

City of *OVILLA* City Council Agenda

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
Jacqueline Lee, City Administrator

105 S. Cockrell Hill Road, Ovilla, TX 75154

Tuesday, May 28, 2013

7:00 P.M.

Council Chamber Room

Pursuant to the provisions of Chapter 551 VTCA Government Code, NOTICE is hereby given of a Regular Meeting of the City Council of the City of Ovilla, to be held on Tuesday, May 28, 2013 at 7:00 P.M. in the City Hall Council Chamber Room, 105 S. Cockrell Hill Road, Ovilla, Texas, 75154, for the purpose of considering the following items.

I. CALL TO ORDER

- ◆ Invocation
- ◆ Pledge of Allegiance

II. COMMENTS, PRESENTATIONS, ANNOUNCEMENTS & REPORTS

Presiding Judge Scott Kurth to administer Statement and Oath of Office to Mayor-elect Richard Dormier
Presiding Judge Scott Kurth to administer Statement and Oath of Office to Council Member Larry Stevenson (PL 2).

Presiding Judge Scott Kurth to administer Statement and Oath of Office to Doug Hunt (PL 4).

• **Citizen Comments**

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

• **Department Activity Reports / Discussion**

- Police Department Police Chief M. Moon
 - Update EOC Plan
- Finance Department City Accountant S. Jungman
 - Monthly Financials

III. CONSENT AGENDA

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

- Minutes of the May 13, 2013 Regular Council Meeting

IV. REGULAR AGENDA

ITEM 1. DISCUSSION/ACTION – Consider an Ordinance of the City of Ovilla, TX, declaring the end of office for the current Municipal Judge and providing for the reappointment of said Municipal Judge. (Mayor Dormier to give Judge the Oath & Statement)

ITEM 2. DISCUSSION/ACTION – Consider proposed Resolution 2013-007 to accept nominations and make appointment to City Council Place 5; to complete the remainder of the term vacated by the May 2013 General Election of Mayor Dormier. (Mayor Dormier to give Oath and Statement)

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- ITEM 3.** **DISCUSSION/ACTION** – Consider the appointment of Mayor Pro-Tem.
- ITEM 4.** **DISCUSSION/ACTION** – Consider proposed Resolution 2013-008 authorizing and directing named city officers to access and manage all city banking accounts, investments and funds wherever located, designating the Mayor, Mayor Pro-Tem, City Administrator and City Secretary as authorized signatures on all city banking and investment accounts of the City of Ovilla.
- ITEM 5.** **DISCUSSION/ACTION** – Consider proposed staff change request to revise one part-time position to a full-time position in Administration.
- ITEM 6** **DISCUSSION/ACTION** – Consider proposed Ordinance 2013-016 of the City of Ovilla, TX, amending the Fiscal Year 2012-2013 Annual Budget and Program of Services in accordance with the Mid-Year Budget Review and Amendment as part of the formal budget process.
- ITEM 7.** **DISCUSSION/ACTION** – Consider proposed RFP for solid waste collection and disposal recycling materials collections and processing services for the City of Ovilla to include 6 alternate bid items. Council may direct staff to proceed with the proposal process.
- ITEM 8.** **DISCUSSION/ACTION** – Consider nominations and appointments/reappointments to the Board of Adjustment.
- ITEM 9.** **DISCUSSION/ACTION** – Consider nominations and appointments/reappointments to the Economic Development Corporation.
- ITEM 10.** **DISCUSSION/ACTION** – Consider nominations and appointments/reappointments to the Planning and Zoning Commission.
- ITEM 11.** **DISCUSSION/ACTION** – Consider review of a preliminary RFP for the creation of a “parks and open space master plan” for future developments.
- ITEM 12.** **DISCUSSION/ACTION** – Consider various maintenance options and quotes for the preservation and repairs of Cockrell Hill Road.
- ITEM 13.** **DISCUSSION/ACTION** – Deliberate the appointment employment, and/or duties of the interim City Administrator and/or permanent City Administrator.
- ITEM 14.** **DISCUSSION/ACTION** – Discuss and review options for land purchase at 0 W. Main and 701 W. Main Street.

V. EXECUTIVE SESSION

Closed Meeting called pursuant to Texas Government Code § 551.074 - Personnel Matters.

- ITEM 13.** **DISCUSSION/ACTION** – Deliberate the appointment employment, and/or duties of the interim City Administrator and/or permanent City Administrator.

Closed Meeting called pursuant to Texas Government Code § 551.072 – Real Property.

- ITEM 14.** **DISCUSSION/ACTION** – Discuss and review options for land purchase at 0 W. Main and 701 W. Main Street.

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

VI. ADJOURNMENT

THIS IS TO CERTIFY THAT A COPY OF THE NOTICE OF the May 28, 2013, Regular City Council Agenda was posted on the City Hall bulletin board, a place convenient and readily accessible to the general public at all times, and to the City's website, www.cityofovilla.org, on the 24th day of May 2013 prior to 6:00 p.m., in compliance with Chapter 551, Texas Government Code.



Pamela Woodall, City Secretary

DATE OF POSTING: 5.24.13 TIME: 10:00 am/pm
DATE TAKEN DOWN: _____ TIME: _____ am/pm

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

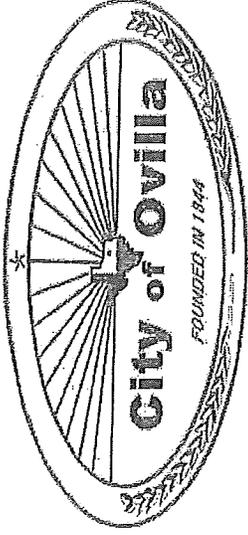
Emergency Operations Plan Update

- ✓ Overcame our first and most important obstacle: Communications with all departments when the EOC is activated. I.e. police, fire, and public works.
 - Used old radios from PD and Fire, placed into EOC. They will be distributed as necessary when emergency arises with a checkout list. As of this report we have 13 radios to use in the EOC and three extra radios at the PD. Once the FD's radio system goes digital we have more portable radios.

- ✓ Looked at several established emergency operations plans. Using the one for Ellis County as a template.
 - They have been retyped and replaced "City of Ovilla" where "Ellis County" was. AC Brancato and I are going over the plan and adjusting it to fit something that Ovilla can operate off of. Many changes are being made.
 - This plan will include ALL departments of the City: i.e. Public Works, City Administrator, City Secretary, Finance, Mayor and Council, as well as Police and Fire.
 - Each department will be job specific.
 - Each department head, city council, mayor, and department will undergo training in different positions and drills.
 - The city's early warning siren will be moved to the dispatch center in Midlothian and set off by the communications personnel when there is a tornado warning in the area. This will be activated the same time the siren in Midlothian and Red Oaks will be activated.
 - This will be a cost of \$2,700.00 for the reprogramming of the dispatch console.

 - As of this report the EOC will be activated when we are under a Severe Thunder Storm warning with property damage, a Tornado Warning in the area, or at the discretion of the Emergency Operations Manager.

 - I and AC Brancato are confident that if the EOC was activated right now we could manage it efficiently. Maybe not without flaws but efficiently. The operations of the EOC will be a work in progress with deficiencies pointed out and remedied after every activation. "Debriefing".



DATE: 05-28-13

TO: Honorable Mayor and Council Members

FROM: Sharon Jungman

**SUBJECT: Profit & Loss Budget Vs. Actual
Thru April 2013**

City of Ovilla General Fund
Profit & Loss Budget vs. Actual
October 2012 through April 2013

	April 2013	Oct '12 - Apr 13	Budget	\$ Over/(Under) Budget	% of Budget Thru April 59%
Income					
4000100 - Taxes					
4000105 - Ad Valorem, Current	10,014	1,208,342	1,235,000	(26,658)	98%
4000110 - Ad Valorem, Delinquent	2,050	4,502	20,000	(15,488)	23%
4000113 - Interest/Penalties - Prop Tax	1,521	4,073	10,000	(5,927)	41%
4000120 - Sales Tax	10,309	97,115	155,000	(57,885)	63%
4000125 - Sales Tax - Street Improvement	2,577	24,277	32,500	(8,223)	75%
4000130 - Franchise Tax	250	45,109	150,000	(104,891)	30%
Total 4000100 - Taxes	26,721	1,383,418	1,602,500	(219,082)	86%
4000200 - Licenses and Permits					
4000208 - Building Permits					
4000210 - Residential Building Permits	0	5,701	6,500	(799)	88%
4000213 - Fire Inspection Permits	0	600	1,000	(400)	60%
4000214 - Misc Building Permits	1,273	6,003	10,000	(3,997)	60%
Total 4000208 - Building Permits	1,273	12,304	17,500	(5,196)	70%
4000230 - Plan Review Fee	145	2,528	3,000	(472)	84%
4000260 - Alarm Permits	534	1,659	2,000	(341)	83%
4000270 - Animal Tag Fees	324	1,740	3,000	(1,260)	58%
4000272 - Impound Fees	170	860	1,550	(690)	55%
4000290 - Misc Licenses and Permits	40	635	1,000	(365)	64%
Total 4000200 - Licenses and Permits	2,486	19,726	28,050	(8,324)	70%
4000400 - Charges for Services					
4000325 - ESD #2	70,000	70,000	145,000	(75,000)	48%
4000330 - ESD #4	13,000	13,000	39,000	(26,000)	33%
4000411 - Copies and Maps	0	28	75	(47)	37%
4000415 - Police Reports	6	108	100	8	108%
4000440 - Oak Leaf Animal Control	0	836	2,000	(1,164)	42%
4000450 - Subdivision Fees	17,383	60,651	1,000	59,651	6,065%
4000480 - Solid Waste (Garbage)	18,298	119,655	196,000	(76,345)	61%

**City of Ovilla General Fund
Profit & Loss Budget vs. Actual
October 2012 through April 2013**

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4000490 · Misc Charges for Services	0	1,016	2,500	(1,484)	41%
Total 4000400 · Charges for Services	118,687	265,294	385,675	(120,381)	69%
4000500 · Fines and Forfeitures					
4000510 · Fines - Police	4,739	44,508	85,000	(40,492)	52%
4000520 · Fines - Animal Control	0	1,128	1,000	128	113%
4000525 · Fines - Code Enforcement	0	408	2,000	(1,592)	20%
4000590 · Misc Fines and Forfeitures	0	25	150	(125)	17%
Total 4000500 · Fines and Forfeitures	4,739	46,069	88,150	(42,081)	52%
4000800 · Other Revenue					
4000810 · Heritage Day	0	2,218	5,500	(3,282)	40%
4000820 · Water Tower Lease	30,313	62,392	82,000	(19,608)	76%
4000840 · Interest Earned	439	4,336	4,000	336	108%
4000861 · ESD #2 Cert Grant	0	28	0	28	100%
4000867 · HB3667 TX.Forest Service Grant	0	0	3,840	(3,840)	0%
4000870 · Insurance Proceeds	1,412	4,813	0	4,813	100%
4000885 · Proceeds from Sale of Assets	0	14,400	0	14,400	100%
4000887 · HOA Revenue	0	0	1,015	(1,015)	0%
4000890 · Misc Other Revenue	5,366	6,657	4,500	2,157	148%
Total 4000800 · Other Revenue	37,530	94,844	100,855	(6,011)	94%
4000900 · Transfers In					
4000925 · Transfer In - 4B-EDC	0	0	2,500	(2,500)	0%
4000930 · Transfer In From W&S Fund	0	58,150	116,301	(58,151)	50%
4000940 · Transfer in MDD Fund	0	0	500	(500)	0%
Total 4000900 · Transfers In	0	58,150	119,301	(61,151)	49%
Total Income	190,163	1,867,501	2,324,531	(457,030)	80%
Gross Profit	190,163	1,867,501	2,324,531	(457,030)	80%

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Profit & Loss Budget vs. Actual
October 2012 through April 2013

	April 2013	Oct '12 - Apr 13	Budget	\$ Over/(Under) Budget	% of Budget Thru April 59%
Expense					
10 - Administration					
5101100 - Salaries & Wages					
5101110 - City Administrator	9,312	23,978	63,225	(39,247)	38%
5101115 - City Secretary	3,692	21,527	36,375	(14,848)	59%
5101117 - City Accountant	3,846	22,158	37,500	(15,342)	59%
5101120 - Part Time- Admin. Support	995	4,329	7,700	(3,371)	56%
Total 5101100 - Salaries & Wages	17,845	71,992	144,800	(72,808)	50%
5102100 - Employee Benefits					
5102110 - Group Insurance	803	6,525	16,350	(9,825)	40%
5102135 - TMRS	443	4,163	7,550	(3,387)	55%
5102160 - Worker's Compensation	108	325	440	(115)	74%
5102170 - Payroll Taxes	188	1,545	3,250	(1,705)	48%
5102180 - Unemployment Taxes	0	0	1,000	(1,000)	0%
5102196 - Indiv. Membership Dues	0	230	700	(470)	33%
Total 5102100 - Employee Benefits	1,542	12,788	29,290	(16,502)	44%
5102200 - Special Services					
5102210 - Tax Assessing & Collecting Fees					
5102220 - Tax Appraisal Fee	0	1,553	1,800	(247)	86%
5102230 - Legal Fees	1,515	5,079	40,000	(34,921)	13%
5102240 - Audit	0	7,155	7,155	0	100%
5102250 - Accounting	0	0	2,000	(2,000)	0%
5102260 - Engineering Fees	0	11	1,000	(989)	1%
Total 5102200 - Special Services	1,515	20,612	65,955	(45,343)	31%
5102300 - Contractual Services					
5102310 - Consultant Fees	0	8,414	30,000	(21,586)	28%
Total 5102300 - Contractual Services	0	8,414	30,000	(21,586)	28%

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5102500 · Operating Services					
5102530 · Custodial Service Contract	265	1,855	3,600	(1,745)	52%
Total 5102500 · Operating Services	265	1,855	3,600	(1,745)	52%
5102600 · Special Expenses					
5102610 · Election - Payroll	0	0	850	(850)	0%
5102620 · Election - Supplies	635	1,874	2,725	(851)	69%
5102630 · Election Meeting Expense	0	0	100	(100)	0%
5102650 · Codification Book Update	0	375	2,000	(1,625)	19%
Total 5102600 · Special Expenses	635	2,249	5,675	(3,426)	40%
5103100 · General Supplies					
5103110 · Office Supplies	799	3,620	6,000	(2,380)	60%
5103140 · Uniforms	0	88	300	(212)	29%
Total 5103100 · General Supplies	799	3,708	6,300	(2,592)	59%
5103400 · Maintenance Supplies / Parts					
5103410 · Supplies - Custodial	0	354	1,916	(1,562)	18%
5103440 · Maintenance Agreement Expense	0	235	900	(665)	26%
5103460 · Miscellaneous	47	47	200	(153)	24%
Total 5103400 · Maintenance Supplies / Parts	47	636	3,016	(2,380)	21%
5104200 · Travel Expenses					
5104210 · Travel - Local	0	160	500	(340)	32%
5104220 · Professional Development	479	1,595	5,000	(3,405)	32%
5104222 · Professional Develop - Council	0	260	1,500	(1,240)	17%
5104225 · City Council Meal Expense	19	876	800	76	110%
5104230 · Professional Develop - In-House	0	0	100	(100)	0%
Total 5104200 · Travel Expenses	498	2,891	7,900	(5,009)	37%
5105200 · Data Processing Expenses					

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5105230 · Data Proc-Maintenance & Repair	409	2,746	4,500	(1,754)	61%
5105240 · Data Processing - Software	1,039	5,818	10,000	(4,182)	58%
Total 5105200 · Data Processing Expenses	1,448	8,564	14,500	(5,936)	59%
5105300 · Printing Expense					
5105310 · Copier Expense	255	1,785	4,800	(3,015)	37%
5105320 · Printing - Newsletters	0	1,072	4,800	(3,728)	22%
5105330 · Printing - Forms	0	550	2,000	(1,450)	28%
5105350 · Printing - Other	0	237	500	(263)	47%
Total 5105300 · Printing Expense	255	3,644	12,100	(8,456)	30%
5105400 · Utilities					
5105410 · Telephone	111	756	1,200	(444)	63%
5105415 · Cellular Phone	82	575	1,100	(525)	52%
5105417 · Internet	68	464	775	(311)	60%
5105450 · Electricity	290	1,772	6,500	(4,728)	27%
Total 5105400 · Utilities	551	3,567	9,575	(6,008)	37%
5105500 · Repairs & Bldg Improvements					
5105520 · Repairs - Buildings	225	1,419	7,000	(5,581)	20%
5105540 · Repairs - Machinery & Equipment	0	208	1,000	(792)	21%
5105590 · Repairs - Other	0	0	500	(500)	0%
Total 5105500 · Repairs & Bldg Improvements	225	1,627	8,500	(6,873)	19%
5105600 · Insurance					
5105610 · Insurance - Property	281	843	1,250	(407)	67%
5105620 · Insurance - Liability	346	1,038	1,385	(347)	75%
5105630 · Insurance - Fidelity Bond	0	250	500	(250)	50%
5105635 · Public Officials Surety Bonds	0	0	900	(900)	0%
Total 5105600 · Insurance	627	2,131	4,035	(1,904)	53%
5105700 · Other Expenses					

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5105705 · Postage	325	878	6,000	(5,122)	15%
5105710 · Cash - Over/Short	0	0	10	(10)	0%
5105725 · Records Management Expense	0	100	1,000	(900)	10%
5105730 · City - Memberships	0	1,340	2,100	(760)	64%
5105740 · Legal Notices/Advertisement	47	1,208	6,000	(4,792)	20%
5105752 · Employment Screening	0	77	300	(223)	26%
5105760 · Bank Service Charge	6	12	25	(13)	48%
5105764 · Filing Fees	0	275	250	25	110%
5105765 · Miscellaneous	90	321	2,000	(1,679)	16%
Total 5105700 · Other Expenses	468	4,211	17,685	(13,474)	24%
5106400 · Minor Capital Outlay					
5106440 · Machinery & Equipment	0	1,615	2,500	(885)	65%
5106465 · Furniture	660	660	1,375	(715)	48%
5106470 · Audio & Visual Equipment	0	0	2,000	(2,000)	0%
Total 5106400 · Minor Capital Outlay	660	2,275	5,875	(3,600)	39%
5107400 · Capitalized Assets					
5107420 · Buildings	15,443	15,687	0	15,687	100%
5107425 · Land	1,000	1,000	0	1,000	100%
Total 5107400 · Capitalized Assets	16,443	16,687	0	16,687	100%
5109000 · Reserves					
5109001 · Reserve for Contingency	0	0	44,644	(44,644)	0%
Total 5109000 · Reserves	0	0	44,644	(44,644)	0%
Total 10 · Administration	43,823	167,851	413,450	(245,599)	41%
20 · Police					
5201100 · Salaries & Wages					
5201120 · Police Chief	4,753	35,579	59,995	(24,416)	59%
5201143 · Command Staff	3,719	27,838	46,950	(19,112)	59%

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5201150 · Certification Pay	185	1,387	2,400	(1,013)	58%
5201180 · Merit Raises - Staff	0	0	3,208	(3,208)	0%
Total 5201100 · Salaries & Wages	8,657	64,804	112,553	(47,749)	58%
5201400 · Support Salaries					
5201405 · Support Staff	1,666	12,470	21,029	(8,559)	59%
5201410 · Patrol	18,693	136,628	236,392	(99,764)	58%
5201415 · Certification Pay	162	1,214	5,100	(3,886)	24%
5201480 · Merit Raises	0	0	7,092	(7,092)	0%
5201490 · Overtime	392	4,265	6,600	(2,335)	65%
Total 5201400 · Support Salaries	20,913	154,577	276,213	(121,636)	56%
5202100 · Employee Benefits					
5202110 · Group Insurance	4,218	28,270	54,360	(26,090)	52%
5202135 · TWRS	1,739	12,294	21,405	(9,111)	57%
5202160 · Worker's Compensation	2,139	6,139	8,550	(2,411)	72%
5202170 · Payroll Taxes	438	3,266	5,445	(2,179)	60%
5202196 · Membership Dues	0	275	315	(40)	87%
Total 5202100 · Employee Benefits	8,534	50,244	90,075	(39,831)	56%
5202300 · Contractual Services					
5202355 · Contract Labor - Individual	0	0	500	(500)	0%
5202356 · Gingerbread House	0	1,000	1,000	0	100%
5202380 · Dispatch	6,198	12,396	13,135	(739)	94%
5202385 · Jail Expense	1,000	2,000	2,000	0	100%
Total 5202300 · Contractual Services	7,198	15,396	16,635	(1,239)	93%
5202500 · Operating Services					
5202540 · Computer Maintenance	0	375	500	(125)	75%
5202560 · Internet Subscriptions	0	0	620	(620)	0%
Total 5202500 · Operating Services	0	375	1,120	(745)	33%

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5202600 · Special Expenses					
5202675 · National Night Out	0	306	500	(194)	61%
Total 5202600 · Special Expenses	0	306	500	(194)	61%
5203100 · General Supplies					
5203110 · Office Supplies	117	579	1,500	(921)	39%
5203140 · Uniforms	0	555	1,400	(845)	40%
5203170 · Evidence Gathering	93	124	300	(176)	41%
Total 5203100 · General Supplies	210	1,258	3,200	(1,942)	39%
5203400 · Maintenance Supplies & Parts					
5203410 · Supplies - Custodial	0	189	600	(411)	32%
Total 5203400 · Maintenance Supplies & Parts	0	189	600	(411)	32%
5204200 · Travel Expenses					
5204210 · Travel - Local	0	0	300	(300)	0%
5204220 · Professional Development	51	389	2,000	(1,611)	19%
5204270 · Vehicle Expenses	2,315	14,878	24,000	(9,122)	62%
Total 5204200 · Travel Expenses	2,366	15,267	26,300	(11,033)	58%
5205200 · Data Processing Expenses					
5205220 · Data Proc - Equipment Rental	0	0	400	(400)	0%
5205240 · Data Processing - Software	0	18,326	18,330	(4)	100%
Total 5205200 · Data Processing Expenses	0	18,326	18,730	(404)	98%
5205300 · Printing Expenses					
5205310 · Copier Expense	110	770	1,500	(730)	51%
5205330 · Printing - Forms	0	0	600	(600)	0%
5205350 · Printing - Other	0	87	600	(513)	15%
Total 5205300 · Printing Expenses	110	857	2,700	(1,843)	32%

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5205400 - Utilities					
5205410 - Telephone	119	815	1,300	(485)	63%
5205415 - Cellular Phone	106	742	1,550	(808)	48%
5205417 - Internet - PD	123	846	950	(104)	89%
5205420 - Wireless Cards	190	1,330	2,350	(1,020)	57%
5205450 - Electricity	306	1,865	4,000	(2,135)	47%
Total 5205400 - Utilities	844	5,598	10,150	(4,552)	55%
5205500 - Repairs & Building Improvements					
5205520 - Repairs - Building	0	0	300	(300)	0%
5205540 - Repairs- Machinery & Equipment	468	960	700	260	137%
5205550 - Repairs - Vehicles	285	2,741	7,500	(4,759)	37%
Total 5205500 - Repairs & Building Improvements	753	3,701	8,500	(4,799)	44%
5205600 - Insurance					
5205610 - Insurance - Property	400	1,200	1,600	(400)	75%
5205620 - Insurance - Liability	1,286	3,858	5,200	(1,342)	74%
5205640 - Insurance - Vehicle	555	1,665	2,600	(935)	64%
Total 5205600 - Insurance	2,241	6,723	9,400	(2,677)	72%
5205700 - Other Expenses					
5205752 - Employment Screening	0	65	600	(535)	11%
5205742 - Public Relations	0	0	100	(100)	0%
5205765 - Miscellaneous	74	419	1,800	(1,381)	23%
Total 5205700 - Other Expenses	74	484	2,500	(2,016)	19%
5206400 - Minor Capital Outlay					
5206440 - Machinery & Equipment	0	1,098	1,150	(52)	95%
5206445 - Personal Protective Equipment	0	623	2,000	(1,377)	31%
Total 5206400 - Minor Capital Outlay	0	1,721	3,150	(1,429)	55%

**City of Ovilla General Fund
Profit & Loss Budget vs. Actual
October 2012 through April 2013**

	April 2013	Oct '12 - Apr 13	Budget	\$ Over/(Under) Budget	% of Budget Thru April 59%
Total 20 - Police	51,900	339,826	582,326	(242,500)	58%
25 - Municipal Court					
5251100 - Salaries & Wages					
5251140 - Municipal Judge	440	3,080	6,000	(2,920)	51%
Total 5251100 - Salaries & Wages	440	3,080	6,000	(2,920)	51%
5251400 - Support Staff					
5251405 - Support Staff	2,214	16,574	27,975	(11,401)	59%
5251420 - Jury Fees	0	36	200	(164)	18%
5251425 - City Prosecutor	468	3,798	8,500	(4,702)	45%
5251480 - Merit Raises	0	0	850	(850)	0%
5251490 - Overtime	66	545	1,000	(455)	55%
Total 5251400 - Support Staff	2,748	20,953	38,525	(17,572)	54%
5252100 - Employee Benefits					
5252110 - Group Insurance	453	3,171	5,440	(2,269)	58%
5252135 - TMRS	130	938	1,600	(662)	59%
5252160 - Worker's Compensation	27	81	110	(29)	74%
5252170 - Payroll Taxes	32	242	425	(183)	57%
5252196 - Membership Dues	0	0	80	(80)	0%
Total 5252100 - Employee Benefits	642	4,432	7,655	(3,223)	58%
5252300 - Contractual Services					
5252375 - Traffic Fines	0	24,708	38,000	(13,292)	65%
Total 5252300 - Contractual Services	0	24,708	38,000	(13,292)	65%
5252500 - Operating Services					
5252540 - Computer Maintenance	0	0	150	(150)	0%
Total 5252500 - Operating Services	0	0	150	(150)	0%

City of Ovilla General Fund
Profit & Loss Budget vs. Actual
October 2012 through April 2013

	April 2013	Oct '12 - Apr 13	Budget	\$ Over/(Under) Budget	% of Budget Thru April 59%
5253100 · General Supplies					
5253110 · Office Supplies	0	75	75	0	100%
5253140 · Uniforms	0	28	75	(47)	37%
Total 5253100 · General Supplies	0	103	150	(47)	69%
5254200 · Travel Expenses					
5254210 · Travel - Local	0	0	25	(25)	0%
5254220 · Professional Development	0	24	100	(76)	24%
Total 5254200 · Travel Expenses	0	24	125	(101)	19%
5255200 · Data Processing Expenses					
5255240 · Data Processing - SW Maint.	0	1,687	1,735	(48)	97%
Total 5255200 · Data Processing Expenses	0	1,687	1,735	(48)	97%
5255300 · Printing Expense					
5255350 · Printing - Other	0	0	150	(150)	0%
Total 5255300 · Printing Expense	0	0	150	(150)	0%
5255600 · Insurance					
5255620 · Insurance - Liability	43	129	250	(121)	52%
5255630 · Insurance - Fidelity Bond	0	0	50	(50)	0%
Total 5255600 · Insurance	43	129	300	(171)	43%
5255700 · Other Expenses					
5255752 · Employment Screening	0	0	35	(35)	0%
5255765 · Miscellaneous	0	0	75	(75)	0%
Total 5255700 · Other Expenses	0	0	110	(110)	0%
Total 25 · Municipal Court	3,873	55,116	92,900	(37,784)	59%

30 · Fire

City of Ovilla General Fund
Profit & Loss Budget vs. Actual
October 2012 through April 2013

	April 2013	Oct '12 - Apr 13	Budget	\$ Over/(Under) Budget	% of Budget Thru April 59%
5301100 · Salaries & Wages					
5301130 · Asst. Fire Chief	3,045	22,545	39,000	(16,455)	58%
5301140 · Fire Captains	6,703	45,531	93,600	(48,069)	49%
5301180 · Merit Raises - Staff	0	0	2,000	(2,000)	0%
Total 5301100 · Salaries & Wages	9,748	68,076	134,600	(66,524)	51%
5301400 · Support Salaries					
5301440 · Firefighters	14,896	116,943	196,200	(79,257)	60%
5301480 · Merit Raises	0	0	5,800	(5,800)	0%
5301485 · Volunteer Incentive Program	1,350	8,226	13,000	(4,774)	63%
Total 5301400 · Support Salaries	16,246	125,169	215,000	(89,831)	58%
5302100 · Employee Benefits					
5302135 · TMRS	179	1,261	2,300	(1,039)	55%
5302137 · Volunteer Retirement	0	1,260	2,500	(1,240)	50%
5302160 · Worker's Compensation	2,959	12,229	12,500	(271)	98%
5302170 · Payroll Taxes	1,696	12,754	23,500	(10,746)	54%
5302196 · Membership Dues	0	1,355	2,000	(645)	68%
Total 5302100 · Employee Benefits	4,834	28,859	42,800	(13,941)	67%
5302300 · Contractual Services					
5302310 · Consultant Fees	1,500	1,500	1,600	(100)	94%
5302380 · Dispatch	6,198	12,396	12,500	(104)	99%
5302385 · Emergency Transport Service	15,343	46,029	61,400	(15,371)	75%
Total 5302300 · Contractual Services	23,041	59,925	75,500	(15,575)	79%
5302500 · Operating Services					
5302510 · Maintenance Agreements	7,748	9,342	10,505	(1,163)	89%
5302540 · Computer Maintenance	150	376	2,000	(1,624)	19%
5302570 · Warning System Maintenance	0	780	780	0	100%
5302580 · Generator Maintenance	0	0	1,380	(1,380)	0%
Total 5302500 · Operating Services	7,898	10,498	14,665	(4,167)	72%

City of Ovilla General Fund
Profit & Loss Budget vs. Actual
October 2012 through April 2013

	April 2013	Oct '12 - Apr 13	Budget	\$ Over/(Under) Budget	% of Budget Thru April 59%
5302600 - Special Expenses					
5302675 - National Night Out	0	0	500	(500)	0%
Total 5302600 - Special Expenses	0	0	500	(500)	0%
5303100 - General Supplies					
5303110 - Office Supplies	0	603	1,400	(797)	43%
5303140 - Uniforms	41	2,053	4,000	(1,947)	51%
5303160 - Medical Supplies	355	2,874	5,000	(2,126)	57%
5303165 - Medical Support	234	383	500	(117)	77%
5303170 - Evidence Gathering	0	0	50	(50)	0%
5303175 - Education Aids	0	44	50	(6)	88%
Total 5303100 - General Supplies	630	5,957	11,000	(5,043)	54%
5303400 - Maintenance Supplies & Parts					
5303410 - Supplies - Custodial	249	775	2,400	(1,625)	32%
5303420 - Building Alarm Maintenance	0	420	420	0	100%
Total 5303400 - Maintenance Supplies & Parts	249	1,195	2,820	(1,625)	42%
5304200 - Travel Expenses					
5304220 - Professional Development	178	808	1,000	(192)	81%
5304270 - Vehicle Expenses	1,011	5,313	10,000	(4,687)	53%
Total 5304200 - Travel Expenses	1,189	6,121	11,000	(4,879)	56%
5305200 - Data Processing Expenses					
5305230 - Data Proc-Maintenance & Repair	0	507	500	7	101%
5305240 - Data Processing - Software	0	2,850	2,850	0	100%
Total 5305200 - Data Processing Expenses	0	3,357	3,350	7	100%
5305300 - Printing Expense					
5305310 - Copier Expense	254	1,736	3,100	(1,364)	56%
5305330 - Printing - Forms	0	0	100	(100)	0%

City of Ovilla General Fund
Profit & Loss Budget vs. Actual
October 2012 through April 2013

	April 2013	Oct '12 - Apr 13	Budget	\$ Over/(Under) Budget	% of Budget Thru April 59%
Total 5305300 · Printing Expense	254	1,736	3,200	(1,464)	54%
5305400 · Utilities					
5305410 · Telephone	217	1,232	2,100	(868)	59%
5305415 · Cellular Phone	22	375	1,200	(825)	31%
5305417 · Internet - Fire Dept.	154	2,187	3,600	(1,413)	61%
5305430 · Natural Gas	142	1,371	1,200	171	114%
5305450 · Electricity	380	2,322	8,000	(5,678)	29%
Total 5305400 · Utilities	915	7,487	16,100	(8,613)	47%
5305500 · Repairs & Bldg Improvements					
5305520 · Repairs - Building	385	1,115	4,500	(3,385)	25%
5305540 · Repairs - Machinery & Equipment	358	13,106	19,000	(5,894)	69%
5305545 · Repairs - Apparatus	1,598	5,554	12,000	(6,446)	46%
5305550 · Repairs - Vehicles	0	226	3,500	(3,274)	6%
Total 5305500 · Repairs & Bldg Improvements	2,341	20,001	39,000	(18,999)	51%
5305600 · Insurance					
5305610 · Insurance - Property	0	0	60	(60)	0%
5305620 · Insurance - Liability	595	5,609	6,500	(891)	86%
5305640 · Insurance - Vehicle	2,442	7,326	10,000	(2,674)	73%
Total 5305600 · Insurance	3,037	12,935	16,560	(3,625)	78%
5305700 · Other Expenses					
5305705 · Postage	0	0	200	(200)	0%
5305752 · Employment Screening	0	156	700	(544)	22%
5305765 · Flags & Miscellaneous	0	0	0	0	0%
5305770 · Matching Fire Grant Expense	0	0	50	(50)	0%
Total 5305700 · Other Expenses	0	156	950	(794)	16%
5306400 · Minor Capital Outlay					
5306440 · Machinery & Equipment	60	337	10,800	(10,463)	3%

City of Ovilla General Fund
Profit & Loss Budget vs. Actual
October 2012 through April 2013

	April 2013	Oct '12 - Apr 13	Budget	\$ Over/(Under) Budget	% of Budget Thru April 59%
5306445 · Personal Protective Equipment	0	10,449	20,500	(10,051)	51%
Total 5306400 · Minor Capital Outlay	60	10,786	31,300	(20,514)	34%
Total 30 · Fire	70,442	362,258	618,345	(256,087)	59%
40 · Community Services					
5401100 · Salaries & Wages					
5401135 · ACO/Code Enforcement Officer	2,699	20,202	34,200	(13,998)	59%
5401180 · Merit Raises - Staff	0	0	1,025	(1,025)	0%
5401190 · Overtime	0	0	150	(150)	0%
Total 5401100 · Salaries & Wages	2,699	20,202	35,375	(15,173)	57%
5402100 · Employee Benefits					
5402110 · Group Insurance	350	2,450	5,440	(2,990)	45%
5402135 · TWRS	161	1,148	2,000	(852)	57%
5402160 · Worker's Compensation	55	91	275	(184)	33%
5402170 · Payroll Taxes	45	334	550	(216)	61%
5402190 · License	0	0	200	(200)	0%
Total 5402100 · Employee Benefits	611	4,023	8,465	(4,442)	48%
5402300 · Contractual Services					
5402315 · Contract Building Inspections	1,967	9,233	10,000	(767)	92%
5402325 · Fire Inspections	0	0	600	(600)	0%
5402370 · Impound Fees	0	405	2,000	(1,595)	20%
Total 5402300 · Contractual Services	1,967	9,638	12,600	(2,962)	76%
5402500 · Operating Services					
5402540 · Computer Maintenance	0	0	100	(100)	0%
Total 5402500 · Operating Services	0	0	100	(100)	0%
5402600 · Special Expenses					
5402685 · Clean up Day	0	0	100	(100)	0%

City of Ovilla General Fund
Profit & Loss Budget vs. Actual
October 2012 through April 2013

	April 2013	Oct '12 - Apr 13	Budget	\$ Over/(Under) Budget	% of Budget Thru April 59%
Total 5402600 · Special Expenses	0	0	100	(100)	0%
5403100 · General Supplies					
5403110 · Office Supplies	0	26	35	(9)	74%
5403120 · Animal Care	0	185	240	(55)	77%
5403122 · Pet Supplies	37	256	200	56	128%
5403140 · Uniforms	0	226	350	(124)	65%
Total 5403100 · General Supplies	37	693	825	(132)	84%
5403400 · Maintenance Supplies & Parts					
5403460 · Miscellaneous	0	0	100	(100)	0%
Total 5403400 · Maintenance Supplies & Parts	0	0	100	(100)	0%
5404200 · Travel Expenses					
5404210 · Travel - Local	0	0	25	(25)	0%
5404220 · Professional Development	140	153	200	(47)	77%
5404270 · Vehicle Expenses	199	996	1,800	(804)	55%
Total 5404200 · Travel Expenses	339	1,149	2,025	(876)	57%
5405200 · Data Processing Expenses					
5405230 · Data Proc-Maintenance & Repairs	0	0	100	(100)	0%
Total 5405200 · Data Processing Expenses	0	0	100	(100)	0%
5405300 · Printing Expense					
5405330 · Printing - Forms	0	0	150	(150)	0%
Total 5405300 · Printing Expense	0	0	150	(150)	0%
5405400 · Utilities					
5405415 · Cellular Phone	41	289	700	(411)	41%
Total 5405400 · Utilities	41	289	700	(411)	41%
5405600 · Insurance					

City of Ovilla General Fund
Profit & Loss Budget vs. Actual
October 2012 through April 2013

	April 2013	Oct '12 - Apr 13	Budget	\$ Over/(Under) Budget	% of Budget Thru April 59%
5405610 · Insurance - Property	2	6	8	(2)	75%
5405620 · Insurance - Liability	51	153	205	(52)	75%
5405640 · Insurance - Vehicle	131	393	525	(132)	75%
Total 5405600 · Insurance	184	552	738	(186)	75%
5405700 · Other Expenses					
5405765 · Miscellaneous	0	65	100	(35)	65%
Total 5405700 · Other Expenses	0	65	100	(35)	65%
5406400 · Minor Capital Outlay					
5406440 · Machinery & Equipment	0	0	826	(826)	0%
Total 5406400 · Minor Capital Outlay	0	0	826	(826)	0%
Total 40 · Community Services	5,878	36,611	62,204	(25,593)	59%
45 · Solid Waste					
5455400 · Utilities					
5455465 · Solidwaste Pickup (Garbage)	0	99,856	198,000	(98,144)	50%
Total 5455400 · Utilities	0	99,856	198,000	(98,144)	50%
Total 45 · Solid Waste	0	99,856	198,000	(98,144)	50%
50 · Streets					
5501400 · Support Staff					
5501415 · Maintenance Crew	1,010	10,768	22,500	(11,732)	48%
5501480 · Merit Raises	0	0	700	(700)	0%
5501490 · Overtime	0	508	1,500	(992)	34%
5501500 · Streets - On Call	0	150	750	(600)	20%
Total 5501400 · Support Staff	1,010	11,426	25,450	(14,024)	45%
5502100 · Employee Benefits					
5502110 · Group Insurance	453	2,718	5,440	(2,722)	50%

City of Ovilla General Fund
Profit & Loss Budget vs. Actual
October 2012 through April 2013

	April 2013	Oct '12 - Apr 13	Budget	\$ Over/(Under) Budget	% of Budget Thru April 59%
5502135 · TMRS	59	642	1,350	(708)	48%
5502160 · Worker's Compensation	436	1,634	1,745	(111)	94%
5502170 · Payroll Taxes	15	167	375	(208)	45%
5502190 · License	0	0	122	(122)	0%
Total 5502100 · Employee Benefits	963	5,161	9,032	(3,871)	57%
5502200 · Special Services					
5502280 · NCTCOG - SWMP Fees	0	2,425	6,250	(3,825)	39%
Total 5502200 · Special Services	0	2,425	6,250	(3,825)	39%
5502600 · Special Expenses					
5502620 · Emergency Clean Up	0	0	2,500	(2,500)	0%
Total 5502600 · Special Expenses	0	0	2,500	(2,500)	0%
5503100 · General Supplies					
5503110 · Office Supplies	0	0	100	(100)	0%
5503140 · Uniforms	0	224	400	(176)	56%
Total 5503100 · General Supplies	0	224	500	(276)	45%
5503400 · Maintenance Supplies & Parts					
5503405 · Drainage Maintenance	0	0	500	(500)	0%
5503420 · Supplies - Street Signs	0	854	2,000	(1,146)	43%
5503460 · Miscellaneous	48	150	214	(64)	70%
Total 5503400 · Maintenance Supplies & Parts	48	1,004	2,714	(1,710)	37%
5504200 · Travel Expenses					
5504220 · Professional Development	0	500	500	0	100%
5504270 · Vehicle Expenses	306	2,339	6,000	(3,661)	39%
Total 5504200 · Travel Expenses	306	2,839	6,500	(3,661)	44%
5505300 · Printing Expense					
5505350 · Printing - Other	0	0	300	(300)	0%

**City of Ovilla General Fund
Profit & Loss Budget vs. Actual
October 2012 through April 2013**

	April 2013	Oct '12 - Apr 13	Budget	\$ Over/(Under) Budget	% of Budget Thru April 59%
Total 5505300 · Printing Expense	0	0	300	(300)	0%
5505400 · Utilities					
5505450 · Electricity	3,467	21,187	45,500	(24,313)	47%
Total 5505400 · Utilities	3,467	21,187	45,500	(24,313)	47%
5505500 · Repairs & Bldg Improvements					
5405520 · Repairs - Building	0	0	1,000	(1,000)	0%
5505540 · Repairs - Machinery & Equipment	86	1,536	3,000	(1,464)	51%
5505550 · Repairs - Vehicles	0	1,022	2,500	(1,478)	41%
5505560 · Repairs -Street Maint.& Repairs	2,566	17,528	50,000	(32,472)	35%
5505565 · Repairs - Infrastruct Drainage	0	1,851	5,000	(3,149)	37%
5505590 · Repairs - Other	41	340	1,500	(1,160)	23%
Total 5505500 · Repairs & Bldg Improvements	2,693	22,277	63,000	(40,723)	35%
5505600 · Insurance					
5505610 · Insurance - Property	0	80	100	(20)	80%
5505620 · Insurance - Liability	245	735	1,000	(265)	74%
5505640 · Insurance - Vehicle	795	2,385	3,400	(1,015)	70%
Total 5505600 · Insurance	1,040	3,200	4,500	(1,300)	71%
5505700 · Other Expenses					
5505752 · Employment Screening	0	100	100	0	100%
Total 5505700 · Other Expenses	0	100	100	0	100%
5506400 · Minor Capital Outlay					
5506440 · Machinery & Equipment	0	989	8,100	(7,111)	12%
5506445 · Personal Protective Equipment	0	235	300	(65)	78%
5506490 · Other	0	332	500	(168)	66%
Total 5506400 · Minor Capital Outlay	0	1,556	8,900	(7,344)	17%
5507400 · Capitalized Assets					

City of Ovilla General Fund
Profit & Loss Budget vs. Actual
October 2012 through April 2013

	April 2013	Oct '12 - Apr 13	Budget	\$ Over/(Under) Budget	% of Budget Thru April 59%
5507440 · Machinery & Equipment	2,250	2,250	8,000	(5,750)	28%
5507460 · Infrastructure	0	0	148,000	(148,000)	0%
Total 5507400 · Capitalized Assets	2,250	2,250	156,000	(153,750)	1%
Total 50 · Streets	11,777	73,649	331,246	(257,597)	22%
60 · Parks					
5602400 · Rentals					
5602490 · Rental - Other	210	1,469	2,900	(1,431)	51%
Total 5602400 · Rentals	210	1,469	2,900	(1,431)	51%
5602600 · Special Expenses					
5602680 · Heritage Day	0	0	8,000	(8,000)	0%
Total 5602600 · Special Expenses	0	0	8,000	(8,000)	0%
5603400 · Maintenance Supplies & Parts					
5603460 · Miscellaneous	0	0	250	(250)	0%
Total 5603400 · Maintenance Supplies & Parts	0	0	250	(250)	0%
5605400 · Utilities					
5605450 · Electricity	697	3,804	9,000	(5,196)	42%
Total 5605400 · Utilities	697	3,804	9,000	(5,196)	42%
5605500 · Repairs & Bldg Improvements					
5605520 · Repairs - Building	86	322	500	(178)	64%
5605530 · REPAIRS-IMP OTHER THAN BLDGS	313	514	1,000	(486)	51%
Total 5605500 · Repairs & Bldg Improvements	399	836	1,500	(664)	56%
5605600 · Insurance					
5605610 · Insurance - Property	40	40	160	(120)	25%
5605620 · Insurance - Liability	12	36	50	(14)	72%
Total 5605600 · Insurance	52	76	210	(134)	36%

City of Ovilla General Fund
Profit & Loss Budget vs. Actual
October 2012 through April 2013

	April 2013	Oct '12 - Apr 13	Budget	\$ Over/(Under) Budget	% of Budget Thru April 59%
5605700 · Other Expenses					
5605765 · Miscellaneous	0	206	200	6	103%
Total 5605700 · Other Expenses	0	206	200	6	103%
5606400 · Minor Capital Outlay					
5606410 · Land Improvements	0	252	500	(248)	50%
5606440 · Machinery & Equipment	0	241	500	(259)	48%
Total 5606400 · Minor Capital Outlay	0	493	1,000	(507)	49%
5607400 · Capitalized Assets					
5607440 · Machinery & Equipment	0	500	3,000	(2,500)	17%
Total 5607400 · Capitalized Assets	0	500	3,000	(2,500)	17%
Total 60 · Parts	1,358	7,384	26,060	(18,676)	28%
6560 · Payroll Expenses	0	-211			
Total Expense	189,051	1,142,340	2,324,531	(1,182,191)	49%
Net Income	1,112	725,161	0	725,161	100%

Ovilla W&S Utility Fund
Profit & Loss Budget vs. Actual
October 2012 through April 2013

	April 2013	Oct '12 - Apr 13	Budget	\$ Over/(Under) Budget	% of Budget Thru April 59%
Income					
4000400 · Charges for Services					
4000460 · Water Sales	48,719	490,393	1,100,000	(609,607)	45%
4000461 · Sewer Service	12,303	84,247	150,000	(65,753)	56%
4000465 · Water & Sewer Penalties	1,212	10,437	19,000	(8,563)	55%
4000471 · Reconnect Fees	572	3,658	5,000	(1,342)	73%
4000472 · Meters	0	575	0	575	100%
4000473 · Connect Fees	75	1,025	2,000	(975)	51%
4000478 · Infrastructure Improvement Fee	5,025	33,179	55,000	(21,821)	60%
4000480 · Solid Waste Fees (Garbage)	-11	-11			
Total 4000400 · Charges for Services	67,895	623,503	1,331,000	(707,497)	47%
4000800 · Other Revenue					
4000840 · Interest Earned	210	1,580	2,500	(920)	63%
4000890 · Misc Other Revenue	0	2,500	5,000	(2,500)	50%
Total 4000800 · Other Revenue	210	4,080	7,500	(3,420)	54%
Total Income	68,105	627,583	1,338,500	(710,917)	47%
Gross Profit	68,105	627,583	1,338,500	(710,917)	47%
Expense					
70 · Administration					
5701100 · Salaries & Wages					
5701110 · City Administrator	0	4,889	21,220	(16,331)	23%
5701115 · City Secretary	0	5,945	12,225	(6,280)	49%
5701117 · Finance Accountant	0	6,687	12,500	(5,813)	53%
5701120 · Part Time Admin. Support	0	1,112	2,550	(1,438)	44%
5701130 · Public Works Director	3,649	27,315	46,150	(18,835)	59%
5701180 · Merit Raises, Staff	0	0	2,100	(2,100)	0%
Total 5701100 · Salaries & Wages	3,649	45,948	96,745	(50,797)	47%

Ovilla W&S Utility Fund
Profit & Loss Budget vs. Actual
October 2012 through April 2013

	April 2013	Oct '12 - Apr 13	Budget	\$ Over/(Under) Budget	% of Budget Thru April 59%
5702100 · Employee Benefits					
5702110 · Group Insurance	453	3,171	5,440	(2,269)	58%
5702135 · TIMRS	217	1,546	2,700	(1,154)	57%
5702160 · Worker's Compensation	0	0			
5702170 · Payroll Taxes	53	400	800	(400)	50%
Total 5702100 · Employee Benefits	723	5,117	8,940	(3,823)	57%
5702200 · Special Services					
5702230 · Legal Fees	0	0	1,382	(1,382)	0%
5702240 · Audit	0	5,565	5,600	(35)	99%
5702250 · Accounting	0	0	1,500	(1,500)	0%
Total 5702200 · Special Services	0	5,565	8,482	(2,917)	66%
5702300 · Contractual Services /Personnel					
5702310 · Consultant Fees	0	0	5,000	(5,000)	0%
Total 5702300 · Contractual Services /Personnel	0	0	5,000	(5,000)	0%
5703100 · General Supplies					
5703110 · Office Supplies	0	157	800	(643)	20%
Total 5703100 · General Supplies	0	157	800	(643)	20%
5703400 · Maintenance Supplies / Parts					
5703410 · Supplies - Custodial	0	0	200	(200)	0%
Total 5703400 · Maintenance Supplies / Parts	0	0	200	(200)	0%
5704200 · Travel Expenses					
5704210 · Travel - Local	0	0	200	(200)	0%
5704220 · Professional Development	0	0	750	(750)	0%
Total 5704200 · Travel Expenses	0	0	950	(950)	0%

Ovilla W&S Utility Fund
Profit & Loss Budget vs. Actual
October 2012 through April 2013

	April 2013	Oct '12 - Apr 13	Budget	\$ Over/(Under) Budget	% of Budget Thru April 59%
5705200 · Data Processing Expenses					
5705240 · Data Processing - Software	0	0	1,000	(1,000)	0%
Total 5705200 · Data Processing Expenses	0	0	1,000	(1,000)	0%
5705300 · Printing Expense					
5705350 · Printing - Other	0	0	250	(250)	0%
Total 5705300 · Printing Expense	0	0	250	(250)	0%
5705400 · Utilities					
5705410 · Telephone	111	756	1,300	(544)	58%
5705415 · Cellular Phone	37	259	1,100	(841)	24%
5705417 · Internet	68	464	800	(336)	58%
Total 5705400 · Utilities	216	1,479	3,200	(1,721)	46%
5705700 · Other Expenses					
5705705 · Postage	300	4,653	6,000	(1,347)	78%
5705740 · Advertising	0	0	500	(500)	0%
5705760 · Bank Service Charge	6	78	250	(172)	31%
5705765 · Miscellaneous	0	0	100	(100)	0%
5705775 · Credit Card Transaction Fee	202	1,605	3,400	(1,795)	47%
Total 5705700 · Other Expenses	508	6,336	10,250	(3,914)	62%
5706400 · Minor Capital Outlay					
5706440 · Machinery & Equipment	0	0	500	(500)	0%
Total 5706400 · Minor Capital Outlay	0	0	500	(500)	0%
5709000 · Reserve					
5708215 · Transfer Out - General Fund	0	58,150	116,301	(58,151)	50%
5709002 · Capital Improv. Water Reserve	0	0	84,000	(84,000)	0%
5709003 · Capital Improv. Sewer Reserve	0	0	18,659	(18,659)	0%

Ovilla W&S Utility Fund
Profit & Loss Budget vs. Actual
October 2012 through April 2013

	April 2013	Oct '12 - Apr 13	Budget	\$ Over/(Under) Budget	% of Budget Thru April 59%
5709010 · Administrative Reserves	0	0	750	(750)	0%
Total 5709000 · Reserve	0	58,150	219,710	(161,560)	26%
Total 70 · Administration	5,096	122,752	356,027	(233,275)	34%
75 · Water					
5751100 · Salaries & Wages					
5751133 · Superintendent	3,356	25,123	44,000	(18,877)	57%
5751180 · Merit Raises - Staff	0	0	1,350	(1,350)	0%
Total 5751100 · Salaries & Wages	3,356	25,123	45,350	(20,227)	55%
5751400 · Support Salaries					
5751405 · Support Staff	2,802	15,947	27,000	(11,053)	59%
5751415 · Maintenance Crew	3,862	28,910	49,000	(20,090)	59%
5751430 · Seasonal Crew	0	0	2,000	(2,000)	0%
5751450 · Certification Pay	69	484	1,200	(716)	40%
5751480 · Merit Raises	0	0	2,250	(2,250)	0%
5751490 · Overtime	159	1,040	4,000	(2,960)	26%
5751500 · Water - On Call	50	350	1,000	(650)	35%
Total 5751400 · Support Salaries	6,942	46,731	86,450	(39,719)	54%
5752100 · Employee Benefits					
5752110 · Group Insurance	1,503	10,521	22,000	(11,479)	48%
5752135 · TMRS	608	4,317	7,000	(2,683)	62%
5752160 · Worker's Compensation	696	1,588	2,800	(1,212)	57%
5752170 · Payroll Taxes	163	1,217	2,000	(783)	61%
5752190 · Licenses	0	0	222	(222)	0%
Total 5752100 · Employee Benefits	2,970	17,643	34,022	(16,379)	52%
5752300 · Contractual Services/Personnel					
5752350 · Contract Labor - Company	0	0	1,500	(1,500)	0%

Ovilla W&S Utility Fund
Profit & Loss Budget vs. Actual
October 2012 through April 2013

	April 2013	Oct '12 - Apr 13	Budget	\$ Over/(Under) Budget	% of Budget Thru April 59%
5752380 · Dispatch	4,355	8,710	9,230	(520)	94%
Total 5752300 · Contractual Services/Personnel	4,355	8,710	10,730	(2,020)	81%
5752400 · Rentals					
5752420 · Rental - Machinery & Equipment	0	99	500	(401)	20%
5752490 · Rental - Other	0	0	200	(200)	0%
Total 5752400 · Rentals	0	99	700	(601)	14%
5752500 · Operating Services					
5752580 · Water Testing	0	1,946	4,000	(2,054)	49%
5752590 · TCEQ Fees	0	2,690	3,000	(310)	90%
Total 5752500 · Operating Services	0	4,636	7,000	(2,364)	66%
5753100 · General Supplies					
5753140 · Uniforms	0	1,440	1,500	(60)	96%
Total 5753100 · General Supplies	0	1,440	1,500	(60)	96%
5753400 · Maintenance Supplies & Parts					
5753460 · Miscellaneous	0	276	250	26	110%
Total 5753400 · Maintenance Supplies & Parts	0	276	250	26	110%
5754200 · Travel Expenses					
5754220 · Professional Development	0	735	1,000	(265)	74%
5754270 · Vehicle Expenses	998	4,028	9,000	(4,972)	45%
Total 5754200 · Travel Expenses	998	4,763	10,000	(5,237)	48%
5755200 · Data Processing Expenses					
5755230 · Data Proc-Maintenance & Repairs	238	4,043	4,500	(457)	90%
5755240 · Data Processing - Software	0	0	500	(500)	0%
5755250 · Data Proc - Computer Repair	0	0	500	(500)	0%
Total 5755200 · Data Processing Expenses	238	4,043	5,500	(1,457)	74%

Ovilla W&S Utility Fund
Profit & Loss Budget vs. Actual
October 2012 through April 2013

	April 2013	Oct '12 - Apr 13	Budget	\$ Over/(Under) Budget	% of Budget Thru April 59%
5755300 · Printing Expenses					
5755310 · Copier Expense	0	1,314	2,700	(1,386)	49%
5755350 · Printing - Other	0	0	1,500	(1,500)	0%
Total 5755300 · Printing Expenses	0	1,314	4,200	(2,886)	31%
5755400 · Utilities					
5755415 · Cellular Phone	113	802	900	(98)	89%
5755450 · Electricity	1,758	10,834	28,370	(17,536)	38%
5755460 · Water, wholesale	18,195	123,978	375,000	(251,022)	33%
Total 5755400 · Utilities	20,066	135,614	404,270	(268,656)	34%
5755500 · Repairs & Building Improvements					
5755540 · Repairs- Machinery & Equipment	0	716	8,000	(7,284)	9%
5755550 · Repairs - Vehicles	0	1,034	2,000	(966)	52%
5755570 · Inventory Expense	203	10,571	18,705	(8,134)	57%
5755590 · Repairs - Other	0	1,136	4,601	(3,465)	25%
Total 5755500 · Repairs & Building Improvements	203	13,457	33,306	(19,849)	40%
5755600 · Insurance					
5755610 · Insurance - Property	648	1,944	2,600	(656)	75%
5755620 · Insurance - Liability	432	1,296	1,750	(454)	74%
5755640 · Insurance - Vehicle	459	1,377	2,000	(623)	69%
Total 5755600 · Insurance	1,539	4,617	6,350	(1,733)	73%
5755700 · Other Expenses					
5755752 · Employment Screening	0	0	300	(300)	0%
Total 5755700 · Other Expenses	0	0	300	(300)	0%
5756400 · Minor Capital Outlay					
5756440 · Machinery & Equipment	0	270	1,000	(730)	27%

Ovilla W&S Utility Fund
Profit & Loss Budget vs. Actual
October 2012 through April 2013

	April 2013	Oct '12 - Apr 13	Budget	\$ Over/(Under) Budget	% of Budget Thru April 59%
5756490 · Other	420	691	500	191	138%
Total 5756400 · Minor Capital Outlay	420	961	1,500	(539)	64%
5757400 · Capitalized Assets	0	0	6,000	(6,000)	0%
5757470 · Infrastructure - Water	0	0	6,000	(6,000)	0%
Total 5757400 · Capitalized Assets	0	0	6,000	(6,000)	0%
5757900 · Long-Term Debt	0	81,306	162,610	(81,304)	50%
5758225 · Transfer out to Debt Fund	0	81,306	162,610	(81,304)	50%
Total 5757900 · Long-Term Debt	0	81,306	162,610	(81,304)	50%
Total 75 · Water	41,087	350,733	820,038	(469,305)	43%
80 · Sewer	0	5,079	8,800	(3,721)	58%
5801400 · Support Salaries	4,072	30,342	52,000	(21,658)	58%
5801405 · Support Staff	0	92	1,200	(1,108)	8%
5801415 · Maintenance Crew	0	0	2,000	(2,000)	0%
5801450 · Certification Pay	160	1,592	1,800	(208)	88%
5801480 · Merit Raises	100	650	850	(200)	76%
5801490 · Overtime	4,332	37,755	66,650	(28,895)	57%
5801500 · Sewer - On Call					
Total 5801400 · Support Salaries					
5802100 · Employee Benefits	905	6,335	10,900	(4,565)	58%
5802110 · Group Insurance	251	1,800	3,500	(1,700)	51%
5802135 · TMRS	669	1,698	2,700	(1,002)	63%
5802160 · Worker's Compensation-Sewer	61	465	875	(410)	53%
5802170 · Payroll Taxes	0	0	222	(222)	0%
5802190 · Licenses					
Total 5802100 · Employee Benefits	1,886	10,298	18,197	(7,899)	57%

Ovilla W&S Utility Fund
Profit & Loss Budget vs. Actual
October 2012 through April 2013

	April 2013	Oct '12 - Apr 13	Budget	\$ Over/(Under) Budget	% of Budget Thru April 59%
5802300 - Contractual Services/Personnel					
5802350 - Contract Labor - Company	0	6,729	7,400	(671)	91%
Total 5802300 - Contractual Services/Personnel	0	6,729	7,400	(671)	91%
5802500 - Operating Services					
5802515 - Sardis Collection Expense	145	1,118	2,400	(1,282)	47%
5802590 - TCEQ Fees - Sewer	0	0	60	(60)	0%
Total 5802500 - Operating Services	145	1,118	2,460	(1,342)	45%
5803100 - General Supplies					
5803140 - Uniforms	0	835	1,000	(165)	84%
Total 5803100 - General Supplies	0	835	1,000	(165)	84%
5803400 - Maintenance Supplies & Parts					
5803460 - Miscellaneous	0	0	343	(343)	0%
Total 5803400 - Maintenance Supplies & Parts	0	0	343	(343)	0%
5804200 - Travel Expenses					
5804220 - Professional Development	175	355	500	(145)	71%
5804270 - Vehicle Expense	64	832	1,600	(768)	52%
Total 5804200 - Travel Expenses	239	1,187	2,100	(913)	57%
5805400 - Utilities					
5805450 - Electricity	157	1,258	3,300	(2,042)	38%
5805463 - TRA Wastewater Treatment	3,374	22,506	41,000	(18,494)	55%
Total 5805400 - Utilities	3,531	23,764	44,300	(20,536)	54%
5805500 - Repairs & Bldg Improvements					
5805510 - Repairs - Land Improvements	0	0	300	(300)	0%
5805540 - Repairs - Machinery & Equipment	260	4,991	6,000	(1,009)	83%

Ovilla W&S Utility Fund
Profit & Loss Budget vs. Actual
October 2012 through April 2013

	April 2013	Oct '12 - Apr 13	Budget	\$ Over/(Under) Budget	% of Budget Thru April 59%
5805570 · Inventory Expense	0	2,660	750	1,910	355%
5805590 · Repairs - Other	0	321	5,000	(4,679)	6%
Total 5805500 · Repairs & Bldg Improvements	260	7,972	12,050	(4,078)	66%
5805600 · Insurance					
5805610 · Insurance - Property	14	42	100	(58)	42%
5805620 · Insurance - Liability	84	252	335	(83)	75%
5805640 · Insurance - Vehicle	10	30	50	(20)	60%
Total 5805600 · Insurance	108	324	485	(161)	67%
5805700 · Other Expenses					
5805752 · Employment Screening	0	0	200	(200)	0%
Total 5805700 · Other Expenses	0	0	200	(200)	0%
5807400 · Capitalized Assets					
5807440 · Machinery & Equipment	0	6,349	7,250	(901)	88%
Total 5807400 · Capitalized Assets	0	6,349	7,250	(901)	88%
Total 80 · Sewer	10,501	96,331	162,435	(66,104)	59%
Total Expense	56,684	569,816	1,338,500	(768,684)	43%
Net Income	11,421	57,767	0	57,767	100%

Ovilla Debt Service
Profit & Loss Budget vs. Actual
October 2012 through April 2013

	April 2013	Oct '12 - Apr 13	Budget	\$ Over/(Under) Budget	Budget Thru April 59%
Income					
4000100 · Taxes					
4000107 · Ad Valorem, Current I & S	3,422	412,904	425,942	(13,038)	97%
4000111 · Ad Valorem, Delinquent I & S	778	1,744	7,000	(5,256)	25%
4000114 · Interest/Penalties - I & S	550	1,475	4,000	(2,525)	37%
Total 4000100 · Taxes	4,750	416,123	436,942	(20,819)	95%
4000800 · Other Revenue					
4000840 · Interest Earned	87	410	1,000	(590)	41%
4000900 · Reduction of Reserve Fund Bal.	0	0	36,873	(36,873)	0%
4000930 · Transfer In - Water & Sewer	0	81,306	162,610	(81,304)	50%
Total 4000800 · Other Revenue	87	81,716	200,483	(118,767)	41%
Total Income	4,837	497,839	637,425	(139,586)	78%
Expense					
5157900 · Long-Term Debt					
5157930 · Paying Agent Fees	0	0	500	(500)	0%
5157935 · 2011 Bond Issue Principle	0	0	400,000	(400,000)	0%
5157940 · 2011 Bond Issue Interest	0	112,713	225,425	(112,712)	50%
Total 5157900 · Long-Term Debt	0	112,713	625,925	(513,212)	18%
5159000 · Reserves					
5159015 · Debt Reserves	0	0	11,500	(11,500)	0%
Total 5159000 · Reserves	0	0	11,500	(11,500)	0%
Total Expense	0	112,713	637,425	(524,712)	18%
Net Income	4,837	385,126	0	385,126	100%

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 Accrual Basis

City of Ovilla Capital Projects Fund
Profit & Loss Budget vs. Actual
 October 2012 through April 2013

	April 2013	Oct '12 - Apr 13	Budget	\$ Over/(Under) Budget	% of Budget Thru April 59%
Income					
4000800 · Other Revenue					
4000845 · Interest Earned - Texstar	0	0	2	(2)	0%
4000850 · Interest Earned - Prosperity	21	150	250	(100)	60%
Total 4000800 · Other Revenue	21	150	252	(102)	60%
Total Income	21	150	252	(102)	60%
Expense					
5879000 · Reserves					
5879010 · Admin Reserves	0	0	252	(252)	0%
Total 5879000 · Reserves	0	0	252	(252)	0%
Total Expense	0	0	252	(252)	0%
Net Income	21	150	0	150	100%

City of Ovilla - Park Impact Fund
Profit & Loss Budget vs. Actual
October 2012 through April 2013

	April 2013	Oct '12 - Apr 13	Budget	\$ Over/(Under) Budget	% of Budget Thru April 59%
Income					
4000400 · Charges for Services	0	1,674	1,300	374	129%
4000460 · Park Impact	0	1,674	1,300	374	129%
Total 4000400 · Charges for Services					
4000800 · Other Revenue	3	18	15	3	120%
4000840 · Interest Earned	0	0	2,185	(2,185)	0%
4000900 · Reduction of Fund Balance	3	18	2,200	(2,182)	1%
Total 4000800 · Other Revenue					
Total Income	3	1,692	3,500	(1,808)	48%
Expense					
5606400 · Minor Capital Outlay	0	0	500	(500)	0%
5606410 · Land Improvements	0	0	0	0	0%
5606440 · Machinery and Equipment	0	0	500	(500)	0%
Total 5606400 · Minor Capital Outlay					
5607400 · Capitalized Assets	0	3,000	3,000	0	100%
5607440 · Capital Machinery & Equipment	0	3,000	3,000	0	100%
Total 5607400 · Capitalized Assets					
Total Expense	0	3,000	3,500	(500)	86%
Net Income	3	-1,308	0	(1,308)	100%

Ovilla W&S Impact Fee Fund
Profit & Loss Budget vs. Actual
October 1, 2012 through April, 2013

	April 2013	Oct '12 - Apr 13	Budget	\$ Over/(Under) Budget	% of Budget Thru April 59%
Income					
4000400 · Charges for Services					
4000476 · Water Impact Fee	0	1,879	1,105	774	170%
4000477 · Sewer Impact Fee	0	87	0	87	100%
4000400 · Charges for Services - Other	0	0	0	0	0%
Total 4000400 · Charges for Services	0	1,966	1,105	861	178%
4000800 · Other Revenue					
4000840 · Interest Earned	0	101	150	(49)	67%
4000845 · Interest Earned - Sewer	0	0	0	0	0%
4000880 · Transfer In - Water Impact	0	0	0	0	0%
4000885 · Transfer In - Sewer Impact	0	0	0	0	0%
4000890 · Miscellaneous Other Revenue	0	0	0	0	0%
4000990 · Reduction in Fund Balance	0	0	15,700	(15,700)	0%
4000800 · Other Revenue - Other	0	0	0	0	0%
Total 4000800 · Other Revenue	0	101	15,850	(15,749)	1%
Total Income	0	2,067	16,955	(14,888)	12%
Expense					
5102300 · Contractual Services					
5102310 · Consultant Fees	6,328	12,739	15,700	(2,961)	81%
5102300 · Contractual Services - Other	0	0	0	0	0%
Total 5102300 · Contractual Services	6,328	12,739	15,700	(2,961)	81%
5755500 · Repairs					
5755560 · Repairs- Water Lines	0	0	0	0	0%
5755500 · Repairs - Other	0	0	0	0	0%
Total 5755500 · Repairs	0	0	0	0	0%

Ovilla W&S Impact Fee Fund
Profit & Loss Budget vs. Actual
October 1, 2012 through April, 2013

	April 2013	Oct '12 - Apr 13	Budget	\$ Over/(Under) Budget	% of Budget Thru April 59%
5851100 · Salaries	0	0	0	0	0%
5857400 · Capitalized Assets					
5857430 · Improv other than Buildings	0	0	0	0	0%
5857470 · Water Lines	0	0	0	0	0%
5857480 · Sewer Lines	0	0	0	0	0%
5857400 · Capitalized Assets - Other	0	0	0	0	0%
Total 5857400 · Capitalized Assets	0	0	0	0	0%
5859000 · Reserves					
5859020 · Water Impact Fees Reserve	0	0	1,205	(1,205)	0%
5859030 · Sewer Impact Fees Reserve	0	0	50	(50)	0%
5859000 · Reserves - Other	0	0	0	0	0%
Total 5859000 · Reserves	0	0	1,255	(1,255)	0%
Total Expense	6,328	12,739	16,955	(4,216)	75%
Net Income	(6,328)	(10,672)	0	(10,672)	100%

Ovilla 4B Economic Development Corporation
Profit & Loss Budget vs. Actual
October 2012 through April 2013

	April 2013	Oct '12 - Apr 13	Budget	\$ Over/(Under) Budget	% of Budget Thru April 59%
Income					
4000100 · Taxes					
4000120 · Sales tax	5,155	48,559	75,000	(26,441)	65%
Total 4000100 · Taxes	5,155	48,559	75,000	(26,441)	65%
4000800 · Other Revenue					
4000840 · Interest Income	73	479	650	(171)	74%
Total 4000800 · Other Revenue	73	479	650	(171)	74%
Total Income	5,228	49,038	75,650	(26,612)	65%
Expense					
8102200 · Special Services					
8102220 · Website Support & Maintenance	0	0	1,000	(1,000)	0%
8102230 · Legal Fees	0	0	500	(500)	0%
8102240 · Audit	0	1,590	1,590	0	100%
Total 8102200 · Special Services	0	1,590	3,090	(1,500)	51%
8102300 · Consultant Services					
8102310 · Consultant Fees	0	0	2,500	(2,500)	0%
8102350 · Contract Labor	0	0	45,000	(45,000)	0%
Total 8102300 · Consultant Services	0	0	47,500	(47,500)	0%
8103100 · General Supplies					
8103110 · Office Supplies	0	0	100	(100)	0%
Total 8103100 · General Supplies	0	0	100	(100)	0%

Ovilla 4B Economic Development Corporation
Profit & Loss Budget vs. Actual
October 2012 through April 2013

	April 2013	Oct '12 - Apr 13	Budget	\$ Over/(Under) Budget	% of Budget Thru April 59%
8104200 - Travel Expense					
8104210 - Travel Expense	0	10	1,500	(1,490)	1%
8104220 - Professional Development	0	270	1,500	(1,230)	18%
Total 8104200 - Travel Expense	0	280	3,000	(2,720)	9%
8105600 - Insurance					
8105620 - Insurance - Liability	72	216	285	(69)	76%
Total 8105600 - Insurance	72	216	285	(69)	76%
8105700 - Other Expenses					
8105705 - Postage	0	0	90	(90)	0%
8105730 - Memberships	0	1,100	2,000	(900)	55%
8105765 - Miscellaneous	0	0	1,000	(1,000)	0%
Total 8105700 - Other Expenses	0	1,100	3,090	(1,990)	36%
8109000 - Reserves					
8109015 - Administrative Reserves	0	0	16,085	(16,085)	0%
8109215 - Transfer Out - General Fund	0	0	2,500	(2,500)	0%
Total 8109000 - Reserves	0	0	18,585	(18,585)	0%
Total Expense	72	3,186	75,650	(72,464)	4%
Net Income	5,156	45,852	0	45,852	100%

Ovilla Municipal Development District
Profit & Loss Budget vs. Actual
October 2012 through April 2013

	April 2013	Oct '12 - Apr 13	Budget	\$ Over/(Under) Budget	% of Budget Thru April 59%
Income					
4000100 · Taxes					
4000120 · Sales tax	1,710	14,122	20,000	(5,878)	71%
Total 4000100 · Taxes	1,710	14,122	20,000	(5,878)	71%
4000800 · Other Revenue					
4000840 · Interest Income	14	62	20	42	310%
Total 4000800 · Other Revenue	14	62	20	42	310%
Total Income	1,724	14,184	20,020	(5,836)	71%
Expense					
9102200 · Special Services					
9102230 · Legal Fees	0	0	250	(250)	0%
9102240 · Audit	0	1,590	1,600	(10)	99%
9102250 · Accounting	0	0	250	(250)	0%
Total 9102200 · Special Services	0	1,590	2,100	(510)	76%
9102300 · Consultant Services					
9102310 · Consultant Fees	0	0	500	(500)	0%
Total 9102300 · Consultant Services	0	0	500	(500)	0%
9103100 · General Supplies					
9103110 · Office Supplies	0	0	100	(100)	0%
Total 9103100 · General Supplies	0	0	100	(100)	0%
9104200 · Travel Expense					
9104220 · Professional Development	0	0	250	(250)	0%
Total 9104200 · Travel Expense	0	0	250	(250)	0%

Ovilla Municipal Development District
Profit & Loss Budget vs. Actual
October 2012 through April 2013

	April 2013	Oct '12 - Apr 13	Budget	\$ Over/(Under) Budget	% of Budget Thru April 59%
9105600 - Insurance					
9105620 - Insurance - Liability	72	216	200	16	108%
Total 9105600 - Insurance	72	216	200	16	108%
9105700 - Other Expenses					
9105705 - Postage	0	0	25	(25)	0%
Total 9105700 - Other Expenses	0	0	25	(25)	0%
9109000 - Reserves					
9109015 - Administrative Reserves	0	0	16,345	(16,345)	0%
9109215 - Transfer Out - General Fund	0	0	500	(500)	0%
Total 9109000 - Reserves	0	0	16,845	(16,845)	0%
Total Expense	72	1,806	20,020	(18,214)	9%
Net Income	1,652	12,378	0	12,378	100%

Ovilla Fire Department Auxiliary
Profit & Loss Budget vs. Actual
October 2012 through April 2013

	April 2013	Oct '12 - Apr 13	Budget	\$ Over/(Under) Budget	% of Budget Thru April 59%
Income					
4000800 · Other Revenue					
4000815 · Gifts	0	1,240	1,500	(260)	83%
4000830 · Vending Machines	0	57	1,000	(943)	6%
4000880 · Reduction in Fund Balance	0	0	5,750	(5,750)	0%
Total 4000800 · Other Revenue	0	1,297	8,250	(6,953)	16%
Total Income	0	1,297	8,250	(6,953)	16%
Expense					
5332100 · Employee Benefits					
5332196 · Membership Dues	0	0	100	(100)	0%
Total 5332100 · Employee Benefits	0	0	100	(100)	0%
5333400 · Maintenance Supplies and Parts					
5333460 · Supplies - Miscellaneous	0	488	3,000	(2,512)	16%
Total 5333400 · Maintenance Supplies and Parts	0	488	3,000	(2,512)	16%
5334200 · Travel Expenses					
5334220 · Professional Development	0	0	150	(150)	0%
Total 5334200 · Travel Expenses	0	0	150	(150)	0%
5335700 · Other Expense					
5335735 · Official Functions	0	416	3,000	(2,584)	14%
5335765 · Miscellaneous	0	714	2,000	(1,286)	36%
Total 5335700 · Other Expense	0	1,130	5,000	(3,870)	23%
Total Expense	0	1,618	8,250	(6,632)	20%
Net Income	0	-321	0	(321)	100%

**Ovilla Police Department Special Fund
Profit & Loss Budget vs. Actual
October 2012 through April 2013**

	April 2013	Oct '12 - Apr 13	Budget	\$ Over/(Under) Budget	% of Budget Thru April 59%
Income					
4000800 · Other Revenue	0	14,001	8,000	6,001	175%
4000815 · Gifts	0	14,001	8,000	6,001	175%
Total 4000800 · Other Revenue					
Total Income	0	14,001	8,000	6,001	175%
Expense					
5232600 · Special Expenses					
5232690 · Special Expenses - Other	0	568	2,265	(1,697)	25%
Total 5232600 · Special Expenses	0	568	2,265	(1,697)	25%
5235500 · Repairs and Bldg Improvements					
5235540 · Repairs - Machinery & Equipment	0	0	100	(100)	0%
Total 5235500 · Repairs and Bldg Improvements	0	0	100	(100)	0%
5235700 · Other Expense					
5235735 · Official Functions	0	0	500	(500)	0%
Total 5235700 · Other Expense	0	0	500	(500)	0%
5236400 · Minor Capital Outlay					
5236440 · Machinery and Equipment	312	2,376	1,800	576	132%
Total 5236400 · Minor Capital Outlay	312	2,376	1,800	576	132%
5239000 · Reserves					
5239010 · Administrative Reserves	0	0	3,335	(3,335)	0%
Total 5239000 · Reserves	0	0	3,335	(3,335)	0%
Total Expense	312	2,944	8,000	(5,056)	37%
Net Income	-312	11,057	0	11,057	100%

CITY OF OVILLA MINUTES

Monday, May 13, 2013

Regular City Council Meeting

105 S. Cockrell Hill Road, Ovilla, TX 75154

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. Various department-heads and staff were also present.

PL3 Griffin gave the Invocation

APL4 Hunt led the recitation of the Pledge of Allegiance

COMMENTS, PRESENTATIONS, REPORTS AND/OR APPOINTMENTS

Mayor Leverentz gave thanks to Presiding Election Judge Charlie Morton for his handling of Ovilla's May 11, 2013 General Election. Additionally, Mayor Leverentz shared his sincere appreciation to the Council and residents for supporting him as an Ovilla governing body representative the past 5-years.

◆ Citizens Comments / Citizens Forum:

1. Presiding Judge Charlie Morton reported on an extremely low voter turnout and gave the unofficial results of the Saturday, May 11 General Election:

Mayor Elect	Richard Dormier
Place 2 Council Member (Incumbent)	Larry Stevenson
Place 4 Council Member (Incumbent)	Doug Hunt
2. Ms Jimmie Wade – referenced face book comments by PL4 Hunt that were offensive to her.
3. Mr. Lance Rust asked to hold his comments (if any) for Item #4.

◆ Department Activity Reports / Discussion

- Police Department Police Chief M. Moon
 - Briefed Council on the Police Department monthly report
 - Police Officer Memorial Day is May 15
 - Working on a new EOC plan with Assistant Fire Chief P. Brancato
- Fire Department Assistant Fire Chief P. Brancato
 - Briefed Council on the Fire Department monthly report
- Public Works Director B. Piland
 - Briefed Council on the Public Works Department monthly Report
 - Planning & Zoning had approved the preliminary plat of Bryson Manor Development
 - Cockrell Hill Road construction was still in the planning stages
 - Annual Ovilla Clean-Up Day was successful
- Finance Department City Accountant S. Jungman
 - Briefed Council on the monthly Municipal Court report to include a report of 329 active warrants totaling \$86,883
 - The City Secretary reported on Omni an FTA (Failure to Appear) Program set up through the Department of Public Safety to assist cities and counties in the collection of fines by restricting

the renewal of a violator's TX Driver license. Council asked staff to return with this Omni Base/FTA Program as an agenda item for discussion/action.

- Administration Interim City Administrator J. Lee
 - Ms Lee gave her Bi-weekly activity report
 - Attended a TX Department of Transportation Public Hearing regarding Loop 9
 - Staff is preparing an Appreciation Reception for Mayor Leverentz
- Code Enforcement Code Enforcement Officer M. Dooly
 - Mr. Dooly gave Council updates on the following, advising that all issues were in the review stage with the Planning and Zoning Commission:
 - Residential off-street parking
 - Fences/maintenance of fences
 - Hay baling
 - High grass and weeds
 - National Day of Prayer was held on May 9 at Heritage Park
 - O'Dell Ball Field Dedication will be scheduled soon

CONSENT ITEMS

- Minutes of the April 08, 2013 Regular Council Meeting
- Minutes of the April 22, 2013 Regular Council Meeting
- Financial Transactions
- Ordinances 2013-008 through 2013-014 approved during the April 08, 2013 Council meeting regarding zoning changes on Bear Creek Road.

PL4 Hunt made the motion that Council approves the consent item as presented, seconded by PLI Hall. 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 announced that Council would convene into EXECUTIVE SESSION at 7:38 p.m. for the following matters:

Closed Meeting called pursuant to Texas Government Code § 551.074 - Personnel Matters.

- ITEM 6. DISCUSSION/ACTION** – Deliberate the appointment employment, and/or duties of the interim City Administrator and/or permanent City Administrator/City Secretary.

Closed Meeting called pursuant to Texas Government Code § 551.072 – Real Property.

- ITEM 7. DISCUSSION/ACTION** – Discuss and review options for land purchase at 713 W. Main (address correction noted 0 W. Main and 701 W. Main)

COUNCIL RECONVENED INTO OPEN SESSION AT 9:13 p.m.

Mayor Leverentz announced that no action was taken in Executive Session and recommenced with the regular agenda.

REGULAR AGENDA

- ITEM 1. DISCUSSION/ACTION** – Consider Meritorious Exception to First Graphic Services to allow an 8 x 8 entrance sign (no electrical) to the Ovilla Parc Subdivision at Claremont & Shiloh Road.

Chapter 3, Section 3.06.012 of the Ovilla Code of Ordinances allows for the granting of exceptions for signage base on Council decision and with the ability to pose conditions with the exception. Council deliberated the proposed sign and proposed location.

Mayor ProTem Dormier made the motion that Council approves a meritorious exception to First Graphic Services to allow an 8 x 8 entrance sign to the Ovilla Parc Subdivision at Claremont & Shiloh for a period of two years; seconded by PLI Hall. *Mayor Leverentz conducted 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 2. DISCUSSION/ACTION – Consider proposed Ordinance 2013-007, Amending the Code of Ordinances, Chapter 3, Building Regulations, Article 3.04.001 Flood Damage Prevention Regulations.

FEMA completed the floodway maps and required all cities to adopt the new maps along with their language of the new rules that pertain the 100-year floodplain, flood insurance requirements and future developments. Officials at the federal level approved the proposed ordinance. Because this ordinance repealed Ovilla's current ordinance in its entirety and FEMA's ordinance was not effective until June 3, 2013, it was necessary to enact the date of this ordinance on June 3. (Council reminded staff to include the FEMA map with the presented ordinance in the official city files.)

PL3 Griffin made the motion that Council approves the proposed Ordinance 2013-007 as presented to be effective on June 3, 2013, seconded by PLI Hall. *Mayor Leverentz conducted 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 proposed Ordinance 2013-015 adopting RATE SCHEDULE "RRM – RATE REVIEW MECHANISM" for ATMOS energy corporation, Mid-Tex Division to be in force in the city for a period of time as specified in the rate schedule Amending the Code of Ordinances.

It was the recommendation of the ACSC Executive Committee and the ACSC legal counsel that the member cities adopt the new rate review mechanism (RRM) tariff for Atmos.

Mayor Pro-Tem Dormier made the motion that Council approves the proposed Ordinance 2013-015 adopting the rate schedule "RRM" for Atmos Energy Corporation Mid-Tex Division as presented; seconded by PL2 Stevenson. *Mayor Leverentz conducted 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 – Case PZ13-010 - Review and consider approval of a preliminary plat application for Bryson Manor Subdivision.

The Planning and Zoning Commission voted approval of the preliminary plat application. PLI Hall questioned if a moratorium should be placed for future development until parkland/open (green) space is addressed and revised in the Comprehensive Land Use Plan and eventually adopted. He asked that "parkland/open space master plan" be placed on the agenda for discussion on the May 28 Council meeting. (Mr. Lance Rust, representative for Bryson Manor Subdivision did not ask to speak.)

PL4 Hunt made the motion that Council approves the Bryson Manor preliminary plat as presented, seconded by PL3 Griffin. *Mayor Leverentz conducted 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 proposed Ordinance 2013-016 of the City of Ovilla, TX, amending the Fiscal Year 2012-2013 Annual Budget and Program of Services in accordance with the Mid-Year Budget Review and Amendment as part of the formal budget process.

PL1 Hall commented that due to the delay in delivery of packets, Council had not received enough time to review, therefore, asked that this agenda come back at the next meeting for review and action. The remaining governing body concurred.

NO ACTION.

ITEM 6. DISCUSSION/ACTION – Deliberate the appointment employment, and/or duties of the interim City Administrator and/or permanent City Administrator/City Secretary.

PL4 Hunt made the motion that Council approves a 6.25% salary increase to the city secretary; seconded by PL3 Griffin. *Mayor Leverentz conducted 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 7. DISCUSSION/ACTION – Discuss and review options for land purchase at 713 W. Main Street. (Corrected address 0 W. Main and 701 W. Main)

Mayor Pro-Tem Dormier made the motion that Council directs the Interim City Administrator to continue city negotiations & proceedings to purchase the land at 0 W. Main and 701 W. Main Street, 2 lots #187633 & 20983; seconded by PL4 Hunt. *Mayor Leverentz conducted 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

PL2 Stevenson made a motion to adjourn the meeting; seconded by PL4 Hunt.

There being no further business, Mayor Leverentz adjourned the meeting at 9:35 p.m.

ATTEST:

Pamela Woodall, City Secretary

Tom Leverentz, Mayor

Approved May 28, 2013

Certified Executive Agenda sealed and filed separately.



AGENDA ITEM REPORT

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

Meeting Date: May 28, 2013

Department: Administration

Discussion Action

Budgeted Expense: YES NO N/A

Submitted By: Staff

Amount: \$400 monthly

Attachments:

I. Proposed Ordinance 2013-017

Agenda Item / Topic:

ITEM 1. DISCUSSION/ACTION – Consider an Ordinance of the City of Ovilla, TX, declaring the end of office for the current Municipal Judge and providing for the reappointment of said Municipal Judge. (Mayor to give Judge Oath & Statement)

Discussion / Justification:

May 2007, Ordinance 2007-010 (Codified 12/13/2010, Ovilla Code of Ordinances, Chapter 7) established the office of the Ovilla Municipal Court of Record and Judge. Said Judge must be a licensed attorney in good standing with the state with two or more years of experience in the practice of law in the state.

Section 7.01.004 of the Code designates that the office of the Judge shall be for two years, at the expiration of the Mayor’s term. Scott Kurth has been the City’s Municipal Judge since May 2007 and holds the required credentials defined in the Ovilla Code of Ordinances, Chapter 7 for Municipal Judge.

Recommendation / Staff Comments:

N/A

Sample Motion(s):

“I MAKE A MOTION THAT COUNCIL APPROVES / DENIES THE PROPOSED ORDINANCE 2013-017 DECLARING THE END OF OFFICE FOR THE CURRENT MUNICIPAL JUDGE SCOTT KURTH, AND FOR THE REAPPOINTMENT OF JUDGE KURTH FOR ANOTHER 2-YEAR TERM EFFECTIVE THIS DATE AS PRESENTED.”

ORDINANCE 2013-017

AN ORDINANCE OF THE CITY OF OVILLA, TEXAS, DECLARING THE END OF THE TERM OF OFFICE FOR THE CURRENT MUNICIPAL JUDGE; PROVIDING FOR THE REAPPOINTMENT OF SAID MUNICIPAL JUDGE; PROVIDING FOR A TERM OF OFFICE FOR SAID MUNICIPAL JUDGE; SETTING A MONTHLY WAGE FOR THE MUNICIPAL JUDGE; AND PROVIDING AN EFFECTIVE DATE

WHEREAS, on the 15th of May, 2007, the City Council of the City of Ovilla enacted Ordinance No. 2007-010 (*codified in Chapter 7, Section 7.01.004 of the Ovilla Code of Ordinances 12/13/2010*) which provided for the establishment of a Municipal Court of Record and the appointment of a Municipal Judge that must be a licensed attorney in good standing with the state; and

WHEREAS, said Ordinance provided that the City of Ovilla (the "City") could authorize the appointment of a Municipal Judge to preside over the Municipal Court of Record of the City by separate Ordinance; and

WHEREAS, on the 15th of May, 2007, the City Council of the City of Ovilla enacted Ordinance No. 2007-010 (*codified in Chapter 7, Section 7.01.004 of the Ovilla Code of Ordinances 12/13/2010*) which provided for the appointment of Municipal Judge Scott Kurth; and

WHEREAS, said Ordinance provided that the term of office of the Municipal Judge is tied to the Office of the Mayor, with such term to expire at the expiration of the Mayor of the City of Ovilla, Texas;

WHEREAS, in May 2013, the current term of office for the Mayor of Ovilla is set to end, therefore the Municipal Judge's term of office expires as well:

WHEREAS, the City Council finds and determines that it is in the best interest of the City to reappoint Municipal Judge Scott Kurth, a licensed attorney in good standing with the state, to preside over the City's Municipal Court:

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

SECTION 1

The City Council declares that per *Chapter 7, Section 7.01.004 of the Ovilla Code of Ordinances*, Municipal Judge Scott Kurth's term of office is set to expire with the expiration of the Mayor's term of office in May 2013, and therefore further declares that Judge Kurth's term concludes with the swearing in of the Mayor for a new term of office beginning in May 2013.

SECTION 2

The City Council of the City of Ovilla, Texas hereby reappoints Scott Kurth as the Municipal Judge of the Municipal Court of Record of the City of Ovilla, Texas. Said Municipal Judge shall

have the jurisdiction to hear all matters as set forth in *Chapter 7, of the Ovilla Code of Ordinances*, of the City as well as exercise any and all powers as set forth therein.

SECTION 3

Pursuant to and consistent with *Chapter 7, Section 7.01.004 of the Ovilla Code of Ordinances* of the City, the term of office of Scott Kurth, Municipal Judge, shall be two years in length. Such term of office is to commence upon the swearing in of the Mayor of the City of Ovilla, Texas in May 2013, and shall expire at the expiration of the term of office of the Mayor.

SECTION 4

The Municipal Judge shall be paid a total sum of \$400.00 per month for the performance of all duties as set forth in Chapter 7 of the Ovilla Code of Ordinances.

SECTION 5

It is hereby found and determined that the meeting at which this Ordinance is passed was open to the public as required and that public notice of the time, place, and purpose of said meeting was given as required by the Open Meetings Act, Chapter 551 Loc. Government Code.

SECTION 6

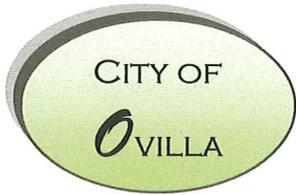
This Ordinance shall be in full force and effect from and after the date of its final passage and adoption in accordance with the provisions of State law.

PASSED, ADOPTED, and APPROVED by the City Council of the City of Ovilla, Texas, on this the 28rd day of May, 2013.

Richard Dormier
Mayor

ATTEST:

Pam Woodall
City Secretary



AGENDA ITEM REPORT

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

Meeting Date: May 28, 2013

Department: Administration

Discussion Action

Budgeted Expense: YES NO N/A

Submitted By: Staff

Amount: N/A

Attachments:

- 1. Proposed Resolution
- 2. Copy of Local Government Code 22.010
- 3. Copy of TX Constitution, Article 11

Agenda Item / Topic:

ITEM 2. DISCUSSION/ACTION – Consider proposed Resolution 2013-007 to accept nominations and make appointment to City Council Place 5; to complete the remainder of the term vacated by the May 2013 General Election of Mayor Dormier.

Discussion / Justification:

One year remains on the term of Council Place 5 vacated by Mayor Elect Dormier.

If a term has less than two years and it is a single vacancy, it may be filled either by appointment until the next general election or by special election, at the option of the council.

Under Type A General Law Municipalities, the Local Government Code Section 22.010 states that for any reason a single vacancy exists on the governing body of the municipality, a majority of the remaining members, excluding the mayor, may fill the vacancy by appointment unless an election to fill the vacancy is required (TX Constitution, Article 11). The mayor may vote on the appointment only in the event of a tie.

Recommendation / Staff Comments:

N/A

Sample Motion(s):

"I MAKE A MOTION THAT COUNCIL APPOINTS _____ TO SERVE AS CITY COUNCIL MEMBER PLACE FIVE FILLING THE ONE-YEAR VACANCY UNTIL THE NEXT GENERAL ELECTION."

**CITY OF OVILLA
RESOLUTION 2013-007**

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF OVILLA, TEXAS PURSUANT TO SECTION 22.010 OF THE LOCAL GOVERNMENT CODE; PROVIDING THAT IF A SINGLE VACANCY EXISTS ON THE GOVERNING BODY OF THE MUNICIPALITY, A MAJORITY OF THE REMAINING MEMBERS MAY FILL THE VACANCY BY APPOINTMENT.

Whereas, Richard Dormier was elected to Place 5 in the May 2012 general election and;

Whereas, Richard Dormier was an unopposed candidate for Mayor in the May 2013 general election and;

Whereas, Richard Dormier is now Mayor of Ovilla, vacating Place 5, an unexpired term until May 2014 and;

Whereas, pursuant to Section 22.010 of the Local Government Code, the governing body may fill a single vacancy of by appointment of the majority of the remaining members until the May 2014 general election.

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

THAT, the City Council of the City of Ovilla, Texas, hereby appoints _____ to fill the vacancy of City Council Member, Place 5 until the next municipal election.

PASSED AND APPROVED this 28th day of May 2013.

Richard Dormier, Mayor

ATTEST:

Pamela Woodall, City Secretary

FILLING VACANCY ON GOVERNING BODY OR IN OTHER MUNICIPAL OFFICE. (a) If for any reason a single vacancy exists on the governing body of the municipality, a majority of the remaining members, excluding the mayor, may fill the vacancy by appointment unless an election to fill the vacancy is required by Article XI, Section 11, of the Texas Constitution. The mayor may vote on the appointment only if there is a tie.

(a-1) A person serving as a member of the governing body is not, because of that service, ineligible to be appointed to fill a vacancy in the office of mayor of the municipality, but the person may not vote on the person's own appointment.

(b) The person appointed to fill the vacancy serves until the next regular municipal election.

(c) In lieu of appointing a person to fill a vacancy on the governing body, a special election may be ordered to elect a person to fill the vacancy.

(d) If two or more vacancies on the governing body exist at the same time, a special election shall be ordered to fill the vacancies.

(e) If a vacancy exists in any other municipal office, the mayor or acting mayor shall appoint a person to fill the vacancy, subject to confirmation by the governing body.

THE TEXAS CONSTITUTION

ARTICLE 11. MUNICIPAL CORPORATIONS

Sec. 11. TERM OF OFFICE EXCEEDING TWO YEARS IN HOME RULE AND GENERAL LAW CITIES; VACANCIES. (a) A Home Rule City may provide by charter or charter amendment, and a city, town or village operating under the general laws may provide by majority vote of the qualified voters voting at an election called for that purpose, for a longer term of office than two (2) years for its officers, either elective or appointive, or both, but not to exceed four (4) years; provided, however, that tenure under Civil Service shall not be affected hereby; provided, however, that such officers, elective or appointive, are subject to Section 65(b), Article XVI, of this Constitution, providing for automatic resignation in certain circumstances, in the same manner as a county or district officer to which that section applies.

(b) A municipality so providing a term exceeding two (2) years but not exceeding four (4) years for any of its non-civil service officers must elect all of the members of its governing body by majority vote of the qualified voters in such municipality, and any vacancy or vacancies occurring on such governing body shall not be filled by appointment but must be filled by majority vote of the qualified voters at a special election called for such purpose within one hundred and twenty (120) days after such vacancy or vacancies occur.



AGENDA ITEM REPORT

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

Meeting Date: May 28, 2013

Department: Administration

Discussion Action

Budgeted Expense: YES NO N/A

Submitted By: Staff

Amount: N/A

Attachments:
I. Copy of LGC 22.037
Agenda Item / Topic:
ITEM 3. DISCUSSION/ACTION – Consider the appointment of Mayor Pro-Tem.
Discussion / Justification:
Section 22.037 of the Local Government Code states that the Mayor Pro-Tem is a council member that performs the mayor’s duties during the mayor’s incapacity or absence. The Mayor-Pro-Tem is selected by majority vote of the council from among its own membership. The Mayor-Pro-Tem’s term renews annually following the municipal election and retains the right to vote on all matters before the Council while performing the duties of the mayor.
Recommendation / Staff Comments:
N/A
Sample Motion(s):
“I MAKE A MOTION THAT COUNCIL APPOINTS _____ AS THE MAYOR PRO-TEM FOR THE CITY OF OVILLA FOLLOWING THE CANVASS OF THE MAY 2013 ELECTION FOR THE PERIOD OF May 2013 – MAY 2014.”

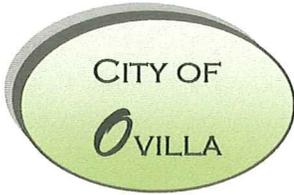
§ 22.037. MAYOR AS PRESIDING OFFICER; PRESIDENT PRO

TEMPORE. (a) The mayor shall preside at all meetings of the governing body of the municipality and, except in elections, may vote only if there is a tie.

(b) At each new governing body's first meeting or as soon as practicable, the governing body shall elect one alderman to serve as president pro tempore for a term of one year.

(c) If the mayor fails, is unable, or refuses to act, the president pro tempore shall perform the mayor's duties and is entitled to receive the fees and compensation prescribed for the mayor.

(d) If the mayor and the president pro tempore are absent, any alderman may be appointed to preside at the meeting.



AGENDA ITEM REPORT

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

Meeting Date: May 28, 2013

Department: Administration

Discussion Action

Budgeted Expense: YES NO N/A

Submitted By: Staff

Amount: N/A

Attachments:

I. Proposed Resolution

Agenda Item / Topic:

ITEM 4. DISCUSSION/ACTION – Consider proposed Resolution 2013-008 authorizing and directing named city officers to access and manage all city banking accounts, investments and funds wherever located, designating the Mayor, Mayor ProTem, City Administrator and City Secretary as authorized signatures on all city banking and investment accounts of the City of Ovilla.

Discussion / Justification:

Following the May 2013 Election, it is necessary to update authorized signatures on the bank and investment accounts.

Recommendation / Staff Comments:

N/A

Sample Motion(s):

“I MAKE A MOTION THAT COUNCIL APPROVES/DENIES RESOLUTION 2013-007 AUTHORIZING AND DIRECTING SPECIFIED CITY OFFICERS TO ACCESS, MANAGE, PROCESS AND SIGN CHECKS ON ALL BANK AND INVESTMENT ACCOUNTS AS PRESENTED.”

RESOLUTION 2013-008

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OVILLA AUTHORIZING AND DIRECTING NAMED CITY OFFICERS TO ACCESS AND MANAGE ALL CITY BANKING ACCOUNTS, INVESTMENTS AND FUNDS WHEREVER LOCATED; DESIGNATING THE MAYOR, MAYOR PRO TEM, CITY ADMINISTRATOR, AND CITY SECRETARY AS AUTHORIZED SIGNATURES ON ALL CITY BANKING AND INVESTMENT ACCOUNTS AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Council desires to define the responsibility for the management of the City's bank accounts; and

WHEREAS, it is necessary that the City designate those persons authorized to sign and countersign checks, drafts and electronic fund transfers necessary to transfer funds out of City accounts and to make payments on behalf of the City; and

WHEREAS, the City Council desires to insure that funds are available to pay bills in the event of short term disruptions in the cash flow of the City's proprietary and general funds;

WHEREAS, the City of Ovilla must maintain current signature cards and requires two signatures to draw on each bank and investment account.

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF OVILLA AS FOLLOWS:

THAT, the City Administrator and City Accountant are authorized to access all accounts, investments and funds wherever located for the purpose of managing said funds. However, the City Administrator shall not be authorized to process checks and the City Accountant is not authorized to sign checks.

THAT, these listed city officers are authorized signatures on all bank and investment accounts:

- 1. Mayor
- 2. Mayor Pro-Tem
- 3. City Administrator
- 4. City Secretary

THAT, in addition, the Mayor, Mayor-ProTem, City Administrator, City Secretary and City Accountant are hereby authorized to access all city bank and investment records for the purpose of record keeping, reviewing and auditing of the city accounts.

This resolution shall be in force and effect immediately following final adoption.

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

CITY OF OVILLA, TEXAS

Richard Dormier, Mayor

ATTEST:

Pamela Woodall, City Secretary



AGENDA ITEM REPORT

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

Meeting Date: May 28, 2013

Department: Administration

Discussion Action

Budgeted Expense: YES NO N/A

Submitted By: Staff

Amount: \$6,037

Attachments:

- 1. Staff change request form
- 2. New proposed job description for Assistant
- 3. Assistant's weekly checklist of duties
- 4. Cost spreadsheet

Agenda Item / Topic:

ITEM 5. **DISCUSSION/ACTION** – Consider proposed staff change request to revise one part-time position to a full-time position in Administration.

Discussion / Justification:

One part-time position currently works in the administration office, primarily to assist the city secretary with board duties. (Planning & Zoning, Board of Adjustment, Economic Development Corp., etc.) This position has proven to be essential with the increased work volume. Approving the reclassification of this position from part time to full time would also provide the urgent needed assistance to the Code Enforcement Department. Additionally, this would also allow the City Secretary to afford more time to perform Council responsibilities, the website and other job related duties.

Recommendation / Staff Comments:

N/A

Sample Motion(s):

"I MAKE A MOTION THAT COUNCIL APPROVES/DENIES THE PROPOSED STAFFING STATUS CHANGE IN ADMINISTRATION (ONE POSITION FROM PART-TIME TO FULL-TIME) WITH THE APPROVAL OF AN ASSISTANT TO THE CITY SECRETARY TO BE EFFECTIVE JUNE 2."



STAFF CHANGE REQUEST FORM

Fiscal Year: 2012-2013

Title of Position: Assistant to City Secretary Department: Administration

DESCRIPTION OF POSITION: Complex administrative and secretarial duties with direct clerical support to the office of the City Secretary.

JUSTIFICATION FOR POSITION: Assist the City Secretary in all secretarial job functions, HR responsibilities, Elections, and PIA's. This position will assume responsibility (under supervision of the city secretary) of the Board of Adjustment appeals, meetings, minutes and all duties associated; the Planning and Zoning Commission meetings, minutes and all duties associated. Assist Neighborhood Services Department with clerical duties for Code Enforcement and Animal Control, such as: schedule meetings for appeals, violation notices, record keeping, filing, reports, service complaints by phone and in office, maintain call sheet, daily follow-up for building inspections and animal control registrations. Currently the CE Officer spends approximately 10-15 hours weekly (based on season) in the office. This would allow the CE Officer those additional hours to work in the field. May provide secretarial support to the Public Works Director when needed. (May work front lobby on emergency basis only.)

(City Secretary and Code Enforcement/Animal Control Officer both currently work an average of 20-25 hours overtime each pay-period)

CURRENT CLASSIFICATION: Full time Part time Temporary* Seasonal*

PROPOSED ANNUAL SALARY: \$ 12.50 Hourly

PROPOSED CLASSIFICATION: Full time Part time Temporary* Seasonal*

Proposed Effective Date: June 2, 2013

Is this a promotional position? (Only current City employees may apply) Yes No

Requirements & Knowledge for this position: Advanced secretarial knowledge and skills; ability to learn job related municipal codes; flexibility to work evening meetings when required; interaction with the public.

Administration / Budget use only

POSITION APPROVED: <input type="checkbox"/> YES <input type="checkbox"/> NO DATE APPROVED: _____
CITY ADMINISTRATOR: _____ DATE: _____

CITY OF OVILLA

POSITION TITLE: Assistant to City Secretary
DEPARTMENT: Administration
POSITION STATUS: Non-Exempt / Full Time
EFFECTIVE: May 19, 2013

DESCRIPTION OF POSITION:

This position is responsible for providing complex administrative support to the City Secretary and the Neighborhood Services Department as directed.

REPORTS TO: City Secretary

ESSENTIAL FUNCTIONS:

- Provides administrative support to the City Secretary as directed.
- Prepares documents, packets, minutes, legal notices and other duties as required for the preparation of meeting packets of the Board of Adjustment, Planning and Zoning Commission and other city-affiliated boards as assigned.
- Provides numerous administrative services by typing, proofreading, preparing reports; screening calls and participating in the duties relating to administration, including maintaining the office and its supplies, maintaining files, records and agenda items.
- Assists City Secretary with city elections.
- Assist City Secretary with Public Information Requests
- Provides secretarial support to the Neighborhood Services Department; violation notices, letters, schedule citizen meetings and attend in absence of Code Enforcement for filing of appeals, service complaints and maintaining a call sheet.
- Provides customer service to internal and external customers relating to Neighborhood Services (Code/Animal Control) by responding to requests in a timely and professional manner. Assists the public by providing information over the telephone or in person. Manages difficult or emotional customer situations.
- Provides secretarial support to the Public Works Director when needed.
- Assists with the reception and serve as an initial point of contact for customers in the absence of front desk personnel. (only as a last, needed resort and not on a daily basis)
- Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time.
- Other duties as assigned or required to perform the function of the position.

QUALIFICATIONS AND REQUIREMENTS

- A High School Diploma plus at least 3 years administrative experience; some college or certified instruction in Public or Business Administration preferred. Must be able to pass background check.
- The ability to employ sound administrative and customer service skills in a team environment.
- Must possess excellent organization skills; ability to utilize computer software.
- Communicate clearly both verbally and in writing and the ability to maintain confidentiality.
- Written Communication - Writes clearly and informatively; edits work for spelling and grammar; presents numerical data effectively; able to read and interpret written information.
- Some evening meetings required.

PHYSICAL DEMANDS

- Ability to lift 15 pounds; bend for filing, box records.

CITY OF OVILLA

By my signature, I acknowledge the content of this job description and understand the criteria for future work performance appraisals.

Employee Signature

Date

Supervisor Signature

Date

**Assistant City Secretary
Weekly Checklist**

Monday

- Set up Council Chambers (meetings BOA, P&Z, MDD, EDC, Council- (Mondays)
- Review open records request log for needed follow-up
- *Code Enforcement/Animal Control daily assignments
- Research for packet information
- Office supply inventory check and order needed/requested supplies (as approved by CS)

Tuesday

- Prepare documents going to Council (following BOA, P&Z, MDD or EDC meetings)
- *Code Enforcement/Animal daily assignments
- Prepare and assemble documents for next Board/Commission meeting-email quorum notice, legal requirements & research
- Review open records request log for needed follow-up
- Begin minutes from Monday Board/commission meetings

Wednesday

- *Code Enforcement/Animal Control daily assignments
- Review open records request log for needed follow-up
- Work on files, filing
- Work on minutes from Monday Board/Commission meetings
- Prepare and assemble documents for next Board/Commission meeting
- Assist City Secretary with Council packet preparation

Thursday

- *Code Enforcement/Animal Control daily assignments
- Review open records request log for needed follow-up
- Assist City Secretary copy and assemble Council agenda packet
- Prepare packets for next Board/Commission meeting- copy and assemble

Friday

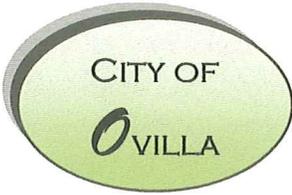
- *Code Enforcement/Animal Control daily assignments
- Post Monday's agenda to city bulletin board
- Review open records request log for needed follow-up
- Assist City Secretary with preparation of any last minute packet revisions

*Animal Control registration follow-up; Phone and in-office service complaints, prepare weekly call sheets, schedule daily follow-up building inspections, files and appeals.

Cost of Changing Part-Time Admin.Support To Full Time Admin. For rest of this Fiscal Year

	Total Cost	75% GF	25% W&S
Payroll (8 payrolls from June to Sept @ 12.50 per hr. x 40 hours per week)	8,000.00	6,000.00	2,000.00
Health Insurance \$350 X 3 Months	1,050.00	1,050.00	
TMRS (\$8,000 X 5.88%)	470.40	470.40	
Payroll Taxes (\$8,000 x 1.45%)	116.00	116.00	
Workers Comp	20.00	20.00	
Total Cost from June to Sept.	9,656.40	7,656.40	2,000.00
Less Cost of Part-Time Budget			
GF Admin.Support \$7700 - Expenses incurred to June 7th Payroll \$5,131 =			
Balance Left in this year's Budget	(2,569.00)	(2,569.00)	
W&S PT Admin. Budget \$2,550 - Expenses incurred to June 7th Payroll \$1711.00 =	(839.00)		(839.00)
Social Security Adjustment	(211.30)	(211.30)	
Total Cost from June to Sept.	6,037.10	4,876.10	1,161.00

Payroll (8 payrolls from June to Sept @ 12.50 per hr. x 40 hours per week)
 Health Insurance \$350 X 3 Months
 TMRS (\$8,000 X 5.88%)
 Payroll Taxes (\$8,000 x 1.45%)
 Workers Comp
 Total Cost from June to Sept.
 Less Cost of Part-Time Budget
 GF Admin.Support \$7700 - Expenses incurred to June 7th Payroll \$5,131 =
 Balance Left in this year's Budget
 W&S PT Admin. Budget \$2,550 - Expenses incurred to June 7th Payroll \$1711.00 =
 Social Security Adjustment
 Total Cost from June to Sept.



AGENDA ITEM REPORT

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

Meeting Date: May 28, 2013

Department: Administration

Discussion Action

Budgeted Expense: YES NO N/A

Submitted By: Staff

Amount: N/A

Attachments:

- 1. Proposed Ordinance
- 2. Mid-Year Budget Amendments

Agenda Item / Topic:

ITEM 6 **DISCUSSION/ACTION** – Consider proposed Ordinance 2013-016 of the City of Ovilla, TX, amending the Fiscal Year 2012-2013 Annual Budget and Program of Services in accordance with the Mid-Year Budget Review and Amendment as part of the formal budget process.

Discussion / Justification:

In compliance with the Ovilla Code of Ordinances, staff is presenting a Mid-Year Budget revision with recommended amendments to the annual budget. The attached budget is balanced. Any significant changes will be reviewed during the Council Meeting.

If approved, the amended budget will be filed with the County Clerk’s office as required.

Recommendation / Staff Comments:

N/A

Sample Motion(s):

“I MAKE A MOTION THAT COUNCIL APPROVES ORDINANCE 2013-016 ACCEPTING AND APPROVING AN AMENDED FISCAL YEAR 2012-2013 ANNUAL BUDGET AND ANNUAL PROGRAM OF SERVICES IN ACCORDANCE WITH THE MID-YEAR BUDGET REVIEW AS PRESENTED.”

CITY OF OVILLA
Mid-Year
Budget Adjustments

Oct. 1, 2012
Thru
April 30, 2013



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

1. When preparing mid-year revisions previous year actual should always be included in any analysis of revenues and expenditures. A trend analysis of 2 to 3 years of actual would be better. Sharon has not included previous year actual on the mid-year revision spreadsheet. We were provide the agenda on Friday afternoon/evening and then presented with Sharon's \$2,500 and greater "Highlights of Mid-Year Adjustments" at the meeting. The Council did not have a appropriate amount of time to review the mid-year revisions.

My records show that the mid-year budget revisions have not had previous year actual numbers included. The working budget schedule for the next Fiscal year budget will have actual numbers for the three preceding years.

2. It appears that last years (2011-2012) Ad Valorem Tax revenue totaled \$1,253,786. After Sharon's adjusting the 2012-13 Ad Valorem tax revenue totals \$1,226,150. This is a decrease of \$27,636. Why? I would like to see a three year trend analysis of total taxable assessed values, tax rate and actual rate of collection for each year.

Please see Trend Analysis attached.

3. I gave you a revised Debt Service Budget. The point is from a budget and accounting standpoint you would NEVER have both a Reduction in Fund Balance and a Current Year Reserve.

The 2012-2013 original Debt Fund Budget had both the Reduction in Reserve Fund Balance and the Debt Reserve account. The reason this was presented like this was to show that we were Reducing the I&S by using \$36,873 of the Debt Fund reserve balance. The accounts will be netted at year end.

4. The Park Impact Fund has a Decrease in Fund Balance and a Park Impact Reserve (Current Year Reserve). The Current Year reserve should be netted against the Decrease in Fund Balance. This would leave the Reduction in Fund Balance at \$1,128 and the Park Impact Reserve at \$0. The total revenue will be \$3,500 and total expense will be \$3,500.

The Reserve in Fund Balance and the Decrease in Fund Balance are now netted on your revised Mid-Year Budget.

5. The W&S Impact Fee Fund has a Decrease in Fund Balance of \$15,700 and Reserves totaling \$2,303. Again, the Reserves should be netted against the Reduction in Fund Balance. The Decrease in Fund Balance would be \$13,397 and the Reserves should be \$0. The revenue and expense would each be \$15,600.

The two accounts referenced above are now netted on your revised Mid-Year Budget.

6. In the Fire Department Auxiliary Fund there is a credit to the Administrative Reserve account of \$800. This is not a valid entry. Budgeted expenses exceed current revenues by \$800. This means the fund is spending either from prior year funds-Fund Balance or expenses must be reduced by \$800.

The Transfer in has been increased by \$800 and the Administrative Reserve account is now zero on the revised Mid Year Budget.

7. I see an adjustment to Water Sales of \$105,000 decrease but no adjustment to Water Wholesale(purchases). It seems there should be a lesser adjustment to purchases reflecting the cost related to \$105,000 in sales decrease.

After running QuickBooks reports and comparing water expenses to last year, no adjustment to water expense is warranted at this time.

8. This idea of reviewing the budget mid-year is to compare 6 months of income and expense, to the budget, but the second column is the 12 month budget number. This is comparing apples to oranges. It forces me to divide that number in half to make an intelligent comparison. After looking at 2 pages I quite trying to do the math in my head. Could Sharon make this change so the council can have a better view of what they are being ask adjust? I know this will take some extra work, but I think it is necessary for us to have this to make decisions.

The Mid-Year Budget report is in the standard format that has been presented to City Council since 2008. During the upcoming Budget workshops the City Council can discuss other formatting options.

9. I know there are some amounts, i.e. ad valorem tax revenue that this will not apply to but that can should be noted. Most of the line items will not.

There are several revenue and expense accounts that are not received or dispersed on a monthly basis. Revenues and expenses can be received or dispersed on a quarterly, semi-annually & annual basis and therefore it would be confusing to change the budget.

10. Ad valorem tax revenue should be reflective of what Ellis CAD tells us the valuations are. By the end of the year we will be at 99% plus we will have penalties and interest. Plus some tax for last year that carry over to this year. Each year will be about the same as the last.

As you can see in the trend analysis attached in answer to question #2, we can only use the numbers that Ellis County gives us as an estimate, these numbers can change.

11. In the regular budget the column headers are carried out on each page. In the other funds after that the column headers are only on the first page making it hard to know what is being looked at after the first page.

The headings on the revised Mid-Year Budget Report have been corrected.

Ad Valorem Tax Revenue Trend Analysis

Fiscal Year	Effective Tax Rate	M&O Rate	I&S Rate	Certified Value Ellis County	Account # 4000105 - Ad Valorem Current			Account # 4000107 - Ad Valorem Current			% of			Total GF & Debt				
					GF Budget	GF Adjusted Budget	Difference	Actual GF Revenue Received	Collection to Adjusted GF Budget	% of Collection to Original Budget	Debt Fund Budget	Debt Fund Adjusted Budget	Difference	Actual Debt Fund Revenue Received	% of Collection to Adjusted Debt Budget	% of Collection to Original Debt Budget	Original Budget	Adjusted Budget
2012-2013	0.6675	0.4975	0.1700	250,544,004	1,235,000	1,218,000	(17,000)	1,208,343	99.21%	97.84%	425,942	420,942	(5,000)	412,902	98.09%	96.94%	1,660,942	1,638,942
2011-2012	0.6638	0.4934	0.1704	252,286,331	1,210,000	1,222,000	12,000	1,229,103	100.58%	101.58%	517,478	448,618	(68,860)	424,460	94.62%	82.02%	1,727,478	1,670,618
2010-2011	0.6746	0.4429	0.2317	218,900,260	1,220,000	1,120,000	(100,000)	1,123,650	100.33%	92.10%	495,000	575,000	80,000	589,026	102.44%	119.00%	1,715,000	1,695,000
2009-2010	0.6679	0.4771	0.1908	220,587,405	1,249,127	1,207,858	(41,269)	1,224,442	101.37%	98.02%	499,448	494,448	(5,000)	489,674	99.03%	98.04%	1,748,575	1,702,306
Totals				942,318,000	4,914,127	4,767,858	(146,269)	4,785,538			1,937,868	1,939,008	1,140	1,916,062			6,851,995	6,706,866

City of Ovilla				
Highlights of Mid-Year Adjustments \$2500 and above				
Fund	Account #	Account Description	Mid-Year Budget Adjustment	Explanation
GF	4000105	Ad Valorem, Current	(17,000)	Reduction Based on Rev. Received
GF	4000110	Ad Valorem, Delinquent	(16,800)	Reduction Based on Rev. Received
GF	4000113	Interest/Penalties - Prop Tax	(5,050)	Reduction Based on Rev. Received
GF	4000120	Sales Tax	12,000	Sales Tax Revenue Increase
GF	4000125	Sales Tax- Street Improv.	9,000	Sales Tax Revenue Increase
GF	4000130	Franchise Tax	10,000	Increase in Franchise Tax Rev. Received
GF	4000210	Residential Building Permits	4,000	Increase in Building Permits Issued
GF	4000450	Subdivision Fees	60,000	Two New Subdivisions, Ovilla Parc II & Bryson Manor
GF	4000510	Fines - Police	(6,800)	Police Fines Revenue down
GF	4000820	Water Tower Lease	6,000	Water Tower Lease Revenue Increase
GF	4000867	HB3667 TX. Forest Service Grant	(3,840)	Grant not Received
GF	4000870	Insurance Proceeds	4,814	TML Insurance Refunds & other Misc. Insur. Payments
GF	4000885	Proceeds from Sale of Assets	14,400	Proceeds from Sale of Fire Truck
GF	4000890	Misc. Other Revenue	3,000	Lien Payment for Mowing paid for \$4,300
GF	5101120	Part-Time Admin. Support	3,431	Change Admin. Support to Full time for Rest of Year
GF	5102110	Group Insurance	(2,500)	Adjust Insurance for Randy, Sharon & Glennell
GF	5106440	Machinery & Equip.	3,320	Replace City Admin. & City Accountant's Computers
GF	5107420	Buildings	15,700	Costs to Remodel City Hall Front Offices
GF	5107425	Land	56,000	Costs to Purchase Pickard Land
GF	5109001	Reserve for Contingency	(16,740)	\$15,700 Cost for Remodel & \$1,040 for City Sec. Raise
GF	5201180	Merit Raises Staff	(3,208)	Distribute Raises to Police Command Staff

Fund	Account #	Account Description	Mid-Year Budget Adjustment	Explanation
GF	5201410	Patrol	7,092	Distribute Raises to Police Officers
GF	5201480	Merit Raises	(7,092)	Distribute Raises to Police Officers
GF	5301440	Firefighters	5,800	Distribute Raises to Firefighters
GF	5301480	Merit Raises	(5,800)	Distribute Raises to Firefighters
GF	5302160	Worker's Compensation	2,730	Increase due to additional Employees & Audit
GF	5306440	Machinery & Equip.	14,400	Increase to purchase radios from Sale of Fire Truck
GF	5402315	Contract Building Inspections	4,000	Increase in costs for Bldg. Inspect. Due to increase in Bldg. Starts
GF	550560	Repairs- Street Maint. & Repairs	2,625	Increase to make additional street repairs
Total GF Mid-Year Budget Adjustments over \$2500			153,482	
Water & Sewer Fund Mid-Year Budget Adjustments over \$2,500				
W&S	4000460	Water Sales	(105,000)	Adjusted based on Revenue Thru April
W&S	5709002	Capital Improv. Water Reserve	(82,000)	Deduction in Reserve to cover decrease in Water Revenue
W&S	5709003	Capital Improv. Sewer Reserve	(18,000)	Deduction in Reserve to cover decrease in Water Revenue
W&S	5752110	Group Insurance	(3,900)	Reduction in Insurance for \$350 Adjustments
W&S	5805590	Repairs Other	(4,381)	Reallocate funds to cover repair of pump & new pump
Total W&S Fund Mid-Year Budget Adjustments over \$2,500			(213,281)	
Debt Fund Mid-Year Budget Adjustments over \$2,500				
Debt	4000107	Ad Valorem, Current I&S	(5,000)	Reduction Based on Revenue Received
Debt	5159015	Debt Reserves	(7,900)	Reduction due to decrease in Revenue expected
Total Debt Mid-Year Budget Adjustments over \$2,500			(12,900)	

Fund	Account #	Account Description	Mid-Year Budget Adjustment	Explanation
4B-EDC Mid-Year Budget Adjustments over \$2,500				
EDC	4000120	Sales Tax	7,000	Increase in Sales Tax Revenue
EDC	8109015	Administrative Reserves	7,125	Increase in Reserves due to increase in Revenue
Total EDC Mid-Year Budget Adjustments over \$2,500			14,125	
Municipal Development District Mid-Year Budget Adjustments over \$2,500				
MDD	4000120	Sales Tax	4,000	Increase in Sales Tax Revenue
MDD	9109015	Administrative Reserves	4,011	Increase in Reserves due to increase in Sales Tax Revenue
Total MDD Mid-Year Budget Adjustments over \$2,500			8,011	
Fire Dept. Auxiliary Fund Mid-Year Budget Adjustments over \$2,500				
Fire Aux.	5336440	Machinery & Equipment	3,500	Increase to purchase additional Radio Equipment
Police Dept. Special Fund Mid-Year Budget Adjustments over \$2,500				
Police Spec.	4000815	Gifts	6,000	Increase in Revenue from Ovilla Service League Dinner Proceeds
Police Spec.	5236440	Machinery & Equip.	3,000	Purchase Lapel Cameras for Officers
Police Spec.	5239010	Admin. Reserves	2,500	Increase to Reserves due to increase in Revenue
Total Police Dept. Special Mid-Year Budget Adjustments over \$2,500			11,500	

All updates since last Mid-Year budget handout are highlighted in green

City of Ovilla General Fund
 Profit Loss Budget vs. Actual
 October 1, 2012 thru April 30, 2013

	Rev./Expend. For Oct 1, 2012 Thru April 30, 2013	Budget 2012- 2013	Dollar Amount Over/(Under) Budget	% of Approved 2012-2013 Budget	Mid Year Budget Adjustment	Adjusted Total Mid-Year Budget	% of Increase/(Decrease) in Budget	Notes
Income								
4000100 - Taxes								
4000105 - Ad Valorem, Current	1,200,037.06	1,235,000.00	(34,962.94)	97.17%	(17,000.00)	1,218,000.00	-1.38%	Reduction based on Rev. Received
4000110 - Ad Valorem, Delinquent	2,505.44	20,000.00	(17,494.56)	12.53%	(16,800.00)	3,200.00	-84.00%	Reduction based on Rev. Received
4000113 - Interest/Penalties - Prop Tax	2,665.75	10,000.00	(7,334.25)	26.66%	(5,050.00)	4,950.00	-50.50%	Reduction based on Rev. Received
4000120 - Sales Tax	97,115.21	155,000.00	(57,884.79)	62.66%	12,000.00	167,000.00	7.74%	Sales Tax Rev. Increase
4000125 - Sales Tax - Street Improvement	24,278.82	32,500.00	(8,221.18)	74.70%	9,000.00	41,500.00	27.69%	Sales Tax Rev. Increase
4000130 - Franchise Tax	44,986.42	150,000.00	(105,013.58)	29.99%	10,000.00	160,000.00	6.67%	Increase in Franchise Tax Received
Total 4000100 - Taxes	1,371,588.70	1,602,500.00	(230,911.30)	85.59%	(7,850.00)	1,594,650.00	-93.78%	
4000200 - Licenses and Permits								
4000208 - Building Permits								
4000210 - Residential Building Permits	5,701.48	6,500.00	(798.52)	87.72%	4,000.00	10,500.00	61.54%	Increase in Bldg. Permits
4000213 - Fire Inspection Permits	600.00	1,000.00	(400.00)	60.00%	0.00	1,000.00	0.00%	
4000214 - Misc Building Permits	6,003.56	10,000.00	(3,996.44)	60.04%	0.00	10,000.00	0.00%	
Total 4000208 - Building Permits	12,305.04	17,500.00	(5,194.96)	70.32%	4,000.00	21,500.00	61.54%	
4000230 - Plan Review Fee	2,527.67	3,000.00	(472.33)	84.26%	0.00	3,000.00	0.00%	
4000260 - Alarm Permits	1,659.00	2,000.00	(341.00)	82.95%	0.00	2,000.00	0.00%	
4000270 - Animal Tag Fees	1,740.00	3,000.00	(1,260.00)	58.00%	0.00	3,000.00	0.00%	
4000272 - Impound Fees	860.00	1,550.00	(690.00)	55.48%	0.00	1,550.00	0.00%	
4000290 - Misc Licenses and Permits	635.00	1,000.00	(365.00)	63.50%	0.00	1,000.00	0.00%	
Total 4000200 - Licenses and Permits	19,726.71	28,050.00	(8,323.29)	70.33%	4,000.00	32,050.00	61.54%	
4000400 - Charges for Services								
4000325 - ESD #2	70,000.00	145,000.00	(75,000.00)	48.28%	0.00	145,000.00	0.00%	
4000330 - ESD #4	13,000.00	39,000.00	(26,000.00)	33.33%	0.00	39,000.00	0.00%	
4000411 - Copies and Maps	28.50	75.00	(46.50)	38.00%	0.00	75.00	0.00%	

City of Ovilla General Fund
Profit Loss Budget vs. Actual
October 1,2012 thru April 30, 2013

	Rev./Expend. For Oct 1,2012 Thru April 30, 2013	Budget 2012- 2013	Dollar Amount Over/(Under) Budget	% of Approved 2012-2013 Budget	Mid Year Budget Adjustment	Adjusted Total Mid-Year Budget	% of Increase/(Decrease) in Budget	Notes
4000415 · Police Reports	108.00	100.00	8.00	108.00%	50.00	150.00	50.00%	
4000420 · Park Lights	0.00	0.00	0.00	0.00%	0.00	0.00	-100.00%	
4000440 · Oak Leaf Animal Control	836.00	2,000.00	(1,164.00)	41.80%	(200.00)	1,800.00	-10.00%	Two new Subdivisions- Ovilla Parc & Bryson Manor
4000450 - Subdivision Fees	60,651.12	1,000.00	59,651.12	6065.11%	60,000.00	61,000.00	6000.00%	
4000480 · Solid Waste (Garbage)	119,655.29	196,000.00	(76,344.71)	61.05%	2,000.00	198,000.00	1.02%	
4000490 · Misc Charges for Services	1,016.61	2,500.00	(1,483.39)	40.66%	0.00	2,500.00	0.00%	
Total 4000400 · Charges for Services	265,295.52	385,675.00	(120,379.48)	68.79%	61,850.00	447,525.00	5941.02%	
4000500 · Fines and Forfeitures								
4000510 · Fines · Police	44,613.31	85,000.00	(40,386.69)	52.49%	(6,800.00)	78,200.00	-8.00%	Police Fines Rev. Down
4000520 · Fines · Animal Control	1,128.00	1,000.00	128.00	112.80%	300.00	1,300.00	30.00%	
4000525 · Fines · Code Enforcement	408.00	2,000.00	(1,592.00)	20.40%	(600.00)	1,400.00	-30.00%	
4000590 · Misc Fines and Forfeitures	25.00	150.00	(125.00)	16.67%	(75.00)	75.00	-50.00%	
Total 4000500 · Fines and Forfeitures	46,174.31	88,150.00	(41,975.69)	52.38%	(7,175.00)	80,975.00	-58.00%	
4000800 · Other Revenue								
4000810 · Heritage Day	2,218.00	5,500.00	(3,282.00)	40.33%	0.00	5,500.00	0.00%	
4000820 · Water Tower Lease	62,392.09	82,000.00	(19,607.91)	76.09%	6,000.00	88,000.00	7.32%	Water Tower Lease Rev. Increase
4000840 · Interest Earned	3,896.79	4,000.00	(103.21)	97.42%	1,500.00	5,500.00	37.50%	
4000861 · ESD #2 Cert Grant	27.67	0.00	27.67	100.00%	28.00	28.00	0.00%	
4000867 · HB3667 TX.Forest Service Grant	0.00	3,840.00	(3,840.00)	0.00%	(3,840.00)	0.00	-100.00%	Grant not Received
4000870 · Insurance Proceeds	4,813.19	0.00	4,813.19	100.00%	4,814.00	4,814.00	0.00%	TML Refunds & Misc. Insurance Pmts.
4000885 · Proceeds from Sale of Assets	14,400.00	0.00	14,400.00	100.00%	14,400.00	14,400.00	0.00%	Proceeds from Sale of Fire Truck
4000887 · HOA Revenue	0.00	1,015.00	(1,015.00)	0.00%	0.00	1,015.00	0.00%	
4000890 · Misc Other Revenue	6,867.84	4,500.00	2,367.84	152.62%	3,000.00	7,500.00	66.67%	Lien Pmt. For Mowing \$4,300
Total 4000800 · Other Revenue	94,615.58	100,855.00	(6,239.42)	93.81%	25,902.00	126,757.00	11.48%	

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4000900 - Transfers In								
4000925 - Transfer In - 4B-EDC	0.00	2,500.00	(2,500.00)	0.00%	0.00	2,500.00	0.00%	
4000930 - Transfer In W&S Fund	58,150.50	116,301.00	(58,150.50)	50.00%	0.00	116,301.00	0.00%	
4000940 - Transfer in MDD	0.00	500.00	(500.00)	0.00%	0.00	500.00	0.00%	
Total 4000900 - Transfers In	58,150.50	119,301.00	(61,150.50)	50.00%	0.00	119,301.00	0.00%	
Total Income	1,855,551.32	2,324,531.00	(468,979.68)	79.83%	76,727.00	2,401,258.00	3.30%	
	1,855,551.32	2,324,531.00	(468,979.68)	79.83%	76,727.00	2,401,258.00	3.30%	
Expense								
10 - Administration								
5101100 - Salaries & Wages								
5101110 - City Administrator	20,635.32	63,225.00	(42,589.68)	32.64%	0.00	63,225.00	0.00%	
5101115 - City Secretary	21,527.82	36,375.00	(14,847.18)	59.18%	1,040.00	37,415.00	2.86%	6.25% Raise approved by City Council
5101117 - City Accountant	22,158.69	37,500.00	(15,341.31)	59.09%	0.00	37,500.00	0.00%	Change Admin. Support to Full Time for Rest of Year
5101120 - Part Time- Admin. Support	4,328.75	7,700.00	(3,371.25)	56.22%	3,431.00	11,131.00	44.56%	
Total 5101100 - Salaries & Wages	68,650.58	144,800.00	(76,149.42)	47.41%	4,471.00	149,271.00	47.42%	
5102100 - Employee Benefits								
5102110 - Group Insurance	6,523.04	16,350.00	(9,826.96)	39.90%	(2,500.00)	13,850.00	-15.29%	Re-adjusted Insurance
5102135 - TIMRS	4,163.56	7,550.00	(3,386.44)	55.15%	0.00	7,550.00	0.00%	
5102160 - Worker's Compensation	325.00	440.00	(115.00)	73.86%	200.00	640.00	45.46%	
5102170 - Payroll Taxes	1,545.03	3,250.00	(1,704.97)	47.54%	0.00	3,250.00	0.00%	
5102180 - Unemployment Taxes	0.00	1,000.00	(1,000.00)	0.00%	0.00	1,000.00	0.00%	
5102196 - Membership Dues	230.00	700.00	(470.00)	32.86%	(200.00)	500.00	-28.57%	
Total 5102100 - Employee Benefits	12,786.63	29,290.00	(16,503.37)	43.66%	(2,500.00)	26,790.00	1.59%	
5102200 - Special Services								

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5102210 · Tax Assessing & Collecting Fees	1,553.00	1,800.00	(247.00)	86.28%	(250.00)	1,550.00	-13.89%	
5102220 · Tax Appraisal Fee	6,813.46	14,000.00	(7,186.54)	48.67%	0.00	14,000.00	0.00%	
5102230 · Legal Fees	3,562.50	40,000.00	(36,437.50)	8.91%	0.00	40,000.00	0.00%	
5102240 · Audit	7,155.00	7,155.00	0.00	100.00%	0.00	7,155.00	0.00%	
5102250 · Accounting	0.00	2,000.00	(2,000.00)	0.00%	0.00	2,000.00	0.00%	
5102260 · Engineering Fees	11.16	1,000.00	(988.84)	1.12%	0.00	1,000.00	0.00%	
Total 5102200 · Special Services	19,095.12	65,955.00	(46,859.88)	28.95%	(250.00)	65,705.00	-13.89%	
5102300 · Contractual Services								
5102310 · Consultant Fees	8,415.10	30,000.00	(21,584.90)	28.05%	0.00	30,000.00	0.00%	
Total 5102300 · Contractual Services	8,415.10	30,000.00	(21,584.90)	28.05%	0.00	30,000.00	0.00%	
5102500 · Operating Services								
5102530 · Custodial Service Contract	1,855.00	3,600.00	(1,745.00)	51.53%	0.00	3,600.00	0.00%	
Total 5102500 · Operating Services	1,855.00	3,600.00	(1,745.00)	51.53%	0.00	3,600.00	0.00%	
5102600 · Special Expenses								
5102610 · Election - Payroll	0.00	850.00	(850.00)	0.00%	0.00	850.00	0.00%	
5102620 · Election - Supplies	1,874.39	2,725.00	(850.61)	68.79%	0.00	2,725.00	0.00%	
5102630 · Meeting Expense	0.00	100.00	(100.00)	0.00%	0.00	100.00	0.00%	
Total 5102600 · Special Expenses	375.00	2,000.00	(1,625.00)	18.75%	1,500.00	3,500.00	75.00%	
5103100 · General Supplies	2,249.39	5,675.00	(3,425.61)	39.64%	1,500.00	7,175.00	75.00%	
5103110 · Office Supplies	3,482.36	6,000.00	(2,517.64)	58.04%	0.00	6,000.00	0.00%	
5103140 · Uniforms	88.00	300.00	(212.00)	29.33%	0.00	300.00	0.00%	
Total 5103100 · General Supplies	3,570.36	6,300.00	(2,729.64)	87.37%	0.00	6,300.00	0.00%	
5103400 · Maintenance Supplies / Parts								
5103410 · Supplies - Custodial	354.03	1,916.00	(1,561.97)	18.48%	0.00	1,916.00	0.00%	

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5103440 - Maintenance Agreement Expense	235.00	900.00	(665.00)	26.11%	0.00	900.00	0.00%	
5103460 - Miscellaneous	46.73	200.00	(153.27)	23.37%	0.00	200.00	0.00%	
Total 5103400 - Maintenance Supplies / Parts	635.76	3,016.00	(2,380.24)	21.08%	0.00	3,016.00	0.00%	
5104200 - Travel Expenses								
5104210 - Travel - Local	160.87	500.00	(339.13)	32.17%	0.00	500.00	0.00%	
5104220 - Professional Development	1,595.04	5,000.00	(3,404.96)	31.90%	0.00	5,000.00	0.00%	
5104222 - Professional Develop - Council	260.00	1,500.00	(1,240.00)	17.33%	(500.00)	1,000.00	-33.33%	
5104225 - City Council Meal Expense	876.01	800.00	76.01	109.50%	999.00	1,799.00	124.88%	
5104230 - Professional Develop - In-House	0.00	100.00	(100.00)	0.00%	0.00	100.00	0.00%	
Total 5104200 - Travel Expenses	2,891.92	7,900.00	(5,008.08)	190.91%	499.00	8,399.00	91.54%	
5105200 - Data Processing Expenses								
5105230 - Data Proc-Maintenance & Repair	2,689.36	4,500.00	(1,810.64)	59.76%	500.00	5,000.00	11.11%	
5105240 - Data Processing - Software	5,817.78	10,000.00	(4,182.22)	58.18%	0.00	10,000.00	0.00%	
Total 5105200 - Data Processing Expenses	8,507.14	14,500.00	(5,992.86)	58.67%	500.00	15,000.00	11.11%	
5105300 - Printing Expense								
5105310 - Copier Expense	1,787.52	4,800.00	(3,012.48)	37.24%	(1,500.00)	3,300.00	-31.25%	
5105320 - Printing - Newsletters	1,071.55	4,800.00	(3,728.45)	22.32%	(1,500.00)	3,300.00	-31.25%	
5105330 - Printing - Forms	550.20	2,000.00	(1,449.80)	27.51%	0.00	2,000.00	0.00%	
5105350 - Printing - Other	237.36	500.00	(262.64)	47.47%	0.00	500.00	0.00%	
Total 5105300 - Printing Expense	3,646.63	12,100.00	(8,453.37)	30.14%	(3,000.00)	9,100.00	-62.50%	
5105400 - Utilities								
5105410 - Telephone	755.49	1,200.00	(444.51)	62.95%	100.00	1,300.00	8.33%	
5105415 - Cellular Phone	493.50	1,100.00	(606.50)	44.86%	0.00	1,100.00	0.00%	
5105417 - Internet	464.91	775.00	(310.09)	59.99%	0.00	775.00	0.00%	
5105450 - Electricity	1,771.53	6,500.00	(4,728.47)	27.25%	0.00	6,500.00	0.00%	

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Total 5105400 - Utilities	3,485.43	9,575.00	(6,089.57)	36.40%	100.00	9,675.00	8.33%	
5105500 - Repairs & Bldg Improvements								
5105520 - Repairs - Buildings	1,418.79	7,000.00	(5,581.21)	20.27%	0.00	7,000.00	0.00%	
5105540 - Repairs - Machinery & Equipment	208.00	1,000.00	(792.00)	20.80%	0.00	1,000.00	0.00%	
5105590 - Repairs - Other	0.00	500.00	(500.00)	0.00%	0.00	500.00	0.00%	
Total 5105500 - Repairs & Bldg Improvements	1,626.79	8,500.00	(6,873.21)	19.14%	0.00	8,500.00	0.00%	
5105600 - Insurance								
5105610 - Insurance - Property	841.50	1,250.00	(408.50)	67.32%	0.00	1,250.00	0.00%	
5105620 - Insurance - Liability	1,037.25	1,385.00	(347.75)	74.89%	0.00	1,385.00	0.00%	
5105630 - Insurance - Fidelity Bond	250.00	500.00	(250.00)	50.00%	0.00	500.00	0.00%	
5105635 - Public Officials Surety Bonds	0.00	900.00	(900.00)	0.00%	0.00	900.00	0.00%	
Total 5105600 - Insurance	2,128.75	4,035.00	(1,906.25)	192.21%	0.00	4,035.00	0.00%	
5105700 - Other Expenses								
5105705 - Postage	877.93	6,000.00	(5,122.07)	14.63%	(1,000.00)	5,000.00	-16.67%	
5105710 - Cash - Over/Short	0.00	10.00	(10.00)	0.00%	0.00	10.00	0.00%	
5105725 - Records Management Expense	100.00	1,000.00	(900.00)	10.00%	(800.00)	200.00	-80.00%	
5105730 - Memberships	1,340.00	2,100.00	(760.00)	63.81%	0.00	2,100.00	0.00%	Lower number of legal notices published in paper
5105740 - Legal Notices/Advertising	1,208.00	6,000.00	(4,792.00)	20.13%	(2,000.00)	4,000.00	-33.33%	
5105752 - Employment Screening	77.46	300.00	(222.54)	25.82%	0.00	300.00	0.00%	
5105760 - Bank Service Charge	6.00	25.00	(19.00)	24.00%	0.00	25.00	0.00%	
5105765 - Filing Fees	275.00	250.00	25.00	110.00%	200.00	450.00	80.00%	
5105765 - Miscellaneous	321.10	2,000.00	(1,678.90)	16.06%	0.00	2,000.00	0.00%	
Total 5105700 - Other Expenses	4,205.49	17,685.00	(13,479.51)	23.78%	(3,600.00)	14,085.00	-50.00%	
5106400 - Minor Capital Outlay								

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5106440 - Machinery & Equipment	1,615.00	2,500.00	(885.00)	64.60%	3,320.00	5,820.00	132.80%	Replace City Admin.& City Acct. Computers
5106465 - Furniture	659.94	1,375.00	(715.06)	48.00%	0.00	1,375.00	0.00%	
5106470 - Audio Visual Equipment	0.00	2,000.00	(2,000.00)	0.00%	0.00	2,000.00	0.00%	
Total 5106400 - Minor Capital Outlay	2,274.94	5,875.00	(3,600.06)	38.72%	3,320.00	9,195.00	132.80%	
5107400 - Capitalized Assets								
5107420 - Buildings	15,686.67	0.00	15,686.67	100.00%	15,700.00	15,700.00	0.00%	City Hall Front Office Remodel
5107425 - Land	1,000.00	0.00	1,000.00	100.00%	56,000.00	56,000.00	0.00%	Pickard Land Purchase
5107440 - Machinery & Equipment	0.00	0.00	0.00	0.00%	0.00	0.00	-100.00%	
5107470 - Audio & Visual Equipment	0.00	0.00	0.00	0.00%	0.00	0.00	-100.00%	
Total 5107400 - Capitalized Assets	16,686.67	0.00	16,686.67	0.00%	71,700.00	71,700.00	-200.00%	
5109000 - Reserves								
5109001 - Reserve for Contingency	0.00	44,644.00	(44,644.00)	0.00%	(16,740.00)	27,904.00	-37.50%	15,700 for Remodel & 1,040 City Sec.Raise
Total 5109000 - Reserves	0.00	44,644.00	(44,644.00)	0.00%	(16,740.00)	27,904.00	-37.50%	
Total 10 - Administration	162,711.70	413,450.00	(250,738.30)	39.36%	56,000.00	469,450.00	13.55%	Admin.budget Diff. due to land purchase
20 - Police								
5201100 - Salaries & Wages								
5201120 - Police Chief	35,581.43	59,995.00	(24,413.57)	59.31%	1,800.00	61,795.00	3.00%	
5201143 - Command Staff	27,836.25	46,950.00	(19,113.75)	59.29%	1,408.00	48,358.00	3.00%	
5201150 - Certification Pay	1,384.50	2,400.00	(1,015.50)	57.69%	0.00	2,400.00	0.00%	
5201180 - Merit Raises Staff	0.00	3,208.00	(3,208.00)	0.00%	(3,208.00)	0.00	-100.00%	
Total 5201100 - Salaries & Wages	64,802.18	112,553.00	(47,750.82)	57.58%	0.00	112,553.00	6.00%	
5201400 - Support Salaries								
5201405 - Support Staff	12,468.01	21,029.00	(8,560.99)	59.29%	631.00	21,660.00	3.00%	
5201410 - Patrol	136,629.89	236,392.00	(99,762.11)	57.80%	7,092.00	243,484.00	3.00%	Merit Raise
5201415 - Certification Pay	1,211.55	5,100.00	(3,888.45)	23.76%	(1,156.00)	3,944.00	-22.67%	

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5201480 - Merit Raises	0.00	7,092.00	(7,092.00)	0.00%	(7,092.00)	0.00	-100.00%	Move Merit raise to payroll account
5201490 - Overtime	4,265.68	6,600.00	(2,334.32)	64.63%	0.00	6,600.00	0.00%	
Total 5201400 - Support Salaries	154,575.13	276,213.00	(121,637.87)	55.96%	(525.00)	275,688.00	-116.67%	
5202100 - Employee Benefits								
5202110 - Group Insurance	28,270.32	54,360.00	(26,089.68)	52.01%	0.00	54,360.00	0.00%	
5202135 - TMRS	12,293.00	21,405.00	(9,112.00)	57.43%	0.00	21,405.00	0.00%	
5202160 - Worker's Compensation	6,139.00	8,550.00	(2,411.00)	71.80%	0.00	8,550.00	0.00%	
5202170 - Payroll Taxes	3,266.27	5,445.00	(2,178.73)	59.99%	0.00	5,445.00	0.00%	
5202196 - Membership Dues	275.00	315.00	(40.00)	87.30%	(40.00)	275.00	-12.70%	
Total 5202100 - Employee Benefits	50,243.59	90,075.00	(39,831.41)	55.78%	(40.00)	90,035.00	-12.70%	
5202300 - Contractual Services								
5202355 - Contract Labor - Individual	0.00	500.00	(500.00)	0.00%	0.00	500.00	0.00%	
5202356 - Gingerbread House	1,000.00	1,000.00	0.00	100.00%	0.00	1,000.00	0.00%	
5202380 - Dispatch	12,395.00	13,135.00	(740.00)	94.37%	0.00	13,135.00	0.00%	
5202385 - Jail Expense	2,000.00	2,000.00	0.00	100.00%	0.00	2,000.00	0.00%	
Total 5202300 - Contractual Services	15,395.00	16,635.00	(1,240.00)	294.37%	0.00	16,635.00	0.00%	
5202500 - Operating Services								
5202540 - Computer Maintenance	375.00	500.00	(125.00)	75.00%	0.00	500.00	0.00%	
5202560 - Internet Subscriptions	0.00	620.00	(620.00)	0.00%	0.00	620.00	0.00%	
Total 5202500 - Operating Services	375.00	1,120.00	(745.00)	33.48%	0.00	1,120.00	0.00%	
5202600 - Special Expenses								
5202675 - National Night Out	306.25	500.00	(193.75)	61.25%	(193.00)	307.00	-38.60%	
Total 5202600 Special Expenses	306.25	500.00	(193.75)	61.25%	(193.00)	307.00	-38.60%	
5203100 - General Supplies								
5203110 - Office Supplies	563.45	1,500.00	(936.55)	37.56%	0.00	1,500.00	0.00%	

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5203140 - Uniforms	555.05	1,400.00	(844.95)	39.65%	0.00	1,400.00	0.00%	
5203170 - Evidence Gathering	117.11	300.00	(182.89)	39.04%	0.00	300.00	0.00%	
Total 5203100 - General Supplies	1,235.61	3,200.00	(1,964.39)	38.61%	0.00	3,200.00	0.00%	
5203400 - Maintenance Supplies & Parts								
5203410 - Supplies - Custodial	189.01	600.00	(410.99)	31.50%	0.00	600.00	0.00%	
Total 5203400 - Maintenance Supplies & Parts	189.01	600.00	(410.99)	31.50%	0.00	600.00	0.00%	
5204200 - Travel Expenses								
5204210 - Travel - Local	0.00	300.00	(300.00)	0.00%	0.00	300.00	0.00%	
5204220 - Professional Development	388.87	2,000.00	(1,611.13)	19.44%	0.00	2,000.00	0.00%	
5204270 - Vehicle Expenses	14,877.71	24,000.00	(9,122.29)	61.99%	0.00	24,000.00	0.00%	
Total 5204200 - Travel Expenses	15,266.58	26,300.00	(11,033.42)	58.05%	0.00	26,300.00	0.00%	
5205200 - Data Processing Expenses								
5205220 - Data Proc - Equipment Rental	0.00	400.00	(400.00)	0.00%	0.00	400.00	0.00%	
5205240 - Data Processing - Software	18,326.00	18,330.00	(4.00)	99.98%	0.00	18,330.00	0.00%	
Total 5205200 - Data Processing Expenses	18,326.00	18,730.00	(404.00)	97.84%	0.00	18,730.00	0.00%	
5205300 - Printing Expenses								
5205310 - Copier Expense	772.38	1,500.00	(727.62)	51.49%	0.00	1,500.00	0.00%	
5205330 - Printing - Forms	0.00	600.00	(600.00)	0.00%	(27.00)	573.00	-4.50%	
5205350 - Printing - Other	87.76	600.00	(512.24)	14.63%	0.00	600.00	0.00%	
Total 5205300 - Printing Expenses	860.14	2,700.00	(1,839.86)	31.86%	(27.00)	2,673.00	-4.50%	
5205400 - Utilities								
5205410 - Telephone	813.60	1,300.00	(486.40)	62.59%	200.00	1,500.00	15.39%	
5205415 - Cellular Phone	636.99	1,550.00	(913.01)	41.10%	(200.00)	1,350.00	-12.90%	
5205417 - Internet - PD	809.07	950.00	(140.93)	85.17%	525.00	1,475.00	55.26%	
5205420 - Wireless Cards	1,139.95	2,350.00	(1,210.05)	48.51%	0.00	2,350.00	0.00%	

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5205450 - Electricity	1,864.64	4,000.00	(2,135.36)	46.62%	0.00	4,000.00	0.00%	
Total 5205400 - Utilities	5,264.25	10,150.00	(4,885.75)	51.87%	525.00	10,675.00	42.36%	
5205500 - Repairs & Building Improvements								
5205520 - Repairs - Building	0.00	300.00	(300.00)	0.00%	0.00	300.00	0.00%	
5205540 - Repairs- Machinery & Equipment	959.78	700.00	259.78	137.11%	260.00	960.00	37.14%	
5205550 - Repairs - Vehicles	2,462.21	7,500.00	(5,037.79)	32.83%	0.00	7,500.00	0.00%	
Total 5205500 - Repairs & Building Improvements	3,421.99	8,500.00	(5,078.01)	40.26%	260.00	8,760.00	37.14%	
5205600 - Insurance								
5205610 - Insurance - Property	1,199.25	1,600.00	(400.75)	74.95%	0.00	1,600.00	0.00%	
5205620 - Insurance - Liability	3,857.25	5,200.00	(1,342.75)	74.18%	0.00	5,200.00	0.00%	
5205640 - Insurance - Vehicle	1,663.50	2,600.00	(936.50)	63.98%	0.00	2,600.00	0.00%	
Total 5205600 - Insurance	6,720.00	9,400.00	(2,680.00)	71.49%	0.00	9,400.00	0.00%	
5205700 - Other Expenses								
5205752 - Employment Screening	65.00	600.00	(535.00)	10.83%	0.00	600.00	0.00%	
5205742 - Public Relations	0.00	100.00	(100.00)	0.00%	0.00	100.00	0.00%	
5205765 - Miscellaneous	418.65	1,800.00	(1,381.35)	23.26%	0.00	1,800.00	0.00%	
Total 5205700 - Other Expenses	483.65	2,500.00	(2,016.35)	34.09%	0.00	2,500.00	0.00%	
5206400 - Minor Capital Outlay								
5206440 - Machinery & Equipment	1,098.00	1,150.00	(52.00)	95.48%	0.00	1,150.00	0.00%	
5206445 - Personal Protective Equipment	622.95	2,000.00	(1,377.05)	31.15%	0.00	2,000.00	0.00%	
Total 5206400 - Minor Capital Outlay	1,720.95	3,150.00	(1,429.05)	54.63%	0.00	3,150.00	0.00%	
5207400 - Capitalized Assets								
5207440 - Machinery & Equipment	0.00	0.00	0.00	0.00%	0.00	0.00	-100.00%	
5207450 - Vehicles	0.00	0.00	0.00	0.00%	0.00	0.00	-100.00%	
Total 5207400 - Capitalized Assets	0.00	0.00	0.00	0.00%	0.00	0.00	-200.00%	

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Total 20 - Police	339,185.33	582,326.00	(243,140.67)	58.25%	0.00	582,326.00	0.00%	
25 - Municipal Court								
5251100 - Salaries & Wages								
5251140 - Municipal Judge	3,080.00	6,000.00	(2,920.00)	51.33%	0.00	6,000.00	0.00%	
Total 5251100 - Salaries & Wages	3,080.00	6,000.00	(2,920.00)	51.33%	0.00	6,000.00	0.00%	
5251400 - Support Staff								
5251405 - Support Staff	16,576.00	27,975.00	(11,399.00)	59.25%	850.00	28,825.00	3.04%	
5251420 - Jury Fees	36.00	200.00	(164.00)	18.00%	0.00	200.00	0.00%	
5251425 - City Prosecutor	3,329.72	8,500.00	(5,170.28)	39.17%	0.00	8,500.00	0.00%	
5251480 - Merit Raises	0.00	850.00	(850.00)	0.00%	(850.00)	0.00	-100.00%	
5251490 - Overtime	543.93	1,000.00	(456.07)	54.39%	75.00	1,075.00	7.50%	
Total 5251400 - Support Staff	20,485.65	38,525.00	(18,039.35)	53.18%	75.00	38,600.00	-89.46%	
5252100 - Employee Benefits								
5252110 - Group Insurance	3,167.92	5,440.00	(2,272.08)	58.23%	0.00	5,440.00	0.00%	
5252135 - TMRS	939.09	1,600.00	(660.91)	58.69%	0.00	1,600.00	0.00%	
5252160 - Worker's Compensation	81.00	110.00	(29.00)	73.64%	0.00	110.00	0.00%	
5252170 - Payroll Taxes	241.95	425.00	(183.05)	56.93%	0.00	425.00	0.00%	
5252196 - Membership Dues	0.00	80.00	(80.00)	0.00%	(80.00)	0.00	-100.00%	
Total 5252100 - Employee Benefits	4,429.96	7,655.00	(3,225.04)	57.87%	(80.00)	7,575.00	-100.00%	
5252300 - Contractual Services								
5252375 - Traffic Fines	24,707.90	38,000.00	(13,292.10)	65.02%	0.00	38,000.00	0.00%	
Total 5252300 - Contractual Services	24,707.90	38,000.00	(13,292.10)	65.02%	0.00	38,000.00	0.00%	
5252500 - Operating Services								
5252540 - Computer Maintenance	0.00	150.00	(150.00)	0.00%	0.00	150.00	0.00%	
Total 5252500 - Operating Services	0.00	150.00	(150.00)	0.00%	0.00	150.00	0.00%	

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5253100 - General Supplies								
5253110 - Office Supplies	75.01	75.00	0.01	100.01%	168.00	243.00	224.00%	
5253140 - Uniforms	28.00	50.00	(22.00)	56.00%	48.00	98.00	96.00%	
Total 5253100 - General Supplies	103.01	125.00	(21.99)	156.01%	216.00	341.00	320.00%	
5254200 - Travel Expenses								
5254210 - Travel Local	0.00	25.00	(25.00)	0.00%	0.00	25.00	0.00%	
5254220 - Professional Development	23.95	50.00	(26.05)	47.90%	(26.00)	24.00	-52.00%	
Total 5254200 - Travel Expenses	23.95	75.00	(51.05)	47.90%	(26.00)	49.00	-52.00%	
5255200 - Data Processing Expenses								
5255240 - Data Processing - SW Maint.	1,686.67	1,670.00	16.67	101.00%	0.00	1,670.00	0.00%	
Total 5255200 - Data Processing Expenses	1,686.67	1,670.00	16.67	101.00%	0.00	1,670.00	0.00%	
5255300 - Printing Expense								
5255350 - Printing - Other	0.00	200.00	(200.00)	0.00%	0.00	200.00	0.00%	
Total 5255300 - Printing Expense	0.00	200.00	(200.00)	0.00%	0.00	200.00	0.00%	
5255600 - Insurance								
5255620 - Insurance Liability	129.75	275.00	(145.25)	47.18%	(100.00)	175.00	-36.36%	
5255630 - Insurance - Fidelity Bond	0.00	50.00	(50.00)	0.00%	(50.00)	0.00	-100.00%	
Total 5255600 - Insurance	129.75	325.00	(195.25)	47.18%	(150.00)	175.00	-136.36%	
5255700 - Other Expenses								
5255752 - Employment Screening	0.00	100.00	(100.00)	0.00%	(35.00)	65.00	-35.00%	
5255765 - Miscellaneous	0.00	75.00	(75.00)	0.00%	0.00	75.00	0.00%	
Total 5255700 - Other Expenses	0.00	175.00	(175.00)	0.00%	(35.00)	140.00	-35.00%	
Total 25 - Municipal Court	54,646.89	92,900.00	(38,253.11)	58.82%	0.00	92,900.00	0.00%	
30 - Fire								
5301100 - Salaries & Wages								

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5301125 - Fire Chief	0.00	0.00	0.00	0.00%	0.00	0.00	-100.00%	
5301130 - Asst. Fire Chief	22,545.00	39,000.00	(16,455.00)	57.81%	585.00	39,585.00	1.50%	
5301140 - Fire Captains	45,530.28	93,600.00	(48,069.72)	48.64%	1,415.00	95,015.00	1.51%	
5301180 - Merit Raises - Staff	0.00	2,000.00	(2,000.00)	0.00%	(2,000.00)	0.00	-100.00%	Distribute Merit Raise to Payroll Accounts
Total 5301100 - Salaries & Wages	68,075.28	134,600.00	(66,524.72)	50.58%	0.00	134,600.00	-98.50%	
5301400 - Support Salaries								
5301440 - Firefighters	116,941.74	196,200.00	(79,258.26)	59.60%	5,800.00	202,000.00	2.96%	Merit Raise
5301480 - Merit Raises	0.00	5,800.00	(5,800.00)	0.00%	(5,800.00)	0.00	-100.00%	Distribute Merit Raise to Payroll Accounts
5301485 - Volunteer Incentive Program	6,875.00	13,000.00	(6,125.00)	52.89%	0.00	13,000.00	0.00%	
Total 5301400 - Support Salaries	123,816.74	215,000.00	(91,183.26)	57.59%	0.00	215,000.00	-97.04%	
5302100 - Employee Benefits								
5302110 - Group Insurance	0.00	0.00	0.00	0.00%	0.00	0.00	-100.00%	
5302135 - TMRS	1,261.75	2,300.00	(1,038.25)	54.86%	0.00	2,300.00	0.00%	
5302137 - Volunteer Retirement	1,260.00	2,500.00	(1,240.00)	50.40%	0.00	2,500.00	0.00%	
5302160 - Worker's Compensation	12,228.25	12,500.00	(271.75)	97.83%	2,730.00	15,230.00	21.84%	Increase due to add'l Employees & Audit
5302170 - Payroll Taxes	12,754.18	23,500.00	(10,745.82)	54.27%	0.00	23,500.00	0.00%	
5302196 - Membership Dues	1,355.00	2,000.00	(645.00)	67.75%	0.00	2,000.00	0.00%	
Total 5302100 - Employee Benefits	28,859.18	42,800.00	(13,940.82)	67.43%	2,730.00	45,530.00	-78.16%	
5302300 - Contractual Services								
5302310 - Consultant Fees	0.00	1,600.00	(1,600.00)	0.00%	(1,600.00)	0.00	-100.00%	
5302380 - Dispatch	12,395.00	12,500.00	(105.00)	99.16%	(100.00)	12,400.00	-0.80%	
5302385 - Emergency Transport Service	46,027.50	61,400.00	(15,372.50)	74.96%	0.00	61,400.00	0.00%	
Total 5302300 - Contractual Services	58,422.50	75,500.00	(17,077.50)	77.38%	(1,700.00)	73,800.00	-100.80%	
5302500 - Operating Services								
5302510 - Maintenance Agreements	1,593.54	10,505.00	(8,911.46)	15.17%	0.00	10,505.00	0.00%	

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5302540 · Computer Maintenance	375.00	2,000.00	(1,625.00)	18.75%	(500.00)	1,500.00	-25.00%	
5302570 · Warning System Maintenance	780.00	780.00	0.00	100.00%	0.00	780.00	0.00%	
5302580 · Generator Maintenance	0.00	1,380.00	(1,380.00)	0.00%	0.00	1,380.00	0.00%	
Total 5302500 · Operating Services	2,748.54	14,665.00	(11,916.46)	18.74%	(500.00)	14,165.00	-25.00%	
5302600 · Special Expenses								
5302675 · National Night Out	0.00	500.00	(500.00)	0.00%	0.00	500.00	0.00%	
Total 5302600 · Special Expenses	0.00	500.00	(500.00)	0.00%	0.00	500.00	0.00%	
5303100 · General Supplies								
5303110 · Office Supplies	602.44	1,400.00	(797.56)	43.03%	0.00	1,400.00	0.00%	
5303140 · Uniforms	2,052.25	4,000.00	(1,947.75)	51.31%	0.00	4,000.00	0.00%	
5303160 · Medical Supplies	2,873.43	5,000.00	(2,126.57)	57.47%	0.00	5,000.00	0.00%	
5303165 · Medical Support	382.65	500.00	(117.35)	76.53%	0.00	500.00	0.00%	
5303170 · Evidence Gathering	0.00	50.00	(50.00)	0.00%	0.00	50.00	0.00%	
5303175 · Education Aids	44.09	50.00	(5.91)	88.18%	0.00	50.00	0.00%	
Total 5303100 · General Supplies	5,954.86	11,000.00	(5,045.14)	54.14%	0.00	11,000.00	0.00%	
5303400 · Maintenance Supplies & Parts								
5303410 · Supplies - Custodial	774.91	2,400.00	(1,625.09)	32.29%	0.00	2,400.00	0.00%	
5303420 · Building Alarm Maintenance	420.00	420.00	0.00	100.00%	0.00	420.00	0.00%	
Total 5303400 · Maintenance Supplies & Parts	1,194.91	2,820.00	(1,625.09)	42.37%	0.00	2,820.00	0.00%	
5304200 · Travel Expenses								
5304220 · Professional Development	808.59	1,000.00	(191.41)	80.86%	500.00	1,500.00	50.00%	
5304240 · Medical Training	0.00	0.00	0.00	0.00%	0.00	0.00	-100.00%	
5304270 · Vehicle Expenses	5,313.79	10,000.00	(4,686.21)	53.14%	0.00	10,000.00	0.00%	
Total 5304200 · Travel Expenses	6,122.38	11,000.00	(4,877.62)	55.66%	500.00	11,500.00	-50.00%	
5305200 · Data Processing Expenses								

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5305230 · Data Proc-Maintenance & Repair	506.25	500.00	6.25	101.25%	500.00	1,000.00	100.00%	
5305240 · Data Processing - Software	2,850.00	2,850.00	0.00	100.00%	0.00	2,850.00	0.00%	
Total 5305200 · Data Processing Expenses	3,356.25	3,350.00	6.25	100.19%	500.00	3,850.00	100.00%	
5305300 · Printing Expense								
5305310 · Copier Expense	1,481.50	3,100.00	(1,618.50)	47.79%	0.00	3,100.00	0.00%	
5305330 · Printing - Forms	0.00	100.00	(100.00)	0.00%	0.00	100.00	0.00%	
Total 5305300 · Printing Expense	1,481.50	3,200.00	(1,718.50)	46.30%	0.00	3,200.00	0.00%	
5305400 · Utilities								
5305410 · Telephone	1,230.65	2,100.00	(869.35)	58.60%	0.00	2,100.00	0.00%	
5305415 · Cellular Phone	373.52	1,200.00	(826.48)	31.13%	(300.00)	900.00	-25.00%	
5305417 · Internet - Fire Dept.	2,185.77	3,600.00	(1,414.23)	60.72%	0.00	3,600.00	0.00%	
5305430 · Natural Gas	1,370.67	1,200.00	170.67	114.22%	300.00	1,500.00	25.00%	
5305450 · Electricity	2,322.40	8,000.00	(5,677.60)	29.03%	0.00	8,000.00	0.00%	
Total 5305400 · Utilities	7,483.01	16,100.00	(8,616.99)	46.48%	0.00	16,100.00	0.00%	
5305500 · Repairs & Bldg Improvements								
5305520 · Repairs - Building	1,114.45	4,500.00	(3,385.55)	24.77%	0.00	4,500.00	0.00%	
5305540 · Repairs - Machinery & Equipment	13,105.92	19,000.00	(5,894.08)	68.98%	0.00	19,000.00	0.00%	
5305545 · Repairs - Apparatus	4,548.87	12,000.00	(7,451.13)	37.91%	0.00	12,000.00	0.00%	
5305550 · Repairs - Vehicles	226.13	3,500.00	(3,273.87)	6.46%	0.00	3,500.00	0.00%	
Total 5305500 · Repairs & Bldg Improvements	18,995.37	39,000.00	(20,004.63)	48.71%	0.00	39,000.00	0.00%	
5305600 · Insurance								
5305610 · Insurance - Property	0.00	60.00	(60.00)	0.00%	(60.00)	0.00	-100.00%	
5305620 · Insurance - Liability	5,609.75	6,500.00	(890.25)	86.30%	0.00	6,500.00	0.00%	
5305640 · Insurance - Vehicle	7,324.50	10,000.00	(2,675.50)	73.25%	0.00	10,000.00	0.00%	
Total 5305600 · Insurance	12,934.25	16,560.00	(3,625.75)	78.11%	(60.00)	16,500.00	-100.00%	

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5305700 - Other Expenses								
5305705 - Postage	0.00	200.00	(200.00)	0.00%	0.00	200.00	0.00%	
5305752 - Employment Screening	156.00	700.00	(544.00)	22.29%	0.00	700.00	0.00%	
5305765 - Flags & Miscellaneous	0.00	0.00	0.00	0.00%	0.00	0.00	-100.00%	
5305770 - Matching Fire Grant Expense	0.00	50.00	(50.00)	0.00%	(50.00)	0.00	-100.00%	
Total 5305700 - Other Expenses	156.00	950.00	(794.00)	16.42%	(50.00)	900.00	-200.00%	
5306400 - Minor Capital Outlay								
5306440 - Machinery & Equipment	106.78	10,800.00	(10,693.22)	0.99%	14,400.00	25,200.00	133.33%	Proceeds from Sale of Fire Truck 14,400
5306445 - Personal Protective Equipment	10,449.00	20,500.00	(10,051.00)	50.97%	(1,420.00)	19,080.00	-6.93%	
Total 5306400 - Minor Capital Outlay	10,555.78	31,300.00	(20,744.22)	33.73%	12,980.00	44,280.00	126.41%	
5307400 - Capitalized Assets								
5307440 - Machinery & Equipment	0.00	0.00	0.00	0.00%	0.00	0.00	-100.00%	
Total 5307400 - Capitalized Assets	0.00	0.00	0.00	0.00%	0.00	0.00	-100.00%	
Total 30 - Fire	350,156.55	618,345.00	(268,188.45)	56.63%	14,400.00	632,745.00	2.33%	Difference due to proceeds from sale of Fire Truck
40 - Community Services								
5401100 - Salaries & Wages								
5401135 - ACC/Code Enforcement Officer	20,200.95	34,200.00	(13,999.05)	59.07%	1,025.00	35,225.00	3.00%	Merit Raise
5401180 - Merit Raises - Staff	0.00	1,025.00	(1,025.00)	0.00%	(1,025.00)	0.00	-100.00%	Distribute Merit Raise to Payroll Accounts
5401190 - Overtime	0.00	150.00	(150.00)	0.00%	0.00	150.00	0.00%	
Total 5401100 - Salaries & Wages	20,200.95	35,375.00	(15,174.05)	57.11%	0.00	35,375.00	-97.00%	
5402100 - Employee Benefits								
5402110 - Group Insurance	2,450.00	5,440.00	(2,990.00)	45.04%	(1,200.00)	4,240.00	-22.06%	
5402135 - TMRS	1,148.78	2,000.00	(851.22)	57.44%	0.00	2,000.00	0.00%	
5402160 - Worker's Compensation	91.00	275.00	(184.00)	33.09%	(100.00)	175.00	-36.36%	

City of Ovilla General Fund
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	Rev./Expend. For Oct 1, 2012 Thru April 30, 2013	Budget 2012- 2013	Dollar Amount Over/(Under) Budget	% of Approved 2012-2013 Budget	Mid Year Budget Adjustment	Adjusted Total Mid-Year Budget	% of Increase/(Decrease) in Budget	Notes
5402170 · Payroll Taxes	333.12	550.00	(216.88)	60.57%	0.00	550.00	0.00%	
5402190 · License	0.00	200.00	(200.00)	0.00%	0.00	200.00	0.00%	
Total 5402100 · Employee Benefits	4,022.90	8,465.00	(4,442.10)	47.52%	(1,300.00)	7,165.00	-58.42%	
5402300 · Contractual Services								Increase due to new housing starts
5402315 · Contract Building Inspections	7,264.87	10,000.00	(2,735.13)	72.65%	4,000.00	14,000.00	40.00%	
5402325 · Fire Inspections	0.00	600.00	(600.00)	0.00%	0.00	600.00	0.00%	
5402370 · Impound Fees	405.00	2,000.00	(1,595.00)	20.25%	(600.00)	1,400.00	-30.00%	
Total 5402300 · Contractual Services	7,669.87	12,600.00	(4,930.13)	92.90%	3,400.00	16,000.00	10.00%	
5402500 · Operating Services								
5402540 · Computer Maintenance	0.00	100.00	(100.00)	0.00%	0.00	100.00	0.00%	
Total 5402500 · Operating Services	0.00	100.00	(100.00)	0.00%	0.00	100.00	0.00%	
5402600 · Special Expenses								
5402685 · Clean up Day	0.00	100.00	(100.00)	0.00%	(100.00)	0.00	-100.00%	
Total 5402600 · Special Expenses	0.00	100.00	(100.00)	0.00%	(100.00)	0.00	-100.00%	
5403100 · General Supplies								
5403110 · Office Supplies	25.99	35.00	(9.01)	74.26%	0.00	35.00	0.00%	
5403120 · Animal Care	185.00	240.00	(55.00)	77.08%	100.00	340.00	41.67%	
5403122 · Pet Supplies	218.67	200.00	18.67	109.34%	450.00	650.00	225.00%	
5403140 · Uniforms	225.94	350.00	(124.06)	64.55%	0.00	350.00	0.00%	
Total 5403100 · General Supplies	655.60	825.00	(169.40)	79.47%	550.00	1,375.00	266.67%	
5403400 · Maintenance Supplies & Parts								
5403460 · Miscellaneous	0.00	100.00	(100.00)	0.00%	0.00	100.00	0.00%	
Total 5403400 · Maintenance Supplies & Parts	0.00	100.00	(100.00)	0.00%	0.00	100.00	0.00%	
5404200 · Travel Expenses								
5404210 · Travel - Local	0.00	25.00	(25.00)	0.00%	0.00	25.00	0.00%	

City of Ovilla General Fund
Profit Loss Budget vs. Actual
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	Rev./Expend. For Oct 1,2012 Thru April 30, 2013	Budget 2012- 2013	Dollar Amount Over/(Under) Budget	% of Approved 2012-2013 Budget	Mid Year Budget Adjustment	Adjusted Total Mid-Year Budget	% of Increase/(Decrease) in Budget	Notes
5404220 - Professional Development	153.33	200.00	(46.67)	76.67%	0.00	200.00	0.00%	
5404270 - Vehicle Expenses	965.88	1,800.00	(834.12)	53.66%	0.00	1,800.00	0.00%	
Total 5404200 - Travel Expenses	1,119.21	2,025.00	(905.79)	55.27%	0.00	2,025.00	0.00%	
5405200 - Data Processing Expenses								
5405230 - Data Proc. Maint. & Repairs	0.00	100.00	(100.00)	0.00%	0.00	100.00	0.00%	
Total 5405200 - Data Process. Expenses	0.00	100.00	(100.00)	0.00%	0.00	100.00	0.00%	
5405300 - Printing Expense								
5405330 - Printing - Forms	0.00	150.00	(150.00)	0.00%	0.00	150.00	0.00%	
Total 5405300 - Printing Expense	0.00	150.00	(150.00)	0.00%	0.00	150.00	0.00%	
5405400 - Utilities								
5405415 - Cellular Phone	249.37	700.00	(450.63)	35.62%	(150.00)	550.00	-21.43%	
Total 5405400 - Utilities	249.37	700.00	(450.63)	35.62%	(150.00)	550.00	-21.43%	
5405600 - Insurance								
5405610 - Insurance Property	6.00	8.00	(2.00)	75.00%	0.00	8.00	0.00%	
5405620 - Insurance - Liability	153.75	205.00	(51.25)	75.00%	0.00	205.00	0.00%	
5405640 - Insurance - Vehicle	392.25	525.00	(132.75)	74.71%	0.00	525.00	0.00%	
Total 5405600 - Insurance	552.00	738.00	(186.00)	74.71%	0.00	738.00	0.00%	
5405700 - Miscellaneous								
5405765 - Miscellaneous	65.00	100.00	(35.00)	65.00%	0.00	100.00	0.00%	
Total 5405700 - Other Expenses	65.00	100.00	(35.00)	65.00%	0.00	100.00	0.00%	
5406400 - Minor Capital Outlay								
5406440 - Machinery & Equipment	0.00	826.00	(826.00)	0.00%	1,600.00	2,426.00	193.71%	
Total 5406400 - Minor Capital Outlay	0.00	826.00	(826.00)	0.00%	1,600.00	2,426.00	193.71%	Increase due to inspections with the same increase in Rev.
Total 40 - Community Services	34,534.90	62,204.00	(27,669.10)	55.52%	4,000.00	66,204.00	6.43%	

City of Ovilla General Fund
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	Rev./Expend. For Oct 1, 2012 Thru April 30, 2013	Budget 2012- 2013	Dollar Amount Over/(Under) Budget	% of Approved 2012-2013 Budget	Mid Year Budget Adjustment	Adjusted Total Mid-Year Budget	% of Increase/(Decrease) in Budget	Notes
45 - Solid Waste								
5455400 - Utilities								
5455465 - Solid waste Pickup (Garbage)	83,125.14	198,000.00	(114,873.86)	41.98%	2,327.00	200,327.00	1.17%	Increased Revenue 400480 to offset expense
Total 5455400 - Utilities	83,125.14	198,000.00	(114,873.86)	41.98%	2,327.00	200,327.00	1.18%	
Total 45 - Solid Waste	83,125.14	198,000.00	(114,873.86)	41.98%	2,327.00	200,327.00	1.17%	
50 - Streets								
5501400 - Support Staff								
5501415 - Maintenance Crew	10,768.47	22,500.00	(11,731.53)	47.86%	(1,700.00)	20,800.00	-7.56%	
5501480 - Merit Raises	0.00	700.00	(700.00)	0.00%	(700.00)	0.00	-100.00%	
5501490 - Overtime	507.54	1,500.00	(992.46)	33.84%	0.00	1,500.00	0.00%	
5501500 - Streets - On Call	150.00	750.00	(600.00)	20.00%	0.00	750.00	0.00%	
Total 5501400 - Support Staff	11,426.01	25,450.00	(14,023.99)	44.90%	(2,400.00)	23,050.00	-107.56%	
5502100 - Employee Benefits								
5502110 - Group Insurance	2,715.36	5,440.00	(2,724.64)	49.92%	(400.00)	5,040.00	-7.35%	
5502135 - TMRS	642.77	1,350.00	(707.23)	47.61%	(100.00)	1,250.00	-7.41%	
5502160 - Worker's Compensation	1,633.25	1,745.00	(111.75)	93.60%	325.00	2,070.00	18.63%	
5502170 - Payroll Taxes	165.68	375.00	(209.32)	44.18%	(50.00)	325.00	-13.33%	
5502190 - License	0.00	122.00	(122.00)	0.00%	0.00	122.00	0.00%	
Total 5502100 - Employee Benefits	5,157.06	9,032.00	(3,874.94)	57.10%	(225.00)	8,807.00	-9.47%	
5502200 - Special Services								
5502260 - Engineering Fees	0.00	0.00	0.00	0.00%	0.00	0.00	-100.00%	
5502280 - NCTCOG - SWMP Fees	2,425.00	6,250.00	(3,825.00)	38.80%	0.00	6,250.00	0.00%	
Total 5502200 - Special Services	2,425.00	6,250.00	(3,825.00)	38.80%	0.00	6,250.00	-100.00%	
5502600 - Special Expenses								

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5502620 - Emergency Clean Up	0.00	2,500.00	(2,500.00)	0.00%	0.00	2,500.00	0.00%	
Total 5502600 - Special Expenses	0.00	2,500.00	(2,500.00)	0.00%	0.00	2,500.00	0.00%	
5503100 - General Supplies								
5503110 - Office Supplies	0.00	100.00	(100.00)	0.00%	0.00	100.00	0.00%	
5503140 - Uniforms	223.68	400.00	(176.32)	55.92%	0.00	400.00	0.00%	
Total 5503100 - General Supplies	223.68	500.00	(276.32)	44.74%	0.00	500.00	0.00%	
5503400 - Maintenance Supplies & Parts								
5503405 - Drainage Maintenance	0.00	500.00	(500.00)	0.00%	0.00	500.00	0.00%	
5503420 - Supplies - Street Signs	853.38	2,000.00	(1,146.62)	42.67%	0.00	2,000.00	0.00%	
5503460 - Miscellaneous	150.65	214.00	(63.35)	70.40%	0.00	214.00	0.00%	
Total 5503400 - Maintenance Supplies & Parts	1,004.03	2,714.00	(1,709.97)	36.99%	0.00	2,714.00	0.00%	
5504200 - Travel Expenses								
5504220 - Professional Development	0.00	500.00	(500.00)	0.00%	0.00	500.00	0.00%	
5504270 - Vehicle Expenses (Fuel)	2,339.84	6,000.00	(3,660.16)	39.00%	0.00	6,000.00	0.00%	
Total 5504200 - Travel Expenses	2,339.84	6,500.00	(4,160.16)	36.00%	0.00	6,500.00	0.00%	
5505300 - Printing Expense								
5505350 - Printing-Other	0.00	300.00	(300.00)	0.00%	0.00	300.00	0.00%	
Total 5505300 - Printing Expense	0.00	300.00	(300.00)	0.00%	0.00	300.00	0.00%	
5505400 - Utilities								
5505450 - Electricity	21,186.32	45,500.00	(24,313.68)	46.56%	0.00	45,500.00	0.00%	
Total 5505400 - Utilities	21,186.32	45,500.00	(24,313.68)	46.56%	0.00	45,500.00	0.00%	
5505500 - Repairs & Bldg Improvements								
5505520 - Repairs - Building	0.00	1,000.00	(1,000.00)	0.00%	0.00	1,000.00	0.00%	
5505540 - Repairs - Machinery & Equipment	1,450.17	3,000.00	(1,549.83)	48.34%	0.00	3,000.00	0.00%	
5505550 - Repairs - Vehicles	1,022.72	2,500.00	(1,477.28)	40.91%	0.00	2,500.00	0.00%	

City of Ovilla General Fund
Profit Loss Budget vs. Actual
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	Rev./Expend. For Oct 1,2012 Thru April 30, 2013	Budget 2012- 2013	Dollar Amount Over/(Under) Budget	% of Approved 2012-2013 Budget	Mid Year Budget Adjustment	Adjusted Total Mid-Year Budget	% of Increase/(Decrease) in Budget	Notes
5505560 - Repairs - Street Maint. & Repairs	14,961.37	50,000.00	(35,038.63)	29.92%	2,625.00	52,625.00	5.25%	Increase in Street Maint.
5505565 - Repairs - Infrastructure Drainage	1,850.80	5,000.00	(3,149.20)	37.02%	0.00	5,000.00	0.00%	
5505590 - Repairs - Other	299.22	1,500.00	(1,200.78)	19.95%	0.00	1,500.00	0.00%	
Total 5505500 - Repairs & Bldg Improvements	19,584.28	63,000.00	(43,415.72)	31.09%	2,625.00	65,625.00	5.25%	
5505600 - Insurance								
5505610 - Insurance Property	79.00	100.00	(21.00)	79.00%	10.00	110.00	10.00%	
5505620 - Insurance - Liability	735.75	1,000.00	(264.25)	73.58%	(10.00)	990.00	-1.00%	
5505640 - Insurance - Vehicle	2,384.25	3,400.00	(1,015.75)	70.13%	0.00	3,400.00	0.00%	
Total 5505600 - Insurance	3,199.00	4,500.00	(1,301.00)	71.09%	0.00	4,500.00	9.00%	
5505700 - Other Expenses								
5505752 -Employment Screening	100.00	100.00	0.00	100.00%	0.00	100.00	0.00%	
Total 5505700 - Other Expenses	100.00	100.00	0.00	100.00%	0.00	100.00	0.00%	
5506400 - Minor Capital Outlay								
5506440 - Machinery & Equipment	988.94	8,100.00	(7,111.06)	12.21%	0.00	8,100.00	0.00%	
5506445 - Personal Protective Equipment	234.77	300.00	(65.23)	78.26%	0.00	300.00	0.00%	
5506490 - Other	32.17	500.00	(467.83)	6.43%	0.00	500.00	0.00%	
Total 5506400 - Minor Capital Outlay	1,255.88	8,900.00	(7,644.12)	14.11%	0.00	8,900.00	0.00%	
5507400 - Capitalized Assets								
5507420 - Buildings	0.00	0.00	0.00	0.00%	0.00	0.00	-100.00%	
5507440 - Machinery & Equipment	2,250.00	8,000.00	(5,750.00)	28.13%	0.00	8,000.00	0.00%	
5507460 - Infrastructure	0.00	148,000.00	(148,000.00)	0.00%	0.00	148,000.00	0.00%	
Total 5507400 - Capitalized Assets	2,250.00	156,000.00	(153,750.00)	1.44%	0.00	156,000.00	-100.00%	
Total 50 - Streets	70,151.10	331,246.00	(261,094.90)	21.18%	0.00	331,246.00	0.00%	
60 - Parks								
5602400 - Rentals								

City of Ovilla General Fund
 Profit Loss Budget vs. Actual
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	Rev./Expend. For Oct 1,2012 Thru April 30, 2013	Budget 2012- 2013	Dollar Amount Over/(Under) Budget	% of Approved 2012-2013 Budget	Mid Year Budget Adjustment	Adjusted Total Mid-Year Budget	% of Increase/(Decrease) in Budget	Notes
5602490 · Rental - Other	1,257.42	2,900.00	(1,642.58)	43.36%	0.00	2,900.00	0.00%	
Total 5602400 · Rentals	1,257.42	2,900.00	(1,642.58)	43.36%	0.00	2,900.00	0.00%	
5602600 · Special Expenses								
5602680 · Heritage Day	0.00	8,000.00	(8,000.00)	0.00%	0.00	8,000.00	0.00%	
Total 5602600 · Special Expenses	0.00	8,000.00	(8,000.00)	0.00%	0.00	8,000.00	0.00%	
5603400 · Maintenance Supplies & Parts								
5603460 · Miscellaneous	0.00	250.00	(250.00)	0.00%	0.00	250.00	0.00%	
Total 5603400 · Maintenance Supplies & Parts	0.00	250.00	(250.00)	0.00%	0.00	250.00	0.00%	
5605400 · Utilities								
5605450 · Electricity	3,803.45	9,000.00	(5,196.55)	42.26%	0.00	9,000.00	0.00%	
Total 5605400 · Utilities	3,803.45	9,000.00	(5,196.55)	42.26%	0.00	9,000.00	0.00%	
5605500 · Repairs & Bldg Improvements								
5605520 · Repairs Building	322.35	500.00	(177.65)	64.47%	(175.00)	325.00	-35.00%	
5605530 · Repairs - IMP other than Bldgs.	512.75	1,000.00	(487.25)	51.28%	0.00	1,000.00	0.00%	
Total 5605500 · Repairs & Bldg Improvements	835.10	1,500.00	(664.90)	55.67%	(175.00)	1,325.00	-35.00%	
5605600 · Insurance								
5605610 · Insurance Property	39.50	160.00	(120.50)	24.69%	(75.00)	85.00	-46.88%	
5605620 · Insurance Liability	34.50	50.00	(15.50)	69.00%	0.00	50.00	0.00%	
Total 5605600 · Insurance	74.00	210.00	(136.00)	35.24%	(75.00)	135.00	-46.88%	
5605700 · Other Expenses								
5605765 · Miscellaneous	206.47	200.00	6.47	103.24%	200.00	400.00	100.00%	
Total 5605700 · Other Expenses	206.47	200.00	6.47	103.24%	200.00	400.00	100.00%	
5606400 · Minor Capital Outlay								
5606410 · Land Improvements	252.25	500.00	(247.75)	50.45%	50.00	550.00	10.00%	
5606440 · Machinery & Equip.	241.23	500.00	(258.77)	48.25%	0.00	500.00	0.00%	

City of Ovilla General Fund
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	Rev/Expend. For Oct 1, 2012 Thru April 30, 2013	Budget 2012- 2013	Dollar Amount Over/(Under) Budget	% of Approved 2012-2013 Budget	Mid Year Budget Adjustment	Adjusted Total Mid-Year Budget	% of Increase/(Decrease) in Budget	Notes
Total 5606400 - Minor Capital Outlay	493.48	1,000.00	(506.52)	49.35%	50.00	1,050.00	10.00%	
5607400 - Capitalized Assets								
5607440 - Machinery & Equipment	500.00	3,000.00	(2,500.00)	16.67%	0.00	3,000.00	0.00%	
Total 5607400 - Capitalized Assets	500.00	3,000.00	(2,500.00)	16.67%	0.00	3,000.00	0.00%	
Total 60 - Parks	7,169.92	26,060.00	(18,890.08)	27.51%	0.00	26,060.00	0.00%	
Total Expense	1,101,682.53	2,324,531.00	(1,222,848.47)	47.39%	76,727.00	2,401,258.00	3.30%	
Net Income	753,868.79	0.00	753,868.79	100.00%	0.00	0.00	-100.00%	

**City of Ovilla Water Sewer Fund
Mid-Year Budget Review
Oct.1, 2012 Thru April 30, 2013**

Income	Rev./Expend. for Oct 1, 2012 - April 30, 2013	Budget 2012-2013	Dollar Amount Over/(Under) Budget	% of Approved Budget 2012-2013	Mid Year Budget Adjustment	Adjusted Total Mid-Year Budget	% of Increase/(Decrease) in Budget	Notes
4000400 · Charges for Services								
4000460 · Water Sales	490,691.29	1,100,000.00	(609,308.71)	44.61%	(105,000.00)	995,000.00	-9.55%	Adjusted based on Revenue
4000461 · Sewer Service	84,294.55	150,000.00	(65,705.45)	56.2%	0.00	150,000.00	0.00%	
4000465 · Water & Sewer Penalties	10,442.75	19,000.00	(8,557.25)	54.96%	(1,000.00)	18,000.00	-5.26%	
4000471 · Reconnect Fees	3,658.22	5,000.00	(1,341.78)	73.16%	0.00	5,000.00	0.00%	
4000472 · Meters	575.00	0.00	575.00	100.0%	1,000.00	1,000.00	0.00%	
4000473 · Connect Fees	1,025.00	2,000.00	(975.00)	51.25%	0.00	2,000.00	0.00%	
4000478 · Infrastructure Improvement Fee	33,182.44	55,000.00	(21,817.56)	60.33%	0.00	55,000.00	0.00%	
Total 4000400 · Charges for Services	623,869.25	1,331,000.00	(707,130.75)	46.87%	(105,000.00)	1,226,000.00	-14.81%	
4000800 · Other Revenue								
4000840 · Interest Earned	1,370.11	2,500.00	(1,129.89)	54.8%	0.00	2,500.00	0.00%	
4000890 · Misc Other Revenue	2,500.00	5,000.00	(2,500.00)	50.0%	0.00	5,000.00	0.00%	
Total 4000800 · Other Revenue	3,870.11	7,500.00	(3,629.89)	51.6%	0.00	7,500.00	0.00%	
Total Income	627,739.36	1,338,500.00	(710,760.64)	46.9%	(105,000.00)	1,233,500.00	-7.85%	
Gross Profit	627,739.36	1,338,500.00	(710,760.64)	46.9%	(105,000.00)	1,233,500.00	-7.85%	
Expense								
70 · Administration								
5701100 · Salaries & Wages								
5701110 · City Administrator	4,888.84	21,220.00	(16,331.16)	23.04%	620.00	21,840.00	2.92%	Merit Raise
5701115 · City Secretary	5,945.15	12,225.00	(6,279.85)	48.63%	77.00	12,302.00	0.63%	Merit Raise
5701117 · Finance Accountant	6,687.51	12,500.00	(5,812.49)	53.5%	0.00	12,500.00	0.00%	Change Part-time Admin to Full-time
5701120 · Part Time Admin. Support	1,111.25	2,550.00	(1,438.75)	43.58%	1,161.00	3,711.00	45.53%	
5701130 · Public Works Director	27,315.70	46,150.00	(18,834.30)	59.19%	1,403.00	47,553.00	3.04%	Merit Raise Distribute to Payroll Accounts
5701180 · Merit Raises Staff	0.00	2,100.00	(2,100.00)	0.0%	(2,100.00)	0.00	-100.00%	

**City of Ovilla Water Sewer Fund
Mid-Year Budget Review
Oct.1, 2012 Thru April 30, 2013**

		Rev./Expend. for Oct 1, 2012 - April 30, 2013	Budget 2012- 2013	Dollar Amount Over/(Under) Budget	% of Approved 2012-2013 Budget	Mid Year Budget Adjustment	Adjusted Total Mid- Year Budget	% of Increase /(Decrease) in Budget	Notes
	Total 5701100 - Salaries & Wages	45,948.45	96,745.00	(50,796.55)	47.49%	1,161.00	97,906.00	-47.88%	
	5702100 - Employee Benefits								
	5702110 - Group Insurance	3,167.92	5,440.00	(2,272.08)	58.23%	0.00	5,440.00	0.00%	
	5702135 - TMRS	1,546.94	2,700.00	(1,153.06)	57.29%	0.00	2,700.00	0.00%	
	5702170 - Payroll Taxes	399.08	800.00	(400.92)	49.89%	0.00	800.00	0.00%	
	Total 5702100 - Employee Benefits	5,113.94	8,940.00	(3,826.06)	57.2%	0.00	8,940.00	0.00%	
	5702200 - Special Services								
	5702230 - Legal Fees	0.00	1,382.00	(1,382.00)	0.0%	0.00	1,382.00	0.00%	
	5702240 - Audit	5,565.00	5,600.00	(35.00)	99.38%	(35.00)	5,565.00	-0.62%	
	5702250 - Accounting	0.00	1,500.00	(1,500.00)	0.0%	0.00	1,500.00	0.00%	
	Total 5702200 - Special Services	5,565.00	8,482.00	(2,917.00)	65.61%	(35.00)	8,447.00	-0.63%	
	5702300 - Contractual Services /Personnel								
	5702310 - Consultant Fees	0.00	5,000.00	(5,000.00)	0.0%	0.00	5,000.00	0.00%	
	Total 5702300 - Contractual Services /Personnel	0.00	5,000.00	(5,000.00)	0.0%	0.00	5,000.00	0.00%	
	5703100 - General Supplies								
	5703110 - Office Supplies	157.49	800.00	(642.51)	19.69%	(140.00)	660.00	-17.50%	
	Total 5703100 - General Supplies	157.49	800.00	(642.51)	19.69%	(140.00)	660.00	-17.50%	
	5703400 - Maintenance Supplies / Parts								
	5703410 - Supplies - Custodial	0.00	200.00	(200.00)	0.0%	0.00	200.00	0.00%	
	Total 5703400 - Maintenance Supplies / Parts	0.00	200.00	(200.00)	0.0%	0.00	200.00	0.00%	
	5704200 - Travel Expenses								
	5704210 - Travel - Local	0.00	200.00	(200.00)	0.0%	0.00	200.00	0.00%	
	5704220 - Professional Development	0.00	750.00	(750.00)	0.0%	0.00	750.00	0.00%	
	Total 5704200 - Travel Expenses	0.00	950.00	(950.00)	0.0%	0.00	950.00	0.00%	
	5705200 - Data Processing Expenses								
	5705240 - Data Processing - Software	0.00	1,000.00	(1,000.00)	0.0%	0.00	1,000.00	0.00%	

**City of Ovilla Water Sewer Fund
Mid-Year Budget Review
Oct.1, 2012 Thru April 30, 2013**

		Rev./Expend. for Oct 1, 2012 - April 30, 2013	Budget 2012- 2013	Dollar Amount Over/(Under) Budget	% of Approved 2012-2013 Budget	Mid Year Budget Adjustment	Adjusted Total Mid- Year Budget	% of Increase /(Decrease) in Budget	Notes
	Total 5705200 · Data Processing Expenses	0.00	1,000.00	(1,000.00)	0.0%	0.00	1,000.00	0.00%	
	5705300 · Printing Expense								
	5705350 · Printing - Other	0.00	250.00	(250.00)	0.0%	0.00	250.00	0.00%	
	Total 5705300 · Printing Expense	0.00	250.00	(250.00)	0.0%	0.00	250.00	0.00%	
	5705400 · Utilities								
	5705410 · Telephone	755.48	1,300.00	(544.52)	58.11%	0.00	1,300.00	0.00%	
	5705415 · Cellular Phone	222.87	1,100.00	(877.13)	20.26%	(650.00)	450.00	-59.09%	
	5705417 · Internet	464.91	800.00	(335.09)	58.11%	0.00	800.00	0.00%	
	5705450 · Electricity	0.00	0.00	0.00	0.0%	0.00	0.00	-100.00%	
	Total 5705400 · Utilities	1,443.26	3,200.00	(1,756.74)	45.1%	(650.00)	2,550.00	-159.09%	
	5705700 · Other Expenses								
	5705705 · Postage	4,653.40	6,000.00	(1,346.60)	77.56%	0.00	6,000.00	0.00%	
	5705740 · Advertising	0.00	500.00	(500.00)	0.0%	0.00	500.00	0.00%	
	5705760 · Bank Service Charge	72.00	250.00	(178.00)	28.8%	0.00	250.00	0.00%	
	5705765 · Miscellaneous	0.00	100.00	(100.00)	0.0%	0.00	100.00	0.00%	
	5705775 · Credit Card Trans. Fee	1,402.79	3,400.00	(1,997.21)	41.26%	(400.00)	3,000.00	-11.77%	
	Total 5705700 · Other Expenses	6,128.19	10,250.00	(4,121.81)	59.79%	(400.00)	9,850.00	-11.77%	
	5706400 · Minor Capital Outlay								
	5706440 · Machinery & Equipment	0.00	500.00	(500.00)	0.0%	0.00	500.00	0.00%	
	Total 5706400 · Minor Capital Outlay	0.00	500.00	(500.00)	0.0%	0.00	500.00	0.00%	
	5709000 · Reserve								
	5709215 · Transfer Out - General Fund	58,150.50	116,301.00	(58,150.50)	50.0%	0.00	116,301.00	0.00%	Deduction in Reserve to cover less Water Rev.
	5709002 · Capital Improv. Water Reserve	0.00	84,000.00	(84,000.00)	0.0%	(82,000.00)	2,000.00	-97.62%	Deduction in Reserve to cover less Water Rev.
	5709003 · Capital Improv. Sewer Reserve	0.00	18,659.00	(18,659.00)	0.0%	(18,000.00)	659.00	-96.47%	Deduction in Reserve to cover less Water Rev.
	5709010 · Administrative Reserves	0.00	750.00	(750.00)	0.0%	0.00	750.00	0.00%	

**City of Ovilla Water Sewer Fund
Mid-Year Budget Review
Oct.1, 2012 Thru April 30, 2013**

			Rev./Expend. for Oct 1, 2012 - April 30, 2013	Budget 2012- 2013	Dollar Amount Over/(Under) Budget	% of Approved 2012-2013 Budget	Mid Year Budget Adjustment	Adjusted Total Mid- Year Budget	% of Increase /(Decrease) in Budget	Notes
		Total 5709000 - Reserve	58,150.50	219,710.00	(161,559.50)	50.0%	(100,000.00)	119,710.00	-194.09%	
		Total 70 - Administration	122,506.83	356,027.00	(233,520.17)	34.41%	(100,064.00)	255,963.00	-28.11%	
		75 - Water								
		5751100 - Salaries & Wages								
		5751133 - Superintendent	25,124.27	44,000.00	(18,875.73)	57.1%	1,350.00	45,350.00	3.07%	Merit Raise
		5751180 - Merit Raises - Staff	0.00	1,350.00	(1,350.00)	0.0%	(1,350.00)	0.00	-100.00%	Distribute Merit Raise to Payroll
		Total 5751100 - Salaries & Wages	25,124.27	45,350.00	-20,225.73	55.4%	0.00	45,350.00	-96.93%	
		5751400 - Support Salaries								
		5751405 - Support Staff	15,945.34	27,000.00	(11,054.66)	59.06%	796.00	27,796.00	2.95%	Merit Raise
		5751415 - Maintenance Crew	28,912.00	49,000.00	(20,088.00)	59.0%	1,454.00	50,454.00	2.97%	Merit Raise
		5751430 - Seasonal Crew	0.00	2,000.00	(2,000.00)	0.0%	0.00	2,000.00	0.00%	
		5751450 - Certification Pay	484.68	1,200.00	(715.32)	40.39%	0.00	1,200.00	0.00%	Distribute Merit Raise to Payroll
		5751480 - Merit Raises	0.00	2,250.00	(2,250.00)	0.0%	(2,250.00)	0.00	-100.00%	
		5751490 - Overtime	1,039.05	4,000.00	(2,960.95)	25.98%	0.00	4,000.00	0.00%	
		5751500 - Water - On Call	350.00	1,000.00	(650.00)	35.0%	0.00	1,000.00	0.00%	
		Total 5751400 - Support Salaries	46,731.07	86,450.00	-39,718.93	54.06%	0.00	86,450.00	-94.09%	
		5752100 - Employee Benefits								
		5752110 - Group Insurance	10,517.92	22,000.00	(11,482.08)	47.81%	(3,900.00)	18,100.00	-17.73%	Adjust Insurance
		5752135 - TMRS	4,317.84	7,000.00	(2,682.16)	61.68%	0.00	7,000.00	0.00%	
		5752160 - Worker's Compensation	1,588.00	2,800.00	(1,212.00)	56.71%	0.00	2,800.00	0.00%	
		5752170 - Payroll Taxes	1,217.85	2,000.00	(782.15)	60.39%	0.00	2,000.00	0.00%	
		5752190 - Licenses	0.00	222.00	(222.00)	0.0%	0.00	222.00	0.00%	
		Total 5752100 - Employee Benefits	17,641.61	34,022.00	(16,380.39)	51.85%	(3,900.00)	30,122.00	-17.73%	
		5752300 - Contractual Services/Personnel								
		5752350 - Contract Labor	0.00	1,500.00	(1,500.00)	0.0%	0.00	1,500.00	0.00%	
		5752380 - Dispatch	8,710.00	9,230.00	(520.00)	94.37%	(520.00)	8,710.00	-5.63%	

**City of Ovilla Water Sewer Fund
Mid-Year Budget Review
Oct.1, 2012 Thru April 30, 2013**

		Rev./Expend. for Oct 1, 2012 - April 30, 2013	Budget 2012- 2013	Dollar Amount Over/(Under) Budget	% of Approved 2012-2013 Budget	Mid Year Budget Adjustment	Adjusted Total Mid- Year Budget	% of Increase /(Decrease) in Budget	Notes
	Total 5752300 · Contractual Services/Personnel	8,710.00	10,730.00	(2,020.00)	81.17%	(520.00)	10,210.00	-5.63%	
	5752400 · Rentals								
	5752420 · Rental - Machinery & Equipment	99.35	500.00	(400.65)	19.87%	0.00	500.00	0.00%	
	5752490 · Rental - Other	0.00	200.00	(200.00)	0.0%	0.00	200.00	0.00%	
	Total 5752400 · Rentals	99.35	700.00	(600.65)	14.19%	0.00	700.00	0.00%	
	5752500 · Operating Services								
	5752580 · Water Testing	1,945.94	4,000.00	(2,054.06)	48.65%	0.00	4,000.00	0.00%	
	5752590 · TCEQ Fees	2,689.65	3,000.00	(310.35)	89.66%	(150.00)	2,850.00	-5.00%	
	Total 5752500 · Operating Services	4,635.59	7,000.00	(2,364.41)	66.22%	(150.00)	6,850.00	-5.00%	
	5753100 · General Supplies								
	5753140 · Uniforms	1,440.56	1,500.00	(59.44)	96.04%	0.00	1,500.00	0.00%	
	Total 5753100 · General Supplies	1,440.56	1,500.00	(59.44)	96.04%	0.00	1,500.00	0.00%	
	5753400 · Maintenance Supplies & Parts								
	5753460 · Miscellaneous	276.03	250.00	26.03	110.41%	0.00	250.00	0.00%	
	Total 5753400 · Maintenance Supplies & Parts	276.03	250.00	26.03	110.41%	0.00	250.00	0.00%	
	5754200 · Travel Expenses								
	5754220 · Professional Development	735.00	1,000.00	(265.00)	73.5%	0.00	1,000.00	0.00%	
	5754270 · Vehicle Expenses	4,027.80	9,000.00	(4,972.20)	44.75%	0.00	9,000.00	0.00%	
	Total 5754200 · Travel Expenses	4,762.80	10,000.00	(5,237.20)	47.63%	0.00	10,000.00	0.00%	
	5755200 · Data Processing Expenses								
	5755230 · Data Proc-Maintenance & Repairs	4,042.50	4,500.00	(457.50)	89.83%	0.00	4,500.00	0.00%	
	5755240 · Data Processing - Software	0.00	500.00	(500.00)	0.0%	0.00	500.00	0.00%	
	5755250 · Data Proc - Computer Repair	0.00	500.00	(500.00)	0.0%	0.00	500.00	0.00%	
	Total 5755200 · Data Processing Expenses	4,042.50	5,500.00	(1,457.50)	73.5%	0.00	5,500.00	0.00%	
	5755300 · Printing Expenses								
	5755310 · Copier Expense	1,314.00	2,700.00	(1,386.00)	48.67%	0.00	2,700.00	0.00%	

**City of Ovilla Water Sewer Fund
Mid-Year Budget Review
Oct.1, 2012 Thru April 30, 2013**

		Rev./Expend. for Oct 1, 2012 - April 30, 2013	Budget 2012- 2013	Dollar Amount Over/(Under) Budget	% of Approved 2012-2013 Budget	Mid Year Budget Adjustment	Adjusted Total Mid- Year Budget	% of Increase /(Decrease) in Budget	Notes
	5802515 - Sardis Collection Expense	1,118.53	2,400.00	(1,281.47)	46.61%	(300.00)	2,100.00	-12.50%	
	5802590 - TCEQ Fees - Sewer	0.00	60.00	(60.00)	0.0%	0.00	60.00	0.00%	
	Total 5802500 - Operating Services	1,118.53	2,460.00	-1,341.47	45.47%	-300.00	2,160.00	-12.50%	
	5803100 - General Supplies								
	5803140 - Uniforms	834.71	1,000.00	(165.29)	83.47%	(73.00)	927.00	-7.30%	
	Total 5803100 General Supplies	834.71	1,000.00	-165.29	83.47%	-73.00	927.00	-7.30%	
	5803400 - Maintenance Supplies & Parts								
	5803460 - Miscellaneous	0.00	343.00	(343.00)	0.0%	0.00	343.00	0.00%	
	Total 5803400 - Maintenance Supplies & Parts	0.00	343.00	-343.00	0.0%	0.00	343.00	0.00%	
	5804200 - Travel Expenses								
	5804220 - Professional Development	355.23	500.00	(144.77)	71.05%	0.00	500.00	0.00%	
	5804270 - Vehicle Expense	831.50	1,600.00	(768.50)	51.97%	0.00	1,600.00	0.00%	
	Total 5804200 - Travel Expenses	1,186.73	2,100.00	(913.27)	56.51%	0.00	2,100.00	0.00%	
	5805400 - Utilities								
	5805450 - Electricity	1,258.89	3,300.00	(2,041.11)	38.15%	0.00	3,300.00	0.00%	
	5805463 - TRA Wastewater Treatment	22,506.00	41,000.00	(18,494.00)	54.89%	0.00	41,000.00	0.00%	
	Total 5805400 - Utilities	23,764.89	44,300.00	(20,535.11)	53.65%	0.00	44,300.00	0.00%	
	5805500 - Repairs & Bldg Improvements								
	5805510 - Repairs - Land Improvements	0.00	300.00	(300.00)	0.0%	0.00	300.00	0.00%	To Cover Repair of
	5805540 - Repairs- Machinery & Equip.	4,151.00	6,000.00	(1,849.00)	69.18%	1,500.00	7,500.00	25.00%	Pump
	5805570 - Inventory Expense	2,660.40	750.00	1,910.40	354.72%	2,000.00	2,750.00	266.67%	Move money to
	5805590 - Repairs - Other	321.09	5,000.00	(4,678.91)	6.42%	(4,381.00)	619.00	-87.62%	cover new pump &
	Total 5805500 - Repairs & Bldg Improvements	7,132.49	12,050.00	(4,917.51)	59.19%	(881.00)	11,169.00	204.05%	repair
	5805600 - Insurance								
	5805610 - Insurance - Property	40.50	100.00	(59.50)	40.5%	(45.00)	55.00	-45.00%	

**City of Ovilla Water Sewer Fund
Mid-Year Budget Review
Oct.1, 2012 Thru April 30, 2013**

		Rev./Expend. for Oct 1, 2012 - April 30, 2013	Budget 2012- 2013	Dollar Amount Over/(Under) Budget	% of Approved 2012-2013 Budget	Mid Year Budget Adjustment	Adjusted Total Mid- Year Budget	% of Increase (/Decrease) in Budget	Notes
	5805620 - Insurance - Liability	251.25	335.00	(83.75)	75.0%	0.00	335.00	0.00%	
	5805640 - Insurance - Vehicle	28.50	50.00	(21.50)	57.0%	(12.00)	38.00	-24.00%	
	Total 5805600 - Insurance	320.25	485.00	(164.75)	66.03%	(57.00)	428.00	-69.00%	
	5805700 - Other Expenses								
	5805752- Employment Screening	0.00	200.00	(200.00)	0.0%	0.00	200.00	0.00%	
	Total 5805700 - Other Expenses	0.00	200.00	(200.00)	0.0%	0.00	200.00	0.00%	
	5807400 - Capitalized Assets								
	5807440- Machinery & Equipment	6,349.00	7,250.00	(901.00)	87.57%	1,552.00	8,802.00	21.41%	New pump needed for Cumberland lift Station
	Total 5807400 - Capitalized Assets	6,349.00	7,250.00	(901.00)	87.57%	1,552.00	8,802.00	0.06%	
	Total 80 - Sewer	95,486.98	162,435.00	-66,948.02	58.79%	-680.00	161,755.00	-0.42%	
	Total Expense	568,512.77	1,338,500.00	(769,987.23)	42.47%	(105,064.00)	1,233,436.00	-7.85%	
	Net Income	59,226.59	0.00	59,226.59	100.0%	64.00	64.00	0.00%	

City of Ovilla - Park Impact Fund									
Profit & Loss Budget vs. Actual									
October 1, 2012 through April 30, 2013									
	Expenditures Oct. 1, 2012 thru April 30, 2013	Approved 2012-2013 Budget	Dollar Amount (Over)/Under Budget	% of Approved 2012-2013 Budget	Mid-Year Budget Adjustment	Final Adjusted Mid-Year Budget	% of Increase/ (Decrease) in Budget	Notes & Adjustments	
Income									
4000400 - Charges for Services									
4000460 - Park Impact	1,672.60	1,300.00	372.60	128.66%	1,042.00	2,342.00	80.15%	Increase in Building Permits	
Total 4000400 - Charges for Services	1,672.60	1,300.00	372.60	128.66%	1,042.00	2,342.00	80.15%		
4000800 - Other Revenue									
4000840 - Interest Earned	14.71	15.00	(0.29)	98.07%	15.00	30.00	100.0%		
4000900 - Reduction of Fund Balance	0.00	2,185.00	(2,185.00)	0.0%	(1,057.00)	1,128.00	(48.38%)		
Total 4000800 - Other Revenue	14.71	2,200.00	(2,185.29)	0.67%	(1,042.00)	1,158.00	(47.36%)		
Total Income	1,687.31	3,500.00	(1,812.69)	48.21%	0.00	3,500.00	0.0%		
Expense									
5606400 - Minor Capital Outlay									
5606410 - Land Improvements	0.00	500.00	(500.00)	0.0%	0.00	500.00	0.0%		
5606440 - Machinery and Equipment	0.00	0.00	0.00	0.0%	0.00	0.00	(100.0%)		
5606490 - Other	0.00	0.00	0.00	0.0%	0.00	0.00	(100.0%)		
Total 5606400 - Minor Capital Outlay	0.00	500.00	(500.00)	0.0%	0.00	500.00	0.0%		
5607400 - Capitalized Assets									
5607440 - Capital Machinery & Equipment	3,000.00	3,000.00	0.00	100.0%	0.00	3,000.00	0.0%		
Total 5607400 - Capitalized Assets	3,000.00	3,000.00	0.00	100.0%	0.00	3,000.00	0.0%		
5609000- Reserves									
5609035 - Park Impact Reserves	0.00	0.00	0.00	0.0%	0.00	0.00	(100.0%)		
Total 5609000 - Reserves	0.00	0.00	0.00	0.0%	0.00	0.00	(1.00)		
Total Expense	3,000.00	3,500.00	(500.00)	85.71%	0.00	3,500.00	(1.00)		
Net Income	(1,312.69)	0.00	(1,312.69)	100.0%	0.00	0.00	(100.0%)		

Civita HHS Impact Fee Fund									
Profit & Loss Budget vs. Actual									
October 1, 2012 through April 30, 2013									
	Expenditures Oct. 1st 2012 thru April 30, 2013	Approved 2012-2013 Budget	Dollar Amount (Over)/Under Budget	% of Approved 2012-2013 Budget	Mid-Year Budget Adjustment	Final Adjusted Mid- Year Budget	% of Increase/ (Decrease) in Budget	Notes & Adjustments	
Income									
4000400 - Charges for Services									
4000476 - Water Impact Fee	1,879.00	1,105.00	774.00	170.05%	774.00	1,879.00	70.05%		
4000477 - Sewer Impact Fee	87.00	0.00	87.00	100.0%	174.00	174.00	0.0%		
4000400 - Charges for Services - Other	0.00	0.00	0.00	0.0%	0.00	0.00	(100.0%)		
Total 4000400 - Charges for Services	1,966.00	1,105.00	861.00	177.92%	948.00	2,053.00	85.79%		
4000800 - Other Revenue									
4000840 - Interest Earned	100.89	150.00	(49.11)	67.26%	0.00	150.00	0.0%		
4000845 - Interest Earned - Sewer	0.00	0.00	0.00	0.0%	0.00	0.00	(100.0%)		
4000880 - Transfer In - Water Impact	0.00	0.00	0.00	0.0%	0.00	0.00	(100.0%)		
4000885 - Transfer In - Sewer Impact	0.00	0.00	0.00	0.0%	0.00	0.00	(100.0%)		
4000890 - Miscellaneous Other Revenue	0.00	0.00	0.00	0.0%	0.00	0.00	(100.0%)		
4000990 - Reduction in Fund Balance	0.00	15,700.00	(15,700.00)	0.0%	(2,203.00)	13,497.00	(14.03%)		
4000800 - Other Revenue - Other	0.00	0.00	0.00	0.0%	0.00	0.00	(100.0%)		
Total 4000800 - Other Revenue	100.89	15,850.00	(15,749.11)	0.64%	(2,203.00)	13,647.00	(13.9%)		
Total Income	2,066.89	16,955.00	(14,888.11)	12.19%	(1,255.00)	15,700.00	(7.4%)		
Expense									
5102300 - Contractual Services									
5102310 - Consultant Fees	12,738.28	15,700.00	(2,961.72)	81.14%	0.00	15,700.00	0.0%		
Total 5102300 - Contractual Services	12,738.28	15,700.00	(2,961.72)	81.14%	0.00	15,700.00	0.00		
5755500 - Repairs									
5755560 Repairs - Water Lines	0.00	0.00	0.00	0.0%	0.00	0.00	(100.0%)		
Total - 5755500 - Repairs	0.00	0.00	0.00	0.0%	0.00	0.00	(1.00)		
5851100 - Salaries	0.00	0.00	0.00	0.0%	0.00	0.00	(100.0%)		
5857400 - Capitalized Assets									
5857430 - Improv other than Buildings	0.00	0.00	0.00	0.0%	0.00	0.00	(100.0%)		
5857470 - Water Lines	0.00	0.00	0.00	0.0%	0.00	0.00	(100.0%)		
5857480 - Sewer Lines	0.00	0.00	0.00	0.0%	0.00	0.00	(100.0%)		
5857400 - Capitalized Assets - Other	0.00	0.00	0.00	0.0%	0.00	0.00	(100.0%)		
Total 5857400 - Capitalized Assets	0.00	0.00	0.00	0.0%	0.00	0.00	(100.0%)		
5859000 - Reserves									
5859020 - Water Impact Fees Reserve	0.00	1,205.00	(1,205.00)	0.0%	(1,205.00)	0.00	(100.0%)		
5859030 - Sewer Impact Fees Reserve	0.00	50.00	(50.00)	0.0%	(50.00)	0.00	(100.0%)		
5859000 - Reserves - Other	0.00	0.00	0.00	0.0%	0.00	0.00	(100.0%)		
Total 5859000 - Reserves	0.00	1,255.00	(1,255.00)	0.0%	(1,255.00)	0.00	(100.0%)		
Total Expense	12,738.28	16,955.00	(4,216.72)	75.13%	(1,255.00)	15,700.00	(7.4%)		
Net Income	(10,671.39)	0.00	(10,671.39)	1.00	0.00	0.00	0.00		

Ovilla 4B EDC Fund									
Profit & Loss Budget vs. Actual									
October 1, 2012 through April 30, 2013									
	Expenditures Oct. 1, 2012 thru April 30, 2013	Approved 2012-2013 Budget	Dollar Amount (Over)/Under Budget	% of Approved 2012-2013 Budget	Mid-Year Budget Adjustment	Final Adjusted Mid-Year Budget	% of Increase/ (Decrease) in Budget	Notes & Adjustments	
Income									
4000100 - Taxes									
4000120 - Sales tax	48,557.66	75,000.00	(26,442.34)	64.74%	7,000.00	82,000.00	9.33%	Increase in Sales Tax Rev.	
Total 4000100 - Taxes	48,557.66	75,000.00	(26,442.34)	64.74%	7,000.00	82,000.00	9.33%		
4000800 - Other Revenue									
4000840 - Interest Income	406.80	650.00	(243.20)	62.59%	125.00	775.00	19.23%		
Total 4000800 - Other Revenue	406.80	650.00	(243.20)	62.59%	125.00	775.00	19.23%		
Total Income	48,964.46	75,650.00	(26,685.54)	64.73%	7,125.00	82,775.00	9.42%		
Expense									
8102200 - Special Services									
8102220 - Website Support	0.00	1,000.00	(1,000.00)	0.0%	0.00	1,000.00	0.0%		
8102230 - Legal Fees	0.00	500.00	(500.00)	0.0%	0.00	500.00	0.0%		
8102240 - Audit	1,590.00	1,590.00	0.00	100.0%	0.00	1,590.00	0.0%		
Total 8102200 - Special Services	1,590.00	3,090.00	(1,500.00)	51.46%	0.00	3,090.00	0.0%		
8102300 - Consultant Services									
8102310 - Consultant Fees	0.00	2,500.00	(2,500.00)	0.0%	0.00	2,500.00	0.0%		
8102350 - Contract Labor	0.00	45,000.00	(45,000.00)	0.0%	0.00	45,000.00	0.0%		
Total 8102300 - Consultant Services	0.00	47,500.00	(47,500.00)	0.0%	0.00	47,500.00	0.00		
8103100 - General Supplies									
8103110 - Office Supplies	0.00	100.00	(100.00)	0.0%	0.00	100.00	0.0%		
Total 8103100 - General Supplies	0.00	100.00	(100.00)	0.0%	0.00	100.00	0.0%		
8104200 - Travel Expense									
8104210 - Travel Expense	10.00	1,500.00	(1,490.00)	0.67%	0.00	1,500.00	0.0%		
8104220 - Professional Development	270.00	1,500.00	(1,230.00)	18.0%	0.00	1,500.00	0.0%		
Total 8104200 - Travel Expense	280.00	3,000.00	(2,720.00)	9.33%	0.00	3,000.00	0.0%		
8105600 - Insurance									
8105620 - Insurance - Liability	216.75	285.00	(68.25)	76.05%	0.00	285.00	0.0%		
Total 8105600 - Insurance	216.75	285.00	(68.25)	76.05%	0.00	285.00	0.0%		
8105700 - Other Expenses									
8105705 - Postage	0.00	90.00	(90.00)	0.0%	0.00	90.00	0.0%		
8105730 - Memberships	1,100.00	2,000.00	(900.00)	55.0%	0.00	2,000.00	0.0%		
8105765 - Miscellaneous	0.00	1,000.00	(1,000.00)	0.0%	0.00	1,000.00	0.0%		
Total 8105700 - Other Expenses	1,100.00	3,090.00	(1,990.00)	35.6%	0.00	3,090.00	0.00		
8109000 - Reserves									
8109015 - Administrative Reserves	0.00	16,085.00	(16,085.00)	0.0%	7,125.00	23,210.00	44.3%	Increase in Sales Tax Rev.	
8109215 - Transfer Out-General Fund	0.00	2,500.00	(2,500.00)	0.0%	0.00	2,500.00	0.0%		
Total 8109000 - Reserves	0.00	18,585.00	(18,585.00)	0.0%	7,125.00	25,710.00	0.44		
Total Expense	3,186.75	75,650.00	(72,463.25)	4.21%	7,125.00	82,775.00	9.42%		
Net Income	45,777.71	0.00	45,777.71	100.0%	0.00	0.00	0.00		

Ovilla Municipal Development District
 October 1, 2012 through April 30, 2013

4:34 PM
 04/30/12
 Accrual Basis

	Expenditures Oct. 1, 2012 thru April 30, 2013	Approved 2012-2013 Budget	Dollar Amount (Over)/Under Budget	% of Approved 2012-2013 Budget	Mid-Year Budget Adjustment	Final Adjusted Mid- Year Budget	% of Increase/ (Decrease) in Budget	Notes & Adjustments
Income								
4000100 · Taxes								
4000120 · Sales tax	14,122.53	20,000.00	(5,877.47)	70.61%	4,000.00	24,000.00	20.0%	Increase in Sales Tax Rev.
Total 4000100 · Taxes	14,122.53	20,000.00	(5,877.47)	70.61%	4,000.00	24,000.00	20.0%	
4000800 · Other Revenue								
4000840 · Interest Income	47.03	20.00	27.03	235.15%	100.00	120.00	500.0%	
Total 4000800 · Other Revenue	47.03	20.00	27.03	235.15%	100.00	120.00	500.0%	
Total Income	14,169.56	20,020.00	(5,850.44)	70.78%	4,100.00	24,120.00	20.48%	
Expense								
9102200 · Special Services								
9102230 · Legal Fees	0.00	250.00	(250.00)	0.0%	0.00	250.00	0.0%	
9102240 · Audit	1,590.00	1,600.00	(10.00)	99.38%	0.00	1,600.00	0.0%	
9102250 · Accounting	0.00	250.00	(250.00)	0.0%	0.00	250.00	0.0%	
Total 9102200 · Special Services	1,590.00	2,100.00	(510.00)	75.71%	0.00	2,100.00	0.00	
9102300 · Consultant Services								
9102310 · Consultant Fees	0.00	500.00	(500.00)	0.0%	0.00	500.00	0.0%	
Total 9102300 · Consultant Services	0.00	500.00	(500.00)	0.0%	0.00	500.00	0.00	
9103100 · General Supplies								
9103110 · Office Supplies	0.00	100.00	(100.00)	0.0%	0.00	100.00	0.0%	
Total 9103100 · General Supplies	0.00	100.00	(100.00)	0.0%	0.00	100.00	0.00	
9104200 · Travel Expense								
9104220 · Professional Development	0.00	250.00	(250.00)	0.0%	0.00	250.00	0.0%	
Total 9104200 · Travel Expense	0.00	250.00	(250.00)	0.0%	0.00	250.00	0.00	
9105600 · Insurance								

Ovilla Municipal Development District
 October 1, 2012 through April 30, 2013

4:34 PM
 04/30/12
 Accrual Basis

	<u>Expenditures</u> <u>Oct. 1, 2012</u> <u>thru April 30,</u> <u>2013</u>	<u>Approved</u> <u>2012-2013</u> <u>Budget</u>	<u>Dollar Amount</u> <u>(Over)/Under</u> <u>Budget</u>	<u>% of</u> <u>Approved</u> <u>2012-2013</u> <u>Budget</u>	<u>Mid-Year</u> <u>Budget</u> <u>Adjustment</u>	<u>Final</u> <u>Adjusted Mid-</u> <u>Year Budget</u>	<u>% of</u> <u>Increase/</u> <u>(Decrease)</u> <u>in Budget</u>	<u>Notes &</u> <u>Adjustments</u>
9105620 - Insurance - Liability	216.75	200.00	16.75	108.38%	89.00	289.00	44.5%	
Total 9105600 - Insurance	216.75	200.00	16.75	108.38%	89.00	289.00	44.5%	
9105700 - Other Expenses								
9105705 - Postage	0.00	25.00	(25.00)	0.0%	0.00	25.00	0.0%	
Total 9105700 - Other Expenses	0.00	25.00	(25.00)	0.0%	0.00	25.00	0.0%	
9109000 - Reserves								
9109015 - Administrative Reserves	0.00	16,345.00	(16,345.00)	0.0%	4,011.00	20,356.00	24.54%	Increase in Sales Tax Rev.
9109215 - Transfer out-General Fund	0.00	500.00	(500.00)	0.0%	0.00	500.00	0.0%	
Total 9109000 - Reserves	0.00	16,845.00	(16,845.00)	0.0%	4,011.00	20,856.00	0.25	
Total Expense	1,806.75	20,020.00	(18,213.25)	9.03%	4,100.00	24,120.00	0.69	
Net Income	12,362.81	0.00	12,362.81	100.0%	0.00	0.00	(100.0%)	

Fire Dept. Auxiliary Fund
 October 1, 2012 Thru April 30, 2013

	Expenditures Oct. 1, 2012 thru April 30, 2013	Approved 2012-2013 Budget	Dollar Amount (Over)/Under Budget	% of Approved 2012-2013 Budget	Mid-Year Budget Adjustment	Final Adjusted Mid-Year Budget	% of Increase/ (Decrease) In Budget	Notes & Adjustments
5335540 - Repairs - Machinery & Equipment	0.00	0.00	0.00	0.0%	0.00	0.00	(100.0%)	
5335550 - Repairs - Vehicle	0.00	0.00	0.00	0.0%	0.00	0.00	(100.0%)	
5335500 - Repairs and Bldg Improvements - Ot	0.00	0.00	0.00	0.0%	0.00	0.00	(100.0%)	
Total 5335500 - Repairs and Bldg Improvements	0.00	0.00	0.00	0.0%	0.00	0.00	(100.0%)	
5335700 - Other Expense								
5335705 - Postage	0.00	0.00	0.00	0.0%	0.00	0.00	(100.0%)	
5335735 - Official Functions	416.00	3,000.00	(2,584.00)	13.87%	(1,500.00)	1,500.00	(50.0%)	
5335765 - Miscellaneous	713.89	2,000.00	(1,286.11)	35.7%	0.00	2,000.00	0.0%	
5335700 - Other Expense - Other	0.00	0.00	0.00	0.0%	0.00	0.00	(100.0%)	
Total 5335700 - Other Expense	1,129.89	5,000.00	(3,870.11)	22.6%	(1,500.00)	3,500.00	(30.0%)	
5336400 - Minor Capital Outlay								
5336440 - Machinery & Equipment	0.00	0.00	0.00	0.0%	3,500.00	3,500.00	0.0%	Add'l. Funds to purchase Radio Equip.
5336400 - Minor Capital Outlay - Other	0.00	0.00	0.00	0.0%	0.00	0.00	(100.0%)	
Total 5336400 - Minor Capital Outlay	0.00	0.00	0.00	0.0%	3,500.00	3,500.00	0.0%	
5339000 - Reserve								
5339010 - Admin Reserves	0.00	0.00	0.00	0.0%	(800.00)	(800.00)	0.0%	
5339000 - Reserve - Other	0.00	0.00	0.00	0.0%	0.00	0.00	(100.0%)	
Total 5339000 - Reserve	0.00	0.00	0.00	0.0%	0.00	0.00	(100.0%)	
66900 - Reconciliation Discrepancies	0.00	0.00	0.00	0.0%	0.00	0.00	(100.0%)	
Total Expense	1,617.75	8,250.00	(6,632.25)	19.61%	0.00	8,250.00	0.0%	
Net Income	(320.75)	0.00	(320.75)	100.0%	0.00	0.00	(100.0%)	

Ovilla Police Department Special Fund
 Profit & Loss Budget vs. Actual
 October 1, 2012 through April 30, 2013

	Expenditures Oct. 1, 2012 thru April 30, 2013	Approved 2012-2013 Budget	Dollar Amount (Over)/Under Budget	% of Approved 2012-2013 Budget	Mid-Year Budget Adjustment	Final Adjusted Mid-Year Budget	% of Increase/ (Decrease) in Budget	Notes & Adjustments
Income								
4000800 - Other Revenue								
4000815 - Gifts	14,000.61	8,000.00	6,000.61	175.01%	6,000.00	14,000.00	75.0%	
4000816 - National Night Out	0.00	0.00	0.00	0.0%	0.00	0.00	(100.0%)	
Total 4000800 - Other Revenue	14,000.61	8,000.00	6,000.61	175.01%	6,000.00	14,000.00	75.0%	
Total Income								
Expense								
5232600 - Special Expenses								
5232675 - National Night Out	0.00	0.00	0.00	0.0%	0.00	0.00	(100.0%)	
5232600 - Special Expenses Other	568.59	2,265.00	(1,696.41)	25.1%	0.00	2,265.00	0.0%	
Total 5232600 - Special Expenses	568.59	2,265.00	(1,696.41)	25.1%	0.00	2,265.00	(1.00)	
5235500 - Repairs and Bldg Improvements								
5235540 - Repairs - Machinery & Equipment	0.00	100.00	(100.00)	0.0%	0.00	100.00	0.0%	
Total 5235500 - Repairs and Bldg Improvements	0.00	100.00	(100.00)	0.0%	0.00	100.00	0.0%	
5235700 - Other Expense								
5235735 - Official Functions	0.00	500.00	(500.00)	0.0%	500.00	1,000.00	100.0%	
5235765 - Miscellaneous	0.00	0.00	0.00	0.0%	0.00	0.00	(100.0%)	
Total 5235700 - Other Expense	0.00	500.00	(500.00)	0.0%	500.00	1,000.00	100.0%	
5236400 - Minor Capital Outlay								
5236440 - Machinery and Equipment	2,060.00	1,800.00	260.00	114.44%	3,000.00	4,800.00	166.67%	Purchase camera's for Police Officers
Total 5236400 - Minor Capital Outlay	2,060.00	1,800.00	260.00	114.44%	3,000.00	4,800.00	166.67%	
5239000 - Reserves								
5239010-Administrative Reserves	0.00	3,335.00	(3,335.00)	0.0%	2,500.00	5,835.00	74.96%	
Total 5239000 - Reserves	0.00	3,335.00	(3,335.00)	0.0%	2,500.00	5,835.00	0.75	
Total Expense	2,628.59	8,000.00	(5,371.41)	32.86%	6,000.00	14,000.00	2.42	
Net Income	11,372.02	0.00	11,372.02	100.0%	0.00	0.00	(100.0%)	



AGENDA ITEM REPORT

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

Meeting Date: May 28, 2013

Department: Administration

Discussion Action

Budgeted Expense: YES NO N/A

Submitted By: Staff

Amount: N/A

Attachments:
I. Proposed RFP
Agenda Item / Topic:
ITEM 7. DISCUSSION/ACTION – Consider proposed RFP for solid waste collection and disposal recycling materials collections and processing services for the City of Ovilla to include 6 alternate bid items. Council may direct staff to proceed with the proposal process.
Discussion / Justification:
In March, staff was directed to begin the process of compiling a RFP for a solid waste contract that includes 6 alternate bid items: 1)Use of CNG (Compressed Natural Gas)Trucks, 2)Household hazardous waste collection, 3)E-Waste collection processing, 4)Shredding collection, 5)Compost collection and processing, 6)Extra bulky waste pick up twice monthly. Staff is ready to proceed with the proposed scheduled timeline as listed in the document to begin the bid process and posted notifications, including the City’s webpage. The current contract with Community Waste Disposal expires December 31, 2013.
Recommendation / Staff Comments:
N/A
Sample Motion(s):
“I MAKE A MOTION THAT COUNCIL APPROVES/DENIES THE RFP FOR SOLID WASTE AND RECYCLING SERVICES FOR THE CITY OF OVILLA AS PRESENTED.”
“I MAKE A MOTION THAT COUNCIL APPROVES/DENIES THE RFP FOR SOLID WASTE AND RECYCLING SERVICES FOR THE CITY OF OVILLA WITH THE FOLLOWING REVISIONS: _____.”
“I MAKE A MOTION THAT COUNCIL DIRECTS STAFF TO PROCEED WITH THE PROPOSAL PROCESS.”

1	Introduction Calendar of Events
2	Section I Instructions to Contractors
3	Section II Waste Services Contract General Specification & Performance Standards
4	Section III Contractor's Proposal
5	Exhibits A-D

REQUEST FOR PROPOSALS

CITY OF OVILLA, TEXAS



REQUEST FOR PROPOSALS

SOLID WASTE COLLECTION & DISPOSAL

RECYCLABLE MATERIALS COLLECTIONS & PROCESSING

HOUSEHOLD HAZARDOUS WASTE DAY

June 2013

DRAFT

REQUEST FOR PROPOSALS

NOTICE TO VENDORS



The **CITY OF OVILLA**, Dallas and Ellis Counties, Texas will receive sealed proposals in the office of the City Secretary for the City of Ovilla, 105 S. Cockrell Hill Rd Ovilla, Texas until **Friday, June 21, 2013, 2:00 p.m.** in addition, at that time each will be opened for the following:

SOLID WASTE COLLECTION AND DISPOSAL OF RESIDENTIAL, COMMERCIAL AND RECYCLABLE MATERIALS COLLECTION & PROCESSING

MARK ENVELOPE: "SOLID WASTE COLLECTION/DISPOSAL & RECYCLING"

A PRE-BID CONFERENCE WILL BE CONDUCTED ON **Wednesday, June 12, 2013, 3:00 P.M.** IN THE COUNCIL CHAMBER ROOM, OVILLA CITY HALL, 105 S. COCKRELL HILL RD., OVILLA, TEXAS. ONLY THE SERVICES LISTED IN THIS INVITATION TO BID AND INCLUDED IN ADDENDUMS WILL BE CONSIDERED.

This request to be proposed is for solid waste collection and disposal, recyclable materials collection and processing, and 6 alternates. It is the intent of the proposal to determine the lowest possible cost without regard to administrative fees and/or billing fees. All administrative and/or billing fees will be determined by the City and added to the prices provided by Contractor. The City, for purposes of determining best value for the City, has opened up this request for proposals to the Contractor with the opportunity to bid solid waste services in several ways: the Base Bid, Alternate 1 using CNG Trucks, Alternate 2, Household Hazardous Waste, (including tires); Alternate 3 E-Waste and; Alternate 4, Shredding, Alternate 5 Compost, and Alternate 6 Extra bulky waste pick up.

The selected Contractor will be awarded the Contract through an ordinance of the City approving and adopting the Contract Documents, providing for its enforcement and penalties as provided by law. The defined terms appearing in the General Specifications apply to all Contract Documents. Bids must be made upon forms furnished. Five (5) copies of Bids must be delivered on or before until **Friday, June 21, 2013, 2:00 p.m.** The envelope containing the Bid must be sealed and plainly marked "SOLID WASTE COLLECTION/DISPOSAL & RECYCLING."

Bidders are expected to inspect the site of work and to inform themselves regarding all local conditions.

All questions related to this Bid information and specifications should be directed to Pamela Woodall, City Secretary, at 972-617-7262

The City Council of the City of Ovilla, Texas reserves the right to accept or reject any bids, any part thereof, or any combination of bids and to waive any or all formalities in any Bid, and to make an award in any manner, consistent with law, deemed in the best interests of the City.

Conflicts of interest in purchasing are controlled by Section 171 of the Local Government Code.

"The City of Ovilla is an equal opportunity agency. All Contractors, subcontractors, vendors, suppliers, and providers of services, activities, and programs for the City must adhere to the Federal regulations of Section 504 of the Rehabilitation Act and the American with Disabilities Act (ADA)."

REQUEST FOR PROPOSALS

CALENDAR OF EVENTS

SOLID WASTE COLLECTION REQUEST FOR PROPOSAL PROCESS

Wednesday, June 5, 2013	1 st Public Notice accepting bids and date they will be publicly opened.
Wednesday, June 5, 2013	Deliver Request for Proposals to Vendors and post on the Website
Wednesday, June 12, 2013	2 nd Public Notice
Wednesday, June 12, 2013	Pre Bid Conference will be held at 3:00 p.m. at 105 S. Cockrell Hill Rd, Council Chambers, to discuss bid and requirements.
Friday, June 21, 2013	Sealed Proposals due from Vendors at 2:00 p.m. Publicly open sealed bids at 2:15 p.m. in Council Chamber Room.
June 21 – July 3, 2013	Complete analysis of RFP's received. Bids are tabulated.
Monday, July 8, 2013	Update Council to discuss apparent low bid and receive recommendation.
July 9 – July 16, 2013	Negotiate contract with selected vendor for Council consideration.
Monday, July 22, 2013	City Council consideration of award of contract with selected vendor.
September 2013	Begin aggressive communication with citizens regarding changes in garbage collection (i.e. new collection days, change in service etc.).
December 1, 2013	New contract begins.

REQUEST FOR PROPOSALS

SECTION I: INSTRUCTIONS TO CONTRACTORS

1. BACKGROUND

The City of Ovilla "City" seeks proposals from qualified firms interested in providing municipal solid waste services to include refuse collection, disposal and recycling. Services shall be provided at various City locations according to Ovilla performance standards. Additional options are included for one household hazardous waste and E-Waste pick-up day annually, document shredding, composting vegetative waste and extra residential bulky waste pick up.

Selection shall be made based on the proposal(s) deemed as most advantageous to the City, as determined by the City based on evaluation of proposal requirements. This solicitation process is governed by law and rules pertaining to "discretionary contracts: to preserve public health, safety, and welfare. It is not a statutory competitive bid solicitation. The City reserves the right not to award the contract, or to amend or negotiate terms of the contract after reviewing proposals that have been submitted at any time while proposals are pending. Contractors interested in performing these services must submit a proposal in accordance with the following minimum requirements contained in this document.

2. SCOPE OF WORK

A. Residential Service

Solid Waste services provided by the Contractor shall be equivalent to service levels currently provided. Note: In addition to the Base Bid, the Contractor may propose other optional services or enhancements to the scope of services. Cost of all services and disposal are the responsibility of the Contractor and are to be included in the Contractor's price. The Contractor shall provide, in a good and competent manner, the services called for and described herein which shall consist of all supervision, equipment, labor, materials, and all other items necessary to provide the City with complete refuse collection, removal and disposal. The City currently has approximately 1350 residential customer accounts billed and collected by the City, and approximately 9 commercial accounts billed and collected by the Contractor. The residential waste is currently collected once a week including 4 ft. lengths brush pick up, and once a month bulky item and brush pick up. The commercial waste is collected as required by the customer.

The following information is provided to answer questions about the City of Ovilla's existing solid waste contract:

- Attachment A: Current Performance Standards – Section II

The work under the contract does not include the collection and disposal of any increased volume resulting from a flood, tornado or other act of God over which the City or Contractor has no control. In the event of such a flood, tornado or other act of God, the Contractor and the City will negotiate the payment to be made to the Contractor. Further if the City and the Contractor reach such agreement, then the City shall grant the Contractor variance in routes and schedules as deemed necessary by the Contractor.

B. City Service

The City seeks to include in the proposal, services to the City. The Contractor shall provide these services to the City at no charge.

- Suitable containers at the City's choice: 8-yard dumpster at City Hall with weekly pick up service and a 30 or 40-yard dumpster at City Hall to be emptied up to 15 times per year, (hauls to be credited toward annual clean up day) both at no charge.
- Contractors shall provide services for the annual City-wide clean-up campaign and Heritage Day including (6) 40-yard open top containers for deposit of trees and any refuse and (2) rear loaded

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packer-type disposal trucks to be used to haul refuse up on clean up day. This will be at no charge to the City. The site and time will be at the City's choice.

C. Collection Procedures and Schedules. Refer to Attachment A: Current Performance Standards

The Contractor shall perform collection service no earlier than 7:00 a.m. on the scheduled collection day.

D. Texas, Governmental Fees and Charges and Compliance.

The Contractor shall agree to pay all applicable Local, State and Federal taxes, as well as applicable tonnage charges and regulatory fees during the life of this contract.

The Contractor shall follow all applicable Local, State, and Federal laws and regulations pertaining to the provision of the services detailed herein, including but not limited to those related to safety.

E. Recycling Service

The recycling shall be collected every other week. **The Contractor price for recycling shall be included as a separate line item in the proposed base bid.**

F. Recycling Processing Site.

All recyclable materials for the recycling program shall be recycled and not disposed in a landfill. Contractor's failure to abide by obligations of the Recycling Program by disposing of recyclable at a landfill or co-mingling with solid waste collections shall constitute a material breach of contract. In such case, the City may at its discretion terminate this contract, there being no cure for lost recycling opportunities. The Contractor shall notify the City of the recycling location where recyclables will be unloaded and processed. The City reserves the right to approve Contractors recycling site.

The Contractor shall be responsible for transporting the recyclable materials to a processing site and must have established buyers or markets for the recyclables. The Contractor shall be required to identify the buyers of the recyclables upon request by the City. Recyclable materials collected for the purpose of recycling may not be deposited in any landfill. To the fullest extent possible, recycling materials should be protected against contaminants that require disposal at the landfill. The Contractor shall be totally responsible for the processing and marketing of all Recyclable materials collected pursuant to the Contract.

MATERIALS: The following materials shall be included in the recycling program:

- Newsprint
- Magazines
- Aluminum Beverage Cans
- Steel/Tin Cans
- Glass - Clear, Brown and Green
- HDPE & PET Plastic Bottles #1, #2
- Household Paper Products to include junk mail, envelopes, cereal boxes, cardboard, chipboard, and telephone books.

G. Household Hazardous Waste (as defined by OSHA) Collection Day:

Contractor's employees shall have completed Hazwoper training as certified under Osha.

1. Collections of:
 - a. Paint products, chemicals,
 - b. Rubber, Tires, motor oils
 - c. Automotive and household batteries
 - d. Metal products

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H. E-Waste

1. Collections of:

- a. Computer equipment, technical equipment, phones, radios, CD players, VCR players, televisions, Plasma LCD, Printers, Scanners, Copiers, etc.

3. PRE-BID CONFERENCE

A Pre-Bid Conference will be held in the Council Chambers at 105 S. Cockrell Hill Rd, Ovilla, TX 75154 at **3:00 p.m. on Wednesday, June 12, 2013**. Only the services listed in this Request for Proposals and included in addendums will be considered. Respondents are encouraged to prepare and submit their questions in writing in advance of the conference. City's response to these questions may be distributed at the conference. Attendance is optional, but strongly encouraged. Any oral responses provided by City staff at the conference shall be considered preliminary and any written responses given shall be considered an official response. Any oral responses given that are not subsequently confirmed in writing shall not be official or binding on the City. Only written responses shall be official, all other forms of communication with any officer, employee or agent of the City shall not be binding on the City.

Respondent is expected to examine this RFP carefully, understand the terms and conditions for providing services listed herein and respond completely. Failure to complete and provide any of the proposal requirements may result in the respondent's proposal being deemed incomplete and therefore disqualified from consideration.

4. PREPARATION OF THE BID

All Proposals must be prepared and signed by the Contractor in the form attached hereto. **THE PROPOSAL MUST BE RETURNED IN ITS ENTIRETY WITH EACH PAGE INITIALED BY THE CONTRACTOR.** All blank spaces in each Form together with appropriate schedules must be fully completed in ink or typewritten. If a unit price or a lump sum already entered by the Contractor on the Bid Form is to be altered, it shall be crossed out with ink and the new unit price or lump sum bid entered above or below it, and initialed by the Contractor in ink.

The amount to be proposed is for a **BASE BID** with 6 alternates and a 6-month bid bond (\$25,000). It is the intent of the City to determine the lowest possible cost without regard to administrative billing fees. All administrative fees and/or billing fees will be determined by the City and added to the bid provided by Contractor. One rate will be then established for the Customer, which includes the and Administrative Fees and/or Billing Fees.

Five (5) copies of the Bid, together with appropriate schedules, must be submitted in a sealed envelope bearing on the outside the name of the Contractor, his address, and plainly marked "Solid Waste Collection/Disposal and Recycling". If forwarding by mail, the sealed envelope containing the Bid must be enclosed in another envelope addressed as specified in the Bid. The City may consider informal any bid not prepared and submitted in accordance with the provisions hereof and may waive any informalities or reject any and all Bids.

Any Bid may be withdrawn prior to the scheduled time for the opening of Bids or authorized postponement thereof. **Any Bid received after the time and date specified above shall not be considered.**

5. EVIDENCE OF INSURANCE

The Contractor will indemnify, save and hold harmless the City, its officers, and employees from and against any and all suits, actions, legal proceedings, claims, demands, damages, costs, expenses, and attorneys fees arising out of a willful or negligent act or omission of the Contractor in the performance of the Contract. The City will not be responsible for the negligence of Contractor, or any of its agents, servants, representatives, employees, or subcontractors.

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Contractor shall procure and maintain for the duration of the Contract insurance against claims for injuries to persons or damage to property, which may arise from or in conjunction with the performance of the work hereunder by the Contractor, his agents, servants, representatives, employees, or subcontractors. The cost of such insurance shall be borne by the Contractor and a Certificate of Insurance evidencing that such insurance has been procured and is in force will be forwarded to the City before commencement of work hereunder.

Minimum Limits of Insurance:

Type Coverage	Per Occurrence Minimum	Aggregate minimum
Workers Compensation	As required by law and shall cover all employees including drivers.	As required by law.
Comprehensive & General Public Liability	\$1,000,000	\$2,000,000
Property Damage	\$1,000,000	\$2,000,000
Comprehensive Auto Liability Bodily Injury	\$1,000,000	\$2,000,000
Comprehensive Auto Liability-Property Damage	\$500,000	\$1,000,000

6. FAILURE TO ENTER INTO THE CONTRACT

The Contract shall be deemed as having been awarded when formal notice of award is deposited in the U.S. Mail by the City to the Contractor via certified mail, return receipt requested.

The Contractor to whom the Contract is awarded will be required to execute two (2) copies of the Contract and furnish the required insurance certificates. In case of the Contractor's refusal or failure to do so within twenty (20) days after receipt of formal notice of award, the Contractor will be considered to have abandoned all his rights and interests in the award, the Contractor's bid may be declared forfeited to the City, and the award may then be made to the next best qualified Contractor or the work re-advertised for Bids as the City may elect.

7. CONDITIONS

Each Contractor shall fully acquaint himself with conditions relating to the scope and restrictions attending the execution of the work under the Contract. Contractors shall thoroughly examine and be familiar with the General Specifications.

It is also expected that the Contractor will obtain information concerning the conditions at locations that may affect its work.

The failure or omission of any Contractor to receive or examine any form, instrument, addendum or other document, or to become familiar with existing conditions, shall in no way relieve the Contractor of any obligations with respect to its Bid or to the Contract.

Except with respect to events or conditions, which are not discoverable, the Contractor shall make his own determination as to conditions and shall assume all risk and responsibility and shall complete the work in and under conditions, he may encounter or create, without extra cost to the City.

The Contractor's attention is directed to the fact that all applicable State laws, municipal ordinances, and the rules and regulations of all authorities having jurisdiction over the work to be performed shall apply to the Contract throughout, and they will be deemed to be included in the Contract as though written out in full in the Contract.

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8. ADDENDA AND EXPLANATIONS

Explanations desired by a prospective Contractor shall be requested of the City in writing, via facsimile and/or regular mail, and if explanations are necessary, a reply shall be made in the form of an Addendum, via facsimile and regular mail. A copy of this Addendum will be forwarded to each Contractor. Every request for such explanation shall be in writing addressed to Pamela Woodall. Any verbal statements regarding same by any person, previous to the award, shall be non-authoritative and not binding.

Addenda issued to prospective Contractors prior to date of receipt of Bids shall become a part of the Contract Documents, and all Bids shall include the work described in the Addendum.

Any and all interpretations and/or supplemental instructions will be in the form of written Addenda, which, if issued, shall be mailed by certified mail, return receipt requested, to all prospective Contractors (at the respective addresses furnished for such purposes), not later than five (5) days prior to the date fixed for the opening of Bids.

9. NAME, ADDRESS, AND LEGAL STATUS OF THE CONTRACTOR

The Bid must be properly signed in ink and the address of the Contractor given. The legal status of the Contractor, whether corporation, partnership, or individual, shall also be stated in the Bid. A corporation shall execute the Bid by its duly authorized officers in accordance with its corporate by-laws and shall also list the State in which it is incorporated. A partnership Contractor shall give full names and addresses of all partners. Partnerships and individual Contractors will be required to state in the bid the names of all persons interested therein.

The place of residence of each Contractor, or the office address in the case of a firm or company, with county and state and telephone number, must be provided with each Contractor's signature.

If the Contractor is a joint venture consisting of a combination of any or all of the above entities, each joint venture shall execute the Bid.

10. COMPETENCY OF CONTRACTOR

The opening and reading of the Bid shall not be construed as an acceptance of the Contractor as a qualified, responsible Contractor.

11. QUALIFICATIONS OF CONTRACTOR

In the event that the City shall require additional certified supporting data regarding the qualifications of the Contractor in order to determine whether it is a qualified, responsible Contractor, the Contractor may be required to furnish any or all information as requested.

12. DISQUALIFICATION OF CONTRACTORS

Although not intended to be an exhaustive list of causes for disqualification, any one or more of the following causes, among others, may be considered sufficient for the disqualification of a Contractor and the rejection of its Bid:

- (a) Evidence of collusion among Contractors.
- (b) Lack of competency as revealed by either financial statements, experience or equipment statements, or other factors.
- (c) Lack of responsibility as shown by past work, judged from the standpoint of workmanship.
- (d) Default on a previous City contract for failure to perform.

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13. BASIS OF THE RFP

Proposals with respect to solid waste collection and disposal and recyclable materials collection and processing are solicited on the basis of rates for each type of collection work and for each residential and commercial unit per month. Bids will be compared on the basis of the summation of the rates proposed.

14. QUANTITIES

The current quantities for the number of residential, commercial, and industrial units are strictly estimates. It is the responsibility of the Contractor to survey the City for use in preparing the bid. The Contractor may wish to utilize its own or other estimates and to provide for growth or shrinkage factors.

15. METHOD OF AWARD

The City reserves the right to accept any Bid or to reject any or all Bids, and to waive defects or irregularities in any Bid. In particular, any alteration, erasure or interlineations of the Contract Documents or of the Bid shall render the accompanying bid non-conforming and subject to (but not requiring) rejection by the City. The City intends the Contract be awarded within ninety-days (90) following the date Bids are publicly opened and read. The award of the Contract, if at all, will be based on the City's sole determination of the service and contractor which will provide the best value to the City.

16. DISPOSAL SITE

Once selected, the Contractor is responsible for the legal disposal of non-recyclable waste at a state approved facility. The Contractor shall pay all state fees imposed by the Texas Health and Safety Code related to disposals.

17. FRANCHISE FEE

In consideration of award of the Contract, the Contractor agrees to pay to the City 5% of the gross receipts collected by the Contractor from commercial solid waste accounts as Franchise Fee. Said fees shall be paid quarterly.

18. COMPLIANCE WITH LAWS

Contractor, its officers, agents, employees, contractors, and subcontractors, shall abide by and comply with all laws, federal, state, and local. It is agreed and understood that if the City calls to the attention of the Contractor any violations on the part of the Contractor, its officers, agents, employees, contractors, or subcontractors, then Contractor shall immediately desist from and correct such violation.

19. DISCRIMINATION PROHIBITED

Contractor, in the execution, performance, or attempted performance of this service, shall not discriminate against any person or persons because of sex, race, religion, color, or national origin. The Contractor must be an equal opportunity employer.

20. CURBSIDE RECYCLING CONTAINERS

The Contractor will provide to each Residential Unit a closed 95 gal container for Recyclable Materials. Such container shall be a standard recycling bin marked with distinguished characteristics. Each container shall be of a type that is accepted by other municipalities with recycling experience.

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21. REMUNERATION

Contractor shall quote a rate for service per household per month. The City shall bill the Residential Units, and shall pay the Contractor based on the set rate received on a monthly basis. Contractor shall be entitled to payment for all services rendered.

Contractor shall quote rates for commercial service in compliance with the rates set forth in the contract. Contractor shall bill commercial customers directly.

Base rate adjustments will be considered by the City no more than once per year, during the month of May, throughout the life of the contract. Contractor must receive approval from the City Council, after public hearing, in order to increase the base rates, which approval shall not be unreasonably withheld. Such increase must reflect the change, if any that has occurred in the said CPI-U since the base year 2013.

Contractor may petition the City Council from time to time for adjustments to reimburse the Contractor for the reasonable costs to Contractor of any capital and/or operating expenditures including taxes, fees, and surcharges required or imposed solely by federal or state law, regulation, rule, permit, or permit condition, that was not imposed because of the action or inaction of the Contractor. The City Council has the right to accept or reject any such petitions.

22. EVALUATION CRITERIA

The City will conduct a comprehensive, fair and impartial evaluation of all Proposals received in response to this RFP. The City may appoint a selection committee to perform the evaluation. Each Proposal will be analyzed to determine overall responsiveness and qualifications under the RFP. The selection committee may select all or some or none of the Respondents for interviews. If the City elects to conduct interviews, respondents may be interviewed and re-scored based upon the same criteria, or other criteria to be determined by the selection committee. The City may request additional information from the respondents at any time prior to the final approval of a selected respondent. The City reserves the right to select one, or more, or none of the respondents to provide services. Final approval of a selected respondent is subject to the action of the City of Ovilla City Council. The criteria to be evaluated may include the following items listed below.

- A. Experience, Background, Qualifications (25%)
- B. Proposed Plan for Service delivery (20%)
- C. Evaluation of Proposed Pricing Schedule (50%)
- D. Location of the Business (5%)

The respondent selected to provide service may be required to submit their final proposal to the Council at the City Council meeting.

23. TERM

The term of this contract shall be five (5) years, with one (2) one-year renewal options pending agreement of both parties. Should either the City or Contractor elect not to renew and extend the contract for an additional five year period, notice must be given to the other party in writing not less than 180 days prior to the expiration of the Contract.

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SECTION II: WASTE SERVICES CONTRACT GENERAL SPECIFICATIONS & PERFORMANCE STANDARDS

1.00. DEFINITIONS

- 1.01 Bags: Plastic sacks, designed to store refuse with sufficient wall strength to maintain physical integrity when lifted by the top. Total weight of a bag and its contents shall not exceed thirty-five (35) pounds.
- 1.02 Bin (Commercial): Metal receptacle designed to be lifted and emptied mechanically for use only at Commercial Units.
- 1.03 Bin (Residential Recycling): See Recycling Container.
- 1.04 Brush: Plants or grass clippings, leaves or tree trimmings.
- 1.05 Bulky Waste: Stoves, refrigerators which have CFC's removed by a certified technician, water tanks, washing machines, furniture, and weights more than 50 lbs., and other waste materials other than construction debris, dead animals, hazardous waste, or stable matter with weights or volumes greater than those allowed for containers.
- 1.06 Bundle: Trees, shrub, and brush trimmings or newspapers and magazines securely tied together forming an easily handled package not exceeding four-ft. in length or 50 lbs. in weight.
- 1.07 City: The City of Ovilla, Texas
- 1.08 CNG: Compressed Natural Gas
- 1.09 Commercial Refuse: All Bulky Waste, Construction Debris, Garbage, Rubbish and Stable Matter generated by a Customer at a Commercial Unit.
- 1.10 Commercial Unit: All premises, locations or entities, public or private, requiring refuse collection within the corporate limits of the City, not a Residential Unit.
- 1.11 Commercial Hand Collect Unit: A retail or light commercial type of business, which generates no more than one (1) cubic yard of refuse per week.
- 1.12 Compost: Composting is the transformation of organic material (plant matter) through decomposition into a soil-like material called compost. Invertebrates (insects and earthworms), and microorganisms (bacteria and fungi) help in transforming the material into compost. Composting is a natural form of recycling, which continually occurs in nature.
- 1.13 Construction Debris: Waste building materials resulting from construction, remodeling, repair, or demolition operations.
- 1.14 Container: A receptacle with a capacity of at least 18 - 20 gallons but less than 35 gallons constructed of plastic, metal or fiberglass, having handles of adequate strength for lifting, and having a tight fitting lid capable of preventing entrance into the container by vectors. The mouth of a container shall have a diameter greater than or equal to that of the base. The weight of a container and its contents shall not exceed 50 lbs.
- 1.15 Contract Documents: The Request for Proposals, Instruction to Contractors, Contractor's Bid, General Specifications, and any addenda or changes to the foregoing document agreed to by the City and Contractor, and Contract signed by Contractor and City.

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- 1.16** Contractor: Such person, corporation, or partnership designated by the City for the collection, transportation, and/or disposal of the solid waste and recyclable materials collection and processing.
- 1.17** Curbside: That portion of right-of-way adjacent to paved or traveled city roadways (including alleys). The curbside is as close to the roadway as practicable without interfering with or endangering the movement of vehicles or pedestrians.
- 1.18** Customer: An occupant of a Residential, Commercial Hand Collect, Commercial or Industrial Unit who generates Refuse.
- 1.19** Dead animals: Animals or portions thereof equal to or greater than ten (10) pounds in weight that have expired from any cause except those slaughtered or killed for human use.
- 1.20** Disposal site: A refuse depository, including but not limited to sanitary landfill, licensed, permitted or approved by all governmental bodies and agencies having jurisdiction and requiring such licensed, permits or approvals to receive for processing or final disposal of refuse.
- 1.21** E-Waste: consumer and business electronic equipment that is near or at the end of its useful life.
- 1.22** Garbage: Any and all dead animals of less than 10 lbs. in weight, except those slaughtered for human consumption; every accumulation of waste (animal, vegetable and/or other matter/ that results from the preparation, processing, consumption, dealing in, handling, packing, canning, storage, transportation, decay or decomposition of meats, fish, fowl, birds, fruits, grains or other animal or vegetable matter (including, but not by way of limitation, used tin cans and other food containers; and all putrescible or easily decomposable waste animal or vegetable matter which is likely to attract flies or rodents); except (in all cases) any matter included in the definition of Bulky Waste, Construction Debris, Dead Animals, Hazardous Waste, Rubbish or Stable Matter.
- 1.23** Hazardous Waste: Solid wastes regulated as hazardous under the Resource Conservation and Recovery Act, 42 U.S.C. Section 1002, et seq., or regulated as toxic under the Toxic Substances Control Act, 15 U.S.C.A. Section 2601, et seq., regulations promulgated there under or applicable state law concerning the regulation of hazardous or toxic wastes. Waste in any amount, which is defined, characterized or designated as hazardous by the United States Environmental Protection Agency or any appropriate state agency by or pursuant to Federal or State Law. For purpose of this contract, the term hazardous waste shall also include motor oil, gasoline, paint, paint cans, tires, pesticides & fertilizers and metal goods.
- 1.24** Landfill (Sanitary): A Texas Class I landfill, or any other alternate, duly permitted sanitary landfill as selected and approved for use by the Municipal Solid Waste Company,
- 1.25** Premises: All public and private establishments, including individual residences, all multi-family dwellings, residential care facilities, hospitals, schools, businesses, other buildings, and all vacant lots.
- 1.26** Recyclable Materials: Commodities collected by the Contractor pursuant to the Contract Documents, which can be sold in a spot or future market for processing and use or reuse including, but not limited to, newsprint, magazines, plastic (PET and HDPE) bottles, glass containers, aluminum cans, metal (tin) cans, and household paper products to include junk mail, envelopes, cereal boxes, cardboard, chipboard, and telephone books.
- 1.27** Recycling Container: A 95-gal closed lid container designed for the purpose of curbside collection of recycling commodities.
- 1.28** Refuse: Residential Refuse and Bulky Waste, Construction Debris and Stable Matter generated at a Residential Unit, unless the context otherwise requires, and Commercial and Industrial Refuse.

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- 1.29** Residential Garbage: All Garbage and Rubbish generated by a Customer at a Residential Unit.
- 1.30** Residential Unit: A dwelling within the corporate limits of the City occupied by a person or group of persons comprising not more than four families. A Residential Unit shall be deemed occupied when either water or domestic light and power services are being supplied thereto. A condominium dwelling, whether of single or multi-level construction, consisting of four units, shall be treated as a Residential Unit, except that each single-family dwelling within any such Residential Unit shall be billed separately as a Residential Unit.
- 1.31** Rubbish: Nonputrescible solid waste (excluding ashes), consisting of both combustible and noncombustible waste materials; combustible rubbish includes paper, rags, cartons, wood, excelsior, furniture, rubber, plastics, yard trimmings, leaves, and similar materials; noncombustible rubbish includes glass, crockery, tin cans, aluminum cans, metal furniture, and the like materials not included in the definition of Bulky Waste, Construction Debris, Garbage, Hazardous Waste, or Stable Matter.
- 1.32** Solid Waste: All non-hazardous as defined by CERCLA (Comprehensive Environmental Response, Compensation and Liability Act) and other applicable laws) and solid waste material including unwanted or discarded waste material in a solid or semi solid waste, including but not limited to, garbage, ashes, refuse, rubbish, yard waste (including brush, tree trimmings and Christmas trees), discarded appliances, home furniture and furnishings, provided that such material must be of the type and consistency to be lawfully accepted at the Sanitary Landfill under the applicable federal, state and local laws, regulations and permits governing each.
- 1.33** Shredding Collection and Processing: Secure document destruction.
- 1.34** Stable Matter: All manure and other waste matter normally accumulated in or about a stable, or any animal, livestock or poultry enclosure, and resulting from the keeping of animals, poultry, or livestock.
- 1.35** Unusual accumulated: (a) For residences, each regular collection more than ten (10) containers of garbage, or the equivalent; (b) for commercial establishments accumulations that would not occur in the ordinary course of business and (c) materials judged by the Sanitarian to be hazardous such as oil, acid, or caustic materials.

2.00 TYPES OF COLLECTION

- 2.01** Residential Collection: At the premises of residential accounts held by the City and served by the Contractor, collection shall occur as follows:
- A minimum of once weekly solid waste collection; and
 - Every other week bulky item collection; and
 - Every other week recycling collection

Further, Contractor shall provide City a copy of maps indicating the routes used in the collection of waste from all residential customers if selected. The City has the right to reject and request modification of routes, and updates on routes of Contractor.

- 2.02** Commercial Accounts: Contractor shall collect and remove solid waste from the premises of commercial customers at such frequency as shall be reasonably requested by the owner or agent. Collection service shall be once a week or more to maintain premises free of accumulation of waste. Collection may be in bags or container as so designated by customer. If collection is from a container, that container should be located on a concrete pad to accommodate equipment. The City shall be the sole determinant of acceptable dumpster pads, locations, and screening.
- 2.03** Brush/Bulk Waste Collection: In addition, the Contractor shall provide a special collection service for unbundled brush/bulky wastes every other week to all residential customers, unless otherwise

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specified. Contractor agrees to collect such large objects and quantities of waste as described in definitions for Brush and Bulky Waste.

- 2.04** Residential Recycling Collection: In addition, the Contractor shall provide a special collection service for Recycled wastes every other week to all residential customers, unless otherwise specified. Contractor agrees to collect such recyclable materials in SECTION 1, "F" titled "MATERIALS".
- 2.05** Unusual Accumulations Collection: The Contractor may charge for the collection of unusual accumulations, as provided in the then current City Ordinances.
- 2.06** Shredding Collection & Processing: Contractor shall provide secure document destruction to City and residential customers on annual clean up day.

3.00. COLLECTION OPERATION

- 3.01** Hours of Operation: Collection of solid waste shall begin no earlier than 7:00 o'clock A.M. and shall generally not extend beyond 8:00 o'clock P.M. No collection shall be made on Sunday. Exceptions to collection hours shall be effected only upon the mutual agreement of the City and Contractor.
- 3.02** Hours of Disposal: Contractor shall dispose of waste within the operating hours of the disposal site.
- 3.03** Locations for Collection: Each container, bag and bundle must be placed at curbside or alley for collection. See Curbside definition. When construction work is being performed in the right-of-way, containers, bag and bundles shall be placed as close as practicable to an access point for the collection vehicle. Contractor may decline to collect any container, bag or bundle not so placed or any residential refuse not in a bag.
- 3.04** Routes of Collection: Collection routes shall be established by the Contractor as approved by the City. Routes shall be determined based on the best interests of the City so that no harm is caused to children, school crossing areas, and other areas where frequent citizen congregation occurs during peak times. The Contractor may from time to time propose changes to the route or days of collection affecting residential units. Upon City approval of the proposed change, the City shall give written or published notice to the affected Residential Units.
- 3.05** Holidays: The following shall be holidays for purposes of this Contract:

New Year's Day
Memorial Day
Independence Day
Labor Day
Thanksgiving Day
Christmas Day

Contractor may decide to observe any or all of the above-mentioned holidays by suspension or collection service on the holiday, but the Contractor must meet its contractual obligations. **NOTE: Contractor shall be responsible for providing make-up collection for residential routes that occur on specified holidays. Make-up days shall be determined in conjunction with the City to best accommodate the needs of the citizens. The City shall be informed of all make up days at least two weeks prior to the holiday.** The City shall give written or published notice to the affected Residential Units.

- 3.06** Complaints: All complaints shall be referred directly to the Contractor by the city and shall be given prompt and courteous attention. At a minimum, customer complaint procedure shall provide that the customer complaint shall be addressed within 24 hours of receipt of such complaint and shall be promptly resolved. The Contractor shall be responsible for maintaining a log of complaints and

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provide the City, upon request, copies of all complaints indicating the date and hour of the complaint, nature of the complaint, and the manner and timing of its resolution. Any missed pick ups of residential refuse will be collected the same business day if notification to the Contractor is provided by 2:00 p.m. but not later than 12:00 p.m. the next business day if notification is provided after 2:00 p.m.

- 3.07** Collection-Equipment: Contractor, at its sole cost and expense, agrees to furnish, all trucks, equipment, machines, and labor, which are reasonably necessary to adequately, efficiently, and properly collect and transport garbage from accounts serviced by Contractor in accordance with this Contract. Collection of garbage shall be made using sealed packer-type trucks, and such equipment shall not be allowed to leak fluids or scatter any waste within the limits of the City or while in route to the disposal site.

Due to street size variations in the City, the Contractor will need to provide equipment that will accommodate such public streets and alleys. Special collections shall be made using appropriate equipment. Contractor shall, if necessary, hand-clean all spillage resulting from its collection activities.

All motor vehicles used in performance of the obligations herein created shall be clearly marked with the Contractor's name, telephone number and unit number legible from 150 feet. No advertising shall be permitted on vehicles. All collection equipment shall be maintained in a first class, safe, and efficient working condition throughout the term of the Contract. Such vehicles shall be maintained and painted as often as necessary to preserve and present a well-kept appearance, and a regular preventative maintenance program shall be used. The City may inspect Contractor's vehicles at any time to insure compliance of equipment with Contract or require equipment replacement schedule to be submitted to City. Vehicles are to be washed on the inside and sanitized with a suitable disinfectant and deodorant a minimum of once a month. Such vehicles shall be washed and painted or repainted as often as necessary to keep them in a neat and sanitary condition.

- 3.08** Office: The Contractor shall maintain an office or such other facilities through which they can be contacted. It shall be equipped with sufficient telephones and shall have a responsible person in charge from 8:00 a.m. to 5:00 p.m. on regular collection days.
- 3.09** Point of Contact: All dealings, contacts, etc. between the Contractor and the City shall be directed by the Contractor to the District Manager and by the City to the Mayor or his designee.
- 3.10** Lease Container: The Contractor may lease containers for waste storage to the owner or occupant of the Contractors commercial customers. In the event any such lease agreement is entered into, the Contractor shall lease the container at a rate approved by the City of Ovilla. Such containers shall be equipped with suitable covers to prevent blowing or scattering of waste and shall be maintained in a sanitary and safe condition. Such containers shall be clearly marked with the Contractor's name and telephone number in letters not less than two inches (2") in height. Such containers shall be maintained in the City approved single color or color scheme.
- 3.11** Disposal: The Contractor shall deliver solid waste collected to the designated landfills. All laws, rules, and regulations governing disposal practices at the Disposal Site shall be strictly observed by the Contractor.
- 3.12** Non-Routine Collection: The Contractor will be required to provide annual Christmas tree collection for recycling purposes two (2) times during a one week period and deliver trees to a recycling center. Once the Contractor has fulfilled this obligation, all Christmas trees will be considered brush.
- 3.13** Vicious Animals: Employees of the Contractor shall not be required to expose themselves to the dangers of vicious animals in order to accomplish refuse collection in any case where the owner or tenants have animals at large, but the Contractor shall immediately notify the City, in writing, of such condition and of his inability to make collection.

REQUEST FOR PROPOSALS

3.14 Hazardous Waste: Contractor shall not be obligated to pick up hazardous waste (except on annual designated day), including refrigeration appliances that have not had CFC's removed by a certified technician, tires, automobile/vehicle batteries, petroleum products, paints and other chemicals and solvents identified as hazardous by the U.S. Environmental Protection Agency.

3.15 Protection From Scattering: Each vehicle shall be equipped with a cover, which may be net with mesh not greater than one and one-half (1-1/2) inches, or tarpaulin, or fully enclosed metal top to prevent leakage, blowing or scattering of refuse onto public or private property. Such cover shall be kept in good order and used to cover the load going to and from the landfill, during loading operations, or when parked if contents are likely to be scattered. Vehicles shall not be overloaded so as to scatter refuse; however, if refuse is scattered from Contractor's vehicle for any reason, it shall be picked up immediately. The Contractor shall not be responsible for scattered refuse unless the same has been caused by its acts or those of any of its employees, in which case all scattered refuse shall be picked up immediately by the Contractor.

Commercial refuse spillage or excess refuse shall be picked up by the Contractor after the customer reloads the container. In the case of commercial customers, Contractor shall then be entitled to an extra collection charge for each reloading of a commercial container requiring an extra collection. Should such commercial spillage continue to occur, City shall require the commercial customer and Contractor to increase the frequency of collection of the commercial customers refuse or require the customer to utilize a commercial container with a larger capacity, and the Contractor shall be compensated for such additional services.

4.00 LICENSE AND TAXES

The Contractor shall obtain all licenses and permits (other than the license and permit granted by the Contract) and promptly pay all taxes required by the City and the State.

5.00 INDEMNITY

The Contractor will indemnify, save and hold harmless the City, its officers, and employees from and against any and all suits, actions, legal proceedings, claims, demands, damages, costs, expenses, and attorneys fees arising out of a willful or negligent act or omission of the Contractor in the performance of the Contract. The City will not be responsible for the negligence of Contractor, or any of its agents, servants, representatives, employees, or subcontractors.

6.00 TERM

The term of this contract shall be five (5) years, with one (2) one-year renewal options pending agreement of both parties. Should either the City or Contractor elect not to renew and extend the contract for an additional five year period, notice must be given to the other party in writing not less than 180 days prior to the expiration of the Contract.

7.00 INSURANCE

Contractor shall procure and maintain for the duration of the Contract insurance against claims for injuries to persons or damage to property, which may arise from or in conjunction with the performance of the work hereunder by the Contractor, his agents, servants, representatives, employees, or subcontractors. The cost of such insurance shall be borne by the Contractor and a Certificate of Insurance evidencing that such insurance has been procured and is in force will be forwarded to the City before commencement of work hereunder.

REQUEST FOR PROPOSALS

Minimum Limits of Insurance:

Type Coverage	Per Occurrence minimum	Aggregate minimum
Workers Compensation	As required by law and shall cover all employees including drivers.	As required by law.
Comprehensive & General Public Liability	\$1,000,000	\$2,000,000
Property Damage	\$1,000,000	\$2,000,000
Comprehensive Auto Liability Bodily Injury	\$1,000,000	\$2,000,000
Comprehensive Auto Liability-Property Damage	\$500,000	\$1,000,000

8.00 BOND

8.01 Performance Bond

The Contractor will be required to provide a 6-month Bid Bond in the amount of \$25,000.

The Contractor shall procure and furnish a performance bond as security for the faithful performance of this Contract. Said performance bond must be in an amount equal to \$250,000 for a term of five (5) years.

Premium for the performance bond described above shall be paid by the Contractor. A certificate from the surety showing that the bond premiums are paid in full shall accompany the bond. Such certificate shall be submitted to the City with the bond on an annual basis.

The surety on the bond shall be a duly authorized corporate surety authorized to do business in the State of Texas.

8.02 POWER OF ATTORNEY

Attorneys-in-fact who sign bonds must file with each bond a certified and effectively dated copy of their power of attorney.

8.03 SOLE REMEDY

The City's remedy for breach of contract under this Contract or failure to perform shall be to make demand and collect under the terms of the Performance Bond, in addition to any and all other available legal remedies.

9.00 TRANSFERABILITY OF AGREEMENT

Other than by operation of law, no assignment of this Contract or any right accruing under this Contract shall be made in whole or in part by the Contractor without the express written consent of the City, which consent shall not be unreasonably withheld as long as the assignee meets the same financial stability, safety record, and customer service record as required in the Request for Bid dated July, 2013. In the assignment, the assignee shall assume the liability of the Contractor.

REQUEST FOR PROPOSALS

10.00 OWNERSHIP

Title to Refuse and Dead Animals and Recyclable Materials shall pass to Contractor when placed in Contractor's collection vehicle, removed by Contractor from a Bin or Container, or removed by Contractor from the customer's premises, whichever last occurs.

11.0 COMMERCIAL BILLING

The Contractor will provide billing to and collection from all commercial accounts. The Contractor agrees to pay to City a franchise fee, as established by the City, on or before the last day of each month. This fee will compute to 5% of the gross receipts collected by the CONTRACTOR from commercial solid waste accounts for services rendered under the provisions of contract with City, said fees to be paid monthly. Such fee will be based on the gross amount billed for all services rendered during the preceding month excluding any sales taxes.

12.0. REMUNERATION

12.01 Collection and Disposal Rates: the collection and disposal rates shall be as follows:

1. For collection of refuse service required to be performed, the charges shall not exceed the rates as fixed by the contract documents, as adjusted in accordance with section 12.0.
2. For special collections provided by the Contractor, the charges are to be negotiated between the Contractor and the City prior to collection.
3. The refuse collection charges shall include all disposal cost.

12.02 Modification to Rates: The fees which may be charged by the Contractors for the second and subsequent years of the term hereof shall be adjusted upward or downward to reflect changes in the cost of operations shall be as follows.

1. As reflected by fluctuations in the Consumer Price Index for Urban Wage Earners (CPI-U) Clerical Workers (all items) and the Expenditure Category "Gasoline" both as published by the U.S. Department of Labor, Bureau of Labor Statistics. The fees shall be increased or decreased for the ensuing twelve-month period in a percentage amount equal to the net percentage change of the All Items Index plus the net percentage change of the Gasoline Index. All percentage changes are to be computed as the difference between the index value for the first full month prior to the commencement of the Contract and the index value of the Rate Modification Date divided by the index value for the first full month prior to the commencement of the Contract.
2. As reflected by change in the Contractor's disposal rate at the landfill. The change in rate will be effective as of the date of change of the disposal charge at the landfill.
3. As reflected by unusual changes in the Contractors cost of operations such as revised laws, ordinances, or regulations; changes in location of disposal sites, an increase number of Residential Units, such as City growth or annexation; and for other reasons.
4. As of the month of May for the first year of the Contract and every 12 months thereafter (the Rate Modification Date).
5. A thirty-day (30) notice of any and all rate changes shall be given to the City by the Contractor.
6. The City Council shall vote on approval of any and all rate increases, and such approval shall not be unreasonably withheld.

REQUEST FOR PROPOSALS

- 12.03** Billing Responsibility; Payments: The City shall be responsible for billing residential and hand collected commercial accounts and collecting payment from customers. The City agrees to remit to the Contractor the contracted amount for each residential unit and hand collected commercial unit in an amount based on the attached rate schedule. The total billing fee will be based upon what is billed by the City, not what is actually collected.
- 12.04** Delinquent and Closed Accounts: The Contractor shall discontinue refuse collections service at any Residential Unit as set forth in a written notice sent to it by the City. Upon further notification by the City, the Contractor shall resume Refuse Collection on the next regular scheduled collection day. The City shall indemnify and hold the Contractor harmless from any claims, suits damages, liabilities or expense (including but not limited to expenses of investigation an attorney's fees) resulting from the Contractor's discontinuing service at any location at the direction of the City. The Contractor shall have the right to discontinue refuse collection service at any Commercial Unit delinquent in its payments.
- 12.05** Contractors Billings to City: The Contractor shall bill the City for service rendered within ten (10) days following the end of the month and the City shall pay the Contractor on or before the (30) day following the end of the month. Such billing and payment shall be based on the price rates and schedules set forth in the contract document. The Contractor shall be entitled to payment for services rendered irrespective of whether or not the City collects from its customers for such service.
- 12.06** Contractor shall quote a rate for service per household per month. The City shall bill the Residential Units, and shall pay the Contractor based on the revenues received on a monthly basis. Contractor shall be entitled to payment for all services rendered.
- 12.07** Contractor shall quote rates for commercial services in compliance with the rates set forth in the contract. Contractor shall bill commercial customers directly.
- 12.08** Base rate adjustments and any capital and/or operating expenditures including taxes, fees, and surcharges required or imposed solely by federal or state law, regulations, rule, permit or permit condition that was not imposed because of the action or inaction of the Contractor will be considered by the City no more than once per year, during the month of May, throughout the life of the contract. Contractor must receive approval from the City Council, after public hearing, in order to increase the base rates, which approval shall not be unreasonably withheld. The City reserves the right to accept or reject any such petitions.

13.00 BOOKS AND RECORDS

The City and Contractor agree to maintain at their respective places of business adequate books and records relating to the performance of their respective duties under the provisions of this Contract and such books and records shall be made available at any time during business hours for inspection by the other party, at the inspecting party's expense, upon reasonable advance notice.

14.00 TERMINATION FOR CAUSE

If at any time Contractor shall fail to substantially perform terms, covenants or conditions herein set forth, City shall notify Contractor by registered or certified mail addressed to Contractor at the address set forth herein of specific reasons in support of City's claim that Contractor has substantially breached the terms and provisions of this Contract. Contractor shall be allowed a thirty-day (30) period from the date of receipt of said notice from City to remedy any failure to perform. Should City deem the failure to perform remedied, no hearing shall be held.

Should Contractor fail to remedy its performance, after a hearing described herein, City may terminate this contract and the rights and privileges granted to Contractor herein. A notice shall be sent to Contractor no earlier than 10 days before a hearing is scheduled. The notice shall specify the

REQUEST FOR PROPOSALS

time and place of the hearing and shall include the specific reasons in support of City's claim that Contractor has substantially breached the terms and provisions of the Contract. Should City still deem Contractor to have failed in its performance, said hearing shall be conducted in public by the City Council and Contractor shall be allowed to be present and shall be given full opportunity to answer such claims as are set out against it in the aforesaid notice. If, after said public hearing, the City Council makes a finding that Contractor has failed to provide adequate refuse collection service for City, or has otherwise substantially failed to perform its duties hereunder, the City Council may terminate this Contract.

15.00 NOTICES

Any notice required or permitted to be delivered hereunder shall be in writing and shall be deemed to be delivered when deposited in the United States mail, postage prepaid, certified mail, return receipt requested, addressed to the respective part of the address set forth below:

If to the City, at: 105 S. Cockrell Hill Rd.
Ovilla, Texas 75154
ATTN: City Manager and/or
City Secretary

If to the Contractor at:

ATTN: _____
(TITLE)

or such other addresses as the parties may hereafter specify by written notice delivered in accordance herewith.

16.00 FORCE MAJEURE

Notwithstanding anything herein to the contrary, Contractor shall not be liable for the failure to perform its duties if such failure is caused by a catastrophe, riot, war, governmental order or regulation, fire, Act of God or other similar or different contingency beyond the reasonable control of Contractor.

17.00 SEVERABILITY

In the event that any provision or portion thereof of any Contract Document shall be found to be invalid or unenforceable, then such provision or portion thereof shall be performed in accordance with applicable laws. The invalidity or unenforceability of any provision or portion of any Contract Document shall not affect the validity or enforceability of any other provision or portion of any Contract Document.

18.00 GOVERNING LAW AND VENUE

This contract shall be construed and enforced in conformance with the laws of the State of Texas. Venue for any actions arising from or related to this contract shall be Ellis County, Texas.

19.00 COMPLIANCE WITH LAWS

This Contractor shall conduct operation under this Contract in compliance with all applicable laws; provided, however, that the General Specifications shall govern the obligations of the Contractor where there exists conflicting ordinances of the City on the subject.

REQUEST FOR PROPOSALS

20.00 Effective Date

This contract shall be effective upon the execution of the contract and performance of such contract shall begin on **December 1, 2013**.

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REQUEST FOR PROPOSALS

ATTACHMENT A PERFORMANCE STANDARDS for CITY OF OVILLA, TEXAS EFFECTIVE DECEMBER 1, 2013

- I. Residential and Commercial Hand Collection
- A. Schedule: Once Weekly.
 - B. Hours of Operation: 7:00 a.m. – 8:00 p.m.
 - C. Placement: Curbside or alley
 - D. Approved Containers:
 - 1) Reusable trash receptacles no more than 33 gallons and do not exceed 50 lbs on weight. Non re-useable containers, plastic trash bags.
 - 2) Polycart Recycling Containers, 95 gallons in capacity, maximum weight 175 pounds. All recyclables must fit inside the polycart with the lid closed; nothing outside the polycart will be collected with the regularly scheduled every other week pick up.
 - E. Spillage: Any spillage caused by Contractor will be picked up immediately. Spillage caused by others or by inadequate containers will be the producer's responsibility.
 - F. Brush and Bulky Item Collection:
 - 1) CONTRACTOR will make weekly, 4-ft lengths tied & bundled brush collection available to Ovilla residents on a scheduled basis.
 - G. Loose brush and bulky items pick up will be made available to residents at a limit of 4 cubic yards per collection on a monthly scheduled basis. Larger items pick up will be made available to residents at the rate negotiated between the Contractor and the customer.
- II. **Commercial Container Collection**
- A. Container Size Available: 2 cu. yd., 3 cu. yd., 4 cu. yd., 6 cu. yd., 30 cu. yd.
 - B. Schedules Available: Up to two times weekly.
 - C. Hours of Operation: 7:00 a.m. – to completion in non-residential areas.
 - D. New Service: A listing will be maintained in the yellow pages. Requests for new service will be filled within five (5) working days.
 - E. Extra Collections: If notified by 10:00 a.m. on service day, extra pick up will be performed that day. After 10:00 a.m., an attempt will be to make the pick up that day. If unable, it will be made the following service day. There is a charge for extra pick ups and refills. Extra service called in Mon & Tues will be completed on Wednesday. Extra service called in on Thursday & Friday will be collected on Saturday.
 - F. Container Maintenance: Containers that have been damaged will be exchanged or repaired by the contractor.
 - G. Odor and Insect Control: The customer will be responsible for odor and insect control in and around containers.
 - H. Non-Payment: Customers will be notified in writing when thirty (30) days past due. If unpaid after forty-five (45) days, customer will be notified in writing that service is being suspended until account is paid in full. A copy will be sent to the Finance Department and City Code Enforcement.
- III. **General**
- A. Office Hours: 8:00 a.m. – 5:00 p.m. Monday – Friday.
 - B. Holidays: New Years, Memorial Day, July 4th, Labor Day, Thanksgiving, Christmas. Scheduled pick up services for these days may be omitted by Contractor; however, refuse collection service at residential units will be performed no less than once per week.

REQUEST FOR PROPOSALS
SECTION III:
CONTRACTOR'S PROPOSAL FOR
SOLID WASTE COLLECTION/DISPOSAL &
RECYCLABLE MATERIALS COLLECTION & PROCESSING

The proposed amount is for a Base Bid including options A,B & C and six (6) alternates. It is the intent of the proposal to determine the lowest possible cost without regard to administrative fees and/or billing fees. All administrative and/or billing fees will be determined by the City and added to the provided by Contractor. The City, for purposes of determining best value, has opened up this request for proposals to the Contractor with the opportunity to bid solid waste services and recycling, plus 6 alternate options.

It is the intent of the City of Ovilla to award a solid waste collection and recycling disposal contract to Contractor for residential and commercial customers. The successful vendor must be able and willing to perform essential services and must also be able to perform any of the listed services in the alternate bid items.

The undersigned having carefully read and considered the terms and conditions of the Contract Documents for Solid Waste Collection and Disposal and Residential Recyclable Materials Collection & Processing for the City of Ovilla, does hereby offer to perform such services on behalf of the City, of the type and quality and in the manner described, and subject to and in accordance with the terms and conditions set forth in the Contract Documents at the rates hereinafter set forth:

BASE BID & ALTERNATES (Residential and commercial): Please complete the following based on Contractors Solid Waste Collection and Disposal and Residential Recyclable Materials Collection & Processing

Contractor's Experience: _____

Contractor's Background: _____

Contractor's Qualifications: _____

CONTRACTOR'S PROPOSED PLAN FOR SERVICE DELIVERY:

On a separate sheet labeled "Contractor's Proposed Plan for Service Delivery", please list out any additional information or plans the Contractor proposed for service delivery to the City of Ovilla, including a disposal site and pick-up plan.

REQUEST FOR PROPOSALS

PROPOSAL CONTINUED

Contractor's Proposed Pricing Schedule:

INCLUDE LANDFILL FEES IN BID AMOUNT.

PER UNIT PER MONTH

BASE BID:

- A. Residential Solid Waste Collection
Once a Week Collection (Diesel Transportation, hauling, disposal costs) \$ _____
- B. Residential Recycling Collection
Every other week recycling collection
Bulky pick up once a month \$ _____
- C. Solid Waste Removal Service
City facilities as listed in Exhibit A, page 27
(This price is for the cost difference to take to compost facility
& return with 45 cubic yards of compost.) \$ NO CHARGE

TOTAL RESIDENTIAL BASE BID: \$ _____

ALTERNATE 1:

- A. CNG Trucks (refuse only) \$ _____

ALTERNATE 2 (on annual clean up day)

- A. Household Hazardous Waste Collection & Processing
 - a. Paint Products
 - b. Chemicals
 - c. Tires
 - d. Automotive & household batteries \$ _____

ALTERNATE 3: (on annual clean up day)

- A. E-Waste Collection & Processing
 - a. Computers & technical equipment
 - b. Televisions, radios, CD players, VCR players, telephones \$ _____

ALTERNATE 4: (on annual clean up day)

- A. Shredding Collection & Processing \$ _____

ALTERNATE 5: (on annual clean up day)

- A. Compost: 180 yards collection (6 roll-offs) of vegetation with
25% (45 yards) volume return from a compost facility.
Note: The cost of 6 roll-offs and delivery to landfill included. \$ _____

ALTERNATE 6:

- A. Extra 4 cubic yards bulky waste pick up twice a month
instead of once a month. \$ _____

COMMERCIAL HAND COLLECT ACCOUNTS:

- (95 gallon closed lid containers)
Commercial Hand Collection - Once Per Week \$ _____

REQUEST FOR PROPOSALS

COMMERCIAL RATE SCHEDULE

Size/Pick up	1xWeek	Extra
2 Cu Yd		
3 Cu Yd		
4 Cu Yd		
6 Cu Yd		
8 Cu Yd		
10 Cu Yd		

Commercial Roll Off Accounts

<u>ROLL OFF CONTAINERS:</u>	<u>(Including Disposal Costs)</u>
20 Cubic Yard Per Haul	\$ _____
30 Cubic Yard Per Haul	\$ _____
40 Cubic Yard Per Haul	\$ _____
Other	\$ _____
Delivery and Exchange	\$ _____
Daily Container Rental	\$ _____
<hr/>	
<u>COMPACTORS:</u>	<u>(Including Disposal Costs)</u>
30 Cubic Yard Compactor Haul Charge	\$ _____
35 Cubic Yard Compactor Haul Charge	\$ _____
42 Cubic Yard Compactor Haul Charge	\$ _____
Other	\$ _____
<hr/>	
<u>Other Services:</u>	<u>(Including Disposal Costs)</u>
Other	\$ _____

LEASED EQUIPMENT RATES:

On a separate sheet labeled "Leased Equipment Rates – Exhibit B", please list out all equipment that the Contractor expects to make available to Ovilla customers and the lease price for each piece.

EMERGENCY RESPONSE SUPPLEMENTAL BULKY BRUSH COLLECTION:

On a separate sheet labeled "Emergency Response Supplemental Bulky Brush Collection – Exhibit C", please provide to City a quote on a per ten (10) cubic yard basis for emergency or disaster response related bulky brush pick up events.

LOCATION OF BUSINESS AND DISPOSAL SITES:

On a separate sheet labeled "Location of Business – Exhibit D", please provide to City a detail of where your main business is located and from what location will the trucks be dispatched for collections in the City of Ovilla. Also, please detail where the Solid Waste Disposal sites and Recyclable Processing Site is located.

REQUEST FOR PROPOSALS

THIS REQUEST FOR PROPOSAL IS SUBMITTED TO THE CITY OF OVILLA, TEXAS FOR SOLID WASTE COLLECTION AND DISPOSAL, AND RECYCLABLE MATERIALS COLLECTION & PROCESSING BY:

FIRM NAME: _____

ADDRESS: _____

TELEPHONE: _____ ZIP _____

AUTHORIZED SIGNATURE

PLEASE PRINT OR TYPE AUTHORIZED SIGNATURE

TITLE

DATE

DRAFT

REQUEST FOR PROPOSALS

EXHIBIT A

Free City Services

<u>LOCATION/EVENT NAME-</u>	<u>NUMBER</u>	<u>NOTES</u>
ANNUAL CLEAN UP (ONE DAY)	6	Contractor will need to deliver roll-offs the morning of the event and empty when full and then collect after event.
	2	Contractor will need to provide rear loaded packer-type disposal truck.
CHRISTMAS TREE RECYCLING	1	Contractor will need to service roll off daily for one week.
HERITAGE DAY CELEBRATION	12	Contractor will need to deliver suitable containers one day prior to Heritage Day and collect them the first business day after Heritage Day.
CITY HALL	1 X 30 YD Open top	Up to 15 times per year
CITY HALL	1 X 6 yard Rear Load	Serviced 1 X per week

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REQUEST FOR PROPOSALS

EXHIBIT B

LEASED EQUIPMENT RATES:

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REQUEST FOR PROPOSALS

EXHIBIT C

EMERGENCY RESPONSE SUPPLEMENTAL BULKY BRUSH COLLECTION:

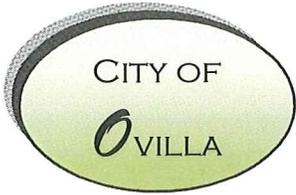
DRAFT

REQUEST FOR PROPOSALS

EXHIBIT D

LOCATION OF BUSINESS AND DISPOSAL SITES:

DRAFT



AGENDA ITEM REPORT

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

Meeting Date: May 28, 2013

Department: Administration

Discussion Action

Budgeted Expense: YES NO N/A

Submitted By: Staff

Amount: N/A

Attachments:

- 1. Current list of members
2. Attendance Record

Agenda Item / Topic:

ITEM 8. DISCUSSION/ACTION - Consider nominations and appointments/reappointments to the Board of Adjustment.

Discussion / Justification:

The Board of Adjustment consists of a five-member board and two alternates. Each member and alternate member shall be appointed by the City Council for a two-year term. Current terms expiring in July are:

- Patricia Rarick, PL1 (Desires reappointment)
Barbara Betik, PL3 (Desires reappointment)
Richard Ware, PL5 (no response)
Linda Edmiston, PL7 (Does not desire reappointment)

Two members have voiced their desires for reappointment and have completed the Open Meetings Act Training. One has informed staff that she does not wish reappointment. Staff has attempted contact one, receiving no response. During their terms, all members notified the city secretary in advance on any noted absences. Staff has no new applications on file.

Recommendation / Staff Comments:

N/A

Sample Motion(s):

SAMPLE MOTION: "I MAKE A MOTION THAT COUNCIL APPOINT / REAPPOINT:

- 1. _____
2. _____
3. _____
4. _____

TO THE BOARD OF ADJUSTMENT."

-And/or-

"I MAKE A MOTION THAT COUNCIL DIRECT STAFF TO SOLICIT APPLICATIONS FOR BOA APPOINTMENTS."

Board of Adjustment Information Sheet

Last Update: 07.2012

Rarick, Patricia (Kenneth) (2013) PL1	Cearley, Julia (Tom) (2014) – CHAIR PL2
109 Oak Forest Lane	804 Ovilla Oaks Dr.
Ovilla, TX 75154	Ovilla, TX 75154
Hm: 972.617.5558	Hm: 972.617.9561
Cell:	Cell: 214.356.7818
E-Mail: krrarick@aol.com	E-Mail: julescearly@yahoo.com
Betik, Barbara (2013) – V-CHAIR PL3	
601 Buckboard Trail	Albright, Stephanie (2014) PL4
Red Oak, TX 75154	206 Split Rock Terrace
Hm: 972.217.3999	Ovilla, TX 75154
Wk: 214.965.2315	Hm: 972.217.1904
E-Mail: barbara.betik@jpmorgan.com	Wk: 817.299.2600
	E-Mail: aprilfool5757@yahoo.com
Ware, Richard S. Jr. (2013) PL5	
116 Water Street	
Ovilla, TX 75154	
Hm: 972.515.8349	
Cell: 214.532.0799	
E-Mail: fishdoctor1964@sbcglobal.net	
ALTERNATES	
Edmiston, Linda (Richard) (2013) PL7	Ham, Jeanne (2014) PL6
104 Oak Forest Lane	106 Oak Forest Lane
Ovilla, TX 75154	Ovilla, TX 75154
Hm: 972.617.0204	Hm: 972.617.1291
Wk: 972.923.4616	Wk: Retired
Cell: 214.663.9454	Cell: 972.989.1003
E-Mail: linda.edmiston@sbcglobal.net	E-Mail: jsham81@sbcglobal.net



AGENDA ITEM REPORT

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

Meeting Date: May 28, 2013

Department: Administration

Discussion Action

Budgeted Expense: YES NO N/A

Submitted By: Staff

Amount: N/A

Attachments:

- 1. Current list of members
2. Attendance Record

Agenda Item / Topic:

ITEM 9. DISCUSSION/ACTION - Consider nominations and appointments/reappointments to the Economic Development Corporation.

Discussion / Justification:

The Economic Development Corporation consists of a seven-member board. Each member shall be appointed by the City Council for a two-year term. Current terms expiring in July are:

- Deborah Kennedy, PL2 (Does not desire reappointment)
Gary Jones, PL4 (Desires reappointment)
Howard Goldstein, PL6 (Desires reappointment)

Two members voiced their desires for reappointment and have completed the Open Meetings Act Training. One informed staff that she did not seek Council consideration for reappointment. Members notified the city secretary in advance on any noted absences.

Recommendation / Staff Comments:

N/A

Sample Motion(s):

SAMPLE MOTION: "I MAKE A MOTION THAT COUNCIL APPOINT / REAPPOINT:

- 1. _____
2. _____
3. _____

TO THE Economic Development Corporation."

-And/or-

"I MAKE A MOTION THAT COUNCIL DIRECT STAFF TO SOLICIT APPLICATIONS FOR EDC APPOINTMENTS."

Economic Development Corporation – 4B

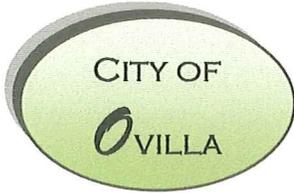
Last Update: 07.2012

Ronald P. Kingsley 2014 – Place 1		Deborah Kennedy 2013 - Place 2	
211 Willow Creek Lane		608 Creek View Circle	
Ovilla, TX 75154		Ovilla, TX 75154	
Hm: 972.217.1937		Hm: 972.617.3216	
WK: 972.217-1937		Wk: 972.515.8003	
E-Mail: rkingsley13@sbcglobal.net		E-Mail: dkennedy2@kraft.com	
Robert Milke, Jr. 2014 - Place 3		Gary Jones 2013 – Place 4	
504 Forest Edge Ln.		604 Green Meadows Lane	
Ovilla, TX 75154		Ovilla, TX 7154	
Hm: 972-217-5208		Hm: 972.217.3471	
Business: 972-296-4319		Cell:	
E-Mail: milkesjewelers@yahoo.com		E-Mail: gjones333@aol.com	
John Knight 2014 – Place 5		Howard Goldstein 2013 – Place 6	
114 Nob Hill Lane		108 Ashburne Glen Lane	
Ovilla, TX 75154		Ovilla, TX 75154	
Hm: 972.217-1170		Hm: 214-564-9927	
WK: 214-319-2212		WK: 972-577-3907	
Cell: 214.597-5679		Cell:	
E-Mail: john.d.knight@chase.com		E-Mail: hjayeg@hotmail.com	
Richard J. Pettit 2014 – Place 7			
104 Hummingbird Lane			
Ovilla, TX 75154			
Hm: 972.217.1288			
Cell:			
E-Mail: rpettit-1@sbcglobal.net			

June 2012 - thru- May2013

Economic Development Corporation Commission Attendance Record

	Unknown 2012.06.18	Unknown 2012.07.16	2012.08.20	No Mtg 2012.09.17	2012.10.15	No Mtg. 2012.11.20	2012.12.17	2013.01.22	2013.02.19	No Mtg 2013.03.18	2013.04.15	2013.05.20
EDC												
PL1 Kingsley			Absent		x		x	x	Absent		x	
PL2 Kennedy			Absent		Absent		x	Absent	x		Absent	
PL3 Milke			x		Absent		x	Absent	x-late		x	
PL4 Jones			x		x		x	x	x		x	
PL5 Knight			Absent		x		x	Absent	x		Absent	
PL6 Goldstein			x		x		x	x	x		x	
PL7 Pettit			x		x		x	x	Absent		x	
CA			x		x				R. Dormier		x	
C-SEC					x		x	x	x		x	
CODE ENF											x	
PW DIR												
Other					x							



AGENDA ITEM REPORT

Item(s): 10 (City Secretary use only)

Meeting Date: May 28, 2013

Department: Administration

Discussion Action

Budgeted Expense: YES NO N/A

Submitted By: Staff

Amount: N/A

Attachments:

- 1. Current list of members
- 2. Attendance Record
- 3. Application

Agenda Item / Topic:

ITEM 10. DISCUSSION/ACTION – Consider nominations and appointments/reappointments to the Planning and Zoning Commission.

Discussion / Justification:

The Planning & Zoning Commission consists of a seven-member board. Each member shall be appointed by the City Council for a two-year term. Current terms expiring are:

- Kenneth Rarick, PL1 (Does not desire reappointment)
- Loreen Silva, PL3 (Does not desire reappointment)
- Richard Edmiston, PL5 (Does not desire reappointment)
- Bill Zimmermann, PL7(Desires another term)

One member has voiced his desire for reappointment and has completed the Open Meetings Act Training. All members notified the city secretary in advance on any noted absences.

Staff was notified that one member from the CIP wished to serve on the P&Z. The application is attached.

Recommendation / Staff Comments:

N/A

Sample Motion(s):

SAMPLE MOTION: "I MAKE A MOTION THAT COUNCIL APPOINT / REAPPOINT:

- 1. _____
- 2. _____
- 3. _____
- 4. _____

TO THE Planning & Zoning Commission."

-And/or-

"I MAKE A MOTION THAT COUNCIL DIRECT STAFF TO SOLICIT APPLICATIONS FOR P&Z APPOINTMENTS."

P & Z
Information Sheet
Personal – do not give out!
Effective 02.2013

MEMBERS:	
RARICK, Kenneth (Patricia) 2013 PL 1	YORDY, Michael (Monna) 2014 PL 2
109 Oak Forest Lane	103 Copperfield Court
Ovilla, TX 75154	Ovilla, TX 75154
Hm: 972.617.5558	Hm: 972.217.7101
Wk: retired	Wk: 972.850.4530
Cell: 214.912.0128	Cell: 972.979.7855
E-Mail: krrarick@aol.com	E-Mail: myirish74@sbcglobal.net
SILVA, Loreen 2013 PL 3	OBERG, Dean (Pamela) 2014 PL 4
103 Woodlands Court	204 Oakwood Lane
Ovilla, TX 75154	Ovilla, TX 75154
Hm: 972.617.0787	Hm: 972.217.6745
Wk: 214.697.8542	Wk: 214.850.7432
Cell: 214.697.8542	Cell: 214.850.7432
Fax: 972.515.8425	E-Mail: dloberg@sbcglobal.net
E-Mail: lorensilva@aol.com	
EDMISTON, Richard (Linda) 2013 PL 5	LAMAR, Anita 2014 PL 6
104 Oak Forest Lane	110 Ridgeway Gap
Ovilla, TX 75154	Ovilla, TX 75154
Hm: 972.617.0204	Hm: 972.617.8401
Wk: 972.438.7150	Wk: 972.617.3523
Cell:	Cell:
E-Mail: raedmiston@sbcglobal.net	E-Mail: halo.wings@sbcglobal.net
ZIMMERMANN, Bill (Kenda) 2013 PL 7	
622 William Drive	
Ovilla, TX 75154	
Hm: 972.617.2122	
Wk: 817.459.5376	
Cell: 214.563.0339	
E-Mail: zimmermannb@yahoo.com	
Last update 02.2013	



This Information is a Public Record
Public Service opportunities are offered by the City Of Ovilla without regard
To race, color, national origin, religion, sex or disability.

CITY OF OVILLA
BOARD AND COMMISSIONS
INFORMATION STATEMENT AND APPLICATION

The City of Ovilla desires qualified, interested citizens to serve on city boards and/or commissions. We appreciate your interest in Ovilla's current needs and future. If you believe you meet the requirements and have the allowed time to serve on a board or commission, please complete the following.

Boards and commissions members must meet the required qualifications listed below:

- ❖ Be a resident of the city for at least 6 months prior to date of appointment;
- ❖ Be a qualified voter at the time of the appointment;
- ❖ Have no criminal record that is considered by the City Council to be so serious that it serves as a disqualification (i.e. felony conviction);
- ❖ Not be an adversary party to pending litigation or claim against the city (except for eminent domain proceedings);
- ❖ Not to be an employee or a business associate of either an adversary party or a representative of an adversary party;
- ❖ Not in arrears on city taxes, water service charges or other obligations owed to the city; and
- ❖ Have a creditable record of attendance and performance in any previous board service.

If you are interested in applying for more than one position, please indicate the order of your preference by placing a number in the space to the left of the board/commission/committee for which you are applying (#1 being your 1st choice, #3 being your last choice)

BOARDS AND COMMISSIONS

- Planning and Zoning Commission
- Board of Adjustment
- Economic Development Corporation
- Municipal Development District

MEETING INFORMATION

- 1ST Monday of each month – 7:00 PM
- 3rd Monday of each month – 7:00 PM
- Every other 4th Monday – 6:00 PM
- Every other 1st Monday – 6:00 PM

NAME DARRELL L. JUNGMAN

HOME ADDRESS 907-A S. COCKRELL HILL RD.
OVILLA, TX 75154

HOW LONG HAVE YOU LIVED IN OVILLA? 25 YRS EMAIL DARRELL.L.JUNGMAN@USPS.GOV

HOME TELEPHONE (972) 217-2302 BUSINESS TELEPHONE (214) 213-8206

PROFESSION LABOR RELATIONS SPECIALIST SOUTHERN AREA

INTERESTS WOODWORKING

1.) DO YOU HAVE EXPERIENCE THAT WOULD QUALIFY YOU FOR SERVING ON A PARTICULAR COMMITTEE?

NO

2.) HAVE YOU SERVED AS A MEMBER OF ANY MUNICIPAL BOARD OR COMMISSION IN OVILLA?

NO

3.) HAVE YOU SERVED AS A MEMBER OF ANY MUNICIPAL BOARD OR COMMISSION FOR ANOTHER MUNICIPALITY?

NO

If yes to one or both, please list the municipality, committee and dates served:

Empty rectangular box for listing municipalities, committees, and dates served.

4.) PLEASE LIST ANY CIVIC OR COMMUNITY ACTIVITIES IN WHICH YOU MAY HAVE PARTICIPATED.

- Three bullet points with horizontal lines for listing civic or community activities.

5.) WOULD YOU BE WILLING TO SERVE ANY COMMITTEE IF APPOINTED? (YES OR NO)

6.) IF YOU ARE INTERESTED IN SERVING ON A SPECIFIC BOARD OR COMMISSION, PLEASE SPECIFY

PLANNING + ZONING

SIGNATURE

Handwritten signature of Darrell L. Jungmaier

PRINTED NAME OF APPLICANT

DATE

6-25-2012



CITY OF OVILLA OFFICIAL USE ONLY

DATE APPOINTED _____ COMMITTEE APPOINTED TO _____

RETURN TO CITY HALL, 105 SOUTH COCKRELL HILL ROAD, OVILLA, TX 75154 972-617-7262

ATTENTION: Pam Woodall Higgins



AGENDA ITEM REPORT

Item(s): 11 (City Secretary use only)

Meeting Date: May 28, 2013

Department: Administration

Discussion Action

Budgeted Expense: YES NO N/A

Submitted By: Staff

Amount: \$ _____

Attachments:

1. Ovilla Ordinance No. 459 City Ordinance adopting and establishing a park development fee for neighborhood park facilities
2. Ovilla Code of Ordinances Chapter 10; Subdivision Regulations Division 2, Adequate Public Facilities, Section 10.02.031, 032, 033 Adequate Public Facilities
3. Comprehensive Land Use Plan 2010 Excerpts from Parks and Open Space; pages 4-4, 7-12 thru 15
4. **Draft** Request for Proposals for Parks, Recreation, and Open Space Master Plan

ITEM 11. DISCUSSION/ACTION – Consider review of a preliminary RFP for the creation of a “Parks, Recreation and Open Space Master Plan” for future developments.

Discussion / Justification:

At the Council meeting on May 13, 2013, during the discussion of Item #4 (approval of a preliminary plat application for Bryson Manor Subdivision), a question was raised regarding requirements for parks and open space in new subdivisions. Staff was directed to put a discussion of this issue and a preliminary Request for Proposal for a Parks Master Plan on the next Council Agenda. The above attachments included in your packet are items for your review to assist in the discussion and decision. It should also be noted that a discussion of a Citywide Five Year Strategic Plan is scheduled for the June 10, 2013 Council Meeting, which would also include future strategic direction of Parks, Recreation and Open Space.

Recommendation / Staff Comments:

N/A

Sample Motion(s):

“I MAKE A MOTION THAT COUNCIL APPROVES/DENIES STAFF TO PROCEED WITH THE ISSUANCE OF A REQUEST FOR PROPOSALS FOR A PARKS, RECREATION, MASTER PLAN” OR

“I MAKE A MOTION THAT THIS ITEM BE PLACED ON THE NEXT AGENDA FOR FURTHER DISCUSSION”

ORDINANCE NO. 459

AN ORDINANCE OF THE CITY OF OVILLA, TEXAS, ADOPTING AND ESTABLISHING A PARK DEVELOPMENT FEE FOR NEIGHBORHOOD PARK FACILITIES; ESTABLISHING A SPECIAL FUND; PROVIDING FOR APPEALS AND REFUNDS; CONTAINING A SAVINGS CLAUSE; CONTAINING A SEVERABILITY CLAUSE; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City Council of the City of Ovilla, Texas, finds and determines that residential development, as defined herein below, results in an increase of population, which in turn necessitates additional parkland and park improvements; and

WHEREAS, the City Council of the City of Ovilla, Texas finds and determines it is in the best interests of the citizens of Ovilla, Texas to insure that residential developments will provide sufficient land for parks and provide for the development of park improvements and amenities to meet the demand for future neighborhood parks; and

WHEREAS, the City Council finds and determines the best way to achieve the above described goal is to establish a park development fee for residential development to assure that park facilities are available and adequate to meet the needs created by the development;

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

SECTION 1. PURPOSE AND INTENT

(a) This Ordinance is adopted to provide recreational areas and amenities in the form of neighborhood parks in the City. The City Council finds that recreational areas, in the form of neighborhood parks and related amenities and improvements, are necessary and in the public welfare, and that the appropriate procedure to provide for same is to impose such a requirement into the procedure for issuance of building permits for dwelling units in the City.

(b) The requirements for park and recreational areas contained in this Ordinance are intended to ensure that there will be sufficient land and improvements to meet the demand and need of the future residents for open space and parks. New residential development or an increase in density by redevelopment in existing neighborhoods creates the need for additional park and recreation facilities. In determining the fee, the City has considered the projected growth in population and development within the City and the amount of neighborhood park facilities needed to accommodate such growth as stated in the standards of the "Future Land Use Plan" of the City of Ovilla Comprehensive Land Use Plan 2000 and the Park Improvement Plan . These standards are the basis for the adoption and application of this Ordinance.

SECTION 2. DEFINITIONS

For purposes of this Ordinance only, the terms that follow shall have the meanings set forth herein.

"Benefit Area" – a neighborhood park benefit area.

"Building Permit" – the permit required for new residential construction and/or additions to buildings pursuant to the Code of Ordinances of the City of Ovilla.

"City" – the City of Ovilla, Texas.

"City Administrator" - The ranking official of the City of Ovilla or the Administrator's designated representative.

"City Council" – the City Council of Ovilla, Texas.

"Development" – any activity that requires the securing of a building permit for residential uses.

"Development Fee" – a fee imposed for the purpose of funding neighborhood park facilities.

"Dwelling" – means any building, or portion thereof, designed exclusively for residential occupancy and containing one or more Dwelling units.

"Dwelling unit" – one or more rooms arranged, designed, or used as separate living quarters for an individual family, which contains kitchen facilities (only one per dwelling unit permitted), including at least a stove or cooking device, and permanently installed sink, plus bathroom facilities.

"Household" – a family living together in a single dwelling unit, with common access to, and common use of, all living and eating areas and all areas and facilities for the preparation and storage of food within the Dwelling unit.

"Linear Park Facilities" – land and/or capital improvements used as a linear park, including recreational facilities, vegetation, pedestrian ways and bikeways, access improvements and utilities.

"Neighborhood Park" – a park used for a variety of outdoor recreational opportunities and within convenient distances from a majority of the residences to be served thereby.

"Neighborhood Park Benefit Area" – an area within the City which is delineated on Exhibit "A", attached hereto and incorporated by reference herein, and within which development fees for park facilities will be collected for new development occurring within such area and within which fees so collected will be expended for those facilities.

"Neighborhood Park Facilities" – capital improvements used or to be used as a neighborhood park, including land, improvements, recreational facilities, landscaping,

pedestrian and bikeways, access to the improvements and utilities linear park facilities, which are to be financed in whole or in part through the imposition of development fees.

"Park Facilities" – Capital improvements used or to be used as a neighborhood park, including improvements, recreational facilities, playground equipment, picnic shelter, walking trail, multi-use slab with weatherproof basketball backboard and goal, site grading and preparation, turf and vegetation, lighting, parking, landscaping, pedestrian and bikeways, which may be financed in whole or in part through the imposition of development fees.

"Park Improvements Plan" – the adopted plan, as may be amended from time to time, which identifies those neighborhood park land and facilities and the average costs for each type of facility which are to be financed in whole or in part through the imposition of development fees pursuant to this ordinance and which is attached hereto as Exhibit "B" as incorporated by reference herein.

"Parks and Recreation Open Space Master Plan" – the officially adopted document of Ovilla and amendments thereto, including policies or strategies that may be contained in the City's Comprehensive Plan.

"Property" – a legally described parcel of land capable of development pursuant to applicable City ordinances and regulations.

"Property Owner" – any person, group of persons, firm or firms, corporation or corporations, or any other entity have a proprietary interest in the land on which a building permit has been requested.

"Public and Quasi-Public Use" – a development owned, operated or used by the City; any political subdivision of the State, including but not limited to school districts; the State, any agencies or departments thereof, the Federal Government, and any agencies or departments thereof.

"Residential Development" – the development of any property for a dwelling or dwellings, other than motels, hotels, or shelters used temporarily for transients, and other similar uses, as indicated by an application for a building permit.

"Zoning Ordinance" – the Zoning Ordinance of the City of Ovilla and including all duly adopted amendments thereto

SECTION 3. PARK DEVELOPMENT FEE

(a) A Development Fee is hereby imposed on all residential development for the purpose of assuring that Park Facilities are available and adequate to meet the needs created by such development while maintaining current and proposed parks and recreation standards pursuant to the Comprehensive/Parks Improvement Plan. The park Development Fee shall be imposed by the City on all residential development at the time of application for a building permit and all fees collected shall be used solely and exclusively for the purpose of acquisition and development of Park Facilities reasonably attributable to residential dwelling units charged the fee.

(b) The Development Fee shall not be imposed on any residential development for which a completed application for a building permit has been received and accepted by the City and permit fees have been paid, on or before the effective date of this Ordinance.

(c) This Ordinance shall be uniformly applicable to residential development but does not apply to activities involving the remodeling, rehabilitation or other improvements to an existing residential structure, or to the rebuilding of a damaged structure or to permits required for accessory uses, unless such activity results in a new dwelling.

(d) For purposes of this Ordinance, property is "served by" Park Facilities when funds collected for such facilities have been spent for facilities identified in Park Improvements Plan within 10 years from the date of collection within the Benefit area in which the property is located.

(e) Imposition of the Development Fee does not alter, negate or otherwise affect any other requirements of City, County, State or Federal legislation or regulations that may apply to a development, including City zoning and/or subdivision regulations that may impose open space and park requirements.

(f) The provisions of this Ordinance shall not be construed to limit the power of the City to utilize other methods authorized under State law or pursuant to other City powers to accomplish the purposes set forth herein, either in substitution or in conjunction with this Ordinance.

SECTION 4. PARK BENEFIT AREAS AND CALCULATION OF FEE

(a) There are hereby established one Neighborhood Park Benefit Area, which is designated on the map attached hereto as Exhibit "A"; and incorporated by reference herein. (e) Benefit Area boundaries may be amended from time to time by ordinance of the City Council.

(b) There is hereby established a Park Improvements Plan, attached hereto as Exhibit "B" and incorporated by reference herein, which identifies for each Benefit Area Parks Facilities and the average costs for each type of facility, which are to be financed in whole or in part through the imposition of Development Fees. The Plan shall be reviewed and updated at least every five years by ordinance of the City Council.

(c) The maximum Development Fee shall be calculated separately for each Neighborhood Park Benefit Area, by dividing the average cost of the type of park facility for the benefit area by the expected number of households to be served by such facility. For, if the Parks Improvements Plan reflects an estimated cost of \$500,000 for land and improvements for park for a Benefit Area, and the Comprehensive Plan estimates that 1,000 dwelling units will be constructed within the Benefit Area over the next 10 years, the maximum fee per dwelling unit will be calculated as follows:

$$\frac{\$500,000}{1,000} = \$500 \text{ per dwelling unit.}$$

(d) The City Council may establish a Development Fee in an amount lesser than the maximum permitted fee. If the City Council chooses to establish a fee in an amount less than the maximum permitted fee, the City shall adopt by ordinance two development fee schedules, which may be amended from time to time, which shall establish development fees for each such benefit area. The schedules shall be stated in the form of fees per residential dwelling unit. Schedule 1 shall be the maximum Development Fees which can be imposed on new residential development within each benefit area and Schedule 2 shall be the Development Fees.

(e) The amount of the Development Fee will be determined by multiplying the number of proposed lots reflected in the application for a building permit by an amount specified in the Ovilla Fee Schedule for the Development Fee. The park development fee shall be calculated separately for each neighborhood, by dividing the average cost of the type of park facilities for the Benefit Area by the expected number of households to be served by such facilities.

(f) A subdivider may propose dedication of park land or the construction of park improvements in conjunction with an application for approval of a plat of a residential development. The City may choose to accept the dedication of park land and/or construction and/or Park Facilities at the time of consideration of the application for plat approval. If the City wishes to accept the dedication and/or construction of park facilities, the City and the subdivider shall enter into a reimbursement contract which shall provide a credit against Development Fees due for the development. The City shall retain sole discretion to determine whether to accept proposed contributions of park land or park improvements, and the timing and extent of park improvements.

SECTION 5. COLLECTION OF PARK DEVELOPMENT FEE

(a) An applicant for a building permit for residential development subject to this Ordinance must submit, on a form provided by the City, the proposed number of dwelling units in this development.

(b) Upon receipt of an application for a building permit, the City Administrator shall calculate the amount of the applicable development fee due for the development by first determining the applicable Development Fee rate on Schedule 2, by component fee, for the benefit areas in which the property is located. The component fee then shall be multiplied by the number of dwelling units for which approval is being sought. The Schedule 2 rate in effect at the time of application for the permit shall be used to calculate the Development Fees, except as provided in Subsection (d) below.

(c) The City Administrator shall collect the applicable development fee prior to or at the time of issuance of a building permit. In the event that the number of dwelling units proposed at such time has changed since the application for the building permit was filed, the City Administrator shall recompute the development fee using the method set forth in Subsection 4(b) except that the fee for any additional units shall be based on the development fee rate then in effect.

(d) If a building permit for which a development fee has been paid has expired and a new application is filed, the development fee due shall be computed on the basis of the

development fee rate in effect at the time of the new application, with credit for payment of the old fee being applied against the new rate.

(e) An applicant may appeal a decision by the City Administrator to the City Council as to the applicability of the development fee Ordinance, the exemption of the residential development, or the amount of the Development Fee due in the manner provided in Section 11.

SECTION 6. EXPENDITURE OF PARK DEVELOPMENT FEES

(a) Except as provided in Subsection (b), Development Fees collected for each Benefit area pursuant to this Ordinance must be used solely for the purpose of funding the acquisition of park land and/or improvement of park facilities for such benefit area in accordance with the Park Improvement Plan or for reimbursement to the City for such acquisition and/or improvements.. Development fees collected within a Neighborhood Park Benefit Area also may be used to acquire and/or improve linear park facilities within such Benefit Area, or, to acquire and/or improve neighborhood park facilities within an adjoining Neighborhood Park Benefit Area, subject to the provisions in Subsection (b) hereof. Eligible costs include, but are not limited to land acquisition, including costs of eminent domain, recreational equipment purchase and installation of improvements and amenities, utility installation and relocation, vehicular and pedestrian access, and the planning, engineering and design of the park and its improvements. Development fees may also be used to pay the principal sum and interest and other finance costs on bonds, notes or other obligations issued by or on behalf of the City to finance such park facilities.

(b) The City may transfer Development Fees from the account of a Neighborhood Park Benefit area to an adjoining Neighborhood Park Benefit Area to acquire or construct neighborhood park facilities in the adjoining benefit area; provided that the neighborhood park benefit area from which funds are transferred is at the time of the transfer adequately served by neighborhood park facilities, or that the acquisition and/or development of linear park facilities in the benefit area or in the adjoining Neighborhood Park Benefit Area substantially satisfies the need for neighborhood park facilities on a temporary basis, and further provided that such funds are repaid to the Neighborhood Park Benefit Area from which funds are borrowed, either from funds of the linear park benefit area or from other City park revenues, within a period not to exceed five years.

(c) Development Fees collected shall not be used to maintain, repair or operate the existing park system, nor to finance park and recreational activities other than Park Facilities as herein described.

SECTION 7. PARK DEVELOPMENT FEE FUND

(a) The City Administrator shall establish a separate, interest-bearing Fund into which all Development Fees collected shall be deposited, segregated by Benefit Area. Funds collected within each Benefit Area designated in Exhibit "A" shall be earmarked for expenditure solely for acquisition of Park Facilities and/or improvements within such Benefit Area pursuant to the Parks Improvement Plan.

(b) Interest earned on development fees shall be considered funds of the Development Fee account and shall be used solely for the purposes specified for the funds of such account.

SECTION 8. REFUND OF PARK DEVELOPMENT FEE

(a) The current property owner on which a Development Fee has been paid may apply for a refund of such fee if:

1. the property on which a Development Fee has been paid has not been served by Park Facilities, within 10 years from date of collection;
2. the building permit for a residential development, pursuant to which a Development Fee has been paid, has expired, or has been withdrawn, and no application for extension or renewal has been made.

(b) Only the current property owner may petition for a refund. A petition for refund must be filed within one year of the event giving rise to the right to claim a refund.

(c) A petition for refund under Subsection (a) must be submitted to the City Administrator on a form provided by the City for such purpose. The petition must contain: a certified copy of the latest recorded deed for the subject property; current legal description; and a statement of the reasons for which a refund is sought.

(d) If the City Administrator determines that the total development fees collected for the benefit area for a period of 10 years from the date of collection of the development fee for the development for which a refund is being sought exceed the total expenditures from the Development Fee account for the Benefit Area for the same period. The refund amount shall be the development's pro rata share of the excess of fees collected over expenditures, together with interest earned on such amount for the period. The City may periodically compute the difference between expenditures and fees collected for purposes of reviewing refund requests under this subsection.

(e) Within one month of the date of receipt of a petition for refund, the Administrator must provide the petitioner, in writing, with a decision on the refund request. The decision must include the reasons for the decision. If a refund is due petitioner, the City Administrator shall process a refund payment to petitioner.

SECTION 10. PROCEDURES FOR UPDATING DEVELOPMENT FEES

(a) At least once every five years, the City Administrator shall prepare a report to the City Council on Development Fees which shall include:

1. a statement summarizing Development Fees collected and disbursed;

2. a statement summarizing park facilities acquisition and development and the status thereof; and
3. a statement summarizing the administration and enforcement of the Development Fee.

(b) The report shall make recommendations, if appropriate, on amendments to this ordinance; changes in the Development Fee; and changes in the Comprehensive Plan.

(c) Based upon the report and such other factors as the City Council deems relevant, the City Council may amend this Ordinance. If the City Council fails to take such action, the fees then in effect shall remain in effect. Nothing herein precludes the City Council from amending the Development Fee at other times.

(d) In its review, the City Council may take into consideration the following factors: inflation as measured by changes in an appropriate land and construction cost index used by the City; improvement cost increases as measured by actual experience during the year; changes in the design, engineering, location or other elements of proposed park facilities; revision to the Comprehensive Plan; and changes in the projected mix and/or intensity of residential development in the City.

SECTION 11. APPEALS

The property owner or applicant may appeal the following to the City Council:

1. The applicability of the Development Fee;
2. The amount of the fee due; or
3. The amount of refund due.

The burden of proof is on the property owner to demonstrate that the amount of the fee or the amount of the refund was not calculated according to the applicable schedule of fees. The appellant must file a notice of appeal with the City Secretary within 30 days following the determination by the City Administrator. The notice must be accompanied by a bond or other sufficient surety satisfactory to the City Attorney in an amount equal to the development fee due as calculated by the City Administrator. The posting of a bond or other sufficient surety shall result in a stay of the fee imposed.

SECTION 12. FEES

Until changed by the City Council, the Development Fee shall be computed on the basis of \$334.52 per Dwelling unit.

SECTION 13. SEVERABILITY CLAUSE

If any section, paragraph, subdivision, clause, phrase or provision of this ordinance shall be adjudged or for any reason held to be unconstitutional, void or invalid, the validity of the remaining portions of this ordinance shall not be affected hereby.

SECTION 14. PUBLICATION

The City Secretary of the City of Ovilla is hereby directed to publish the caption and penalty clause of this ordinance in one issue of the official newspaper of the City, as authorized by Section 52.011 of the Texas Local Government Code.

SECTION 15. REPEAL

All ordinances or parts of ordinances which are inconsistent or in conflict herewith are hereby repealed.

SECTION 16. EFFECTIVE DATE

This ordinance shall take effect and be in full force and effect from and after its passage, approval and publication, as required by law.

SECTION 17. PENALTY

Any person, firm or corporation who violates, disobeys, omits, neglects or refuses to comply with or who resists the enforcement of any of the provisions of this ordinance shall be fined not more than Five Hundred Dollars (\$500.00) for each offense. Each day that a violation is permitted to exist shall constitute a separate offense.

APPROVED AND ADOPTED this the 8th day of November, 2004.

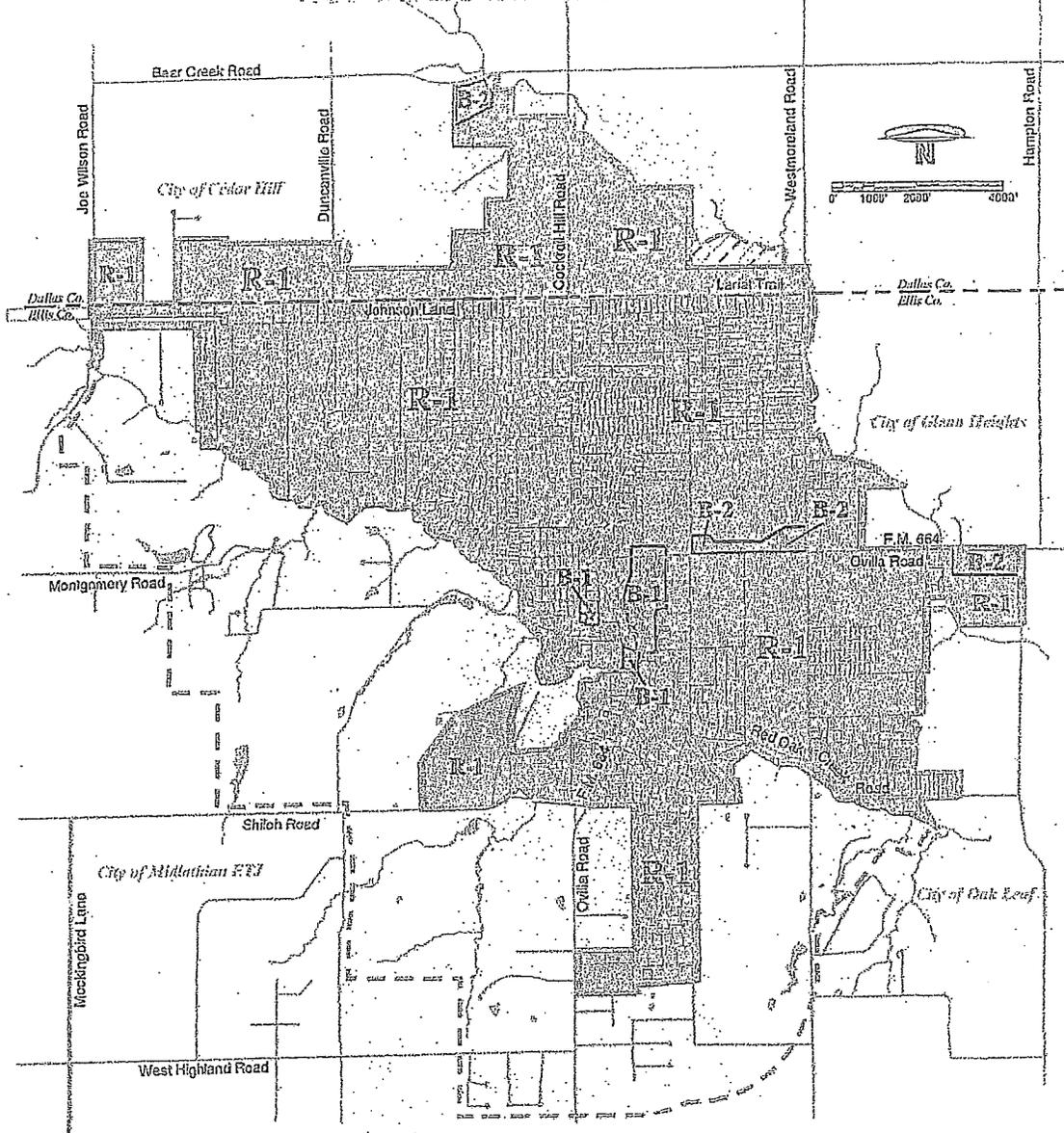
William A. "Bee" Turner
MAYOR

ATTEST:

Velma Gould
CITY SECRETARY

Exhibit A

PARK BENEFIT AREA



Zoning Map Legend



Park Benefit Area

Map Key

- ☆ City Hall
- Street / Road

Ord. # 459

Exhibit B (cont' 1)

Maximum park fee calculation:

Remaining acreage for residential development = 560
Estimated dwelling units in next ten years = 1121 (560 acres x 2 units per acre minimum)

maximum park development fee= \$334.52 (total estimated park improvements/
estimated dwelling units)

Division 2. Adequate Public Facilities

Sec. 10.02.031 Purpose and policy

(a) These regulations are designed and intended to achieve the following purposes and shall be administered so as to:

(1) Promote the health, safety, morals and general welfare of the community and the safe, orderly and healthful development of the city;

(2) Establish adequate policies and procedures to guide development of the city and its extraterritorial jurisdiction;

(3) Provide for the establishment of minimum specifications for construction and engineering design criteria for public infrastructure improvements to maintain land values, reduce inconveniences to residents of the area, and to reduce related unnecessary costs to the city for correction of inadequate facilities that are designed to serve the public;

(4) Ensure that development of land and subdivisions shall be of such nature, shape and location that utilization will not impair the general welfare;

(5) Ensure against the dangers of fires, floods, erosion, landslides, or other such menaces;

(6) Preserve the natural beauty and topography of the city and to ensure appropriate development with regard to these natural features;

(7) Realistically and harmoniously relate new development of adjacent properties;

(8) Provide the most beneficial circulation of traffic throughout the city, having particular regard to the avoidance of congestion in the streets and highways, and pedestrian traffic movements; and to provide for the proper location and width of streets;

(9) Ensure that public facilities for water supply, drainage, disposal of sanitary and industrial waste, and parks are available for every building site and with adequate capacity to serve the proposed subdivision before issuance of a certificate of occupancy or release of utility connections or final inspection within the boundaries of the plat;

(10) Assure that new development adequately and fairly participates in the dedication and construction of public infrastructure improvements that are necessitated by or attributable to the development or that provide value or benefit that makes the development feasible;

(11) Help prevent pollution, assure the adequacy of drainage facilities, control stormwater runoff, safeguard the water table, and encourage the wise use and management of natural resources throughout the city and its extraterritorial jurisdiction in order to preserve the integrity, stability, and beauty of the community and the value of the land; and

(12) Provide for open spaces through the most efficient design and layout of the land, while preserving the land use intensity as established in the zoning ordinance of the city.

(b) To carry out the purposes hereinabove stated, it is declared to be the policy of the city to guide and regulate the subdivision and development of land in such a manner as to promote orderly growth both within the city and where applicable, within its extraterritorial jurisdiction.

(c) Land must not be platted until proper provision has been made for adequate public facilities for roadways, drainage, water, wastewater, public utilities, capital improvements, parks, recreation facilities, and rights-of-way for streets.

(d) Proposed plats or subdivisions which do not conform to the policies and regulations shall be denied, or, in lieu of denial, disapproved conditioned on conformance with conditions.

(e) There shall be an essential nexus between the requirement to dedicate rights-of-way and easements and/or to construct public works improvements in connection with a new subdivision and the need to offset the impacts on the city's public facilities systems created by such new development.

(Ordinance 06-022, sec. 1 (2.01), adopted 3/9/06)

Sec. 10.02.032 Adequate public facilities

(a) Land proposed to be subdivided must be served adequately by essential public facilities and services, including water and wastewater facilities, roadway and pedestrian facilities, drainage facilities and park facilities. An application for a plat or development may be denied unless adequate public facilities necessary to support and serve the development exist or provision has been made for the facilities, whether the facilities are to be located within the property being platted or off-site.

(b) It is necessary and desirable to provide for dedication of rights-of-way and easements for public works improvements to support new development at the earliest stage of the development process.

(c) The city desires to assure both that impacts of new development are mitigated through contributions of rights-of-way, easements and construction of capital improvements, and that a new development be required to contribute not more than its proportionate share of such costs.

(d) Proposed public works improvements serving new development shall conform to and be properly related to the public facilities elements of the city's adopted master plan, other adopted master plans for public facilities and services, and applicable capital improvements plans, and shall meet the service levels specified in such plans.

(Ordinance 06-022, sec. 1 (2.02), adopted 3/9/06)

Sec. 10.02.033 Minimum standards

(a) The standards established in this division for dedication and construction of public works improvements and infrastructure are based upon engineering studies and historical usages and demands by different categories of development. These regulations identify certain minimum requirements and sizes for utilities, roadways, parks and other facilities that the city council has determined to be necessary in order to provide the minimum level of service necessary to protect or promote the public health, safety, and welfare and to assure the quality of life currently enjoyed by the citizens of Ovilla. It is the intent of these regulations that no developments occur until and unless these minimum levels of service are met. Therefore, each subdivision in the city shall be required to dedicate, construct and/or upgrade required facilities and infrastructure to a capacity that meets these minimum levels.

(b) For each category of public infrastructure, a minimum standard of infrastructure, and in some cases, service level, has been developed based upon historic studies and construction projects of the city and other cities. These minimum standards take into consideration the soil conditions and topographic configuration of the city, the use and impact analyses of the North Central Texas Council of Governments in developing standard specifications for public works installation, and other historical use and performance experiences of the city that reflect the minimum level of facilities and services that must be built to meet the health, safety and welfare of the citizens of Ovilla.

(c) In order to maintain prescribed levels of public facilities and services for the health, safety and general welfare of its citizens, the city may require the dedication of easements and rights-of-way for or construction of on-site or off-site public works improvements for water, wastewater, road, drainage or park facilities to serve a proposed subdivision, or require the payment of fees in lieu thereof. If adequate levels of public facilities and services cannot be provided concurrent with the schedule of development proposed, the city may deny the subdivision until the public facilities and services can be provided, or require that the development be phased so that the availability and delivery of facilities and services coincides with the demands for the facilities created by the development.

(d) Whenever the city council determines that levels of service in excess of these minimum standards are necessary in order to promote the orderly development of the city, the owner shall qualify for reimbursement for any costs in excess of the minimum levels of service through city participation, to the extent funds are available by a pro rata reimbursement policy or other means adopted by the city.

(Ordinance 06-022, sec. 1 (2.03), adopted 3/9/06)

Notes

Public & Semi-Public Land Use

Public and semi-public land uses includes municipal, county, state, and federal government uses, cemeteries, and schools. Land uses typically considered quasi-public include churches and electric, gas, telephone, and television utility uses. Approximately 23.62 acres are utilized by this type of use in the City of Ovilla. Public and semi-public uses account for 0.63 percent of the total area within the City, and approximately 1.43 percent of the developed area in the City.

Parks & Open Space

Approximately 127 acres of land within the City limits is occupied by public parks or open space. This calculation includes active and passive park area (10 acres), which are listed below, open space, and floodplain area that is likely to remain undeveloped for environmental reasons.

Heritage Park

This park is located at the heart of the city Heritage Park is adjacent to Ovilla Road and near the West Main Street historic area. At approximately three acres, it functions as a small community park for the entire city. The park has been acquired, built and maintained primarily from donations.

Park features:

- Gazebo
- Custom Arch Bridge
- Lighting
- Veteran's Memorial
- Asphalt Jogging Trail
- Benches
- Master Gardeners Club Garden

Toddler Park

This park is located on a small quarter-acre lot nestled within an established neighborhood on Silver Spur Lane. This park is classified as a neighborhood park for the Westmoreland Road Estates. It is supplied with low-level play equipment, a swing set, and a small pavilion for shade.

The Ballpark

This park is yet unnamed and is used primarily as baseball/softball fields and can be classified as a community park. The seven-acre park also contains a play area for the young children during the ball games.

Park features:

- 3 Ball Fields with backstops, dugouts, lighting, and stands
- Playground with a fort-style playset and swings
- Picnic area with tables

Notes

requirements are issued by the State Board of Insurance. There are both distance and response time requirements. Every structure should have a station within one and one-half miles "as the crow flies"; the current station provides this coverage for 98 percent of the city. The requirements are a maximum of three minutes to commercial, industrial and heavy residential (apartment complexes) areas and a maximum of five minutes to single family residential areas. The central location of the existing fire station provides an ideal location and should serve the city well into the future. For emergency medical services, the city is currently being served by contract from outside the city limits.

- Library Facilities: The city currently has no public library facilities. As resources become available in the future a library may be considered. The American Library Association provides standards for library facilities which include objectives, activities and requirements that spell out total needs in terms of square feet of floor space, service locations, branches, bookmobiles and bookstack data.
- Community Center: A community center may be added in the future to provide space for community activities. If the community center is located near the existing municipal facilities it will help to focus and maintain the area as town center.

Parks, Recreation & Open Space

The goals and objectives in this plan express a desire to develop an overall plan, to establish a variety of means for funding, to improve existing facilities, to develop recreational facilities not available at the present time and to ensure the preservation of the natural environment throughout the city.

In the past, standards for park land and facilities were measured in a quantitative fashion expressed as a ratio of land area to population. However, the National Recreation and Park Association, which is the industry standard, has directed their focus to a qualitative standard.

Parks, recreation and open space land uses should be designed as specific areas intended for public and/or private recreation. In addition, these areas should be characterized by their natural beauty. The areas designated for parks, recreation and open space should be the land most suitable for their adaptation and not created by land that has been left over from development. Standards for parks, recreation and open space systems are necessary for communities to establish a base from which to properly plan and implement a complete system of these properties.

This Comprehensive Land Use Plan includes standards for Neighborhood Facilities; Community Parks; City Parks; Special Use Parks; and Greenbelts, Linear Parks and Pathways. The City of Ovilla has approximately 10 acres of parks and recreation area. Currently Ovilla does not own any land designated as open space. This provides approximately 2.57 acres of park land per 1,000 persons. At the present time, the City is under capacity for parks as compared to other similar municipalities.

The total area of a city that is devoted to parks, recreation and open space is dependent upon a multitude of variables; however, a common standard is one acre per one hundred population. This standard would dictate approximately 38.5 acres of parks, recreation and open space in the City of Ovilla for the existing population. As indicated in the Existing Land Use Chapter of this Comprehensive Land Use Plan, there are approximately 127 acres of parks, recreation and open space in the City of Ovilla at this time. Of the 127 acres, 10 acres are dedicated and developed and the remaining 117 acres are undedicated floodplain.

Park Classification

Parks, recreation and open space facilities are typically classified by five park types:

- (1) ***Neighborhood Facilities:*** These facilities serve the daily recreational needs of an entire neighborhood. A neighborhood park is a component of the "neighborhood unit concept". Ideally, a neighborhood has located in its center both an elementary school and a neighborhood park which have a common boundary. The facilities of a neighborhood park may be somewhat limited, but they should serve the needs of a population of between 2,000 and 10,000 residents. In addition to the larger neighborhood facilities there are three types of smaller neighborhood facilities which include; tot lots, neighborhood playgrounds, and neighborhood parks. These parks are often called pocket parks and are sometimes included in the overall development of a new subdivision.

The optimum size of the larger neighborhood park is six (6) to ten (10) acres, however even though the six (6) to ten (10) acre size parks are preferred, several cities in the Metroplex have incorporated several one half (1/2) acre parks within individual subdivision similar to the pocket parks mentioned above. These parks are often provided by the developer as part of an amenities package to enhance the overall development. The park should be located near the center of the neighborhood it serves. It should be easily accessible by vehicles from residential streets, and should be within walking distance of most homes in the neighborhood.

The following recreational facilities are commonly found in neighborhood parks. The facilities vary depending on the needs of the particular neighborhood.

1. Playgrounds with industry-standard safe play surfaces
2. Perimeter edging
3. Play structures and seating areas
4. Level, open areas for team practices and neighborhood pick-up games of baseball, softball, football and soccer

Notes

5. Tennis courts and multi-purpose courts for basketball, volleyball and badminton
6. Picnic areas with tables, cooking grills and litter receptacles
7. Landscape development and beautification including color beds, screening, shade, benches, sidewalks, signage, a small parking lot and security lighting.

Other facilities may include drinking fountains, picnic shelters, and multi-use paved jogging trails.

There are several possible locations for future neighborhood parks in the City. These locations are indicated on Figure 7.2, Future Land Use Plan. Most of these locations are areas of limited development at the present time; however, as development occurs the need for these types of facilities will grow.

- (2) **Community Park:** The typical community park serves several neighborhoods located within approximately 1.5 miles of the park. These facilities are typically a major component of a City's park system and include community parks and playfields. The community park should have 20 to 80 acres of land. Locating community parks along thoroughfares as a buffer to the neighborhood is a good idea. Community parks are extremely compatible with junior and high schools, and combining these facilities is beneficial to both.

Community parks have similar facilities to neighborhood parks, although they will typically have more. The playing fields are generally lighted for both day and night activities. Swimming pools are often included in a community park as well as picnic areas, jogging trails, natural areas, open space, and passive areas. Often recreation or community buildings are located in community parks.

- (3) **City Park:** The city park should accommodate the needs of very large sections of the City or the entire City. These parks provide for intense active and passive recreation needs for the entire cross section of the City's population. City parks are large in area generally, over 100 acres. These parks should be located on major thoroughfares to provide easy access. In addition, it is important to provide adequate parking.

Facilities provided in a city park may include the following: golf course, rodeo or equestrian arenas, athletic fields and stadiums, parkways, natural landscaped areas, extensive vegetation, tree stands, water features, ponds, lakes, creeks, rivers, gardens and arboretums, large picnic areas, sports fields, play grounds, play areas, nature, jogging, hiking and biking trails, restroom facilities, swimming pools and/or natatorium, day camps, bridal paths, boating and/or swimming facilities in conjunction with a natural water feature, zoos, botanical gardens, museum, and outdoor theater.

- (4) **Special Use Parks:** A Special Use Park is usually limited to one or two uses. It is sized, located, and developed to best serve its function. Some examples of special use parks are a multipurpose athletic complex, tennis center, aquatic center, golf course, historical site, nature preserve, and recreation center. Depending on its function, this park may serve the entire city. When possible, these parks are located on major thoroughfares.
- (5) **Greenbelts, Linear Parks and Pathways:** These linear style parks are typically used to buffer urban areas. They are often used to connect other city parks and facilities. They are important for their aesthetic value while helping to maintain the natural aspects of the City as development occurs. Ideally, these parks are developed into a comprehensive system that links together all the parks within the City. Linkage parks usually follow utility and drainage easements and floodplains.

Linear and linkage parks can be of varying size and are usually long and narrow in shape. The location of linear parks should take advantage of natural water courses and vegetated areas. They should have accessibility through other parks for pedestrian, equestrian and non-motorized vehicular traffic. Additionally, these parks should be maintained in as natural a state as possible with a minimal amount of disturbance to the environment.

The City of Ovilla does not have any greenbelts or linear parks. However, the Goals and Objectives in this plan state as a goal of the community to "Encourage preservation and expansion of greenbelt areas, especially along creeks throughout the city." This includes the preservation of floodways and floodplains by limiting channelization. The City of Ovilla certainly has ample floodplain to use for this purpose. An additional objective of the plan is to implement a linear park system connecting major parks throughout Ovilla.

Development of additional park land is indicated as a goal of the City. This additional park land should generally conform to the following standards shown in *Table 7.1, Acreage, Service Radius, and Acres Per 1,000 Recommendations*.

Table 7.1
Acreage, Service Radius, and Acres Per 1,000 Persons Recommendations

Classification	Acreage	Service Radius	Acres per 1,000
Neighborhood Park	6 to 10	0.25 to 0.5 mile	1 to 2 acres
Community Park	25 or more	1 to 2 miles	5 to 8 acres
City Park	Recommended to be large Community Parks		
Special Service Park	Variable	NA	Variable
Linear/Linkage Park	Variable	NA	Variable

The City of Ovilla, Texas
REQUEST FOR PROPOSALS
For
PARKS AND OPEN SPACE MASTER PLAN

The City of Ovilla is seeking to hire a consultant or team of consultants to prepare a Comprehensive Parks, Recreation, Open Space and Trails Master Plan. The Plan will provide a 10 year vision for parks, recreation, open space, and trails, as well as an action plan for implementing the vision. The plan will include research, public involvement, and the development of recommendations for all aspects of the Ovilla park system mission and goals as well as provide a community demand, supply and needs analysis. The selected consultant/consultant team will work closely with the Ovilla Staff and Parks Advisory Committee and will have proven experience and knowledge in park and recreation planning, project management, and effective public involvement.

To receive a copy of the Request for Proposal, please proceed to our website at www.cityofovilla.org.

Point of contact: xxxxx

Proposals must be submitted in accordance with the terms of the Request for Proposal and are to be received no later than xxx, 2013.

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Appendix : Ovilla Comprehensive Land Use Plan Park, Recreation & Open Space Notes

I. INTRODUCTION

Solicitation

The City of Ovilla, hereinafter referred to as “the City,” is seeking proposals from a qualified consultant or team of consultants to prepare a Parks, Recreation and Open Space Master Plan. The City seeks to determine how to best meet the future park and open space needs of its citizens through enhancements of existing parks and acquisition of additional parkland. The City of Ovilla Parks, Recreation and Open Space Master Plan would create a roadmap for the City to establish goals and priorities for the next twenty years.

The main objectives of the entire process, from data gathering to the culmination of the Plan itself, shall be to identify the values of the community, provide a City-wide vision for parks and open space, and establish a strategic direction for delivery of parks. The Parks and Open Space Master Plan will be incorporated into the City’s Comprehensive Land Use Plan 2010.

Background

Ovilla is located less than eighteen miles south of downtown Dallas, and is nestled between State 67 and Interstate Highway 35E. Ovilla is situated in Northern Ellis County and southern Dallas County with the cities of Cedar Hill, Desoto, Glenn Heights, Oak Leaf, and Midlothian adjacent to it. Population is estimated over 3,000. The City is positioned to take advantage of the residential and supporting commercial growth from south Dallas County while maintaining the rural hometown atmosphere. There is an abundance of undeveloped property within the Ovilla city limits and additional area in the Ovilla extraterritorial jurisdiction (ETJ) for future growth.

The City’s Comprehensive Land Use Plan 2010 includes Parks and Open Space Goals and Objectives, with the development of additional park land and recreation as a goal of the City. Approximately 127 acres of land within the city limits is occupied by public parks or open space. This includes active and passive park area (10 acres), open space, and floodplain. The main city parks are Heritage, Toddler, and the Ballpark. The Plan also indicates the standards that additional park land should generally conform.

II. SCOPE OF WORK

The consultant will provide services to the City that will result in a comprehensive master plan that assesses current open space and projected community needs to guide future programmatic decisions and capital improvement planning.

This RFP requests proposals to perform several tasks:

A. Update Park Standards and Inventory

1. *Analyze Existing Conditions*

Locate and identify existing public and private parks and open spaces, including:

- Public parks, trails, conservation areas;
- Private and non-profit facilities open and accessible to the community;
- Public school playgrounds and facilities open and accessible to the community.

Develop a map and database to capture information about the geographic location and physical characteristics of the parks and open space system, including park classifications and a list of amenities.

2. *Potential Parkland Inventory*

Identify undeveloped land, not necessarily owned by the City, which may have potential for recreation purposes.

B. Community Outreach and Public Participation

This phase embarks on the community outreach process, builds support for the development of new parks and solicits community comment on how the parks should be designed to meet the needs of residents and park users. This would include an initial assessment of community attitudes, interest, and needs as well as an eventual public review of the proposed Master Plan.

1. *Coordinate and Manage Master Plan Advisory Committee*

Manage logistics of a Master Plan Advisory Committee and assist with meeting coordination. Work with the Advisory Committee to develop a public participation plan and schedule to ensure broad community engagement and significant community input and awareness of the Master Plan process.

- Hold orientation meeting with the City, staff and Advisory Committee to review the work plan, timeline and details of the Master Plan progress.
- Identify stakeholders, partners, and user groups to be included in the process

- Hold Master Plan Advisory Committee meetings to guide public involvement and relay City thoughts

2. *Community Needs Assessment*

Understand the public's perceived needs for parks and open space through a variety of input gathering formats, such as:

- Community workshops and stakeholder interviews
- Residential mail and telephone surveys
- Worker and visitor intercept studies
- Community wide meetings
- Focus group meetings with key constituents

Survey community to determine how they would ideally use and access parks and open space. Gather information about demographic factors including: age group, household income, household size, and ethnicity. Record and compile the information. Track common responses and identify the most popular needs.

Analyze the data and present the results in a format that can be used to prioritize issues that will be addressed in the Draft Master Plan. Conduct meetings with the Parks and Open Space Advisory Committee to analyze the data as well as any related public workshop/public presentation meetings.

3. *Key Trends and Impacts of Demographics and Participation*

Use 2010 Census data to project population and demographic distribution based on anticipated development patterns. Analyze demographic trends in the City that may impact or affect recreation needs and demands for the next 10 years. This will include an analysis of the social and economic benefits of park facilities and open space areas.

C. Recommendations for Future Parks and Open Space

1. *Develop Criteria for Potential Sites*

Using relevant data from input from staff, citizens, commissions, Master Plan Advisory Committee and City Council, develop objective criteria, evaluate and make recommendations for future priorities for new land acquisition and park construction.

2. *Identify locations for future open space*

Identify locations and develop strategies for acquisition of new park land. Recommendations should include a prioritization of both land acquisition and facility construction, including how the City of Ovilla might partner with other agencies, including schools, to maximize its resources for our citizens and programs. Both traditional and non-traditional facilities shall be considered.

Attempt to identify any forthcoming trends that might affect the provision of recreation services in Ovilla City and make recommendations on how to address them.

3. *Identify Priority Projects and Areas*

Develop goals, objectives, policies, and standards for pocket, neighborhood and community parks and gardens that will achieve the desired level of services and be responsive to the identified needs of the community. Create a prioritized timetable for the development of parks and open space.

- Short Term Goals
- Mid Term Goals
- Long Term Development Goals

4. *Cost Impacts of Development*

Provide preliminary cost estimates both cumulatively and individually based on current conditions plus anticipated inflation. Analyze and estimate the operational and maintenance costs for the recommendations as well as explore methods of financing for the proposed developments, including grants, dedications, impact fees, etc.

D. Develop a Master Plan

1. *Prepare a draft Parks and Open Space Master Plan*

Participate in public workshops to present the results of the community's needs assessment and any preliminary recommendations. The Consultant shall prepare a draft Parks and Open Space Master Plan based on the data collection, needs assessment, input from the community during the public workshops, and any additional analysis of data and mapping. Attend meetings with the Advisory Committee to prepare the draft as well as any related public workshop/public presentation/public meetings. One objective of the Parks and Open Space Master Plan is to update the Open Space element of the City's General Plan.

2. *Prepare a final Parks and Open Space Master Plan*

Finalize the draft Parks and Open Space Master Plan and present the draft document to the staff, Ad hoc committee, Advisory Committee, consultants, Commissions, and City Council for further review and public hearings. Based on input, prepare the final Master Plan. It is imperative that the Master Plan identify specific future tasks that must be completed in order to implement the recommendations of the Master Plan.

E. Deliverables

The Consultant shall prepare and submit the draft and final Parks and Open Space Master Plan documents in the following numbers and manner:

1. XX copies of the Draft Master Plan approved by City Council, Parks and Recreation Commission, and other entities as determined by the City.
2. A minimum of XX copies of the Final Master Plan adopted by City Council, Parks and Recreation Commission, and other entities as determined by the City.
3. All materials to be provided in a Microsoft Office format as well as Adobe Acrobat portable document format (file type *.PDF), latest version with integrated graphics.
4. All project documents, including notices, meeting minutes, etc., shall be provided in Adobe Acrobat portable document format (file type *.PDF) and made part of the Draft and Final Master Plan.
5. All documents shall be compiled so that they can be printed in black and white.

Each of these tasks generally outline the work involved, and it shall be the responsibility of each consultant responding to this RFP to identify, with specificity, the tasks, sub-tasks, and meeting time for public workshops, public presentations, and public hearings, including a proposed timetable, to perform the completed work outlined herein. Consultants may suggest additions to the Scope of Services they feel would be beneficial to the City however; the proposal cost may not be based upon provision of such additional services. The City reserves the right to amend this Request for Proposals to include any such services.

III. NECESSARY QUALIFICATIONS

The City of Ovilla will utilize a qualifications-based selection process in determining a consultant that will assist with this project. Consultants will be evaluated primarily on the creativity, experience and expertise in preparing parks master plans as demonstrated to the selection team.

In addition, the City will review the selected consultant's ability to meet schedules, coordinate effectively with other internal and external entities, work effectively with community groups, and the ability to work within budget limitations.

A. Experience

The selected firm must have specific experience in preparing park master plans for cities with similar characteristics to Ovilla City in size, demographics or project scope. Substantiation must be provided regarding the nature of services provided to the client cities or agencies. A comprehensive list of references of cities served must be provided. Cite examples of qualifying projects with dates, contact persons, and scope of work performed. The submittal shall clearly state the number and type of

programs or services performed. If any previous work was audited and found to be in non-compliance with a funding source, this must be cited.

B. Staff Qualifications

Staff assigned to complete the Scope of Services must have relevant experience in providing the necessary services as described under the Scope of Services. All personnel assigned to the work must possess appropriate certifications or registrations as required by State agencies, if any.

C. Contact Person

The selected firm will be required to identify the person who will be the Project Manager and primary contact person who is authorized to assign the firm's staff to specific projects or tasks. Other staff or sub-contractors may be identified as the specialist in the specific areas or for specific tasks. These individuals must, within reasonable limitations, be accessible to City staff during business hours. The City shall be notified in writing before a change of personnel occurs by the consultant. All such personnel changes must be approved by the City.

D. Organization and Staffing

Proposing firms shall provide a description of the Project Manager, other key staff and sub-contractors, if any, and their relationship with City operations. Specifically show how the proposed organization and staffing will provide the City with the quantity and quality of service needed to meet the City's needs. Provide resumes for Project Manager and key staff to clearly demonstrate they possess the adequate skill level and experience to accomplish the required tasks. Provide a Table of Organization indicating the staff hierarchy and responsibilities as it would pertain to the scope of work in this document.

IV. GENERAL CONDITIONS:

1. The City of Ovilla shall not be liable for any pre-contractual expenses incurred by any consultant, nor shall any firm include such expenses as part of the proposed cost. Pre-contractual expenses include any expense incurred by a qualification and negotiating any terms with the City.
2. The City reserves the right to withdraw this RFP at any time without prior notice and to reject any and all proposals submitted without indicating any reasons. Any award of contract for services will be made to the firm best qualified and responsive in the opinion of the City.
3. Proposals may, at the City's option, be rejected if they contain any alterations, additions, conditional or alternatives, are incomplete, or contain erasures or

Irregularities of any kind. The City reserves the right to reject any and all proposals. The City expressly reserves the right to postpone submittal opening for its own convenience and to reject any and all submittals responding to this Request for Proposals.

4. The selected firm must agree to indemnify, hold harmless and defend the City, its officers, agents and assigns from any and all liability or loss resulting from any suits, claims or actions brought against the City which result directly or indirectly from the wrongful or negligent actions of the consultant in the performance of the contract.
5. The selected firm, shall at its own cost and expense, procure and maintain general liability insurance in an amount not less than one million dollars (\$1,000,000) per occurrence and annual aggregate, one million dollars (\$1,000,000) per person and two hundred thousand dollars (\$200,000) property damage. Consultants shall also obtain professional liability insurance in the amount of one million dollars (\$1,000,000) per occurrence and annual aggregate. Such insurance shall be procured from an insurer authorized to do business in Texas and approved in writing by the City. The City shall be named as an additional insured. In addition, the consultant and sub-contractors, if any, shall obtain workers' compensation insurance covering all its employees as required by law. Throughout the term of the contract, the consultant shall deliver to the City satisfactory evidence that the insurance has been renewed and that the required premiums have been paid. Insurance covering liability arising from any error, omission or negligent act of the consultant, its officers, or employees with a limit of liability of not less than One Million Dollars (\$1,000,000) per occurrence, and Two Million Dollars (\$2,000,000) in aggregate.
6. The selected firm will be required to comply with all existing State and Federal labor laws including those applicable to equal opportunity employment provisions.
7. Consultant/Contractor is required to have in full force and affect all licenses and permits required by all applicable laws.
8. Consultant, its agents, and employees shall comply with all laws, ordinances, rules and regulations of the Federal, State, County, the City of Ovilla and all governing bodies having jurisdiction applying to work done under the agreement.
9. The City reserves the right to negotiate special requirements and proposed service levels using the selected qualification as a basis. Compensation for services will be negotiated with the selected firm.
10. The selected firm shall not sublet any portion of the agreement with the City without express written permission of the City Administrator or his or designated representative.

11. No discrimination shall be made in the employment of persons because of the race, color, or religion of such persons and every bidder in violation of this section is subject to all penalties imposed for a violation of xxx Labor Code, in accordance with the provisions of Section xxx thereof.
12. The City reserves the right to review and approve the qualifications of subcontracting firms or persons. Substitutions, which are not approved, are considered sufficient grounds for termination of contract.
13. The City, or any of its duly authorized representatives, shall have access to and the right to examine, audit, excerpt, copy or transcribe any pertinent transaction, activity, time and work records, employment records or other records relating to employment. Such material, including all pertinent cost accounting, financial records and proprietary data, will be kept and maintained by the firm for a period of at least four years after completion of a firm's performance unless the City's written permission is given to dispose of same prior to that time.
14. All responses to this Request for Proposals (RFP) shall become the property of the City of Ovilla and will be retained or disposed of accordingly.
15. No amendments, additions, or alternates shall be accepted after the submission date and time.
16. All documents, records, designs, and specifications developed by the selected firm in the course of providing services for the City of Ovilla shall be the property of the City. Anything considered to be proprietary should be so designated by the firm.
17. Acceptance by the City of any qualification submitted pursuant to this Request for Proposals shall not constitute any implied intent to enter into a contract for services.
18. The City reserves the right to issue written notice to all participating firms of any change in the qualification submission schedule should the City determine, in its sole discretion, that such changes are necessary.

V. SUBMITTAL FORMAT AND CONTENT

The submittal should be typed and as brief as possible while adequately describing the qualifications of the firm. All proposals are to be submitted in a sealed package, clearly marked with the title "RFP – Parks and Open Space Master Plan," submittal due date, the firm's name, address, telephone and fax numbers, and e-mail address of the principal contact. Only one submittal per firm will be considered.

The proposing firm shall submit the following information with the package, including the same information on subcontractors, in the following format:

A. Cover Letter

The cover letter shall identify the firm's primary contact (include address, e-mail address and telephone number), responsible for all queries made during the intake and processing of the response. Identify the location of the office housing individuals assigned to provide services. Provide the pertinent Federal Tax I.D. Number. If proposing joint venture partners and subcontractors, include company name(s), the types of services to be provided by each, and the primary contact for each. Included a signed statement, by an officer of the firm with the authority to bind the firm in the event of a contract, attesting that all information submitted with the proposal are true and correct. The signed letter should also include a paragraph stating that the firm is unaware of any conflict of interest in performing the proposed work.

B. Table of Contents

Include a table of contents in your proposal. Tabs or a divider between each section is encouraged.

1. Executive Summary

Provide a summary of the significant information contained in the proposal. Highlight and summarize your qualifications and strengths that will single out your firm as the best firm to accomplish this project.

2. Understanding of and Approach to the Project

- Provide a summary of your approach to the project.
- Discuss your understanding and approach to the challenges of this project.
- List the required information expected from the City by each major task.
- Indicate participation the firm will require from the City staff and consultants.
- Describe your approach to working effectively with Ad-hoc committees.
- Provide an outline of how the Master Plan advisory committee can be most effective throughout the study period and how often they should meet during this period.
- Describe your approach to effective interaction with community groups.
Attendance in neighboring and community design presentations will be required.
- Prepare a general work plan and schedule depicting times/hours to be expended, staff and tasks in order to demonstrate ability to complete the scope of the work in a realistic time frame.

3. Experience on Similar Projects

Include a list of examples of the respondent's experience specifically related to the Scope of Services. Examples shall be listed consecutively and the awarding and completion dates noted for each. For each listing, include the name(s) and telephone number(s) of the respondent's project manager and the client's project

Manager. When listing prime and subcontractors, provide examples in the same manner described herein.

C. Proposed Organization and Staffing

This section shall identify the contact person with primary responsibility for this project, the personnel proposed to work on this project, and joint venture partners and subs. The persons listed will be considered committed to the project with no substitutions without prior agreement with the City.

This portion should include a description of the qualifications of the assigned staff and sub-contractors, relevant experience, and the availability of the staff for the services provided.

Resumes must be provided for the Project Manager and any other key staff members as necessary. In firms with multiple offices, the office location of all key staff must be identified. After selection of a firm by the City, no substitution of key staff or sub-contractors may occur without the written approval of the City

D. Fees

Firms must submit a proposal that includes a schedule of time and materials/reimbursable rates including relevant hourly rates for all levels of staff to be utilized, including sub-contractors, if any. Firms may also provide alternative rate or fee proposals such as retainers and per case specific fees or ranges. Examples of fee structures for similar client work would be helpful.

In addition, include a summary of your total costs in a table as follows:

	Description	Amount	Percentage of Fee
a.	Research and Data Collection	\$XX,XXX	XX%
b.	Community Workshops / Focus Groups	\$XX,XXX	XX%
c.	Evaluation of Master Plan Elements	\$XX,XXX	XX%
d.	Resident Household Telephone Survey	\$XX,XXX	XX%
e.	Preparation of Draft Master Plan	\$XX,XXX	XX%
f.	Formal Review and Completion of Final Document	\$XX,XXX	XX%
g.	Parks Master Plan report photocopies and contingencies	\$XX,XXX	XX%

E. Acceptance of Conditions

This section will be a statement offering the firm's acceptance of all conditions listed in the Request for Proposals document. Any exceptions or suggested changes to the RFP, or any contractual obligations, including the suggested change, the reasons therefore and the impact it may have on cost or other considerations on the firm's behalf

must be stated in the submittal. Unless specifically noted by the firm, the City will assume that the proposal is in compliance with all aspects of the RFP.

VI. EVALUATION AND SELECTION PROCESS

A. Selection Criteria

A review committee will evaluate all responses to this RFP that meet the submittal requirements. Consultants will be selected based on professional qualifications and demonstrated competence, according to the responses to information required, as follows:

- Evaluation of approach (30 points)
- Firms' past experience on projects of similar size and scope (35 points)
- Proposed organizational structure and key staff (30 points)
- Completeness of proposal and adherence to requirements (5 points)

B. Submittal Selection Process

A Selection Committee will review each proposal to determine if it meets the RFP requirements. Failure to meet the requirements of the RFP will be cause for rejection. An Interview Panel will be formed to interview the most qualified respondents. It is mandatory that the designated lead contact from the prime and subcontractor(s) attend. Based on these evaluations a recommendation shall be made to City Council for a final decision.

C. Submittal Schedule

The solicitation, submittal intake, evaluation, and final decision selection will substantially conform to the following schedule.

Distribution/Advertisement	X X X X
Deadline for Submittal	XXXX
Submittal Evaluation	XXXXX
Interviews	X X X X
City Council Approval	XXXX
Notice to Proceed	XXXX

D. Submittal Deadline

Please submit fifteen (15) hard copies and one (1) digital copy of the proposal no later than 5:00 P.M. on XXXX to:

City of Ovilla
105 S. Cockrell Hill Road
Ovilla, TX. 75154
Attn: X X X X X X

The respondent understands that incomplete submittals, incorrect information, or late submittals shall be cause for disqualification. Copies received by e-mail and/or fax shall not be deemed as received.

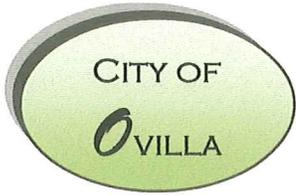
Postmarks will not be accepted.

E. Request for Additional Information

If you have any questions regarding this RFP, please contact XXXX at XXXX regarding the RFP contents and should be sent via e-mail to ensure appropriate tracking and response.

Disclosure Requirements

Disclosure of any actual or potential conflicts of interest relative to this engagement is of paramount importance to the City. Respondents should take special note of the Disclosure Statement and take extra care to ensure that any actual or potential conflicts of interest are fully disclosed.



AGENDA ITEM REPORT

Item(s): 12 (City Secretary use only)

Meeting Date: May 28, 2013

Department: Public Works Department

Discussion Action

Budgeted Expense: YES NO N/A

Submitted By: Staff

Amount: \$17,550 (lowest price for patching only)

Attachments:
I. Proposed quotes/bids
Agenda Item / Topic:
ITEM 12. DISCUSSION/ACTION – Consider various maintenance options and quotes for the preservation and repairs of Cockrell Hill Road.
Discussion / Justification:
The Public Works Department received proposals for three separate repair options for Cockrell Hill Road: Patching, Chip Seal or Total Rebuild. Three quote sheets are attached for each option.
Recommendation / Staff Comments:
N/A
Sample Motion(s):
"I MAKE A MOTION THAT COUNCIL APPROVES/DENIES _____."

CITY OF OVILLA, TEXAS Quotations Form

Quotations Taken By:	Brad Piland, Public Works Director
Department:	Public Works
Date:	May 28, 2013

Description of Product or Service: COCKRELL HILL ROAD PATCHING

❖ Indicates preferred/chosen vendor

QUOTE #1	
*Vendor Name:	Great West Asphalt
Address:	9112 Camp Bowie W., Ft. Worth, TX 76116
Contact Person:	Jim McNally
Phone No:	888-786-4254
Contact Date/Time:	
HUB Status:	unknown
Price:	\$17,550 (3900 sf)

QUOTE #2	
Vendor Name:	J & L Paving
Address:	301 E. Hickory St., Paris, TX 75460
Contact Person:	Kim Monico
Phone No:	903-401-2516
Contact Date/Time:	
HUB Status:	unknown
Price:	\$23,415 (approx 3916 sf)

QUOTE #3	
Vendor Name:	Ellis County
Address:	1011 Eastgate, Midlothian, TX 76065
Contact Person:	Kyle Butler
Phone No:	972-723-8017
Contact Date/Time:	
HUB Status:	No
Price:	\$25,345 (1 mile)

QUOTE #4	
Vendor Name:	
Address:	
Contact Person:	
Phone No:	
Contact Date/Time:	
HUB Status:	
Price:	

JUSTIFICATION FOR NOT CHOOSING THE LOWEST BID:

CITY OF OVILLA, TEXAS Quotations Form

Quotations Taken By:	Brad Piland, Public Works Director
Department:	Public Works
Date:	May 28, 2013

Description of Product or Service: COCKRELL HILL ROAD Chip Seal-1 course

❖ Indicates preferred/chosen vendor

QUOTE #1	
*Vendor Name:	Great West Asphalt
Address:	9112 Camp Bowie W., Ft. Worth, TX 76116
Contact Person:	Jim McNally
Phone No:	888-786-4254
Contact Date/Time:	
HUB Status:	unknown
Price:	\$No bid

QUOTE #2	
Vendor Name:	J & L Paving
Address:	301 E. Hickory St., Paris, TX 75460
Contact Person:	Kim Monico
Phone No:	903-401-2516
Contact Date/Time:	
HUB Status:	unknown
Price:	\$144,358 (2.4 miles)

QUOTE #3	
Vendor Name:	Ellis County
Address:	1011 Eastgate, Midlothian, TX 76065
Contact Person:	Kyle Butler
Phone No:	972-723-8017
Contact Date/Time:	
HUB Status:	No
Price:	\$60,828 (2.4 miles)

QUOTE #4	
Vendor Name:	
Address:	
Contact Person:	
Phone No:	
Contact Date/Time:	
HUB Status:	
Price:	

JUSTIFICATION FOR NOT CHOOSING THE LOWEST BID:

CITY OF OVILLA, TEXAS

Quotations Form

Quotations Taken By:	Brad Piland, Public Works Director
Department:	Public Works
Date:	May 28, 2013

Description of Product or Service: COCKRELL HILL ROAD TOTAL REBUILD

❖ Indicates preferred/chosen vendor

QUOTE #1	
*Vendor Name:	Great West Asphalt
Address:	9112 Camp Bowie W., Ft. Worth, TX 76116
Contact Person:	Jim McNally
Phone No:	888-786-4254
Contact Date/Time:	
HUB Status:	unknown
Price:	\$No bid

QUOTE #2	
Vendor Name:	J & L Paving
Address:	301 E. Hickory St., Paris, TX 75460
Contact Person:	Kim Monico
Phone No:	903-401-2516
Contact Date/Time:	
HUB Status:	unknown
Price:	\$No bid

QUOTE #3	
Vendor Name:	Ellis County
Address:	1011 Eastgate, Midlothian, TX 76065
Contact Person:	Kyle Butler
Phone No:	972-723-8017
Contact Date/Time:	
HUB Status:	No
Price:	\$228,953 (2.4 miles)

QUOTE #4	
Vendor Name:	
Address:	
Contact Person:	
Phone No:	
Contact Date/Time:	
HUB Status:	
Price:	

JUSTIFICATION FOR NOT CHOOSING THE LOWEST BID:

Great West Asphalt

Jim McNally

Cockrell Hill Rd Repairs

Patching: Saw cut, remove and replace approximately(3900 sf) of asphalt at\$ 4.50/sf (17,550.00)

Asphalt level up of approximately 9700sf at \$1.40/sf (13,580.00)



Great West

Asphalt Paving · Seal Coating · Chip Sealing · FREE Estimate

Jim McNally Metro: (888) 786-4254
9112 Camp Bowie W Ft. Worth, TX 76116

City Street Repair: Ovilla TX

City of Ovilla

Brad Piland

Project

City Street Repair Cockrell Rd Ovilla TX



Kim Monico
Estimator

Service Provider Information

Company Info



J&L Paving, LLC
310 E. Hickory Street
Paris, Texas, 75460

Phone: 903-784-6063
www.AsphaltTexas.com

Contact Person

Kim Monico
Estimator
kimmonico@asphalttexas.com
Cell: 903-401-2516

About Us

Solving Problems & Making Complicated Simple in Pavements

J&L Paving of North Texas is headquartered in Paris, Texas. We serve the Dallas, Northeast Texas, and Southeast Oklahoma areas.

We specialize in asphalt parking lots. Our experienced crew is trained to provide professional results. From start to finish, we want to make your paving project an efficient and enjoyable experience.

We understand that your pavement reflects on your business or residence. Smooth surfaces, clean lines and pristine lots and driveways show you care about your image and about your customers.

J&L Paving has been in the paving business for over 20 years and has established itself on a foundation of integrity. We have made a tremendous investment in highly skilled manpower, well maintained equipment and personal service to ensure you get the quality you deserve for all your paving projects. J&L also uses the latest technology available in the paving industry.

A trusted member of the Better Business Bureau, J&L provides its customers with a superior service.

We are happy to present you with this proposal, and please do not hesitate to call us at [1-800-ASPHALT](tel:1-800-ASPHALT) or [Email Us](#)

Asphalt Patching

1. PATCHING: Sawcut, remove & replace Asphalt in roadway as marked (approx 3916 sf) including haul off to city site (approx 1.5 mile) \$5.98/sf..This is a stand alone item if need be.

Total Price for this item: \$23,415.00

1" Asphalt Level Up

1. Furnish & Install 1" level up as marked (approx 9798 sf) .. This is a stand alone item if need be.

Total Price for this item: \$11,520.00

Chip Seal

1. Furnish & Install 2 Course Chip Seal (approx 2.4 mile x 24' wide)

Total Price for this item: \$288,715.00

ALTERNATE PATCHING: Reclaim Existing Asphalt

1. ALTERNATE PATCHING: reclaim existing asphalt in roadway (as marked) (approx 3916 sf), mix in 30 lbs of cement per square yard & process, chip seal patches prior to 2 course chip seal installation (This is not a stand alone item, but may be priced as so if needed) \$2.78/sf

Total Price for this item: \$10,832.00

Price Breakdown: City Street Repair Cockrell Rd Ovilla

Please find the following breakdown of all services we have provided in this proposal. This proposal originated on April, 02, 2013.

Item	Description	Cost
1	Asphalt Patching	\$23,415.00
2	1" Asphalt Level Up	\$11,520.00
3	Chip Seal	\$288,715.00
4	ALTERNATE PATCHING: Reclaim Existing Asphalt	\$10,832.00
	Total	\$334,482.00

Authorization to Proceed & Contract

You are hereby authorized to proceed with the work as identified in this contract. By signing and returning this contract, you are authorized to proceed with the work as stated.

We understand that if any additional work is required different than stated in the this proposal/contract it must be in a new contract or added to this contract.

Please see all attachments for special conditions that may pertain to aspects of this project.

Payment Terms

Payment is required at the completion of the project.

I am authorized to approve and sign this project as described in this proposal as well as identified below with our payment terms and options.

Date: _____

Brad Piland /
City of Ovilla
105 S Cockrell Hill Rd
Ovilla , TX, 75154
bpiland@cityofovilla.org
/ 972-617-7262

Kim Monico / Estimator
kimmonico@asphalttexas.com
Cell: 903-401-2516
J&L Paving, LLC
310 E. Hickory Street
Paris, Texas, 75460
Phone: 903-784-6063
www.AsphaltTexas.com

QUOTES GOOD THROUGH 2013



Kyle Butler

Ellis County Precinct #4
Road & Bridge
Foreman

1011 Eastgate
Midlothian, TX 76065

Phone (972) 723-8017
Fax (972) 723-8613

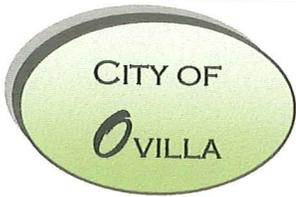
1 Mile of Road with 1 course Chip Seal only (5/8" Lightweight
Rock)

\$ 25,345.00

1 Mile of Road – Reclaimed, compact with 3" base, make ready
2 Course Chip Seal

\$ 95,397.00

Invoice will be adjusted determined by usage of base



AGENDA ITEM REPORT

Item(s): 13 (City Secretary use only)

Meeting Date: May 28, 2013

Department: Administration

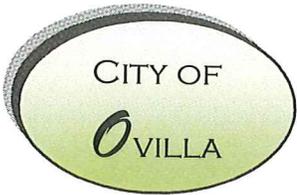
Discussion Action

Budgeted Expense: YES NO N/A

Submitted By: Staff

Amount: N/A

Attachments:	
I. Application / resume	
Agenda Item / Topic:	
Closed Meeting called pursuant to Texas Government Code § 551.074 - Personnel Matters. ITEM 6. DISCUSSION/ACTION – Deliberate the appointment employment, and/or duties of the interim City Administrator and/or permanent City Administrator/City Secretary.	
Discussion / Justification:	
Recommendation / Staff Comments:	
N/A	
Sample Motion(s):	
"I MAKE A MOTION THAT COUNCIL DIRECT STAFF TO _____."	



AGENDA ITEM REPORT

Item(s): 14 (City Secretary use only)

Meeting Date: May 28, 2013

Department: Administration

Discussion Action

Budgeted Expense: YES NO N/A

Submitted By: Jacqueline Lee

Amount: **\$56,000** (Approx. based on final cost of contingencies related to Appraisal, Survey and Environmental Study Phase 1)

Attachments:

- 1. Survey
- 2. Certified Appraisal
- 3. Environmental Study Phase I

Agenda Item / Topic:

ITEM 14. DISCUSSION/ACTION – Discuss and review options for land purchase at 0 W. Main and 701 W. Main Street.

Discussion / Justification:

Past Action:

The City was approached by Karen Pickard, property owner, regarding the purchase of the corner lot at 713 W. Main Street (Aerial #187633). The original discussion entailed the purchase of the corner lot (Cockrell Hill and W. Main); the other two connecting lots (Aerial #209834 and #187690) are also available for purchase. The City is currently and has been allowed in the past, by the owner, to use the corner lot for occasional parking of the fire apparatus and overflow employee vehicles. The land could be used for additional parking for City Hall operations and services, and future expansion needs.

Current Status:

April 8, 2013 Council authorized the Interim City Administrator to initiate proceedings to purchase both lots through a Letter of Understanding with the contingency of a survey, certified appraisal, and Environmental Study, Phase One. Letter of Understanding has been completed for Council review. All three reports related to the contingencies have been met and are included in your Council Packets for the May 28, 2013 council meeting. Another contingency was issued regarding the Mineral Rights and is under consideration by the Seller. The Seller's Realtor is to attend Council meeting. Closing scheduled for May 31 pending Council Approval.

Recommendation / Staff Comments:

N/A

Sample Motion(s):

"I MAKE A MOTION THAT COUNCIL APPROVES / DENIES / DIRECTS the Interim City Administration to continue City negotiations/proceedings to purchase the land at 713 W. Main Street; 2 lots #Aerial #187633, and #20983.

Or

"I MAKE A MOTION THAT COUNCIL APPROVES/DENIES the purchase of the land at 713 W. Main Street; 2 lots as defined on the Survey Plat.