

# 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

## *Ovilla City Council Agenda*

105 S. Cockrell Hill Road, Ovilla, TX 75154

Monday, August 27, 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, August 27, 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**

- ◆ Finance Department Accountant S. Jungman
  - ◆ Monthly Financials
- ◆ Administration City Administrator R. Whiteman

### **III. CONSENT AGENDA**

- ◆ Minutes of the June 25, 2012 Council Meeting
- ◆ Minutes of the July 23, 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.*

### **IV. REGULAR AGENDA**

- ITEM 1.**      **Discussion/Action** – Consider request from Community Waste Disposal (CWD) for an annual market adjustment.
- ITEM 2.**      **Discussion/Action** – Consider approval of proposed Resolution 2012-011 amending and updating the City of Ovilla's Investment Policy.
- ITEM 3.**      **Discussion/Action** – Consider official ballot votes for Places 11-14 on TML Intergovernmental Risk Pool Board of Trustees Election.

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**ITEM 4. Discussion/Action** – Consider the declaration of the following item as surplus property and authorize sale.

## 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 August 27, 2012 was posted on the bulletin board at City Hall, 105 S. Cockrell Hill Road, Ovilla, on the 24th day of August 2012 prior to 6:00 p.m.



Pamela Woodall  
City Secretary

**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.**



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**DATE: 08-20-2012**

**TO: Honorable Mayor and Council Members**

**FROM: Sharon Jungman**

**SUBJECT: Financial Statements  
As of July 31, 2012**

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

	Oct '11 - Jul 12	Budget	\$ Over Budget	% of Budget Thru July 84%
<b>Income</b>				
<b>4000100 · Taxes</b>				
4000105 · Ad Valorem, Current	1,229,958	1,222,000	7,958	101%
4000110 · Ad Valorem, Delinquent	14,922	13,000	1,922	115%
4000113 · Interest/Penalties - Prop Tax	8,949	10,000	(1,051)	89%
4000120 · Sales Tax	135,057	165,000	(29,943)	82%
4000125 · Sales Tax - Street Improvement	33,764	40,000	(6,236)	84%
4000130 · Franchise Tax	147,885	147,321	564	100%
<b>Total 4000100 · Taxes</b>	<b>1,570,535</b>	<b>1,597,321</b>	<b>(26,786)</b>	<b>98%</b>
<b>4000200 · Licenses and Permits</b>				
<b>4000208 · Building Permits</b>				
4000210 · Residential Building Permits	4,191	5,000	(809)	84%
4000213 · Fire Inspection Permits	1,050	750	300	140%
4000214 · Misc Building Permits	10,285	12,000	(1,715)	86%
<b>Total 4000208 · Building Permits</b>	<b>15,526</b>	<b>17,750</b>	<b>(2,224)</b>	<b>87%</b>
4000230 · Plan Review Fee	1,887	3,000	(1,113)	63%
4000260 · Alarm Permits	2,051	2,000	51	103%
4000270 · Animal Tag Fees	2,746	3,000	(254)	92%
4000272 · Impound Fees	960	1,250	(290)	77%
4000290 · Misc Licenses and Permits	1,095	1,200	(105)	91%
<b>Total 4000200 · Licenses and Permits</b>	<b>24,265</b>	<b>28,200</b>	<b>(3,935)</b>	<b>86%</b>
<b>4000400 · Charges for Services</b>				
4000325 · ESD #2	70,000	110,000	(40,000)	64%
4000330 · ESD #4	35,639	40,000	(4,361)	89%
4000411 · Copies and Maps	83	75	8	111%
4000415 · Police Reports	102	100	2	102%
4000420 · Park Lights	350	500	(150)	70%
4000440 · Oak Leaf Animal Control	1,330	2,000	(670)	67%
4000480 · Solid Waste (Garbage)	165,339	200,760	(35,421)	82%
4000490 · Misc Charges for Services	2,842	2,500	342	114%
<b>Total 4000400 · Charges for Services</b>	<b>275,685</b>	<b>355,935</b>	<b>(80,250)</b>	<b>77%</b>
<b>4000500 · Fines and Forfeitures</b>				
4000510 · Fines - Police	70,986	83,000	(12,014)	86%
4000520 · Fines - Animal Control	125	1,000	(875)	13%
4000525 · Fines - Code Enforcement	1,257	2,000	(743)	63%
4000590 · Misc Fines and Forfeitures	344	150	194	229%
<b>Total 4000500 · Fines and Forfeitures</b>	<b>72,712</b>	<b>86,150</b>	<b>(13,438)</b>	<b>84%</b>
<b>4000800 · Other Revenue</b>				
4000810 · Heritage Day	2,640	5,500	(2,860)	48%
4000820 · Water Tower Lease	76,826	80,716	(3,890)	95%
4000840 · Interest Earned	4,526	3,500	1,026	129%
4000861 · ESD #2 Cert Grant	972	971	1	100%
4000867 · HB3667 TX.Forest Service Grant	4,224	4,224	0	100%

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

	Oct '11 - Jul 12	Budget	\$ Over Budget	% of Budget Thru July 84%
4000870 · Insurance Proceeds	160	160	0	100%
4000887 · HOA Revenue	1,006	1,015	(9)	99%
4000890 · Misc Other Revenue	3,421	4,000	(579)	86%
<b>Total 4000800 · Other Revenue</b>	<b>93,775</b>	<b>100,086</b>	<b>(6,311)</b>	<b>94%</b>
<b>4000900 · Transfers In</b>				
4000925 · Transfer In - 4B-EDC	2,500	2,500	0	100%
4000930 · Transfer In From W&S Fund	121,972	121,972	0	100%
4000940 · Transfer in MDD Fund	500	500	0	100%
<b>Total 4000900 · Transfers In</b>	<b>124,972</b>	<b>124,972</b>	<b>0</b>	<b>100%</b>
<b>Total Income</b>	<b>2,161,944</b>	<b>2,292,664</b>	<b>(130,720)</b>	<b>94%</b>
<b>Gross Profit</b>	<b>2,161,944</b>	<b>2,292,664</b>	<b>(130,720)</b>	<b>94%</b>
<b>Expense</b>				
<b>10 · Administration</b>				
<b>5101100 · Salaries &amp; Wages</b>				
5101110 · City Administrator	50,032	62,034	(12,002)	81%
5101115 · City Secretary	25,609	32,075	(6,466)	80%
5101117 · City Accountant	26,911	34,625	(7,714)	78%
5101120 · Part Time- Admin. Support	3,244	7,566	(4,322)	43%
<b>Total 5101100 · Salaries &amp; Wages</b>	<b>105,796</b>	<b>136,300</b>	<b>(30,504)</b>	<b>78%</b>
<b>5102100 · Employee Benefits</b>				
5102110 · Group Insurance	14,205	19,480	(5,275)	73%
5102135 · TMRS	7,145	8,750	(1,605)	82%
5102160 · Worker's Compensation	518	550	(32)	94%
5102170 · Payroll Taxes	2,338	3,250	(912)	72%
5102180 · Unemployment Taxes	0	1,000	(1,000)	0%
5102196 · Indiv. Membership Dues	427	600	(173)	71%
<b>Total 5102100 · Employee Benefits</b>	<b>24,633</b>	<b>33,630</b>	<b>(8,997)</b>	<b>73%</b>
<b>5102200 · Special Services</b>				
5102210 · Tax Assessing & Collecting Fees	1,757	1,760	(3)	100%
5102220 · Tax Appraisal Fee	8,706	13,300	(4,594)	65%
5102230 · Legal Fees	14,807	30,000	(15,193)	49%
5102240 · Audit	6,120	6,120	0	100%
5102250 · Accounting	1,173	1,500	(327)	78%
5102260 · Engineering Fees	0	1,000	(1,000)	0%
<b>Total 5102200 · Special Services</b>	<b>32,563</b>	<b>53,680</b>	<b>(21,117)</b>	<b>61%</b>
<b>5102300 · Contractual Services</b>				
5102310 · Consultant Fees	16,024	20,000	(3,976)	80%
<b>Total 5102300 · Contractual Services</b>	<b>16,024</b>	<b>20,000</b>	<b>(3,976)</b>	<b>80%</b>
<b>5102500 · Operating Services</b>				
5102530 · Custodial Service Contract	2,650	3,200	(550)	83%

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

	Oct '11 - Jul 12	Budget	\$ Over Budget	% of Budget Thru July 84%
Total 5102500 · Operating Services	2,650	3,200	(550)	83%
<b>5102600 · Special Expenses</b>				
5102610 · Election - Payroll	770	850	(80)	91%
5102620 · Election - Supplies	2,634	2,700	(66)	98%
5102630 · Election Meeting Expense	21	100	(79)	21%
5102650 · Codification Book Update	2,325	2,000	325	116%
<b>Total 5102600 · Special Expenses</b>	<b>5,750</b>	<b>5,650</b>	<b>100</b>	<b>102%</b>
<b>5103100 · General Supplies</b>				
5103110 · Office Supplies	3,414	7,000	(3,586)	49%
5103140 · Uniforms	228	300	(72)	76%
<b>Total 5103100 · General Supplies</b>	<b>3,642</b>	<b>7,300</b>	<b>(3,658)</b>	<b>50%</b>
<b>5103400 · Maintenance Supplies / Parts</b>				
5103410 · Supplies - Custodial	765	1,500	(735)	51%
5103440 · Maintenance Agreement Expense	135	900	(765)	15%
5103460 · Miscellaneous	11	200	(189)	6%
<b>Total 5103400 · Maintenance Supplies / Parts</b>	<b>911</b>	<b>2,600</b>	<b>(1,689)</b>	<b>35%</b>
<b>5104200 · Travel Expenses</b>				
5104210 · Travel - Local	230	500	(270)	46%
5104220 · Professional Development	4,234	5,000	(766)	85%
5104222 · Professional Develop - Council	1,057	1,550	(493)	68%
5104225 · City Council Meal Expense	38	770	(732)	5%
5104230 · Professional Develop - In-House	82	100	(18)	82%
<b>Total 5104200 · Travel Expenses</b>	<b>5,641</b>	<b>7,920</b>	<b>(2,279)</b>	<b>71%</b>
<b>5105200 · Data Processing Expenses</b>				
5105230 · Data Proc-Maintenance & Repair	2,470	4,500	(2,030)	55%
5105240 · Data Processing - Software	8,141	11,350	(3,209)	72%
<b>Total 5105200 · Data Processing Expenses</b>	<b>10,611</b>	<b>15,850</b>	<b>(5,239)</b>	<b>67%</b>
<b>5105300 · Printing Expense</b>				
5105310 · Copier Expense	2,305	4,000	(1,695)	58%
5105320 · Printing - Newsletters	2,019	4,800	(2,781)	42%
5105330 · Printing - Forms	571	1,800	(1,229)	32%
5105350 · Printing - Other	80	500	(420)	16%
<b>Total 5105300 · Printing Expense</b>	<b>4,975</b>	<b>11,100</b>	<b>(6,125)</b>	<b>45%</b>
<b>5105400 · Utilities</b>				
5105410 · Telephone	990	1,200	(210)	83%
5105415 · Cellular Phone	825	1,000	(175)	83%
5105417 · Internet	609	750	(141)	81%
5105450 · Electricity	42,187	80,000	(37,813)	53%
<b>Total 5105400 · Utilities</b>	<b>44,611</b>	<b>82,950</b>	<b>(38,339)</b>	<b>54%</b>
<b>5105500 · Repairs &amp; Bldg Improvements</b>				

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

	Oct '11 - Jul 12	Budget	\$ Over Budget	% of Budget Thru July 84%
5105520 · Repairs - Buildings	2,132	15,200	(13,068)	14%
5105540 · Repairs - Machinery & Equipment	297	1,000	(703)	30%
5105590 · Repairs - Other	0	500	(500)	0%
<b>Total 5105500 · Repairs &amp; Bldg Improvements</b>	<b>2,429</b>	<b>16,700</b>	<b>(14,271)</b>	<b>15%</b>
<b>5105600 · Insurance</b>				
5105610 · Insurance - Property	2,192	2,500	(308)	88%
5105620 · Insurance - Liability	485	500	(15)	97%
5105630 · Insurance - Fidelity Bond	500	500	0	100%
5105635 · Public Officials Surety Bonds	900	900	0	100%
<b>Total 5105600 · Insurance</b>	<b>4,077</b>	<b>4,400</b>	<b>(323)</b>	<b>93%</b>
<b>5105700 · Other Expenses</b>				
5105705 · Postage	2,271	6,000	(3,729)	38%
5105710 · Cash - Over/Short	0	10	(10)	0%
5105725 · Records Management Expense	0	1,000	(1,000)	0%
5105730 · City - Memberships	1,345	2,100	(755)	64%
5105740 · Legal Notices/Advertisement	1,480	5,000	(3,520)	30%
5105752 · Employment Screening	0	300	(300)	0%
5105760 · Bank Service Charge	10	25	(15)	40%
5105764 · Filing Fees	140	250	(110)	56%
5105765 · Miscellaneous	333	2,000	(1,667)	17%
<b>Total 5105700 · Other Expenses</b>	<b>5,579</b>	<b>16,685</b>	<b>(11,106)</b>	<b>33%</b>
<b>5106400 · Minor Capital Outlay</b>				
5106440 · Machinery & Equipment	0	2,000	(2,000)	0%
5106465 · Furniture	0	500	(500)	0%
5106470 · Audio & Visual Equipment	7,357	7,500	(143)	98%
<b>Total 5106400 · Minor Capital Outlay</b>	<b>7,357</b>	<b>10,000</b>	<b>(2,643)</b>	<b>74%</b>
<b>5107400 · Capitalized Assets</b>				
5107440 · Machinery & Equipment	0	14,000	(14,000)	0%
<b>Total 5107400 · Capitalized Assets</b>	<b>0</b>	<b>14,000</b>	<b>(14,000)</b>	<b>0%</b>
<b>5109000 · Reserves</b>				
5109001 · Reserve for Contingency	0	81,561	(81,561)	0%
<b>Total 5109000 · Reserves</b>	<b>0</b>	<b>81,561</b>	<b>(81,561)</b>	<b>0%</b>
<b>Total 10 · Administration</b>	<b>277,249</b>	<b>523,526</b>	<b>(246,277)</b>	<b>53%</b>
<b>20 · Police</b>				
<b>5201100 · Salaries &amp; Wages</b>				
5201120 · Police Chief	47,424	60,046	(12,622)	79%
5201143 · Command Staff	37,101	47,004	(9,903)	79%
5201150 · Certification Pay	1,874	2,400	(526)	78%
5201190 · Overtime	0	(2,000)	2,000	0%
<b>Total 5201100 · Salaries &amp; Wages</b>	<b>86,399</b>	<b>107,450</b>	<b>(21,051)</b>	<b>80%</b>

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

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<b>5201400 · Support Salaries</b>				
5201405 · Support Staff	16,629	21,337	(4,708)	78%
5201410 · Patrol	185,518	235,978	(50,460)	79%
5201415 · Certification Pay	1,884	5,500	(3,616)	34%
5201490 · Overtime	2,381	9,600	(7,219)	25%
<b>Total 5201400 · Support Salaries</b>	<b>206,412</b>	<b>272,415</b>	<b>(66,003)</b>	<b>76%</b>
<b>5202100 · Employee Benefits</b>				
5202110 · Group Insurance	41,433	53,000	(11,567)	78%
5202135 · TMRS	15,374	18,650	(3,276)	82%
5202160 · Worker's Compensation	8,260	8,500	(240)	97%
5202170 · Payroll Taxes	4,305	5,300	(995)	81%
5202196 · Membership Dues	245	315	(70)	78%
<b>Total 5202100 · Employee Benefits</b>	<b>69,617</b>	<b>85,765</b>	<b>(16,148)</b>	<b>81%</b>
<b>5202300 · Contractual Services</b>				
5202355 · Contract Labor - Individual	0	500	(500)	0%
5202356 · Gingerbread House	1,000	1,000	0	100%
5202380 · Dispatch	12,395	13,550	(1,155)	91%
<b>Total 5202300 · Contractual Services</b>	<b>13,395</b>	<b>15,050</b>	<b>(1,655)</b>	<b>89%</b>
<b>5202500 · Operating Services</b>				
5202540 · Computer Maintenance	313	500	(187)	63%
5202560 · Internet Subscriptions	295	350	(55)	84%
<b>Total 5202500 · Operating Services</b>	<b>608</b>	<b>850</b>	<b>(242)</b>	<b>72%</b>
<b>5202600 · Special Expenses</b>				
5202675 · National Night Out	279	500	(221)	56%
<b>Total 5202600 · Special Expenses</b>	<b>279</b>	<b>500</b>	<b>(221)</b>	<b>56%</b>
<b>5203100 · General Supplies</b>				
5203110 · Office Supplies	1,184	1,500	(316)	79%
5203140 · Uniforms	1,221	1,400	(179)	87%
5203170 · Evidence Gathering	230	300	(70)	77%
<b>Total 5203100 · General Supplies</b>	<b>2,635</b>	<b>3,200</b>	<b>(565)</b>	<b>82%</b>
<b>5203400 · Maintenance Supplies &amp; Parts</b>				
5203410 · Supplies - Custodial	277	500	(223)	55%
<b>Total 5203400 · Maintenance Supplies &amp; Parts</b>	<b>277</b>	<b>500</b>	<b>(223)</b>	<b>55%</b>
<b>5204200 · Travel Expenses</b>				
5204210 · Travel - Local	163	300	(137)	54%
5204220 · Professional Development	0	500	(500)	0%
5204270 · Vehicle Expenses	22,218	24,000	(1,782)	93%
<b>Total 5204200 · Travel Expenses</b>	<b>22,381</b>	<b>24,800</b>	<b>(2,419)</b>	<b>90%</b>
<b>5205200 · Data Processing Expenses</b>				

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

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5205220 · Data Proc - Equipment Rental	0	400	(400)	0%
5205240 · Data Processing - Software	18,326	18,325	1	100%
<b>Total 5205200 · Data Processing Expenses</b>	<b>18,326</b>	<b>18,725</b>	<b>(399)</b>	<b>98%</b>
<b>5205300 · Printing Expenses</b>				
5205310 · Copier Expense	1,181	1,500	(319)	79%
5205330 · Printing - Forms	0	600	(600)	0%
5205350 · Printing - Other	166	400	(234)	42%
<b>Total 5205300 · Printing Expenses</b>	<b>1,347</b>	<b>2,500</b>	<b>(1,153)</b>	<b>54%</b>
<b>5205400 · Utilities</b>				
5205410 · Telephone	1,066	1,400	(334)	76%
5205415 · Cellular Phone	1,185	1,700	(515)	70%
5205417 · Internet - PD	762	950	(188)	80%
5205420 · Wireless Cards	1,903	2,350	(447)	81%
<b>Total 5205400 · Utilities</b>	<b>4,916</b>	<b>6,400</b>	<b>(1,484)</b>	<b>77%</b>
<b>5205500 · Repairs &amp; Building Improvements</b>				
5205520 · Repairs - Building	188	300	(112)	63%
5205540 · Repairs- Machinery & Equipment	2,422	700	1,722	346%
5205550 · Repairs - Vehicles	5,160	7,500	(2,340)	69%
<b>Total 5205500 · Repairs &amp; Building Improvements</b>	<b>7,770</b>	<b>8,500</b>	<b>(730)</b>	<b>91%</b>
<b>5205600 · Insurance</b>				
5205610 · Insurance - Property	1,350	1,360	(10)	99%
5205620 · Insurance - Liability	5,069	5,400	(331)	94%
5205640 · Insurance - Vehicle	2,350	2,500	(150)	94%
<b>Total 5205600 · Insurance</b>	<b>8,769</b>	<b>9,260</b>	<b>(491)</b>	<b>95%</b>
<b>5205700 · Other Expenses</b>				
5205752 · Employment Screening	265	600	(335)	44%
5205742 · Public Relations	12	100	(88)	12%
5205765 · Miscellaneous	2,207	1,800	407	123%
<b>Total 5205700 · Other Expenses</b>	<b>2,484</b>	<b>2,500</b>	<b>(16)</b>	<b>99%</b>
<b>5206400 · Minor Capital Outlay</b>				
5206440 · Machinery & Equipment	131	650	(519)	20%
5206445 · Personal Protective Equipment	0	2,000	(2,000)	0%
<b>Total 5206400 · Minor Capital Outlay</b>	<b>131</b>	<b>2,650</b>	<b>(2,519)</b>	<b>5%</b>
<b>5207400 · Capitalized Assets</b>				
5207450 · Vehicles	12,091	49,691	(37,600)	24%
5207400 · Capitalized Assets - Other	0	500	(500)	0%
<b>Total 5207400 · Capitalized Assets</b>	<b>12,091</b>	<b>50,191</b>	<b>(38,100)</b>	<b>24%</b>
<b>Total 20 · Police</b>	<b>457,837</b>	<b>611,256</b>	<b>(153,419)</b>	<b>75%</b>
<b>25 · Municipal Court</b>				

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

	Oct '11 - Jul 12	Budget	\$ Over Budget	% of Budget Thru July 84%
<b>5251100 · Salaries &amp; Wages</b>				
5251140 · Municipal Judge	4,400	5,280	(880)	83%
<b>Total 5251100 · Salaries &amp; Wages</b>	<b>4,400</b>	<b>5,280</b>	<b>(880)</b>	<b>83%</b>
<b>5251400 · Support Staff</b>				
5251405 · Support Staff	21,960	27,945	(5,985)	79%
5251420 · Jury Fees	0	108	(108)	0%
5251425 · City Prosecutor	6,744	7,500	(756)	90%
5251490 · Overtime	920	1,000	(80)	92%
<b>Total 5251400 · Support Staff</b>	<b>29,624</b>	<b>36,553</b>	<b>(6,929)</b>	<b>81%</b>
<b>5252100 · Employee Benefits</b>				
5252110 · Group Insurance	5,410	6,492	(1,082)	83%
5252135 · TMRS	1,191	1,450	(259)	82%
5252160 · Worker's Compensation	108	125	(17)	86%
5252170 · Payroll Taxes	325	410	(85)	79%
5252196 · Membership Dues	0	80	(80)	0%
<b>Total 5252100 · Employee Benefits</b>	<b>7,034</b>	<b>8,557</b>	<b>(1,523)</b>	<b>82%</b>
<b>5252300 · Contractual Services</b>				
5252375 · Traffic Fines	34,010	36,500	(2,490)	93%
<b>Total 5252300 · Contractual Services</b>	<b>34,010</b>	<b>36,500</b>	<b>(2,490)</b>	<b>93%</b>
<b>5252500 · Operating Services</b>				
5252540 · Computer Maintenance	0	150	(150)	0%
<b>Total 5252500 · Operating Services</b>	<b>0</b>	<b>150</b>	<b>(150)</b>	<b>0%</b>
<b>5253100 · General Supplies</b>				
5253110 · Office Supplies	0	75	(75)	0%
5253140 · Uniforms	15	50	(35)	30%
<b>Total 5253100 · General Supplies</b>	<b>15</b>	<b>125</b>	<b>(110)</b>	<b>12%</b>
<b>5254200 · Travel Expenses</b>				
5254210 · Travel - Local	0	25	(25)	0%
5254220 · Professional Development	0	50	(50)	0%
<b>Total 5254200 · Travel Expenses</b>	<b>0</b>	<b>75</b>	<b>(75)</b>	<b>0%</b>
<b>5255200 · Data Processing Expenses</b>				
5255240 · Data Processing - SW Maint.	1,606	1,670	(64)	96%
<b>Total 5255200 · Data Processing Expenses</b>	<b>1,606</b>	<b>1,670</b>	<b>(64)</b>	<b>96%</b>
<b>5255300 · Printing Expense</b>				
5255350 · Printing - Other	144	150	(6)	96%
<b>Total 5255300 · Printing Expense</b>	<b>144</b>	<b>150</b>	<b>(6)</b>	<b>96%</b>
<b>5255600 · Insurance</b>				
5255620 · Insurance - Liability	250	275	(25)	91%
5255630 · Insurance - Fidelity Bond	0	50	(50)	0%

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

	Oct '11 - Jul 12	Budget	\$ Over Budget	% of Budget Thru July 84%
Total 5255600 · Insurance	250	325	(75)	77%
5255700 · Other Expenses				
5255752 · Employment Screening	0	100	(100)	0%
5255765 · Miscellaneous	0	75	(75)	0%
Total 5255700 · Other Expenses	0	175	(175)	0%
Total 25 · Municipal Court	77,083	89,560	(12,477)	86%
30 · Fire				
5301100 · Salaries & Wages				
5301125 · Fire Chief	40,353	56,632	(16,279)	71%
5301130 · Asst. Fire Chief	27,764	32,068	(4,304)	87%
Total 5301100 · Salaries & Wages	68,117	88,700	(20,583)	77%
5301400 · Support Salaries				
5301445 · Firefighter - Officer in Charge	96	300	(204)	32%
5301440 · Firefighters	146,412	184,700	(38,288)	79%
5301485 · Volunteer Incentive Program	7,615	10,000	(2,385)	76%
Total 5301400 · Support Salaries	154,123	195,000	(40,877)	79%
5302100 · Employee Benefits				
5302110 · Group Insurance	2,800	5,100	(2,300)	55%
5302135 · TMRS	3,609	4,550	(941)	79%
5302137 · Volunteer Retirement	2,520	4,500	(1,980)	56%
5302160 · Worker's Compensation	8,099	8,100	(1)	100%
5302170 · Payroll Taxes	12,219	14,400	(2,181)	85%
5302196 · Membership Dues	1,540	2,500	(960)	62%
Total 5302100 · Employee Benefits	30,787	39,150	(8,363)	79%
5302300 · Contractual Services				
5302310 · Consultant Fees	1,250	1,600	(350)	78%
5302380 · Dispatch	12,395	12,425	(30)	100%
5302385 · Emergency Transport Service	61,272	61,310	(38)	100%
Total 5302300 · Contractual Services	74,917	75,335	(418)	99%
5302500 · Operating Services				
5302510 · Maintenance Agreements	4,263	12,005	(7,742)	36%
5302540 · Computer Maintenance	860	2,000	(1,140)	43%
5302570 · Warning System Maintenance	780	780	0	100%
5302580 · Generator Maintenance	1,379	1,650	(271)	84%
Total 5302500 · Operating Services	7,282	16,435	(9,153)	44%
5302600 · Special Expenses				
5302675 · National Night Out	290	500	(210)	58%
Total 5302600 · Special Expenses	290	500	(210)	58%
5303100 · General Supplies				

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

	Oct '11 - Jul 12	Budget	\$ Over Budget	% of Budget Thru July 84%
5303110 · Office Supplies	1,186	2,000	(814)	59%
5303140 · Uniforms	2,955	4,000	(1,045)	74%
5303160 · Medical Supplies	5,616	5,500	116	102%
5303165 · Medical Support	119	1,000	(881)	12%
5303170 · Evidence Gathering	0	50	(50)	0%
5303175 · Education Aids	0	50	(50)	0%
<b>Total 5303100 · General Supplies</b>	<b>9,876</b>	<b>12,600</b>	<b>(2,724)</b>	<b>78%</b>
<b>5303400 · Maintenance Supplies &amp; Parts</b>				
5303410 · Supplies - Custodial	2,166	2,900	(734)	75%
5303420 · Building Alarm Maintenance	0	420	(420)	0%
<b>Total 5303400 · Maintenance Supplies &amp; Parts</b>	<b>2,166</b>	<b>3,320</b>	<b>(1,154)</b>	<b>65%</b>
<b>5304200 · Travel Expenses</b>				
5304220 · Professional Development	345	2,500	(2,155)	14%
5304240 · Medical Training	0	500	(500)	0%
5304270 · Vehicle Expenses	8,062	12,000	(3,938)	67%
<b>Total 5304200 · Travel Expenses</b>	<b>8,407</b>	<b>15,000</b>	<b>(6,593)</b>	<b>56%</b>
<b>5305200 · Data Processing Expenses</b>				
5305230 · Data Proc-Maintenance & Repair	225	1,250	(1,025)	18%
5305240 · Data Processing - Software	2,793	2,850	(57)	98%
<b>Total 5305200 · Data Processing Expenses</b>	<b>3,018</b>	<b>4,100</b>	<b>(1,082)</b>	<b>74%</b>
<b>5305300 · Printing Expense</b>				
5305310 · Copier Expense	2,549	3,300	(751)	77%
5305330 · Printing - Forms	0	200	(200)	0%
<b>Total 5305300 · Printing Expense</b>	<b>2,549</b>	<b>3,500</b>	<b>(951)</b>	<b>73%</b>
<b>5305400 · Utilities</b>				
5305410 · Telephone	1,891	2,100	(209)	90%
5305415 · Cellular Phone	2,943	4,000	(1,057)	74%
5305417 · Internet - Fire Dept.	1,371	1,750	(379)	78%
5305430 · Natural Gas	981	2,200	(1,219)	45%
<b>Total 5305400 · Utilities</b>	<b>7,186</b>	<b>10,050</b>	<b>(2,864)</b>	<b>72%</b>
<b>5305500 · Repairs &amp; Bldg Improvements</b>				
5305520 · Repairs - Building	3,387	5,000	(1,613)	68%
5305540 · Repairs - Machinery & Equipment	7,426	19,500	(12,074)	38%
5305545 · Repairs - Apparatus	15,693	12,000	3,693	131%
5305550 · Repairs - Vehicles	3,210	3,500	(290)	92%
<b>Total 5305500 · Repairs &amp; Bldg Improvements</b>	<b>29,716</b>	<b>40,000</b>	<b>(10,284)</b>	<b>74%</b>
<b>5305600 · Insurance</b>				
5305610 · Insurance - Property	53	55	(2)	96%
5305620 · Insurance - Liability	10,630	10,660	(30)	100%
5305640 · Insurance - Vehicle	10,256	11,718	(1,462)	88%
<b>Total 5305600 · Insurance</b>	<b>20,939</b>	<b>22,433</b>	<b>(1,494)</b>	<b>93%</b>

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

	Oct '11 - Jul 12	Budget	\$ Over Budget	% of Budget Thru July 84%
<b>5305700 · Other Expenses</b>				
5305705 · Postage	0	200	(200)	0%
5305752 · Employment Screening	510	700	(190)	73%
5305765 · Flags & Miscellaneous	0	250	(250)	0%
5305774 · ESD #2 Cert Grant Expense	879	971	(92)	91%
<b>Total 5305700 · Other Expenses</b>	<b>1,389</b>	<b>2,121</b>	<b>(732)</b>	<b>65%</b>
<b>5306400 · Minor Capital Outlay</b>				
5306440 · Machinery & Equipment	9,099	19,090	(9,991)	48%
5306445 · Personal Protective Equipment	17,370	20,500	(3,130)	85%
<b>Total 5306400 · Minor Capital Outlay</b>	<b>26,469</b>	<b>39,590</b>	<b>(13,121)</b>	<b>67%</b>
<b>Total 30 · Fire</b>	<b>447,231</b>	<b>567,834</b>	<b>(120,603)</b>	<b>79%</b>
<b>40 · Community Services</b>				
<b>5401100 · Salaries &amp; Wages</b>				
5401135 · ACO/Code Enforcement Officer	26,834	34,200	(7,366)	78%
5401190 · Overtime	32	150	(118)	21%
<b>Total 5401100 · Salaries &amp; Wages</b>	<b>26,866</b>	<b>34,350</b>	<b>(7,484)</b>	<b>78%</b>
<b>5402100 · Employee Benefits</b>				
5402110 · Group Insurance	3,500	4,492	(992)	78%
5402135 · TMRS	1,425	1,800	(375)	79%
5402160 · Worker's Compensation	309	325	(16)	95%
5402170 · Payroll Taxes	440	550	(110)	80%
5402190 · License	95	200	(105)	48%
<b>Total 5402100 · Employee Benefits</b>	<b>5,769</b>	<b>7,367</b>	<b>(1,598)</b>	<b>78%</b>
<b>5402300 · Contractual Services</b>				
5402315 · Contract Building Inspections	8,756	12,000	(3,244)	73%
5402325 · Fire Inspections	750	600	150	125%
5402370 · Impound Fees	1,145	2,000	(855)	57%
<b>Total 5402300 · Contractual Services</b>	<b>10,651</b>	<b>14,600</b>	<b>(3,949)</b>	<b>73%</b>
<b>5402500 · Operating Services</b>				
5402540 · Computer Maintenance	0	100	(100)	0%
<b>Total 5402500 · Operating Services</b>	<b>0</b>	<b>100</b>	<b>(100)</b>	<b>0%</b>
<b>5402600 · Special Expenses</b>				
5402685 · Clean up Day	34	100	(66)	34%
<b>Total 5402600 · Special Expenses</b>	<b>34</b>	<b>100</b>	<b>(66)</b>	<b>34%</b>
<b>5403100 · General Supplies</b>				
5403110 · Office Supplies	83	125	(42)	66%
5403120 · Animal Care	0	150	(150)	0%
5403122 · Pet Supplies	239	795	(556)	30%
5403140 · Uniforms	261	350	(89)	75%

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

	Oct '11 - Jul 12	Budget	\$ Over Budget	% of Budget Thru July 84%
Total 5403100 · General Supplies	583	1,420	(837)	41%
5403400 · Maintenance Supplies & Parts				
5403460 · Miscellaneous	0	100	(100)	0%
Total 5403400 · Maintenance Supplies & Parts	0	100	(100)	0%
5404200 · Travel Expenses				
5404210 · Travel - Local	0	25	(25)	0%
5404220 · Professional Development	0	200	(200)	0%
5404270 · Vehicle Expenses	1,284	1,700	(416)	76%
Total 5404200 · Travel Expenses	1,284	1,925	(641)	67%
5405200 · Data Processing Expenses				
5405230 · Data Proc-Maintenance & Repairs	0	100	(100)	0%
Total 5405200 · Data Processing Expenses	0	100	(100)	0%
5405300 · Printing Expense				
5405330 · Printing - Forms	0	150	(150)	0%
Total 5405300 · Printing Expense	0	150	(150)	0%
5405400 · Utilities				
5405415 · Cellular Phone	594	700	(106)	85%
Total 5405400 · Utilities	594	700	(106)	85%
5405600 · Insurance				
5405610 · Insurance - Property	11	15	(4)	73%
5405620 · Insurance - Liability	194	194	0	100%
5405640 · Insurance - Vehicle	268	275	(7)	97%
Total 5405600 · Insurance	473	484	(11)	98%
5405700 · Other Expenses				
5405765 · Miscellaneous	30	100	(70)	30%
Total 5405700 · Other Expenses	30	100	(70)	30%
5406400 · Minor Capital Outlay				
5406440 · Machinery & Equipment	296	1,745	(1,449)	17%
Total 5406400 · Minor Capital Outlay	296	1,745	(1,449)	17%
5407400 · Capitalized Assets				
5407450 · Vehicles	5,000	5,000	0	100%
Total 5407400 · Capitalized Assets	5,000	5,000	0	100%
Total 40 · Community Services	51,580	68,241	(16,661)	76%
45 · Solid Waste				
5455400 · Utilities				
5455465 · Solidwaste Pickup (Garbage)	130,624	197,450	(66,826)	66%
Total 5455400 · Utilities	130,624	197,450	(66,826)	66%

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

	Oct '11 - Jul 12	Budget	\$ Over Budget	% of Budget Thru July 84%
<b>Total 45 · Solid Waste</b>	130,624	197,450	(66,826)	66%
<b>50 · Streets</b>				
<b>5501400 · Support Staff</b>				
5501415 · Maintenance Crew	17,753	22,100	(4,347)	80%
5501490 · Overtime	962	2,000	(1,038)	48%
5501500 · Streets - On Call	625	850	(225)	74%
<b>Total 5501400 · Support Staff</b>	19,340	24,950	(5,610)	78%
<b>5502100 · Employee Benefits</b>				
5502110 · Group Insurance	5,410	6,500	(1,090)	83%
5502135 · TMRS	1,060	1,350	(290)	79%
5502160 · Worker's Compensation	918	1,200	(282)	77%
5502170 · Payroll Taxes	289	375	(86)	77%
5502190 · License	0	85	(85)	0%
<b>Total 5502100 · Employee Benefits</b>	7,677	9,510	(1,833)	81%
<b>5502200 · Special Services</b>				
5502260 · Engineering Fees	0	500	(500)	0%
5502280 · NCTCOG- SWMP Fees	3,453	3,600	(147)	96%
<b>Total 5502200 · Special Services</b>	3,453	4,100	(647)	84%
<b>5502600 · Special Expenses</b>				
5502620 · Emergency Clean Up	2,537	4,500	(1,963)	56%
<b>Total 5502600 · Special Expenses</b>	2,537	4,500	(1,963)	56%
<b>5503100 · General Supplies</b>				
5503110 · Office Supplies	0	100	(100)	0%
5503140 · Uniforms	400	400	0	100%
<b>Total 5503100 · General Supplies</b>	400	500	(100)	80%
<b>5503400 · Maintenance Supplies &amp; Parts</b>				
5503405 · Drainage Maintenance	0	500	(500)	0%
5503420 · Supplies - Street Signs	853	2,400	(1,547)	36%
5503460 · Miscellaneous	190	250	(60)	76%
<b>Total 5503400 · Maintenance Supplies &amp; Parts</b>	1,043	3,150	(2,107)	33%
<b>5504200 · Travel Expenses</b>				
5504220 · Professional Development	335	500	(165)	67%
5504270 · Vehicle Expenses	4,848	6,000	(1,152)	81%
<b>Total 5504200 · Travel Expenses</b>	5,183	6,500	(1,317)	80%
<b>5505300 · Printing Expense</b>				
5505350 · Printing - Other	114	300	(186)	38%
<b>Total 5505300 · Printing Expense</b>	114	300	(186)	38%
<b>5505500 · Repairs &amp; Bldg Improvements</b>				

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

	Oct '11 - Jul 12	Budget	\$ Over Budget	% of Budget Thru July 84%
5505540 · Repairs - Machinery & Equipment	2,203	3,500	(1,297)	63%
5505550 · Repairs - Vehicles	1,255	2,500	(1,245)	50%
5505560 · Repairs -Street Maint.& Repairs	31,431	50,000	(18,569)	63%
5505565 · Repairs - Infrastruct Drainage	46	6,000	(5,954)	1%
5505590 · Repairs - Other	484	800	(316)	61%
<b>Total 5505500 · Repairs &amp; Bldg Improvements</b>	<b>35,419</b>	<b>62,800</b>	<b>(27,381)</b>	<b>56%</b>
<b>5505600 · Insurance</b>				
5505610 · Insurance - Property	75	100	(25)	75%
5505620 · Insurance - Liability	982	1,000	(18)	98%
5505640 · Insurance - Vehicle	2,935	2,965	(30)	99%
<b>Total 5505600 · Insurance</b>	<b>3,992</b>	<b>4,065</b>	<b>(73)</b>	<b>98%</b>
<b>5505700 · Other Expenses</b>				
5505752 · Employment Screening	0	100	(100)	0%
<b>Total 5505700 · Other Expenses</b>	<b>0</b>	<b>100</b>	<b>(100)</b>	<b>0%</b>
<b>5506400 · Minor Capital Outlay</b>				
5506440 · Machinery & Equipment	1,172	11,043	(9,871)	11%
5506445 · Personal Protective Equipment	187	300	(113)	62%
5506490 · Other	457	500	(43)	91%
<b>Total 5506400 · Minor Capital Outlay</b>	<b>1,816</b>	<b>11,843</b>	<b>(10,027)</b>	<b>15%</b>
<b>5507400 · Capitalized Assets</b>				
5507420 · Buildings	0	3,350	(3,350)	0%
5507440 · Machinery & Equipment	7,600	78,000	(70,400)	10%
5507460 · Infrastructure	7,263	145,000	(137,737)	5%
<b>Total 5507400 · Capitalized Assets</b>	<b>14,863</b>	<b>226,350</b>	<b>(211,487)</b>	<b>7%</b>
<b>Total 50 · Streets</b>	<b>95,837</b>	<b>358,668</b>	<b>(262,831)</b>	<b>27%</b>
<b>60 · Parks</b>				
<b>5602400 · Rentals</b>				
5602490 · Rental - Other	2,197	2,800	(603)	78%
<b>Total 5602400 · Rentals</b>	<b>2,197</b>	<b>2,800</b>	<b>(603)</b>	<b>78%</b>
<b>5602600 · Special Expenses</b>				
5602680 · Heritage Day	335	4,000	(3,665)	8%
<b>Total 5602600 · Special Expenses</b>	<b>335</b>	<b>4,000</b>	<b>(3,665)</b>	<b>8%</b>
<b>5605400 · Utilities</b>				
5605450 · Electricity	1,894	3,000	(1,106)	63%
<b>Total 5605400 · Utilities</b>	<b>1,894</b>	<b>3,000</b>	<b>(1,106)</b>	<b>63%</b>
<b>5605500 · Repairs &amp; Bldg Improvements</b>				
5605530 · REPAIRS-IMP OTHER THAN BLDGS	1,077	1,500	(423)	72%
<b>Total 5605500 · Repairs &amp; Bldg Improvements</b>	<b>1,077</b>	<b>1,500</b>	<b>(423)</b>	<b>72%</b>

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

	Oct '11 - Jul 12	Budget	\$ Over Budget	% of Budget Thru July 84%
5605700 · Other Expenses				
5605765 · Miscellaneous	175	200	(25)	88%
<b>Total 5605700 · Other Expenses</b>	<b>175</b>	<b>200</b>	<b>(25)</b>	<b>88%</b>
5606400 · Minor Capital Outlay				
5606410 · Land Improvements	342	300	42	114%
5606440 · Machinery & Equipment	226	400	(174)	57%
<b>Total 5606400 · Minor Capital Outlay</b>	<b>568</b>	<b>700</b>	<b>(132)</b>	<b>81%</b>
5607400 · Capitalized Assets				
5607440 · Machinery & Equipment	6,499	7,000	(501)	93%
<b>Total 5607400 · Capitalized Assets</b>	<b>6,499</b>	<b>7,000</b>	<b>(501)</b>	<b>93%</b>
<b>Total 60 · Parks</b>	<b>12,745</b>	<b>19,200</b>	<b>(6,455)</b>	<b>66%</b>
<b>Total Expense</b>	<b>1,550,186</b>	<b>2,435,735</b>	<b>(885,549)</b>	<b>64%</b>
<b>Net Income</b>	<b>611,758</b>	<b>(143,071)</b>	<b>754,829</b>	<b>(428%)</b>

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

	Oct '11 - Jul 12	Budget	\$ Over Budget	% of Budget Thru July 84%
<b>Income</b>				
4000400 · Charges for Services				
4000460 · Water Sales	786,637	1,012,040	-225,403	78%
4000461 · Sewer Service	119,031	140,001	-20,970	85%
4000465 · Water & Sewer Penalties	16,442	19,000	-2,558	87%
4000471 · Reconnect Fees	3,930	5,000	-1,070	79%
4000472 · Meters	1,225	1,225	0	100%
4000473 · Connect Fees	1,775	1,500	275	118%
4000474 · Sewer Fees	598	1,100	-502	54%
4000478 · Infrastructure Improvement Fee	46,316	55,000	-8,684	84%
<b>Total 4000400 · Charges for Services</b>	<b>975,954</b>	<b>1,234,866</b>	<b>-258,912</b>	<b>79%</b>
4000800 · Other Revenue				
4000840 · Interest Earned	2,423	2,500	-77	97%
4000890 · Misc Other Revenue	7,761	5,200	2,561	149%
<b>Total 4000800 · Other Revenue</b>	<b>10,184</b>	<b>7,700</b>	<b>2,484</b>	<b>132%</b>
<b>Total Income</b>	<b>986,138</b>	<b>1,242,566</b>	<b>-256,428</b>	<b>79%</b>
<b>Gross Profit</b>	<b>986,138</b>	<b>1,242,566</b>	<b>-256,428</b>	<b>79%</b>
<b>Expense</b>				
70 · Administration				
5701100 · Salaries & Wages				
5701120 · Part Time Admin. Support	1,144	2,534	-1,390	45%
5701110 · City Administrator	15,070	20,791	-5,721	72%
5701115 · City Secretary	7,714	10,337	-2,623	75%
5701117 · Finance Accountant	9,244	12,690	-3,446	73%
5701130 · Public Works Director	36,285	46,123	-9,838	79%
<b>Total 5701100 · Salaries &amp; Wages</b>	<b>69,457</b>	<b>92,475</b>	<b>-23,018</b>	<b>75%</b>
5702100 · Employee Benefits				
5702110 · Group Insurance	5,410	6,500	-1,090	83%
5702135 · TMRS	1,926	2,375	-449	81%
5702160 · Worker's Compensation	1,190	1,250	-60	95%
5702170 · Payroll Taxes	526	700	-174	75%
<b>Total 5702100 · Employee Benefits</b>	<b>9,052</b>	<b>10,825</b>	<b>-1,773</b>	<b>84%</b>
5702200 · Special Services				
5702230 · Legal Fees	0	500	-500	0%
5702240 · Audit	4,760	4,760	0	100%
5702250 · Accounting	1,500	1,500	0	100%
<b>Total 5702200 · Special Services</b>	<b>6,260</b>	<b>6,760</b>	<b>-500</b>	<b>93%</b>
5702300 · Contractual Services /Personnel				
5702310 · Consultant Fees	0	5,000	-5,000	0%

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

	Oct '11 - Jul 12	Budget	\$ Over Budget	% of Budget Thru July 84%
Total 5702300 · Contractual Services /Personnel	0	5,000	-5,000	0%
5703100 · General Supplies				
5703110 · Office Supplies	241	800	-559	30%
Total 5703100 · General Supplies	241	800	-559	30%
5703400 · Maintenance Supplies / Parts				
5703410 · Supplies - Custodial	0	150	-150	0%
Total 5703400 · Maintenance Supplies / Parts	0	150	-150	0%
5704200 · Travel Expenses				
5704210 · Travel - Local	0	200	-200	0%
5704220 · Professional Development	0	750	-750	0%
Total 5704200 · Travel Expenses	0	950	-950	0%
5705200 · Data Processing Expenses				
5705240 · Data Processing - Software	400	1,000	-600	40%
Total 5705200 · Data Processing Expenses	400	1,000	-600	40%
5705300 · Printing Expense				
5705350 · Printing - Other	45	250	-205	18%
Total 5705300 · Printing Expense	45	250	-205	18%
5705400 · Utilities				
5705410 · Telephone	990	1,200	-210	83%
5705415 · Cellular Phone	850	1,000	-150	85%
5705417 · Internet	609	750	-141	81%
5705450 · Electricity	16,721	28,000	-11,279	60%
Total 5705400 · Utilities	19,170	30,950	-11,780	62%
5705700 · Other Expenses				
5705705 · Postage	5,447	6,000	-553	91%
5705740 · Advertising	0	500	-500	0%
5705760 · Bank Service Charge	75	250	-175	30%
5705765 · Miscellaneous	0	100	-100	0%
5705775 · Credit Card Transaction Fee	2,352	3,400	-1,048	69%
Total 5705700 · Other Expenses	7,874	10,250	-2,376	77%
5706400 · Minor Capital Outlay				
5706440 · Machinery & Equipment	0	500	-500	0%
Total 5706400 · Minor Capital Outlay	0	500	-500	0%
5709000 · Reserve				
5708215 · Transfer Out - General Fund	121,972	121,972	0	100%
5709002 · Capital Improv. Water Reserve	0	11,040	-11,040	0%
5709003 · Capital Improv. Sewer Reserve	0	2,851	-2,851	0%

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

	Oct '11 - Jul 12	Budget	\$ Over Budget	% of Budget Thru July 84%
Total 5709000 · Reserve	121,972	135,863	-13,891	90%
Total 70 · Administration	234,471	295,773	-61,302	79%
<b>75 · Water</b>				
<b>5751100 · Salaries &amp; Wages</b>				
5751133 · Superintendent	34,009	42,650	-8,641	80%
Total 5751100 · Salaries & Wages	34,009	42,650	-8,641	80%
<b>5751400 · Support Salaries</b>				
5751405 · Support Staff	20,428	26,900	-6,472	76%
5751415 · Maintenance Crew	34,841	46,500	-11,659	75%
5751430 · Seasonal Crew	0	3,000	-3,000	0%
5751490 · Overtime	2,289	6,000	-3,711	38%
5751500 · Water - On Call	550	850	-300	65%
Total 5751400 · Support Salaries	58,108	83,250	-25,142	70%
<b>5752100 · Employee Benefits</b>				
5752110 · Group Insurance	12,410	15,700	-3,290	79%
5752135 · TMRS	4,350	5,900	-1,550	74%
5752160 · Worker's Compensation	1,963	2,150	-187	91%
5752170 · Payroll Taxes	2,604	4,750	-2,146	55%
5752190 · Licenses	172	285	-113	60%
Total 5752100 · Employee Benefits	21,499	28,785	-7,286	75%
<b>5752300 · Contractual Services/Personnel</b>				
5752350 · Contract Labor - Company	670	1,000	-330	67%
5752380 · Dispatch	8,710	8,710	0	100%
Total 5752300 · Contractual Services/Personnel	9,380	9,710	-330	97%
<b>5752400 · Rentals</b>				
5752420 · Rental - Machinery & Equipment	0	200	-200	0%
5752490 · Rental - Other	0	500	-500	0%
Total 5752400 · Rentals	0	700	-700	0%
<b>5752500 · Operating Services</b>				
5752580 · Water Testing	1,256	3,000	-1,744	42%
5752590 · TCEQ Fees	2,740	3,000	-260	91%
Total 5752500 · Operating Services	3,996	6,000	-2,004	67%
<b>5753100 · General Supplies</b>				
5753140 · Uniforms	1,513	1,550	-37	98%
Total 5753100 · General Supplies	1,513	1,550	-37	98%
<b>5753400 · Maintenance Supplies &amp; Parts</b>				
5753460 · Miscellaneous	240	250	-10	96%

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

	Oct '11 - Jul 12	Budget	\$ Over Budget	% of Budget Thru July 84%
Total 5753400 · Maintenance Supplies & Parts	240	250	-10	96%
5754200 · Travel Expenses				
5754220 · Professional Development	484	1,000	-516	48%
5754270 · Vehicle Expenses	4,751	9,000	-4,249	53%
Total 5754200 · Travel Expenses	5,235	10,000	-4,765	52%
5755200 · Data Processing Expenses				
5755230 · Data Proc-Maintenance & Repairs	4,391	4,500	-109	98%
5755240 · Data Processing - Software	0	500	-500	0%
5755250 · Data Proc - Computer Repair	105	500	-395	21%
Total 5755200 · Data Processing Expenses	4,496	5,500	-1,004	82%
5755300 · Printing Expenses				
5755310 · Copier Expense	1,314	4,000	-2,686	33%
5755350 · Printing - Other	1,181	1,400	-219	84%
Total 5755300 · Printing Expenses	2,495	5,400	-2,905	46%
5755400 · Utilities				
5755415 · Cellular Phone	664	900	-236	74%
5755460 · Water, wholesale	198,724	378,550	-179,826	52%
Total 5755400 · Utilities	199,388	379,450	-180,062	53%
5755500 · Repairs & Building Improvements				
5755540 · Repairs- Machinery & Equipment	8,526	9,000	-474	95%
5755550 · Repairs - Vehicles	520	3,000	-2,480	17%
5755570 · Inventory Expense	14,348	16,000	-1,652	90%
5755590 · Repairs - Other	5,297	7,700	-2,403	69%
Total 5755500 · Repairs & Building Improvements	28,691	35,700	-7,009	80%
5755600 · Insurance				
5755610 · Insurance - Property	3,791	3,800	-9	100%
5755620 · Insurance - Liability	1,376	1,450	-74	95%
5755640 · Insurance - Vehicle	2,415	2,450	-35	99%
Total 5755600 · Insurance	7,582	7,700	-118	98%
5755700 · Other Expenses				
5755752 · Employment Screening	0	300	-300	0%
Total 5755700 · Other Expenses	0	300	-300	0%
5756400 · Minor Capital Outlay				
5756440 · Machinery & Equipment	5,939	8,975	-3,036	66%
5756490 · Other	881	500	381	176%
Total 5756400 · Minor Capital Outlay	6,820	9,475	-2,655	72%
5757400 · Capitalized Assets				

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

	Oct '11 - Jul 12	Budget	\$ Over Budget	% of Budget Thru July 84%
5757470 · Infrastructure - Water	0	750	-750	0%
<b>Total 5757400 · Capitalized Assets</b>	<b>0</b>	<b>750</b>	<b>-750</b>	<b>0%</b>
5757900 · Long-Term Debt				
5758225 · Transfer out to Debt Fund	166,788	166,788	0	100%
<b>Total 5757900 · Long-Term Debt</b>	<b>166,788</b>	<b>166,788</b>	<b>0</b>	<b>100%</b>
<b>Total 75 · Water</b>	<b>550,240</b>	<b>793,958</b>	<b>-243,718</b>	<b>69%</b>
<b>80 · Sewer</b>				
5801400 · Support Salaries				
5801405 · Support Staff	7,454	10,500	-3,046	71%
5801415 · Maintenance Crew	39,338	50,710	-11,372	78%
5801490 · Overtime	1,805	1,500	305	120%
5801500 · Sewer - On Call	850	850	0	100%
<b>Total 5801400 · Support Salaries</b>	<b>49,447</b>	<b>63,560</b>	<b>-14,113</b>	<b>78%</b>
5802100 · Employee Benefits				
5802110 · Group Insurance	10,820	14,625	-3,805	74%
5802135 · TMRS	2,253	2,800	-547	80%
5802160 · Worker's Compensation-Sewer	1,667	1,800	-133	93%
5802170 · Payroll Taxes	615	875	-260	70%
5802190 · Licenses	111	285	-174	39%
<b>Total 5802100 · Employee Benefits</b>	<b>15,466</b>	<b>20,385</b>	<b>-4,919</b>	<b>76%</b>
5802300 · Contractual Services/Personnel				
5802350 · Contract Labor - Company	280	300	-20	93%
<b>Total 5802300 · Contractual Services/Personnel</b>	<b>280</b>	<b>300</b>	<b>-20</b>	<b>93%</b>
5802500 · Operating Services				
5802515 · Sardis Collection Expense	900	1,700	-800	53%
5802590 · TCEQ Fees - Sewer	0	50	-50	0%
<b>Total 5802500 · Operating Services</b>	<b>900</b>	<b>1,750</b>	<b>-850</b>	<b>51%</b>
5803100 · General Supplies				
5803140 · Uniforms	596	810	-214	74%
<b>Total 5803100 · General Supplies</b>	<b>596</b>	<b>810</b>	<b>-214</b>	<b>74%</b>
5803400 · Maintenance Supplies & Parts	0	200	-200	0%
5804200 · Travel Expenses				
5804220 · Professional Development	168	600	-432	28%
5804270 · Vehicle Expense	949	1,600	-651	59%
<b>Total 5804200 · Travel Expenses</b>	<b>1,117</b>	<b>2,200</b>	<b>-1,083</b>	<b>51%</b>
5805400 · Utilities				
5805450 · Electricity	848	2,500	-1,652	34%

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

	Oct '11 - Jul 12	Budget	\$ Over Budget	% of Budget Thru July 84%
5805463 · TRA Wastewater Treatment	31,925	42,230	-10,305	76%
<b>Total 5805400 · Utilities</b>	<b>32,773</b>	<b>44,730</b>	<b>-11,957</b>	<b>73%</b>
<b>5805500 · Repairs &amp; Bldg Improvements</b>				
5805510 · Repairs - Land Improvements	0	300	-300	0%
5805540 · Repairs - Machinery & Equipment	5,603	7,500	-1,897	75%
5805570 · Inventory Expense	745	750	-5	99%
5805590 · Repairs - Other	3,240	5,000	-1,760	65%
<b>Total 5805500 · Repairs &amp; Bldg Improvements</b>	<b>9,588</b>	<b>13,550</b>	<b>-3,962</b>	<b>71%</b>
<b>5805600 · Insurance</b>				
5805610 · Insurance - Property	314	350	-36	90%
5805620 · Insurance - Liability	917	150	767	611%
5805640 · Insurance - Vehicle	629	650	-21	97%
<b>Total 5805600 · Insurance</b>	<b>1,860</b>	<b>1,150</b>	<b>710</b>	<b>162%</b>
<b>5805700 · Other Expenses</b>				
5805752 · Employment Screening	0	200	-200	0%
<b>Total 5805700 · Other Expenses</b>	<b>0</b>	<b>200</b>	<b>-200</b>	<b>0%</b>
<b>5807400 · Capitalized Assets</b>				
5807440 · Machinery & Equipment	0	4,000	-4,000	0%
<b>Total 5807400 · Capitalized Assets</b>	<b>0</b>	<b>4,000</b>	<b>-4,000</b>	<b>0%</b>
<b>Total 80 · Sewer</b>	<b>112,027</b>	<b>152,835</b>	<b>-40,808</b>	<b>73%</b>
<b>Total Expense</b>	<b>896,738</b>	<b>1,242,566</b>	<b>-345,828</b>	<b>72%</b>
<b>Net Income</b>	<b>89,400</b>	<b>0</b>	<b>89,400</b>	<b>100%</b>

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

	Oct '11 - Jul 12	Budget	\$ Over Budget	% of Budget Thru July 84%
<b>Income</b>				
<b>4000100 · Taxes</b>				
4000107 · Ad Valorem, Current I & S	424,800	423,432	1,368	100%
4000111 · Ad Valorem, Delinquent I & S	7,088	8,000	(912)	89%
4000114 · Interest/Penalties - I & S	3,544	5,000	(1,456)	71%
<b>Total 4000100 · Taxes</b>	<b>435,432</b>	<b>436,432</b>	<b>(1,000)</b>	<b>100%</b>
<b>4000800 · Other Revenue</b>				
4000840 · Interest Earned	848	900	(52)	94%
4000900 · Reduction of Reserve Fund Bal.	4,623	115,500	(110,877)	4%
4000930 · Transfer In - Water & Sewer	166,788	166,788	0	100%
<b>Total 4000800 · Other Revenue</b>	<b>172,259</b>	<b>283,188</b>	<b>(110,929)</b>	<b>61%</b>
<b>Total Income</b>	<b>607,691</b>	<b>719,620</b>	<b>(111,929)</b>	<b>84%</b>
<b>Expense</b>				
<b>5157900 · Long-Term Debt</b>				
5157930 · Paying Agent Fees	0	500	(500)	0%
5157935 · 2011 Bond Issue Principle	0	400,000	(400,000)	0%
5157940 · 2011 Bond Issue Interest	116,713	233,425	(116,712)	50%
<b>Total 5157900 · Long-Term Debt</b>	<b>116,713</b>	<b>633,925</b>	<b>(517,212)</b>	<b>18%</b>
<b>5159000 · Reserves</b>				
5159015 · Debt Reserves	0	85,695	(85,695)	0%
<b>Total 5159000 · Reserves</b>	<b>0</b>	<b>85,695</b>	<b>(85,695)</b>	<b>0%</b>
<b>Total Expense</b>	<b>116,713</b>	<b>719,620</b>	<b>(602,907)</b>	<b>16%</b>
<b>Net Income</b>	<b>490,978</b>	<b>0</b>	<b>490,978</b>	<b>100%</b>

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

	Oct '11 - Jul 12	Budget	\$ Over Budget	% of Budget Thru July 84%
<b>Income</b>				
4000800 · Other Revenue				
4000840 · Interest Earned - Texpool	0	1	-1	0%
4000845 · Interest Earned - Texstar	1	2	-1	50%
4000850 · Interest Earned - Prosperity	259	225	34	115%
<b>Total 4000800 · Other Revenue</b>	<b>260</b>	<b>228</b>	<b>32</b>	<b>114%</b>
<b>Total Income</b>	<b>260</b>	<b>228</b>	<b>32</b>	<b>114%</b>
<b>Expense</b>				
5879000 · Reserves				
5879010 · Admin Reserves	0	228	-228	0%
<b>Total 5879000 · Reserves</b>	<b>0</b>	<b>228</b>	<b>-228</b>	<b>0%</b>
<b>Total Expense</b>	<b>0</b>	<b>228</b>	<b>-228</b>	<b>0%</b>
<b>Net Income</b>	<b>260</b>	<b>0</b>	<b>260</b>	<b>100%</b>

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

	Oct '11 - Jul 12	Budget	\$ Over Budget	% of Budget Thru July 84%
<b>Income</b>				
4000400 · Charges for Services				
4000460 · Park Impact	1,338	1,670	(332)	80%
<b>Total 4000400 · Charges for Services</b>	<b>1,338</b>	<b>1,670</b>	<b>(332)</b>	<b>80%</b>
4000800 · Other Revenue				
4000840 · Interest Earned	14	20	(6)	70%
4000900 · Reduction of Fund Balance	0	2,275	(2,275)	0%
<b>Total 4000800 · Other Revenue</b>	<b>14</b>	<b>2,295</b>	<b>(2,281)</b>	<b>1%</b>
<b>Total Income</b>	<b>1,352</b>	<b>3,965</b>	<b>(2,613)</b>	<b>34%</b>
<b>Expense</b>				
5606400 · Minor Capital Outlay				
5606410 · Land Improvements	0	965	(965)	0%
5606440 · Machinery and Equipment	3,000	3,000	0	100%
<b>Total 5606400 · Minor Capital Outlay</b>	<b>3,000</b>	<b>3,965</b>	<b>(965)</b>	<b>76%</b>
<b>Total Expense</b>	<b>3,000</b>	<b>3,965</b>	<b>(965)</b>	<b>76%</b>
<b>Net Income</b>	<b>(1,648)</b>	<b>0</b>	<b>(1,648)</b>	<b>100%</b>

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

	Oct '11 - Jul 12	Budget	\$ Over Budget	% of Budget Thru July 84%
<b>Income</b>				
4000400 · Charges for Services				
4000476 · Water Impact Fee	1,105	500	605	221%
4000477 · Sewer Impact Fee	42	100	(58)	42%
<b>Total 4000400 · Charges for Services</b>	<b>1,147</b>	<b>600</b>	<b>547</b>	<b>191%</b>
4000800 · Other Revenue				
4000840 · Interest Earned	163	280	(117)	58%
<b>Total 4000800 · Other Revenue</b>	<b>163</b>	<b>280</b>	<b>(117)</b>	<b>58%</b>
<b>Total Income</b>	<b>1,310</b>	<b>880</b>	<b>430</b>	<b>149%</b>
<b>Expense</b>				
5102300 · Contractual Services				
5102310 · Consultant Fees	269	270	(1)	100%
<b>Total 5102300 · Contractual Services</b>	<b>269</b>	<b>270</b>	<b>(1)</b>	<b>100%</b>
5859000 · Reserves				
5859020 · Water Impact Fees Reserve	0	310	(310)	0%
5859030 · Sewer Impact Fees Reserve	0	300	(300)	0%
<b>Total 5859000 · Reserves</b>	<b>0</b>	<b>610</b>	<b>(610)</b>	<b>0%</b>
<b>Total Expense</b>	<b>269</b>	<b>880</b>	<b>(611)</b>	<b>31%</b>
<b>Net Income</b>	<b>1,041</b>	<b>0</b>	<b>1,041</b>	<b>100%</b>

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

	Oct '11 - Jul 12	Budget	\$ Over Budget	% of Budget Thru July 84%
<b>Income</b>				
4000100 · Taxes				
4000120 · Sales tax	67,528	74,000	(6,472)	91%
<b>Total 4000100 · Taxes</b>	<b>67,528</b>	<b>74,000</b>	<b>(6,472)</b>	<b>91%</b>
4000800 · Other Revenue				
4000840 · Interest Income	515	550	(35)	94%
<b>Total 4000800 · Other Revenue</b>	<b>515</b>	<b>550</b>	<b>(35)</b>	<b>94%</b>
<b>Total Income</b>	<b>68,043</b>	<b>74,550</b>	<b>(6,507)</b>	<b>91%</b>
<b>Expense</b>				
8102200 · Special Services				
8102220 · Website Support & Maintenance	900	5,000	(4,100)	18%
8102230 · Legal Fees	0	500	(500)	0%
8102240 · Audit	1,360	1,360	0	100%
<b>Total 8102200 · Special Services</b>	<b>2,260</b>	<b>6,860</b>	<b>(4,600)</b>	<b>33%</b>
8102300 · Consultant Services				
8102310 · Consultant Fees	2,215	7,500	(5,285)	30%
8102350 · Contract Labor	0	5,000	(5,000)	0%
<b>Total 8102300 · Consultant Services</b>	<b>2,215</b>	<b>12,500</b>	<b>(10,285)</b>	<b>18%</b>
8103100 · General Supplies				
8103110 · Office Supplies	20	100	(80)	20%
<b>Total 8103100 · General Supplies</b>	<b>20</b>	<b>100</b>	<b>(80)</b>	<b>20%</b>
8104200 · Travel Expense				
8104210 · Travel Expense	601	1,500	(899)	40%
8104220 · Professional Development	809	1,500	(691)	54%
<b>Total 8104200 · Travel Expense</b>	<b>1,410</b>	<b>3,000</b>	<b>(1,590)</b>	<b>47%</b>
8105600 · Insurance				
8105620 · Insurance - Liability	280	285	(5)	98%
<b>Total 8105600 · Insurance</b>	<b>280</b>	<b>285</b>	<b>(5)</b>	<b>98%</b>
8105700 · Other Expenses				
8105705 · Postage	0	90	(90)	0%
8105730 · Memberships	1,200	1,100	100	109%
8105765 · Miscellaneous	0	1,000	(1,000)	0%
<b>Total 8105700 · Other Expenses</b>	<b>1,200</b>	<b>2,190</b>	<b>(990)</b>	<b>55%</b>
8109000 · Reserves				
8109015 · Administrative Reserves	0	47,115	(47,115)	0%
8109215 · Transfer Out - General Fund	2,500	2,500	0	100%
<b>Total 8109000 · Reserves</b>	<b>2,500</b>	<b>49,615</b>	<b>(47,115)</b>	<b>5%</b>
<b>Total Expense</b>	<b>9,885</b>	<b>74,550</b>	<b>(64,665)</b>	<b>13%</b>
<b>Net Income</b>	<b>58,158</b>	<b>0</b>	<b>58,158</b>	<b>100%</b>

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

	Oct '11 - Jul 12	Budget	\$ Over Budget	% of Budget Thru July 84%
<b>Income</b>				
4000100 · Taxes				
4000120 · Sales tax	20,469	20,000	469	102%
<b>Total 4000100 · Taxes</b>	<b>20,469</b>	<b>20,000</b>	<b>469</b>	<b>102%</b>
4000800 · Other Revenue				
4000840 · Interest Income	17	17	0	100%
<b>Total 4000800 · Other Revenue</b>	<b>17</b>	<b>17</b>	<b>0</b>	<b>100%</b>
<b>Total Income</b>	<b>20,486</b>	<b>20,017</b>	<b>469</b>	<b>102%</b>
<b>Expense</b>				
9102200 · Special Services				
9102230 · Legal Fees	0	250	-250	0%
9102240 · Audit	1,360	1,360	0	100%
9102250 · Accounting	0	250	-250	0%
<b>Total 9102200 · Special Services</b>	<b>1,360</b>	<b>1,860</b>	<b>-500</b>	<b>73%</b>
9102300 · Consultant Services				
9102310 · Consultant Fees	0	500	-500	0%
<b>Total 9102300 · Consultant Services</b>	<b>0</b>	<b>500</b>	<b>-500</b>	<b>0%</b>
9103100 · General Supplies				
9103110 · Office Supplies	10	100	-90	10%
<b>Total 9103100 · General Supplies</b>	<b>10</b>	<b>100</b>	<b>-90</b>	<b>10%</b>
9104200 · Travel Expense				
9104220 · Professional Development	0	250	-250	0%
<b>Total 9104200 · Travel Expense</b>	<b>0</b>	<b>250</b>	<b>-250</b>	<b>0%</b>
9105600 · Insurance				
9105620 · Insurance - Liability	280	200	80	140%
<b>Total 9105600 · Insurance</b>	<b>280</b>	<b>200</b>	<b>80</b>	<b>140%</b>
9105700 · Other Expenses				
9105705 · Postage	0	25	-25	0%
<b>Total 9105700 · Other Expenses</b>	<b>0</b>	<b>25</b>	<b>-25</b>	<b>0%</b>
9109000 · Reserves				
9109015 · Administrative Reserves	0	16,582	-16,582	0%
9109215 · Transfer Out - General Fund	500	500	0	100%
<b>Total 9109000 · Reserves</b>	<b>500</b>	<b>17,082</b>	<b>-16,582</b>	<b>3%</b>
<b>Total Expense</b>	<b>2,150</b>	<b>20,017</b>	<b>-17,867</b>	<b>11%</b>
<b>Net Income</b>	<b>18,336</b>	<b>0</b>	<b>18,336</b>	<b>100%</b>

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

	Oct '11 - Jul 12	Budget	\$ Over Budget	% of Budget Thru July 84%
<b>Income</b>				
4000800 · Other Revenue				
4000815 · Gifts	1,513	1,600	(87)	95%
4000880 · Reduction of Fund Balance	0	4,500	(4,500)	0%
<b>Total 4000800 · Other Revenue</b>	<b>1,513</b>	<b>6,100</b>	<b>(4,587)</b>	<b>25%</b>
<b>Total Income</b>	<b>1,513</b>	<b>6,100</b>	<b>(4,587)</b>	<b>25%</b>
<b>Expense</b>				
5232600 · Special Expenses				
5232690 · Special Expenses - Other	2,259	2,265	(6)	100%
<b>Total 5232600 · Special Expenses</b>	<b>2,259</b>	<b>2,265</b>	<b>(6)</b>	<b>100%</b>
5235500 · Repairs and Bldg Improvements				
5235540 · Repairs - Machinery & Equipment	100	100	0	100%
<b>Total 5235500 · Repairs and Bldg Improvements</b>	<b>100</b>	<b>100</b>	<b>0</b>	<b>100%</b>
5235700 · Other Expense				
5235735 · Official Functions	438	500	(62)	88%
<b>Total 5235700 · Other Expense</b>	<b>438</b>	<b>500</b>	<b>(62)</b>	<b>88%</b>
5236400 · Minor Capital Outlay				
5236440 · Machinery and Equipment	3,797	3,235	562	117%
<b>Total 5236400 · Minor Capital Outlay</b>	<b>3,797</b>	<b>3,235</b>	<b>562</b>	<b>117%</b>
<b>Total Expense</b>	<b>6,594</b>	<b>6,100</b>	<b>494</b>	<b>108%</b>
<b>Net Income</b>	<b>(5,081)</b>	<b>0</b>	<b>(5,081)</b>	<b>100%</b>

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

	Oct '11 - Jul 12	Budget	\$ Over Budget	% of Budget Thru July 84%
<b>Income</b>				
4000800 · Other Revenue				
4000815 · Gifts	17,785	12,500	5,285	142%
4000830 · Vending Machines	0	100	(100)	0%
4000870 · Reimbursement	1,092	1,100	(8)	99%
4000880 · Reduction in Fund Balance	0	4,000	(4,000)	0%
<b>Total 4000800 · Other Revenue</b>	<b>18,877</b>	<b>17,700</b>	<b>1,177</b>	<b>107%</b>
<b>Total Income</b>	<b>18,877</b>	<b>17,700</b>	<b>1,177</b>	<b>107%</b>
<b>Expense</b>				
5332100 · Employee Benefits				
5332196 · Membership Dues	100	100	0	100%
<b>Total 5332100 · Employee Benefits</b>	<b>100</b>	<b>100</b>	<b>0</b>	<b>100%</b>
5333400 · Maintenance Supplies and Parts				
5333460 · Supplies - Miscellaneous	3,368	5,000	(1,632)	67%
<b>Total 5333400 · Maintenance Supplies and Parts</b>	<b>3,368</b>	<b>5,000</b>	<b>(1,632)</b>	<b>67%</b>
5334200 · Travel Expenses				
5334220 · Professional Development	0	150	(150)	0%
<b>Total 5334200 · Travel Expenses</b>	<b>0</b>	<b>150</b>	<b>(150)</b>	<b>0%</b>
5335700 · Other Expense				
5335735 · Official Functions	2,308	3,000	(692)	77%
5335765 · Miscellaneous	2,842	4,600	(1,758)	62%
<b>Total 5335700 · Other Expense</b>	<b>5,150</b>	<b>7,600</b>	<b>(2,450)</b>	<b>68%</b>
5336400 · Minor Capital Outlay				
5336440 · Machinery & Equipment	3,834	4,000	(166)	96%
<b>Total 5336400 · Minor Capital Outlay</b>	<b>3,834</b>	<b>4,000</b>	<b>(166)</b>	<b>96%</b>
5339000 · Reserve				
5339010 · Admin Reserves	0	850	(850)	0%
<b>Total 5339000 · Reserve</b>	<b>0</b>	<b>850</b>	<b>(850)</b>	<b>0%</b>
<b>Total Expense</b>	<b>12,452</b>	<b>17,700</b>	<b>(5,248)</b>	<b>70%</b>
<b>Net Income</b>	<b>6,425</b>	<b>0</b>	<b>6,425</b>	<b>100%</b>

# CITY OF OVILLA MINUTES

*Monday, June 25 2012*

*Regular City Council Meeting*

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

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Mayor 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:

Ralph Hall	Council Member Place 1
Larry Stevenson	Council Member Place 2
David Griffin	Council Member Place 3
Doug Hunt	Council Member Place 4
Richard Dormier	Council Member Place 5/Mayor Pro-Tem

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

PL2 Stevenson gave the Invocation

PL1 Hall led the Pledge of Allegiance.

## Comments, Presentations and Reports and Appointments

### ◆ **CITIZENS COMMENTS / CITIZENS FORUM:**

1. Former PL3 Wade addressed Council & spoke about honesty and integrity.
2. Ms Dani Muckleroy addressed Council on several items:
  - a. Distributed a Salvation Army brochure and asked all present to help those in need.
  - b. Suggested grandfathering the Ovilla Code regarding replacement of fences.
  - c. The north side easement of Main Street Cleaners needed cleaning.

### ◆ **Department Activity Reports / Discussion**

Department representatives were available for Council comments or questions on their monthly reports.

- Police Department Chief M. Moon
  - Monthly Report
  - Connect CTY-Chief Moon recommended changing the criteria for notifications.
- Fire Department Assistant Chief P. Brancato
  - Monthly Report-PL3 Griffin noted volunteer participation was down and hoped staff was developing a program to encourage interested firefighters.
- Public Works Director B. Piland
  - Monthly Report – Director Piland stated that Ellis County's equipment problems had put them behind on all road repair/refurbish projects.
- Finance Department Accountant S. Jungman
  - Monthly Financials – PL1 Hall asked staff to submit a list of capitalized items for FY2012-2013 at the upcoming budget workshops.
  - Monthly Municipal Court Report
- Administration City Administrator R. Whiteman
  - Monthly Reports – Code Enforcement/Animal Control

### ◆ **CONSENT ITEMS:**

- Financial transactions

PL4 Hunt made a motion to approve the consent items as presented.

PL2 Stevenson 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.**

### **REGULAR AGENDA**

**ITEM 1. Discussion/Action** – Consider request from Charlie Morton with the Ovilla Veterans Program to place a donated monument in Heritage Park.

Mr. Charlie Morton addressed Council with the hopes that they would approve the donated statue and allow its placement in the park near the Veterans Display. Additionally, Mr. Morton stated that the Ovilla Veterans Program (OVP) was accepting donations. PL1 Hall commended the idea and suggested that city staff prepare a “thank you” letter to the individual that donated the monument.

PL1 Hall made a motion that Council approves the request from the Ovilla Veterans Program to place a statue in Heritage Park.

PL2 Stevenson 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.**

**Mayor Leverentz moved the order of the agenda to address Item 6.**

**ITEM 6. Discussion/Action** – Consider a proposed Resolution by the City Council of the City of Ovilla, TX designating the name of the original Ovilla Fire Department building as the Donnie Pickard Fire Station.

Mayor ProTem Dormier made a motion that Council approves Resolution 2012-009 naming the City Fire Station the Donnie Pickard Fire Station.

PL2 Stevenson 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.**

**Mayor Leverentz returned to the regular order of the agenda items.**

**ITEM 2. Discussion/Action** – Consider the declaration of the following item(s) as surplus property and authorize their sale.

Assistant Fire Chief Phillip Brancato recommended selling the 1991 Ford Super Duty #755. PL1 Hall suggested staff attempt to sell to smaller area departments.

PL3 Griffin made a motion that Council approves the declaration of the identified fire vehicle as surplus property and authorized staff’s disposal or selling of the vehicle.

PL2 Stevenson 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 use of undesignated and identified 2011 Audit Funds.

Staff submitted specific items for consideration:

Technology Strategic Plan/upgrade /Host Email	\$29,700
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Tom Leverentz, Mayor  
 Ralph Hall, Place One  
 Larry Stevenson, Place Two

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Doug Hunt, Place Four  
 David Griffin, Place Three  
 Richard Dormier, Place Five/Mayor ProTem

Remodel City Hall	\$4,000
Backhoe purchase	\$71,500
Park Play-scape equipment	\$4,000
Police Vehicles:	Tahoe \$41,193 or Ford Pickup \$37,596

PL1 Hall questioned the necessity of a Tahoe purchase and asked the police chief to research less expensive vehicles as well as questioned the urgency to purchase the listed item(s) now. Council reviewed the other requested items and voiced no issues with those purchases. PL1 Hall stated that Council could wait and address each item during the budget process. In regards to the spending of the unassigned funds, Mayor ProTem Dormier asked that Council and staff be mindful of the level of service (staffing) expected and needed in the Fire Department.

PL1 Hall made a motion to Table Item 3 for further review until the next meeting. There was no second – the motion died.

PL4 Hunt made a motion that Council approves the purchase of the Tahoe (not pickup) including the listed items as presented. There was no second – the motion died.

PL3 Griffin made a motion that Council approves the purchase and/or use of unassigned funds for the listed items as presented:

1. The City Hall remodel - \$4,000
2. The Backhoe - \$71,500
3. The Park Play-scape equipment - \$4,000
4. The Ford Pickup - \$37,596, **and**
5. Take no action on the Technology Strategic Plan/Upgrade/Host Email pending further review and information from staff.

Mayor ProTem Dormier seconded the motion.

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

*Present Council announced AYE in favor: PL2 Stevenson, PL3 Griffin, PL4 Hunt and Mayor ProTem/PL5 Dormier.*

*PL1 Hall voted in opposition. No abstentions.*

**VOTE: The motion carried 4-1.**

**ITEM 4. Discussion/Action – Consider and discuss the various City Boards and Committees and review and consider received applications for appointments to same.**

Council reviewed and discussed recent applications submitted for the Economic Development Corporation and the Planning and Zoning Commission, including their recommendations for filling the vacancies. PL1 Hall recommended Mr. Robert Milke, Jr. to the EDC with the option of replacing Mr. Hunt. PL3 Griffin concurred with PL1 Hall. PL3 Griffin additionally recommended appointments for applicants, Emmett Fox and Anita Lamar to the Planning & Zoning Commission.

The City Administrator reminded Council that the Municipal Development District (MDD) and the Capital Improvement Projects (CIP) Committees both would need consideration for filling vacancies in the near future. Mayor ProTem Dormier inquired about membership(s) or openings to the Fire Department Retirement Board. Mayor ProTem Dormier commented that the CIP Committee had never been sanctioned by the Council – something that needed to be done. Additionally, Mayor ProTem Dormier advised that under Chapter 395, the P & Z acts as an advisory committee to the CIP, is supposed to annually review the CIP’s actions, and make a report to the Council of programs being administered, including an audit.

**THERE WAS NO ACTION ON THIS ITEM.**

**Mayor Leverentz moved the order of the listed agenda items to address Tabled Items from the May 29, 2012 Council Meeting.**

**TABLED ITEM(S) from the May 29, 2012 Council Meeting**

**ITEM 1. Discussion/Action** – Consider nominations and appointments/reappointments to the Economic Development Corporation.

- Consider motion to remove item from table-

PL3 Griffin made a motion to pull the item from the table for discussion and possible action.

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.**

PL2 Stevenson made a motion that Council appoints/reappoints to the Economic Development Corporation the following individuals:

1. Reappoint Ronald Kingsley, PL 1
2. Reappoint John Knight, PL 5
3. Reappoint Richard Pettit, PL 7
4. Appoint Robert Milke, PL 3 (replacing Doug Hunt)

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.**

**TABLED ITEM(S) from the May 29, 2012 Council Meeting**

**ITEM 2. Discussion/Action** – Consider nominations and appointments/reappointments to the Planning and Zoning Commission.

- Consider motion to remove item from table-

PL2 Stevenson made a motion to pull the item from the table for discussion and possible action.

Mayor ProTem Dormier 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.**

PL1 Hall made a motion that Council appoints/reappoints to the Planning & Zoning Commission the following individuals:

1. Reappoint Michael Yordy, PL 2
2. Appoint Emmett Fox, PL 4
3. Appoint Anita Lamar, PL 6

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: 5-0.**

**Mayor Leverentz returned to the regular order of the agenda items.**

**ITEM 5. Discussion/Action** – Consider approval of a proposed Budget Workshop Calendar for FY2012-2013.

City Accountant Sharon Jungman presented Council with a proposed Budget Workshop Calendar as part of the budget process. Council agreed to the calendar but asked to change the starting time from 6:00 p.m. to 6:30 p.m. PL1 Hall additionally requested to make a few terminology changes.

Mayor ProTem Dormier made a motion that Council approves the Budget Workshop Calendar with the change in time to begin at 6:30 p.m.

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: 5-0.***

*(Item 6 was previously addressed)*

**ITEM 7. Discussion Only** – Consider request from Council Member Hall to revise the formatting of financial reports and budget to include an update to the accounting software.

PL1 Hall expressed that the software Ovilla currently used (QuickBooks) was in his opinion a “quick fix” and suggested that Ovilla should consider researching various GASB approved (governmental accounting software) formatting. PL1 Hall distributed printouts of software samples and stated that governmental accounting software would prove more efficient and easier during audit. Ms Jungman added that a neighboring city was on STW Accounting Software and the cost was considerably more than Ovilla could afford at this time.

***THERE WAS NO ACTION ON THIS ITEM.***

**ITEM 8. Discussion Only** – Consider a request from Council Member Hall to discuss short and long-term planning.

PL1 Hall voiced concerns that the budget-cycle planning and costs needed to be noteworthy with the governing body’s long term planning. PL1 Hall stated he would like to see a 3-5 year plan of Goals and Objectives during budget development. It was mentioned that the City had used a woman from Lancaster in the past and that there were firms that do facilitate the planning process. The Mayor asked staff to try to provide some options for the Council at their next meeting.

***THERE WAS NO ACTION ON THIS ITEM.***

**ITEM 9. Discussion Only** – Consider and discuss City Attorney MacFarlane’s draft of an ethics policy.

The City’s legal counsel provided Council a draft policy for review. PL3 Griffin, PL1 Hall and Mayor ProTem Dormier offered suggestions for clarification and minor changes to the draft:

1. Page 6/C – change wording from “may” to “shall”
2. Page 5 – clarify if attorney’s decision on *compliant holds merit*
3. Pages 3-4 / A-H – correct typos
4. Page 7/H(5) Clarify

City Administrator Randy Whiteman was instructed to review revisions with counsel and return with another draft.

***THERE WAS NO ACTION ON THIS ITEM.***

***Mayor Leverentz called a break from the Council Meeting at 9:35 p.m.***

***Mayor Leverentz called the meeting back into session at 9:40 p.m.***

*Tom Leverentz, Mayor  
Ralph Hall, Place One  
Larry Stevenson, Place Two*

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*Doug Hunt, Place Four  
David Griffin, Place Three  
Richard Dormier, Place Five/Mayor ProTem*

**ITEM 10. Discussion/Action** – Consider approval of a recommended appointment from Chief Mike Moon of an unpaid police officer to carry a weapon (LGC §341.012) as a participating representative of the Ovilla Police Reserve Program.

Chief Moon assured Council that all unpaid officers undertake the same hiring tests and requirements as a full-time paid officer.

PL3 Griffin made a motion that under the LGC 341.012, Council approves the appointment of Scot Alan Knight to act in the capacity of and perform the duties as an Ovilla Police Reserve Officer for the City of Ovilla.

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 11. Discussion/Action** – Consider recommending amendments to the Zoning Ordinance as advised by the City Attorney. Council may take any action deemed necessary.

An email was provided from the City Attorney recommending changes to the zoning of pawnshops and no changes in regard to manufactured housing. The Council agreed to send the submitted changes to the P&Z for recommendation.

PL4 Hunt made a motion that Council sends the discussed zoning changes back to legal counsel to write an ordinance and then forward to the Planning & Zoning Commission for review and recommendation.

PL2 Stevenson 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.**

**Tabled Item from the May 14 Council Meeting remained.**

**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

**Adjournment**

PL4 Hunt made a motion to adjourn the meeting of June 25, 2012 at 10:40 p.m.

PL2 Stevenson seconded the motion.

**VOTE: The motion carried unanimously.**

\_\_\_\_\_  
Thomas Leverentz, Mayor

ATTEST:

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

**Approved August 27, 2012**

*Tom Leverentz, Mayor  
Ralph Hall, Place One  
Larry Stevenson, Place Two*

*Doug Hunt, Place Four  
David Griffin, Place Three  
Richard Dormier, Place Five/Mayor ProTem*

# CITY OF OVILLA MINUTES

*Monday, July 23, 2012*

*Regular City Council Meeting*

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

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Mayor 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:

Ralph Hall	Council Member Place 1
Larry Stevenson	Council Member Place 2
David Griffin	Council Member Place 3
Doug Hunt	Council Member Place 4
Richard Dormier	Council Member Place 5/Mayor Pro-Tem

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

PL3 Griffin gave the Invocation  
Mayor ProTem Dormier led the Pledge of Allegiance.

## Comments, Presentations and Reports and Appointments

### ◆ **CITIZENS COMMENTS / CITIZENS FORUM:**

1. None

### ◆ **Department Activity Reports / Discussion**

Department representatives were available for Council comments or questions on their monthly reports.

- Police Department Chief M. Moon
  - Monthly Report – nothing significant was addressed.
- Fire Department Assistant Chief P. Brancato
  - Monthly Report- discussed night coverage and response times.
- Public Works Director B. Piland
  - Monthly Report –
    1. Mayor Leverentz commended staff on the new park playground equipment.
    2. Mayor ProTem inquired when patching on Cockrell Hill Road would be completed.
    3. PL1 Hall mentioned curb crumbling/settling in Meadow Glen Addition.
    4. PW Director advised that Ovilla was still under Stage 1 Water Management (voluntary)
- Finance Department Accountant S. Jungman
  - Monthly Financials – nothing significant was addressed.
  - Monthly Municipal Court Report
- Administration City Administrator R. Whiteman
  - Monthly Reports – Code Enforcement/Animal Control – two nuisance abatements issued.

### ◆ **CONSENT ITEMS:**

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

PL4 Hunt made the motion to approve the consent items as presented.

PL2 Stevenson 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.**

## **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.

Council expressed a need for long-term planning and directed staff to present them with options. Ms Bilnoski, an outside consultant, shared a 20-page PowerPoint presentation and asked Council to think about their desires for Ovilla's future vision.

PL1 Hall made the motion that Council authorizes staff to solicit RFQ's for planning services.

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 5-0.**

**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.

PL1 Hall shared concerns of the presented Ordinance (manual) and stated that the document contained what he referred to as "operating procedures" rather than an ordinance, not to mention what he felt contained conflicting criterion. PL1 Hall suggested staff form a committee and submit ideas to the City Administrator to create an ordinance that more closely follows with the Government Code. PL1 Hall recommended that Council take no action at this time.

**THERE WAS NO ACTION ON THIS ITEM.**

**ITEM 3. Discussion/Action** – Consider Ordinance 2012-004 updating the Ovilla Code of Ordinances, Chapter 9, Article 9.05, Division 2, Ovilla Police Department.

Ovilla's current Code did not include an ordinance establishing a Reserve Police Force. Staff presented an ordinance that established the reserve force.

PL4 Hunt made the motion that Council adopts and approves Ordinance 2012-004 updating the Ovilla Code of Ordinances, Chapter 9, Article 9.05, Division 2, Ovilla Police Department as presented, with the noted modification to Section 9.05.053 by removing the last section of the sentence "and when discharging official duties as a duly constituted peace officer."

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

During the June 25 Council Meeting, the governing body took no action on the Technology upgrades pending more information. Mr. John Binford submitted the proposal and answered questions. Staff advised that upon approval, budget amendment ordinances would be forthcoming at the next Council meeting.

PL3 Griffin made the motion that Council approves the used of undesignated fund balance for technology upgrades as presented.

PL2 Stevenson 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 5. Discussion/Action** – Consider nominations and appointments/reappointments to the Capital Improvements Projects Committee.

Council reviewed submitted applications and agreed that the Public Works Director, Brad Piland will remain on the board at all times as an ex-officio member sanctioned by Council.

PL2 Stevenson made a motion that Council appoints the following applicants to the Capital Improvements Projects Committee–

1. Darrell Jungman
2. Dean Oberg
3. Paul Lamar

Mayor ProTem Dormier 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 6. Discussion/Action** – Consider Resolution 2012-010 adopting a Council Ethics Policy, drafted by City Attorney Ron MacFarlane.

Ovilla's legal counsel, Ron MacFarlane worked with the City Administrator in completing a new Ethics Policy for Council. Once approved, staff will bring it back in resolution format.

Mayor ProTem Dormier made the motion that Council approves Resolution 2012-010 adopting the presented Council Ethics Policy 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: 5-0.***

Tabled item removed for consideration.

**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-*

Mayor ProTem Dormier made the motion to remove the item from the table for consideration.

PL2 Stevenson 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.***

- *Consider Action on Item*

Mayor ProTem Dormier made the motion that Council approves Resolution 2012-006 Repealing Resolution 2010-013, Council Governance Process and Rules of Procedure to repeal pages 1-8 only and keep pages 9-21, and repealed the Procedures on Hearing of Complaints in its entirety.

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.***

**Adjournment**

Mayor ProTem Dormier made the motion to adjourn the meeting of July 23, 2012, 2012 at 8:50 p.m.

PL2 Stevenson seconded the motion.

***VOTE: The motion carried unanimously.***

\_\_\_\_\_  
Thomas Leverentz, Mayor

ATTEST:

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

***Approved August 27, 2012***



# Villa City Council

## AGENDA ITEM REPORT

REGULAR AGENDA

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

Meeting Date: August 27, 2012

Department: Administration

Discussion  Action

Budgeted Expense:  YES  NO  N/A

<b>Attachments:</b>	
1. CWD Request	
<b>Agenda Item / Topic:</b>	
<b>ITEM 1.</b>	<b>Discussion/Action</b> – Consider request from Community Waste Disposal (CWD) for an annual market adjustment.
<b>Discussion / Justification:</b>	
The Solid Waste contract states that CWD must first notify the City of an intention to request a rate increase. They did so back in the spring. Even though the increase does not take effect until Dec 1, we ask that they make the request prior to the City approving the effected FY Budget. This request is the second request we have received since they took over the service.	
<b>Recommendation / Staff Comments:</b>	
Staff has no recommendation.	
<b>Sample Motion(s):</b>	
<b><i>"I MAKE A MOTION THAT COUNCIL APPROVES/DENIES COMMUNITY WASTE DISPOSAL'S REQUEST FOR AN ANNUAL MARKET ADJUSTMENT AS PRESENTED."</i></b>	



CommunityWasteDisposal.com

*Since 1984*

July 26, 2012

City of Ovilla  
Randall Whiteman  
City Administrator  
105 S Cockrell Hill Rd  
Ovilla, TX 75154

**RE: Request for Residential & Commercial Market Adjustment Effective December 01, 2012**

Dear Randy:

In accordance with the Waste Services Contract, Community Waste Disposal (CWD) may request an annual market adjustment. This notice is to inform you of our request for a Market Adjustment effective December 01, 2012. Attached is a new 2012 exhibit "A" outlining the changes in rates, the U.S. Department of Labor information regarding the CPI index, the DOE regional fuel prices for 2011 & 2012 and a worksheet that recaps the changes in disposal, fuel and landfill.

The information below is a sample that reflects the adjustment for Ovilla's residential and commercial customer base.

2011 = Residential rate - \$12.93 / Commercial Trash Cart rate - \$23.69 / 6 Yard Once a Week - \$143.28  
2012 = Residential rate - \$12.99 / Commercial Trash Cart rate - \$23.75 / 6 Yard Once a Week - \$144.42

If you have any questions concerning this matter, please feel free to contact me directly at 972.392.9300 x 225.

Sincerely,

A handwritten signature in black ink, appearing to read "David Dalrymple", is written over a light blue horizontal line.

David Dalrymple  
Accounts Receivable Manager

Enc: CPI Statistical Data  
DOE Regional Diesel Fuel Prices 2011 & 2012  
Calculation Worksheet  
2012 Exhibit A

CC: Robert Medigovich  
Greg Roemer  
Dale Pound

2012 CITY of OVILLA Exhibit "A"

City of Ovilla's Solid Waste Collection and Recycling Services

	2011/2012	2011/2012	CPI	Fuel	Disposal	Total	2012/2013	2012/2013
	Ovilla	Net Rate to						Adjustment
	Customer	CWD	Adjustment	Adjustment	Adjustment	Adjustment	CWD	Customer
	Rate							Rate
<b>Residential Collection</b>								
	Percent of Adjustment		48%	20%	32%			
Residential Single Family Trash Rate (once a week)	N/A	\$10.32	\$0.12	-\$0.09	\$0.00	\$0.03	\$10.35	N/A
Duplex Unit (per unit) Trash Rate (once a week)	N/A	\$10.32	\$0.12	-\$0.09	\$0.00	\$0.03	\$10.35	N/A
Trailer Part (per unit) Trash Rate (once a week)	N/A	\$10.32	\$0.12	-\$0.09	\$0.00	\$0.03	\$10.35	N/A
	Percent of Adjustment		80%	20%	0%			
Residential Recycling Rate (every other week)	N/A	\$2.61	\$0.05	-\$0.02	\$0.00	\$0.03	\$2.64	N/A
Additional Residential Recycling Cart Pricing (Each)	N/A	\$1.85	\$0.04	-\$0.02	\$0.00	\$0.02	\$1.87	N/A
	Percent of Adjustment		100%	0%	0%			
Replace lost/stolen Recycle Cart (Each)	N/A	\$75.98	\$1.82	\$0.00	\$0.00	\$1.82	\$77.80	N/A
<b>Commercial Cart</b>								
	Percent of Adjustment		48%	20%	32%			
First Trash Poly-Cart	N/A	\$23.69	\$0.27	-\$0.21	\$0.00	\$0.06	\$23.75	N/A
Two Trash (2) Poly-Carts	N/A	\$47.40	\$0.55	-\$0.42	\$0.00	\$0.13	\$47.53	N/A
Price for Each additional Trash Poly-Cart There After	N/A	\$23.69	\$0.27	-\$0.21	\$0.00	\$0.06	\$23.75	N/A
<b>Rear Load Commercial Trash Container Services</b>								
	Percent of Adjustment		57%	13%	30%			
<b>2 Cubic Yard Container</b>								
One time per week	\$104.21	\$99.00	\$1.35	-\$0.57	\$0.00	\$0.78	\$99.78	\$105.03
Two times per week	\$199.12	\$189.16	\$2.59	-\$1.08	\$0.00	\$1.51	\$190.67	\$200.71
<b>3 Cubic Yard Container</b>								
One time per week	\$115.37	\$109.60	\$1.50	-\$0.63	\$0.00	\$0.87	\$110.47	\$116.28
Two times per week	\$217.72	\$206.83	\$2.83	-\$1.18	\$0.00	\$1.65	\$208.48	\$219.45
<b>4 Cubic Yard Container</b>								
One time per week	\$122.81	\$116.67	\$1.60	-\$0.67	\$0.00	\$0.93	\$117.60	\$123.79
Two times per week	\$228.88	\$217.44	\$2.97	-\$1.24	\$0.00	\$1.73	\$219.17	\$230.71
<b>6 Cubic Yard Container</b>								
One time per week	\$143.28	\$136.12	\$1.86	-\$0.78	\$0.00	\$1.08	\$137.20	\$144.42
Two times per week	\$262.98	\$249.26	\$3.41	-\$1.43	\$0.00	\$1.98	\$251.24	\$264.46
<b>Extra Pick-Ups</b>								
2 cu. Yd. Containers	\$52.09	\$49.49	\$0.68	-\$0.28	\$0.00	\$0.40	\$49.89	\$52.52
3 cu. Yd. Containers	\$57.69	\$54.81	\$0.75	-\$0.31	\$0.00	\$0.44	\$55.25	\$58.16
4 cu. Yd. Containers	\$61.43	\$58.36	\$0.80	-\$0.33	\$0.00	\$0.47	\$58.83	\$61.93
6 cu. Yd. Containers	\$71.71	\$68.12	\$0.93	-\$0.39	\$0.00	\$0.54	\$68.66	\$72.27
<b>Refills</b>								
2 cu. Yd. Containers	\$52.09	\$49.49	\$0.68	-\$0.28	\$0.00	\$0.40	\$49.89	\$52.52
3 cu. Yd. Containers	\$57.69	\$54.81	\$0.75	-\$0.31	\$0.00	\$0.44	\$55.25	\$58.16
4 cu. Yd. Containers	\$61.43	\$58.36	\$0.80	-\$0.33	\$0.00	\$0.47	\$58.83	\$61.93
6 cu. Yd. Containers	\$71.71	\$68.12	\$0.93	-\$0.39	\$0.00	\$0.54	\$68.66	\$72.27

2012 CITY of OVILLA Exhibit "A"

City of Ovilla's Solid Waste Collection and Recycling Services		2011/2012 Ovilla Customer Rate	2011/2012 Net Rate to CWD	CPI Adjustment	Fuel Adjustment	Disposal Adjustment	Total Adjustment	2012/2013 Net Rate to CWD	2012/2013 Ovilla Customer Rate
<b>Rolloff Compactors</b>									
	Percent of Adjustment	80%	20%	0%	0%	0.00%			
Trip Charge (Dry Run) - weekday	\$265.76	\$252.47	\$4.85	-\$2.22	\$0.00	\$2.63	\$255.10	\$268.53	
Trip Charge (Dry Run) - weekend	\$295.26	\$280.50	\$5.39	-\$2.47	\$0.00	\$2.92	\$283.42	\$298.34	
	Percent of Adjustment	37%	13%	50%					
30 Cubic Yard Per Haul - weekday **	\$421.08	\$400.03	\$3.55	-\$2.29	\$0.00	\$1.26	\$401.29	\$422.41	
30 Cubic Yard Per Haul - weekend **	\$453.20	\$430.54	\$3.82	-\$2.46	\$0.00	\$1.36	\$431.90	\$454.63	
35 Cubic Yard Per Haul - weekday **	\$421.08	\$400.03	\$3.55	-\$2.29	\$0.00	\$1.26	\$401.29	\$422.41	
35 Cubic Yard Per Haul - weekend **	\$453.20	\$430.54	\$3.82	-\$2.46	\$0.00	\$1.36	\$431.90	\$454.63	
42 Cubic Yard Per Haul - weekday **	\$421.08	\$400.03	\$3.55	-\$2.29	\$0.00	\$1.26	\$401.29	\$422.41	
42 Cubic Yard Per Haul - weekend **	\$453.20	\$430.54	\$3.82	-\$2.46	\$0.00	\$1.36	\$431.90	\$454.63	
** Plus Disposal Per Ton if over 8,000 lb.'s	Percent of Adjustment	0%	0%	100%					
Disposal Per Ton	\$35.89	\$34.10	\$0.00	\$0.00	\$0.00	\$0.00	\$34.10	\$35.89	
<b>Open Top Rolloff Containers</b>									
	Percent of Adjustment	37%	13%	50%					
Delivery - weekday	\$289.32	\$274.85	\$2.44	-\$1.57	\$0.00	\$0.87	\$275.72	\$290.23	
Delivery - weekend	\$321.43	\$305.36	\$2.71	-\$1.75	\$0.00	\$0.96	\$306.32	\$322.44	
Trip Charge (Dry Run) - weekday	\$289.32	\$274.85	\$2.44	-\$1.57	\$0.00	\$0.87	\$275.72	\$290.23	
Trip Charge (Dry Run) - weekend	\$321.43	\$305.36	\$2.71	-\$1.75	\$0.00	\$0.96	\$306.32	\$322.44	
	Percent of Adjustment	100%	0%	0%					
Monthly Rental	\$227.93	\$216.53	\$5.20	\$0.00	\$0.00	\$5.20	\$221.73	\$233.40	
	Percent of Adjustment	37%	13%	50%					
20 Cubic Yard Per Haul - weekday **	\$409.82	\$389.33	\$3.46	-\$2.23	\$0.00	\$1.23	\$390.56	\$411.12	
20 Cubic Yard Per Haul - weekend **	\$441.95	\$419.85	\$3.73	-\$2.40	\$0.00	\$1.33	\$421.18	\$443.35	
30 Cubic Yard Per Haul - weekday **	\$421.08	\$400.03	\$3.55	-\$2.29	\$0.00	\$1.26	\$401.29	\$422.41	
30 Cubic Yard Per Haul - weekend **	\$453.20	\$430.54	\$3.82	-\$2.46	\$0.00	\$1.36	\$431.90	\$454.63	
40 Cubic Yard Per Haul - weekday **	\$454.92	\$432.17	\$3.84	-\$2.47	\$0.00	\$1.37	\$433.54	\$456.36	
40 Cubic Yard Per Haul - weekend **	\$487.03	\$462.68	\$4.11	-\$2.65	\$0.00	\$1.46	\$464.14	\$488.57	
** Plus Disposal Per Ton if over 8,000 lb.'s	Percent of Adjustment	0%	0%	100%					
Disposal Per Ton	\$35.89	\$34.10	\$0.00	\$0.00	\$0.00	\$0.00	\$34.10	\$35.89	
<b>Special Collections</b>									
Other Charges	N/A	\$25.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25.00	N/A	
Returned Checks									
<b>City Free Services</b>									
<b>Solid Waste Removal Service at:</b>									
City Hall (1 x 6 yard rear load container - serviced 1 x per week)	N/C	N/C	N/C	N/C	N/C	N/C	N/C	N/C	N/C
City Hall (1 x 30 yard open top - on call 15 hauls per year)	N/C	N/C	N/C	N/C	N/C	N/C	N/C	N/C	N/C
Annual Clean Up (3 x 30 yard open top - 6 hauls per year)	N/C	N/C	N/C	N/C	N/C	N/C	N/C	N/C	N/C
Annual Clean Up (2 rear loaders - 1 x per year)	N/C	N/C	N/C	N/C	N/C	N/C	N/C	N/C	N/C
Heritage (12 x 95 gallon carts - 1 x per year)	N/C	N/C	N/C	N/C	N/C	N/C	N/C	N/C	N/C
Christmas Trees Recycling (1 x 30 yard open top - 1 x per year)	N/C	N/C	N/C	N/C	N/C	N/C	N/C	N/C	N/C

# City of Ovilla Worksheet

Fuel	2011	2012	2012
Week 1	4.024	3.980	4th week april
Week 2	4.060	3.962	1st week may
Week 3	4.022	3.915	2nd week may
Week 4	3.996	3.861	3rd week may
Week 5	3.935	3.802	4th week may
Week 6	3.884	3.757	1st week june
Week 7	3.877	3.698	2nd week june
Week 8	3.896	3.654	3rd week june
Week 9	3.896	3.601	4th week june
Week 10	3.834	3.568	1st week july
Week 11	3.798	3.605	2nd week july
Week 12	3.856	3.617	3rd week july
Week 13	3.882	3.711	4th week july
	3.920	3.749	
		-0.171	

**-4.4%**

CPI	2011	2012
206.064	211.017	CPI (less with Energy)

**2.4%**

Index Change  
**CPI (May) 2.4%**  
**Fuel increase % -4.4%**  
**Disposal 0.0%**

	R/L	R/O	Disposal	Resi	Trash	Resi Rcy
CPI	57%	37%	0%	48%	80%	
Fuel	13%	13%	0%	20%	20%	
Disposal	30%	50%	100%	32%	0%	
	100%	100%	100%	100%	100%	

CPI	1.37%	0.89%	0.00%	1.15%	1.92%
Fuel	-0.57%	-0.57%	0.00%	-0.88%	-0.88%
Disposal	0.00%	0.00%	0.00%	0.00%	0.00%
Total	0.80%	0.32%	0.00%	0.27%	1.04%

Disposal	2011	2012
	\$ 21.00	prior rate
	\$ 21.00	current rate
	\$ -	

**0.00%**

## Databases, Tables & Calculators by Subject

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### Consumer Price Index - All Urban Consumers

Series Id: CUURA316SA0LE, CUUSA316SA0LE  
 Not Seasonally Adjusted  
 Area: **Dallas-Fort Worth, TX**  
 Item: **All items less energy**  
 Base Period: 1982-84=100

Download: .xls

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual	HALF1	HALF2
2002	179.0		180.5		180.5		180.1		180.3		181.2		180.4	180.1	180.6
2003	181.3		182.7		183.3		182.2		182.3		182.3		182.4	182.5	182.2
2004	181.7		183.9		183.8		182.9		183.2		183.4		183.2	183.2	183.3
2005	184.3		185.4		186.1		185.3		186.9		187.2		186.0	185.3	186.7
2006	188.1		188.8		189.5		189.2		191.6		190.2		189.7	188.9	190.4
2007	190.467		190.649		191.203		192.276		193.839		195.264		192.516	190.924	194.107
2008	196.042		196.420		197.333		198.825		200.473		201.715		198.723	196.830	200.615
2009	202.159		203.731		202.206		202.308		203.781		203.699		203.043	202.711	203.376
2010	203.673		203.572		202.918		201.472		203.649		202.999		203.065	203.204	202.926
2011	204.112		206.036		206.064		206.418		207.691		209.171		206.797	205.596	207.998
2012	209.278		210.745		211.017										

### 12-Month Percent Change

Series Id: CUURA316SA0LE, CUUSA316SA0LE  
 Not Seasonally Adjusted  
 Area: Dallas-Fort Worth, TX  
 Item: All items less energy  
 Base Period: 1982-84=100

Download: .xls

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual	HALF1	HALF2
2002	2.8		2.8		3.1		2.0		1.0		1.3		2.2	2.9	1.3
2003	1.3		1.2		1.6		1.2		1.1		0.6		1.1	1.3	0.9
2004	0.2		0.7		0.3		0.4		0.5		0.6		0.4	0.4	0.6
2005	1.4		0.8		1.3		1.3		2.0		2.1		1.5	1.1	1.9
2006	2.1		1.8		1.8		2.1		2.5		1.6		2.0	1.9	2.0
2007	1.3		1.0		0.9		1.6		1.2		2.7		1.5	1.1	1.9
2008	2.9		3.0		3.2		3.4		3.4		3.3		3.2	3.1	3.4
2009	3.1		3.7		2.5		1.8		1.7		1.0		2.2	3.0	1.4
2010	0.7		-0.1		0.4		-0.4		-0.1		-0.3		0.0	0.2	-0.2
2011	0.2		1.2		1.6		2.5		2.0		3.0		1.8	1.2	2.5
2012	2.5		2.3		2.4										

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**2012 DOE REGIONAL DIESEL FUEL PRICES**

See below for detailed PADD/geographic information.

Date	U.S. Average	East Coast	New England	Central Atlantic	Lower Atlantic	Midwest	Gulf Coast	Rocky Mountain	West Coast	California
7/23	3.783	3.826	3.916	3.900	3.753	3.749	3.711	3.701	3.901	3.976
7/16	3.695	3.741	3.848	3.838	3.648	3.659	3.617	3.672	3.803	3.886
7/9	3.683	3.731	3.840	3.818	3.646	3.638	3.605	3.680	3.798	3.882
7/2	3.648	3.702	3.843	3.793	3.607	3.580	3.568	3.705	3.787	3.876
6/25	3.678	3.718	3.873	3.817	3.616	3.606	3.601	3.779	3.839	3.908
6/18	3.729	3.766	3.923	3.868	3.660	3.655	3.654	3.832	3.899	3.966
6/11	3.781	3.818	3.974	3.909	3.721	3.696	3.698	3.873	3.991	4.066
6/4	3.846	3.886	4.036	3.968	3.797	3.746	3.757	3.919	4.101	4.169
5/28	3.897	3.940	4.072	4.023	3.854	3.795	3.802	3.948	4.164	4.228
5/21	3.956	3.999	4.130	4.079	3.916	3.854	3.861	3.987	4.233	4.303
5/14	4.004	4.054	4.192	4.135	3.969	3.897	3.915	4.004	4.277	4.349
5/7	4.057	4.108	4.232	4.194	4.021	3.962	3.962	4.047	4.312	4.385
4/30	4.073	4.130	4.255	4.220	4.039	3.971	3.980	4.072	4.330	4.396
4/23	4.085	4.146	4.269	4.245	4.050	3.974	3.993	4.090	4.345	4.384
4/16	4.127	4.181	4.269	4.280	4.091	4.021	4.038	4.129	4.389	4.418
4/9	4.148	4.190	4.278	4.282	4.106	4.055	4.063	4.129	4.411	4.440
4/2	4.142	4.190	4.262	4.280	4.109	4.042	4.049	4.125	4.420	4.456
3/26	4.147	4.190	4.263	4.279	4.110	4.046	4.055	4.136	4.433	4.476
3/19	4.142	4.184	4.259	4.269	4.106	4.040	4.053	4.119	4.431	4.481
3/12	4.123	4.169	4.250	4.247	4.096	4.016	4.036	4.069	4.421	4.483
3/5	4.094	4.167	4.253	4.243	4.094	3.974	4.020	3.986	4.372	4.454
2/27	4.051	4.134	4.221	4.208	4.063	3.914	3.992	3.919	4.326	4.410
2/20	3.960	4.053	4.161	4.142	3.966	3.848	3.886	3.857	4.164	4.258
2/13	3.943	4.028	4.150	4.128	3.930	3.857	3.860	3.841	4.121	4.209
2/6	3.856	3.948	4.101	4.046	3.846	3.751	3.775	3.817	4.036	4.128

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1/30	3.850	3.945	4.088	4.040	3.848	3.734	3.776	3.816	4.033	4.120
1/23	3.848	3.938	4.077	4.030	3.843	3.736	3.774	3.817	4.037	4.121
1/16	3.854	3.943	4.076	4.031	3.853	3.746	3.777	3.823	4.037	4.116
1/9	3.828	3.908	4.029	3.996	3.820	3.717	3.750	3.843	4.026	4.111
1/2/12	3.783	3.844	3.973	3.932	3.754	3.683	3.709	3.836	3.979	4.046

**CLICK HERE FOR OLDER PRICES**

**About DOE regional averages:**

DOE's regional averages are drawn from its weekly national survey of 350 diesel service centers. The stations are surveyed on Mondays and the results are reported late that day.

DOE divides the country into five geographic districts called Petroleum Administration for Defense Districts (PADD). It also breaks the East Coast into three subdistricts and treats the state of California as a subdistrict of the West Coast.

The full geographic breakdown is:

- The East Coast (PADD 1) comprises:
  - New England Subdistrict (PADD 1A): Conn., Maine, Mass., N.H., R.I., Vt.;
  - Central Atlantic Subdistrict (PADD 1B): Del., D.C., Md., N.J., N.Y., Pa.; and
  - Lower Atlantic Subdistrict (PADD 1C): Fla., Ga., N.C., S.C., Va., W.Va.
- The Midwest (PADD 2) is Ill., Ind., Iowa, Kan., Ky., Mich., Minn., Mo., Neb., N.D., Ohio, Okla., S.D., Tenn., Wis.
- The Gulf Coast (PADD 3) is Ala., Ark., La., Miss., N.M., Texas
- Rocky Mountain (PADD 4) is Colo., Idaho, Mont., Utah, Wyo.
- The West Coast (PADD 5) is Alaska, Ariz., Hawaii, Nev., Ore., Wash.; plus Calif.

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# Transport Topics

Trucking and Freight Transportation News

## 2011 DOE Regional Diesel Fuel Prices

(See below for detailed PADD/geographic information.)

[Click here for the most recent fuel prices.](#)

Date	U.S. Average	East Coast	New England	Central Atlantic	Lower Atlantic	Midwest	Gulf Coast	Rocky Mountain	West Coast	California
12/26/11	3.791	3.840	3.973	3.925	3.752	3.706	3.708	3.861	3.978	4.039
12/19	3.828	3.873	3.995	3.963	3.783	3.765	3.727	3.913	3.992	4.047
12/12	3.894	3.917	4.032	4.003	3.830	3.848	3.794	3.991	4.061	4.122
12/5	3.931	3.934	4.036	4.018	3.862	3.907	3.828	4.035	4.105	4.172
11/28	3.964	3.953	4.045	4.057	3.882	3.949	3.859	4.094	4.142	4.224
11/21	4.010	3.984	4.056	4.100	3.918	4.010	3.903	4.144	4.191	4.271
11/14	3.987	3.964	4.030	4.085	3.906	3.987	3.882	4.093	4.171	4.270
11/7	3.887	3.875	3.950	3.997	3.816	3.863	3.796	3.978	4.109	4.213
10/31	3.892	3.886	3.935	3.994	3.836	3.866	3.808	3.959	4.107	4.163
10/24	3.825	3.832	3.925	3.946	3.775	3.782	3.745	3.909	4.049	4.096
10/17	3.801	3.815	3.907	3.922	3.761	3.754	3.726	3.885	4.010	4.053
10/10	3.721	3.741	3.912	3.860	3.674	3.671	3.651	3.828	3.910	3.977
10/3	3.749	3.765	3.941	3.881	3.699	3.699	3.693	3.846	3.927	4.007
9/26	3.786	3.804	3.963	3.922	3.739	3.738	3.730	3.867	3.957	4.039
9/19	3.833	3.853	3.983	3.968	3.792	3.799	3.765	3.892	3.977	4.062
9/12	3.862	3.879	3.985	3.985	3.825	3.841	3.790	3.903	3.984	4.067
9/5	3.868	3.886	3.994	3.987	3.833	3.852	3.800	3.890	3.981	4.058
8/29	3.820	3.843	3.977	3.930	3.793	3.803	3.763	3.839	3.908	3.958
8/22	3.810	3.844	3.994	3.944	3.788	3.789	3.772	3.815	3.855	3.928
8/15	3.835	3.871	4.001	3.983	3.811	3.815	3.806	3.826	3.863	3.957
8/8	3.897	3.936	4.031	4.053	3.877	3.875	3.868	3.851	3.949	4.067
8/1	3.937	3.974	4.045	4.090	3.918	3.918	3.904	3.855	4.000	4.136
7/25	3.949	3.988	4.037	4.090	3.940	3.925	3.913	3.848	4.038	4.145
7/18	3.923	3.963	4.034	4.066	3.912	3.903	3.882	3.827	4.005	4.114
7/11	3.899	3.926	4.012	4.034	3.872	3.875	3.856	3.838	4.012	4.099
7/4	3.850	3.870	4.009	3.978	3.812	3.818	3.798	3.851	3.993	4.065
6/27	3.888	3.914	4.038	4.014	3.860	3.842	3.834	3.885	4.069	4.146
6/20	3.950	3.962	4.077	4.074	3.904	3.904	3.896	3.959	4.156	4.236
6/13	3.954	3.968	4.087	4.088	3.905	3.905	3.896	3.988	4.163	4.245
6/6	3.940	3.955	4.105	4.074	3.891	3.889	3.877	4.015	4.146	4.223
5/30	3.948	3.962	4.121	4.082	3.897	3.896	3.884	4.020	4.161	4.227
5/23	3.997	4.011	4.161	4.138	3.943	3.942	3.935	4.101	4.201	4.287
5/16	4.061	4.075	4.207	4.210	4.005	4.015	3.996	4.134	4.248	4.371
5/9	4.104	4.117	4.218	4.248	4.052	4.066	4.022	4.156	4.307	4.459
5/2	4.124	4.128	4.231	4.269	4.059	4.086	4.060	4.156	4.328	4.465
4/25	4.098	4.105	4.222	4.238	4.038	4.061	4.024	4.134	4.305	4.438

4/18	4.105	4.111	4.212	4.229	4.051	4.068	4.033	4.126	4.319	4.440
4/11	4.078	4.082	4.154	4.204	4.024	4.040	4.001	4.097	4.368	4.397
4/4	3.976	3.982	4.109	4.092	3.923	3.932	3.905	4.017	4.209	4.323
3/28	3.932	3.952	4.095	4.061	3.892	3.883	3.857	3.959	4.155	4.256
3/21	3.907	3.938	4.087	4.046	3.878	3.855	3.841	3.925	4.104	4.199
3/14	3.908	3.946	4.081	4.061	3.885	3.859	3.842	3.888	4.091	4.170
3/7	3.871	3.908	4.046	4.014	3.850	3.823	3.812	3.845	4.046	4.122
2/28	3.716	3.764	3.903	3.875	3.703	3.661	3.656	3.698	3.892	3.964
2/21	3.573	3.620	3.769	3.734	3.557	3.517	3.522	3.568	3.729	3.799
2/14	3.534	3.587	3.749	3.700	3.524	3.479	3.489	3.511	3.671	3.747
2/7	3.513	3.565	3.717	3.682	3.501	3.475	3.455	3.459	3.630	3.707
1/31	3.438	3.494	3.633	3.611	3.432	3.399	3.384	3.396	3.533	3.612
1/24	3.430	3.480	3.609	3.590	3.421	3.392	3.382	3.388	3.531	3.602
1/17	3.407	3.448	3.560	3.556	3.392	3.371	3.366	3.374	3.509	3.562
1/10	3.333	3.364	3.450	3.478	3.308	3.302	3.284	3.334	3.445	3.516
1/3/11	3.331	3.357	3.427	3.470	3.303	3.303	3.279	3.332	3.443	3.507

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AGENDA ITEM REPORT

REGULAR AGENDA

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

Meeting Date: August 27, 2012

Department: Administration

Discussion  Action

Budgeted Expense:  YES  NO  N/A

<b>Attachments:</b>	
1. Resolution 2012-011	
2. New Investment Policy	
<b>Agenda Item / Topic:</b>	
<b>ITEM 2.</b>	<b>Discussion/Action</b> – Consider approval of proposed Resolution 2012-011 amending and updating the City of Ovilla’s Investment Policy.
<b>Discussion / Justification:</b>	
The Government Code states that the governing body should update their investment policy at least annually. The last update by the governing body was the approval and adoption of Resolution 2011-017 on June 27, 2011. Ovilla’s Code of Ordinances states investment policy updates will be prepared and approved by resolution.	
<b>Recommendation / Staff Comments:</b>	
<b>Sample Motion(s):</b>	
<b><i>“I MAKE A MOTION THAT COUNCIL APPROVES/DENIES RESOLUTION 2012-011 TO INCLUDE EXHIBIT “A”, AMENDING AND UPDATING THE CITY OF OVILLA INVESTMENT POLICY.”</i></b>	

***Resolution 2012-011***

**A RESOLUTION OF THE CITY OF OVILLA, TEXAS, AMENDING CHAPTER 1, DIVISION 4. *PUBLIC FUNDS INVESTMENT POLICY* OF THE OVILLA CODE OF ORDINANCES, AMENDING AND UPDATING THE CITY OF OVILLA INVESTMENT POLICY AND DECLARING AN EFFECTIVE DATE.**

***WHEREAS***, the City of Ovilla, Texas is a Type A General Law city; and

***WHEREAS***, the City Council adopted Chapter 1, Division 4., Sections 1.05.111-1.05.125 of the Ovilla Code of Ordinances establishing a procedure for a Public Funds Investment Policy.

***WHEREAS***, the City Council adopted Resolution 2011-017 on June 27, 2011 amending and updating the City of Ovilla Investment Policy.

***WHEREAS***, the Title 10, Section 2256.005 Public Funds Investment of the Government Code states that the governing body of an investing entity shall review its investment policy and investment strategies not less than annually. Therefore, City Council of the City of Ovilla deems it necessary to update the Public Funds Investment Policy.

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

**SECTION ONE**

Chapter 1, Division 4, Sections 1.05.111-125 of the City of Ovilla is hereby amended and updated with the passing & adoption of this Resolution and shall be attached as "Exhibit A".

**SECTION TWO**

This Resolution shall be cumulative of all provisions of ordinances of the City of Ovilla, TX, except where the provisions of this Resolution are in direct conflict with the provision of such ordinances, in which event the conflicting provisions of such ordinances are hereby repealed.

**SECTION THREE**

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

***Resolution 2012-011***

**SECTION FOUR**

All rights and remedies of the City of Ovilla are expressly saved as to any and all violations of the provisions of the Ovilla City Code.

**SECTION FIVE**

This resolution shall be in full force and effect from and after its passage.

**PASSED AND APPROVED ON THIS 27<sup>th</sup> DAY OF August 2012.**

\_\_\_\_\_  
Tom Leverentz, Mayor

ATTEST:

\_\_\_\_\_  
Pam Woodall Higgins, City Secretary

See Exhibit A

**CITY OF OVILLA, TEXAS**

**INVESTMENT POLICY**

**August, 2012**

# **CITY OF OVILLA, TEXAS INVESTMENT POLICY**

## **PREFACE**

**It is the policy of the City of Ovilla (the “City”) that after allowing for the anticipated cash flow requirements of the City and giving due consideration to the safety and risks of investments, all available funds shall be invested in conformance with these legal and administrative guidelines to obtain a market rate of return.**

**Effective cash management is recognized as essential to good fiscal management. An active cash management and investment policy will be pursued to take advantage of investment interest as a viable and material source of revenue for City funds. The City’s portfolio shall be designed and managed in a manner responsive to the public trust and consistent with state and local law. The City will invest public funds in a manner that will provide the maximum security and a market rate of return while meeting the daily cash flow demands of the City.**

**The City is required under the Public Funds Investment Act (Chapter 2256 of the Texas Government Code) to adopt a formal written Investment Policy for the investment of public funds. These policies serve to satisfy the statutory requirement (specifically the Public Funds Investment Act, Chapter 2256 of the Texas Government Code [the “Act”]) to define, adopt and review a formal investment strategy and policy.**

**CITY OF OVILLA  
INVESTMENT POLICY  
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**Certification of Business Organization Sample Form**

**1. PURPOSE.** The purpose of this investment policy (the “Policy”) is to set forth specific investment policy and strategy guidelines for the City in order to achieve the goals of safety and liquidity, achieve a market rate of return, and maintain public trust in all investment activities. On an annual basis, the City Council shall review the investment strategy and policy and shall approve Policy revisions, if any, by formal resolution.

**2. INVESTMENT STRATEGY.** The City maintains a comprehensive and proactive cash management program that is designed to monitor and control all City funds to ensure maximum utilization and yield a market rate of return. (For the purpose of this policy, a “market rate of return” refers to the approximate interest rate that could be earned by an investor in a specific maturity range at any given point in time. For example, an investor seeking to earn a market rate of return while maintaining an investment portfolio with an average maturity of 90 days, would hope to earn approximately the same as a three-month agency discount note. If the investor earns a rate much higher than this, it might signal an inappropriate level of risk.) The basic and underlying strategy of this program is that all of the City’s funds are earning interest. It is the responsibility and obligation of the City to maintain a flexible approach and be prepared to modify the investment strategy as market conditions dictate. The investment strategy described is predicated on conditions as now exist and are subject to change. The investment strategy emphasizes low credit risk, diversification, and the management of maturities. The strategy also considers the expertise and time constraints of the investment officers. The allowable investment instruments as defined in Section 6 of this Policy reflect the avoidance of credit risk. Diversification refers to dividing investments among a variety of securities offering independent returns. This strategy uses local government investment pools to achieve diversification. The management of maturities refers to structuring the maturity dates of the direct investments so that, while funds are initially invested for a longer period of time, some investments mature as cash needs require.

2.1 The primary investment strategy and objectives of the City as specified in this Policy (See Section 4.) are listed below, in their order of importance:

- Safety and preservation of principal;
- Maintenance of sufficient liquidity to meet operating needs;
- Achieve a market rate of return on the investment portfolio; and
- Seek at all times to maintain public trust by adhering to the above stated objectives.

2.2 The list of investments authorized by this Policy intentionally excludes some investments allowed by state law. The restrictions limit possible credit risk and provide the maximum measure of safety. Within the investment objectives, the investment strategy is to utilize authorized investments for maximum advantage to the City. To increase the interest earnings for funds identified as being available for investment over longer periods of time based upon a cash requirements projection, the City will consider the following strategies:

2.2.1 **Strategy No. 1.** Diversifying the City’s investment opportunities through the use of local government investment pools and money market mutual funds as authorized by the City Council. An investment pool is an entity created to invest public funds jointly on behalf its’ participants and whose investment objectives in order of priority match those objectives of the City. Funds are usually available from investment pools on a same-day basis, meaning the pools have a high degree of liquidity. Because of the size and expertise of their staff, investment pools are able to prudently invest in a variety of the investment types allowed by state law. In this manner, investment pools achieve diversification. Funds that may be needed on a short-term basis but that are in excess of the amount maintained at the depository bank are available for deposit in investment pools.

2.2.2 **Strategy No. 2.** Building a ladder of Investment Policy authorized securities with staggered maturities for all or part of the longer-term investable funds. The benefits of this ladder approach include the following:

- It is straight-forward and easily understood;
- It represents a prudent diversification method;
- All investments remain within the approved maturity horizon;
- It will normally allow the City to capture a reasonable portion of the yield curve; and
- It provides predictable cash flow with scheduled maturities and reinvestment opportunities.

2.2.3. **Strategy No. 3.** At this time, the City does not use an investment management firm. Should the City determine a need, the following strategy will apply:

Pursuant to the Public Funds Investment Act (Texas Government Code 2256.003), the City may, at its discretion, contract with an investment management firm registered under the Investment Advisors Act of 1940 (15 U.S.C. Section 80b-1 et seq.) and with the State Securities Board to provide for investment and non-discretionary management of its public funds or other funds under its control.

An appointed Investment Advisor shall act solely in an advisory and administrative capacity, within the guidelines of this Investment Policy. At no time shall the advisor take possession of securities or funds or otherwise be granted discretionary authority to transact business on behalf of the City. Any contract awarded by the City Council for investment advisory services may not exceed two years, with an option to extend by mutual consent of both parties.

Duties of the Investment Advisor shall include, but not be limited to, assistance in purchasing securities, securities clearance, producing required reports, pricing the portfolio, performing due diligence on broker/dealers, market monitoring and economic review.

Any Investment Advisor contracted by the City shall abide by the *Prudent Expert Rule*, whereby investment advice shall, at all times, be given with the judgment and care, under circumstances then prevailing, which persons paid for their special prudence, discretion and intelligence in such matters exercise in the management of their client's affairs, not for speculation by the client or production of fee income by the advisor or broker, but for investment by the client with emphasis on the probable safety of the capital while considering the probable income to be derived.

2.2.4. **Strategy No. 4.** The City will maintain portfolio(s) that utilize four specific investment strategy considerations designed to address the unique characteristics of the fund group(s) represented in the portfolio(s):

2.2.4.1 Investment strategies for operating funds and pooled funds containing operating funds have as their primary objective to assure that anticipated cash flows are matched with adequate investment liquidity. The secondary objective is to create a portfolio that will experience minimal volatility during economic cycles through diversification by security type, maturity date and issuer. All security types, as authorized by this policy, are considered suitable investments for the operating and pooled funds.

2.2.4.2 Investment strategies for debt service funds shall have as the primary objective the assurance of investment liquidity adequate to cover the debt service obligation on the required payment date(s). These funds have predictable payment schedules. Therefore investment maturities shall not exceed the anticipated cash flow requirements.

2.2.4.3 Investment strategies for debt service reserve funds shall have as the primary objective the ability to generate a dependable revenue stream to the appropriate debt service fund. Managing the Debt Service Reserve Fund's portfolio maturities to not exceed the call provisions of the bond issue will reduce the investment's market risk if the City's bonds are called and the reserve fund liquidated. No investment maturity shall exceed the final maturity of the bond issue.

2.2.4.4 Investment strategies for special projects or capital projects funds will have as their primary objective to assure that anticipated cash flows are matched with adequate investment liquidity. Market conditions and arbitrage regulations will influence the investment of capital project funds. When market conditions allow, achieving a positive spread to applicable arbitrage yield is the desired objective, although at no time shall the anticipated expenditure schedule be exceeded in an attempt to increase yield.

2.2.5 **Strategy No. 5 - Hold until Maturity.** The strategy of the City is to maintain sufficient liquidity in its portfolio so that it does not need to sell a security prior to maturity. Should it become necessary to sell a security prior to maturity, where the sale proceeds are less than the current book value, the prior written consent of the City Administrator must be obtained. Securities may be sold prior to maturity by the Investment Officer at or above their book value at any time. The result of all sales of securities prior to maturity shall be reported to the City Administrator within two business days of the sale. The report shall provide the amount of proceeds from the sale, including accrued interest to the date of sale, less the current book value and the dollar amount of gain on the sale.

2.2.6 **Strategy No. 6 - Pooling of Deposits and Investments.** All demand deposits of the City will be concentrated with one central depository. This procedure will maximize the City's ability to pool cash for investment purposes, and provide more manageable banking relationships. In addition, depositories not holding demand deposits of the City may be eligible to bid on City investments, subject to the approval of the City Administrator.

2.2.7 **Strategy No. 7 - Depository Bank Relationships.** This Policy shall further seek to maintain good depository bank relationships while minimizing the cost of banking services. The City will seek to maintain a depository contract that will be managed to a level that minimizes the cost of the banking relationship to the City, while allowing the City to earn an appropriate return on idle demand deposits.

2.2.8 **Strategy No. 8 - Single Pooled Fund Group.** A single strategy is specified, in accordance with the single pooled fund group as defined in this Policy. However, earnings from investments will be allocated on a pro-rata cash basis to the individual funds and used in a manner that will best service the interests of the City.

2.2.9 **Strategy No. 9 - Maximizing Investable Cash Balances.** Procedures shall be established and implemented in order to maximize investable cash by decreasing the time between the actual collection and the deposit of receipts, and by the controlling of disbursements.

**3. SCOPE.** The Investment Policy shall govern the investment of all financial assets considered to be part of the City entity and includes the following funds or fund types: the General Fund, Enterprise Funds, Special Revenue Funds, General Obligation Interest and Sinking Fund, Capital Projects Funds, Special

Revenue Funds, EDC Fund, MDD Fund and any other funds which have been contractually delegated to the City for management purposes. The City may add or delete funds as may be required by law, or for proper accounting procedures. This policy does not include funds governed by approved trust agreements, or assets administered for the benefit of the City by outside agencies under retirement or deferred compensation programs. Additionally, bond funds (including debt service and reserve funds) are governed by bond ordinances and are subject to the provisions of the Internal Revenue Code and applicable federal regulations governing the investment of bond proceeds.

**4. INVESTMENT OBJECTIVES.** Funds of the City shall be invested in accordance with all applicable Texas statutes, this Policy and any other approved, written administrative procedures. The four objectives of the City's investment activities shall be as follows (in the order of priority):

4.1 **Safety of Principal.** Safety of principal invested is the foremost objective in the investment decisions of the City. Each investment transaction shall seek to ensure the preservation of capital in the overall portfolio. The risk of loss shall be controlled by investing only in authorized securities, as defined in this Policy, by qualifying the financial institutions with whom the City will transact business and through portfolio diversification. Safety is defined as the undiminished return of the principal on the City's investments.

4.2 **Liquidity.** The investment portfolio shall be managed to maintain liquidity to ensure that funds will be available to meet the City's cash flow requirements and by investing in securities with active secondary markets. Investments shall be structured in such a manner as will provide the liquidity necessary to pay obligations as they become due. A security may be liquidated prior to its stated maturity to meet unanticipated cash requirements, or to otherwise favorably adjust the City's portfolio, in accordance with Section 2.2.5 above.

4.3 **Market Rate-of-Return (Yield).** The City's investment portfolio shall be designed to optimize a market rate-of-return on investments consistent with risk constraints and cash flow requirements of the portfolio. The investment portfolio shall be managed in a manner that seeks to attain a market rate of return throughout budgetary and economic cycles. The City will not attempt to consistently attain an unrealistic above market rate-of-return, as this objective will subject the overall portfolio to greater risk. Therefore, the City's rate of return objective is secondary to those of safety and liquidity. Rate of return (yield) is defined as the rate of annual income return on an investment, expressed as a percentage.

4.4 **Public Trust.** All participants in the City's investment program shall seek to act responsibly as custodians of the public trust. Investment officials shall avoid any transaction that might involve a conflict of interest or otherwise impair public confidence in the City's ability to govern effectively. All officials of the City having either a direct or indirect role in the process of investing idle funds shall act responsibly as custodians of the public trust.

**5. INVESTMENT RESPONSIBILITY.** As provided in this policy, the daily operation and management of the City's investments are the responsibility of the following person.

5.1 **Delegation of Authority.** The City Administrator and the City Accountant are authorized to deposit, withdraw, invest, transfer or manage in any other manner the funds of the City. Management responsibility for the investment program is hereby delegated to the City Administrator, who shall establish written procedures for the operation of the investment program, consistent with this Policy. Such procedures shall include explicit delegation of authority to persons responsible for investment transactions. All persons involved in investment activities will be referred to in this Policy as "Investment Officers." No persons may engage in an investment transaction except as provided under the terms of this Policy and the procedures established by the City Administrator. The City

Administrator shall be responsible for all transactions undertaken, and shall establish a system of controls to regulate the activities of subordinate Investment Officials. The system of controls shall be designed to provide reasonable assurance that the assets of the City are protected from loss, theft or misuse. The concept of reasonable assurance recognizes that:

- (1) the cost of a control should not exceed the benefits likely to be derived; and
- (2) the valuation of costs and benefits requires estimates and judgments by management.

Commitment of financial and staffing resources in order to maximize total return through active portfolio management shall be the responsibility of the City Council.

5.2 **Prudence.** The standard of prudence to be applied by the Investment Officer shall be the "prudent investor" rule, which states, "investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived." In determining whether the Investment Officer has exercised prudence with respect to an investment decision, the determination shall be made taking into consideration the following:

- 5.2.1 the investment of all funds over which the Investment Officer had responsibility rather than a consideration as to the prudence of a single investment; and
- 5.2.2 whether the investment decision was consistent with the written investment Policy and procedures of the City.

5.3 **Due Diligence.** The Investment Officer acting in accordance with written policies and procedures and exercising due diligence, shall not be held personally responsible for a specific security's credit risk or market price changes, provided that these deviations are reported in a timely manner and that appropriate action is taken to control adverse developments. All Investment Officers involved in investment transactions will be bonded.

5.4 **Ethical Standards and Conflicts of Interest.** All City Investment Officers having a direct or indirect role in the investment of City funds shall act as custodians of the public trust avoiding any transaction which might involve a conflict of interest, the appearance of a conflict of interest, or any activity which might otherwise discourage public confidence. Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair the ability to make impartial investment decisions. An Investment Officer who has a personal business relationship with the depository bank or with any entity seeking to sell an investment to the City shall file a statement disclosing that personal business interest. An Investment Officer who is related within the second degree of affinity or consanguinity to an individual seeking to sell an investment to the City shall file a statement disclosing that relationship. A statement required under this subsection must be filed with the Texas Ethics Commission and the City Council.

5.5 **Investment Training.** The Investment Officers shall attend at least one training session of at least ten (10) hours relating to the officer's responsibility under the Public Funds Investment Act within twelve (12) months after assuming duties, and attend an investment training session not less than once every two years, receiving an additional ten (10) hours of training. Such training from an independent source shall be approved by the City Administrator and endorsed by either the Government Finance Officers Association of Texas, the Government Treasurers Organization of Texas, the Texas Municipal League, the North Central Texas Council of Governments, or the University of North Texas Center for Public Management.

**6. AUTHORIZED INVESTMENTS.** As stated previously, safety of principal is the primary objective in investing public funds and can be accomplished by limiting two types of risk — credit risk and interest rate risk. Credit risk is the risk associated with the failure of a security issuer or backer to repay principal and interest in full. Interest rate risk is the risk that the value of a portfolio will decline due to an increase in the general level of interest rates. In order to provide for safety of principal as the City’s primary objective, only certain investments are authorized as acceptable investments for the City. The following list of authorized investments for the City intentionally excludes some investments authorized by law. These restrictions are placed in order to limit possible risk and provide the maximum measure of safety to City funds.

6.1 **Authorized and Acceptable Investments.** The authorized list of investment instruments are as follows:

- (1) Obligations of the United States or its agencies and instrumentalities, excluding mortgage-backed securities.
- (2) Direct obligations of the State of Texas, or its agencies and instrumentalities.
- (3) Other obligations, the principal of and interest on which are unconditionally guaranteed or insured by, or backed by the full faith and credit of, the State of Texas or the United States or their respective agencies and instrumentalities, excluding mortgage-backed securities.
- (4) Collateralized Certificates of Deposit. A certificate of deposit issued by a depository institution that has its main office or a branch office in the state and is:
  - guaranteed or insured by the Federal Deposit Insurance Corporation or its successor or the National Credit Union Share Insurance Fund or its successor;
  - secured by obligations that are described by Section 2256.009(a) of the Public Funds Investment Act, including mortgage backed securities directly issued by a federal agency or instrumentality, but excluding those mortgage backed securities of the nature described in Section 2256.009(b) of the Act; or
  - secured in any other manner and amount provided by law for deposits of the City.

In addition, separate CDs issued by depositories wherever located, bundled together into a single investment with the full amount of principle and interest of each CD federally insured, may be purchased through a selected depository institution with its main office or branch office in Texas.

This depository shall act as the custodian for the various certificates on behalf of the City.

- (5) Eligible Local Government Investment Pools. Public funds investment pools which invest in instruments and follow practices allowed by the current law as defined in Section 2256.016 of the Texas Government Code, provided that:
  - the investment pool has been authorized by the City Council;
  - the pool shall have furnished the Investment Officer an offering circular containing the information required by Section 2256.016(b) of the Texas Government Code;

- the pool shall furnish the Investment Officer investment transaction confirmations with respect to all investments made with it;
- the pool shall furnish to the Investment Officer monthly reports containing the information required under Section 2256.016(c) of the Texas Government Code;
- the pool is continuously rated no lower than “AAA” or “AAA-m” or an equivalent rating by at least one nationally recognized rating service;
- the pool marks its portfolio to market daily;
- the pool’s investment objectives shall be to maintain a stable net asset value of one dollar (\$1.00); and
- the pool’s investment philosophy and strategy are consistent with this Policy.

(6) Regulated No-Load Money Market Mutual Funds. These investments are authorized, under the following conditions:

- the money market mutual fund is registered with and regulated by the Securities and Exchange Commission;
- the fund provides the City with a prospectus and other information required by the Securities Exchange Act of 1934 or the Investment Company Act of 1940;
- the fund has a dollar-weighted average portfolio maturity of ninety (90) days or less;
- the investment objectives include the maintenance of a stable net asset value of one dollar (\$1.00) per share; and
- the fund is continuously rated no lower than "AAA" or an equivalent rating by at least one nationally recognized rating service.

The City may not invest funds under its control in an amount that exceeds 10% of the total assets of any individual money market mutual fund.

(7) Repurchase Agreements, Reverse Repurchase Agreements, Bankers’ Acceptances; Commercial Paper. These investments are authorized for the City only to the extent that they are contained in the portfolios of approved public funds investment pools in which the City invests, or as otherwise provided below.

- The direct investment in reverse repurchase agreements, bankers’ acceptances, and commercial paper by the City is not authorized.
- Fully flexible repurchase agreements are authorized in this Policy, to the extent authorized under the Public Funds Investment Act (Texas Government Code 2256.001.) The use of flex repos shall be limited to the investment of bond proceeds and the maturity date of any such agreement shall not exceed the expected proceeds draw schedule.

6.2 Investment Instruments NOT Authorized. The following instruments are eligible for investment by local government according to state law, but they have been intentionally prohibited for the City by this Policy: mortgage-related obligations, guaranteed investment contracts, options,

financial futures contracts and, day trading of long-term securities. In addition to these restricted investments, state law specifically prohibits investment in the following securities:

- (1) Obligations whose payment represents the coupon payments on the outstanding principal balance of the underlying mortgage-backed security collateral and pays no principal.
- (2) Obligations whose payment represents the principal stream of cash flow from the underlying mortgage-backed security collateral and bears no interest.
- (3) Collateralized mortgage obligations that have a stated final maturity date of greater than ten years.
- (4) Collateralized mortgage obligations, the interest rate of which is determined by an index that adjusts opposite to the changes in a market index.

**7. DIVERSIFICATION.** Diversification of investment instruments shall be utilized to avoid incurring unreasonable risks resulting from over-concentration of investments in a specific maturity, a specific issue, or a specific class of securities. With the exception of U.S. Government securities, as authorized in this Policy, and authorized local government investment pools, no more than fifty percent (50%) of the total investment portfolio will be invested in any one security type or with a single financial institution. Diversification of the portfolio considers diversification by maturity dates and diversification by investment instrument.

**7.1 Diversification by Maturities.** The longer the maturity of investments, the greater their price volatility. Therefore, it is the City's policy to concentrate its investment portfolio in shorter-term securities in order to limit principal risks caused by change in interest rates. The City will attempt to match its investments with anticipated cash flow requirements. Unless matched to a specific cash flow, the City will not directly invest in securities maturing more than three (3) years from the date of purchase. However, the above described obligations, certificates, or agreements may be collateralized using longer date instruments. The City shall diversify the use of investment instruments to avoid incurring unreasonable risks inherent in over-investing in specific instruments, individual financial institutions or maturities. Maturity scheduling shall be managed by the Investment Officer so that maturities of investments shall be timed to coincide with projected cash flow needs.

The entire City portfolio, including funds at the City's depository bank, shall comprise one pooled fund group, and the maximum average dollar-weighted maturity allowed based on the stated maturity date for the portfolio is two hundred seventy (270) days. Investment maturities for debt service interest and sinking funds and/or other types of reserve funds, whose use is never anticipated, may not exceed three (3) years.

**7.2 Diversification by Investment Instrument.** Diversification by investment instrument shall not exceed the following guidelines for each type of instrument:

	<u>Percentage of Portfolio (Maximum)</u>
U.S. Treasury Obligations	100%
U.S. Government Agency Securities and Instrumentalities of Government-Sponsored Corporations	80%
Authorized Local Government Investment Pools	100%
Fully Collateralized Certificates of Deposit	50%
SEC-Regulated No-Load Money Market Mutual Funds	10%

7.3 The City shall invest local funds in investments yielding a market rate-of-return while providing necessary protection of the principal consistent with the operating requirements of this section or written policies.

**8. AUTHORIZED FINANCIAL DEALERS AND INSTITUTIONS.** At this time, the City does not use Brokers or Dealers. Should the City determine a need, the following procedures and requirements will apply:

Financial institutions (federally insured banks) with and through whom the City invests shall be state or national banks domiciled in this state. No public deposit shall be made except in a qualified public depository as established by state laws. Brokers/Dealers authorized to provide investment services to the City may include only those authorized by the City Administrator. All banking services will be governed by a depository contract awarded by the City Council. In addition, the City Accountant shall maintain a list of authorized security brokers/dealers, and investment pools that are authorized by the City Administrator and/or the City Council.

8.1 All financial institutions with whom the City does business must supply the following as appropriate: (1) audited financial statements; (2) proof of National Association of Securities Dealers (NASD) certification; (3) proof of state registration and completed broker/dealer questionnaire; (4) certification of having read the City's investment policy signed by a qualified representative of the organization, acknowledging that the organization has implemented reasonable procedures and controls in an effort to preclude imprudent investment activities arising out of investment transactions conducted between the City and the organization.

8.2 An annual review of the financial condition and registration of qualified bidders will be conducted by the City Accountant. The review may include, but is not limited to, review of rating agency reports, review of call reports, and analyses of management, profitability, capitalization, and asset quality. Financial institutions and brokers/dealers desiring to conduct business with the City shall be required to provide any financial data requested by the City Administrator or the Investment Officer. Upon completion of the annual review by the City Accountant, the financial institutions and brokers/dealers desiring to conduct business with the City shall be approved by the City Administrator.

8.3 Selection criteria for federally insured financial institutions shall include the following: (1) the financial institution must be insured by the FDIC and (2) the financial institution must be incorporated under the laws of the State of Texas or of the United States of America.

8.4 The Investment Officer of the City is responsible for monitoring the investments made by a financial institution and/or broker/dealer to determine that they are in compliance with the provisions of the Investment Policy.

**9. DELIVERY VERSUS PAYMENT.** It is the policy of the City that all security transactions entered into with the City shall be conducted on a "**DELIVERY VERSUS PAYMENT**" (DVP) basis through the Federal Reserve System. By doing this, City funds are not released until the City has received, through the Federal Reserve wire, the securities purchased. The City shall authorize the release of funds only after receiving notification from the safekeeping bank that a purchased security has been received in the safekeeping account of the City. The notification may be oral, but shall be confirmed in writing.

## 10. SAFEKEEPING AND COLLATERALIZATION.

10.1 **Safekeeping.** All securities owned by the City shall be held by its safekeeping agent, except the collateral for bank deposits. The collateral for bank deposits will be held in the City's name in the bank's trust department, or alternatively, in a Federal Reserve Bank account in the City's name, or a third-party bank, at the City's discretion. Original safekeeping receipts shall be obtained and held by the City. The City shall contract with a bank or banks for the safekeeping of securities either owned by the City as part of its investment portfolio or held as collateral to secure time deposits.

10.2 **Collateralization.** Consistent with the requirements of the Public Funds Collateral Act, it is the policy of the City to require full collateralization of all city funds on deposit with a depository bank. The market value of the investments securing the deposit of funds shall be at least equal to the amount of the deposits of funds reduced to the extent that the deposits are insured by the Federal Deposit Insurance Corporation (FDIC). Securities pledged as collateral shall be held in the City's name, in a segregated account at the Federal Reserve Bank or by an independent third party with whom the City has a current custodial agreement. The agreement is to specify the acceptable investment securities as collateral, including provisions relating to possession of the collateral, the substitution or release of investment securities, ownership of securities, and the method of valuation of securities. The safekeeping agreement must clearly state that the safekeeping bank is instructed to release purchased and collateral securities to the City in the event the City has determined that the depository bank has failed to pay on any matured investments in certificates of deposit, or has determined that the funds of the City are in jeopardy for whatever reason, including involuntary closure or change of ownership. A clearly marked evidence of ownership, e.g., safekeeping receipt, must be supplied to the City and retained by the City. Any collateral with a maturity over five (5) years must be approved by the Investment Officer before the transaction is initiated. Release of collateral or substitution of securities must be approved in writing by the Investment Officer. Financial institutions serving as City depositories will be required to sign a "Depository Agreement" with the City and the City safekeeping agent. The collateralized deposit portion of the agreement shall define the City's rights to collateral in the event of default, bankruptcy, or closing and shall establish a perfected security interest in compliance with Federal and State regulations, including:

- the Agreement must be in writing;
- the Agreement has to be executed by the Depository and the City contemporaneously with the acquisition of the asset;
- the Agreement must be approved by the Board of Directors of the Loan Committee of the Depository and a copy of the meeting minutes must be delivered to the City; and
- the Agreement must be part of the Depository's "official record" continuously since its execution.

10.2.1 The City may accept the following securities as collateral for bank deposits (V.T.C.A., Government Code, Section 2256.001, et. seq, formerly Article 842a-2, Section 2, V.T.C.S., as amended);

- FDIC and FSLIC insurance coverage;

- A bond, certificate of indebtedness, or Treasury Note of the United States, or other evidence of indebtedness of the United States that is guaranteed as to principal and interest by the United States;
- Obligations, the principal and interest on which are unconditionally guaranteed or insured by the State of Texas;
- A bond of the State of Texas or of a county, city, or other political subdivision of the State of Texas having been rated as investment grade (investment rating no less than “A” or its equivalent) by a nationally recognized rating agency with a remaining maturity of ten years or less;
- Surety Bonds that meet the requirements of the Public Funds Investment Act; or
- Federal Home Loan Bank Letters of Credit.

10.2.2 For certificates of deposit and other evidences of deposit, collateral shall be at 102% of market or par, whichever is lower. The market value of collateral will always equal or exceed the principal plus accrued interest of deposits at financial institutions.

10.2.3 Financial institutions, with which the City invests or maintains other deposits, shall provide monthly, and as requested by the Investment Officer, a listing of the collateral pledged to the City, marked to current market prices. The listing shall include total pledged securities itemized by name, type, description, par value, current market value, maturity date, and Moody's or Standard & Poor's rating, if applicable. The City and the financial institution shall jointly assume the responsibility for ensuring that the collateral is sufficient.

**11. INTERNAL CONTROL.** The City Accountant shall establish a system of written internal controls, which shall be reviewed annually by independent auditors. The controls shall be designed to prevent loss of public funds due to fraud, error, misrepresentation, unanticipated market changes, or imprudent actions. The internal controls are to be reviewed annually in conjunction with an external independent audit. This review will provide assurance of compliance with policies and procedures as specified by this Policy. The City, in conjunction with its annual financial audit, shall perform a compliance audit of management controls and adherence to the City’s established investment policy.

**12. PERFORMANCE.** The City’s investment portfolio shall be designed to obtain a market rate of return on investments consistent with risk constraints and expected cash flow of the City. The benchmark for performance that is appropriate for the City’s cash flow cycle will be TexPool (a local government investment pool).

**13. REPORTING.** The City Accountant shall submit a signed quarterly investment report that summarizes current market conditions, economic developments and anticipated investment conditions. The report shall summarize investment strategies employed in the most recent quarter, and describe the portfolio in terms of investment securities, maturities, risk characteristics, and shall explain the total investment return for the quarter.

13.1 Annual Report. Within 60 days of the end of the fiscal year, the City Accountant shall present an annual report on the investment program and investment activity. This report may be presented as a component of the fourth quarter report to the City Administrator and City Council. The reports prepared by the City Accountant shall be formally reviewed at least annually by an independent auditor, and the result of the review shall be reported to the City Council by that auditor.

13.2 Methods. The quarterly investment report shall include a succinct management summary that provides a clear picture of the status of the current investment portfolio and transactions made over the past quarter. This management summary will be prepared in a manner that will allow the City to ascertain whether investment activities during the reporting period have conformed to the investment

policy. The report will be prepared in compliance with generally accepted accounting principles. The report will be provided to the City Administrator and City Council. The report will include the following:

- A listing of individual securities held at the end of the reporting period. This list will include the name of the fund or pooled group fund for which each individual investment was acquired;
- Unrealized gains or losses resulting from appreciation or depreciation by listing the beginning and ending book and market value of securities for the period. Market values shall be obtained from financial institutions or portfolio reporting services independent from the broker/dealer from which the security was purchased;
- Additions and changes to the market value during the period;
- Fully accrued interest for the reporting period;
- Average weighted yield to maturity of portfolio on entity investments as compared to applicable benchmarks;
- Listing of investments by maturity date;
- The percentage of the total portfolio which each type of investment represents; and
- Statement of compliance of the City's investment portfolio with State Law and the investment strategy and policy approved by the City Council.

**14. INVESTMENT POLICY ADOPTION AND AMENDMENT.** The City's Investment Policy shall be adopted and amended by resolution of the City Council only. The City's written policies and procedures for investments are subject to review not less than annually to stay current with changing laws, regulations and needs of the City. Any changes or modifications to this Investment Policy, if any, shall be approved, and adopted by a formal resolution of the City Council.

## GLOSSARY OF TERMS

The Investment Policy contains specialized and technical terminology that is unique to cash management and investment activities. The following glossary of terms is provided to assist in understanding these terms.

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**Affinity.** Related through marriage.

**Agencies.** See U.S. Agency securities.

**Bankers' Acceptances.** A draft or bill of exchange accepted by a bank or trust company. The accepting institution guarantees payment of the bill, as well as the issuer. When discounted and sold in the secondary market, bankers' acceptances become a short-term investment alternative.

**Book Value.** The cost of a security as recorded in the City's accounting records. For purposes of evaluating a sale of a security, it is a function of the original cost, the amortization of premium or discount, and the accrued interest. Specifically, it is the face value of the security plus the accrued interest plus any unamortized premium or minus any unamortized discount. Book value is often compared to market value, which is defined below.

**Broker.** A person or company that, for a fee or commission, brings buyers and sellers of securities together.

**Certificate of Deposit.** A time deposit with a specific maturity evidenced by a certificate.

**Collateral.** In general, assets which one party pledges as a guarantee of performance. Specifically, securities pledged by a bank to secure deposits of public monies. In the event of bank failure, the securities become the property of the public entity.

**Collateralized Mortgage Obligations (CMO's).** Securities based on a pool of home mortgages.

**Commercial Paper.** An unsecured promissory note issued primarily by corporations for a specific amount and maturing on a specific day. The maximum maturity for commercial paper is 270 days, but most frequently maturities do not

exceed 30 days. Almost all commercial paper is rated by a rating service.

**Consanguinity.** Related by blood.

**Coupon.** The annual rate of interest that a bond's issuer promises to pay the bondholder on the bond's face value. Also, a certificate attached to a bond indicating interest due on a payment date.

**Credit Risk.** The uncertainty that the principal amount of an investment will be returned without loss of value to the default of the borrower.

**CUSIP.** A unique security identification number assigned to securities maintained and transferred on the Federal Reserve book-entry system.

**Dealer.** A person or company that endeavors to profit from buying and selling investments for its own account.

**Delivery Versus Payment (DVP).** A method of delivering securities that requires the simultaneous exchange of the security and the payment. It provides a safeguard against paying for securities before they are received.

**Demand Deposits.** Deposits at a financial institution that are available to the depositor upon the depositor's demand.

**Depository Bank.** The primary bank of the City. The relationship between the depository bank and the City is governed by state law and by a depository contract that is approved by the City Council.

**Discount.** The difference between the cost price of a security and its value at maturity when quoted at lower than face value. A security selling below original offering price shortly after sale is also considered to be at a discount.

**Discount Securities.** Non-interest bearing money market instruments that are issued at a discount and redeemed at maturity for full face value, e.g., U.S. Treasury Bills.

**Diversification.** The strategy of dividing investments among a variety of securities offering independent risks and yields. Diversification lessens the likelihood of losing the entire portfolio of investments and averages yields among the investment alternatives.

**Discount.** The difference between the cost of a security and its value at maturity, in cases where the cost is less than the value at maturity.

**Federal Deposit Insurance Corporation (FDIC).** A federal agency that insures bank deposits.

**Federal Funds Rate.** The rate of interest at which Federal funds are traded. This rate is currently set by the Federal Reserve through open-market operations.

**Federal Home Loan Banks (FHLB).** Created in 1932, this system consists of 12 regional banks, which are owned by private member institutions and regulated by the Federal Housing Finance Board. Functioning as a credit reserve system, it facilitates extension of credit through its owner members. Federal Home Loan Bank issues are joint and several obligations of the 12 Federal Home Loan Banks.

**Federal Home Loan Mortgage Corporation (FHLMC or Freddie Mac).** A stockholder-owned corporation that provides a continuous flow of funds to mortgage lenders, primarily through developing and maintaining an active nationwide market in conventional mortgages.

**Federal National Mortgage Association (FNMA or Fannie Mae).** FNMA, a federal corporation, is the largest single provider of residential mortgage funds in the United States. It is a private stockholder-owned corporation. The corporation's purchases include a variety of adjustable mortgages and second loans in addition to fixed-rate mortgages. FNMA's securities are also highly liquid and are widely accepted.

**Fully Flexible Repurchase Agreement ("flex repo").** A specialized contract designed for the short-term investment of proceeds available from the sale of municipal bonds, notes and certificates. Flex repos allow for incremental repurchases, with the buyer/issuer (the City) retaining the right to force the seller to repurchase all, or a portion of, the sold securities held under repurchase agreement, at any time before the maturity date of the agreement, at a fixed rate for the life of the agreement.

**Hold Until Maturity.** This investment strategy is intended to avoid interest rate risk by maintaining ownership of an investment until it matures. At maturity, the face value of the security is received, but in some cases where a security is sold before maturity, less than the face value and the book value is received. Please see interest rate risk defined below.

**Interest Rate Risk.** The uncertainty of the return of principal on fixed rate securities that are sold prior to maturity. When interest rates rise, the market value of fixed rate securities decreases.

**Internal Control.** Policies and procedures that are established to provide reasonable assurance that specific government objectives are achieved and that assets are safeguarded.

**Investment.** The purchase of securities which, upon analysis, promise safety of principal and a satisfactory return. These factors distinguish investment from speculation.

**Investment Objective.** The aim, goal or desired end of action of the investment activity.

**Investment Pool.** An entity created to invest public funds jointly on behalf of the entities that participate in the pool and whose investment objectives in order of priority are safety, liquidity, and yield. (Sometimes called Local Government Investment Pool.)

**Investment Strategy.** The overall plan or method proscribed to achieve the investment objectives of the City.

**Laddered Maturity.** An investment strategy whereby investments are purchased to mature at regular intervals.

**Liquidity.** The measure of an investment's ability to be converted quickly and easily into cash without a substantial loss of value.

**Local Government Investment Pool.** See **Investment Pool.**

**Market Rate of Return.** A general term referring to the approximate interest rate that could be earned by an investor in a specific maturity range at any given point in time. For example, an investor seeking to earn a "market rate of return" while maintaining an investment portfolio with an average maturity of 90 days, would hope to earn approximately the same as a three-month agency discount note. If the investor earns a rate much higher than this, it might signal an inappropriate level of risk.

**Market Risk.** The uncertainty of the value of the City's portfolio arising from changes in the market conditions of investment securities.

**Market Value.** The price, including accrued interest, at which a security is trading for which it can be readily sold or purchased.

**Maturity.** The date upon which the principal or stated value of an investment becomes due and payable.

**Money Market Mutual Fund.** A mutual fund that purchases short-term debt instruments, such as Treasury Bills, commercial paper, and bankers' acceptances, and which strives to maintain a stable net asset value of \$1.00.

**Mutual Fund.** Investment companies that sell shares to investors, offering investors diversification and professional portfolio management. Prices generally fluctuate with the performance of the fund.

**Net Asset Value.** The ratio of the market value of the portfolio divided by the book value of the portfolio.

**Par.** The value of a security as expressed on its face (face value) without consideration of a discount or premium.

**Pledge.** The grant of a collateral interest in investment securities by the depository bank as assurance of the safety of City deposits.

**Pooled Fund Group.** The combination of various accounts and funds of the City in a single, internally-created investing entity.

**Portfolio.** The collection of securities held by an investor.

**Principal.** The capital sum of an investment, as distinguished from interest.

**Premium.** The difference between the cost price and the face value at maturity in cases where the cost price is higher than the face value.

**Rate-of-Return.** See **Yield.**

**Repurchase Agreement (REPO).** An investment arrangement in which the holder of a security sells that security to an investor (the City) with an agreement to repurchase the security at a fixed price and on a fixed date.

**Reverse Repurchase Agreement.** An investment arrangement by which the City sells a security to a third party, such as a bank or broker/dealer, in return for cash and agrees to repurchase the instrument from the third party at a fixed price and on a fixed date. The City would then use the cash to purchase additional investments. This type of investment is prohibited in the City's portfolio, except to the extent used by local government investment pools with which the City invests.

**Safekeeping.** An arrangement whereby a bank holds securities and other valuables for protection in exchange for a fee.

**Safety.** The assurance of the undiminished return of the principal of the City's investments and deposits.

**Secondary Market.** A market for the purchase and sales of outstanding securities following their initial distribution.

**SEC Rule 15C3-1 (Uniform Net Capital Rule).** Security and Exchange Commission requirement that member firms and nonmember broker/dealers in securities maintain a maximum ratio of indebtedness to liquid capital of 15 to 1.

**Security.** A financial instrument that signifies an ownership interest, the right to an ownership interest, or creditor status.

**Security Risks.** The uncertainty of the value of a security dependent on its particular qualities.

**Time Deposits.** Deposits at the depository bank that are not due and payable until a specific date.

**United States Agency Securities.** Debt instruments issued by an executive department, an independent federal establishment, or a corporation or other entity established by

Congress which is owned in whole or in part by the United States of America.

**United States Treasury Securities.** Debt instruments issued by the Treasury of the United States. **Treasury Bills** are issued for short-term borrowings (less than one year); **Treasury Notes** are issued for mid-term borrowings (Two - ten years); **Treasury Bonds** are issued for long-term borrowings (over ten years).

**Yield.** The rate of annual income return on an investment, expressed as a percentage.

**TEXAS PUBLIC FUNDS INVESTMENT ACT  
CERTIFICATION BY BUSINESS ORGANIZATION**

[SAMPLE]

**CITY OF OVILLA, TEXAS**

This certification is executed on behalf of the City of Ovilla, Texas (the "City"), and \_\_\_\_\_ (the "Business Organization"), pursuant to the Public Funds Investment Act, Chapter 2256, Texas Government Code (the "Act") in connection with investment transactions conducted between the City and the Business Organization.

The undersigned Qualified Representative of the Business Organization hereby certifies on behalf of the Business Organization that:

1. The undersigned is a Qualified Representative of the Business Organization offering to enter an investment transaction with the Investor as such terms are used in the Public Funds Investment Act, Chapter 2256, Texas Government Code; and
2. The Qualified Representative of the Business Organization has received and reviewed the Investment Policy furnished by the City; and
3. The Qualified Representative of the Business Organization has implemented reasonable procedures and controls in an effort to preclude investment transactions conducted between the Business Organization and the City that are not authorized by the City's Investment Policy, except to the extent that this authorization is dependent on an analysis of the makeup of the City's entire portfolio or requires an interpretation of subjective investment standards.

Qualified Representative of Business Organization

Firm: \_\_\_\_\_

\_\_\_\_\_  
Signature

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

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



AGENDA ITEM REPORT

REGULAR AGENDA

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

Meeting Date: August 27, 2012

Department: Administration

Discussion  Action

Budgeted Expense:  YES  NO  N/A

<b>Attachments:</b>	
1. Official Ballot	
<b>Agenda Item / Topic:</b>	
<b>ITEM 3.</b>	<b>Discussion/Action</b> – Consider official ballot votes on TML Intergovernmental Risk Pool Board of Trustees Election for Places 11-14.
<b>Discussion / Justification:</b>	
The officials listed on the ballot have been nominated to serve a six-year term on the TML Intergovernmental Risk Pool Board of Trustees. Each vote cast shall be by the majority of the governing body.	
<b>Recommendation / Staff Comments:</b>	
<b>Sample Motion(s):</b>	
<p><b>“I MAKE A MOTION THAT COUNCIL CASTS THEIR VOTES FOR THE FOLLOWING CANDIDATES:</b></p> <p><b>PLACE 11</b> _____</p> <p><b>PLACE 12</b> _____</p> <p><b>PLACE 13</b> _____</p> <p><b>PLACE 14</b> _____.”</p>	

**PLACE 11**



**Bill Agan.** Mayor of Richland Hills (Region 8). Mr. Agan was elected Mayor in May, 2012, for a term of two years. He has served as a city councilmember from 1986 to 1987. He has served on the City's Planning and Zoning Commission, and has served on the City's Charter Review Commission in 1986 and from 2011 to the present. Mr. Agan has owned an auto repair business for 40 years, and has been involved in an insurance business for two years and a real estate business for six years.



**Greg Ingham** (Incumbent). City Manager, City of Plainview (Region 3) since 2004. He has previously served as City Manager in Levelland and Littlefield, Texas. Mr. Ingham has served in local government since 1975 and is active in numerous statewide and regional organizations. He has an MPA and is a Certified Public Manager. Mr. Ingham has been a board member of the TML Intergovernmental Risk Pool since 1989. He has served as Chair and Vice-Chair of the Board, and has served as Chair of the Board's Finance Committee.



**Kavon Novak.** Alderman, City of Caldwell (Region 10) since 2011. He is a 1991 graduate of Texas A&M University with a Bachelor's Degree in Marketing. He has been a business owner for 14 years in the financial industry and is currently an Investment Consultant with LPL Commerce since 2009. Mr. Novak has been a member of the Caldwell Men's Lions Club for 9 years and is currently the Treasurer. He and his wife of 16 years, Lori, have 4 children. They are members of First Baptist Church in Caldwell and are active in 4-H Shooting Sports and Soccer.



**Troy Stegemoeller.** Mayor Pro Tem, City of Idalou (Region 3). Mr. Stegemoeller has served on the City Council since 2008. He has a B.S. in Agriculture Economics from Texas Tech University and is a graduate of Louisiana State University Graduate Banking School. He has been in banking for 32 years, and currently serves as the President of Vista Bank in Idalou. He has served on an advisory committee to Congressman Randy Neugebauer, and has served as finance chair of the Idalou Methodist Church and Treasurer of the local Salvation Army.

**WRITE IN CANDIDATE:**

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**PLACE 12**



**Larry Gilley** (Incumbent). City Manager, City of Abilene (Region 6) since June of 2002. He previously served as City Manager for San Marcos (1988 – 2002), Assistant City Manager for San Marcos (1987 – 1988), City Manager for Panhandle (1977 – 1987), and City Manager for Bovina (1976 – 1977). Mr. Gilley has been a Board member of the TML Intergovernmental Risk Pool since 2007, and currently serves as Chair of the Board’s Underwriting and Claims Committee. He has an MPA from Southwest Texas University, and a BA from Texas Tech University.



**Pete Gonzalez.** Deputy City Manager and Chief Financial Officer of the City of Brownsville (Region 12) since June of 2008. He previously served as Director of Finance for Brownsville from 1978 to 2008. He serves as a Board member and Finance Officer for the United Brownsville Corporation. He has a BBA degree in Accounting from Texas A&I University in Kingsville and is a certified government financial manager. Under his leadership, the City of Brownsville has been awarded the Certificate of Achievement for Excellence in Financial Reporting for the past 34 consecutive years.

**WRITE IN CANDIDATE:**

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PLACE 13



**Byron Black** (Incumbent). Board Chair, Central Appraisal District of Johnson County (Region 8) and member of the Area Metro Ambulance Authority Board. He served as Mayor of Burleson from 1998-2004, previously serving as mayor pro tem and as a Councilmember. He was a member of the Burleson Independent School District Board for 12 years, 9 as President, and served as president of TASB. Mr. Black has served as a Board member of the TML Intergovernmental Risk Pool since 2000, and presently serves as Vice-Chair.



**Gary L. Kent.** Councilmember for the City of Copperas Cove (Region 9). Mr. Kent has been a resident of Copperas Cove for over fourteen years. He and his wife have three children and two grandchildren. He served 24 years with the U.S. Army, including three combat tours, and retired as a 1<sup>st</sup> sergeant. He currently serves as police chief for the City of Nolanville and has more than 17 years of law enforcement experience. He is an active member of many community groups, including VFW Post #8577.



**Keith Olson.** Councilmember, City of Huntsville (Region 14) since 2010, and serves as Chair of the City's Finance Committee. Mr. Olson was born in Houston in 1973, and grew up in Huffman, Texas. He graduated from the University of Houston's Police Academy in 1994. Councilmember Olson sits on various local and regional boards pertaining to private finance. He is currently the owner and operator of Olson's Fine Jewelry, with interests in diamonds and specialty watches.

**WRITE IN CANDIDATE:**

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PLACE 14



**Cynthia Kirk.** Risk Manager for the City of Bryan (Region 10) since 1984. Ms. Kirk directs the City's workers' compensation, property and casualty coverage, claims administration, and safety/loss control functions. She is past president and currently serves on the Board of Directors of the Texas Chapter of the Public Risk Management Association and of the State and Local Government Benefits Association. She has served on the Board of Directors for the Surplus Lines Stamping Office of Texas and on various committees for the National Public Risk Management Association.



**Pat Norriss** (Incumbent). Nortex Regional Planning Commission (Region 5). Ms. Norriss served on the Burkburnett City Council for 22 years, including 16 years as mayor. She serves as a board member of the National Association of Regional Councils and has served as president of the Texas Association of Regional Councils of Government. She is also a Board member of Wichita Wilbarger 911 District and Nortex 911 Communication District. Ms. Norriss has served as a Board member of the TML Intergovernmental Risk Pool since 1995, and served as chair of the Board from 2004 - 2006.



**Michael S. Nyren.** Risk Manager for Capital Metropolitan Transportation Authority in Austin (Region 10) for 17 years. He has earned the designation of Associate in Risk Management and Associate in Risk Management for Public Entities and he serves on the Board of the Risk and Insurance Management Society, Central Texas Chapter. Mr. Nyren has a degree in Government and recently completed the Certified Public Manager Program at Texas State. He also has 30 years of experience in insurance, wellness, safety, security, and risk management.

**WRITE IN CANDIDATE:**

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AGENDA ITEM REPORT

REGULAR AGENDA

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

Meeting Date: August 27, 2012

Department: Administration

Discussion  Action

Budgeted Expense:  YES  NO  N/A

<b>Attachments:</b>	
I. N/A	
<b>Agenda Item / Topic:</b>	
<b>ITEM 4.</b>	<b>Discussion/Action</b> – Consider the declaration of the following item as surplus property and authorize sale.
<b>Discussion / Justification:</b>	
The listed item was purchased in 1999 and is no longer in service: 1986 Chevrolet Dump Truck	
<b>Recommendation / Staff Comments:</b>	
Staff recommends approval.	
<b>Sample Motion(s):</b>	
<b><i>"I MAKE A MOTION THAT COUNCIL APPROVES/DENIES THE DECLARATION OF THE IDENTIFIED PROPERTY AS SURPLUS PROPERTY AND AUTHORIZES THE SELL OR DISPOSAL."</i></b>	