HVAC/Mechanical Code with 2012 COG Amendments, 2012 International Residential Code with 2012 COG Amendments, 2012 International Plumbing Code with 2012 COG Amendments, 2012 Fuel Gas Code with 2012 COG Amendments, and 2011 National Electrical Code with 2011 COG Amendments; providing for the modification of Code to incorporated local amendments; providing for

*recording of the Codes as a public record; providing that this Ordinance shall be cumulative of all ordinances; providing a severability clause; providing a savings clause; providing for a penalty for violations and providing an effective date.*

## ORDINANCE 2016-05

AN ORDINANCE OF THE CITY OF OVILLA, TEXAS, ADOPTING THE 2012 INTERNATIONAL FIRE CODE WITH 2012 NORTH CENTRAL TEXAS COUNCIL OF GOVERNMENTS (“COG”) AMENDMENTS, 2012 INTERNATIONAL BUILDING CODE WITH 2012 COG AMENDMENTS, 2012 INTERNATIONAL HVAC/MECHANICAL CODE WITH 2012 COG AMENDMENTS, 2012 INTERNATIONAL RESIDENTIAL CODE WITH 2012 COG AMENDMENTS, 2012 INTERNATIONAL PLUMBING CODE WITH 2012 COG AMENDMENTS, 2012 FUEL GAS CODE WITH 2012 COG AMENDMENTS, AND 2011 NATIONAL ELECTRICAL CODE WITH 2011 COG AMENDMENTS; PROVIDING FOR THE MODIFICATION OF CODES TO INCORPORATE LOCAL AMENDMENTS; PROVIDING FOR RECORDING OF THE CODES AS A PUBLIC RECORD; PROVIDING THAT THIS ORDINANCE SHALL BE CUMULATIVE OF ALL ORDINANCES; PROVIDING A SEVERABILITY CLAUSE; PROVIDING A SAVINGS CLAUSE; PROVIDING FOR A PENALTY FOR VIOLATIONS, AND PROVIDING AN EFFECTIVE DATE.

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

**WHEREAS**, the City Council has previously adopted the 2009 International Fire Code with 2009 COG amendments, 2009 International Building Code with 2009 COG amendments, 2009 International HVAC/Mechanical Code with 2009 COG amendments, 2009 International Residential Code with 2009 COG amendments, 2009 International Plumbing Code with 2009 COG amendments, 2009 Fuel Gas Code with 2009 COG amendments, and 2008 International Electrical Code with 2008 COG amendments for the purpose of regulating development within the City of Ovilla; and

**WHEREAS**, the City Council now desires to update the above codes and to adopt certain local amendments to meet the needs of the City.

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

### SECTION 1.

That the following Articles in Chapter 153, Other Codes Adopted are hereby repealed:

§3.02.111	-	2008 Edition National Electric Code w/2008 COG Amendments
§3.02.161	-	2009 Edition International Plumbing Code w/2009 COG Amendments
§3.02.221	-	2009 Edition International HVAC Mechanical Code w/2009 COG Amendments
§3.02.331	-	2009 Edition International Fuel Gas Code w/2009 COG Amendments
§3.02.051	-	2009 Edition International Building Code w/2009 COG Amendments
§5.04.002	-	2009 Edition International Fire Code w/2009 COG Amendments

### SECTION 2.

That the sections specified herein and other local adopted of the Code of Ordinances shall now read as follows:

The **2012 Edition** of the International Fire Code with 2012 COG Amendments is hereby adopted as the official fire code of the City of Ovilla, Texas, and is fully incorporated by reference as though copied into this ordinance in its entirety. The material contained in such code shall not

## ORDINANCE 2016-05

be included in the formal municipal codification of ordinances but shall be maintained as a public record in the office of the City Secretary and will be available for public inspection and copying during regular business hours.

### SECTION 3.

The **2012 Edition** of the International Fire Code with 2012 COG Amendments is hereby amended by the adoption of those local amendments shown on Exhibit "A" attached hereto and incorporated by reference.

### SECTION 4.

The **2012 Edition** of the International Building Code with 2012 COG Amendments is hereby adopted as the official building code of the City of Ovilla, Texas, and is fully incorporated by reference as though copied into this ordinance in its entirety. The material contained in such code shall not be included in the formal municipal codification of ordinances but shall be maintained as a public record in the office of the City Secretary and will be available for public inspection and copying during regular business hours.

### SECTION 5.

The **2012 Edition** of the International Building Code with 2012 COG Amendments is hereby amended by the adoption of those local amendments shown on Exhibit "B" attached hereto and shall be incorporated into the Ovilla Code of Ordinances.

### SECTION 6.

The **2012 Edition** of the International HVAC/Mechanical Code with 2012 COG Amendments is hereby adopted as the official HVAC/mechanical code of the City of Ovilla, Texas, and is fully incorporated by reference as though copied into this ordinance in its entirety. The material contained in such code shall not be included in the formal municipal codification of ordinances but shall be maintained as a public record in the office of the City Secretary and will be available for public inspection and copying during regular business hours.

### SECTION 7.

The **2012 Edition** of the International HVAC/Mechanical Code with 2012 COG Amendments is hereby amended by the adoption of those local amendments shown on Exhibit "C" attached hereto and incorporated by reference.

### SECTION 8.

The **2012 Edition** of the International Residential Code is hereby adopted as the official residential code of the City of Ovilla, Texas, and is fully incorporated by reference as though copied into this ordinance in its entirety. The material contained in such code shall not be included in the formal municipal codification of ordinances but shall be maintained as a public record in the office of the City Secretary and will be available for public inspection and copying during regular business hours.

### SECTION 9.

The **2012 Edition** of the International Residential Code with 2012 COG Amendments is hereby amended by the adoption of those local amendments shown on Exhibit "D" attached

## ORDINANCE 2016-05

hereto and incorporated by reference.

### SECTION 10.

The **2012 Edition** of the International Plumbing Code with COG Amendments is hereby adopted as the official plumbing code of the City of Ovilla, Texas, and is fully incorporated by reference as though copied into this ordinance in its entirety. The material contained in such code shall not be included in the formal municipal codification of ordinances but shall be maintained as a public record in the office of the City Secretary and will be available for public inspection and copying during regular business hours.

### SECTION 11.

The **2012 Edition** of the International Plumbing Code with 2012 COG Amendments is hereby amended by the adoption of those local amendments shown on Exhibit "E" attached hereto and incorporated by reference.

### SECTION 12.

The **2012 Edition** of the Fuel Gas Code with 2012 COG Amendments is hereby adopted as the official fuel gas code of the City of Ovilla, Texas, and is fully incorporated by reference as though copied into this ordinance in its entirety. The material contained in such code shall not be included in the formal municipal codification of ordinances but shall be maintained as a public record in the office of the City Secretary and will be available for public inspection and copying during regular business hours.

### SECTION 13.

The **2012 Edition** of the Fuel Gas Code with 2012 COG Amendments is hereby amended by the adoption of those local amendments shown on Exhibit "F" attached hereto and incorporated by reference.

### SECTION 14.

The **2011 Edition** of the National Electric Code with 2011 COG Amendments is hereby adopted as the official electric code of the City of Ovilla, Texas, and is fully incorporated by reference as though copied into this ordinance in its entirety. The material contained in such code shall not be included in the formal municipal codification of ordinances but shall be maintained as a public record in the office of the City Secretary and will be available for public inspection and copying during regular business hours.

### SECTION 15.

The **2011 Edition** of the National Electric Code with 2011 COG Amendments is hereby amended by the adoption of those local amendments shown on Exhibit "G" attached hereto and incorporated by reference.

### SECTION 16.

The Local Amendments adopted in this ordinance, although fully adopted and incorporated herein by reference, shall not be included in the formal municipal codification of ordinances. These Local Amendments shall be maintained as a public record in the office of the City Secretary and the building official. These amendments will be available for public inspection

**ORDINANCE 2016-05**

and copying during regular business hours. The purpose of maintaining these records separate and apart from the municipal codification is to avoid the inclusion of detailed technical construction materials, subject to frequent change, which would unreasonably lengthen the Code.

**SECTION 17.**

This ordinance shall be cumulative of all provisions of ordinances and of the Code of Ordinances of the City of Ovilla, Texas, as amended, except where the provisions of this ordinance are in direct conflict with the provisions of such ordinances and such Code, in which event the conflicting provisions of such ordinances and such Code are hereby repealed.

**SECTION 18.**

It is hereby declared to be the intention of the City Council that the phrases, clauses, sentences, paragraphs, and sections of this ordinance are severable, and if any phrase, clause sentence, paragraph or section of this ordinance shall be declared unconstitutional by the valid judgment or decree of any court of competent jurisdiction, such unconstitutionality shall not affect any of the remaining phrases, clauses, sentences, paragraphs and sections of this ordinance, since the same would have been enacted by the City Council without the incorporation in this ordinance of any such unconstitutional phrase, clause, sentence, paragraph or section.

**SECTION 19.**

Any person, firm or corporation who violates, disobeys, omits, neglects or refuses to comply with or who resists the enforcement of any of the provisions of this Ordinance shall be fined no more than Two Thousand Dollars and no cents (\$2,000.00) for all violations involving zoning, fire safety or public health and sanitation, including dumping or refuse, and shall be fined not more than Five Hundred Dollars and no cents (\$500.00) for all other violations of this Ordinance. Each day that a violation is permitted to exist shall constitute a separate offense.

**SECTION 20.**

This ordinance shall be in full force and effect from and after its passage, and it is so ordained.

**PASSED AND APPROVED ON THIS \_\_\_\_ DAY OF \_\_\_\_\_.**

\_\_\_\_\_  
Richard Dormier, Mayor

ATTEST:

\_\_\_\_\_  
Pamela Woodall, City Secretary

\_\_\_\_\_  
Ron G. MacFarlane, Jr., City Attorney

## ORDINANCE 2016-05

### Exhibit "A" Local Amendments to 2012 International Fire Code

1. Ovilla's Residential sprinkler requirement will remain in place. (Chapter 5 and A4.001)

### Exhibit "B" Local Amendments to 2012 International Building Code

1. A provision to apply for a fill-dirt/grading plan to be supplied by the property owner, builder or developer of a vacant lot or undeveloped property.
2. Definitions:
  - a. Fill. Deposition of earth materials by artificial means.
  - b. Grading. An excavation or fill or combination thereof.
3. No grading shall be performed without first having obtained a permit therefore from the building official. A grading permit does not include the construction of retaining walls or other structures.
  - a. Permit shall include site plan and any construction plans.
  - b. Permit is valid for 90-days
  - c. A one-time 90-day extension may be granted by the building official.
  - d. Property is to be graded to prevent soil from leaving property and property is to be properly maintained according to *City of Ovilla Article 6.04 Weeds and Brush*.
  - e. All fill dirt is to be Clean Fill as defined herein. Wood, trash, brush or other any foreign debris is not allowed. ("Clean Fill" means natural, non-clay soil or earthen materials consisting of soils, stones or rocks or a combination of these materials.)

### Exhibit "C" Local Amendments to 2012 International HVAC/Mechanical Code

1. Ovilla's hard duct requirement will remain. (Section 3.02.273 of the current code)

### Exhibit "D" Local Amendments to 2012 International Residential Code

1. There is none specific.

### Exhibit "E" Local Amendments to 2012 International Plumbing Code

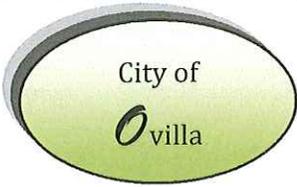
1. There is none specific.

### Exhibit "F" Local Amendments to 2012 Fuel Gas Code

1. There is none specific.

### Exhibit "G" Local Amendments to 2011 National Electrical Code

1. There is none specific.



# Ovilla City Council

## AGENDA ITEM REPORT

Item: 6

Meeting Date: March 14, 2016

Department: Administration

Discussion  Action

Budgeted Expense:  YES  NO  N/A

Submitted By: Dennis Burn

Amount: \$N/A

Reviewed By:  City Manager  City Secretary  City Attorney

Accountant  Other

**Attachments:**

N/A

**Agenda Item / Topic:**

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

**Discussion / Justification:**

**Recommendation / Staff Comments:**

**Sample Motion(s):**

*I move that Council APPROVE/DENY...*