

CITY OF OVILLA

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

Tom Leverentz, Mayor

Doug Hunt, Place Four
Richard Dormier, Mayor Pro-Tem/Place Five
Randy Whiteman, City Administrator

*Ov*illa City Council Agenda

105 S. Cockrell Hill Road, Ovilla, TX 75154

Monday, July 23, 2012

7:00 P.M.

Council Chamber Room

Pursuant to the provisions of Chapter 551 VTCA Government Code, NOTICE is hereby given of a Regular Meeting of the City Council of the City of Ovilla, to be held on Monday, July 23, 2012 at 7:00 P.M. in the City Hall Council Chamber Room, 105 S. Cockrell Hill Road, Ovilla, Texas, 75154, for the purpose of considering the following items.

I. CALL TO ORDER

- ◆ Invocation
- ◆ Pledge of Allegiance

II. COMMENTS, PRESENTATIONS, ANNOUNCEMENTS & REPORTS

◆ **Citizen Comments**

The City Council welcomes comments from Citizens. Those wishing to speak must sign in before the meeting begins. Speakers may speak on any topic, whether on the agenda or not. The City Council cannot act upon, discuss issues raised, or make any decision 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 Chief M. Moon
 - ◆ Monthly Report
- ◆ Fire Department Assistant Chief P. Brancato
 - ◆ Monthly Report
- ◆ Public Works Director B. Piland
 - ◆ Monthly Report
- ◆ Finance Department Accountant S. Jungman
 - ◆ Monthly Financials
 - ◆ Reserve Fund Balance Calculations/Quarter Ending 06/30/2012
 - ◆ Monthly Municipal Court Report
- ◆ Administration City Administrator R. Whiteman
 - ◆ Monthly Reports – Code Enforcement/Animal Control

III. CONSENT AGENDA

- ◆ Financial transactions
- ◆ Quarterly Investment Report
- ◆ Minutes of the May 29, 2012 Council Meeting

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.

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IV. REGULAR AGENDA

- ITEM 1.** **Discussion/Action** – Council will receive a presentation from Ms Bobbi Bilnoski on long range planning. Council will consider directing staff to advertise for RFQ's for long-term planning.
- ITEM 2.** **Discussion/Action** – Consider Ordinance 2012-003, repealing Chapter 1, Division 3 "Purchasing Procedures" of the Ovilla Code of Ordinances and adopting in place thereof the Ovilla Policy and Procedures Guide to Purchasing.
- ITEM 3.** **Discussion/Action** – Consider Ordinance 2012-004 updating the Ovilla Code of Ordinances, Chapter 9, Article 9.05, Division 2, Ovilla Police Department.
- ITEM 4.** **Discussion/Action** – Consider the use of Undesignated Fund Balance of the current Unrestricted Funds. (Technology upgrades)
- ITEM 5.** **Discussion/Action** – Consider nomination and appointments/reappointments to the Capital Improvements Projects Committee.
- ITEM 7.** **Discussion/Action** – Consider Resolution 2012-010 adopting a Council Ethics Policy, drafted by City Attorney Ron MacFarlane.

TABLED ITEM(S) from the May 14, 2012 Council Meeting

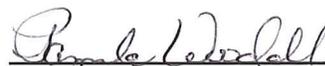
- ITEM 1.** **Discussion/Action** – Consider Resolution 2012-006, repealing Resolution 2010-013 in its entirety, which established a policy on Council Governance Process and Rules of Procedure, to include the Procedures on the Hearing of Complaints for the City of Ovilla City Council.
- Presented by the City Administrator
 - Consider motion to remove item from table-
 - Consider Action on Item

V. EXECUTIVE SESSION

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

VI. ADJOURNMENT

This is to certify that a copy of the Notice of the Regular City Council Meeting for July 23, 2012, was posted on the bulletin board at City Hall, 105 S. Cockrell Hill Road, Ovilla, on the 20th day of July 2012 prior to 6:00 p.m.


Pamela Woodall
City Secretary

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CERTIFICATION: I hereby certify that the Ovilla City Council Agenda was removed from the City Hall Bulletin Board, located at 105 S. Cockrell Hill Road, Ovilla, TX 75154, (a place accessible to the public at all times) on the _____ day of _____ 2012, at _____ am/pm, after having been posted for at least 72 continuous hours preceding the scheduled time of the posted meeting. _____

Pam Woodall, City Secretary

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

OVILLA POLICE DEPARTMENT

105 S. Cockrell Hill Rd.

Ovilla, TX 75154

(972) 617-7262

Mayor Tom Leverentz, Mr. Randy Whiteman,
and the Ovilla City Council

Subject: Police Department Monthly Activity Report:

Jun-12	YTD
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<u>Calls For Service</u>	<u>Total</u>	<u>Total</u>
ACCIDENT	5	13
ALARMS	12	92
ARREST	1	10
ASSAULT	0	0
ASSISTS: Agency/Unit: 24 EMS/Fire: 3 Motorist: 4	31	198
BLDG / HOUSE SECURITY CHECK	1453	8896
BURGLARY	0	3
BURGLARY OF MOTOR VEHICLE	0	2
CRIMINAL MISCHIEF	1	2
DISTURBANCE	4	26
NEIGHBORHOOD CHECK	1718	9737
OTHER CALLS FOR SERVICE	63	465
SUSPICIOUS PERSON	3	33
SUSPICIOUS VEHICLE	10	55
THEFT	0	9
TRAFFIC ASSIGNMENT	44	295
TOTAL CALLS FOR SERVICE	3345	19836
RESERVE OFFICER HOURS	11.5	11.5
AVERAGE RESPONSE TIME (MINUTES)	5	4.43
TRAFFIC STOP (WARNINGS)	73	309
CITATIONS	39	211
TOTAL	112	520
PERCENT OF STOPS RECEIVING CITATIONS	34.8	40.6

OVILLA PD VEHICLE MILEAGE									
October-11		November-11		December-11		January-12		February-12	
Unit #	Beginning	Ending	Accrued	Unit #	Beginning	Ending	Accrued	Unit #	Beginning
100	41943	43207	1264	100	43207	44765	1558	100	43207
101	110758	112163	1405	101	112163	113174	1011	101	112163
102	50237	51292	1055	102	51292	52317	1025	102	51292
103	40304	41557	1253	103	41557	42384	827	103	41557
104	12171	14880	2709	104	14880	17477	2597	104	14880
December-11				January-12					
Unit #	Beginning	Ending	Accrued	Unit #	Beginning	Ending	Accrued	Unit #	Beginning
100	44765	46041	1276	100	46041	46750	709	100	46041
101	113174	114058	884	101	114058	114504	446	101	114058
102	52317	53215	898	102	53215	54104	889	102	53215
103	42384	43384	1000	103	43384	45540	2156	103	43384
104	17477	19769	2292	104	19769	22414	2645	104	19769
February-12				March-12					
Unit #	Beginning	Ending	Accrued	Unit #	Beginning	Ending	Accrued	Unit #	Beginning
100	46750	48024	1274	100	48024	49472	1448	100	48024
101	114504	115745	1241	101	115745	117706	1961	101	115745
102	54104	54980	876	102	54980	55610	630	102	54980
103	45540	47051	1511	103	47051	48658	1607	103	47051
104	22414	24970	2556	104	24970	27358	2388	104	24970
April-12				May-12					
Unit #	Beginning	Ending	Accrued	Unit #	Beginning	Ending	Accrued	Unit #	Beginning
100	49472	50794	1322	100	50794	52169	1375	100	50794
101	117706	118938	1232	101	118938	120445	1507	101	118938
102	55610	56837	1227	102	56837	58087	1250	102	56837
103	48658	51315	2657	103	51315	54274	2959	103	51315
104	27358	29002	1644	104	29002	30278	1276	104	29002
June-12				July-12					
Unit #	Beginning	Ending	Accrued	Unit #	Beginning	Ending	Accrued	Unit #	Beginning
100	52169	53194	1025	100	53194	53194	-53194	100	53194
101	120445	122230	1785	101	122230	122230	-122230	101	122230
102	58087	59570	1483	102	59570	59570	-59570	102	59570
103	54274	56996	2722	103	56996	56996	-56996	103	56996
104	30278	32010	1732	104	32010	32010	-32010	104	32010

OVILLA FIRE DEPARTMENT

June 2012 MONTHLY REPORT

TOTAL RESPONSES TO FIRES:

Automatic Fire Alarm	3	Disregard/Other/Misc.	5
Brush/Grass Fires	1	Public Service Assist	1
Carbon Monoxide Alarm	0	Air/Rehab	1
Emergency Medical Service	25	Structure Fire	0
Hazardous Condition	1	Trash Burning	1
Investigation of Smoke/Odor	0	Fill in/ move up	0
Lockout	0	Vehicle Fire	0
Motor Vehicle Collision	0	Controlled Burning	1

STRUCTURE FIRES:

ADDRESS	DISTRICT
217 Longhorn	Waxahachie

EMS RESPONSES:

Motor Vehicle Accidents	1
Medical Emergencies	24
Basic Life Support Given (BLS)	18
Advanced Life Support Given ALS)	6
Public Service Assist	1

MONTHLY STATISTICS:

Total Fire & EMS Responses	39	Total Gasoline Consumption	72.06
Total Fire/EMS Training Hours	20	Total Diesel Consumption	98.041
Total Personnel Attending Fire/EMS Schools	0	Approximate City Water Consumption in Gallons	10,000
Total Apparatus Training Hours	4	Extra Station Duty Hours	50
Total Donations Received	0		

City of Ovilla Fire Department

Incident Type Report (Summary)

Alarm Date Between {06/01/2012} And {06/30/2012}

Incident Type	Count	Pct of Incidents	Total Est Loss	Pct of Losses
1 Fire				
111 Building fire	1	2.56%	\$0	0.00%
143 Grass fire	1	2.56%	\$0	0.00%
151 Outside rubbish, trash or waste fire	1	2.56%	\$0	0.00%
	3	7.69%	\$0	0.00%
3 Rescue & Emergency Medical Service Incident				
311 Medical assist, assist EMS crew	8	20.51%	\$0	0.00%
321 EMS call, excluding vehicle accident with	16	41.02%	\$0	0.00%
324 Motor Vehicle Accident with no injuries	1	2.56%	\$0	0.00%
	25	64.10%	\$0	0.00%
4 Hazardous Condition (No Fire)				
440 Electrical wiring/equipment problem, Other	1	2.56%	\$0	0.00%
	1	2.56%	\$0	0.00%
5 Service Call				
554 Assist invalid	1	2.56%	\$0	0.00%
	1	2.56%	\$0	0.00%
6 Good Intent Call				
611 Dispatched & cancelled en route	5	12.82%	\$0	0.00%
631 Authorized controlled burning	1	2.56%	\$0	0.00%
	6	15.38%	\$0	0.00%
7 False Alarm & False Call				
700 False alarm or false call, Other	1	2.56%	\$0	0.00%
735 Alarm system sounded due to malfunction	1	2.56%	\$0	0.00%
745 Alarm system activation, no fire -	1	2.56%	\$0	0.00%
	3	7.69%	\$0	0.00%

Total Incident Count: 39

Total Est Loss: \$0

City of Ovilla Fire Department
Avg Resp Time of the First Arriving Unit
Alarm Date Between {06/01/2012} And {06/30/2012}
and District In "OVILA"

Total Inc.

Incident#	Unit	Date	Alm Time	Arr Time	Response Code	Response
12-0000261	703 Rescue Truck	06/01/2012	13:21:19	13:28:59	Emergency	00:07:40
12-0000262	STA1 Standby at Station 1	06/01/2012	22:26:00	22:34:14	Emergency	00:08:14
12-0000265	703 Rescue Truck	06/03/2012	04:04:55	04:15:11	Emergency	00:10:16
12-0000267	STA1 Standby at Station 1	06/04/2012	01:02:00	01:11:25	Emergency	00:09:25
12-0000273	704 Engine	06/07/2012	21:08:43	21:15:54	Emergency	00:07:11
12-0000275	703 Rescue Truck	06/08/2012	09:46:43	09:49:16	Emergency	00:02:33
12-0000276	703 Rescue Truck	06/08/2012	17:11:32	17:21:07	Emergency	00:09:35
12-0000277	STA1 Standby at Station 1	06/09/2012	08:31:00	08:36:00	Emergency	00:05:00
12-0000278	STA1 Standby at Station 1	06/09/2012	17:24:32	17:26:18	Emergency	00:01:46
12-0000279	703 Rescue Truck	06/10/2012	12:17:35	12:24:37	Emergency	00:07:02
12-0000280	703 Rescue Truck	06/11/2012	18:10:00	18:13:59	Emergency	00:03:59
12-0000284	704 Engine	06/13/2012	19:06:00	19:13:00	Emergency	00:07:00
12-0000286	STA1 Standby at Station 1	06/15/2012	19:01:23	19:07:24	Emergency	00:06:01
12-0000287	703 Rescue Truck	06/19/2012	16:36:52	16:40:13	Emergency	00:03:21
12-0000288	703 Rescue Truck	06/21/2012	09:58:00	10:03:00	Emergency	00:05:00
12-0000289	703 Rescue Truck	06/22/2012	11:35:34	11:38:51	Emergency	00:03:17
12-0000290	703 Rescue Truck	06/22/2012	11:17:00	11:34:54	Emergency	00:17:54
12-0000291	703 Rescue Truck	06/23/2012	21:15:00	21:20:46	Emergency	00:05:46
12-0000292	703 Rescue Truck	06/24/2012	20:26:00	20:32:00	Emergency	00:06:00
12-0000294	703 Rescue Truck	06/26/2012	08:26:00	08:31:05	Emergency	00:05:05
12-0000295	703 Rescue Truck	06/27/2012	07:23:00	07:28:13	Emergency	00:05:13
12-0000296	703 Rescue Truck	06/27/2012	18:36:00	18:41:48	Emergency	00:05:48
12-0000299	704 Engine	06/30/2012	16:33:43	16:46:46	Emergency	00:13:03

Overall Average Response Time: 00:06:47

City of Ovilla Fire Department

Avg Resp Time of the First Arriving Unit

Alarm Date Between {06/01/2012} And {06/30/2012}
and Type = 11 for Eng or 12 for Ladder In "11
", "16 " and District In "OVILA"

Fire Inc.

Incident#	Unit	Date	Alm Time	Arr Time	Response Code	Response
12-0000262	744 Brush Truck	06/01/2012	22:26:00	22:34:14	Emergency	00:08:14
12-0000273	704 Engine	06/07/2012	21:08:43	21:15:54	Emergency	00:07:11
12-0000277	704 Engine	06/09/2012	08:31:00	08:36:00	Emergency	00:05:00
12-0000284	704 Engine	06/13/2012	19:06:00	19:13:00	Emergency	00:07:00
12-0000299	704 Engine	06/30/2012	16:33:43	16:46:46	Emergency	00:13:03
Overall Average Response Time:						00:08:06

City of Ovilla Fire Department

Avg Resp Time of the First Arriving Unit

EMS Inc.

Alarm Date Between {06/01/2012} And {06/30/2012}
 and Type = 11 for Eng or 12 for Ladder = "70 "
 and District In "OVILA"

Incident#	Unit	Date	Alm Time	Arr Time	Response Code	Response
12-0000261	703 Rescue Truck	06/01/2012	13:21:19	13:28:59	Emergency	00:07:40
12-0000265	703 Rescue Truck	06/03/2012	04:04:55	04:15:11	Emergency	00:10:16
12-0000267	703 Rescue Truck	06/04/2012	01:02:00	01:11:25	Emergency	00:09:25
12-0000275	703 Rescue Truck	06/08/2012	09:46:43	09:49:16	Emergency	00:02:33
12-0000276	703 Rescue Truck	06/08/2012	17:11:32	17:21:07	Emergency	00:09:35
12-0000278	703 Rescue Truck	06/09/2012	17:24:32	17:26:18	Emergency	00:01:46
12-0000279	703 Rescue Truck	06/10/2012	12:17:35	12:24:37	Emergency	00:07:02
12-0000280	703 Rescue Truck	06/11/2012	18:10:00	18:13:59	Emergency	00:03:59
12-0000286	703 Rescue Truck	06/15/2012	19:01:23	19:07:24	Emergency	00:06:01
12-0000287	703 Rescue Truck	06/19/2012	16:36:52	16:40:13	Emergency	00:03:21
12-0000288	703 Rescue Truck	06/21/2012	09:58:00	10:03:00	Emergency	00:05:00
12-0000289	703 Rescue Truck	06/22/2012	11:35:34	11:38:51	Emergency	00:03:17
12-0000290	703 Rescue Truck	06/22/2012	11:17:00	11:34:54	Emergency	00:17:54
12-0000291	703 Rescue Truck	06/23/2012	21:15:00	21:20:46	Emergency	00:05:46
12-0000292	703 Rescue Truck	06/24/2012	20:26:00	20:32:00	Emergency	00:06:00
12-0000294	703 Rescue Truck	06/26/2012	08:26:00	08:31:05	Emergency	00:05:05
12-0000295	703 Rescue Truck	06/27/2012	07:23:00	07:28:13	Emergency	00:05:13
12-0000296	703 Rescue Truck	06/27/2012	18:36:00	18:41:48	Emergency	00:05:48

Overall Average Response Time: 00:06:26

City of Ovilla Fire Department

Year-to-date Incident Participation

**Activity Date Between {06/01/2012} And
{06/30/2012} and Career = "2 "**

Staff Id/Name	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	Percent
741 Bailey, Randall S.	0	0	0	0	0	8	0	0	0	0	0	0	8	29.62
749 Chapman, John Daniel	0	0	0	0	0	6	0	0	0	0	0	0	6	22.22
740 Espinosa, Anthony	0	0	0	0	0	3	0	0	0	0	0	0	3	11.11
750 Guffey, Nicholas Ray	0	0	0	0	0	1	0	0	0	0	0	0	1	3.70
713 Holt, William Neal	0	0	0	0	0	1	0	0	0	0	0	0	1	3.70
716 Leverentz, Thomas G	0	0	0	0	0	15	0	0	0	0	0	0	15	55.55
707 Martinez, Erick I	0	0	0	0	0	7	0	0	0	0	0	0	7	25.92
724 O'Brien, Steve G	0	0	0	0	0	10	0	0	0	0	0	0	10	37.03
711 Sidler, Joni L	0	0	0	0	0	3	0	0	0	0	0	0	3	11.11
722 Spencer, Everett H	0	0	0	0	0	14	0	0	0	0	0	0	14	51.85
714 Tennery, Colin P.	0	0	0	0	0	10	0	0	0	0	0	0	10	37.03
717 Witherspoon, Jacki D	0	0	0	0	0	8	0	0	0	0	0	0	8	29.62

Total Runs by Month											
Jan	0	Feb	0	Mar	0	Apr	0	May	0	Jun	27
Jul	0	Aug	0	Sep	0	Oct	0	Nov	0	Dec	0

Grand Total Runs: 27

City of Ovilla Fire Department

Staff with No Activities

Date >= {06/01/2012} a

Staff Member	Staff ID	Status	Status Date	Rank	Station
Bell, Warren J	726	VO	03/16/2010	FFE	1
Blanchet, Shawn M.	738	VO	11/24/2009	FF	1
Graham, Justin L.	723	VO	01/18/2011	PR	1
Hanson, Jim L.	706	VO	06/06/2012	FF	1
Jungman, Michael L	746	VO	09/01/2011	PR	1
Mentzel, Clinton Ray	737	VO	11/01/2011	PR	1
Moore, Chad D	735	PT	05/08/2006	FFP	1
Velasquez, Adrian C.	745	VO	11/24/2009	FFI	1
Weaver, Ryan Tyler	760	VO	11/01/2011	PR	1



DATE: July 18, 2012

TO: Honorable Mayor and City Council Members

FROM: Brad Piland Public Works Director

TOPIC: Public Works Monthly Report for June 2012

- Cleaned drainage ditch Red Oak Creek Rd
- Patched potholes - Thorntree, Suburban, Water, Cockrell Hill, Westmoreland, Joe Wilson
- Cleaned drainage from Suburban to Ashburn Glen
- Sewer Lift Station Repairs- pulled pump 1 at Heritage lift station, removed pump 1 from Highland Meadows lift station for repair, Pulled pump from Cumberland 3 times
- Pump Station - mow and weed eat
- Removed tree limbs from Cockrell Hill Road
- Cleaned ditches - Red Oak Creek Road
- Read Water meters, Service Disconnects and Reconnects
- Planted grass at Fire station
- Asphalt overlay Shadowwood and E. Highland
- Update marquee as needed
- Daily water maintenance residual and pressure test
- Heritage Park, Silver Spur Park and Baseball fields and park - tree and grass maintenance

- Repaired water leak at 605 Meadowlark, 507 Johnson Lane, West main, 120 Water St.,
- Removed old playground equipment from park and installed at Silver Spur Park
- Planted new tree in Heritage Park
- Repaired guardrail 900 block of Cockrell Hill Road
- ❖ Jimmy Bryan -
 - Serviced PD Units 101 & 103
 - Repaired JCB backhoe
 - Replaced water pump on patch truck
 - Repaired concrete saw

****Flushed Hydrants**

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

****Water plants at City Hall and park**



DATE: 07-23-2012

TO: Honorable Mayor and Council Members

FROM: Sharon Jungman

**SUBJECT: Financial Statements
As of June 30, 2012**

City of Ovilla General Fund
Profit & Loss Budget vs. Actual
 October 2011 through June 2012

	Oct '11 - Jun 12	Budget	\$ Over/(Under) Budget	% of Budget Thru June 75%
Income				
4000100 · Taxes				
4000105 · Ad Valorem, Current	1,223,859.83	1,222,000.00	1,859.83	100.15%
4000110 · Ad Valorem, Delinquent	14,922.30	13,000.00	1,922.30	114.79%
4000113 · Interest/Penalties - Prop Tax	8,490.26	10,000.00	(1,509.74)	84.9%
4000120 · Sales Tax	123,443.22	165,000.00	(41,556.78)	74.81%
4000125 · Sales Tax - Street Improvement	30,860.80	40,000.00	(9,139.20)	77.15%
4000130 · Franchise Tax	143,329.52	147,321.00	(3,991.48)	97.29%
Total 4000100 · Taxes	1,544,905.93	1,597,321.00	(52,415.07)	96.72%
4000200 · Licenses and Permits				
4000208 · Building Permits				
4000210 · Residential Building Permits	4,191.26	5,000.00	(808.74)	83.83%
4000213 · Fire Inspection Permits	1,050.00	750.00	300.00	140.0%
4000214 · Misc Building Permits	8,713.13	12,000.00	(3,286.87)	72.61%
Total 4000208 · Building Permits	13,954.39	17,750.00	(3,795.61)	78.62%
4000230 · Plan Review Fee	1,793.02	3,000.00	(1,206.98)	59.77%
4000260 · Alarm Permits	1,891.00	2,000.00	(109.00)	94.55%
4000270 · Animal Tag Fees	2,626.00	3,000.00	(374.00)	87.53%
4000272 · Impound Fees	790.00	1,250.00	(460.00)	63.2%
4000290 · Misc Licenses and Permits	1,040.00	1,200.00	(160.00)	86.67%
Total 4000200 · Licenses and Permits	22,094.41	28,200.00	(6,105.59)	78.35%
4000400 · Charges for Services				
4000325 · ESD #2	70,000.00	110,000.00	(40,000.00)	63.64%
4000330 · ESD #4	24,192.38	40,000.00	(15,807.62)	60.48%
4000411 · Copies and Maps	75.00	75.00	0.00	100.0%
4000415 · Police Reports	90.00	100.00	(10.00)	90.0%
4000420 · Park Lights	0.00	500.00	(500.00)	0.0%
4000440 · Oak Leaf Animal Control	1,330.00	2,000.00	(670.00)	66.5%
4000480 · Solid Waste (Garbage)	149,059.71	200,760.00	(51,700.29)	74.25%
4000490 · Misc Charges for Services	2,470.83	2,500.00	(29.17)	98.83%
Total 4000400 · Charges for Services	247,217.92	355,935.00	(108,717.08)	69.46%
4000500 · Fines and Forfeitures				
4000510 · Fines - Police	63,154.94	83,000.00	(19,845.06)	76.09%
4000520 · Fines - Animal Control	125.00	1,000.00	(875.00)	12.5%
4000525 · Fines - Code Enforcement	1,107.00	2,000.00	(893.00)	55.35%
4000590 · Misc Fines and Forfeitures	344.04	150.00	194.04	229.36%
Total 4000500 · Fines and Forfeitures	64,730.98	86,150.00	(21,419.02)	75.14%
4000800 · Other Revenue				
4000810 · Heritage Day	1,270.00	5,500.00	(4,230.00)	23.09%
4000820 · Water Tower Lease	65,833.86	80,716.00	(14,882.14)	81.56%
4000840 · Interest Earned	4,178.83	3,500.00	678.83	119.4%
4000861 · ESD #2 Cert Grant	972.23	971.00	1.23	100.13%
4000867 · HB3667 TX.Forest Service Grant	4,224.00	4,224.00	0.00	100.0%

City of Ovilla General Fund
Profit & Loss Budget vs. Actual
October 2011 through June 2012

	Oct '11 - Jun 12	Budget	\$ Over/(Under) Budget	% of Budget Thru June 75%
4000870 · Insurance Proceeds	159.59	160.00	(0.41)	99.74%
4000887 · HOA Revenue	1,006.00	1,015.00	(9.00)	99.11%
4000890 · Misc Other Revenue	2,481.48	4,000.00	(1,518.52)	62.04%
Total 4000800 · Other Revenue	80,125.99	100,086.00	(19,960.01)	80.06%
4000900 · Transfers In				
4000925 · Transfer In - 4B-EDC	0.00	2,500.00	(2,500.00)	0.0%
4000930 · Transfer In From W&S Fund	60,986.00	121,972.00	(60,986.00)	50.0%
4000940 · Transfer in MDD Fund	0.00	500.00	(500.00)	0.0%
Total 4000900 · Transfers In	60,986.00	124,972.00	(63,986.00)	48.8%
Total Income	2,020,061.23	2,292,664.00	(272,602.77)	88.11%
Gross Profit	2,020,061.23	2,292,664.00	(272,602.77)	88.11%
Expense				
10 · Administration				
5101100 · Salaries & Wages				
5101110 · City Administrator	43,675.70	62,034.00	(18,358.30)	70.41%
5101115 · City Secretary	22,355.71	32,075.00	(9,719.29)	69.7%
5101117 · City Accountant	23,380.60	34,625.00	(11,244.40)	67.53%
5101120 · Part Time- Admin. Support	3,243.63	7,566.00	(4,322.37)	42.87%
Total 5101100 · Salaries & Wages	92,655.64	136,300.00	(43,644.36)	67.98%
5102100 · Employee Benefits				
5102110 · Group Insurance	13,123.42	19,480.00	(6,356.58)	67.37%
5102135 · TMRS	6,465.87	8,750.00	(2,284.13)	73.9%
5102160 · Worker's Compensation	413.50	550.00	(136.50)	75.18%
5102170 · Payroll Taxes	2,147.26	3,250.00	(1,102.74)	66.07%
5102180 · Unemployment Taxes	0.00	1,000.00	(1,000.00)	0.0%
5102196 · Indiv. Membership Dues	427.00	600.00	(173.00)	71.17%
Total 5102100 · Employee Benefits	22,577.05	33,630.00	(11,052.95)	67.13%
5102200 · Special Services				
5102210 · Tax Assessing & Collecting Fees	1,757.00	1,760.00	(3.00)	99.83%
5102220 · Tax Appraisal Fee	8,705.66	13,300.00	(4,594.34)	65.46%
5102230 · Legal Fees	11,249.61	30,000.00	(18,750.39)	37.5%
5102240 · Audit	6,120.00	6,120.00	0.00	100.0%
5102250 · Accounting	1,172.67	1,500.00	(327.33)	78.18%
5102260 · Engineering Fees	0.00	1,000.00	(1,000.00)	0.0%
Total 5102200 · Special Services	29,004.94	53,680.00	(24,675.06)	54.03%
5102300 · Contractual Services				
5102310 · Consultant Fees	15,773.80	20,000.00	(4,226.20)	78.87%
Total 5102300 · Contractual Services	15,773.80	20,000.00	(4,226.20)	78.87%
5102500 · Operating Services				
5102530 · Custodial Service Contract	2,385.00	3,200.00	(815.00)	74.53%

City of Ovilla General Fund
Profit & Loss Budget vs. Actual
October 2011 through June 2012

	Oct '11 - Jun 12	Budget	\$ Over/(Under) Budget	% of Budget Thru June 75%
Total 5102500 · Operating Services	2,385.00	3,200.00	(815.00)	74.53%
5102600 · Special Expenses				
5102610 · Election - Payroll	770.00	850.00	(80.00)	90.59%
5102620 · Election - Supplies	2,633.53	2,700.00	(66.47)	97.54%
5102630 · Election Meeting Expense	21.17	100.00	(78.83)	21.17%
5102650 · Codification Book Update	2,325.00	2,000.00	325.00	116.25%
Total 5102600 · Special Expenses	5,749.70	5,650.00	99.70	101.77%
5103100 · General Supplies				
5103110 · Office Supplies	2,963.98	7,000.00	(4,036.02)	42.34%
5103140 · Uniforms	228.32	300.00	(71.68)	76.11%
Total 5103100 · General Supplies	3,192.30	7,300.00	(4,107.70)	43.73%
5103400 · Maintenance Supplies / Parts				
5103410 · Supplies - Custodial	656.95	1,500.00	(843.05)	43.8%
5103440 · Maintenance Agreement Expense	135.00	900.00	(765.00)	15.0%
5103460 · Miscellaneous	10.76	200.00	(189.24)	5.38%
Total 5103400 · Maintenance Supplies / Parts	802.71	2,600.00	(1,797.29)	30.87%
5104200 · Travel Expenses				
5104210 · Travel - Local	229.86	500.00	(270.14)	45.97%
5104220 · Professional Development	4,155.35	5,000.00	(844.65)	83.11%
5104222 · Professional Develop - Council	1,006.93	1,550.00	(543.07)	64.96%
5104225 · City Council Meal Expense	0.00	770.00	(770.00)	0.0%
5104230 · Professional Develop - In-House	82.23	100.00	(17.77)	82.23%
Total 5104200 · Travel Expenses	5,474.37	7,920.00	(2,445.63)	69.12%
5105200 · Data Processing Expenses				
5105230 · Data Proc-Maintenance & Repair	2,330.68	4,500.00	(2,169.32)	51.79%
5105240 · Data Processing - Software	7,151.29	11,350.00	(4,198.71)	63.01%
Total 5105200 · Data Processing Expenses	9,481.97	15,850.00	(6,368.03)	59.82%
5105300 · Printing Expense				
5105310 · Copier Expense	2,050.10	4,000.00	(1,949.90)	51.25%
5105320 · Printing - Newsletters	2,018.91	4,800.00	(2,781.09)	42.06%
5105330 · Printing - Forms	395.33	1,800.00	(1,404.67)	21.96%
5105350 · Printing - Other	80.00	500.00	(420.00)	16.0%
Total 5105300 · Printing Expense	4,544.34	11,100.00	(6,555.66)	40.94%
5105400 · Utilities				
5105410 · Telephone	896.41	1,200.00	(303.59)	74.7%
5105415 · Cellular Phone	743.23	1,000.00	(256.77)	74.32%
5105417 · Internet	551.65	750.00	(198.35)	73.55%
5105450 · Electricity	37,181.43	80,000.00	(42,818.57)	46.48%
Total 5105400 · Utilities	39,372.72	82,950.00	(43,577.28)	47.47%
5105500 · Repairs & Bldg Improvements				

City of Ovilla General Fund
Profit & Loss Budget vs. Actual
October 2011 through June 2012

	Oct '11 - Jun 12	Budget	\$ Over/(Under) Budget	% of Budget Thru June 75%
5105520 · Repairs - Buildings	2,014.40	11,200.00	(9,185.60)	17.99%
5105540 · Repairs - Machinery & Equipment	226.66	1,000.00	(773.34)	22.67%
5105590 · Repairs - Other	0.00	500.00	(500.00)	0.0%
Total 5105500 · Repairs & Bldg Improvements	2,241.06	12,700.00	(10,458.94)	17.65%
5105600 · Insurance				
5105610 · Insurance - Property	1,669.00	2,500.00	(831.00)	66.76%
5105620 · Insurance - Liability	363.75	500.00	(136.25)	72.75%
5105630 · Insurance - Fidelity Bond	437.50	500.00	(62.50)	87.5%
5105635 · Public Officials Surety Bonds	0.00	900.00	(900.00)	0.0%
Total 5105600 · Insurance	2,470.25	4,400.00	(1,929.75)	56.14%
5105700 · Other Expenses				
5105705 · Postage	1,942.23	6,000.00	(4,057.77)	32.37%
5105710 · Cash - Over/Short	0.00	10.00	(10.00)	0.0%
5105725 · Records Management Expense	0.00	1,000.00	(1,000.00)	0.0%
5105730 · City - Memberships	1,345.00	2,100.00	(755.00)	64.05%
5105740 · Legal Notices/Advertisement	1,257.83	5,000.00	(3,742.17)	25.16%
5105752 · Pre-Employment Screening	0.00	300.00	(300.00)	0.0%
5105760 · Bank Service Charge	5.00	25.00	(20.00)	20.0%
5105764 · Filing Fees	0.00	250.00	(250.00)	0.0%
5105765 · Miscellaneous	332.92	2,000.00	(1,667.08)	16.65%
Total 5105700 · Other Expenses	4,882.98	16,685.00	(11,802.02)	29.27%
5106400 · Minor Capital Outlay				
5106440 · Machinery & Equipment	0.00	2,000.00	(2,000.00)	0.0%
5106465 · Furniture	0.00	500.00	(500.00)	0.0%
Total 5106400 · Minor Capital Outlay	0.00	2,500.00	(2,500.00)	0.0%
5107400 · Capitalized Assets				
5107470 · Audio & Visual Equipment	7,356.58	7,500.00	(143.42)	98.09%
Total 5107400 · Capitalized Assets	7,356.58	7,500.00	(143.42)	98.09%
5109000 · Reserves				
5109001 · Reserve for Contingency	1,893.36	86,561.00	(84,667.64)	2.19%
Total 5109000 · Reserves	1,893.36	86,561.00	(84,667.64)	2.19%
Total 10 · Administration	249,858.77	510,526.00	(260,667.23)	48.94%
20 · Police				
5201100 · Salaries & Wages				
5201120 · Police Chief	42,808.80	60,046.00	(17,237.20)	71.29%
5201143 · Command Staff	33,490.44	47,004.00	(13,513.56)	71.25%
5201150 · Certification Pay	1,689.41	2,400.00	(710.59)	70.39%
5201190 · Overtime	0.00	(2,000.00)	2,000.00	0.0%
Total 5201100 · Salaries & Wages	77,988.65	107,450.00	(29,461.35)	72.58%
5201400 · Support Salaries				

City of Ovilla General Fund
Profit & Loss Budget vs. Actual
October 2011 through June 2012

	Oct '11 - Jun 12	Budget	\$ Over/(Under) Budget	% of Budget Thru June 75%
5201405 · Support Staff	15,011.45	21,337.00	(6,325.55)	70.35%
5201410 · Patrol	167,172.86	235,978.00	(68,805.14)	70.84%
5201415 · Certification Pay	1,722.57	5,500.00	(3,777.43)	31.32%
5201490 · Overtime	2,268.62	9,600.00	(7,331.38)	23.63%
Total 5201400 · Support Salaries	186,175.50	272,415.00	(86,239.50)	68.34%
5202100 · Employee Benefits				
5202110 · Group Insurance	37,104.98	53,000.00	(15,895.02)	70.01%
5202135 · TMRS	13,892.92	18,650.00	(4,757.08)	74.49%
5202160 · Worker's Compensation	6,207.50	8,500.00	(2,292.50)	73.03%
5202170 · Payroll Taxes	3,889.35	5,300.00	(1,410.65)	73.38%
5202196 · Membership Dues	245.00	315.00	(70.00)	77.78%
Total 5202100 · Employee Benefits	61,339.75	85,765.00	(24,425.25)	71.52%
5202300 · Contractual Services				
5202355 · Contract Labor - Individual	0.00	500.00	(500.00)	0.0%
5202356 · Gingerbread House	1,000.00	1,000.00	0.00	100.0%
5202380 · Dispatch	12,395.00	13,550.00	(1,155.00)	91.48%
Total 5202300 · Contractual Services	13,395.00	15,050.00	(1,655.00)	89.0%
5202500 · Operating Services				
5202540 · Computer Maintenance	312.50	500.00	(187.50)	62.5%
5202560 · Internet Subscriptions	295.00	350.00	(55.00)	84.29%
Total 5202500 · Operating Services	607.50	850.00	(242.50)	71.47%
5202600 · Special Expenses				
5202675 · National Night Out	279.12	500.00	(220.88)	55.82%
Total 5202600 · Special Expenses	279.12	500.00	(220.88)	55.82%
5203100 · General Supplies				
5203110 · Office Supplies	811.12	1,500.00	(688.88)	54.08%
5203140 · Uniforms	1,220.81	1,400.00	(179.19)	87.2%
5203170 · Evidence Gathering	0.00	300.00	(300.00)	0.0%
Total 5203100 · General Supplies	2,031.93	3,200.00	(1,168.07)	63.5%
5203400 · Maintenance Supplies & Parts				
5203410 · Supplies - Custodial	198.50	500.00	(301.50)	39.7%
Total 5203400 · Maintenance Supplies & Parts	198.50	500.00	(301.50)	39.7%
5204200 · Travel Expenses				
5204210 · Travel - Local	5.00	300.00	(295.00)	1.67%
5204220 · Professional Development	0.00	500.00	(500.00)	0.0%
5204270 · Vehicle Expenses	19,144.22	24,000.00	(4,855.78)	79.77%
Total 5204200 · Travel Expenses	19,149.22	24,800.00	(5,650.78)	77.22%
5205200 · Data Processing Expenses				
5205220 · Data Proc - Equipment Rental	0.00	400.00	(400.00)	0.0%
5205240 · Data Processing - Software	18,326.00	18,325.00	1.00	100.01%

City of Ovilla General Fund
Profit & Loss Budget vs. Actual
 October 2011 through June 2012

	Oct '11 - Jun 12	Budget	\$ Over/(Under) Budget	% of Budget Thru June 75%
Total 5205200 · Data Processing Expenses	18,326.00	18,725.00	(399.00)	97.87%
5205300 · Printing Expenses				
5205310 · Copier Expense	1,070.70	1,500.00	(429.30)	71.38%
5205330 · Printing - Forms	0.00	600.00	(600.00)	0.0%
5205350 · Printing - Other	165.84	400.00	(234.16)	41.46%
Total 5205300 · Printing Expenses	1,236.54	2,500.00	(1,263.46)	49.46%
5205400 · Utilities				
5205410 · Telephone	965.41	1,400.00	(434.59)	68.96%
5205415 · Cellular Phone	1,079.20	1,700.00	(620.80)	63.48%
5205417 · Internet - PD	689.58	950.00	(260.42)	72.59%
5205420 · Wireless Cards	1,713.21	2,350.00	(636.79)	72.9%
Total 5205400 · Utilities	4,447.40	6,400.00	(1,952.60)	69.49%
5205500 · Repairs & Building Improvements				
5205520 · Repairs - Building	47.54	300.00	(252.46)	15.85%
5205540 · Repairs - Machinery & Equipment	85.00	700.00	(615.00)	12.14%
5205550 · Repairs - Vehicles	5,126.69	7,500.00	(2,373.31)	68.36%
Total 5205500 · Repairs & Building Improvements	5,259.23	8,500.00	(3,240.77)	61.87%
5205600 · Insurance				
5205610 · Insurance - Property	1,037.50	1,360.00	(322.50)	76.29%
5205620 · Insurance - Liability	3,801.75	5,400.00	(1,598.25)	70.4%
5205640 · Insurance - Vehicle	1,762.50	2,500.00	(737.50)	70.5%
Total 5205600 · Insurance	6,601.75	9,260.00	(2,658.25)	71.29%
5205700 · Other Expenses				
5205752 · Pre-Employment Screeing	265.00	600.00	(335.00)	44.17%
5205742 · Public Relations	12.00	100.00	(88.00)	12.0%
5205765 · Miscellaneous	1,870.28	1,800.00	70.28	103.9%
Total 5205700 · Other Expenses	2,147.28	2,500.00	(352.72)	85.89%
5206400 · Minor Capital Outlay				
5206440 · Machinery & Equipment	130.65	650.00	(519.35)	20.1%
5206445 · Personal Protective Equipment	0.00	2,000.00	(2,000.00)	0.0%
Total 5206400 · Minor Capital Outlay	130.65	2,650.00	(2,519.35)	4.93%
5207400 · Capitalized Assets				
5207450 · Vehicles	12,090.97	12,095.00	(4.03)	99.97%
5207400 · Capitalized Assets - Other	0.00	500.00	(500.00)	0.0%
Total 5207400 · Capitalized Assets	12,090.97	12,595.00	(504.03)	96.0%
Total 20 · Police	411,404.99	573,660.00	(162,255.01)	71.72%
25 · Municipal Court				
5251100 · Salaries & Wages				
5251140 · Municipal Judge	3,960.00	5,280.00	(1,320.00)	75.0%

City of Ovilla General Fund
Profit & Loss Budget vs. Actual
October 2011 through June 2012

	Oct '11 - Jun 12	Budget	\$ Over/(Under) Budget	% of Budget Thru June 75%
Total 5251100 · Salaries & Wages	3,960.00	5,280.00	(1,320.00)	75.0%
5251400 · Support Staff				
5251405 · Support Staff	19,809.60	27,945.00	(8,135.40)	70.89%
5251420 · Jury Fees	0.00	108.00	(108.00)	0.0%
5251425 · City Prosecutor	5,084.25	7,500.00	(2,415.75)	67.79%
5251490 · Overtime	818.02	1,000.00	(181.98)	81.8%
Total 5251400 · Support Staff	25,711.87	36,553.00	(10,841.13)	70.34%
5252100 · Employee Benefits				
5252110 · Group Insurance	4,868.91	6,492.00	(1,623.09)	75.0%
5252135 · TMRS	1,079.66	1,450.00	(370.34)	74.46%
5252160 · Worker's Compensation	81.00	125.00	(44.00)	64.8%
5252170 · Payroll Taxes	294.10	410.00	(115.90)	71.73%
5252196 · Membership Dues	0.00	80.00	(80.00)	0.0%
Total 5252100 · Employee Benefits	6,323.67	8,557.00	(2,233.33)	73.9%
5252300 · Contractual Services				
5252375 · Traffic Fines	34,008.36	36,500.00	(2,491.64)	93.17%
Total 5252300 · Contractual Services	34,008.36	36,500.00	(2,491.64)	93.17%
5252500 · Operating Services				
5252540 · Computer Maintenance	0.00	150.00	(150.00)	0.0%
Total 5252500 · Operating Services	0.00	150.00	(150.00)	0.0%
5253100 · General Supplies				
5253110 · Office Supplies	0.00	75.00	(75.00)	0.0%
5253140 · Uniforms	15.00	50.00	(35.00)	30.0%
Total 5253100 · General Supplies	15.00	125.00	(110.00)	12.0%
5254200 · Travel Expenses				
5254210 · Travel - Local	0.00	25.00	(25.00)	0.0%
5254220 · Professional Development	0.00	50.00	(50.00)	0.0%
Total 5254200 · Travel Expenses	0.00	75.00	(75.00)	0.0%
5255200 · Data Processing Expenses				
5255240 · Data Processing - SW Maint.	1,606.35	1,670.00	(63.65)	96.19%
Total 5255200 · Data Processing Expenses	1,606.35	1,670.00	(63.65)	96.19%
5255300 · Printing Expense				
5255350 · Printing - Other	143.61	150.00	(6.39)	95.74%
Total 5255300 · Printing Expense	143.61	150.00	(6.39)	95.74%
5255600 · Insurance				
5255620 · Insurance - Liability	187.50	275.00	(87.50)	68.18%
5255630 · Insurance - Fidelity Bond	0.00	50.00	(50.00)	0.0%
Total 5255600 · Insurance	187.50	325.00	(137.50)	57.69%

City of Ovilla General Fund
Profit & Loss Budget vs. Actual
 October 2011 through June 2012

	Oct '11 - Jun 12	Budget	\$ Over/(Under) Budget	% of Budget Thru June 75%
5255700 · Other Expenses				
5255752 · Pre-Employment Screening	0.00	100.00	(100.00)	0.0%
5255765 · Miscellaneous	0.00	75.00	(75.00)	0.0%
Total 5255700 · Other Expenses	0.00	175.00	(175.00)	0.0%
Total 25 · Municipal Court	71,956.36	89,560.00	(17,603.64)	80.34%
30 · Fire				
5301100 · Salaries & Wages				
5301125 · Fire Chief	40,353.14	56,632.00	(16,278.86)	71.26%
5301130 · Asst. Fire Chief	24,764.23	32,068.00	(7,303.77)	77.22%
Total 5301100 · Salaries & Wages	65,117.37	88,700.00	(23,582.63)	73.41%
5301400 · Support Salaries				
5301445 · Firefighter - Officer in Charge	24.00	300.00	(276.00)	8.0%
5301440 · Firefighters	130,797.25	184,700.00	(53,902.75)	70.82%
5301485 · Volunteer Incentive Program	7,015.00	10,000.00	(2,985.00)	70.15%
Total 5301400 · Support Salaries	137,836.25	195,000.00	(57,163.75)	70.69%
5302100 · Employee Benefits				
5302110 · Group Insurance	2,800.00	5,100.00	(2,300.00)	54.9%
5302135 · TMRS	3,454.02	4,550.00	(1,095.98)	75.91%
5302137 · Volunteer Retirement	2,520.00	4,500.00	(1,980.00)	56.0%
5302160 · Worker's Compensation	6,084.25	8,100.00	(2,015.75)	75.11%
5302170 · Payroll Taxes	10,975.04	14,400.00	(3,424.96)	76.22%
5302196 · Membership Dues	1,540.00	2,500.00	(960.00)	61.6%
Total 5302100 · Employee Benefits	27,373.31	39,150.00	(11,776.69)	69.92%
5302300 · Contractual Services				
5302310 · Consultant Fees	1,250.00	1,600.00	(350.00)	78.13%
5302380 · Dispatch	12,395.00	12,425.00	(30.00)	99.76%
5302385 · Emergency Transport Service	45,954.00	61,310.00	(15,356.00)	74.95%
Total 5302300 · Contractual Services	59,599.00	75,335.00	(15,736.00)	79.11%
5302500 · Operating Services				
5302510 · Maintenance Agreements	3,657.35	12,005.00	(8,347.65)	30.47%
5302540 · Computer Maintenance	522.50	2,000.00	(1,477.50)	26.13%
5302570 · Warning System Maintenance	780.00	780.00	0.00	100.0%
5302580 · Generator Maintenance	1,379.00	1,650.00	(271.00)	83.58%
Total 5302500 · Operating Services	6,338.85	16,435.00	(10,096.15)	38.57%
5302600 · Special Expenses				
5302675 · National Night Out	289.56	500.00	(210.44)	57.91%
Total 5302600 · Special Expenses	289.56	500.00	(210.44)	57.91%
5303100 · General Supplies				
5303110 · Office Supplies	1,186.22	2,000.00	(813.78)	59.31%

City of Ovilla General Fund
Profit & Loss Budget vs. Actual
 October 2011 through June 2012

	Oct '11 - Jun 12	Budget	\$ Over/(Under) Budget	% of Budget Thru June 75%
5303140 · Uniforms	2,946.74	4,000.00	(1,053.26)	73.67%
5303160 · Medical Supplies	5,343.15	5,500.00	(156.85)	97.15%
5303165 · Medical Support	118.56	1,000.00	(881.44)	11.86%
5303170 · Evidence Gathering	0.00	50.00	(50.00)	0.0%
5303175 · Education Aids	0.00	50.00	(50.00)	0.0%
Total 5303100 · General Supplies	9,594.67	12,600.00	(3,005.33)	76.15%
5303400 · Maintenance Supplies & Parts				
5303410 · Supplies - Custodial	2,166.47	2,900.00	(733.53)	74.71%
5303420 · Building Alarm Maintenance	0.00	420.00	(420.00)	0.0%
Total 5303400 · Maintenance Supplies & Parts	2,166.47	3,320.00	(1,153.53)	65.26%
5304200 · Travel Expenses				
5304220 · Professional Development	345.31	2,500.00	(2,154.69)	13.81%
5304240 · Medical Training	0.00	500.00	(500.00)	0.0%
5304270 · Vehicle Expenses	7,293.04	12,000.00	(4,706.96)	60.78%
Total 5304200 · Travel Expenses	7,638.35	15,000.00	(7,361.65)	50.92%
5305200 · Data Processing Expenses				
5305230 · Data Proc-Maintenance & Repair	224.99	1,250.00	(1,025.01)	18.0%
5305240 · Data Processing - Software	2,793.00	2,850.00	(57.00)	98.0%
Total 5305200 · Data Processing Expenses	3,017.99	4,100.00	(1,082.01)	73.61%
5305300 · Printing Expense				
5305310 · Copier Expense	2,332.49	3,300.00	(967.51)	70.68%
5305330 · Printing - Forms	0.00	200.00	(200.00)	0.0%
Total 5305300 · Printing Expense	2,332.49	3,500.00	(1,167.51)	66.64%
5305400 · Utilities				
5305410 · Telephone	1,639.22	2,100.00	(460.78)	78.06%
5305415 · Cellular Phone	2,892.50	4,000.00	(1,107.50)	72.31%
5305417 · Internet - Fire Dept.	1,241.22	1,750.00	(508.78)	70.93%
5305430 · Natural Gas	956.54	2,200.00	(1,243.46)	43.48%
Total 5305400 · Utilities	6,729.48	10,050.00	(3,320.52)	66.96%
5305500 · Repairs & Bldg Improvements				
5305520 · Repairs - Building	3,253.38	5,000.00	(1,746.62)	65.07%
5305540 · Repairs - Machinery & Equipment	6,415.24	19,500.00	(13,084.76)	32.9%
5305545 · Repairs - Apparatus	15,693.09	12,000.00	3,693.09	130.78%
5305550 · Repairs - Vehicles	3,209.77	3,500.00	(290.23)	91.71%
Total 5305500 · Repairs & Bldg Improvements	28,571.48	40,000.00	(11,428.52)	71.43%
5305600 · Insurance				
5305610 · Insurance - Property	39.75	55.00	(15.25)	72.27%
5305620 · Insurance - Liability	10,345.00	10,660.00	(315.00)	97.05%
5305640 · Insurance - Vehicle	7,691.91	11,718.00	(4,026.09)	65.64%
Total 5305600 · Insurance	18,076.66	22,433.00	(4,356.34)	80.58%

City of Ovilla General Fund
Profit & Loss Budget vs. Actual
 October 2011 through June 2012

	Oct '11 - Jun 12	Budget	\$ Over/(Under) Budget	% of Budget Thru June 75%
5305700 · Other Expenses				
5305705 · Postage	0.00	200.00	(200.00)	0.0%
5305752 · Pre-Employment Screening	510.00	700.00	(190.00)	72.86%
5305765 · Flags & Miscellaneous	0.00	250.00	(250.00)	0.0%
5305774 · ESD #2 Cert Grant Expense	248.48	971.00	(722.52)	25.59%
Total 5305700 · Other Expenses	758.48	2,121.00	(1,362.52)	35.76%
5306400 · Minor Capital Outlay				
5306440 · Machinery & Equipment	9,098.57	11,000.00	(1,901.43)	82.71%
5306445 · Personal Protective Equipment	17,083.06	20,500.00	(3,416.94)	83.33%
Total 5306400 · Minor Capital Outlay	26,181.63	31,500.00	(5,318.37)	83.12%
Total 30 · Fire	401,622.04	559,744.00	(158,121.96)	71.75%
40 · Community Services				
5401100 · Salaries & Wages				
5401135 · ACO/Code Enforcement Officer	24,213.81	34,200.00	(9,986.19)	70.8%
5401190 · Overtime	32.34	150.00	(117.66)	21.56%
Total 5401100 · Salaries & Wages	24,246.15	34,350.00	(10,103.85)	70.59%
5402100 · Employee Benefits				
5402110 · Group Insurance	3,500.00	4,492.00	(992.00)	77.92%
5402135 · TMRS	1,289.20	1,800.00	(510.80)	71.62%
5402160 · Worker's Compensation	231.75	325.00	(93.25)	71.31%
5402170 · Payroll Taxes	401.85	550.00	(148.15)	73.06%
5402190 · License	95.00	200.00	(105.00)	47.5%
Total 5402100 · Employee Benefits	5,517.80	7,367.00	(1,849.20)	74.9%
5402300 · Contractual Services				
5402315 · Contract Building Inspections	6,897.11	12,000.00	(5,102.89)	57.48%
5402325 · Fire Inspections	600.00	600.00	0.00	100.0%
5402370 · Impound Fees	1,125.00	2,000.00	(875.00)	56.25%
Total 5402300 · Contractual Services	8,622.11	14,600.00	(5,977.89)	59.06%
5402500 · Operating Services				
5402540 · Computer Maintenance	0.00	100.00	(100.00)	0.0%
Total 5402500 · Operating Services	0.00	100.00	(100.00)	0.0%
5402600 · Special Expenses				
5402685 · Clean up Day	33.53	100.00	(66.47)	33.53%
Total 5402600 · Special Expenses	33.53	100.00	(66.47)	33.53%
5403100 · General Supplies				
5403110 · Office Supplies	83.15	125.00	(41.85)	66.52%
5403120 · Animal Care	0.00	150.00	(150.00)	0.0%
5403122 · Pet Supplies	184.23	795.00	(610.77)	23.17%
5403140 · Uniforms	261.03	350.00	(88.97)	74.58%

City of Ovilla General Fund
Profit & Loss Budget vs. Actual
October 2011 through June 2012

	Oct '11 - Jun 12	Budget	\$ Over/(Under) Budget	% of Budget Thru June 75%
Total 5403100 · General Supplies	528.41	1,420.00	(891.59)	37.21%
5403400 · Maintenance Supplies & Parts				
5403460 · Miscellaneous	0.00	100.00	(100.00)	0.0%
Total 5403400 · Maintenance Supplies & Parts	0.00	100.00	(100.00)	0.0%
5404200 · Travel Expenses				
5404210 · Travel - Local	0.00	25.00	(25.00)	0.0%
5404220 · Professional Development	0.00	200.00	(200.00)	0.0%
5404270 · Vehicle Expenses	1,060.17	1,700.00	(639.83)	62.36%
Total 5404200 · Travel Expenses	1,060.17	1,925.00	(864.83)	55.07%
5405200 · Data Processing Expenses				
5405230 · Data Proc-Maintenance & Repairs	0.00	100.00	(100.00)	0.0%
Total 5405200 · Data Processing Expenses	0.00	100.00	(100.00)	0.0%
5405300 · Printing Expense				
5405330 · Printing - Forms	0.00	150.00	(150.00)	0.0%
Total 5405300 · Printing Expense	0.00	150.00	(150.00)	0.0%
5405400 · Utilities				
5405415 · Cellular Phone	552.80	700.00	(147.20)	78.97%
Total 5405400 · Utilities	552.80	700.00	(147.20)	78.97%
5405600 · Insurance				
5405610 · Insurance - Property	8.25	15.00	(6.75)	55.0%
5405620 · Insurance - Liability	145.50	194.00	(48.50)	75.0%
5405640 · Insurance - Vehicle	201.00	275.00	(74.00)	73.09%
Total 5405600 · Insurance	354.75	484.00	(129.25)	73.3%
5405700 · Other Expenses				
5405765 · Miscellaneous	29.98	100.00	(70.02)	29.98%
Total 5405700 · Other Expenses	29.98	100.00	(70.02)	29.98%
5406400 · Minor Capital Outlay				
5406440 · Machinery & Equipment	45.99	450.00	(404.01)	10.22%
Total 5406400 · Minor Capital Outlay	45.99	450.00	(404.01)	10.22%
Total 40 · Community Services	40,991.69	61,946.00	(20,954.31)	66.17%
45 · Solid Waste				
5455400 · Utilities				
5455465 · Solidwaste Pickup (Garbage)	114,179.09	197,450.00	(83,270.91)	57.83%
Total 5455400 · Utilities	114,179.09	197,450.00	(83,270.91)	57.83%
Total 45 · Solid Waste	114,179.09	197,450.00	(83,270.91)	57.83%
50 · Streets				

City of Ovilla General Fund
Profit & Loss Budget vs. Actual
October 2011 through June 2012

	Oct '11 - Jun 12	Budget	\$ Over/(Under) Budget	% of Budget Thru June 75%
5501400 · Support Staff				
5501415 · Maintenance Crew	16,027.83	22,100.00	(6,072.17)	72.52%
5501490 · Overtime	832.28	2,000.00	(1,167.72)	41.61%
5501500 · Streets - On Call	575.00	850.00	(275.00)	67.65%
Total 5501400 · Support Staff	17,435.11	24,950.00	(7,514.89)	69.88%
5502100 · Employee Benefits				
5502110 · Group Insurance	4,868.91	6,500.00	(1,631.09)	74.91%
5502135 · TMRS	961.47	1,350.00	(388.53)	71.22%
5502160 · Worker's Compensation	696.00	1,200.00	(504.00)	58.0%
5502170 · Payroll Taxes	261.74	375.00	(113.26)	69.8%
5502190 · License	0.00	85.00	(85.00)	0.0%
Total 5502100 · Employee Benefits	6,788.12	9,510.00	(2,721.88)	71.38%
5502200 · Special Services				
5502260 · Engineering Fees	0.00	500.00	(500.00)	0.0%
5502280 · NCTCOG- SWMP Fees	3,453.00	3,600.00	(147.00)	95.92%
Total 5502200 · Special Services	3,453.00	4,100.00	(647.00)	84.22%
5502600 · Special Expenses				
5502620 · Emergency Clean Up	2,537.45	4,500.00	(1,962.55)	56.39%
Total 5502600 · Special Expenses	2,537.45	4,500.00	(1,962.55)	56.39%
5503100 · General Supplies				
5503110 · Office Supplies	0.00	100.00	(100.00)	0.0%
5503140 · Uniforms	400.00	400.00	0.00	100.0%
Total 5503100 · General Supplies	400.00	500.00	(100.00)	80.0%
5503400 · Maintenance Supplies & Parts				
5503405 · Drainage Maintenance	0.00	500.00	(500.00)	0.0%
5503420 · Supplies - Street Signs	853.26	1,700.00	(846.74)	50.19%
5503460 · Miscellaneous	190.17	250.00	(59.83)	76.07%
Total 5503400 · Maintenance Supplies & Parts	1,043.43	2,450.00	(1,406.57)	42.59%
5504200 · Travel Expenses				
5504220 · Professional Development	335.00	500.00	(165.00)	67.0%
5504270 · Vehicle Expenses	4,118.20	6,000.00	(1,881.80)	68.64%
Total 5504200 · Travel Expenses	4,453.20	6,500.00	(2,046.80)	68.51%
5505300 · Printing Expense				
5505350 · Printing - Other	114.33	300.00	(185.67)	38.11%
Total 5505300 · Printing Expense	114.33	300.00	(185.67)	38.11%
5505500 · Repairs & Bldg Improvements				
5505540 · Repairs - Machinery & Equipment	2,044.20	3,500.00	(1,455.80)	58.41%
5505550 · Repairs - Vehicles	1,069.70	2,500.00	(1,430.30)	42.79%
5505560 · Repairs -Street Maint.& Repairs	27,797.51	50,000.00	(22,202.49)	55.6%
5505565 · Repairs - Infrastruct Drainage	46.06	6,000.00	(5,953.94)	0.77%

City of Ovilla General Fund
Profit & Loss Budget vs. Actual
 October 2011 through June 2012

	Oct '11 - Jun 12	Budget	\$ Over/(Under) Budget	% of Budget Thru June 75%
5505590 · Repairs - Other	16.45	1,500.00	(1,483.55)	1.1%
Total 5505500 · Repairs & Bldg Improvements	30,973.92	63,500.00	(32,526.08)	48.78%
5505600 · Insurance				
5505610 · Insurance - Property	50.00	100.00	(50.00)	50.0%
5505620 · Insurance - Liability	736.50	1,000.00	(263.50)	73.65%
5505640 · Insurance - Vehicle	2,201.25	2,965.00	(763.75)	74.24%
Total 5505600 · Insurance	2,987.75	4,065.00	(1,077.25)	73.5%
5505700 · Other Expenses				
5505752 · Pre-Employment Screening	0.00	100.00	(100.00)	0.0%
Total 5505700 · Other Expenses	0.00	100.00	(100.00)	0.0%
5506400 · Minor Capital Outlay				
5506440 · Machinery & Equipment	872.11	8,453.00	(7,580.89)	10.32%
5506445 · Personal Protective Equipment	186.90	300.00	(113.10)	62.3%
5506490 · Other	428.38	500.00	(71.62)	85.68%
Total 5506400 · Minor Capital Outlay	1,487.39	9,253.00	(7,765.61)	16.08%
5507400 · Capitalized Assets				
5507420 · Buildings	0.00	3,350.00	(3,350.00)	0.0%
5507440 · Machinery & Equipment	2,500.00	6,500.00	(4,000.00)	38.46%
5507460 · Infrastructure	7,262.64	145,000.00	(137,737.36)	5.01%
Total 5507400 · Capitalized Assets	9,762.64	154,850.00	(145,087.36)	6.31%
Total 50 · Streets	81,436.34	284,578.00	(203,141.66)	28.62%
60 · Parks				
5602400 · Rentals				
5602490 · Rental - Other	1,987.77	2,800.00	(812.23)	70.99%
Total 5602400 · Rentals	1,987.77	2,800.00	(812.23)	70.99%
5602600 · Special Expenses				
5602680 · Heritage Day	135.00	4,000.00	(3,865.00)	3.38%
Total 5602600 · Special Expenses	135.00	4,000.00	(3,865.00)	3.38%
5605400 · Utilities				
5605450 · Electricity	1,716.49	3,000.00	(1,283.51)	57.22%
Total 5605400 · Utilities	1,716.49	3,000.00	(1,283.51)	57.22%
5605500 · Repairs & Bldg Improvements				
5605530 · REPAIRS-IMP OTHER THAN BLDGS	1,046.12	1,500.00	(453.88)	69.74%
Total 5605500 · Repairs & Bldg Improvements	1,046.12	1,500.00	(453.88)	69.74%
5605700 · Other Expenses				
5605765 · Miscellaneous	175.28	200.00	(24.72)	87.64%
Total 5605700 · Other Expenses	175.28	200.00	(24.72)	87.64%

City of Ovilla General Fund
Profit & Loss Budget vs. Actual
 October 2011 through June 2012

	Oct '11 - Jun 12	Budget	\$ Over/(Under) Budget	% of Budget Thru June 75%
5606400 · Minor Capital Outlay				
5606410 · Land Improvements	342.06	300.00	42.06	114.02%
5606440 · Machinery & Equipment	225.67	400.00	(174.33)	56.42%
Total 5606400 · Minor Capital Outlay	567.73	700.00	(132.27)	81.1%
5607400 · Capitalized Assets				
5607440 · Machinery & Equipment	0.00	3,000.00	(3,000.00)	0.0%
Total 5607400 · Capitalized Assets	0.00	3,000.00	(3,000.00)	0.0%
Total 60 · Parks	5,628.39	15,200.00	(9,571.61)	37.03%
Total Expense	1,377,077.67	2,292,664.00	(915,586.33)	60.07%
Net Income	642,983.56	0.00	642,983.56	100.0%

Ovilla W&S Utility Fund
Profit & Loss Budget vs. Actual
October 2011 through June 2012

	Oct '11 - Jun 12	Budget	\$ Over/(Under) Budget	% of Budget Thru June 75%
Income				
4000400 · Charges for Services				
4000460 · Water Sales	685,666.59	1,012,040.00	-326,373.41	67.75%
4000461 · Sewer Service	106,394.10	140,001.00	-33,606.90	76.0%
4000465 · Water & Sewer Penalties	15,199.71	19,000.00	-3,800.29	80.0%
4000471 · Reconnect Fees	3,386.06	5,000.00	-1,613.94	67.72%
4000473 · Connect Fees	1,550.00	1,500.00	50.00	103.33%
4000474 · Sewer Fees	597.72	1,100.00	-502.28	54.34%
4000478 · Infrastructure Improvement Fee	41,783.18	55,000.00	-13,216.82	75.97%
Total 4000400 · Charges for Services	854,577.36	1,233,641.00	-379,063.64	69.27%
4000800 · Other Revenue				
4000840 · Interest Earned	2,191.29	2,500.00	-308.71	87.65%
4000890 · Misc Other Revenue	6,511.13	5,200.00	1,311.13	125.21%
Total 4000800 · Other Revenue	8,702.42	7,700.00	1,002.42	113.02%
Total Income	863,279.78	1,241,341.00	-378,061.22	69.54%
Gross Profit	863,279.78	1,241,341.00	-378,061.22	69.54%
Expense				
70 · Administration				
5701100 · Salaries & Wages				
5701120 · Part Time Admin. Support	1,143.72	2,534.00	-1,390.28	45.14%
5701110 · City Administrator	15,070.40	20,791.00	-5,720.60	72.49%
5701115 · City Secretary	7,713.87	10,337.00	-2,623.13	74.62%
5701117 · Finance Accountant	9,244.45	12,690.00	-3,445.55	72.85%
5701130 · Public Works Director	32,741.69	46,123.00	-13,381.31	70.99%
Total 5701100 · Salaries & Wages	65,914.13	92,475.00	-26,560.87	71.28%
5702100 · Employee Benefits				
5702110 · Group Insurance	4,868.91	6,500.00	-1,631.09	74.91%
5702135 · TMRS	1,743.18	2,375.00	-631.82	73.4%
5702160 · Worker's Compensation	900.19	1,250.00	-349.81	72.02%
5702170 · Payroll Taxes	474.76	700.00	-225.24	67.82%
Total 5702100 · Employee Benefits	7,987.04	10,825.00	-2,837.96	73.78%
5702200 · Special Services				
5702230 · Legal Fees	0.00	500.00	-500.00	0.0%
5702240 · Audit	4,760.00	4,760.00	0.00	100.0%
5702250 · Accounting	1,500.00	1,500.00	0.00	100.0%
Total 5702200 · Special Services	6,260.00	6,760.00	-500.00	92.6%
5702300 · Contractual Services /Personnel				
5702310 · Consultant Fees	0.00	5,000.00	-5,000.00	0.0%
Total 5702300 · Contractual Services /Personnel	0.00	5,000.00	-5,000.00	0.0%
5703100 · General Supplies				

Ovilla W&S Utility Fund
Profit & Loss Budget vs. Actual
October 2011 through June 2012

	Oct '11 - Jun 12	Budget	\$ Over/(Under) Budget	% of Budget Thru June 75%
5703110 · Office Supplies	241.01	800.00	-558.99	30.13%
Total 5703100 · General Supplies	241.01	800.00	-558.99	30.13%
5703400 · Maintenance Supplies / Parts				
5703410 · Supplies - Custodial	0.00	150.00	-150.00	0.0%
Total 5703400 · Maintenance Supplies / Parts	0.00	150.00	-150.00	0.0%
5704200 · Travel Expenses				
5704210 · Travel - Local	0.00	200.00	-200.00	0.0%
5704220 · Professional Development	0.00	750.00	-750.00	0.0%
Total 5704200 · Travel Expenses	0.00	950.00	-950.00	0.0%
5705200 · Data Processing Expenses				
5705240 · Data Processing - Software	400.00	1,000.00	-600.00	40.0%
Total 5705200 · Data Processing Expenses	400.00	1,000.00	-600.00	40.0%
5705300 · Printing Expense				
5705350 · Printing - Other	44.68	250.00	-205.32	17.87%
Total 5705300 · Printing Expense	44.68	250.00	-205.32	17.87%
5705400 · Utilities				
5705410 · Telephone	896.44	1,200.00	-303.56	74.7%
5705415 · Cellular Phone	765.78	1,000.00	-234.22	76.58%
5705417 · Internet	551.64	750.00	-198.36	73.55%
5705450 · Electricity	14,650.56	28,000.00	-13,349.44	52.32%
Total 5705400 · Utilities	16,864.42	30,950.00	-14,085.58	54.49%
5705700 · Other Expenses				
5705705 · Postage	5,047.78	6,000.00	-952.22	84.13%
5705740 · Advertising	0.00	500.00	-500.00	0.0%
5705760 · Bank Service Charge	65.00	250.00	-185.00	26.0%
5705765 · Miscellaneous	0.00	100.00	-100.00	0.0%
5705775 · Credit Card Transaction Fee	2,134.24	3,400.00	-1,265.76	62.77%
Total 5705700 · Other Expenses	7,247.02	10,250.00	-3,002.98	70.7%
5706400 · Minor Capital Outlay				
5706440 · Machinery & Equipment	0.00	500.00	-500.00	0.0%
Total 5706400 · Minor Capital Outlay	0.00	500.00	-500.00	0.0%
5709000 · Reserve				
5708215 · Transfer Out - General Fund	60,986.00	121,972.00	-60,986.00	50.0%
5709002 · Capital Improv. Water Reserve	0.00	11,040.00	-11,040.00	0.0%
5709003 · Capital Improv. Sewer Reserve	0.00	2,851.00	-2,851.00	0.0%
Total 5709000 · Reserve	60,986.00	135,863.00	-74,877.00	44.89%
Total 70 · Administration	165,944.30	295,773.00	-129,828.70	56.11%

75 · Water

Ovilla W&S Utility Fund
Profit & Loss Budget vs. Actual
October 2011 through June 2012

	Oct '11 - Jun 12	Budget	\$ Over/(Under) Budget	% of Budget Thru June 75%
5751100 · Salaries & Wages				
5751133 · Superintendent	30,750.22	42,650.00	-11,899.78	72.1%
Total 5751100 · Salaries & Wages	30,750.22	42,650.00	-11,899.78	72.1%
5751400 · Support Salaries				
5751405 · Support Staff	17,708.20	26,900.00	-9,191.80	65.83%
5751415 · Maintenance Crew	31,401.05	46,500.00	-15,098.95	67.53%
5751430 · Seasonal Crew	0.00	3,000.00	-3,000.00	0.0%
5751490 · Overtime	2,127.09	6,000.00	-3,872.91	35.45%
5751500 · Water - On Call	500.00	850.00	-350.00	58.82%
Total 5751400 · Support Salaries	51,736.34	83,250.00	-31,513.66	62.15%
5752100 · Employee Benefits				
5752110 · Group Insurance	11,868.91	15,700.00	-3,831.09	75.6%
5752135 · TMRS	3,935.16	5,900.00	-1,964.84	66.7%
5752160 · Worker's Compensation	1,484.90	2,150.00	-665.10	69.07%
5752170 · Payroll Taxes	2,356.14	4,750.00	-2,393.86	49.6%
5752190 · Licenses	172.00	285.00	-113.00	60.35%
Total 5752100 · Employee Benefits	19,817.11	28,785.00	-8,967.89	68.85%
5752300 · Contractual Services/Personnel				
5752350 · Contract Labor - Company	670.00	1,000.00	-330.00	67.0%
5752380 · Dispatch	8,710.00	8,710.00	0.00	100.0%
Total 5752300 · Contractual Services/Personnel	9,380.00	9,710.00	-330.00	96.6%
5752400 · Rentals				
5752420 · Rental - Machinery & Equipment	0.00	200.00	-200.00	0.0%
5752490 · Rental - Other	0.00	500.00	-500.00	0.0%
Total 5752400 · Rentals	0.00	700.00	-700.00	0.0%
5752500 · Operating Services				
5752580 · Water Testing	492.50	3,000.00	-2,507.50	16.42%
5752590 · TCEQ Fees	2,739.65	3,000.00	-260.35	91.32%
Total 5752500 · Operating Services	3,232.15	6,000.00	-2,767.85	53.87%
5753100 · General Supplies				
5753140 · Uniforms	1,513.00	1,550.00	-37.00	97.61%
Total 5753100 · General Supplies	1,513.00	1,550.00	-37.00	97.61%
5753400 · Maintenance Supplies & Parts				
5753460 · Miscellaneous	243.48	250.00	-6.52	97.39%
Total 5753400 · Maintenance Supplies & Parts	243.48	250.00	-6.52	97.39%
5754200 · Travel Expenses				
5754220 · Professional Development	483.82	1,000.00	-516.18	48.38%
5754270 · Vehicle Expenses	4,342.26	9,000.00	-4,657.74	48.25%
Total 5754200 · Travel Expenses	4,826.08	10,000.00	-5,173.92	48.26%

Ovilla W&S Utility Fund
Profit & Loss Budget vs. Actual
October 2011 through June 2012

	Oct '11 - Jun 12	Budget	\$ Over/(Under) Budget	% of Budget Thru June 75%
5755200 · Data Processing Expenses				
5755230 · Data Proc-Maintenance & Repairs	4,391.25	4,500.00	-108.75	97.58%
5755240 · Data Processing - Software	0.00	500.00	-500.00	0.0%
5755250 · Data Proc - Computer Repair	104.85	500.00	-395.15	20.97%
Total 5755200 · Data Processing Expenses	4,496.10	5,500.00	-1,003.90	81.75%
5755300 · Printing Expenses				
5755310 · Copier Expense	1,314.00	4,000.00	-2,686.00	32.85%
5755350 · Printing - Other	1,180.83	1,400.00	-219.17	84.35%
Total 5755300 · Printing Expenses	2,494.83	5,400.00	-2,905.17	46.2%
5755400 · Utilities				
5755415 · Cellular Phone	598.89	900.00	-301.11	66.54%
5755460 · Water, wholesale	128,620.79	378,550.00	-249,929.21	33.98%
Total 5755400 · Utilities	129,219.68	379,450.00	-250,230.32	34.05%
5755500 · Repairs & Building Improvements				
5755540 · Repairs- Machinery & Equipment	8,420.21	9,000.00	-579.79	93.56%
5755550 · Repairs - Vehicles	458.52	3,000.00	-2,541.48	15.28%
5755570 · Inventory Expense	13,484.75	16,000.00	-2,515.25	84.28%
5755590 · Repairs - Other	1,025.10	7,700.00	-6,674.90	13.31%
Total 5755500 · Repairs & Building Improvements	23,388.58	35,700.00	-12,311.42	65.51%
5755600 · Insurance				
5755610 · Insurance - Property	2,866.00	3,800.00	-934.00	75.42%
5755620 · Insurance - Liability	1,031.85	1,450.00	-418.15	71.16%
5755640 · Insurance - Vehicle	1,811.25	2,450.00	-638.75	73.93%
Total 5755600 · Insurance	5,709.10	7,700.00	-1,990.90	74.14%
5755700 · Other Expenses				
5755752 · Pre-Employment Screening	0.00	300.00	-300.00	0.0%
Total 5755700 · Other Expenses	0.00	300.00	-300.00	0.0%
5756400 · Minor Capital Outlay				
5756440 · Machinery & Equipment	188.91	2,000.00	-1,811.09	9.45%
5756490 · Other	130.81	500.00	-369.19	26.16%
Total 5756400 · Minor Capital Outlay	319.72	2,500.00	-2,180.28	12.79%
5757400 · Capitalized Assets				
5757470 · Infrastructure - Water	0.00	6,500.00	-6,500.00	0.0%
Total 5757400 · Capitalized Assets	0.00	6,500.00	-6,500.00	0.0%
5757900 · Long-Term Debt				
5758225 · Transfer out to Debt Fund	83,394.00	166,788.00	-83,394.00	50.0%
Total 5757900 · Long-Term Debt	83,394.00	166,788.00	-83,394.00	50.0%
Total 75 · Water	370,520.39	792,733.00	-422,212.61	46.74%

Ovilla W&S Utility Fund
Profit & Loss Budget vs. Actual
October 2011 through June 2012

	Oct '11 - Jun 12	Budget	\$ Over/(Under) Budget	% of Budget Thru June 75%
80 - Sewer				
5801400 · Support Salaries				
5801405 · Support Staff	7,454.10	10,500.00	-3,045.90	70.99%
5801415 · Maintenance Crew	35,474.49	50,710.00	-15,235.51	69.96%
5801490 · Overtime	1,602.62	1,500.00	102.62	106.84%
5801500 · Sewer - On Call	750.00	850.00	-100.00	88.24%
Total 5801400 · Support Salaries	45,281.21	63,560.00	-18,278.79	71.24%
5802100 · Employee Benefits				
5802110 · Group Insurance	9,737.82	14,625.00	-4,887.18	66.58%
5802135 · TMRS	2,037.88	2,800.00	-762.12	72.78%
5802160 · Worker's Compensation-Sewer	1,250.25	1,800.00	-549.75	69.46%
5802170 · Payroll Taxes	554.95	875.00	-320.05	63.42%
5802190 · Licenses	111.00	285.00	-174.00	38.95%
Total 5802100 · Employee Benefits	13,691.90	20,385.00	-6,693.10	67.17%
5802300 · Contractual Services/Personnel				
5802350 · Contract Labor - Company	260.00	300.00	-40.00	86.67%
Total 5802300 · Contractual Services/Personnel	260.00	300.00	-40.00	86.67%
5802500 · Operating Services				
5802515 · Sardis Collection Expense	747.42	1,700.00	-952.58	43.97%
5802590 · TCEQ Fees - Sewer	0.00	50.00	-50.00	0.0%
Total 5802500 · Operating Services	747.42	1,750.00	-1,002.58	42.71%
5803100 · General Supplies				
5803140 · Uniforms	595.91	810.00	-214.09	73.57%
Total 5803100 · General Supplies	595.91	810.00	-214.09	73.57%
5803400 · Maintenance Supplies & Parts	0.00	200.00	-200.00	0.0%
5804200 · Travel Expenses				
5804220 · Professional Development	168.37	600.00	-431.63	28.06%
5804270 · Vehicle Expense	815.81	1,600.00	-784.19	50.99%
Total 5804200 · Travel Expenses	984.18	2,200.00	-1,215.82	44.74%
5805400 · Utilities				
5805450 · Electricity	773.27	2,500.00	-1,726.73	30.93%
5805463 · TRA Wastewater Treatment	28,895.00	42,230.00	-13,335.00	68.42%
Total 5805400 · Utilities	29,668.27	44,730.00	-15,061.73	66.33%
5805500 · Repairs & Bldg Improvements				
5805510 · Repairs - Land Improvements	0.00	300.00	-300.00	0.0%
5805540 · Repairs - Machinery & Equipment	3,178.12	7,500.00	-4,321.88	42.38%
5805570 · Inventory Expense	554.70	750.00	-195.30	73.96%
5805590 · Repairs - Other	3,217.47	5,000.00	-1,782.53	64.35%
Total 5805500 · Repairs & Bldg Improvements	6,950.29	13,550.00	-6,599.71	51.29%

Ovilla W&S Utility Fund
Profit & Loss Budget vs. Actual
 October 2011 through June 2012

	Oct '11 - Jun 12	Budget	\$ Over/(Under) Budget	% of Budget Thru June 75%
5805600 · Insurance				
5805610 · Insurance - Property	235.50	350.00	-114.50	67.29%
5805620 · Insurance - Liability	687.90	150.00	537.90	458.6%
5805640 · Insurance - Vehicle	471.75	650.00	-178.25	72.58%
Total 5805600 · Insurance	1,395.15	1,150.00	245.15	121.32%
5805700 · Other Expenses				
5805752 · Pre-Employment Screening	0.00	200.00	-200.00	0.0%
Total 5805700 · Other Expenses	0.00	200.00	-200.00	0.0%
5807400 · Capitalized Assets				
5807440 · Machinery & Equipment	2,614.81	4,000.00	-1,385.19	65.37%
Total 5807400 · Capitalized Assets	2,614.81	4,000.00	-1,385.19	65.37%
Total 80 · Sewer	102,189.14	152,835.00	-50,645.86	66.86%
Total Expense	638,653.83	1,241,341.00	-602,687.17	51.45%
Net Income	224,625.95	0.00	224,625.95	100.0%

Ovilla Debt Service
Profit & Loss Budget vs. Actual
October 2011 through June 2012

	Oct '11 - Jun 12	Budget	\$ Over/(Under) Budget	% of Budget Thru June 75%
Income				
4000100 · Taxes				
4000107 · Ad Valorem, Current I & S	422,694.08	448,618.00	(25,923.92)	94.22%
4000111 · Ad Valorem, Delinquent I & S	7,087.88	8,000.00	(912.12)	88.6%
4000114 · Interest/Penalties - I & S	3,385.70	5,000.00	(1,614.30)	67.71%
Total 4000100 · Taxes	433,167.66	461,618.00	(28,450.34)	93.84%
4000800 · Other Revenue				
4000840 · Interest Earned	749.76	900.00	(150.24)	83.31%
4000900 · Reduction of Fund Balance	4,623.08	4,623.00	0.08	100.0%
4000930 · Transfer In - Water & Sewer	83,394.00	166,788.00	(83,394.00)	50.0%
Total 4000800 · Other Revenue	88,766.84	172,311.00	(83,544.16)	51.52%
Total Income	521,934.50	633,929.00	(111,994.50)	82.33%
Expense				
5157900 · Long-Term Debt				
5157930 · Paying Agent Fees	0.00	500.00	(500.00)	0.0%
5157935 · 2011 Bond Issue Principle	0.00	400,000.00	(400,000.00)	0.0%
5157940 · 2011 Bond Issue Interest	116,712.50	233,425.00	(116,712.50)	50.0%
Total 5157900 · Long-Term Debt	116,712.50	633,925.00	(517,212.50)	18.41%
5159000 · Reserves				
5159015 · Debt Reserves	0.00	4.00	(4.00)	0.0%
Total 5159000 · Reserves	0.00	4.00	(4.00)	0.0%
Total Expense	116,712.50	633,929.00	(517,216.50)	18.41%
Net Income	405,222.00	0.00	405,222.00	100.0%

City of Ovilla Capital Projects Fund
Profit & Loss Budget vs. Actual
October 2011 through June 2012

	Oct '11 - Jun 12	Budget	\$ Over/(Under) Budget	% of Budget Thru June 75%
Income				
4000800 · Other Revenue				
4000840 · Interest Earned - Texpool	0.00	1.00	-1.00	0.0%
4000845 · Interest Earned - Texstar	1.11	2.00	-0.89	55.5%
4000850 · Interest Earned - Prosperity	237.26	225.00	12.26	105.45%
Total 4000800 · Other Revenue	238.37	228.00	10.37	104.55%
Total Income	238.37	228.00	10.37	104.55%
Expense				
5879000 · Reserves				
5879010 · Admin Reserves	0.00	228.00	-228.00	0.0%
Total 5879000 · Reserves	0.00	228.00	-228.00	0.0%
Total Expense	0.00	228.00	-228.00	0.0%
Net Income	238.37	0.00	238.37	100.0%

City of Ovilla - Park Impact Fund
Profit & Loss Budget vs. Actual
 October 2011 through June 2012

	Oct '11 - Jun 12	Budget	\$ Over/(Under) Budget	% of Budget Thru June 75%
Income				
4000400 · Charges for Services				
4000460 · Park Impact	1,338.08	1,670.00	(331.92)	80.13%
Total 4000400 · Charges for Services	1,338.08	1,670.00	(331.92)	80.13%
4000800 · Other Revenue				
4000840 · Interest Earned	13.30	20.00	(6.70)	66.5%
4000900 · Reduction of Fund Balance	0.00	2,275.00	(2,275.00)	0.0%
Total 4000800 · Other Revenue	13.30	2,295.00	(2,281.70)	0.58%
Total Income	1,351.38	3,965.00	(2,613.62)	34.08%
Expense				
5606400 · Minor Capital Outlay				
5606410 · Land Improvements	0.00	965.00	(965.00)	0.0%
5606440 · Machinery and Equipment	0.00	3,000.00	(3,000.00)	0.0%
Total 5606400 · Minor Capital Outlay	0.00	3,965.00	(3,965.00)	0.0%
Total Expense	0.00	3,965.00	(3,965.00)	0.0%
Net Income	1,351.38	0.00	1,351.38	100.0%

Ovilla W&S Impact Fee Fund
Profit & Loss Budget vs. Actual
October 2011 through June 2012

	Oct '11 - Jun 12	Budget	\$ Over/(Under) Budget	% of Budget Thru June 75%
Income				
4000400 · Charges for Services				
4000476 · Water Impact Fee	0.00	500.00	(500.00)	0.0%
4000477 · Sewer Impact Fee	42.00	100.00	(58.00)	42.0%
Total 4000400 · Charges for Services	42.00	600.00	(558.00)	7.0%
4000800 · Other Revenue				
4000840 · Interest Earned	150.99	280.00	(129.01)	53.93%
Total 4000800 · Other Revenue	150.99	280.00	(129.01)	53.93%
Total Income	192.99	880.00	(687.01)	21.93%
Expense				
5102300 · Contractual Services				
5102310 · Consultant Fees	269.39	270.00	(0.61)	99.77%
Total 5102300 · Contractual Services	269.39	270.00	(0.61)	99.77%
5859000 · Reserves				
5859020 · Water Impact Fees Reserve	0.00	310.00	(310.00)	0.0%
5859030 · Sewer Impact Fees Reserve	0.00	300.00	(300.00)	0.0%
Total 5859000 · Reserves	0.00	610.00	(610.00)	0.0%
Total Expense	269.39	880.00	(610.61)	30.61%
Net Income	(76.40)	0.00	(76.40)	100.0%

Ovilla 4B Economic Development Corporation
Profit & Loss Budget vs. Actual
October 2011 through June 2012

	Oct '11 - Jun 12	Budget	\$ Over/(Under)B udget	% of Budget Thru June 75%
Income				
4000100 · Taxes				
4000120 · Sales tax	61,721.64	74,000.00	(12,278.36)	83.41%
Total 4000100 · Taxes	61,721.64	74,000.00	(12,278.36)	83.41%
4000800 · Other Revenue				
4000840 · Interest Income	455.55	550.00	(94.45)	82.83%
Total 4000800 · Other Revenue	455.55	550.00	(94.45)	82.83%
Total Income	62,177.19	74,550.00	(12,372.81)	83.4%
Expense				
8102200 · Special Services				
8102220 · Website Support & Maintenance	900.00	5,000.00	(4,100.00)	18.0%
8102230 · Legal Fees	0.00	500.00	(500.00)	0.0%
8102240 · Audit	1,360.00	1,360.00	0.00	100.0%
Total 8102200 · Special Services	2,260.00	6,860.00	(4,600.00)	32.95%
8102300 · Consultant Services				
8102310 · Consultant Fees	2,215.00	7,500.00	(5,285.00)	29.53%
8102350 · Contract Labor	0.00	5,000.00	(5,000.00)	0.0%
Total 8102300 · Consultant Services	2,215.00	12,500.00	(10,285.00)	17.72%
8103100 · General Supplies				
8103110 · Office Supplies	19.60	100.00	(80.40)	19.6%
Total 8103100 · General Supplies	19.60	100.00	(80.40)	19.6%
8104200 · Travel Expense				
8104210 · Travel Expense	600.74	1,500.00	(899.26)	40.05%
8104220 · Professional Development	534.00	1,500.00	(966.00)	35.6%
Total 8104200 · Travel Expense	1,134.74	3,000.00	(1,865.26)	37.83%
8105600 · Insurance				
8105620 · Insurance - Liability	210.00	285.00	(75.00)	73.68%
Total 8105600 · Insurance	210.00	285.00	(75.00)	73.68%
8105700 · Other Expenses				
8105705 · Postage	0.00	90.00	(90.00)	0.0%
8105730 · Memberships	1,200.00	1,100.00	100.00	109.09%
8105765 · Miscellaneous	0.00	1,000.00	(1,000.00)	0.0%
Total 8105700 · Other Expenses	1,200.00	2,190.00	(990.00)	54.8%
8109000 · Reserves				

Ovilla 4B Economic Development Corporation
Profit & Loss Budget vs. Actual
 October 2011 through June 2012

	Oct '11 - Jun 12	Budget	\$ Over/(Under)B udget	% of Budget Thru June 75%
8109015 · Administrative Reserves	0.00	47,115.00	(47,115.00)	0.0%
8109215 · Transfer Out - General Fund	0.00	2,500.00	(2,500.00)	0.0%
Total 8109000 · Reserves	0.00	49,615.00	(49,615.00)	0.0%
Total Expense	7,039.34	74,550.00	(67,510.66)	9.44%
Net Income	55,137.85	0.00	55,137.85	100.0%

Ovilla Municipal Development District
Profit & Loss Budget vs. Actual
October 2011 through June 2012

	Oct '11 - Jun 12	Budget	\$ Over/(Under)Bud get	% of Budget Thru June 75%
Income				
4000100 · Taxes				
4000120 · Sales tax	18,675.19	20,000.00	-1,324.81	93.38%
Total 4000100 · Taxes	18,675.19	20,000.00	-1,324.81	93.38%
4000800 · Other Revenue				
4000840 · Interest Income	14.76	17.00	-2.24	86.82%
Total 4000800 · Other Revenue	14.76	17.00	-2.24	86.82%
Total Income	18,689.95	20,017.00	-1,327.05	93.37%
Expense				
9102200 · Special Services				
9102230 · Legal Fees	0.00	250.00	-250.00	0.0%
9102240 · Audit	1,360.00	1,360.00	0.00	100.0%
9102250 · Accounting	0.00	250.00	-250.00	0.0%
Total 9102200 · Special Services	1,360.00	1,860.00	-500.00	73.12%
9102300 · Consultant Services				
9102310 · Consultant Fees	0.00	500.00	-500.00	0.0%
Total 9102300 · Consultant Services	0.00	500.00	-500.00	0.0%
9103100 · General Supplies				
9103110 · Office Supplies	9.80	100.00	-90.20	9.8%
Total 9103100 · General Supplies	9.80	100.00	-90.20	9.8%
9104200 · Travel Expense				
9104220 · Professional Development	0.00	250.00	-250.00	0.0%
Total 9104200 · Travel Expense	0.00	250.00	-250.00	0.0%
9105600 · Insurance				
9105620 · Insurance - Liability	210.00	200.00	10.00	105.0%
Total 9105600 · Insurance	210.00	200.00	10.00	105.0%
9105700 · Other Expenses				
9105705 · Postage	0.00	25.00	-25.00	0.0%
Total 9105700 · Other Expenses	0.00	25.00	-25.00	0.0%
9109000 · Reserves				
9109015 · Administrative Reserves	0.00	16,582.00	-16,582.00	0.0%
9109215 · Transfer Out - General Fund	0.00	500.00	-500.00	0.0%
Total 9109000 · Reserves	0.00	17,082.00	-17,082.00	0.0%

Ovilla Municipal Development District Profit & Loss Budget vs. Actual October 2011 through June 2012

			\$	% of Budget
	Oct '11 - Jun 12	Budget	Over/(Under)Bud get	Thru June 75%
Total Expense	1,579.80	20,017.00	-18,437.20	7.89%
Net Income	17,110.15	0.00	17,110.15	100.0%

**Ovilla Police Department Special Fund
Profit & Loss Budget vs. Actual
October 2011 through June 2012**

	Oct '11 - Jun 12	Budget	Over/(Under)Budget	% of Budget
Income				
4000800 · Other Revenue				
4000815 · Gifts	1,512.50	1,600.00	(87.50)	94.53%
4000880 · Reduction of Fund Balance	0.00	4,500.00	(4,500.00)	0.0%
Total 4000800 · Other Revenue	1,512.50	6,100.00	(4,587.50)	24.8%
Total Income	1,512.50	6,100.00	(4,587.50)	24.8%
Expense				
5232600 · Special Expenses				
5232690 · Special Expenses - Other	2,259.47	2,265.00	(5.53)	99.76%
Total 5232600 · Special Expenses	2,259.47	2,265.00	(5.53)	99.76%
5235500 · Repairs and Bldg Improvements				
5235540 · Repairs - Machinery & Equipment	100.00	100.00	0.00	100.0%
Total 5235500 · Repairs and Bldg Improvements	100.00	100.00	0.00	100.0%
5235700 · Other Expense				
5235735 · Official Functions	437.54	500.00	(62.46)	87.51%
Total 5235700 · Other Expense	437.54	500.00	(62.46)	87.51%
5236400 · Minor Capital Outlay				
5236440 · Machinery and Equipment	3,137.19	3,235.00	(97.81)	96.98%
Total 5236400 · Minor Capital Outlay	3,137.19	3,235.00	(97.81)	96.98%
Total Expense	5,934.20	6,100.00	(165.80)	97.28%
Net Income	(4,421.70)	0.00	(4,421.70)	100.0%

Ovilla Fire Department Auxiliary
Profit & Loss Budget vs. Actual
 October 2011 through June 2012

	Oct '11 - Jun 12	Budget	\$ Over/(Under) Budget	% of Budget
Income				
4000800 · Other Revenue				
4000815 · Gifts	17,784.93	12,500.00	5,284.93	142.28%
4000830 · Vending Machines	0.00	100.00	(100.00)	0.0%
4000870 · Reimbursement	1,092.00	1,100.00	(8.00)	99.27%
4000880 · Reduction in Fund Balance	0.00	4,000.00	(4,000.00)	0.0%
Total 4000800 · Other Revenue	18,876.93	17,700.00	1,176.93	106.65%
Total Income	18,876.93	17,700.00	1,176.93	106.65%
Expense				
5332100 · Employee Benefits				
5332196 · Membership Dues	100.00	100.00	0.00	100.0%
Total 5332100 · Employee Benefits	100.00	100.00	0.00	100.0%
5333400 · Maintenance Supplies and Parts				
5333460 · Supplies - Miscellaneous	3,124.32	5,000.00	(1,875.68)	62.49%
Total 5333400 · Maintenance Supplies and Parts	3,124.32	5,000.00	(1,875.68)	62.49%
5334200 · Travel Expenses				
5334220 · Professional Development	0.00	150.00	(150.00)	0.0%
Total 5334200 · Travel Expenses	0.00	150.00	(150.00)	0.0%
5335700 · Other Expense				
5335735 · Official Functions	2,308.05	3,000.00	(691.95)	76.94%
5335765 · Miscellaneous	0.00	4,600.00	(4,600.00)	0.0%
Total 5335700 · Other Expense	2,308.05	7,600.00	(5,291.95)	30.37%
5336400 · Minor Capital Outlay				
5336440 · Machinery & Equipment	3,834.00	4,000.00	(166.00)	95.85%
Total 5336400 · Minor Capital Outlay	3,834.00	4,000.00	(166.00)	95.85%
5339000 · Reserve				
5339010 · Admin Reserves	0.00	850.00	(850.00)	0.0%
Total 5339000 · Reserve	0.00	850.00	(850.00)	0.0%
Total Expense	9,366.37	17,700.00	(8,333.63)	52.92%
Net Income	9,510.56	0.00	9,510.56	100.0%



DATE: 07-23-12

TO: Honorable Mayor and Council Members

FROM: Sharon Jungman

**SUBJECT: Reserve Fund Balance Calculation for
Quarter Ending 06-30-12**

City of Ovilla
Reserve Fund Balance Calculation
6/30/2012

Description	Account Number	2011-2012 Adjusted Budget Amount
Total General Fund 2011-2012 Adjusted Budget		\$ 2,292,664.00
Capital Outlay - Machinery and Equipment	5106440	(2,000.00)
Capital Outlay - Furniture	5106465	(500.00)
Capital Outlay- Audio Visual	5107470	(7,500.00)
Capital Outlay - Reserves for Contingency	5109001	(86,561.00)
Capital Outlay - Machinery and Equipment	5206440	(650.00)
Capital Outlay - Personal Protective Equipment	5206445	(2,000.00)
Capital Outlay - Vehicles	5207450	(12,095.00)
Capital Outlay - Machinery and Equipment	5306440	(11,000.00)
Capital Outlay - Personal Protective Equipment	5306445	(20,500.00)
Capital Outlay - Machinery and Equipment	5406440	(450.00)
Capital Outlay - Machinery and Equipment	5506440	(8,453.00)
Capital Outlay - Personal Protective Equipment	5506445	(300.00)
Capital Outlay - Other	5506490	(500.00)
Capital Outlay - Building	5507420	(3,350.00)
Capital Outlay - Machinery and Equipment	5507440	(6,500.00)
Capital Outlay - Infrastructure	5507460	(145,000.00)
Capital Outlay - Land Improvements	5606410	(300.00)
Capital Outlay - Machinery and Equipment	5606440	(400.00)
Capital Outlay - Machinery and Equipment	5607440	(3,000.00)
Total		1,981,605.00
Add Back Lease P&I Coded to Acct. 5207450		\$ 12,095.00
Total Budget Less Capital or one time Expenditures		\$ 1,993,700.00
 Total Reserve Bank Value Accounts		
Prosperity Money Market Reserve (Acct. #14039009)	1011500	\$ 29,370.25
Prosperity Bank (Acct. #670010608)	1012290	\$ 55,180.88
Prosperity Money Market Reserve (Acct. #93075883)	1012250	\$ 97,460.92
Citizen's National Bankd (Acct. #11383177)	1012255	\$ 241,195.89
Texstar Reserves (Acct.#07017-1112)	1011525	\$ 928.21
Total Reserve Cash		\$ 424,136.15
Total undesignated cash reserves		\$ 75,000.00
Total Reserve Cash & Designated Cash		\$ 499,136.15
 Number of Days in Current Reserve	 \$ 5,462.19	 <u>91.38</u>



Jessica Foresman
Court Clerk

DATE: July 23, 2012
TO: Honorable Mayor Leverentz and City Council Members
CC: City Administrator, Randy Whiteman
FROM: Jessica Foresman, Court Clerk
SUBJECT: Monthly Staff Report

41 traffic, 1 parking, 5 penal code, and 1 ordinance related cases were filed for the month of June. 9 warrants were issued

Court Collection for the month of June was \$5,964.30

\$3,306.88 is kept by the City FYTD \$40,172.38
\$2,679.54 is remitted to State FYTD \$26,576.50

JUNE 2012 CODE ENFORCEMENT REPORT

- COMPLAINTS/VIOLATIONS – 83
- FOLLOW-UPS –107
- EDUCATION – 100
- LETTERS SENT– 8 (6 GRASS 2 PUBLIC NUISANCE,)
- NUISANCE ABATED – 2(303 COCKRELL HILL 229 WILLIAMSBURG)
- DOOR HANGER NOTICES – 10 (3 PARKING IN YARD, 2 PERMIT,5 GRASS)
- SIGNS REMOVED – 24 (9 BUSINESS, 15 GARAGE SALE)
- PICTURES TAKEN –99
- GARAGE SALE PERMITS – 33 FOR A TTL \$165
- COURT –3 POSTPONED – (1-BUILDING PERMIT,2 -ANIMAL CONTROL)1-BUILDING PERMIT - JURY TRIAL
- STREET LIGHT REPORT COMPLAINTS –1 FOLLOW-UPS –2
- PERMITS REVIEWS – 15 INSPECTIONS – 7
- OSSF – 1 SURFACE APPLICATION)

**ANIMAL CONTROL REPORT
JUNE 2012**

- COMPLAINTS/VIOLATIONS – 39
- FOLLOW-UPS – 55
- ANIMALS PICKED UP – 4 (3 TRANSPORTED 1 RETURNED TO OWNER)
- ANIMAL RELOCATED – 7 (6 RACCOONS 1 POSSUM)
- TAG RENEWAL NOTICES SENT – 21
- DOOR HANGERS –21
- PICTURES TAKEN – 44
- EDUCATION – 43
- IMPOUND FEES - \$45
- DECEASED / REMOVED –15
- CITY TAGS – 5 ISSUED = \$ 50 .00
- OAK LEAF CALLS – 3 (1 TRAP, 1 DOG ,1 REMOVE DEAD ANIMAL)
- TRAPS CHECKED OUT – 7
- LIVESTOCK CALL – 2 (HORSES)



Villa City Council

CONSENT ITEMS

3 Item(s)

Meeting Date: July 23, 2012

Department: Administration

Discussion Action

Budgeted Expense: YES NO N/A

Submitted By: Administrative Staff

Attachments:
<ul style="list-style-type: none"> ◆ Financial transactions ◆ Quarterly Investment Report ◆ Minutes of the May 29, 2012 Council Meeting
Agenda Item / Topic:
N/A
Discussion / Justification:
Recommendation / Staff Comments:
Staff recommends approval.
Sample Motion(s):
<p><i>"I MAKE A MOTION THAT COUNCIL APPROVES/DENIES THE CONSENT ITEMS AS PRESENTED."</i></p> <p><i>"I MAKE A MOTION THAT COUNCIL APPROVES/DENIES THE CONSENT ITEM(S) AS PRESENTED WITH THE EXCEPTION OF _____ TO PULL FOR IMMEDIATE DISCUSSION/ACTION PRIOR TO APPROVAL."</i></p>



DATE: 7-23-12

TO: Honorable Mayor and Council Members

FROM: Sharon Jungman

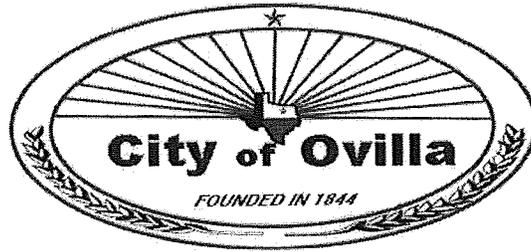
**SUBJECT: Expenditures in June 2012 over
\$5,000**

Expenditures in June 2012 Over \$5,000

General Fund

Date	Check#	Payee	Description	Amount
6/4/2012	40254	APAC	Asphalt for Road Repair	\$8,226.92
6/6/2012	40262	Blue Cross/Blue Shield	Insurance	\$7,415.78
6/29/2012	40316	Blue Cross/Blue Shield	Insurance	\$7,956.77
6/29/2012	40318	Brittain & Crawford	Create Electronic Map for the City of Ovilla	\$15,000.00
6/7/2012	ACH	Quick Books Payroll Service	Payroll	\$32,210.40
6/21/2012	ACH	Quick Books Payroll Service	Payroll	\$32,912.59
6/30/2012	ACH	State Comptroller	Quarterly Payment of Police Fines	\$6,869.38
6/11/2012	40194	T.M.R.S.	Retirement	\$9,476.63
6/8/2012	ACH	US Treasury	Payroll Taxes	\$6,392.24
6/22/2012	ACH	US Treasury	Payroll Taxes	\$6,521.53
Total General Fund Transactions Paid in June 2012 \$5,000 and Over				<u>\$132,982.24</u>

Date	Check#	Payee	Description	Amount
6/15/2012	14827	City of Dallas	Water Purchase	\$37,699.69
6/29/2012	14845	City of Ovilla General Fund	Quarterly Payroll Transfer	\$10,118.06
6/29/2012	14846	City of Ovilla General Fund	Garbage Transfer for June	\$18,861.82
Total Water & Sewer Fund Transactions Paid in June 2012 \$5,000 and Over				<u>\$66,679.57</u>



DATE: 07-23-2012

TO: Honorable Mayor and Council Members

FROM: Sharon Jungman

**SUBJECT: Quarterly Investment Report for
Quarter Ending 06-30-12**

City of Ovilla
 Fiscal Year 2011-2012
 Second Quarter Investment Report
 For Quarter Ending June 30, 2012

Fund	Bank	Investment Type	Description	Quick Books Account #	Inception Date	Maturity Date	Rate	Beginning Bank Value 4/1/2012	Activity	Ending Bank Value 6/30/2012	Book Value 6/30/2012	Difference
GENERAL FUND												
GF	Prosperity Bank	Operating	General	1012500	N/A	N/A	0.3200%	\$ 1,187,110.80	Interest Earned \$ 865.78 Net Deposit \$ 465,974.88 Net Withdrawals \$ 569,122.67 Ending Balance \$1,084,828.79	\$ 1,084,828.79	\$1,060,801.16	\$24,027.63
GF	Texstar Investment	Pool		1012525	N/A	N/A	0.1379%	\$ 3,717.50	Interest Earned \$ 1.16 Withdrawal \$ - Ending Balance \$ 3,718.66	\$ 3,718.66	\$3,718.66	\$0.00
GF	Prosperity Bank		Money Market	1012520	3/2/11	N/A	0.2000%	\$227,902.89	Interest Earned \$ 113.34 Withdrawal \$ - Ending Balance \$228,016.23	\$228,016.23	\$228,016.23	\$0.00
GF	Prosperity Bank	Reserves	Money Market	1011500	N/A	N/A	0.1000%	\$ 29,362.94	Interest Earned \$ 7.31	\$29,370.25	\$29,370.25	\$0.00
GF	Texstar Investment	Pool		1011525	N/A	N/A	13.7900%	\$ 927.92	Interest Earned \$0.29	\$928.21	\$928.21	(\$0.00)
GF	Prosperity Bank		Money Market	1012250	N/A	N/A	0.1500%	\$ 97,424.58	Interest Earned \$ 36.34 Net Deposit \$ - Net Withdrawals \$ - Ending Balance \$ 97,460.92	\$ 97,460.92	\$97,460.92	\$0.00
GF	Citizens National Bank	CD		1012255	8/18/11	2/16/12	0.8500%	\$ 241,195.89	Interest Earned \$ - Net Deposit \$ - Net Withdrawals \$ - Ending Balance \$ 241,195.89	\$ 241,195.89	\$241,195.89	\$0.00
GF	Community National Bank	15 month CD		1012275	7/16/10	10/16/11	1.5500%	\$ -	Interest Earned \$ - Net Withdrawals \$ - Ending Balance \$ -	\$ -	\$0.00	\$0.00
GF	Prosperity Bank		15 month CD	1012290	10/17/11	10/17/12	0.4000%	\$ 55,126.06	Interest Earned \$ 54.82	\$55,180.88	\$55,180.88	\$0.00
Total General Fund										\$1,740,699.83	\$1,716,672.20	\$24,027.63

City of Ovilla
 Fiscal Year 2011-2012
 Second Quarter Investment Report
 For Quarter Ending June 30, 2012

Fund	Bank	Investment Type	Description	Quick Books Account #	Inception Date	Maturity Date	Rate	Value 4/1/2012	Activity	Value 6/30/2012	Difference
DEBT SERVICE											
Debt	Prosperity Bank	Savings Account	Sinking Fund	1010000	N/A	N/A	0.2000%	\$ 589,759.89	Interest Earned \$ 287.43 Deposits \$ 15,648.96 Deductions \$ 30,630.31 Ending Balance \$575,065.97	\$575,951.46	(\$885.49)
Water & Sewer Utility Fund											
W&S	Prosperity Bank	Operating	Utility	1021500	N/A	N/A	0.3200%	\$ 731,019.32	Interest Earned \$ 597.83 Net Deposit \$ 315,069.31 Net Withdrawals \$ 275,695.07	\$766,631.04	\$4,360.35
W&S	Texstar Investment	Investment	Pool	1021525	N/A	N/A	0.1379%	\$ 1,143.25	Interest Earned \$ 0.35 Net Deposit \$ - Withdrawals \$ - Ending Balance	\$1,143.60	\$0.00
W&S	Prosperity Bank	Investment	Utility	1021530	N/A	N/A	0.2000%	\$ 83,260.46	Interest Earned \$ 41.41 Net Deposit \$ - Net Withdrawals \$ -	\$83,301.87	\$0.00
W&S	Prosperity Bank	Investment	Utility	1021800	N/A	N/A	0.3600%	\$ 136.89	Interest Earned \$ 0.12 Net Deposit \$ - Net Withdrawals \$ -	\$137.01	\$0.00
W&S	Prosperity Bank	Investment	Money Mkt.	1020500	N/A	N/A	0.2000%	\$ 103,847.09	Interest Earned \$ 51.64 Net Deposit \$ - Net Withdrawals \$ -	\$ 103,898.73	\$0.00
Total W&S Utility Fund										\$959,472.60	\$4,360.35
CAPITAL PROJECTS											
CP	Texpool Investment	Construction Funds	Pool	1023000	N/A	N/A	0.1366%	\$ 308.16	Interest Earned \$ - Deposits \$ - Withdrawals \$ - Ending Balance	\$308.16	\$0.00

City of Ovilla
 Fiscal Year 2011-2012
 Second Quarter Investment Report
 For Quarter Ending June 30, 2012

Fund	Bank	Investment Type	Description	Quick Books Account #	Inception Date	Maturity Date	Rate	Value 4/1/2012	Activity	Value 6/30/2012	Difference
CP	Texstar Investment		Pool	1023500	N/A	N/A	0.1379%	\$ 1,393.16	Interest Earned Deposits Withdrawals Ending Balance	\$ 1,393.60	\$0.00
CP	Prosperity Bank		Money Market	1024000	N/A	N/A	0.2000%	\$129,146.73	Interest Earned Deposits Withdrawals Ending Balance	\$129,210.96	(\$0.00)
Total Capital Projects											
W&S IMPACT FEE											
W&S Impact	Operating Prosperity Bank		Sewer Impact	8520150	N/A	N/A	0.0500%	\$ 6,675.72	Interest Earned Deposits Withdrawals Ending Balance	\$ 6,718.54	\$0.00
W&S Impact	Prosperity Bank		Water Impact	8510100	N/A	N/A	0.1500%	\$ 88,057.33	Interest Earned Net Deposit Net Withdrawals Ending Balance	\$ 88,090.18	\$0.00
W&S Impact	Texstar Investment		Sewer Impact	8520155	N/A	N/A	0.1379%	\$ 3,146.03	Interest Earned Net Deposits Net Withdrawals Ending Balance	\$ 3,147.01	\$0.00
W&S Impact	Prosperity Bank		Sewer Impact	8520160	N/A	N/A	0.2000%	\$20,544.69	Interest Earned Net Deposit Net Withdrawals Ending Balance	\$20,554.91	\$0.00
Total W&S Impact Fund											
PARK IMPROVEMENT											
Park	Prosperity Bank		Savings Account	1010000	N/A	N/A	0.0500%	\$ 5,194.38	Interest Earned Deposits Withdrawals Ending Balance	\$ 5,529.58	\$0.00
Park	Prosperity Bank		Money Market	1010200	3/16/11	N/A	0.0500%	\$ 19,645.62	Interest Earned Deposits	\$ 2,45	\$

CITY OF OVILLA MINUTES
Tuesday, 29 May 2012
Regular City Council Meeting
105 S. Cockrell Hill Road, Ovilla, TX 75154

Mayor Pro-Tem Leverentz called the Regular Council Meeting of the Ovilla City Council to order at 7:00 P.M. The following City Council Members were present:

Tom Leverentz	Mayor Pro-Tem, Place 1
James Wade	Council Member, Place 3
Doug Hunt	Council Member, Place 4
Richard Dormier	Council Member, Place 5

Vacant: Place 2
Mayor

Mayor Pro-Tem Leverentz noted present members thus constituting a quorum. City Administrator Randy Whiteman and various department-head staff members were also present.

Mr. Joel Robbins gave the Invocation
PL 4 Hunt led the Pledge of Allegiance.

Comments, Presentations and Reports and Appointments

Presiding Municipal Judge Scott Kurth administered Statements and Oaths of Office to the newly elected/unopposed Mayor Tom Leverentz and Council Members: elected Place 1-Ralph Hall, elected Place 2-Larry Stevenson, elected/unopposed Place 3-David Griffin, and elected/unopposed Place 5-Richard Dormier.

Prior to the new Council taking their seats, Mayor Leverentz moved the order of the agenda to allow the previous Council to approve the Consent Items.

◆ **CONSENT ITEMS:**

- Minutes of the May 14, 2012 Regular Council Meeting.
- Minutes of the May 16, 2012 Special Meeting to Canvass Municipal Election

PL5 Dormier made a motion to approve the consent items as presented.

PL4 Hunt seconded the motion.

Mayor Leverentz asked for a record vote by announcement of AYE or NAY.

Present Council announced AYE in favor. No oppositions, no abstentions.

VOTE: The motion carried unanimously: 3-0.

Mayor Leverentz called a brief break at 7:16 pm. to allow Mr. Wade to step down and the new Council to take their respective seats.

Mayor Leverentz called the meeting back into session at 7:30 pm.

CITIZENS COMMENTS / CITIZENS FORUM:

1. Mr. Galen Oats, 111 Holy Lane commended the city and particularly the public works crews under Public Works Director Brad Piland for repaving Holly Lane.
2. Former Place 3 James Wade congratulated the new Council members and voiced concerns of PL 4 Hunt's and Mayor Leverentz' dual service on various city boards.

◆ **DEPARTMENT ACTIVITY REPORTS / Discussion**

- There were no department activity reports.

REGULAR AGENDA**ITEM 1. Discussion/Action – Consider the appointment of Mayor ProTem.**

PL3 Griffin nominated PL5 Dormier to serve as Mayor ProTem. PL1 Hall seconded the nomination. There were no other nominations.

PL3 Griffin made a motion that Council approves the appointment of PL5 Dormier to serve as Mayor ProTem. PL1 Hall seconded the motion.

Mayor Leverentz asked for a record vote by announcement of AYE or NAY.

Present Council announced AYE in favor. No oppositions, no abstentions.

VOTE: The motion carried 5-0.

ITEM 2. Discussion/Action – Consider nominations and appointments/reappointments to the Board of Adjustment.

Each member and alternate member is appointed by the City Council for a two-year term. Three terms expiring in July were Julia Cearley, Stephanie Albright and Jeanne Ham (Alternate). All three members have voiced their desires for reappointment and have completed the Open Meetings Act Training. All members notified the city secretary in advance on any noted absences. PL3 Griffin commended the BOA members and recommended the reappointment of all three.

PL2 Stevenson made a motion that Council reappoints Julia Cearley, Stephanie Albright and Jeanne Ham to serve another 2y term on the Board of Adjustment.

PL3 Griffin seconded the motion.

Mayor Leverentz asked for a record vote by announcement of AYE or NAY.

Present Council announced AYE in favor. No oppositions, no abstentions.

VOTE: The motion carried unanimously: 5-0.

ITEM 3. Discussion/Action – Consider nominations and appointments/reappointments to the Economic Development Corporation.

Four member terms expire in mid-June. All four members responded with their desires for reappointment for new terms. The expiring member-terms were Ronald Kingsley-PL1, Doug Hunt-PL3, John Knight-PL5 and Richard Pettit-PL7. All members desiring reappointment have completed the Open Meetings Act training.

PL1 Hall made a motion that Council TABLE this item to further review incoming board applications.

Mayor Pro-Tem/PL5 Dormer seconded the motion.

Mayor Leverentz asked for a record vote by announcement of AYE or NAY.

Present Council announced AYE in favor. No oppositions, no abstentions.

VOTE: The motion carried unanimously: 5-0. ITEM TABLED

ITEM 4. Discussion/Action – Consider nominations and appointments/reappointments to the Planning and Zoning Commission.

Three member terms expire in July. Two of those expiring members have responded with their desires for reappointment for new terms. Those two expiring member terms were Michael Yordy and Lynn Shortnacy. The third member, Tom Rockwell, is moving from Ovilla, leaving a vacant position on the P & Z. Members desiring reappointment have completed the Open Meetings Act training and provided the city secretary advanced notice of any absences.

PL3 Griffin made a motion that Council TABLE this item to further review incoming board applications.

PL1 Hall seconded the motion.

Mayor Leverentz asked for a record vote by announcement of AYE or NAY.

Present Council announced AYE in favor. No oppositions, no abstentions.

VOTE: The motion carried unanimously: 5-0. ITEM TABLED

ITEM 5. Discussion/Action – Council will discuss with City Attorney amendments to the Zoning Ordinance and take any action deemed necessary.

Staff identified two additional zoning districts that are not currently zoned anywhere in the city. The Council discussed the options available to address the zoning problems with Ron MacFarlane, Ovilla's legal counsel. Mr. MacFarlane identified how other cities addressed their different types of zoning. With regard to manufactured housing, Mr. MacFarlane said he believed that Ovilla's building restrictions were strenuous enough that even if someone were to bring in manufactured housing, Ovilla's building restrictions would require the finished product to match a site-built home. Mr. MacFarlane pointed out there were some areas in the code that needed to be addressed, i.e.: the requirement of a specific use permit for Pawn Shops. Mr. MacFarlane said he would provide the council with the correct ordinances for future passing.

ITEM 6. Discussion/Action – Council will discuss with City Attorney amendments to the Council Policy and Procedures and take any action deemed necessary.

Council identified problems with the implementation of the Council Policy and Procedures and discussed possible amendments/revisions with Ron MacFarlane, Ovilla's legal counsel. The Council asked Ron MacFarlane to submit to them a new policy for adoption.

VOTE: There was no action.

ITEM 7. Discussion Only – The City Secretary Administrator will provide orientation to the newly elected Councilpersons and the City Administrator will update the Council and discuss the budget and current objectives.

Due to the City Secretary being under the weather, City Administrator assisted with acclimation to the new Council.

DISCUSSION ONLY.

TABLED ITEM(S) from the May 14, 2012 Council Meeting

- ITEM 1. Discussion/Action** – Consider Resolution 2012-006 repealing Resolution 2010-013 in its entirety, which established a policy on Council Governance Process and Rules of Procedure, to include the Procedures on the Hearing of Complaints for the City of Ovilla City Council.
- Presented by the City Administrator

This item was not addressed and remained on the table.

Adjournment

Mayor ProTem/PL5 Dormier made a motion to adjourn the meeting of May 29, 2012 at 7:55 p.m.

PL2 Stevenson seconded the motion.

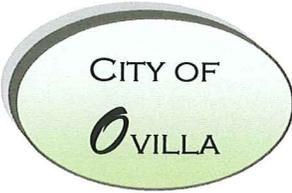
VOTE: The motion carried unanimously.

Thomas Leverentz, Mayor

ATTEST:

Pamela Woodall, City Secretary

Approved July 23, 2013



AGENDA ITEM REPORT

REGULAR AGENDA

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

Meeting Date: July 23, 2012

Department: Admin

Discussion Action

Budgeted Expense: YES NO N/A

Attachments:	
I. Ms Bilnoski's business card, website info from UTA.	
Agenda Item / Topic:	
ITEM I.	Discussion/Action – Council will receive a presentation from Ms Bobbi Bilnoski on long range planning services. Council will consider directing staff to advertise for RFQ's for long range planning services.
Discussion / Justification:	
The Council has expressed a need for long range planning and asked that they be presented options for ways to conduct the planning. Many cities use outside consultants to facilitate the planning process. Ms. Bilnoski is just an example of what a consultant can do. Other options are using someone internally or requesting assistance from one of the local universities or colleges.	
Recommendation / Staff Comments:	
N/A	
Sample Motion(s):	
"I MAKE A MOTION THAT COUNCIL AUTHORIZES/DOES NOT AUTHORIZE STAFF TO SOLICIT RFQ's FOR PLANNING SERVICES."	

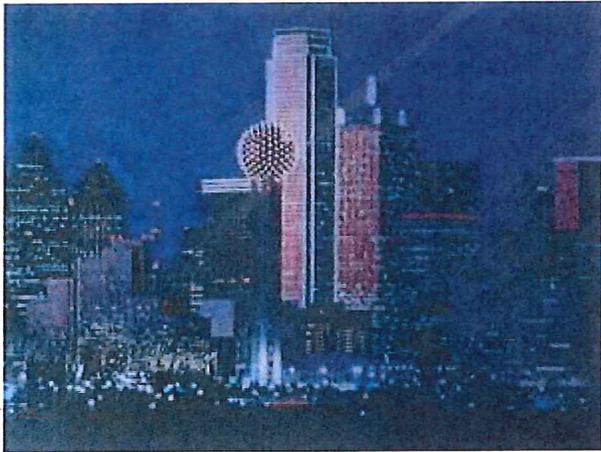
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School of Urban and Public Affairs

[UT Arlington](#) > [SUPA](#) > [Institute of Urban Studies](#) > [What We Do](#)

What We Do



For over forty years, hundreds of communities in Texas, many with limited funds available for discretionary services, have benefited from access to technical assistance at modest cost through the Institute of Urban Studies.

The Institute's service area covers the entire state with projects undertaken for communities from far West Texas to the Rio Grande Valley and northeast to the Piney Woods of East Texas. The Institute's services are frequently extended to other public and non-profit agencies of the state.

Described below are some of the projects the Institute has undertaken at the request of community leaders:

Building Capacity to Strengthen Local Economies

- **Alvin** (comprehensive plan update and other policy development options)
- **Cedar Hill** (downtown study to reflect city's historic background)
- **Fort Worth** (planning for revitalization of the Greater Northside Neighborhood)
- **Grand Prairie** (identification of property to be acquired for low to moderate income housing)
- **Haltom City** (revitalization of a once busy commercial corridor)
- **Houston** (work center feasibility study in ship channel area)
- **Jacksboro** (strategic economic development planning)
- **Midlothian** (strategic economic development plan update and ordinance review)
- **Quanah** (strategic economic development plan)
- **Red Oak** (development of a package of economic development tools customized for local needs)
- **Texoma Council of Governments** (economic adjustment plan for Cooke, Fannin and Grayson Counties)

CONCINNITY NETWORK
CHANGE FOR GOOD



BOBBI BILNOSKI
PRESIDENT & CEO
DALLAS, TEXAS
(214) 293-8696

BOBBI.BILNOSKI@GMAIL.COM
WWW.CONCINNITYNETWORK.NET



Enhancing Community Planning Capabilities

- **Arlington** (assistance in planning for a downtown University Center and business corridor revitalization)
- **Dallas** (feasibility study of building a new performing arts complex in downtown Dallas)
- **Dallas** (land use planning for impact areas of the Trinity River Corridor project)
- **DeSoto** (land use feasibility study)
- **Fort Worth** (revitalization strategies for East Belknap Street)
- **Fort Worth** (physical development plan for Mitchell Boulevard)
- **Fort Worth** (revitalization strategies for an inner city neighborhood in Near Southeast Fort Worth)
- **Friendswood** (update of city's comprehensive land development plan)
- **Gun Barrel City** (comprehensive land use and economic development plan)
- **Kennedale** (town center development plan)
- **Shenandoah** (preparation of city's first comprehensive land development plan)

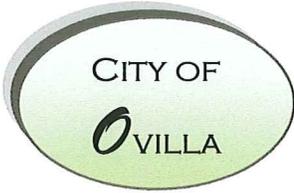
Strengthening Public Management and Governance

- **Midlothian** (review and update of city ordinances)
- **U.S. Department of Justice** (collaboration with multiple Dallas agencies to reduce neighborhood gun violence)

Applied Research Studies

- **Fort Worth** (five-year impact study of the forced relocation of residents from Ripley Arnold public housing into mixed income housing)
- **TXDOT** (grants to find solutions to a growing disconnect between demand for transportation services and the state's ability to respond)

SCHOOL OF URBAN AND PUBLIC AFFAIRS (SUPA)
601 S. Nedderman Dr. [511 University Hall](#) Box 19588 Arlington, TX 76019
Undergraduate (INTS) Program: 817-272-2338
Graduate Programs: 817-272-3071
Institute of Urban Studies: 817-272-3305



AGENDA ITEM REPORT

REGULAR AGENDA

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

Meeting Date: July 23, 2012

Department: Admin

Discussion Action

Budgeted Expense: YES NO N/A

Attachments:

I. Proposed Ordinance 2012-003

Agenda Item / Topic:

ITEM 2. Discussion/Action – Consider Ordinance 2012-003, repealing Chapter 1, Division 3 “Purchasing Procedures” of the Ovilla Code of Ordinances and adopting in place thereof the Ovilla Policy and Procedures Guide to Purchasing.

Discussion / Justification:

Ordinance 2010.020 was prepared by T.O.A.S.E. and sent to Franklin Legal Publishing by staff for codification in Supplement No. 1. It was incorporated as drafted. The ordinance amended two sections in the code. These were incorporated into the code as sections 1.05.072 and 1.05.074. This is indicated in the history note, and can be tracked down via the ordinance disposition table found in the appendix of the code.

Per Franklin, the purchasing policy, which was also reviewed is not an ordinance. Though it had the Ordinance number 2010.020 listed, it was not in ordinance form. Further, the ordinance referenced made no mention of amending the code, nor did it mention any attached policy or exhibit. The ordinance itself is clear that it amends only two sections in the code referenced above.

Staff asked Mr. Ron MacFarlane (legal counsel) to make the necessary changes, putting this policy in proper ordinance form in order to codify.

Recommendation / Staff Comments:

Staff recommends approval.

Sample Motion(s):

“I MAKE A MOTION THAT COUNCIL APPROVES/DENIES ORDINANCE 2012-003, REPEALING CHAPTER 1, DIVISION 3 “PURCHASING PROCEDURES” OF THE OVILLA CODE OF ORDINANCES AND ADOPTING IN PLACE THEREOF “THE OVILLA POLICY AND PROCEDURE GUIDE TO PURCHASING.”

ORDINANCE NO. 2012-003

AN ORDINANCE OF THE CITY OF OVILLA, TEXAS, REPEALING CHAPTER 1, DIVISION 3 “PURCHASING PROCEDURES” OF THE OVILLA CODE OF ORDINANCES AND ADOPTING IN PLACE THEREOF THE OVILLA POLICY AND PROCEDURE GUIDE TO PURCHASING; PROVIDING A SAVINGS CLAUSE; PROVIDING A SEVERANCE CLAUSE; PROVIDING FOR INCORPORATION INTO THE OVILLA CODE OF ORDINANCES; PROVIDING FOR IMMEDIATE EFFECT; AND PROVIDING FOR PUBLICATION.

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

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

WHEREAS, the City Council of the City of Ovilla, Texas, does find and determine that it is in the best interest of the citizens of the City of Ovilla, Texas, to adopt the Policy and Procedure Guide to Purchasing, dated September 27, 2010 as an ordinance to replace Chapter 1, Division 3 of the Ovilla Code of Ordinances..

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

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

Chapter 1, Division 3, of the Ovilla Code of Ordinances is hereby repealed in its entirety.

SECTION 2. ADOPTION OF THE POLICY AND PROCEDURE GUIDE TO PURCHASING DATED SEPTEMBER 27, 2010 AS SECTION 1, DIVISION 3, OF THE OVILLA CODE OF ORDINANCES

The following is adopted as Section 1, Division 3, of the Ovilla Code of Ordinances:

Purchasing Policy and Procedures

Sec. 1. Purpose

- A. To provide guidelines to the City of Ovilla Department Heads regarding:
- The purchase of materials, equipment and services required by the City’s operations.
 - Provide the City with quality products and services at the best possible price;
 - Ensure that the City abides by the City’s Charter and its adopted annual budget;
 - Help all departments understand and use established purchasing procedures and abide by applicable state and federal laws; and
 - Help all departments in meeting the procurement needs of the City.

B. Responsibility of Employees

ORDINANCE NO. 2012-003

The City wants to promote and protect its governmental integrity. Public employees must, therefore, discharge their duties impartially to assure fair, competitive access to City procurement. Moreover, the City's officers and employees shall conduct themselves in a way that fosters public confidence in the integrity of the City.

The employees of the City responsible for purchasing should:

- purchase the proper goods or services to address the City's needs;
- get the best possible price for goods or services;
- have goods or services available when and where the City needs it;
- assure a continuing supply of needed goods and services;
- guard against misappropriation of City funds;
- facilitate cooperation with other governmental units;
- maximize competition from responsible bidders;
- safeguard public funds and receive the best value for the public dollar;
- never use public spending to enrich elected officials or City employees; and
- never make purchases for personal use in the City's name.

Sec. 2. Purchasing Process

A. Purchase Authority

Persons designated here may approve for payment only out of funds previously appropriated and budgeted for that purpose, or may disapprove any bills, debts, or liabilities asserted as claims against the City. The persons designated may not approve any expenditure when funds adequate to pay such bills, debts or liabilities are not on hand. The payment or disapproval of any bills, debts or liabilities not covered by previous appropriation shall require confirmation by the City Council.

1. The City Council

The City Council has exclusive power and responsibility to make purchases of all supplies, apparatus, equipment, materials and other things requisite for public purposes for the City of Ovilla and to make all necessary contracts for work or labor to be done, material or other necessary things to be furnished for the benefit of the City of Ovilla where the amount of the expenditure for any purpose or contract exceeds the sum of twenty-five thousand dollars (\$25,000.00) in accordance with city ordinance.

2. The Mayor or City Administrator

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

ORDINANCE NO. 2012-003

3. The City Secretary and Department Heads

The City Secretary and Department Heads have exclusive power and responsibility to make or approve purchases of all supplies, apparatus, equipment, materials and other things requisite for public purposes for the City of Ovilla and to make all necessary contracts for work or labor to be done, material or other necessary things to be furnished for the benefit of the City of Ovilla where the amount of the expenditure for any purpose or contract does not exceed the sum of five hundred dollars (\$500) in accordance with city ordinance.

4. Purchases exceeding fifty thousand dollars (\$50,000.00)

Where the amount of the purchase or contract exceeds the sum of fifty-thousand dollars (\$50,000.00), the City shall invite competitive bids thereon by legal advertisement. Bids received pursuant to said advertisement shall be opened and read at the date set for receiving said bids, in the presence of the City Administrator or his duly authorized representative. The contract shall be awarded to the lowest, responsible bidder; provided, however, the Council may reject any and all bids received in accordance with city ordinance. See Competitive Bids.

B. Purchase Limits

The purchasing limits stated here in assume that prior to purchase or request to purchase, the Department Head and/or their designee has verified sufficient funds are available in the budget line affected. This section applies to approve budgeted purchases only.

1. Purchases Limit Chart

Dollar Figure	Forms Needed	Department Head Approval	City Accountant Approval	City Administrator Approval	City Council Approval
Less than \$100	Check request/ petty cash	★			
Less than \$500	Check request	★			
\$500 to less than \$25,000	Purchase Req/Order 3 quotes	★	★	★	
\$25,000 to less than \$50,000	Purchase Req/Order 3 written quotes	★	★	★	Review
\$50,000 or more (Formal Bids - Required)	Purchase Order sealed bids	★	★	★	Approval

* Denotes signature approval prior to purchase.

ORDINANCE NO. 2012-003

2. Petty Cash

a. Finance maintains a petty cash fund that can be used by City departments. Any item bought with petty cash should not exceed \$100.00. User departments make these purchases directly with the vendor and reimbursements are made providing the proper "Petty Cash Request" is completed and a copy of the receipt is attached.

b. It is important to remember that the City is exempt from paying any local or state sales tax. Therefore, you will need a signed Tax Exemption Certificate at the time of purchase to verify that you work for the City. Otherwise, tax will be charged by the vendor and that amount shall not be reimbursed. This will apply if the vendor does not accept the Tax Exemption Certificate or City of Ovilla ID number.

c. A sample of the "Petty Cash Request" and an explanation is provided under Purchasing Forms.

3. Purchases of less than \$100

a. Purchases of less than \$100 do not require a purchase order. Department Heads, or their approved designees, may without prior approval of the City Accountant or City Administrator make purchases of less than \$100. Department Heads, or their approved designees, may authorize invoices for payment and forward check requests to the Accounting Department.

b. Purchases of less than \$100, except for out-of-town travel, may be reimbursed from petty cash. Reimbursements from petty cash require an original receipt. The Finance Department shall maintain and reconcile the petty cash drawer

c. A sample of the "Check Request Form" and an explanation is provided under Purchasing Forms.

4. Purchases of less than \$500

a. Purchases of less than \$500 do not require a purchase order. Department Heads or their approved designees may, without prior approval of the City Accountant or City Administrator; make purchases less than \$500. Department Heads shall authorize an invoice for payment and forward a check request to the Finance Department.

5. Purchases exceeding \$500 to less than \$25,000

a. Department Heads must receive prior approval of the City Administrator to making a purchase more than \$500 but less than \$25,000.

b. Purchase requisitions are required to be submitted to the City Accountant for all purchases, of \$500 to less than \$25,000 by Department Heads before a purchase is made. No invoice will be paid that will cause an account to be over budget. Department Heads may request a budget revision to cover purchases that will cause an account to be over budget. The City Administrator can approve or disapprove any budget revisions submitted by Department Heads within their department, as long as the total dollar amount budgeted and approved by City Council for that fund is not altered. Three quotes must be received from vendors or an explanation provided why three quotes could not be obtained.

ORDINANCE NO. 2012-003

- c. A purchase order is prepared for all approved purchase requisitions by the Department Head. Purchase orders are approved by the written signature of the City Administrator. Purchase Orders are three parts; "White" vendor, "Yellow" to the Department Head and "Pink" to be maintained by the City Accountant and filed with the Invoice.
 - d. When an Invoice is received, Department Heads shall, attach purchase requisition, and purchase order form and forward to the Finance Department for payment.
 - e. A sample of the "Purchase Requisition Form" and "Purchase Order Form" and an explanation is provided under Purchasing Forms.
6. Purchases of \$25,000 to less than \$50,000
- a. Purchases \$25,000 to less than \$50,000 must be submitted to the City Administrator for approval. A description of item to be purchased and completed purchase requisition with three written quotes must be submitted to the City Accountant at least 3 days prior to time needed. Three written quotes must be received from vendors or an explanation provided why three quotes could not be obtained.
 - b. Upon City Administrator approval, and if the purchase has been specifically authorized by the City Council in the budget, a purchase order will be issued by the City Accountant.
 - c. If a purchase is \$25,000 or greater and not specifically authorized in the budget the purchase must be approved by the City Council.
7. Purchases of \$50,000 or more
- a. Purchases of \$50,000 or more are subject to bidding requirements. See Competitive Bids.
8. Emergency Purchases
- a. Emergencies occur as the result of unforeseeable circumstances and may require an immediate response to advert an actual or potential public threat.
 - b. If an emergency exists a written determination of the basis for the emergency and for the selection of a particular vendor shall be included in accordance with this section. Emergency purchases of goods or services should not exceed the scope or duration of the emergency.
 - c. Emergency expenditures are defined as follows:
 - 1. To remove hazards
 - 2. To protect people or property
 - 3. To prevent financial loss
 - 4. To prevent operation damage
 - 5. To expedite repairs
 - d. At least three informal quotes are encouraged whenever possible on all emergency purchases exceeding \$5,000. An award should be made based on best value, considering the type of emergency.

ORDINANCE NO. 2012-003

9. Requisitioning of Emergency Purchases

Normal Working Hour - All emergency purchases occurring during normal working hours are processed through the Finance Department as follows:

- a. The Department Head will immediately notify City Accountant and City Administrator with as much information as possible about the emergency purchase required, so that the appropriate action can be initiated.
- b. Simultaneously, a purchasing requisition is being prepared by the Department Head and is sent through the normal channels.
- c. Department Head contacts as many vendors as necessary to arrange the emergency purchase. If time permits, the purchase order is completed according to procedure. Otherwise, the purchase is made, and the purchase order is completed, after the fact, and delivered to the vendor.

Evening, Weekends and Holidays - For other than normal working hours, when purchasing support is unavailable, process emergency purchases as follows:

- a. The using department will immediately notify the City Administrator by telephone with as much information as possible about the emergency purchase required, so that the appropriate action can be initiated.
- b. The responsible official of the using department takes whatever steps are necessary to procure needed supplies, services or equipment to relieve the emergency situation. If possible, only those goods or services needed during the evening, weekend or holiday are procured.
- c. On the first working day following the emergency, the responsible official prepares a purchase requisition and personally attaches any invoices, packing slips, or receipts to the requisition for processing.

The Department Head must certify, in writing, the next business day, or as soon thereafter as possible, that the purchase involved was necessary because of one of the reasons listed as emergency exemption.

Justification Requirements

Emergency purchases require a letter of justification documenting the emergency which must be signed by the Mayor or City Administrator and at a minimum address the following:

- a. The nature of the emergency purchase and what caused the emergency situation; and
- b. The estimated impact or damage either financial or otherwise that will occur by following normal procurement practices (general statements of loss or nominal damage are not acceptable).

10. Purchase Review

- a. The City Accountant will conduct random internal audits of departmental purchasing budget. The City Accountant will report the results of these internal audits to the City Administrator and Department Heads.
- b. The City Accountant will compile a report of all expense over \$5,000 and monthly financial report as compared with budget for Council to review monthly.

ORDINANCE NO. 2012-003

C. Purchase Exemptions

The purchasing exemptions stated here in assume that prior to purchase, it has been approved by City Administrator or Council and the Department Head and/or their designee has verified sufficient funds are available in the budget line affected. Department Heads, or their approved designees, may authorize invoices for payment and forward check requests to the Accounting Department. These items include, but are not limited to the following:

1. Contracts
 - a. Annual
 - b. Construction Projects
 - c. Consultants
 - d. Professional Services

2. Maintenance Agreements
 - a. Copiers
 - b. Fax machines
 - c. Computers
 - d. Other specialized equipment

3. Monthly Utility Bills
 - a. Gas
 - b. Electricity
 - c. Telephone
 - d. Other Utility Bills

4. Payment of Debt
 - a. Lease Purchase
 - b. Notes Payable
 - c. Bonds

5. Printing and Production
 - a. Newspaper Ads
 - b. Postage
 - c. Printed products

6. Reimbursement for Travel
 - a. When the trip is a City Administrator approved trip
 - b. When the Dollar amounts are less than \$1,000

7. Transfers Between Funds (See Transfer Forms)
 - a. Reimburse cash expended from another fund
 - b. Transfer to/from investment accounts

Sec. 3. Purchasing Forms

A. Petty Cash Request (Purchases of Less Than \$100)

The Petty Cash is used for purchases under \$100 that are to be reimbursed from petty cash. Submit request as detailed below to Finance Department.

ORDINANCE NO. 2012-003

Instructions for completing the Petty Cash request form.

1. Check budget to ensure funds are available.
2. Complete form by filling in the required fields.

Name	Fund	Date
Amount	Account Number(s)	Description
3. Sign as indication of approval.
4. Submit petty cash request with back up (e.g., invoice, receipts, copy of contract, etc) to Finance.
5. Finance will verify expense report / receipts match or refund documentation.
6. City Accountant will issue/reimburse from petty cash funds.

SAMPLE

City of Ovilla

Petty Cash Form

Date	Amount Requested	Description	Amount Spent	Fund	Account #
Total			0.00		

Submitted BY: _____

Supervisor's Signature: _____

ORDINANCE NO. 2012-003

B. Check Request Form (Purchases of Less Than \$500)

The check request is used for purchases under \$500 as defined below. Submit check request as detailed below to Finance Department a minimum of 3 days prior to needing the check.

1. Travel Advance/Reimbursement (mileage/per diem) –Keep all receipts and attach to completed travel expense report upon return.
2. Refunds –Include in the reason for request: the person or organizations name; date of original purchase; contract date or class date; and reason for refund.
3. Contract / Temporary Labor –Include as backup, a copy of the time sheet or invoice.
4. Membership Dues –Include copy of membership application that shows the time period and amount.
5. Reimbursements – Include copy of detailed invoice or receipt.

C. Instructions for completing the check request form.

1. Check budget to ensure funds are available.
2. Complete form by filling in the required fields.

Name	Department	Vendor Number
Vendor Name	Address	City, State, Zip
Amount of Check	Account Number(s)	Reason for Request

3. Special Instructions: (Choose One):

Return to Department Mail Check

4. Reason for request should answer the following question:

Who is the request for and why is the check to be issued?

5. Sign and Date as indication of approval.
6. Submit check request with back up (e.g., invoice, receipts, copy of contract, etc) to Finance.
7. Finance will verify travel expense report / receipts match or refund documentation.

Check will be issued and either mailed or returned to requesting department as indicated on check request form.

SAMPLE

CHECK REQUEST

CITY OF OVILLA, TEXAS
 105 S COCKRELL HILL ROAD • OVILLA, TX
 75154
 (972) 617-7262 • FAX (972) 515-3221

DATE OF AUTHORIZATION _____

PURCHASE OVER \$500.00 REQUIRES AN APPROVED PURCHASE ORDER TO PLACE THE ORDER!

DEPARTMENT _____ REQUESTED BY _____

VENDOR _____

ADDRESS _____

CITY/STATE/ZIP _____

TELEPHONE _____ MERCHANDISE NEEDED FOR:

AUTHORIZED SIGNATURE _____

ACCOUNT NUMBER _____ CUSTOMER NUMBER _____ Mail
 _____ Return to Dept. _____

FINANCE DEPARTMENT USE ONLY

W-9 SENT

TAX EXEMPT SENT

DATE	INVOICE	COMPLETE DESCRIPTION MAKE, MODEL, SIZE, CATALOG NO., ETC...	UNIT COST	GROSS AMT	DEPT.

EXEMPT NO: 75-1399345

ORDINANCE NO. 2012-003

D. Purchase Request/Purchase Order (Purchases of \$500 and Over)

The purchase requisition is used for purchases over \$500.

Finance will watch for separate and sequential purchases. Departments should be careful not to make component or sequential purchases that would normally be done at one time, but due to restrictions, purchases are made separately. These types of purchases should be done at one time and with the proper restrictions being followed. Violators of this requirement may be in violation of state law and subject the employee to disciplinary action.

ORDINANCE NO. 2012-003

Instructions for Completing Purchase Requisitions

1. Check the budget line to verify that funds are available to cover the purchase.
2. If the purchase price is over \$3,000 but under \$49,999 including shipping and fees, contact the vendor or vendors to obtain three quotes.
3. Complete required fields

Date	Name	Department	Date Needed
Account Number	Vendor Name	Address (if known)	Vendor Number
Vendor Phone	Description	Quantity	Price
4. Submit the requisition with three quotes to the City Accountant. The City Accountant will review the items to be purchased and forward Purchase Order to City Administrator for approval.
5. City Accountant will return approved Purchase Order to the department, less the accounting copy which will be maintained in Finance.

SAMPLE

**CITY OF OVILLA
Purchase Requisition**

Date:	
Name	
Department:	
Account Number:	
Date Required:	

Description of Item: _____

Quantity: _____

Explanation: _____

Required if expenditure exceed \$5,000

II. QUOTE #1	
Vendor Name & Number:	
Address:	
Contact Person & Phone	
Price:	
III. QUOTE #2	
Vendor Name & Number	
Address:	
Contact Person & Phone	
Price:	
IV. QUOTE #3	
Vendor Name & Number	
Address:	
Contact Person & Phone	

Comments: _____

Name : _____ **Date:** _____

ORDINANCE NO. 2012-003

Instructions for Completing Purchase Orders

Purchase Orders are obtained from the Finance Department.

Purchase Orders

- a. should be prepared in triplicate
 - White – Vendors
 - Yellow – Department
 - Pink – Accounting
- b. should be numbered sequentially
 - First set of two numbers are the Current year
 - Second of two numbers are the department number
 - Third set of numbers are the purchase order number sequence

Example: For purchase order issued by the administration department in 2010
10-10-01, 10-10-02, 10-10-03, etc.

- c. Numbers should start anew each fiscal year.
 - d. should include all information from the purchase requisition.
 - e. authorization by City Administrator
6. Use vendor copy to place order.
 7. Hold remaining copies in department until product/service is received.
 8. If all items are received:
 - a. Sign and date the vendor copy and write **“OK to pay”**.
 - b. Attach invoice to the vendor copy and send both to Finance.
 - c. Keep the Department copy for your records.
 9. If a partial shipment was received:
 - a. Indicate the quantity and amount to be paid on the vendor copy,
 - b. Copy the document.
 - c. Send the vendor copy with partial invoice to Finance.
 - d. Keep copy to pay the remaining balance upon receipt.
 - e. Follow steps above when remaining product is received to complete payment.

E. Budget Revision Request (Non-budgeted Purchases)

The department has the responsibility to see that budget accounts are not overspent. If the category lacks a sufficient balance, the requisition will be sent back to the using department. The Department Head may then:

1. Withdraw the request.

ORDINANCE NO. 2012-003

2. Complete a Budget Revision Request form. **Transfers requested from a different category, department or fund require approval from the City Administrator.**
3. If budget funds are not available for transfer, Department Head can request funds from another source from the City Administrator.

Instructions for Completing Budget Revision Request Form

1. Check the budget line to verify that funds where funds are available.
2. Complete required fields

Date	Name	Department
Account Number	Account Number	
Increase Amount	Decrease Amount	
3. An explanation must be provided for the request.
4. Submit the form to the City Accountant. The City Accountant will review the line items to verify budget and forward to City Administrator for approval.
5. City Accountant will return a copy of approved Budget Revision Request to the department.
6. Normal purchasing policy should be followed to complete the purchase.

ORDINANCE NO. 2012-003

SAMPLE

City of Ovilla
Budget Revision Request

Date: _____

Name: _____

Department: _____

Account Number: _____

Account Number: _____

Increase Amount: _____

Decrease Amount: _____

Explanation:

Department Head Signature: _____

City Administrator Only

Comments: _____

Approved Not Approved

City Administrator

Date: _____

ORDINANCE NO. 2012-003

F. Cash Transfer Request

The Finance Department has the responsibility to see that operating cash accounts are not overdrawn and that excess cash is transferred to higher interest bearing accounts. The City Accountant or City Secretary will perform all cash transfers.

Instructions for Completing Cash Transfer Request

1. Complete required fields

From Bank	To Bank
Account Name	Account Name
Account Number	Account Number
Balance of Account	Balance of Account
Amount of Transfer	Date of Transfer
2. An explanation must be provided for the request.
3. The City Accountants submits the form to City Administrator for approval.
4. Complete the cash transfer upon approval.

SAMPLE

City of Ovilla
Request to Transfer Cash

FROM

Bank Name Prosperity

Account Name Operating – General

Account Number _____

Current Account Balance \$ -

Balance After Transfer \$ -

TO

Bank Name Prosperity

Account Name _____

Account Number _____

Current Account Balance \$ -

Balance After Transfer \$ -

Total Amount to Transfer \$ -

Date of Transfer

Reason for Transfer

Signature _____ Date _____

Approved _____ Date _____

ORDINANCE NO. 2012-003

G. Tax Exempt Form

The City is exempt from payment of **all** local and state sales tax, and federal excise tax, with the exception of Hotel/Motel tax. Many times a vendor will ask for the City's "Tax Exempt Number". We do not have a number; we are exempt by law because we are a municipality. Finance can provide the vendor with a copy of a tax exemption letter when necessary.

SAMPLE FORM

BLANKET CERTIFICATE OF EXEMPTION
STATE OF TEXAS
SALES TAX

City Of Ovilla
Finance Department

105 S Cockrell Hill Rd #2
Ovilla, TX 75154

DATE: _____

The undersigned hereby claims a blanket exemption from payment of Limited Sales, Excise and Use Tax, under Section 151.309, Texas Tax Code Annotated, for the purchase of tangible personal property (bought, leased or rented.)

The Blanket Exemption is being claimed by the City of Ovilla, Texas, as a Governmental Organization in accordance with the above mentioned statute.

The undersigned hereby certifies that she is the City Accountant and City Secretary of the City of Ovilla, Texas, and that she is authorized to execute this certificate in behalf of the City of Ovilla, Texas.

The Purchaser will be liable for payment of the Limited Sales, Excise & Use Tax if the Purchaser uses the tangible property in some other manner or for some other use than for City of Ovilla, Texas, and shall pay the tax based on the price paid for the tangible property.

Signed _____

City Accountant.
Sharon Jungman
Or
City Secretary
Pamela Woodall

ORDINANCE NO. 2012-003

Sec. 4. Competitive Bids

Formal bids called "Council Bids" are required. Notice to bidders must be publicly advertised in the newspaper for two (2) consecutive weeks, with the first date of publication being at least fourteen (14) days prior to the opening of the bids or proposals. All sealed bids must be submitted to the City Secretary Office. Purchasing will conduct a public bid opening and tabulate the bids. Competitive bids are awarded by the City Council. Competitive sealed proposals, used for high technology procurements, are opened so as to avoid disclosure of the contents of proposals to competing bidders until after the award of the bid.

A. Preparing Specifications

The specifications may be prepared by the Department Head, or by a professional consultant hired by the City. The final acceptance of the specifications rests with City Administrator. The ultimate responsibility for accurate and comprehensive specifications rests with the requesting department. This is to ensure proper quality control and to avoid the proliferation of conflicting specifications in different departments of the government. For more information or assistance on writing proper bid specifications, please contact the City Administrator or Finance.

B. Invitation to Bid

If the purchase is over \$50,000 the sealed bid process must be used unless the purchase meets one of the state allowed exemptions.

1. Check the budget line to verify that funds are available to cover the purchase.
2. Determine specification of item needed. (Example: The specification for safety vests would be Type II or higher, mesh, fluorescent yellow with corresponding striping, Velcro seems and closure, pencil pocket, ANSI approved, Quantity 500, NO PLASTIC. Include brand, make, and model, if known). See preparing specifications for further details on writing specifications.
3. Complete purchase requisition with the following fields.

Date	Name	Department	Date Needed
Account Number	Vendor Name	Address (if known)	Vendor Number
Vendor Phone	Description	Quantity	

4. Vendor information should be completed to assist the City Secretary in the bid process
5. Attach additional specification sheet as necessary.
6. Obtain City Administrator Approval.
7. Submit specifications and completed requisition to City Secretary.
8. City Secretary will complete the bid process. The bid process consists of: creating documents, advertising, responding to questions, issuing addenda, opening bid, assisting with evaluation of submitted bids, and notifying vendors / departments of award.
9. Department Heads are responsible for assisting the City Secretary in answering technical questions, locating vendors and writing the council agenda communication, ordinance or resolution.

ORDINANCE NO. 2012-003

10. Once bid process is complete and council approval has been obtained, if necessary, the requisitions will be processed and a purchase order issued following general purchase order procedures.

C. General Guidelines

1. All requests for bids should be sent to City Secretary at least one week before the first advertising date.
2. A list of suggested vendors should be sent to the City Secretary; especially if you have worked with vendors in obtaining specifications, or have tested / complete a demonstration of their product.
3. Bids shall be submitted to the City Secretary by the date and time specified in the bid and shall be identified with bid number and bid name on the outside of the envelope.
4. A tabulation of bids will be available after bid opening for public information.
5. Departments should be clear in the specifications of the intent to trade-in equipment.
6. The City shall have the right to reject any or all bids.
7. Identical bids of equal quality and services shall be awarded to the local vendor or by drawing lots for vendors not local.
8. If a vendor makes a mistake in bidding, they may correct or withdraw their bid before the time set for bid opening. After the bid opening, all bids are final. The only relief from an error is an "obvious error".

D. Turnaround Time

Requisitions that require the written bid process normally take fifteen (15) days to process, and council bids generally take as long as six (6) weeks or forty-five days.

E. The Award Process

Bid awards for items exceeding \$50,000 must be approved (awarded) by Council. Awards are done through a Council minutes, ordinance or resolution.

Bid awards are processed as follows:

1. If the competitive sealed bidding requirement applies to the contract for goods or services, the contract must be awarded to the "lowest responsible bidder" or to the bidder who provides goods or services at the "best value" for the city. In determining the "best value" for the city, the city may consider:
 - a. the purchase price;
 - b. the reputation of the bidder and the bidder's goods or services;
 - c. the quality of the bidder's goods or services;
 - d. the extent to which the goods or services meet the city's needs;
 - e. the bidder's past relationship with the city;

ORDINANCE NO. 2012-003

- f. the impact on the ability of the city to comply with laws and rules relating to contracting with historically underutilized businesses and nonprofit organizations employing persons with disabilities;
 - g. total long-term cost to the city to acquire the bidder's goods or services; and
 - h. any relevant criteria specifically listed in the request for bids or proposals.
2. Requesting department will make a recommendation that is then reviewed and approved by the City Administrator. The City Administrator will send notification of approval to the Department Head and will seek approval by the Council as stated above.
 3. Council meets on most second and fourth Mondays of each month. Therefore, all recommendations must be submitted to the City Secretary or City Administrator a minimum of five working days prior to the upcoming Council meeting.
 4. Once approved by Council, the Department Head will notify the successful vendors of award.
 5. Bid information is then processed and sent to the using departments.
 6. Occasionally a vendor who is not recommended for the bid award will file a protest with the City. It is the responsibility of the City Secretary in conjunction with the requesting department to defend the recommendation to the disgruntled vendor. **In these situations the importance of clear, defensible specifications and detailed documentation of past vendor performance cannot be over emphasized. In addition, if you are speaking with a vendor and at any point the vendor starts talking about a law suit or any type of legal action, terminate the conversation by directing the vendor to the City Administrator's office.**
 7. **It is very important to document any problems you may encounter with vendors and that you notify the City Secretary of the problem. Vendor contracts cannot be terminated without documentation history.**

New Products: It shall be the policy of the City to investigate and purchase new products or services for trial whenever possible. New products that are found acceptable will be included in the bid process to determine their cost effectiveness. Lesser expensive new products will be evaluated and quoted against the standard product

F. Acceptance of Bids

On orders \$50,000 and over, the City Council will make the final award. The decision is based on a combination of price, quality, delivery time, adherence to bid specifications, and service reputation. The bid will be awarded to the lowest responsible bidder, but the Council reserves the right to reject any or all bids and reopen the bidding process if it is in the best interest of the City.

ORDINANCE NO. 2012-003

G. Exemptions from Bid Requirements

The bid exemptions stated here are general exemptions as provided for by the Texas Local Government Code Chapter 252.022. These items include but are not limited to the following:

1. High Technology Procurements
2. Emergency Situations
3. Professional, Personal or Planning Services
4. Work Performed and Paid for by the Day as Work Progresses
5. Purchase of Land or Right-of-Way
6. One Source Items
7. Developer Participation Contracts
8. Inter local Contracts
9. Insurance, which has a bid threshold of \$5,000.
10. Vehicle & equipment maintenance per HB1351.
11. Public Improvement Projects which
 - a. One-third of the cost is to be paid by special assessment.
 - b. Is already in progress for which there is a deficiency of funds for completion in accordance with the plans that has been authorized by the voters.
12. Other exemptions as outlined in the Texas Local Government Code Chapter 252.022

Sec. 5. Capital Purchases / Fixed Assets

- A. Capital Purchase is any item or combination of items over \$2,000.
- B. Fixed Asset is any items with a cost of \$2,000 or more and with a useful life greater than one year.
- C. All items purchased with a price of \$2,000 or greater and a useful life exceeding one year will be placed on the fixed asset list. Each department will be required to monitor their inventory and be accountable for the location of the asset.
- D. All capital items, regardless of the dollar amount, are to be purchased using the Purchasing Policy.

Sec. 6. Disposal of Surplus Property

There are multiple formats for the disposal process such as: sale, trade-in, and destruction.

Surplus property is equipment owned by the City that is no longer needed.

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

- A. Departments should contact the City Administrator prior to disposal of any property.
- B. The City Administrator has the authorization to dispose of broken asset less than \$2,000.
 - C. Any item that is still operable and has a potential value should be sold.

ORDINANCE NO. 2012-003

- D. Request for disposition should consist of a letter to the City Administrator explaining the need for disposition or sale of the surplus property.
- E. After approval by the City Administrator, equipment over \$2,000 should be stored until approval is obtained from City Council for disposal.

The City Council should declare any asset over \$2,000 surplus property and recommend a disposal method.

- 4. If asset over \$2,000 is to be sold using the bidding process, the City Council will make the final decision on disposal. The decision is based on a combination of price, value and adherence to bid specifications. The bid will be awarded to the highest responsible bidder, but the Council reserves the right to reject any or all bids and reopen the bidding process if it is in the best interest of the City.
- 5. After approval by the City Administrator and City Council, Department Heads should dispose of the asset.

Sec. 7. Definitions

- A. The basic methods for obtaining supplies, equipment and services are explained in detail in this manual, but for the purpose of introduction, they are briefly outlined below.

1. Annual Contracts

Annual Contracts are bids that have been completed for materials or services and are regularly used by City departments and approved by the City Administrator or City Council. Contracts protect pricing for a period of one year and are awarded to vendors for supplies, equipment and services routinely required by one or more departments.

2. Cash Transfer Request

Request to transfer cash between accounts. Cash transfers should be performed to insure sufficient balance to pay bills and that excess cash is transferred to higher interest bearing accounts.

3. Check Request

A request by the department for payment of an invoice by check. The Department Head and/or their designee should usually attach a copy of the invoice and other vendor paperwork to the check request form. The Department Head and/or their designee must sign and code this form.

4. Competitive Bids

Formal bids called "Council Bids" are required on all expenditures greater than \$50,000. Notice to bidders must be publicly advertised in the newspaper for two (2) consecutive weeks, with the first date of publication being at least fourteen (14) days prior to the opening of the bids or proposals. All sealed bids must be submitted to the City Secretary Office. Purchasing will conduct a public bid opening and tabulate the bids. Competitive bids are awarded by the City

ORDINANCE NO. 2012-003

Council. Competitive sealed proposals, used for high technology procurements, are opened so as to avoid disclosure of the contents of proposals to competing bidders until after the award of the bid.

5. Construction Projects

A project that involves the constructions of highways, roads, streets, bridges, utilities, water supply projects, water plants, wastewater plants, water and wastewater distribution or conveyance facilities, wharves, docks, airport runways and taxiways, drainage projects, or related types of projects associated with civil engineering construction; or building or structures.

6. Consultant Services

Texas Government Code defines a consultant service as the human service of studying or advising an agency under a contract that does not involve the traditional relationship of employer and employee. An agency may contract with a private consultant only if:

- There is a substantial need for the service; and
- The agency cannot adequately perform the service with its own personnel or through another agency.

7. Maintenance Agreements

The City maintained service agreements with manufacturers and authorized service centers for maintenance of machinery and equipment.

8. Monthly Utility Bills

The payment for services for which the city has established a service agreement or contract to provide a service to the city such as:

- Electricity
- Gas
- Telephone

9. Petty Cash

Cash kept on hand to reimburse item purchased under \$100.00. User departments make these non-routine, below-minimum purchases directly with the vendor and are reimbursed provided the proper form and receipts are presented to Finance.

10. Professional Services

Professional services must be within the scope of practice as defined by Texas Government Code Section 2254.002 or provided in connection with the professional employment or practice of a person who is licensed or registered as:

- Accounting - a certified public accountant (CPA);
- Architecture - an architect;
- Landscape Architecture;
- Land Surveying - a land surveyor;
- Professional Engineering - a professional engineer;

ORDINANCE NO. 2012-003

11. Purchase Order

The purchase order is used to authorizing purchase of specific products or services. Purchase order must detail vendor, account to be charged, and description of the items to be purchased. Purchase Orders will be issued by Finance.

12. Purchase Requisition

The purchase requisition is used to inform Finance of the needs of individual departments. It is used to request a P.O. authorizing purchase of specific products or services. Purchase requisitions must detail vendor, account to be charged, and description of the items to be purchased and quoted prices. No invoice will be paid that will cause an account to be over budget. Department Heads may request a budget revision to cover purchases that will cause an account to be over budget.

13. Tax Exemption

The City is exempt by law from payment of all local and state sales tax, and federal excise tax. Tax Exemption form can be submitted to vendors when necessary.

B. Types of Vendor Requests

1. Request for Information (RFI)

- Used when the purchaser cannot clearly identify product requirements or specification.
- Can be made of one or multiple vendors

2. Request for Offer (RFO)

- The Purchaser will contact a least three vendors for offers or quotations of prices.
- Response can be verbal or written
- Used for seeking for seeking competitive prices on small purchases or on any purchase lower than \$5,000.

3. Request for Proposal (RFP)

- A written request for proposals concerning goods or services the city intends to acquire by means other than the competitive sealed proposal procedure. The procedure allows changes to be made after other proposals are opened and contemplates that the nature of the proposals and/or prices offered will be negotiated prior to purchase.
- Used for seeking competitive prices on large purchases or on any purchase lower than \$25,000.
- Response must be Written

4. Request for Qualification (RFQ)

- A written request for proposals concerning services the city intends to acquire by means other than the competitive sealed proposal procedure. The procedure allows the City to contemplate that the qualifications of the vendor prior to negotiating the amount for the service.
- Used for seeking for seeking competitive prices on Professional Services
- Response must be Written

C. Types of Purchases

ORDINANCE NO. 2012-003

1. General Purchase

A purchase for any items of services, supplies, apparatus, equipment, materials and other things requisite for public purposes for the City of Ovilla

2. Fuel Purchases

- A purchase of fuel at a service station
- Purchase should be the amount of fuel required for continued operation of a motor vehicle
- Can be purchase using a card issued under credit card policy or on credit from approved vendors.
- All receipts are to be turned into the office of the City Secretary

3. Internal Repair Purchases

An internal repair is a repair to city-owned equipment or vehicle that can be reasonably repaired in house.

4. Emergency Purchases

Emergencies occur as the result of unforeseeable circumstances and may require an immediate response to avert an actual or potential public threat. If a situation arises in which compliance with normal procurement practice is impracticable or contrary to the public interest an emergency purchase may be warranted to prevent a hazard to life, health, safety, welfare, property or to avoid undue additional cost to the city. Emergency purchases of goods or services should not exceed the scope or duration of the emergency. All Emergency purchases must be justified.

5. Justification Requirements

Emergency purchases require a letter of justification documenting the emergency which must be signed by the Mayor or City Administrator and at a minimum address the following:

- a. The nature of the emergency purchase (hazard to life, health, safety, welfare, or property or to avoid undue additional cost to the state), and what caused the emergency situation; and
- b. The estimated impact or damage either financial or otherwise that will occur by following normal procurement practices (general statements of loss or nominal damage are not acceptable).

6. Sole Source Purchases

Purchase for any material or service, which can only be supplied by one source, should be accompanied by a written explanation fully describing the conditions, which make the supplier an only source. The product must be unique and only available from one distribution source.

7. Non-budgeted Purchases

Purchase for any material or service, which lacks a sufficient balance in the budget line item for payment. A Budget Revision Request form should be completed and approved prior to purchase.

ORDINANCE NO. 2012-003

SECTION 2. SAVINGS CLAUSE

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

SECTION 4. SEVERANCE CLAUSE

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

SECTION 5. INCORPORATION INTO THE CODE OF ORDINANCES

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

SECTION 6. EFFECTIVE DATE

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

SECTION 7. PUBLICATION

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

PASSED, ADOPTED AND APPROVED by the City Council of Ovilla, Texas on this the _____ day of _____, 2012.

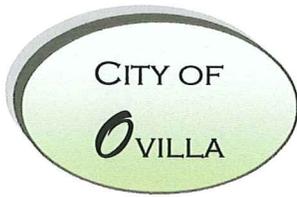
Tom Leverentz, Mayor

ATTEST:

Pamela Woodall, City Secretary

APPROVED AS TO FORM:

Ron G. MacFarlane, Jr., City Attorney



AGENDA ITEM REPORT

REGULAR AGENDA

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

Meeting Date: July 23, 2012

Department: Admin

Discussion Action

Budgeted Expense: YES NO N/A

Attachments:	
1. Ordinance 2012-004	
Agenda Item / Topic:	
ITEM 3.	Discussion/Action – Consider Ordinance 2012-004, updating the Ovilla Code of Ordinances, Chapter 9, Article 9.05, Division 2, Ovilla Police Department.
Discussion / Justification:	
The Code of Ordinances does not include an ordinance establishing a Reserve Police Force. The proposed ordinance establishes the force and sets the requirements for prospective reserve officers.	
Recommendation / Staff Comments:	
Approval	
Sample Motion(s):	
“I MAKE A MOTION THAT COUNCIL ADOPTS/DOES NOT APPROVE ORDINANCE 2012-004 UPDATING THE OVILLA CODE OF ORDINANCES, CHAPTER 9, ARTICLE 9.05, DIVISION 2, OVILLA POLICE DEPARTMENT.”	

ORDINANCE NO. 2012-004

AN ORDINANCE OF THE CITY OF OVILLA, TEXAS, AMENDING THE CODE OF ORDINANCES OF THE CITY TO INCLUDE ARTICLE 9.05, DIVISION 3, RESERVE FORCE; ESTABLISHING THE SEVERABILITY OF THIS ORDINANCE AND PROVIDING FOR ANY CONFLICTING PROVISIONS; AND ESTABLISHING AN EFFECTIVE DATE FOR THIS ORDINANCE.

WHEREAS, the City of Ovilla maintains a reserve police force;

AND WHEREAS, the Code of Ordinances does not currently address this force;

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

ARTICLE I. CODE AMENDED

THAT Article 9.05 of the Code of Ordinances shall hereby be amended by the addition of Division 3, said division to read as follows:

ARTICLE 9.05 POLICE

Sec. 9.05.032--9.05.050 Reserved

Division 3. Reserve Force

Sec. 9.05.051 Establishment authorized

The city hereby authorizes the establishment of a police reserve force.

Sec. 9.05.052 Qualifications of candidates for consideration and appointment

(a) Any police reserve officer selected must meet the same eligibility requirements of a regular Ovilla police officer and must be registered with the Texas Commission on Law Enforcement Officer Standards and Education ("TCLOSE") or must register with TCLOSE within fourteen (14) days after their appointment.

(b) Any police reserve officer selected must complete and comply with any and all standards and requirements established by TCLOSE.

Sec. 9.05.053 Carrying of weapons, acting as peace officer

No person appointed to the police reserve force may carry a weapon or otherwise act as a peace officer, except when authorized by the city council and when discharging official duties as a duly constituted peace officer.

Sec. 9.05.054 Authority to suspend officer

The City Administrator or the Chief of Police can suspend a police reserve officer from duty at any time for a period of up to thirty (30) days.

ORDINANCE NO. 2012-004

Sec. 9.05.055 City Administrator approval required to terminate officers

The City Administrator, or the Chief of Police if designated by the City Administrator, or a police officer designated by the City Administrator can terminate a police reserve officer.

ARTICLE II. SEVERABILITY OF ORDINANCE

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

ARTICLE III. CONFLICTING PROVISIONS

That all ordinances or parts of ordinances in conflict herewith are, to the extent of such conflict, hereby repealed.

ARTICLE IV. EFFECTIVE DATE

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

ARTICLE V. PUBLICATION

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

PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF OVILLA,
TEXAS, ON THIS THE _____ DAY OF _____, 2012.

APPROVED:

Mayor Tom Leverentz

ATTEST:

City Secretary, Pamela Woodall



AGENDA ITEM REPORT

REGULAR AGENDA

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

Meeting Date: July 23, 2012

Department: Administration

Discussion Action

Budgeted Expense: YES NO N/A

Attachments:

I. See attached documentation.

Agenda Item / Topic:

ITEM 4. Discussion/Action – Consider the use of Undesignated Fund Balance of the current Unrestricted Funds. (Technology upgrades)

Discussion / Justification:

During the June 25 Council Meeting, the governing body took no action on the Technology upgrades, directing staff to return with additional information. The item submitted was not in the FY 2011-2012 Budget. If the use of funds is approved, the FY2011-12 Budget will be amended.

One ordinance will be prepared for all the recently approved purchases from the undesignated fund balance and brought to Council at the next regularly scheduled meeting.

Previously approved purchases:

- 1. Police Vehicle
2. Remodel Front Lobby Office
3. Park Playscape Equipment
4. Backhoe

Recommendation / Staff Comments:

Approval

Sample Motion(s):

"I MAKE A MOTION THAT COUNCIL APPROVES/DENIES THE USE OF UNDESIGNATED FUND BALANCE FOR TECHNOLOGY UPDGRADES AS PRESENTED."

1.

2012

City of Ovilla

Technology Replacement Project

This project will replace outdated computer technology and begin the City of Ovilla on an evergreen process using a four to five year replacement cycle.

John Binford

7/13/2012



Quote

Date: 7/13/2012

To

Randy Whiteman
 City of Ovilla
 105 S Cockrell Hill
 Ovilla, TX 75154

Salesperson	Job	Shipping Method	Shipping Terms	Delivery Date	Payment Terms	Due Date
J Binford	New Equipment	Dell			Due on receipt	

Qty	Item #	Description	Unit Price	Parts Total	Labor Total
5	790	Dell Optiplex 790, 3.3GHz, 4GB RAM, 250GB Drive, 20 inch Flat Panel Display, Windows 7 Pro, Office 2010 Pro	1,145.00	5,725.00	750.00
1	R710	Dell R710 Server, 2.53GHz, 24GB RAM, 2.5TB Disk Space, Windows Small Business Server 2011 Standard, 40 CALs, RD1000 HD Data Backup System, 10 RD1000 Media Packs	12,500.00	12,500.00	1,500.00
5	iPad II	Apple iPad II with mounts	1,000.00	5,000.00	500.00
				23,225.00	2,750.00
				Subtotal	25,975.00
				Sales Tax	N/A
				Total	25,975.00

Technology Replacement Schedule

Summer 2012

Fire Training 1

Current Technology	Purchase Date	New Technology	Cost
MSI	2005	Dell Optiplex 790 4GB RAM, 250GB Drive, Windows 7 Pro Office 2010 Pro	1,145.00

Water Admin

Current Technology	Purchase Date	New Technology	Cost
Dell Optiplex 740	2005?	Dell Optiplex 790 4GB RAM, 250GB Drive, Windows 7 Pro Office 2010 Pro	1,145.00

Fire Medical

Current Technology	Purchase Date	New Technology	Cost
HP Pavilion a1600n	08/2006	Dell Optiplex 790 4GB RAM, 250GB Drive, Windows 7 Pro Office 2010 Pro	1,145.00

Water/PW

Current Technology	Purchase Date	New Technology	Cost
Acer ASE 380	2005 ?	Dell Optiplex 790 4GB RAM, 250GB Drive, Windows 7 Pro Office 2010 Pro	1,145.00

PW Director – Mike Dooly

Current Technology	Purchase Date	New Technology	Cost
DCCY	2005	Dell Optiplex 790 4GB RAM, 250GB Drive, Windows 7 Pro Office 2010 Pro	1,145.00

City Server

Current Technology	Purchase Date	New Technology	Cost
Fire: Dell PowerEdge T105 City: Dell PowerEdge 2900	04/23/2009 04/20/2009	Dell PE R710 Server E5630 2.53GHz 24GB RAM 2.5 TB Usable Disk Space, Dell RD1000 Disk Pack Data Backup System, 10 Disk Packs, Symantec Protection Suite with 30 Endpoint Licenses	12,500.00

Fire Department Mobile Units (5)

Current Technology	Purchase Date	New Technology	Cost
NONE	N/A	Apple iPad 2	\$5,000.00

Installation and Configuration

Server, Desktop, Laptop, Backup, and Application installation and configuration

\$ 2,750.00

Total

Including all systems listed above and labor

\$25,975.00

Quote for 2012-2013 Budget

Date: 7/13/2012

To

Randy Whiteman
City of Ovilla
105 S Cockrell Hill
Ovilla, TX 75154

Salesperson	Job	Shipping Method	Shipping Terms	Delivery Date	Payment Terms	Due Date
J Binford	2012-2013 Bgt	Dell			Due on receipt	

Qty	Item #	Description	Unit Price	Parts Total	Labor Total
1	E5420	Dell Latitude Laptop 2.30Ghz, 4GB RAM, 320GB Hard Drive, Windows 7 Pro, Office 2010 Pro, Port Replicator, Laptop Case, Wireless Mouse	1,299.00	1,299.00	150.00
4	790	Dell Optiplex 790, 3.3GHZ, 4GB RAM, 250GB Drive, 20 inch Flat Panel Display, Windows 7 Pro, Office 2010 Pro	1,145.00	4,580.00	600.00
				5,879.00	750.00
				Subtotal	6,629.00
				Sales Tax	N/A
				Total	6,629.00

2012-2013

City Administrator

Current Technology
Dell Laptop

Purchase Date
09/15/2008

New Technology
Dell Latitude Laptop
E5420, 4GB RAM
320GB Drive
Windows 7 Pro
Office 2010 Pro

Cost
1,299.00

Part Time Admin

Current Technology
Dell Optiplex 755

Purchase Date
09/09/2008

New Technology
Dell Optiplex 790
4GB RAM, 250GB
Drive, Windows 7 Pro
Office 2010 Pro

Cost
1,145.00

Mayor's Office

Current Technology
Dell Dimension 4700

Purchase Date
11/10/2005

New Technology
Dell Optiplex 790
4GB RAM, 250GB
Drive, Windows 7 Pro
Office 2010 Pro

Cost
1,145.00

Police Lieutenant

Current Technology
Dell Optiplex 740

Purchase Date
10/03/2008

New Technology
Dell Optiplex 790
4GB RAM, 250GB
Drive, Windows 7 Pro
Office 2010 Pro

Cost
1,145.00

Police Sergeant

Current Technology
Dell Optiplex 740

Purchase Date
10/03/2008

New Technology
Dell Optiplex 790
4GB RAM, 250GB
Drive, Windows 7 Pro
Office 2010 Pro

Cost
1,145.00

Installation and Configuration

Desktop, Laptop, and Application
installation and configuration

\$ 750.00

Total for 2012-2013 Budget

Including all systems listed above and labor

\$6,629.00

Long Range Replacement Schedule

2013-2014

Fire Chief

Current Technology
Dell Precision T3400

Purchase Date
04/23/2009

New Technology
Dell Optiplex 790
4GB RAM, 250GB
Drive, Windows 7 Pro
Office 2010 Pro

Estimated Cost
1,145.00

Fire Training 2

Current Technology
Dell Precision T3400

Purchase Date
04/23/2009

New Technology
Dell Optiplex 790
4GB RAM, 250GB
Drive, Windows 7 Pro
Office 2010 Pro

Estimated Cost
1,145.00

City Secretary

Current Technology
Dell Optiplex 380

Purchase Date
08/28/2010

New Technology
Dell Optiplex 790
4GB RAM, 250GB
Drive, Windows 7 Pro
Office 2010 Pro

Estimated Cost
1,145.00

City Accounting

Current Technology
Dell Optiplex 760

Purchase Date
03/31/2009

New Technology
Dell Optiplex 790
4GB RAM, 250GB
Drive, Windows 7 Pro
Office 2010 Pro

Estimated Cost
1,145.00

Police Patrol 1

Current Technology
Dell Optiplex 760

Purchase Date
06/24/2009

New Technology
Dell Optiplex 790
4GB RAM, 250GB
Drive, Windows 7 Pro
Office 2010 Pro

Estimated Cost
1,145.00

2014-2015

Fire Meeting Room

Current Technology
Dell Optiplex 960

Purchase Date
01/29/2010

New Technology
Dell Optiplex 790
4GB RAM, 250GB
Drive, Windows 7 Pro
Office 2010 Pro

Estimated Cost
1,145.00

Council Tablets

Current Technology
ASUS TF-101 Tablet

Purchase Date
09/26/2011

New Technology
Apple iPad 2

Estimated Cost
\$600.00 each

City Secretary

Current Technology
Dell Optiplex 380

Purchase Date
02/28/2010

New Technology
Dell Optiplex 790
4GB RAM, 250GB
Drive, Windows 7 Pro
Office 2010 Pro

Estimated Cost
1,145.00

Police Laptops

Current Technology
Dell Laptops

Purchase Date
03/23/2010

New Technology
Apple iPad 2
With mounts

Estimated Cost
\$1,000.00 each

CRIMES Communications Server

Current Technology
Dell Poweredge T110

Purchase Date
11/16/2010

New Technology
Dell R710 Server

Estimated Cost
\$4,000.00

CRIMES Database Server

Current Technology
Dell Poweredge T110

Purchase Date
10/01/2010

New Technology
Dell R710 Server

Estimated Cost
\$8,000.00

2015-2016

City Council Room

Current Technology
Lenovo G560

Purchase Date
09/26/2011

New Technology
Dell Latitude Laptop
E5420, 4GB RAM
320GB Drive
Windows 7 Pro
Office 2010 Pro

Estimated Cost
1,299.00

Police Chief

Current Technology
Dell Tower

Purchase Date
10/01/2010

New Technology
Dell Optiplex 790
4GB RAM, 250GB
Drive, Windows 7 Pro
Office 2010 Pro

Estimated Cost
1,145.00



AGENDA ITEM REPORT

REGULAR AGENDA

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

Meeting Date: July 23, 2012

Department: Admin

Discussion Action

Budgeted Expense: YES NO N/A

Attachments:
I. Applications: a. Darrell Jungman b. Paul Lamar c. Dean Oberg
Agenda Item / Topic:
ITEM 5. Discussion/Action – Consider nomination and appointments/reappointments to the Capital Improvements Projects Committee.
Discussion / Justification:
The CIP consists of a 3-member board. It has been Council’s plan to eventually replace any governing body member with an Ovilla citizen. Former Members: Mayor Tom Leverentz Mayor Pro-Tem/PL 5 Richard Dormier Former PL 2 Michael Dickey Public Works Director Brad Piland
Recommendation / Staff Comments:
N/A
Sample Motion(s):
SAMPLE MOTION: “I MAKE A MOTION THAT COUNCIL APPOINT: 1. _____ 2. _____ 3. _____ TO THE Capital Improvements Projects Committee.” -And/or- “I MAKE A MOTION THAT COUNCIL DIRECT STAFF TO SOLICIT APPLICATIONS FOR CIP APPOINTMENTS.”



AGENDA ITEM REPORT

REGULAR AGENDA

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

Meeting Date: July 23, 2012

Department: Admin

Discussion Action

Budgeted Expense: YES NO N/A

Attachments:	
I. Resolution 2012-010	
Agenda Item / Topic:	
ITEM I.	Discussion/Action – Consider Resolution 2012-010 adopting a Council Ethics Policy.
Discussion / Justification:	
The Council directed City Attorney Ron MacFarlane to prepare a new Ethics Policy for the Council in light of the problems experienced enforcing the old one. If approved, it will be prepared in resolution form.	
Recommendation / Staff Comments:	
Passing	
Sample Motion(s):	
<i>“I MAKE A MOTION THAT COUNCIL APPROVES/DENIES RESOLUTION 2012-010 ADOPTING A COUNCIL ETHICS POLICY AS PRESENTED.”</i>	

**CITY OF OVILLA, TEXAS
CODE OF ETHICS**

I. PURPOSE

Accepting a position as a public official carries with it the acceptance of trust that the official will work to further the public interest. Maintaining the public trust is critical to the continued operation of good government. In addition, public decision-making should be open and accessible to the public at-large. The City Council of the City of Ovilla believes and declares that in order to preserve the public trust there are five principles to which public officials should adhere: (i) a public official represents and works toward the public interest and not towards private or personal interests, (ii) a public official should accept and maintain the public trust to the degree that preserves and enhances the public's confidence in their public officials, (iii) a public official should exercise leadership in the form that consistently demonstrates behavior that reflects the public's trust, (iv) a public official should recognize the proper role of all government bodies and the relationships between various government bodies, and (v) a public official should always demonstrate respect for others and for other positions.

II. APPLICATION

- A. This Code of Ethics shall apply to the conduct of all Officials, as such term is defined herein, which occurs in whole or in part after the date of adoption hereof. This Code of Ethics applies to Officials only while persons hold their position or office.
- B. This Code of Ethics does not apply to employees or to independent contractors of the City. The standards of conduct for employees are governed by the City of Ovilla's Personnel Policies.
- C. This Code of Ethics applies to members of all the City Council and City boards, committees or commissions as defined in this article.

III. DEFINITIONS

The following words, terms, and phrases, when used in this Section, shall have the meanings ascribed to them in this Section, except where the context clearly indicates a different meaning.

Benefit means anything reasonably regarded as pecuniary or economic gain or pecuniary or economic advantage, including benefit to any other person in whose welfare the

beneficiary has a direct and substantial interest.

Business Entity means any person, entity, corporation (whether for-profit or nonprofit), general or limited partnership, sole proprietorship, joint venture, unincorporated association or firm, institution, trust, foundation, holding company, joint-stock company, receivership, or other entity recognized by law, whether or not organized for profit, which has an economic interest, or seeking such, in conducting business with the City. Business entity also includes any business entity that represents a party conducting or seeking to conduct business with the City.

City means the City of Ovilla, Texas.

City Council means the governing body of the City.

Confidential information means any information to which an official has access in such person's official capacity which may not be disclosed to the public except pursuant to state and/or federal law and which is not otherwise a matter of public record or public knowledge. Confidential information includes the following information, however transmitted: (i) any information from a meeting closed to the public pursuant to the Texas Open Meetings Act or other law regardless of whether disclosure violates the Texas Open Meetings Act or Texas Public Information Act; (ii) any information protected by attorney client, attorney work product, or other applicable legal privilege; and (iii) any information deemed confidential by law.

Contract means any agreement with and person or entity, whether express or implied, executed or executory, oral or written.

Corporation means any corporation that has a board of directors appointed in whole or in part by the City Council that is operating under the direct authority of or subject to the direct control of the City Council.

Employee means any person employed by the City, including those individuals on a part-time or internship basis, but does not include independent contractors.

Gift means anything of value offered or given in the absence of adequate and lawful consideration. It does not include the receipt or acceptance of campaign contributions which are regulated by federal, state, and/or local laws or ordinances.

Knowingly means a person acts knowingly, or with knowledge, with respect to the nature of the person's conduct or to circumstances surrounding the conduct when the person is aware of the nature of the conduct or that the circumstances exist. A person acts knowingly, or with knowledge, with respect to a result of the person's conduct whether the person is aware that the conduct is reasonably certain to cause the result.

Official means any member of the City Council and any appointed member of a City

board, commission or committee established by ordinance, Charter, state law or otherwise, on a temporary or permanent basis, operating either under the direct or indirect authority or subject to either the direct or indirect control of the City Council. Such term includes but is not limited to the members of the City Planning and Zoning Commission and the Zoning Board of Adjustment. Such term also includes the members of the boards of directors of Corporations, such as the Ovilla Economic Development Corporation.

Relative means any person related to an officer within the second degree by consanguinity or affinity. This relationship includes the spouse, parents, children, stepchildren, father and mother-in-law, or son and daughter-in-law, grandparents, grandchildren, sisters and brothers of the officer.

Special Privileges means a right, advantage or favor of or for a particular person, occasion or purpose not otherwise available to others.

Substantial interest means (i) the ownership of ten percent (10%) or more of the voting stock or shares of a business entity; (ii) the ownership of ten percent (10%) or more, or fifteen thousand dollars (\$15,000.00) or more of the fair market value of a business entity; or (iii) funds received from the business entity exceed ten percent (10%) of the person's gross income for the previous year. *See* TEX. LOCAL GOV'T CODE § 171.002(a). It is expressly provided herein that an investment or ownership in a publicly held company, in an amount less than fifteen thousand dollars (\$15,000.00) does not constitute a substantial interest. Substantial interest in real property means the person has an interest in the real property that is equitable or legal ownership with a fair market value of two thousand five hundred dollars (\$2,500.00) or more. *See* TEX. LOCAL GOV'T CODE § 171.002(b). Ownership includes any partnership, joint or corporate ownership or any equitable or beneficial interest as a beneficiary of a trust. An officer is considered to have a substantial interest under this Code of Ethics if a person related to the officer in the second degree of consanguinity or affinity has a substantial interest under this Code of Ethics. *See* TEX. LOCAL GOV'T CODE § 171.002(c)

IV. STANDARDS OF CONDUCT

No Official, directly or indirectly or by others on his/her behalf or his/her request or suggestion, shall:

- A. Engage in any private business, transaction or employment, or have any substantial interest therein, which is incompatible or in conflict with the proper and impartial discharge of his/her duties on behalf of the City;
- B. Represent any private party before the public body on which the official sits or over which the official has appointment or budgetary powers;
- C. Disclose without authorization, or use to further a personal interest, confidential

information acquired in the course of his/her official duties;

- D. Grant or influence the granting of any special consideration, advantage or favor, to any person, group, firm or corporation, beyond that which is the general practice to grant or make available to the public at-large;
- E. With the exception of occasional, non-pecuniary gifts, accept anything of economic value such as money, service, gift, loan gratuity, favor or promise thereof for the purpose and intent of which is to influence any Official in the exercise of his/her official judgment, power or authority;
- F. Make personal use of staff, vehicles, equipment, materials or property of the City except in the course of his/her official duties or as duly authorized by the proper City Official.
- G. Participate in the appointment, vote for appointment or discussion of any appointment of an immediate family member or business associate or use his/her position, directly or indirectly, to effect the employment status of an immediate family member or business associate to any City office or position, paid or unpaid; or
- H. Receive or have any financial interest in any sale to the City of any real estate when such financial interest was received under circumstances which would lead a reasonable person to expect that the City intended to purchase, condemn or lease said real estate.

V. DISCLOSURE OF SUBSTANTIAL INTEREST

Any Official who has a substantial interest in any matter pending before the City Council or any board, commission, corporation or committee of which the Official is a member, shall before a vote or decision on such matter file an affidavit of disclosure as required by Section 171.004 of the Texas Local Government Code or, if such affidavit is not required, shall publicly disclose in the official records of the board, commission, corporation or committee, and to the City Secretary, the exact nature of the interest. After such disclosure, the Official shall abstain from further consideration of, participation in, and voting on such matter.

VI. ADVISORY OPINIONS

- A. When any Official has a doubt as to the applicability of any provision of this Code of Ethics to a particular situation, or as to the definition of terms used herein, he or she may apply to the City Attorney, by way of the City Manager, for an advisory opinion. The Official shall have the opportunity to present his or her interpretation of the facts at issue and of the applicability of provisions of the Code of Ethics before such advisory opinion is made.

- B. Until amended or revoked, any advisory opinion shall be binding on the City and the Official.

VII. COMPLAINTS

- A. All complaints or allegations of a violation of this Code of Ethics against an Official shall be made in writing, sworn to before a notary public, and filed of record with the City Secretary. Such complaint shall describe in detail the act or acts complained of and the specific section(s) of this Code of Ethics alleged to have been violated. A general complaint lacking in detail shall not be sufficient to invoke the investigation procedures contained herein; and anonymous complaints shall not be considered. The City Secretary shall provide a copy of the complaint to the affected officer, the City Council, and the City Administrator. The City Administrator shall immediately refer the complaint to the City Attorney or to any qualified attorney to serve as special counsel, who shall initially review the complaint to determine if the complaint contains sufficient detail and alleges a violation of the Code of Ethics. The affected officer may file a written response to the complaint within seven (7) business days after the complaint is filed with the City Secretary, who shall forward the response, if any, to the City Attorney.
- B. The City Attorney shall submit a written report to the City Council as soon as possible but not later than fifteen (15) business days after the receipt of the complaint, unless an extension is granted by a majority of the non-implicated City Council members. The City Attorney may contact the complainant, interview witnesses and examine any documents necessary for the report. Such report shall explain in detail all facts, findings, and conclusions in support of the City Attorney's opinion as to whether or not a violation of this Code of Ethics occurred. When the City Attorney receives a vague complaint or one lacking in detail, the City Attorney shall contact the complainant to request a written clarification. If the complainant fails to provide the City Attorney with written clarification within seven (7) business days, or if after written clarification is provided, it is the opinion of the City Attorney that the complaint is insufficient in detail and/or fails to allege a prima facie violation of the Code of Ethics, a written report to that effect shall be submitted to the City Council.
- C. If the City Attorney finds merit to the reported ethics violation and the measure does not call for prosecution through civil or criminal court, the City Council may use an Ethics Commission to provide a recommendation on the question if and what level of discipline should be applied to the offending Official.
- D. The City of Ovilla Ethics Commission shall consist of five (5) members, all of whom shall serve without compensation and shall be public officials from neighboring cities. The City Manager shall have primary responsibility for contacting and securing the neighboring public officials for service on the Ethics Commission. The five-member Ethics Commission shall be chosen by the City

Manager in a manner that ensures fair and unbiased representation public officials who have no connection with the person under investigation nor with the facts of the allegations and complaint. The City Attorney shall furnish the Ethics Commission whatever legal assistance necessary in carrying out its functions. The Ethics Commission shall select one of its members as a chairperson.

- E. The Ethics Commission will conduct a public hearing, after 10 days written notice thereof, on all matters raised in the complaint filed with the City Secretary and investigated by the City Attorney or special counsel. Within 10 days following the conclusion of the hearing, the Ethics Commission will report its recommendation for disposition to the City Council for its consideration.
- F. During all stages of any investigation or proceeding conducted under this subsection, the Official whose activities are under investigation shall be entitled to be represented by counsel of his own choosing.
- G. The Official under investigation or his representative shall have an adequate opportunity to examine all documents and records to be used at the hearing at a reasonable time before the date of the hearing as well as during the hearing, to bring witnesses, establish all pertinent facts and circumstances and question or refute any testimony or evidence.
- H. A complaint or allegation of a violation of this article may only be made against an officer while such person holds such position or office. A complaint made against an officer pursuant to this Section shall be processed and resolved even if such person resigns from, or ceases to hold such position or office, prior to resolution of the complaint.

IIX. VIOLATIONS

- A. Except as otherwise provided by state or federal law, it is not the intent of this Code of Ethics that violations thereof be subject to criminal penalties.
- B. This Code of Ethics does not create, and is not to be construed as creating, a private right of action by ~~and~~ ^{any} person or entity.
- C. Whenever the City Council has determined that any Official has violated any provision of this Code of Ethics, the City Council may take any one or more of the following actions in an open meeting concerning the Complaint.
 - 1. Issue a statement finding the complaint is totally without merit, groundless, brought in bad faith and/or for the purpose of harassment or annoyance.
 - 2. Issue a letter of notification that a violation did occur, but is determined to

have been unintentionally committed. A letter of notification shall advise the Official of any steps to be taken to avoid future actions.

3. Defer the entire matter to any criminal or civil court proceedings brought by the City Attorney or special counsel appointed by the City Council.
4. Issue a letter of admonition when the violation is minor or may have been unintentional, but calls for a more substantial response than a letter of notification.
5. Issue a written reprimand when the violation was committed knowingly or intentionally.
6. Remove from office the Official, other than a City Council member, for a serious violation of this Code of Ethics. Removal shall be, to the extent and allowed by, state law.



Ovilla City Council

TABLED ITEM FROM MAY 14, 2012

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

Meeting Date: July 23, 2012

Department: Administration

Discussion Action

Budgeted Expense: YES NO N/A

Submitted By: Administrative Staff

Attachments:	
I. Proposed Resolution 2012-006	
Agenda Item / Topic:	
ITEM I.	Discussion/Action – Consider Resolution 2012-006 repealing Resolution 2010-013 in its entirety, which established a policy on Council Governance Process and Rules of Procedure, to include the Procedures on the Hearing of Complaints for the City of Ovilla City Council. <ul style="list-style-type: none"> Presented by the City Administrator
Discussion / Justification:	
The Council had discussed amending the current Council Governance Process. Our new counsel, Ron MacFarlane suggested that the original resolution (R2010-013) that adopted the Council Governance Process and Rules of Procedure be repealed in its entirety and, if the Council chooses, then rewrite a completely new one.	
Recommendation / Staff Comments:	
Sample Motion(s):	
<i>“I MAKE A MOTION THAT COUNCIL APPROVES / DOES NOT APPROVE RESOLUTION 2012-006 REPEALING RESOLUTION 2010-013, COUNCIL GOVERNANCE PROCESS AND RULES OF PROCEDURE & PROCEDURES ON HEARING OF COMPLAINTS IN ITS ENTIRETY.”</i>	

RESOLUTION 2012-006

A RESOLUTION OF THE CITY OF OVILLA, TEXAS REPEALING RESOLUTION 2010-013 IN ITS ENTIRETY, WHICH ESTABLISHED A POLICY ON GOVERNANCE PROCESS AND RULES OF PROCEDURE, AND REPEALING SUBSEQUENT PROCEDURES ON THE HEARING OF COMPLAINTS FOR THE CITY OF OVILLA CITY COUNCIL

WHEREAS, the City Council adopted a Policy of Governance Process and Rules of Procedure, to provide for the easy and efficient handling of Council business and affairs, and

WHEREAS, the City Council additionally adopted Procedures on the Hearing of Complaints to provide for the easy and efficient handling regarding the filing of Council ethics complaints, and

WHEREAS, the City Council has determined that those rules and procedures adopted failed to adequately provide the mechanism required to administer the Governance Process and Rules of Procedure and the Hearing of Complaints as intended, and

WHEREAS, the City Council now desires to adopt new Rules of Procedure and a new Ethics Policy, at another time, now, therefore,

THE CITY COUNCIL OF TH CITY OF OVILLA, TEXAS HEREBY RESOLVES AS FOLLOWS:

Section One

1. Resolution 2010-013, Policy of Governance Process and Rules of Procedure and the Hearing of Ethics Complaints are hereby repealed in their entirety.

PASSED, APPROVED and ADOPTED BY THE CITY COUNCIL ON THIS ____ DAY OF _____ 2012.

Tom Leverentz, MAYOR

ATTEST:

Pam Woodall, CITY SECRETARY