

# City of *OVILLA* City Council

Rachel Huber, Place One  
Larry Stevenson, Place Two  
David Griffin, Place Three, Mayor Pro Tem

Richard Dormier, Mayor

Doug Hunt, Place Four  
Michael Myers, Place Five  
Dennis Burn, City Manager

NOTICE OF CITY COUNCIL BRIEFING SESSION  
105 S. Cockrell Hill Road, Ovilla, TX 75154  
6:00 P.M.

Monday, August 08, 2016

Council Chamber Room

## AGENDA

- I. CALL TO ORDER
- II. CONDUCT A BRIEFING SESSION to review and discuss agenda items for the 6:30 p.m. regular meeting.
- III. CONDUCT A BRIEFING SESSION to review and discuss future agenda items.
  1. Presentation by Police Chief Windham on proposed and essential renovations to the Police building.
- IV. ADJOURNMENT

THIS IS TO CERTIFY THAT A COPY OF THE NOTICE OF the August 08, 2016 Briefing Session Agenda was posted on the City Hall bulletin board, a place convenient and readily accessible to the general public at all times, and to the City's website, [www.cityofovilla.org](http://www.cityofovilla.org), on the 05<sup>th</sup> day of August 2016 prior to 6:00 p.m., in compliance with Chapter 551, Texas Government Code.



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

DATE OF POSTING: 8.5.2016 TIME: 10:30  am/pm  
DATE TAKEN DOWN: \_\_\_\_\_ TIME: \_\_\_\_\_ am/pm

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

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105 S. Cockrell Hill Road, Ovilla, TX 75154

Monday, August 08, 2016

6:30 P.M.

Council Chamber Room

## AGENDA

NOTICE is hereby given of a Regular Meeting of the City Council of the City of Ovilla, to be held on Monday, August 08, 2016 at 6:30 P.M. in the Ovilla Municipal Building, Council Chamber Room, 105 S. Cockrell Hill Road, Ovilla, Texas, 75154, for the purpose of considering the following items:

### I. CALL TO ORDER

- Invocation
- Pledge of Allegiance

### II. COMMENTS, PRESENTATIONS & REPORTS

#### ▪ Citizen Comments

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

#### ▪ Department Activity Reports / Discussion

- Police Department Police Chief B. Windham
  - Monthly Report
- Fire Department Fire Chief B. Kennedy
  - Monthly Report
- Public Works Public Works Director B. Piland
  - Monthly Report
    - 1. Monthly Park Maintenance
- Finance Department Accountant L. Harding
  - May 2016 Financials
- Administration City Manager D. Burn
  - City Manager Reports
    - 1. Ms. Rachel Sackett, Cockrell Hill Road update
  - Monthly Municipal Court Report City Secretary P. Woodall
  - Monthly Code/Animal Control Reports Code/AC Officer M. Dooly
    - 1. Permits

### III. CONSENT AGENDA

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

- C1. June 2016 Financial Transactions over \$5,000
- C2. Committed Fund Balance
- C3. Quarterly Investment Report ending June 30, 2016
- C4. Trinity River Authority of Texas Annual Contract for Services for FY 2017 (Fee schedules)
- C5. Council Minutes of the July 20, 2016 Special Budget Workshop meeting
- C6. Briefing Session and Regular Minutes of the July 11, 2016 Council Meeting
- C7. Council Minutes of the June 29, 2016 Special Budget Workshop meeting
- ~~C8.~~ Council Minutes of the June 27, 2016 Special Budget Workshop meeting

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## IV. PUBLIC HEARING

Receive presentation, recommendation and citizen comments on an update of the 2010 Ovilla Comprehensive Land Use Plan.

- a. **PRESENTATION** made by City Manager Dennis Burn.
- b. **PUBLIC HEARING** to receive comments from the public regarding the update of the Comprehensive Land Use Plan.
- c. **RECEIVE** recommendation from the Comprehensive Land Use Plan (CLUP) Review Committee and the Planning and Zoning Commission to consider Ordinance 2016-12 adopting the 2016 Comprehensive Land Use Plan. Mr. John Knight, President of the Comprehensive Land Use Plan (CLUP) Review Committee and MS Carol Lynch, Chair of the P&Z and V-President of the CLUP Review Committee will be present.

## V. REGULAR AGENDA

- ITEM 1. **DISCUSSION/ACTION** – Consideration of and action on Ordinance 2016-12, adopting a new Comprehensive Plan, known as the 2016 Ovilla Comprehensive Land Use Plan, and providing a mechanism for amendments to the Ovilla Comprehensive Land Use Plan; providing that this Ordinance shall be cumulative of all ordinances; providing a severability clause; and providing an effective date.
- ITEM 2. **DISCUSSION/ACTION** – *Case PZ16.04*, Receive recommendation from the Planning and Zoning Commission to consider and act upon a preliminary plat application for Hidden Valley Estates Subdivision, 117.758 acres James McNamarra Survey, Abstract No, 693, Westmoreland Road, to include approval of variances of no curb or gutters, no sidewalks, no enclosed storm sewer system and no concrete-lined open channels.
- ITEM 3. **DISCUSSION** – Receive comments and discussion from Mr. James Finley regarding his desires to submit a zoning change application from “I” Industrial to “R15” Residential minimum 15,000 sq. ft. lots at his property of 19.34 acres of land, located at 1906 Bear Creek Road.
- ITEM 4. **DISCUSSION/ACTION** – Consideration of and action on Ordinance 2016-13 of the City of Ovilla, Texas, amending Chapter 5 “Fire Prevention and Protection” of the Ovilla Code of Ordinances by the addition and adoption of Article 5.06, providing regulations for outdoor burning; providing for permits and fees; providing for penalties; providing for a savings clause; providing for a severance clause; providing for incorporation into the Ovilla Code of Ordinances; providing for immediate effect; and providing for publication.
- ITEM 5. **DISCUSSION/ACTION** – Receive recommendation from the Ovilla Park Board to consider and act on Resolution R2016-10 of the City Council of the City of Ovilla, Texas, adopting the publication of the United States Consumer Product Safety Commission entitled *Public Playground Safety Handbook* and providing an effective date.
- ITEM 6. **DISCUSSION/ACTION** – Consideration of and action on a Meritorious Exception, as permitted by Section 3.06.012 in the Ovilla Code of Ordinances, filed by the Midlothian Independent School District for a 12’ 4 3/8” x 8’ monument sign with an electronic reader board at the McClatchey Elementary School, 6631 Shiloh Road, Ovilla, TX 75154.
- ITEM 7. **DISCUSSION/ACTION** – Consideration of and action on a contract proposal with Ridgeline General Contractors for the renovation of the police department building, authorizing the city manager to execute said contract.

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- ITEM 8. **DISCUSSION/ACTION** – Consideration of and action on Ordinance 2016-14 of the City of Ovilla, Texas, Amending the Fiscal Year 2015-2016 General Fund Budget and Annual Program of Services for the City of Ovilla to allow for an adjustment of \$5,000 appropriating funds for increased expenditures for the 2016 Annual Heritage Day Event, appropriating said funds from the General Fund Balance; providing that expenditures for FY 2015-2016 be made in accordance with said amended budget; providing a severability clause; providing an effective date.
- ITEM 9. **DISCUSSION/ACTION** – Consideration of and action on any budget revision(s) from the August 04, 2016 Special Budget Workshop Meeting.
- ITEM 10. **DISCUSSION/ACTION** – Consideration of any item(s) pulled from the Consent Agenda above for individual consideration and action.

## VI. EXECUTIVE SESSION

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

- ITEM 11. **DISCUSSION/ACTION** – Deliberate the appointment, employment, evaluation, reassignment and/or duties of the City Secretary.

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

## VIII. ADJOURNMENT

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Pamela Woodall, City Secretary

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

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

Subject: Police Department Monthly Activity Report

| Calls For Service                             | July 2016   | July 2016<br>YTD | July 2015   | July 2015<br>YTD |
|---|-------------|------------------|-------------|------------------|
| Accident                                      | 2           | 20               | 1           | 14               |
| Alarms  | 15          | 146              | 15          | 93               |
| Arrest  | 2           | 16               | 3           | 21               |
| Assault                                       | 0           | 2                | 0           | 2                |
| Assists: Agency/Unit:53 EMS/Fire:3 Motorist:6 | 62          | 314              | 20          | 204              |
| Building / House Security Check               | 1408        | 10626            | 1756        | 10234            |
| Burglary                                      | 4           | 11               | 0           | 2                |
| Burglary of Motor Vehicle                     | 1           | 3                | 0           | 2                |
| Criminal Mischief                             | 2           | 11               | 0           | 6                |
| Disturbance                                   | 12          | 56               | 7           | 41               |
| Neighborhood Check                            | 1609        | 11078            | 1676        | 12293            |
| Other Calls for Service                       | 245         | 869              | 56          | 828              |
| Suspicious Person                             | 10          | 58               | 7           | 33               |
| Suspicious Vehicle                            | 31          | 105              | 3           | 78               |
| Theft   | 2           | 9                | 0           | 13               |
| Traffic Assignment                            | 102         | 833              | 18          | 139              |
| <b>TOTAL CALLS FOR SERVICE</b>                | <b>3507</b> | <b>24157</b>     | <b>3562</b> | <b>24003</b>     |

|   |             |             |             |             |
|---|-------------|-------------|-------------|-------------|
| Reserve Officer Hours                       | 0           | 66          | 22.5        | 306.5       |
| Average Response Time (Minutes)             | 4.54        | 4.7028571   | 0           | 3.48        |
| Traffic Stop (Warnings)                     | 91          | 598         | 16          | 250         |
| Traffic Stop (Citations)                    | 122         | 844         | 29          | 169         |
| Total Citations & Warnings Combined         | 213         | 1442        | 45          | 419         |
| <b>PERCENT OF STOPS RECEIVING CITATIONS</b> | <b>57.3</b> | <b>58.5</b> | <b>64.4</b> | <b>40.3</b> |



***OVILLA FIRE  
DEPARTMENT***



***MONTHLY REPORT***

# OVILLA FIRE DEPARTMENT

Ovilla City Council Monthly Report for Fire Department - July 2016

| City of Ovilla Calls for Service | 2015 Totals | 2016 Totals |
|----------------------------------|-------------|-------------|
| Fire 9                           |             | Fire 2      |
| EMS 30                           | 39          | EMS 17      |
|                                  |             | 19          |
|                                  |             |             |
| ESD #2 Calls for Service         |             |             |
| Fire 8                           |             | Fire 5      |
| EMS 11                           | 19          | EMS 11      |
|                                  |             | 16          |
|                                  |             |             |
| ESD #4 Calls for Service         |             |             |
| Fire 1                           |             | Fire 1      |
| EMS 6                            | 7           | EMS 3       |
|                                  |             | 4           |
|                                  |             |             |
| Mutual Aid Provided              |             |             |
| Fire 18                          |             | Fire 15     |
| EMS 0                            | 18          | EMS 0       |
|                                  |             | 15          |
|                                  |             |             |
| Total Calls For Service / Month  | 83          | 54          |
|                                  |             |             |
| Total Calls For Service / YTD    | 419         | 439         |

|   | Time from Notify to Time On Scene |             |       | Reaction Times |             |
|---|-----------------------------------|-------------|-------|----------------|-------------|
|   | <u>May</u>                        | <u>June</u> |       | <u>May</u>     | <u>June</u> |
| Average Response Times for City of Ovilla | 4:34                              | 7:27        | E-701 |                |             |
| Average Response Times for ESD # 2        | 8:22                              | 9:16        |       | 1:44           | 1:57        |
| Average Response Times for ESD # 4        | 7:30                              | 7:35        |       |                |             |

# **OVILLA FIRE DEPARTMENT**

## **STAFFING REPORT**

- 7 days a week we have 2 - 24 hour position (0800 - 0800)
- 5 days a week we have 1 - 12 hour position (0800 - 2000)
- These positions were 100% filled this month
  
- 7 nights a week we have 1 - 12 hour volunteer shift (2000 - 0800)
- 2 days on the weekend we have 1 - 12 hour shift that is covered by volunteers (0800 - 2000)
- 21 / 41 Volunteer shifts had to be covered by paid personnel to have 3 per shift
- 3 / 10 weekend day shifts were worked by a volunteer and the other 7 were by paid.
  
- All Shifts in July were 100% covered

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

2 - Consultation  
4 - Meetings  
3 - Inspections  
Training with Volunteer Recruits  
CQI Reports

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

1. 7 new volunteers training weekly
2. C-701 responded to 7 calls.
3. C-702 responded to 4 calls.
4. Working on AFG Grant for SCBA purchase.
5. Attended Monthly ESD #2 and ESD #4 Meeting
6. New Engine is coming along great and should still be complete in middle of August
7. Current staffing, 2-Chiefs, 5-Captains, 26-Part Time Firefighters, 12-Volunteer Firefighters

### **Grant Report**

In the last year, we have been awarded \$13,200 dollars

\$8,400.00 in bunker gear reimbursement  
\$4,200.00 in insurance reimbursement

- September will be a new enrollment period for AFG (Assistance to Firefighters Grants) through FEMA. We will be working on writing a grant for the purchase of SCBA's, and after submitted, we should know whether we receive anything or not after about 4 months.
- As always, I am continuously looking for other Grant opportunities that come along.

**MONTHLY REPORT JULY 2016**

**OVILLA FIRE DEPARTMENT**

**TRAINING ACTIVITY**



**OVILLA FIRE DEPARTMENT**

**CALL ACTIVITY**





Date: August 3 2016

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

**FROM:** Brad Piland Public Works Director

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

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- Sewer Lift Station Repairs-
  - Pulled pump 1 at Highland Meadows Lift Station
  - Removed pump 1 from Cumberland
  - Pulled pump 1 and removed debris
  
- Read water meters, serviced disconnects and reconnects
- Replaced meters
  - 105 Holly
- Street Repairs Joe Wilson, Ovilla Oaks Dr, Willow Creek, Northwood, Cockrell Hill
- Assist Ellis County with Cockrell Hill Rd
- Locate water lines Westmoreland & 664
- Repaired and replaced Signs as needed
- Updated marquee as needed
- Daily water maintenance residual and pressure tests
- New water service tap 747 Westmoreland Rd
- Tree and grass maintenance:
  - Heritage Park
  - Silver Spur Park
  - Baseball fields and Cindy Jones Park
  - Install boarder & EWF Ashburn Glen Park
  - Assist Code Enforcement with mowing properties
- Repaired water leaks
  - Holly Lane and Duncanville Road

Prepared for TCEQ, Water system Inspection

- Serviced PD Units: 102,104,105
- Service 2008 Chev Public Works truck

\*\*Flushed Hydrants

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

\*\*Watered plants at City Hall and park

# APPENDIX A: SUGGESTED GENERAL MAINTENANCE CHECKLISTS

## Surfacing (§2.4)

- Adequate protective surfacing under and around the equipment.
  - Install/replace surfacing
- Surfacing materials have not deteriorated.
  - Replace surfacing
  - Other maintenance: Added Boulder and EWF
- Loose-fill surfacing materials have no foreign objects or debris.
  - Remove trash and debris
- Loose-fill surfacing materials are not compacted.
  - Rake and fluff surfacing
- Loose-fill surfacing materials have not been displaced under heavy use areas such as under swings or at slide exits.
  - Rake and fluff surfacing

## Drainage (§2.4)

- The entire play area has satisfactory drainage, especially in heavy use areas such as under swings and at slide exits.
  - Improve drainage
  - Other maintenance: \_\_\_\_\_

## General Hazards

- There are no sharp points, corners or edges on the equipment (§3.4).
- There are no missing or damaged protective caps or plugs (§3.4).
- There are no hazardous protrusions (§3.2 and Appendix B).
- There are no potential clothing entanglement hazards, such as open S-hooks or protruding bolts (§2.5.2, §3.2, §5.3.8.1 and Appendix B).
- There are no crush and shearing points on exposed moving parts (§3.1).
- There are no trip hazards, such as exposed footings or anchoring devices and rocks, roots, or any other obstacles in a use zone (§3.6).

## Security of Hardware (§2.5)

- There are no loose fastening devices or worn connections.
  - Replace fasteners
  - Other maintenance: \_\_\_\_\_
- Moving parts, such as swing hangers, merry-go-round bearings, and track rides, are not worn.
  - Replace part
  - Other maintenance: \_\_\_\_\_

## Durability of Equipment (§2.5)

- There are no rust, rot, cracks, or splinters on any equipment (check carefully where it comes in contact with the ground).
- There are no broken or missing components on the equipment (e.g., handrails, guardrails, protective barriers, steps, or rungs).
- There are no damaged fences, benches, or signs on the playground. Replace Sign.
- All equipment is securely anchored.

## Leaded Paint (§2.5.4)

- Paint (especially lead paint) is not peeling, cracking, chipping, or chalking.
- There are no areas of visible leaded paint chips or accumulation of lead dust.
  - Mitigate lead paint hazards

## General Upkeep of Playgrounds (§4)

- There are no user modifications to the equipment, such as strings and ropes tied to equipment, swings looped over top rails, etc.
  - Remove string or rope
  - Correct other modification
- The entire playground is free from debris or litter such as tree branches, soda cans, bottles, glass, etc.
  - Clean playground
- There are no missing trash receptacles.
  - Replace trash receptacle
- Trash receptacles are not full.
  - Empty trash

### NOTES:

DATE OF INSPECTION:

7-8-16.

INSPECTION BY:

DP

APPENDIX A: SUGGESTED GENERAL MAINTENANCE CHECKLISTS

Surfacing (§2.4)

- Adequate protective surfacing under and around the equipment.
Install/replace surfacing
Surfacing materials have not deteriorated.
Replace surfacing
Other maintenance: Add EWF
Loose-fill surfacing materials have no foreign objects or debris.
Remove trash and debris
Loose-fill surfacing materials are not compacted.
Rake and fluff surfacing
Loose-fill surfacing materials have not been displaced under heavy use areas such as under swings or at slide exits.
Rake and fluff surfacing

Drainage (§2.4)

- The entire play area has satisfactory drainage, especially in heavy use areas such as under swings and at slide exits.
Improve drainage
Other maintenance:

General Hazards

- There are no sharp points, corners or edges on the equipment (§3.4).
There are no missing or damaged protective caps or plugs (§3.4).
There are no hazardous protrusions (§3.2 and Appendix B).
There are no potential clothing entanglement hazards, such as open S-hooks or protruding bolts (§2.5.2, §3.2, §5.3.8.1 and Appendix B).
There are no crush and shearing points on exposed moving parts (§3.1).
There are no trip hazards, such as exposed footings or anchoring devices and rocks, roots, or any other obstacles in a use zone (§3.6).

Security of Hardware (§2.5)

- There are no loose fastening devices or worn connections.
Replace fasteners
Other maintenance:
Moving parts, such as swing hangers, merry-go-round bearings, and track rides, are not worn.
Replace part
Other maintenance: Replace Tarps.

Durability of Equipment (§2.5)

- There are no rust, rot, cracks, or splinters on any equipment (check carefully where it comes in contact with the ground).
There are no broken or missing components on the equipment (e.g., handrails, guardrails, protective barriers, steps, or rungs).
There are no damaged fences, benches, or signs on the playground.
All equipment is securely anchored.

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Clean playground
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Replace trash receptacle
Trash receptacles are not full.
Empty trash

NOTES:

DATE OF INSPECTION:

7-11-16

INSPECTION BY:

JE-DR

APPENDIX A: SUGGESTED GENERAL MAINTENANCE CHECKLISTS

Surfacing (§2.4)

- Adequate protective surfacing under and around the equipment.
Install/replace surfacing
Surfacing materials have not deteriorated.
Replace surfacing
Other maintenance: Install Boarder & EWF
Loose-fill surfacing materials have no foreign objects or debris.
Remove trash and debris
Loose-fill surfacing materials are not compacted.
Rake and fluff surfacing
Loose-fill surfacing materials have not been displaced under heavy use areas such as under swings or at slide exits.
Rake and fluff surfacing

Drainage (§2.4)

- The entire play area has satisfactory drainage, especially in heavy use areas such as under swings and at slide exits.
Improve drainage
Other maintenance:

General Hazards

- There are no sharp points, corners or edges on the equipment (§3.4).
There are no missing or damaged protective caps or plugs (§3.4).
There are no hazardous protrusions (§3.2 and Appendix B).
There are no potential clothing entanglement hazards, such as open S-hooks or protruding bolts (§2.5.2, §3.2, §5.3.8.1 and Appendix B).
There are no crush and shearing points on exposed moving parts (§3.1).
There are no trip hazards, such as exposed footings or anchoring devices and rocks, roots, or any other obstacles in a use zone (§3.6).

Remove Metal Swings and Concrete Culverts.

NOTES:

DATE OF INSPECTION:

7-11-16

Security of Hardware (§2.5)

- There are no loose fastening devices or worn connections.
Replace fasteners
Other maintenance:
Moving parts, such as swing hangers, merry-go-round bearings, and track rides, are not worn.
Replace part
Other maintenance:

Durability of Equipment (§2.5)

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There are no broken or missing components on the equipment (e.g., handrails, guardrails, protective barriers, steps, or rungs).
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There are no missing trash receptacles.
Replace trash receptacle
Trash receptacles are not full.
Empty trash

INSPECTION BY:

JE JM



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DATE: August 08, 2016

TO: Honorable June or and Council Members

FROM:  
Linda Harding, Accountant

SUBJECT: Financial Statements Through June 2016

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

|   | Current        | Year to Date         | Budget           | \$ Over         | % of Budget |
|---|----------------|----------------------|------------------|-----------------|-------------|
|   | June 2016      | Oct 2015 - June 2016 |                  | (Under)         | Thru June   |
|   |                |                      |                  | Budget          | 75%         |
| <b>Revenues</b>                             |                |                      |                  |                 |             |
| <b>4000100 · Taxes</b>                      |                |                      |                  |                 |             |
| 4000105 · Ad Valorem, Current               | 6,265          | 1,460,182            | 1,481,056        | (20,874)        | 99%         |
| 4000110 · Ad Valorem, Delinquent            | 1,050          | 5,951                | 12,366           | (6,415)         | 48%         |
| 4000113 · Interest/Penalties - Prop Tax     | 958            | 5,923                | 4,833            | 1,090           | 123%        |
| 4000120 · Sales Tax                         | 14,018         | 142,494              | 188,676          | (46,182)        | 76%         |
| 4000125 · Sales Tax - Street Improvement    | 3,504          | 35,624               | 47,919           | (12,295)        | 74%         |
| 4000130 · Franchise Tax                     | 89,243         | 148,562              | 150,000          | (1,438)         | 99%         |
| <b>Total 4000100 · Taxes</b>                | <b>115,039</b> | <b>1,798,735</b>     | <b>1,884,850</b> | <b>(86,115)</b> | <b>95%</b>  |
| <b>4000200 · Licenses and Permits</b>       |                |                      |                  |                 |             |
| <b>4000208 · Building Permits</b>           |                |                      |                  |                 |             |
| 4000210 · Residential Building Permits      | 18,737         | 31,004               | 100,000          | (68,996)        | 31%         |
| 4000213 · Fire Inspection Permits           | 0              | 5,250                | 7,150            | (1,900)         | 73%         |
| 4000212 · Commercial Building Permits       | 0              | 0                    | 2,968            | (2,968)         | 0%          |
| 4000214 · Misc Building Permits             | 2,029          | 17,580               | 16,070           | 1,510           | 109%        |
| <b>Total 4000208 · Building Permits</b>     | <b>20,766</b>  | <b>53,834</b>        | <b>126,188</b>   | <b>(72,354)</b> | <b>43%</b>  |
| 4000230 · Plan Review Fee                   | 4,478          | 14,496               | 26,940           | (12,444)        | 54%         |
| 4000260 · Alarm Permits                     | 295            | 2,024                | 2,400            | (376)           | 84%         |
| 4000270 · Animal Tag Fees                   | 240            | 2,575                | 2,900            | (325)           | 89%         |
| 4000272 · Impound Fees                      | 80             | 1,845                | 1,700            | 145             | 109%        |
| 4000290 · Misc Licenses and Permits         | 620            | 1,505                | 1,000            | 505             | 151%        |
| <b>Total 4000200 · Licenses and Permits</b> | <b>26,479</b>  | <b>76,279</b>        | <b>161,128</b>   | <b>(84,849)</b> | <b>47%</b>  |
| <b>4000400 · Charges for Services</b>       |                |                      |                  |                 |             |
| 4000325 · ESD #2                            | 0              | 113,500              | 160,000          | (46,500)        | 71%         |
| 4000330 · ESD #4                            | 18,543         | 55,629               | 55,628           | 1               | 100%        |
| 4000411 · Copies and Maps                   | 5              | 44                   | 100              | (57)            | 44%         |
| 4000415 · Police Reports                    | 0              | 42                   | 150              | (108)           | 28%         |
| 4000420 · Park Lights                       | 0              | 0                    | 1,000            | (1,000)         | 0%          |

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

|  | Current       | Year to Date         | Budget         | \$ Over          | % of Budget |
|--|---------------|----------------------|----------------|------------------|-------------|
|  | June 2016     | Oct 2015 - June 2016 |                | (Under)          | Thru June   |
|  |               |                      |                | Budget           | 75%         |
| 4000440 · Oak Leaf Animal Control            | 0             | 1,370                | 1,600          | (230)            | 86%         |
| 4000450 · Subdivision Fees                   | 0             | 14,220               | 14,000         | 220              | 102%        |
| 4000480 · Solid Waste (Garbage)              | 21,581        | 180,555              | 253,793        | (73,238)         | 71%         |
| 4000485 · 50/50 Sidewalk Program             | 0             | 2,756                | 5,000          | (2,244)          | 55%         |
| 4000490 · Misc Charges for Services          | 550           | 4,086                | 4,500          | (415)            | 91%         |
| <b>Total 4000400 · Charges for Services</b>  | <b>40,678</b> | <b>372,201</b>       | <b>495,771</b> | <b>(123,570)</b> | <b>75%</b>  |
| <b>4000500 · Fines and Forfeitures</b>       |               |                      |                |                  |             |
| 4000535 · Omni Warrant Revenue               | 181           | 1,592                | 800            | 792              | 199%        |
| 4000510 · Fines - Police                     | 16,426        | 122,681              | 112,000        | 10,681           | 110%        |
| 4000520 · Fines - Animal Control             | 0             | 266                  | 1,000          | (734)            | 27%         |
| 4000525 · Fines - Code Enforcement           | 25            | 5,271                | 9,330          | (4,059)          | 56%         |
| 4000550 · Municipal Court Technology         | 466           | 2,779                | 1,300          | 1,479            | 214%        |
| 4000551 · Municipal Court Security           | 350           | 2,084                | 1,000          | 1,084            | 208%        |
| 4000590 · Misc Fines and Forfeitures         | 0             | 6                    | 400            | (394)            | 1%          |
| <b>Total 4000500 · Fines and Forfeitures</b> | <b>17,448</b> | <b>134,679</b>       | <b>125,830</b> | <b>8,849</b>     | <b>107%</b> |
| <b>4000800 · Other Revenue</b>               |               |                      |                |                  |             |
| 4000810 · Heritage Day                       | 0             | 4,260                | 19,000         | (14,740)         | 22%         |
| 4000818 · Leose Proceeds                     | 0             | 1,155                | 1,165          | (10)             | 99%         |
| 4000820 · Water Tower Lease                  | 6,612         | 75,412               | 100,000        | (24,588)         | 75%         |
| 4000840 · Interest Earned                    | 637           | 6,474                | 6,000          | 474              | 108%        |
| 4000870 · Insurance Proceeds                 | 2,629         | 22,095               | 35,000         | (12,905)         | 63%         |
| 4000885 · Proceeds from Sale of Assets       | 0             | 14,111               | 20,000         | (5,889)          | 71%         |
| 4000887 · HOA Revenue                        | 0             | 1,015                | 1,015          | 0                | 100%        |
| 4000890 · Misc Other Revenue                 | 8,400         | 16,010               | 4,000          | 12,010           | 400%        |
| <b>Total 4000800 · Other Revenue</b>         | <b>18,277</b> | <b>140,532</b>       | <b>186,180</b> | <b>(45,648)</b>  | <b>75%</b>  |
| <b>4000900 · Transfers In</b>                |               |                      |                |                  |             |
| 4000925 · Admin.Rev. received from 4B-EDC    | 625           | 1,875                | 2,500          | (625)            | 75%         |
| 4000930 · Admin. Rev. Rec. From W&S Fund     | 22,822        | 68,465               | 92,583         | (24,118)         | 74%         |

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

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|   | June 2016      | Oct 2015 - June 2016 |                  | (Under)            | Thru June   |
|   |                |                      |                  | Budget             | 75%         |
| 4000940 · Admin.Rev. Rec. from MDD Fund     | 125            | 375                  | 500              | (125)              | 75%         |
| 4000990 · Reduction in Fund Balance         | 0              | 0                    | 711,707          | (711,707)          | 0%          |
| <b>Total Revenues</b>                       | <b>241,493</b> | <b>2,593,142</b>     | <b>3,661,049</b> | <b>(1,067,907)</b> | <b>71%</b>  |
| <b>Gross Resources</b>                      | <b>241,493</b> | <b>2,593,142</b>     | <b>3,661,049</b> | <b>(1,067,907)</b> | <b>71%</b>  |
| <b>Expenditures</b>                         |                |                      |                  |                    |             |
| <b>10 · Administration</b>                  |                |                      |                  |                    |             |
| <b>5101100 · Salaries &amp; Wages</b>       |                |                      |                  |                    |             |
| 5101110 · City Administrator                | 1,696          | 47,491               | 61,800           | (14,309)           | 77%         |
| 5101115 · City Secretary                    | 1,051          | 30,710               | 39,398           | (8,688)            | 78%         |
| 5101117 · City Accountant                   | 979            | 28,571               | 37,080           | (8,509)            | 77%         |
| 5101120 · Admin. Support                    | 589            | 17,190               | 22,308           | (5,118)            | 77%         |
| 5101180 · Merit Raises, Staff               | 0              | 0                    | 8,706            | (8,706)            | 0%          |
| <b>Total 5101100 · Salaries &amp; Wages</b> | <b>4,315</b>   | <b>123,961</b>       | <b>169,292</b>   | <b>(45,331)</b>    | <b>73%</b>  |
| <b>5101400 · Support Staff</b>              |                |                      |                  |                    |             |
| 5101490 · Overtime                          | 0              | 66                   | 625              | (559)              | 11%         |
| <b>Total 5101400 · Support Staff</b>        | <b>0</b>       | <b>66</b>            | <b>625</b>       | <b>(559)</b>       | <b>11%</b>  |
| <b>5102100 · Employee Benefits</b>          |                |                      |                  |                    |             |
| 5102110 · Group Insurance                   | 2,649          | 20,531               | 32,665           | (12,134)           | 63%         |
| 5102135 · TMRS                              | 1,536          | 14,523               | 19,892           | (5,369)            | 73%         |
| 5102160 · Worker's Compensation             | 0              | 482                  | 790              | (308)              | 61%         |
| 5102170 · Payroll Taxes                     | 235            | 2,220                | 3,238            | (1,018)            | 69%         |
| 5102180 · Unemployment Taxes                | 0              | 2,790                | 2,790            | 0                  | 100%        |
| 5102196 · Indiv. Membership Dues            | 0              | 473                  | 1,800            | (1,327)            | 26%         |
| <b>Total 5102100 · Employee Benefits</b>    | <b>4,420</b>   | <b>41,019</b>        | <b>61,175</b>    | <b>(20,156)</b>    | <b>67%</b>  |
| <b>5102200 · Special Services</b>           |                |                      |                  |                    |             |
| 5102210 · Tax Assessing & Collecting Fees   | 1,743          | 2,004                | 1,570            | 434                | 128%        |

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

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|   | June 2016    | Oct 2015 - June 2016 |               | (Under)         | Thru June   |
|   |              |                      |               | Budget          | 75%         |
| 5102220 · Tax Appraisal Fee                 | 0            | 11,061               | 14,000        | (2,939)         | 79%         |
| 5102230 · Legal Fees                        | 480          | 11,655               | 25,000        | (13,345)        | 47%         |
| 5102240 · Audit                             | 0            | 7,150                | 7,150         | 0               | 100%        |
| 5102250 · Accounting                        | 0            | 474                  | 2,000         | (1,526)         | 24%         |
| 5102260 · Engineering Fees                  | 0            | 7,409                | 5,000         | 2,409           | 148%        |
| <b>Total 5102200 · Special Services</b>     | <b>2,223</b> | <b>39,754</b>        | <b>54,720</b> | <b>(14,966)</b> | <b>73%</b>  |
| 5102300 · Contractual Services              |              |                      |               |                 |             |
| 5102310 · Consultant Fees                   | 2,420        | 7,303                | 20,000        | (12,697)        | 37%         |
| <b>Total 5102300 · Contractual Services</b> | <b>2,420</b> | <b>7,303</b>         | <b>20,000</b> | <b>(12,697)</b> | <b>37%</b>  |
| 5102500 · Operating Services                |              |                      |               |                 |             |
| 5102530 · Custodial Service Contract        | 344          | 3,096                | 4,128         | (1,032)         | 75%         |
| 5102540 · IT - Computer Maintenance         | 1,594        | 19,689               | 27,740        | (8,051)         | 71%         |
| <b>Total 5102500 · Operating Services</b>   | <b>1,938</b> | <b>22,785</b>        | <b>31,868</b> | <b>(9,083)</b>  | <b>71%</b>  |
| 5102600 · Special Expenses                  |              |                      |               |                 |             |
| 5102610 · Election - Payroll                | 0            | 0                    | 0             | 0               | 0%          |
| 5102620 · Election - Supplies               | 0            | 230                  | 230           | (0)             | 100%*       |
| 5102630 · Election Meeting Expense          | 0            | 0                    | 0             | 0               | 0%          |
| 5102650 · Codification Book Update          | 0            | 2,035                | 4,100         | (2,065)         | 50%         |
| <b>Total 5102600 · Special Expenses</b>     | <b>0</b>     | <b>2,265</b>         | <b>4,330</b>  | <b>(2,065)</b>  | <b>52%</b>  |
| 5103100 · General Supplies                  |              |                      |               |                 |             |
| 5103110 · Office Supplies                   | 1,168        | 4,817                | 8,000         | (3,183)         | 60%         |
| 5103140 · Uniforms                          | 0            | 0                    | 250           | (250)           | 0%          |
| <b>Total 5103100 · General Supplies</b>     | <b>1,168</b> | <b>4,817</b>         | <b>8,250</b>  | <b>(3,433)</b>  | <b>58%</b>  |
| 5103400 · Maintenance Supplies / Parts      |              |                      |               |                 |             |
| 5103410 · Supplies - Custodial              | 105          | 955                  | 1,500         | (545)           | 64%         |

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

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|---|--------------|----------------------|---------------|----------------|---------------|
|   | June 2016    | Oct 2015 - June 2016 |               | (Under)        | Thru June 75% |
| 5103440 · Maintenance Agreement Expense             | 0            | 135                  | 400           | (265)          | 34%           |
| 5103460 · Miscellaneous                             | 94           | 452                  | 200           | 252            | 226%          |
| <b>Total 5103400 · Maintenance Supplies / Parts</b> | <b>199</b>   | <b>1,542</b>         | <b>2,100</b>  | <b>(558)</b>   | <b>73%</b>    |
| <b>5104200 · Travel Expenses</b>                    |              |                      |               |                |               |
| 5104210 · Travel - Local                            | 0            | 318                  | 500           | (182)          | 64%           |
| 5104220 · Professional Development                  | 359          | 1,851                | 5,000         | (3,149)        | 37%           |
| 5104222 · Professional Develop - Council            | 0            | 473                  | 1,200         | (727)          | 39%           |
| 5104225 · City Council Meal Expense                 | 355          | 538                  | 1,400         | (862)          | 38%           |
| 5104230 · Professional Develop - In-House           | 0            | 0                    | 500           | (500)          | 0%            |
| <b>Total 5104200 · Travel Expenses</b>              | <b>714</b>   | <b>3,180</b>         | <b>8,600</b>  | <b>(5,420)</b> | <b>37%</b>    |
| <b>5105200 · Data Processing Expenses</b>           |              |                      |               |                |               |
| 5105230 · Data Proc-Maintenance & Repair            | 0            | 884                  | 885           | (1)            | 100%          |
| 5105240 · Data Processing - Software                | 100          | 7,646                | 13,300        | (5,654)        | 57%           |
| <b>Total 5105200 · Data Processing Expenses</b>     | <b>100</b>   | <b>8,530</b>         | <b>14,185</b> | <b>(5,655)</b> | <b>60%</b>    |
| <b>5105300 · Printing Expense</b>                   |              |                      |               |                |               |
| 5105310 · Copier Expense                            | 440          | 2,704                | 3,300         | (596)          | 82%           |
| 5105320 · Printing - Newsletters                    | 1,389        | 3,636                | 6,000         | (2,364)        | 61%           |
| 5105330 · Printing - Forms                          | 0            | 528                  | 1,500         | (972)          | 35%           |
| <b>Total 5105300 · Printing Expense</b>             | <b>1,829</b> | <b>6,868</b>         | <b>10,800</b> | <b>(3,932)</b> | <b>64%</b>    |
| <b>5105400 · Utilities</b>                          |              |                      |               |                |               |
| 5105410 · Telephone                                 | 109          | 983                  | 1,400         | (417)          | 70%           |
| 5105415 · Cellular Phone                            | 52           | 1,023                | 2,680         | (1,657)        | 38%           |
| 5105417 · Internet                                  | 101          | 908                  | 1,609         | (701)          | 56%           |
| 5105420 · Wireless Cards                            | 76           | 684                  | 1,100         | (416)          | 62%           |
| 5105450 · Electricity                               | 407          | 2,847                | 4,635         | (1,788)        | 61%           |
| <b>Total 5105400 · Utilities</b>                    | <b>745</b>   | <b>6,445</b>         | <b>11,424</b> | <b>(4,979)</b> | <b>56%</b>    |

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

|  | Current      |                      | Year to Date  | Budget         | \$ Over<br>(Under)<br>Budget | % of Budget<br>Thru June<br>75% |
|--|--------------|----------------------|---------------|----------------|------------------------------|---------------------------------|
|  | June 2016    | Oct 2015 - June 2016 |               |                |                              |                                 |
| <b>5105500 · Repairs &amp; Bldg Improvements</b>       |              |                      |               |                |                              |                                 |
| 5105520 · Repairs - Buildings                          | 0            | 4,889                | 4,000         | 889            | 122%                         |                                 |
| 5105540 · Repairs - Machinery & Equipment              | 0            | 540                  | 500           | 40             | 108%                         |                                 |
| 5105590 · Repairs - Other                              | 75           | 561                  | 500           | 61             | 112%                         |                                 |
| <b>Total 5105500 · Repairs &amp; Bldg Improvements</b> | <b>75</b>    | <b>5,990</b>         | <b>5,000</b>  | <b>990</b>     | <b>120%</b>                  |                                 |
| <b>5105600 · Insurance</b>                             |              |                      |               |                |                              |                                 |
| 5105610 · Insurance - Property                         | 0            | 832                  | 1,110         | (278)          | 75%                          |                                 |
| 5105620 · Insurance - Liability                        | 0            | 903                  | 1,205         | (302)          | 75%                          |                                 |
| 5105630 · Insurance - Fidelity Bond                    | 0            | 300                  | 300           | 0              | 100%                         |                                 |
| 5105635 · Public Officials Surety Bonds                | 800          | 900                  | 1,000         | (100)          | 90%                          |                                 |
| <b>Total 5105600 · Insurance</b>                       | <b>800</b>   | <b>2,934</b>         | <b>3,615</b>  | <b>(681)</b>   | <b>81%</b>                   |                                 |
| <b>5105700 · Other Expenses</b>                        |              |                      |               |                |                              |                                 |
| 5105756 · FM 664                                       | 0            | 23,928               | 24,000        | (72)           | 100%                         |                                 |
| 5105705 · Postage                                      | 325          | 4,854                | 7,000         | (2,146)        | 69%                          |                                 |
| 5105710 · Cash - Over/Short                            | 0            | 0                    | 10            | (10)           | 0%                           |                                 |
| 5105725 · Records Management Expense                   | 0            | 7,130                | 7,167         | (37)           | 99%                          |                                 |
| 5105730 · City - Memberships                           | 0            | 1,780                | 2,500         | (720)          | 71%                          |                                 |
| 5105740 · Legal Notices/Advertisement                  | 1,922        | 7,097                | 9,000         | (1,903)        | 79%                          |                                 |
| 5105752 · Employment Screening                         | 0            | 42                   | 400           | (358)          | 11%                          |                                 |
| 5105760 · Bank Service Charge                          | 0            | 81                   | 60            | 21             | 135%                         |                                 |
| 5105764 · Filing Fees                                  | 0            | 59                   | 500           | (441)          | 12%                          |                                 |
| 5105765 · Miscellaneous                                | 105          | 1,954                | 2,767         | (813)          | 71%                          |                                 |
| <b>Total 5105700 · Other Expenses</b>                  | <b>2,352</b> | <b>46,925</b>        | <b>53,404</b> | <b>(6,479)</b> | <b>88%</b>                   |                                 |
| <b>5106400 · Minor Capital Outlay</b>                  |              |                      |               |                |                              |                                 |
| 5106440 · Machinery & Equipment                        | 246          | 246                  | 2,000         | (1,754)        | 12%                          |                                 |
| 5106465 · Furniture                                    | 0            | 1,580                | 1,700         | (120)          | 93%                          |                                 |

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

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|--------------------------------------|-----------|----------------------|--------------|---------|------------------------------|---------------------------------|
|                                      | June 2016 | Oct 2015 - June 2016 |              |         |                              |                                 |
| Total 5106400 · Minor Capital Outlay | 246       | 1,826                |              | 3,700   | (1,874)                      | 49%                             |
| 5107400 - Capitalized Assets         |           |                      |              |         |                              |                                 |
| 5107420 - Buildings                  | 0         |                      |              | 35,000  | (35,000)                     | 0%                              |
| Total 5107400 - Capitalized Assets   | 0         | 0                    |              | 35,000  | (35,000)                     | 0%                              |
| 5109000 · Reserves                   |           |                      |              |         |                              |                                 |
| Total 5109000 · Reserves             | 0         | 0                    |              | 5,096   | (5,096)                      | 0%                              |
| Total 10 · Administration            | 23,544    | 326,211              |              | 503,184 | (176,973)                    | 65%                             |
| 20 · Police                          |           |                      |              |         |                              |                                 |
| 5201100 · Salaries & Wages           |           |                      |              |         |                              |                                 |
| 5201120 · Police Chief               | 5,385     | 51,154               |              | 70,000  | (18,846)                     | 73%                             |
| 5201143 · Command Staff              | 4,120     | 39,140               |              | 52,000  | (12,860)                     | 75%                             |
| 5201150 · Certification Pay          | 92        | 946                  |              | 2,400   | (1,454)                      | 39%                             |
| 5201180 · Merit Raises - Staff       | 0         | 0                    |              | 3,660   | (3,660)                      | 0%                              |
| Total 5201100 · Salaries & Wages     | 9,597     | 91,240               |              | 128,060 | (36,820)                     | 71%                             |
| 5201400 · Support Salaries           |           |                      |              |         |                              |                                 |
| 5201405 · Support Staff              | 2,142     | 20,353               |              | 27,040  | (6,687)                      | 75%                             |
| 5201410 · Patrol                     | 20,061    | 162,871              |              | 268,590 | (105,719)                    | 61%                             |
| 5201412 - Patrol Part Time           | 1,000     | 9,475                |              | 20,500  | (11,025)                     | 46%                             |
| 5201415 · Certification Pay          | 69        | 658                  |              | 1,636   | (978)                        | 40%                             |
| 5201480 · Merit Raises               | 0         | 0                    |              | 1,281   | (1,281)                      | 0%                              |
| 5201490 · Overtime                   | 533       | 10,626               |              | 16,600  | (5,974)                      | 64%                             |
| Total 5201400 · Support Salaries     | 23,805    | 203,983              |              | 335,647 | (131,664)                    | 61%                             |
| 5202100 · Employee Benefits          |           |                      |              |         |                              |                                 |
| 5202110 · Group Insurance            | 5,998     | 48,786               |              | 76,313  | (27,527)                     | 64%                             |
| 5202135 · TMRS                       | 2,884     | 25,186               |              | 38,775  | (13,589)                     | 65%                             |
| 5202160 · Worker's Compensation      | 0         | 8,839                |              | 11,126  | (2,287)                      | 79%                             |

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

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|   | June 2016    | Oct 2015 - June 2016 |                | (Under)         | Thru June   |
|   |              |                      | Budget         | Budget          | 75%         |
| 5202170 · Payroll Taxes                           | 536          | 4,840                | 7,926          | (3,086)         | 61%         |
| 5202196 · Membership Dues                         | 0            | 235                  | 315            | (80)            | 75%         |
| <b>Total 5202100 · Employee Benefits</b>          | <b>9,418</b> | <b>87,886</b>        | <b>134,455</b> | <b>(46,569)</b> | <b>65%</b>  |
| <b>5202300 · Contractual Services</b>             |              |                      |                |                 |             |
| 5202355 · Contract Labor - Individual             | 0            | 0                    | 500            | (500)           | 0%          |
| 5202356 · Gingerbread House                       | 0            | 1,000                | 1,000          | 0               | 100%        |
| 5202380 · Dispatch                                | 0            | 14,525               | 14,525         | 0               | 100%        |
| 5202385 · Jail Expense                            | 0            | 1,000                | 1,000          | 0               | 100%        |
| 5202390 · Special Response Team                   | 0            | 7,500                | 8,500          | (1,000)         | 88%         |
| 5202395 · Contractual Services Other              | 0            | 0                    | 1,000          | (1,000)         | 0%          |
| <b>Total 5202300 · Contractual Services</b>       | <b>0</b>     | <b>24,025</b>        | <b>26,525</b>  | <b>(2,500)</b>  | <b>91%</b>  |
| <b>5202500 · Operating Services</b>               |              |                      |                |                 |             |
| 5202530 · Custodial Service Contract              | 235          | 2,115                | 2,820          | (705)           | 75%         |
| 5202540 · Computer Maintenance                    | 1,150        | 1,276                | 1,150          | 126             | 111%        |
| 5202560 · Internet Subscriptions                  | 0            | 0                    | 900            | (900)           | 0%          |
| <b>Total 5202500 · Operating Services</b>         | <b>1,385</b> | <b>3,391</b>         | <b>4,870</b>   | <b>(1,479)</b>  | <b>70%</b>  |
| <b>5202600 · Special Expenses</b>                 |              |                      |                |                 |             |
| 5202675 · National Night Out                      | 0            | 0                    | 500            | (500)           | 0%          |
| <b>Total 5202600 · Special Expenses</b>           | <b>0</b>     | <b>0</b>             | <b>500</b>     | <b>(500)</b>    | <b>0%</b>   |
| <b>5203100 · General Supplies</b>                 |              |                      |                |                 |             |
| 5203110 · Office Supplies                         | 18           | 735                  | 1,400          | (665)           | 53%         |
| 5203140 · Uniforms                                | -611         | 4,159                | 9,000          | (4,841)         | 46%         |
| 5203170 · Evidence Gathering                      | 107          | 384                  | 700            | (316)           | 55%         |
| <b>Total 5203100 · General Supplies</b>           | <b>-487</b>  | <b>5,279</b>         | <b>11,100</b>  | <b>(5,821)</b>  | <b>48%</b>  |
| <b>5203400 · Maintenance Supplies &amp; Parts</b> |              |                      |                |                 |             |

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

|   | Current      |                      | Year to Date  | Budget          | \$ Over<br>(Under)<br>Budget | % of Budget<br>Thru June<br>75% |
|---|--------------|----------------------|---------------|-----------------|------------------------------|---------------------------------|
|   | June 2016    | Oct 2015 - June 2016 |               |                 |                              |                                 |
| 5203410 · Supplies - Custodial                          | 67           | 353                  | 600           | (247)           | 59%                          |                                 |
| <b>Total 5203400 · Maintenance Supplies &amp; Parts</b> | <b>67</b>    | <b>353</b>           | <b>600</b>    | <b>(247)</b>    | <b>59%</b>                   |                                 |
| <b>5204200 · Travel Expenses</b>                        |              |                      |               |                 |                              |                                 |
| 5204210 · Travel - Local                                | 469          | 1,010                | 1,000         | 10              | 101%                         |                                 |
| 5204220 · Professional Development                      | 279          | 1,327                | 3,750         | (2,423)         | 35%                          |                                 |
| 5204225 · Professional Dev - LEOSE                      | 100          | 665                  | 2,000         | (1,335)         | 33%                          |                                 |
| 5204235 - Ammo  | 987          | 987                  | 1,000         | (13)            | 99%                          |                                 |
| 5204270 · Vehicle Expenses                              | 1,408        | 11,030               | 24,000        | (12,970)        | 46%                          |                                 |
| <b>Total 5204200 · Travel Expenses</b>                  | <b>3,243</b> | <b>15,019</b>        | <b>31,750</b> | <b>(16,731)</b> | <b>47%</b>                   |                                 |
| <b>5205200 · Data Processing Expenses</b>               |              |                      |               |                 |                              |                                 |
| 5205240 · Data Processing - Software                    | 0            | 17,851               | 18,000        | (149)           | 99%                          |                                 |
| <b>Total 5205200 · Data Processing Expenses</b>         | <b>0</b>     | <b>17,851</b>        | <b>18,000</b> | <b>(149)</b>    | <b>99%</b>                   |                                 |
| <b>5205300 · Printing Expenses</b>                      |              |                      |               |                 |                              |                                 |
| 5205310 · Copier Expense                                | 87           | 762                  | 1,500         | (738)           | 51%                          |                                 |
| 5205330 · Printing - Forms                              | 0            | 150                  | 300           | (150)           | 50%                          |                                 |
| 5205350 · Printing - Other                              | 17           | 195                  | 400           | (205)           | 49%                          |                                 |
| <b>Total 5205300 · Printing Expenses</b>                | <b>105</b>   | <b>1,107</b>         | <b>2,200</b>  | <b>(1,093)</b>  | <b>50%</b>                   |                                 |
| <b>5205400 · Utilities</b>                              |              |                      |               |                 |                              |                                 |
| 5205410 · Telephone                                     | 109          | 983                  | 1,600         | (617)           | 61%                          |                                 |
| 5205415 · Cellular Phone                                | 106          | 956                  | 1,350         | (394)           | 71%                          |                                 |
| 5205417 · Internet - PD                                 | 101          | 908                  | 1,610         | (702)           | 56%                          |                                 |
| 5205420 · Wireless Cards                                | 228          | 2,051                | 2,750         | (699)           | 75%                          |                                 |
| 5205450 · Electricity                                   | 257          | 2,811                | 4,500         | (1,689)         | 62%                          |                                 |
| <b>Total 5205400 · Utilities</b>                        | <b>801</b>   | <b>7,710</b>         | <b>11,810</b> | <b>(4,100)</b>  | <b>65%</b>                   |                                 |
| <b>5205500 · Repairs &amp; Building Improvements</b>    |              |                      |               |                 |                              |                                 |

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

|  | Current       | Year to Date         | Budget         | \$ Over          | % of Budget |
|--|---------------|----------------------|----------------|------------------|-------------|
|  | June 2016     | Oct 2015 - June 2016 |                | (Under)          | Thru June   |
|  |               |                      |                | Budget           | 75%         |
| 5205520 · Repairs - Building                               | 0             | 942                  | 13,032         | (12,090)         | 7%          |
| 5205540 · Repairs- Machinery & Equipment                   | 339           | 409                  | 1,200          | (791)            | 34%         |
| 5205550 · Repairs - Vehicles                               | 3,286         | 7,241                | 8,000          | (759)            | 91%         |
| <b>Total 5205500 · Repairs &amp; Building Improvements</b> | <b>3,625</b>  | <b>8,592</b>         | <b>22,232</b>  | <b>(13,640)</b>  | <b>39%</b>  |
| <b>5205600 · Insurance</b>                                 |               |                      |                |                  |             |
| 5205610 · Insurance - Property                             | 0             | 1,236                | 1,650          | (414)            | 75%         |
| 5205620 · Insurance - Liability                            | 0             | 4,135                | 5,515          | (1,380)          | 75%         |
| 5205640 · Insurance - Vehicle                              | 0             | 1,822                | 2,430          | (608)            | 75%         |
| <b>Total 5205600 · Insurance</b>                           | <b>0</b>      | <b>7,193</b>         | <b>9,595</b>   | <b>(2,402)</b>   | <b>75%</b>  |
| <b>5205700 · Other Expenses</b>                            |               |                      |                |                  |             |
| 5205742 · Public Relations                                 | 0             | 87                   | 200            | (113)            | 43%         |
| 5205752 · Employment Screeing                              | 0             | 900                  | 1,550          | (650)            | 58%         |
| 5205765 · Miscellaneous                                    | 102           | 434                  | 1,620          | (1,186)          | 27%         |
| <b>Total 5205700 · Other Expenses</b>                      | <b>102</b>    | <b>1,421</b>         | <b>3,370</b>   | <b>(1,949)</b>   | <b>42%</b>  |
| <b>5206400 · Minor Capital Outlay</b>                      |               |                      |                |                  |             |
| 5206440 · Machinery & Equipment                            | 0             | 5,166                | 5,424          | (258)            | 95%         |
| 5206445 · Personal Protective Equipment                    | 1,665         | 2,960                | 2,600          | 360              | 114%        |
| 5206450 · Vehicles   | 0             | 46,980               | 82,000         | (35,020)         | 57%         |
| <b>Total 5206400 · Minor Capital Outlay</b>                | <b>1,665</b>  | <b>55,106</b>        | <b>90,024</b>  | <b>(34,918)</b>  | <b>61%</b>  |
| <b>Total 20 · Police</b>                                   | <b>53,325</b> | <b>530,156</b>       | <b>830,738</b> | <b>(300,582)</b> | <b>64%</b>  |
| <b>25 · Municipal Court</b>                                |               |                      |                |                  |             |
| <b>5251100 · Salaries &amp; Wages</b>                      |               |                      |                |                  |             |
| 5251140 · Municipal Judge                                  | 585           | 5,265                | 7,000          | (1,735)          | 75%         |
| <b>Total 5251100 · Salaries &amp; Wages</b>                | <b>585</b>    | <b>5,265</b>         | <b>7,000</b>   | <b>(1,735)</b>   | <b>75%</b>  |
| <b>5251400 · Support Staff</b>                             |               |                      |                |                  |             |

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

|   | Current       | Year to Date         | Budget        | \$ Over         | % of Budget |
|---|---------------|----------------------|---------------|-----------------|-------------|
|   | June 2016     | Oct 2015 - June 2016 |               | (Under)         | Thru June   |
|   |               |                      |               | Budget          | 75%         |
| 5251405 · Support Staff                     | 2,590         | 24,609               | 32,692        | (8,083)         | 75%         |
| 5251420 · Jury Fees                         | 0             | 0                    | 200           | (200)           | 0%          |
| 5251425 · City Prosecutor                   | 361           | 4,138                | 8,500         | (4,362)         | 49%         |
| 5251480 · Merit Raises                      | 0             | 0                    | 981           | (981)           | 0%          |
| 5251490 · Overtime                          | 0             | 364                  | 1,400         | (1,036)         | 26%         |
| <b>Total 5251400 · Support Staff</b>        | <b>2,951</b>  | <b>29,111</b>        | <b>43,773</b> | <b>(14,662)</b> | <b>67%</b>  |
| <b>5252100 · Employee Benefits</b>          |               |                      |               |                 |             |
| 5252110 · Group Insurance                   | 662           | 5,298                | 8,166         | (2,868)         | 65%         |
| 5252135 · TMRS                              | 231           | 2,226                | 3,000         | (774)           | 74%         |
| 5252160 · Worker's Compensation             | 0             | 139                  | 186           | (47)            | 75%         |
| 5252170 · Payroll Taxes                     | 38            | 362                  | 488           | (126)           | 74%         |
| 5252196 · Membership Dues                   | 0             | 0                    | 100           | (100)           | 0%          |
| <b>Total 5252100 · Employee Benefits</b>    | <b>930</b>    | <b>8,026</b>         | <b>11,940</b> | <b>(3,914)</b>  | <b>67%</b>  |
| <b>5252300 · Contractual Services</b>       |               |                      |               |                 |             |
| 5252375 · Comptroller - Warratn Fees        | 21,639        | 49,276               | 34,270        | 15,006          | 144%        |
| <b>Total 5252300 · Contractual Services</b> | <b>21,639</b> | <b>49,276</b>        | <b>34,270</b> | <b>15,006</b>   | <b>144%</b> |
| <b>5252500 · Operating Services</b>         |               |                      |               |                 |             |
| 5252540 · Computer Maintenance              | 0             | 0                    | 75            | (75)            | 0%          |
| <b>Total 5252500 · Operating Services</b>   | <b>0</b>      | <b>0</b>             | <b>75</b>     | <b>(75)</b>     | <b>0%</b>   |
| <b>5253100 · General Supplies</b>           |               |                      |               |                 |             |
| 5253110 · Office Supplies                   | 0             | 160                  | 150           | 10              | 107%        |
| 5253140 · Uniforms                          | 0             | 0                    | 50            | (50)            | 0%          |
| <b>Total 5253100 · General Supplies</b>     | <b>0</b>      | <b>160</b>           | <b>200</b>    | <b>(40)</b>     | <b>80%</b>  |
| <b>5254200 · Travel Expenses</b>            |               |                      |               |                 |             |
| 5254210 · Travel - Local                    | 0             | 0                    | 25            | (25)            | 0%          |

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

|  | Current   | Year to Date         | Budget  | \$ Over  | % of Budget |
|--|-----------|----------------------|---------|----------|-------------|
|  | June 2016 | Oct 2015 - June 2016 |         | (Under)  | Thru June   |
|  |           |                      |         | Budget   | 75%         |
| Total 5254200 · Travel Expenses          | 0         | 0                    | 25      | (25)     | 0%          |
| 5255200 · Data Processing Expenses       |           |                      |         |          |             |
| 5255240 · Data Processing - SW Maint.    | 0         | 1,953                | 1,955   | (2)      | 100%        |
| Total 5255200 · Data Processing Expenses | 0         | 1,953                | 1,955   | (2)      | 100%        |
| 5255300 · Printing Expense               |           |                      |         |          |             |
| 5255350 · Printing - Other               | 0         | 524                  | 800     | (276)    | 66%         |
| Total 5255300 · Printing Expense         | 0         | 524                  | 800     | (276)    | 66%         |
| 5255600 · Insurance                      |           |                      |         |          |             |
| 5255620 · Insurance - Liability          | 0         | 256                  | 341     | (85)     | 75%         |
| Total 5255600 · Insurance                | 0         | 256                  | 341     | (85)     | 75%         |
| 5255700 · Other Expenses                 |           |                      |         |          |             |
| 5255765 · Miscellaneous                  | 0         | 0                    | 100     | (100)    | 0%          |
| 5255768 · Collection Agency Fees         | 0         | 5,032                | 6,000   | (968)    | 84%         |
| 5255772 · Warrant Fee - Omni             | 1,651     | 4,077                | 2,000   | 2,077    | 204%        |
| Total 5255700 · Other Expenses           | 1,651     | 9,109                | 8,100   | 1,009    | 112%        |
| Total 25 · Municipal Court               | 27,757    | 103,678              | 108,479 | (4,801)  | 96%         |
| 30 · Fire                                |           |                      |         |          |             |
| 5301100 · Salaries & Wages               |           |                      |         |          |             |
| 5301125 · Fire Chief                     | 2,924     | 27,782               | 36,909  | (9,127)  | 75%         |
| 5301135 · Deputy Chief/Fire June shall   | 1,648     | 15,460               | 20,000  | (4,540)  | 77%         |
| 5301140 · Fire Captains                  | 5,278     | 45,431               | 97,246  | (51,815) | 47%         |
| 5301180 · Merit Raises - Staff           | 0         | 0                    | 4,624   | (4,624)  | 0%          |
| Total 5301100 · Salaries & Wages         | 9,850     | 88,673               | 158,779 | (70,106) | 56%         |
| 5301400 · Support Salaries               |           |                      |         |          |             |

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

|   | Current       | Year to Date         | Budget         | \$ Over         | % of Budget |
|---|---------------|----------------------|----------------|-----------------|-------------|
|   | June 2016     | Oct 2015 - June 2016 |                | (Under)         | Thru June   |
|   |               |                      |                | Budget          | 75%         |
| 5301440 · Firefighters                      | 19,740        | 183,517              | 230,246        | (46,729)        | 80%         |
| 5301480 · Merit Raises                      | 0             | 0                    | 6,907          | (6,907)         | 0%          |
| 5301485 · Volunteer Incentive Program       | 545           | 11,070               | 15,600         | (4,530)         | 71%         |
| <b>Total 5301400 · Support Salaries</b>     | <b>20,285</b> | <b>194,587</b>       | <b>252,753</b> | <b>(58,166)</b> | <b>77%</b>  |
| <b>5302100 · Employee Benefits</b>          |               |                      |                |                 |             |
| 5302135 · TMRS                              | 260           | 2,531                | 3,387          | (856)           | 75%         |
| 5302137 · Volunteer Retirement              | 0             | 432                  | 500            | (68)            | 86%         |
| 5302160 · Worker's Compensation             | 0             | 8,106                | 9,984          | (1,878)         | 81%         |
| 5302170 · Payroll Taxes                     | 2,082         | 19,062               | 28,154         | (9,092)         | 68%         |
| 5302196 · Membership Dues                   | 0             | 2,194                | 1,900          | 294             | 115%        |
| <b>Total 5302100 · Employee Benefits</b>    | <b>2,343</b>  | <b>32,325</b>        | <b>43,925</b>  | <b>(11,600)</b> | <b>74%</b>  |
| <b>5302300 · Contractual Services</b>       |               |                      |                |                 |             |
| 5302310 · Consultant Fees                   | 0             | 1,500                | 1,500          | 0               | 100%        |
| 5302380 · Dispatch                          | 0             | 14,525               | 14,525         | 0               | 100%        |
| 5302385 · Emergency Transport Service       | 0             | 47,669               | 66,257         | (18,588)        | 72%         |
| <b>Total 5302300 · Contractual Services</b> | <b>0</b>      | <b>63,694</b>        | <b>82,282</b>  | <b>(18,588)</b> | <b>77%</b>  |
| <b>5302500 · Operating Services</b>         |               |                      |                |                 |             |
| 5302510 · Maintenance Agreements            | 288           | 4,473                | 10,000         | (5,527)         | 45%         |
| 5302540 · Computer Maintenance              | 1,729         | 2,468                | 2,500          | (32)            | 99%         |
| 5302570 · Warning System Maintenance        | 0             | 780                  | 780            | 0               | 100%        |
| 5302580 · Generator Maintenance             | 0             | 2,081                | 2,120          | (39)            | 98%         |
| <b>Total 5302500 · Operating Services</b>   | <b>2,017</b>  | <b>9,802</b>         | <b>15,400</b>  | <b>(5,598)</b>  | <b>64%</b>  |
| <b>5302600 · Special Expenses</b>           |               |                      |                |                 |             |
| 5302675 · National Night Out                | 0             | 0                    | 350            | (350)           | 0%          |
| <b>Total 5302600 · Special Expenses</b>     | <b>0</b>      | <b>0</b>             | <b>350</b>     | <b>(350)</b>    | <b>0%</b>   |

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

|   | Current    | Year to Date         | Budget        | \$ Over        | % of Budget |
|---|------------|----------------------|---------------|----------------|-------------|
|   | June 2016  | Oct 2015 - June 2016 |               | (Under)        | Thru June   |
|   |            |                      |               | Budget         | 75%         |
| <b>5303100 · General Supplies</b>                       |            |                      |               |                |             |
| 5303110 · Office Supplies                               | 43         | 633                  | 1,600         | (967)          | 40%         |
| 5303140 · Uniforms                                      | 103        | 3,211                | 5,000         | (1,789)        | 64%         |
| 5303160 · Medical Supplies                              | 19         | 2,309                | 8,000         | (5,691)        | 29%         |
| 5303165 · Medical Support                               | 0          | 440                  | 1,000         | (560)          | 44%         |
| 5303170 · Evidence Gathering                            | 50         | 50                   | 50            | (0)            | 100%        |
| 5303175 · Education Aids                                | 0          | 0                    | 50            | (50)           | 0%          |
| <b>Total 5303100 · General Supplies</b>                 | <b>214</b> | <b>6,643</b>         | <b>15,700</b> | <b>(9,057)</b> | <b>42%</b>  |
| <b>5303400 · Maintenance Supplies &amp; Parts</b>       |            |                      |               |                |             |
| 5303410 · Supplies - Custodial                          | 0          | 1,267                | 2,500         | (1,234)        | 51%         |
| 5303420 · Building Alarm Maintenance                    | 0          | 420                  | 420           | 0              | 100%        |
| <b>Total 5303400 · Maintenance Supplies &amp; Parts</b> | <b>0</b>   | <b>1,687</b>         | <b>2,920</b>  | <b>(1,234)</b> | <b>58%</b>  |
| <b>5304200 · Travel Expenses</b>                        |            |                      |               |                |             |
| 5304220 · Professional Development                      | 70         | 5,530                | 6,300         | (770)          | 88%         |
| 5304270 · Vehicle Expenses                              | 393        | 4,618                | 9,665         | (5,047)        | 48%         |
| <b>Total 5304200 · Travel Expenses</b>                  | <b>463</b> | <b>10,147</b>        | <b>15,965</b> | <b>(5,818)</b> | <b>64%</b>  |
| <b>5305200 · Data Processing Expenses</b>               |            |                      |               |                |             |
| 5305230 · Data Proc-Maintenance & Repair                | 0          | 0                    | 500           | (500)          | 0%          |
| 5305240 · Data Processing - Software                    | 0          | 4,314                | 2,850         | 1,464          | 151%        |
| <b>Total 5305200 · Data Processing Expenses</b>         | <b>0</b>   | <b>4,314</b>         | <b>3,350</b>  | <b>964</b>     | <b>129%</b> |
| <b>5305300 · Printing Expense</b>                       |            |                      |               |                |             |
| 5305310 · Copier Expense                                | 0          | 2,018                | 3,100         | (1,082)        | 65%         |
| 5305330 · Printing - Forms                              | 0          | 0                    | 100           | (100)          | 0%          |
| <b>Total 5305300 · Printing Expense</b>                 | <b>0</b>   | <b>2,018</b>         | <b>3,200</b>  | <b>(1,182)</b> | <b>63%</b>  |
| <b>5305400 · Utilities</b>                              |            |                      |               |                |             |

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

|  | Current       | Year to Date         | Budget         | \$ Over          | % of Budget |
|--|---------------|----------------------|----------------|------------------|-------------|
|  | June 2016     | Oct 2015 - June 2016 |                | (Under)          | Thru June   |
|  |               |                      | Budget         | Budget           | 75%         |
| 5305410 · Telephone                                    | 239           | 2,082                | 2,350          | (268)            | 89%         |
| 5305415 · Cellular Phone                               | 156           | 619                  | 1,237          | (618)            | 50%         |
| 5305417 · Internet - Fire Dept.                        | 329           | 2,959                | 4,345          | (1,386)          | 68%         |
| 5305430 · Natural Gas                                  | 59            | 1,308                | 2,400          | (1,092)          | 54%         |
| 5305450 · Electricity                                  | 530           | 3,725                | 5,562          | (1,837)          | 67%         |
| <b>Total 5305400 · Utilities</b>                       | <b>1,312</b>  | <b>10,693</b>        | <b>15,894</b>  | <b>(5,201)</b>   | <b>67%</b>  |
| <b>5305500 · Repairs &amp; Bldg Improvements</b>       |               |                      |                |                  |             |
| 5305520 · Repairs - Building                           | 0             | 3,014                | 2,800          | 214              | 108%        |
| 5305540 · Repairs - Machinery & Equipment              | 2,433         | 7,279                | 19,000         | (11,721)         | 38%         |
| 5305545 · Repairs - Apparatus                          | 12,910        | 21,635               | 12,000         | 9,635            | 180%        |
| 5305550 · Repairs - Vehicles                           | 19            | 2,444                | 3,500          | (1,056)          | 70%         |
| <b>Total 5305500 · Repairs &amp; Bldg Improvements</b> | <b>15,362</b> | <b>34,372</b>        | <b>37,300</b>  | <b>(2,928)</b>   | <b>92%</b>  |
| <b>5305600 · Insurance</b>                             |               |                      |                |                  |             |
| 5305620 · Insurance - Liability                        | 0             | 3,327                | 5,660          | (2,333)          | 59%         |
| 5305640 · Insurance - Vehicle                          | 0             | 7,100                | 10,415         | (3,315)          | 68%         |
| <b>Total 5305600 · Insurance</b>                       | <b>0</b>      | <b>10,427</b>        | <b>16,075</b>  | <b>(5,648)</b>   | <b>65%</b>  |
| <b>5305700 · Other Expenses</b>                        |               |                      |                |                  |             |
| 5305705 · Postage                                      | 0             | 47                   | 50             | (3)              | 95%         |
| 5305752 · Employment Screening                         | 128           | 428                  | 500            | (72)             | 86%         |
| 5305765 · Flags & Miscellaneous                        | 0             | 0                    | 100            | (100)            | 0%          |
| <b>Total 5305700 · Other Expenses</b>                  | <b>128</b>    | <b>475</b>           | <b>650</b>     | <b>(175)</b>     | <b>73%</b>  |
| <b>5306400 · Minor Capital Outlay</b>                  |               |                      |                |                  |             |
| 5306440 · Machinery & Equipment                        | 0             | 4,716                | 10,300         | (5,584)          | 46%         |
| 5306445 · Personal Protective Equipment                | 7,067         | 17,264               | 20,247         | (2,983)          | 85%         |
| <b>Total 5306400 · Minor Capital Outlay</b>            | <b>7,067</b>  | <b>21,980</b>        | <b>30,547</b>  | <b>(8,567)</b>   | <b>72%</b>  |
| <b>Total 30 · Fire</b>                                 | <b>59,042</b> | <b>491,838</b>       | <b>695,090</b> | <b>(203,252)</b> | <b>71%</b>  |
| <b>40 · Community Services</b>                         |               |                      |                |                  |             |

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

|   | Current      | Year to Date         | Budget         | \$ Over         | % of Budget |
|---|--------------|----------------------|----------------|-----------------|-------------|
|   | June 2016    | Oct 2015 - June 2016 |                | (Under)         | Thru June   |
|   |              |                      |                | Budget          | 75%         |
| <b>5401100 · Salaries &amp; Wages</b>       |              |                      |                |                 |             |
| 5401135 · ACO/Code Enforcement Officer      | 3,566        | 33,814               | 45,000         | (11,186)        | 75%         |
| 5401180 · Merit Raises - Staff              | 0            | 0                    | 1,350          | (1,350)         | 0%          |
| 5401190 · Overtime                          | 736          | 6,002                | 7,500          | (1,498)         | 80%         |
| <b>Total 5401100 · Salaries &amp; Wages</b> | <b>4,302</b> | <b>39,816</b>        | <b>53,850</b>  | <b>(14,034)</b> | <b>74%</b>  |
| <b>5402100 · Employee Benefits</b>          |              |                      |                |                 |             |
| 5402110 · Group Insurance                   | 350          | 3,150                | 6,177          | (3,027)         | 51%         |
| 5402135 · TMRS                              | 387          | 3,589                | 4,011          | (422)           | 89%         |
| 5402160 · Worker's Compensation             | 0            | 287                  | 310            | (23)            | 93%         |
| 5402170 · Payroll Taxes                     | 68           | 629                  | 653            | (24)            | 96%         |
| 5402190 · License                           | 0            | 165                  | 625            | (460)           | 26%         |
| <b>Total 5402100 · Employee Benefits</b>    | <b>805</b>   | <b>7,820</b>         | <b>11,776</b>  | <b>(3,956)</b>  | <b>66%</b>  |
| <b>5402300 · Contractual Services</b>       |              |                      |                |                 |             |
| 5402315 · Contract Building Inspections     | 4,118        | 33,076               | 115,000        | (81,924)        | 29%         |
| 5402370 · Impound Fees                      | 300          | 1,800                | 2,300          | (500)           | 78%         |
| <b>Total 5402300 · Contractual Services</b> | <b>4,418</b> | <b>34,876</b>        | <b>117,300</b> | <b>(82,424)</b> | <b>30%</b>  |
| <b>5402600 · Special Expenses</b>           |              |                      |                |                 |             |
| 5402680 · Environmental Testing             | 90           | 610                  | 2,300          | (1,690)         | 27%         |
| 5402685 · Clean up Day                      | 0            | 36                   | 100            | (64)            | 36%         |
| <b>Total 5402600 · Special Expenses</b>     | <b>90</b>    | <b>647</b>           | <b>2,400</b>   | <b>(1,753)</b>  | <b>27%</b>  |
| <b>5403100 · General Supplies</b>           |              |                      |                |                 |             |
| 5403110 · Office Supplies                   | 0            | 0                    | 50             | (50)            | 0%          |
| 5403120 · Animal Care                       | 0            | 0                    | 150            | (150)           | 0%          |
| 5403122 · Pet Supplies                      | 23           | 518                  | 600            | (82)            | 86%         |
| 5403140 · Uniforms                          | 0            | 424                  | 600            | (176)           | 71%         |
| <b>Total 5403100 · General Supplies</b>     | <b>23</b>    | <b>942</b>           | <b>1,400</b>   | <b>(458)</b>    | <b>67%</b>  |

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

|   | Current    | Year to Date         |              | \$ Over        | % of Budget |
|---|------------|----------------------|--------------|----------------|-------------|
|   | June 2016  | Oct 2015 - June 2016 | Budget       | (Under)        | Thru June   |
|   |            |                      |              | Budget         | 75%         |
| 5403400 · Maintenance Supplies & Parts                  |            |                      |              |                |             |
| 5403460 · Miscellaneous                                 | 0          | 28                   | 200          | (172)          | 14%         |
| <b>Total 5403400 · Maintenance Supplies &amp; Parts</b> | <b>0</b>   | <b>28</b>            | <b>200</b>   | <b>(172)</b>   | <b>14%</b>  |
| 5404200 · Travel Expenses                               |            |                      |              |                |             |
| 5404210 · Travel - Local                                | 0          | 0                    | 25           | (25)           | 0%          |
| 5404220 · Professional Development                      | 0          | 72                   | 200          | (128)          | 36%         |
| 5404270 · Vehicle Expenses                              | 102        | 748                  | 3,000        | (2,252)        | 25%         |
| <b>Total 5404200 · Travel Expenses</b>                  | <b>102</b> | <b>820</b>           | <b>3,225</b> | <b>(2,405)</b> | <b>25%</b>  |
| 5405200 · Data Processing Expenses                      |            |                      |              |                |             |
| 5405230 · Data Proc-Maintenance & Repairs               | 0          | 0                    | 1,080        | (1,080)        | 0%          |
| <b>Total 5405200 · Data Processing Expenses</b>         | <b>0</b>   | <b>0</b>             | <b>1,080</b> | <b>(1,080)</b> | <b>0%</b>   |
| 5405300 · Printing Expense                              |            |                      |              |                |             |
| 5405330 · Printing - Forms                              | 0          | 397                  | 400          | (3)            | 99%         |
| <b>Total 5405300 · Printing Expense</b>                 | <b>0</b>   | <b>397</b>           | <b>400</b>   | <b>(3)</b>     | <b>99%</b>  |
| 5405400 · Utilities                                     |            |                      |              |                |             |
| 5405415 · Cellular Phone                                | 89         | 805                  | 950          | (145)          | 85%         |
| <b>Total 5405400 · Utilities</b>                        | <b>89</b>  | <b>805</b>           | <b>950</b>   | <b>(145)</b>   | <b>85%</b>  |
| 5405600 · Insurance                                     |            |                      |              |                |             |
| 5405610 · Insurance - Property                          | 0          | 6                    | 9            | (3)            | 67%         |
| 5405620 · Insurance - Liability                         | 0          | 172                  | 230          | (58)           | 75%         |
| 5405640 · Insurance - Vehicle                           | 0          | 203                  | 230          | (27)           | 88%         |
| <b>Total 5405600 · Insurance</b>                        | <b>0</b>   | <b>381</b>           | <b>469</b>   | <b>(88)</b>    | <b>81%</b>  |
| 5405700 · Other Expenses                                |            |                      |              |                |             |
| 5405765 · Miscellaneous                                 | 0          | 30                   | 100          | (70)           | 30%         |

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

|                                       | Current   | Year to Date         | Budget  | \$ Over   | % of Budget |
|---------------------------------------|-----------|----------------------|---------|-----------|-------------|
|                                       | June 2016 | Oct 2015 - June 2016 |         | (Under)   | Thru June   |
|                                       |           |                      |         | Budget    | 75%         |
| Total 5405700 · Other Expenses        | 0         | 30                   | 100     | (70)      | 30%         |
| 5406400 · Minor Capital Outlay        |           |                      |         |           |             |
| 5406440 · Machinery & Equipment       | 0         | 217                  | 1,000   | (783)     | 22%         |
| Total 5406400 · Minor Capital Outlay  | 0         | 217                  | 1,000   | (783)     | 22%         |
| Total 40 · Community Services         | 9,830     | 86,779               | 194,150 | (107,371) | 45%         |
| 45 · Solid Waste                      |           |                      |         |           |             |
| 5455400 · Utilities                   |           |                      |         |           |             |
| 5455465 · Solidwaste Pickup (Garbage) | 17,953    | 164,307              | 226,356 | (62,049)  | 73%         |
| Total 5455400 · Utilities             | 17,953    | 164,307              | 226,356 | (62,049)  | 73%         |
| Total 45 · Solid Waste                | 17,953    | 164,307              | 226,356 | (62,049)  | 73%         |
| 50 · Streets                          |           |                      |         |           |             |
| 5501400 · Support Staff               |           |                      |         |           |             |
| 5501415 · Maintenance Crew            | 1,800     | 17,128               | 23,400  | (6,272)   | 73%         |
| 5501490 · Overtime                    | 152       | 869                  | 1,500   | (631)     | 58%         |
| 5501500 · Streets - On Call           | 50        | 350                  | 600     | (250)     | 58%         |
| Total 5501400 · Support Staff         | 2,002     | 18,347               | 25,500  | (7,153)   | 72%         |
| 5502100 · Employee Benefits           |           |                      |         |           |             |
| 5502110 · Group Insurance             | 662       | 5,298                | 8,170   | (2,872)   | 65%         |
| 5502135 · TMRS                        | 178       | 1,636                | 2,148   | (512)     | 76%         |
| 5502160 · Worker's Compensation       | 0         | 1,409                | 1,750   | (341)     | 81%         |
| 5502170 · Payroll Taxes               | 28        | 258                  | 350     | (92)      | 74%         |
| 5502190 · License                     | 0         | 61                   | 122     | (61)      | 50%         |
| Total 5502100 · Employee Benefits     | 869       | 8,663                | 12,540  | (3,877)   | 69%         |
| 5502200 · Special Services            |           |                      |         |           |             |

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

|   | Current   |                      | Year to Date | Budget   | \$ Over<br>(Under)<br>Budget | % of Budget<br>Thru June<br>75% |
|---|-----------|----------------------|--------------|----------|------------------------------|---------------------------------|
|   | June 2016 | Oct 2015 - June 2016 |              |          |                              |                                 |
| 5502280 · NCTCOG- SWMP Fees                             | 0         | 3,353                | 6,400        | (3,047)  | 52%                          |                                 |
| <b>Total 5502200 · Special Services</b>                 | 0         | 3,353                | 6,400        | (3,047)  | 52%                          |                                 |
| 5502600 · Special Expenses                              |           |                      |              |          |                              |                                 |
| 5502620 · Emergency Clean Up                            | 0         | 0                    | 2,250        | (2,250)  | 0%                           |                                 |
| <b>Total 5502600 · Special Expenses</b>                 | 0         | 0                    | 2,250        | (2,250)  | 0%                           |                                 |
| 5503100 · General Supplies                              |           |                      |              |          |                              |                                 |
| 5503110 · Office Supplies                               | 0         | 0                    | 100          | (100)    | 0%                           |                                 |
| 5503140 · Uniforms                                      | 0         | 0                    | 600          | (600)    | 0%                           |                                 |
| <b>Total 5503100 · General Supplies</b>                 | 0         | 0                    | 700          | (700)    | 0%                           |                                 |
| 5503400 · Maintenance Supplies & Parts                  |           |                      |              |          |                              |                                 |
| 5503405 · Drainage Maintenance                          | 0         | 0                    | 500          | (500)    | 0%                           |                                 |
| 5503420 · Supplies - Street Signs                       | 0         | 2,496                | 4,500        | (2,004)  | 55%                          |                                 |
| 5503460 · Miscellaneous                                 | 0         | 181                  | 300          | (119)    | 60%                          |                                 |
| <b>Total 5503400 · Maintenance Supplies &amp; Parts</b> | 0         | 2,678                | 5,300        | (2,622)  | 51%                          |                                 |
| 5504200 · Travel Expenses                               |           |                      |              |          |                              |                                 |
| 5504220 · Professional Development                      | 0         | 75                   | 500          | (425)    | 15%                          |                                 |
| 5504270 · Vehicle Expenses                              | 327       | 3,423                | 6,500        | (3,077)  | 53%                          |                                 |
| <b>Total 5504200 · Travel Expenses</b>                  | 327       | 3,498                | 7,000        | (3,502)  | 50%                          |                                 |
| 5505300 · Printing Expense                              |           |                      |              |          |                              |                                 |
| 5505350 · Printing - Other                              | 0         | 0                    | 350          | (350)    | 0%                           |                                 |
| <b>Total 5505300 · Printing Expense</b>                 | 0         | 0                    | 350          | (350)    | 0%                           |                                 |
| 5505400 · Utilities                                     |           |                      |              |          |                              |                                 |
| 5505450 · Electricity                                   | 3,909     | 34,064               | 45,000       | (10,936) | 76%                          |                                 |

**City of Ovilla General Fund  
Actual vs Budget Review**

October 2015 through June 2016

|  | Current   | Year to Date         | Budget  | \$ Over   | % of Budget |
|--|-----------|----------------------|---------|-----------|-------------|
|  | June 2016 | Oct 2015 - June 2016 |         | (Under)   | Thru June   |
|  |           |                      |         | Budget    | 75%         |
| <b>Total 5505400 · Utilities</b>                       | 3,909     | 34,064               | 45,000  | (10,936)  | 76%         |
| <b>5505500 · Repairs &amp; Bldg Improvements</b>       |           |                      |         |           |             |
| 5405520 · Repairs - Building                           | 0         | 0                    | 500     | (500)     | 0%          |
| 5505540 · Repairs - Machinery & Equipment              | 0         | 1,677                | 3,000   | (1,323)   | 56%         |
| 5505550 · Repairs - Vehicles                           | 217       | 1,545                | 2,500   | (955)     | 62%         |
| 5505560 · Repairs -Street Maint.& Repairs              | 670       | 26,968               | 50,000  | (23,032)  | 54%         |
| 5505565 · Repairs - Infrastruct Drainage               | 371       | 381                  | 3,000   | (2,619)   | 13%         |
| 5505575 · Repairs - 50/50 Sidewalk Program             | 0         | 5,512                | 10,000  | (4,488)   | 55%         |
| 5505590 · Repairs - Other                              | 0         | 201                  | 1,500   | (1,299)   | 13%         |
| <b>Total 5505500 · Repairs &amp; Bldg Improvements</b> | 1,258     | 36,284               | 70,500  | (34,216)  | 51%         |
| <b>5505600 · Insurance</b>                             |           |                      |         |           |             |
| 5505620 · Insurance - Liability                        | 0         | 924                  | 1,235   | (311)     | 75%         |
| 5505640 · Insurance - Vehicle                          | 0         | 2,665                | 3,554   | (889)     | 75%         |
| <b>Total 5505600 · Insurance</b>                       | 0         | 3,589                | 4,789   | (1,200)   | 75%         |
| <b>5505700 · Other Expenses</b>                        |           |                      |         |           |             |
| 5505752 · Employment Screening                         | 0         | 0                    | 150     | (150)     | 0%          |
| <b>Total 5505700 · Other Expenses</b>                  | 0         | 0                    | 150     | (150)     | 0%          |
| <b>5506400 · Minor Capital Outlay</b>                  |           |                      |         |           |             |
| 5506440 · Machinery & Equipment                        | 0         | 800                  | 2,500   | (1,700)   | 32%         |
| 5506445 · Personal Protective Equipment                | 0         | 26                   | 300     | (274)     | 9%          |
| 5506490 · Other  | 298       | 648                  | 850     | (202)     | 76%         |
| <b>Total 5506400 · Minor Capital Outlay</b>            | 298       | 1,474                | 3,650   | (2,176)   | 40%         |
| <b>5507400 · Capitalized Assets</b>                    |           |                      |         |           |             |
| 5507440 · Machinery & Equipment                        | 0         | 6,000                | 6,000   | 0         | 100%        |
| 5507460 · Infrastructure                               | 0         | 377,254              | 870,814 | (493,560) | 43%         |
| <b>Total 5507400 · Capitalized Assets</b>              | 0         | 383,254              | 876,814 | (493,560) | 44%         |

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

|  | Current   | Year to Date         | Budget    | \$ Over   | % of Budget |
|--|-----------|----------------------|-----------|-----------|-------------|
|  | June 2016 | Oct 2015 - June 2016 |           | (Under)   | Thru June   |
|  |           |                      |           | Budget    | 75%         |
| Total 50 - Streets                           | 8,662     | 495,203              | 1,060,943 | (565,740) | 47%         |
| <b>60 - Parks</b>                            |           |                      |           |           |             |
| 5602400 - Rentals                            |           |                      |           |           |             |
| 5602490 - Rental - Other                     | 260       | 2,147                | 3,000     | (853)     | 72%         |
| Total 5602400 - Rentals                      | 260       | 2,147                | 3,000     | (853)     | 72%         |
| 5602600 - Special Expenses                   |           |                      |           |           |             |
| 5602680 - Heritage Day                       | 0         | 1,263                | 8,000     | (6,737)   | 16%         |
| 5602690 - Special Events                     | 1,064     | 2,899                | 4,500     | 0         | 64%         |
| Total 5602600 - Special Expenses             | 1,064     | 4,162                | 12,500    | (6,737)   | 33%         |
| 5603400 - Maintenance Supplies & Parts       |           |                      |           |           |             |
| 5603460 - Miscellaneous                      | 0         | 275                  | 300       | (25)      | 92%         |
| Total 5603400 - Maintenance Supplies & Parts | 0         | 275                  | 300       | (25)      | 92%         |
| 5605400 - Utilities                          |           |                      |           |           |             |
| 5605450 - Electricity                        | 630       | 5,698                | 8,300     | (2,602)   | 69%         |
| Total 5605400 - Utilities                    | 630       | 5,698                | 8,300     | (2,602)   | 69%         |
| 5605500 - Repairs & Bldg Improvements        |           |                      |           |           |             |
| 5605520 - Repairs - Building                 | 0         | 0                    | 250       | (250)     | 0%          |
| 5605530 - REPAIRS-IMP OTHER THAN BLDGS       | 54        | 649                  | 1,000     | (351)     | 65%         |
| Total 5605500 - Repairs & Bldg Improvements  | 54        | 649                  | 1,250     | (601)     | 52%         |
| 5605600 - Insurance                          |           |                      |           |           |             |
| 5605610 - Insurance - Property               | 0         | 86                   | 115       | (29)      | 75%         |
| 5605620 - Insurance - Liability              | 0         | 391                  | 521       | (130)     | 75%         |
| 5605640 - Insurance - Vehicle                | 0         | 171                  | 230       | (59)      | 74%         |

**City of Ovilla General Fund  
Actual vs Budget Review**

October 2015 through June 2016

|                                      | Current     | Year to Date         | Budget        | \$ Over         | % of Budget |
|--------------------------------------|-------------|----------------------|---------------|-----------------|-------------|
|                                      | June 2016   | Oct 2015 - June 2016 |               | (Under)         | Thru June   |
|                                      |             |                      |               | Budget          | 75%         |
| Total 5605600 · Insurance            | 0           | 647                  | 866           | (219)           | 75%         |
| 5605700 · Other Expenses             |             |                      |               |                 |             |
| 5605765 · Miscellaneous              | 0           | 208                  | 300           | (92)            | 69%         |
| Total 5605700 · Other Expenses       | 0           | 208                  | 300           | (92)            | 69%         |
| 5606400 · Minor Capital Outlay       |             |                      |               |                 |             |
| 5606410 · Land Improvements          | 922         | 9,652                | 14,093        | (4,441)         | 68%         |
| 5606440 · Machinery & Equipment      | 0           | 1,845                | 500           | 1,345           | 369%        |
| Total 5606400 · Minor Capital Outlay | 922         | 11,497               | 14,593        | (3,096)         | 79%         |
| 5607400 · Capitalized Assets         |             |                      |               |                 |             |
| 5607440 · Machinery & Equipment      | 0           | 1,043                | 1,000         | 43              | 104%        |
| Total 5607400 · Capitalized Assets   | 0           | 1,043                | 1,000         | 43              | 104%        |
| <br>Total 60 · Parks                 | <br>2,930   | <br>26,326           | <br>42,109    | <br>(15,783)    | <br>63%     |
| <br>Total Expenditures               | <br>203,042 | <br>2,224,498        | <br>3,661,049 | <br>(1,436,551) | <br>61%     |
| <br>Net Change in Fund Balance       | <br>38,450  | <br>368,644          | <br>0         | <br>368,644     | <br>100%    |

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

|   | Current        | Year to Date         | Budget           | \$ Over          | % of Budget |
|---|----------------|----------------------|------------------|------------------|-------------|
|   | June 2016      | Oct 2015 - June 2016 |                  | (Under)          | Thru June   |
|   |                |                      |                  | Budget           | 75%         |
| <b>Resources</b>                            |                |                      |                  |                  |             |
| <b>4000400 · Charges for Services</b>       |                |                      |                  |                  |             |
| 4000460 · Water Sales                       | 51,189         | 611,285              | 1,004,932        | (393,647)        | 61%         |
| 4000461 · Sewer Service                     | 38,517         | 264,885              | 411,770          | (146,885)        | 64%         |
| 4000465 · Water & Sewer Penalties           | 1,040          | 12,705               | 19,000           | (6,295)          | 67%         |
| 4000471 · Reconnect Fees                    | 510            | 4,079                | 5,400            | (1,321)          | 76%         |
| 4000472 · Meters                            | 0              | 2,125                | 3,700            | (1,575)          | 57%         |
| 4000473 · Connect Fees                      | 225            | 2,100                | 4,400            | (2,300)          | 48%         |
| 4000478 · Infrastructure Improvement Fee    | 5,943          | 47,153               | 70,133           | (22,980)         | 67%         |
| 4000480 · Solid Waste Fees (Garbage)        | 3,473          | 3,196                | 0                | 3,196            | 100%        |
| <b>Total 4000400 · Charges for Services</b> | <b>100,897</b> | <b>947,527</b>       | <b>1,519,335</b> | <b>(571,808)</b> | <b>62%</b>  |
| <b>4000800 · Other Revenue</b>              |                |                      |                  |                  |             |
| 4000880 · Capital Rec Fee                   | 8,750          | 16,250               | 62,500           | (46,250)         | 26%         |
| 4000840 · Interest Earned                   | 222            | 2,137                | 3,100            | (963)            | 69%         |
| 4000890 · Misc Other Revenue                | 150,000        | 158,888              | 160,800          | (1,912)          | 99%         |
| <b>Total 4000800 · Other Revenue</b>        | <b>158,972</b> | <b>177,274</b>       | <b>226,400</b>   | <b>(49,126)</b>  | <b>78%</b>  |
| <b>Total Resources</b>                      | <b>259,869</b> | <b>1,124,802</b>     | <b>1,745,735</b> | <b>(620,933)</b> | <b>64%</b>  |
| <b>Expense</b>                              |                |                      |                  |                  |             |
| <b>70 · Administration</b>                  |                |                      |                  |                  |             |
| <b>5701100 · Salaries &amp; Wages</b>       |                |                      |                  |                  |             |
| 5701110 · City Administrator                | 5,087          | 15,830               | 21,765           | (5,935)          | 73%         |
| 5701115 · City Secretary                    | 3,152          | 9,213                | 13,264           | (4,051)          | 69%         |
| 5701117 · Finance Accountant                | 2,938          | 8,642                | 12,360           | (3,718)          | 70%         |
| 5701120 · Part Time Admin. Support          | 1,768          | 5,200                | 7,435            | (2,235)          | 70%         |
| 5701130 · Public Works Director             | 4,151          | 39,432               | 52,388           | (12,956)         | 75%         |
| 5701180 · Merit Raises, Staff               | 0              | 0                    | 3,177            | (3,177)          | 0%          |
| <b>Total 5701100 · Salaries &amp; Wages</b> | <b>17,095</b>  | <b>78,318</b>        | <b>110,389</b>   | <b>(32,071)</b>  | <b>71%</b>  |

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

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|--|--------------|----------------------|---------------|----------------|-------------|
|  | June 2016    | Oct 2015 - June 2016 |               | (Under)        | Thru June   |
|  |              |                      |               | Budget         | 75%         |
| <b>5702100 · Employee Benefits</b>                     |              |                      |               |                |             |
| 5702110 · Group Insurance                              | 662          | 5,961                | 8,166         | (2,205)        | 73%         |
| 5702135 · TMRS   | 374          | 3,554                | 4,808         | (1,254)        | 74%         |
| 5702170 · Payroll Taxes                                | 60           | 566                  | 783           | (217)          | 72%         |
| <b>Total 5702100 · Employee Benefits</b>               | <b>1,096</b> | <b>10,081</b>        | <b>13,757</b> | <b>(3,676)</b> | <b>73%</b>  |
| <b>5702200 · Special Services</b>                      |              |                      |               |                |             |
| 5702230 · Legal Fees                                   | 0            | 0                    | 1,000         | (1,000)        | 0%          |
| 5702240 · Audit  |              | 7,150                | 7,150         | 0              | 100%        |
| 5702250 · Accounting                                   | 0            | 0                    | 500           | (500)          | 0%          |
| <b>Total 5702200 · Special Services</b>                | <b>0</b>     | <b>7,150</b>         | <b>8,650</b>  | <b>(1,500)</b> | <b>83%</b>  |
| <b>5702300 · Contractual Services /Personnel</b>       |              |                      |               |                |             |
| 5702310 · Consultant Fees                              | 0            | 1,101                | 3,500         | (2,399)        | 31%         |
| <b>Total 5702300 · Contractual Services /Personnel</b> | <b>0</b>     | <b>1,101</b>         | <b>3,500</b>  | <b>(2,399)</b> | <b>31%</b>  |
| <b>5703100 · General Supplies</b>                      |              |                      |               |                |             |
| 5703110 · Office Supplies                              | 72           | 587                  | 800           | (213)          | 73%         |
| <b>Total 5703100 · General Supplies</b>                | <b>72</b>    | <b>587</b>           | <b>800</b>    | <b>(213)</b>   | <b>73%</b>  |
| <b>5703400 · Maintenance Supplies / Parts</b>          |              |                      |               |                |             |
| 5703410 · Supplies - Custodial                         | 0            | 17                   | 200           | (183)          | 9%          |
| <b>Total 5703400 · Maintenance Supplies / Parts</b>    | <b>0</b>     | <b>17</b>            | <b>200</b>    | <b>(183)</b>   | <b>9%</b>   |
| <b>5704200 · Travel Expenses</b>                       |              |                      |               |                |             |
| 5704210 · Travel - Local                               | 0            | 0                    | 200           | (200)          | 0%          |
| 5704220 · Professional Development                     | 61           | 61                   | 750           | (689)          | 8%          |
| <b>Total 5704200 · Travel Expenses</b>                 | <b>61</b>    | <b>61</b>            | <b>950</b>    | <b>(889)</b>   | <b>6%</b>   |
| <b>5705200 · Data Processing Expenses</b>              |              |                      |               |                |             |

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

|   | Current        | Year to Date         | Budget         | \$ Over        | % of Budget |
|---|----------------|----------------------|----------------|----------------|-------------|
|   | June 2016      | Oct 2015 - June 2016 |                | (Under)        | Thru June   |
|   |                |                      |                | Budget         | 75%         |
| 5705240 · Data Processing - Software            | 0              | 0                    | 511            | (511)          | 0%          |
| <b>Total 5705200 · Data Processing Expenses</b> | <b>0</b>       | <b>0</b>             | <b>511</b>     | <b>(511)</b>   | <b>0%</b>   |
|   |                |                      |                |                |             |
| 5705300 · Printing Expense                      |                |                      |                |                |             |
| 5705350 · Printing - Other                      | 0              | 163                  | 250            | (87)           | 65%         |
| <b>Total 5705300 · Printing Expense</b>         | <b>0</b>       | <b>163</b>           | <b>250</b>     | <b>(87)</b>    | <b>65%</b>  |
|   |                |                      |                |                |             |
| 5705400 · Utilities                             |                |                      |                |                |             |
| 5705410 · Telephone                             | 109            | 983                  | 1,250          | (267)          | 79%         |
| 5705415 · Cellular Phone                        | 38             | 342                  | 850            | (508)          | 40%         |
| 5705417 · Internet                              | 101            | 908                  | 1,610          | (702)          | 56%         |
| <b>Total 5705400 · Utilities</b>                | <b>248</b>     | <b>2,233</b>         | <b>3,710</b>   | <b>(1,477)</b> | <b>60%</b>  |
|   |                |                      |                |                |             |
| 5705700 · Other Expenses                        |                |                      |                |                |             |
| 5705705 · Postage                               | 841            | 5,056                | 8,900          | (3,844)        | 57%         |
| 5705740 · Advertising                           | 0              | 0                    | 300            | (300)          | 0%          |
| 5705760 · Bank Service Charge                   | 20             | 180                  | 200            | (20)           | 90%         |
| 5705765 · Miscellaneous                         | 150,008        | 150,008              | 150,100        | (92)           | 100%        |
| 5705775 · Credit Card Transaction Fee           | 108            | 1,866                | 3,000          | (1,134)        | 62%         |
| <b>Total 5705700 · Other Expenses</b>           | <b>150,977</b> | <b>157,110</b>       | <b>162,500</b> | <b>(5,390)</b> | <b>97%</b>  |
|   |                |                      |                |                |             |
| 5706400 · Minor Capital Outlay                  |                |                      |                |                |             |
| 5706440 · Machinery & Equipment                 | 0              | 0                    | 500            | (500)          | 0%          |
| <b>Total 5706400 · Minor Capital Outlay</b>     | <b>0</b>       | <b>0</b>             | <b>500</b>     | <b>(500)</b>   | <b>0%</b>   |
|   |                |                      |                |                |             |
| 5709000 · Reserve                               |                |                      |                |                |             |
| 5708215 · Admin. Exp. to General Fund           | 22,822         | 68,465               | 92,583         | (24,118)       | 74%         |
| 5709001 · Reserve for Contingency               | 0              | 0                    | 48,008         |                |             |
| 5709002 · Capital Improv. Water Reserve         | 0              | 0                    | 26,015         | (26,015)       | 0%          |
| 5709003 · Capital Improv. Sewer Reserve         | 0              | 0                    | 32,685         | (32,685)       | 0%          |
| 5709010 · Administrative Reserves               | 0              | 0                    | 2,747          | (2,747)        | 0%          |

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

|  | Current   | Year to Date         | Budget  | \$ Over   | % of Budget |
|--|-----------|----------------------|---------|-----------|-------------|
|  | June 2016 | Oct 2015 - June 2016 |         | (Under)   | Thru June   |
|  |           |                      |         | Budget    | 75%         |
| Total 5709000 · Reserve                  | 22,822    | 68,465               | 202,038 | (133,573) | 34%         |
| Total 70 · Administration                | 192,370   | 325,287              | 507,755 | (182,468) | 64%         |
| 75 · Water                               |           |                      |         |           |             |
| 5751100 · Salaries & Wages               |           |                      |         |           |             |
| 5751133 · Superintendent                 | 3,328     | 31,613               | 42,000  | (10,387)  | 75%         |
| 5751180 · Merit Raises - Staff           | 0         | 0                    | 1,260   | (1,260)   | 0%          |
| Total 5751100 · Salaries & Wages         | 3,328     | 31,613               | 43,260  | (11,647)  | 73%         |
| 5751400 · Support Salaries               |           |                      |         |           |             |
| 5751405 · Support Staff                  | 500       | 22,176               | 30,593  | (8,417)   | 72%         |
| 5751415 · Maintenance Crew               | 6,213     | 59,022               | 78,395  | (19,373)  | 75%         |
| 5751430 · Seasonal Crew                  | 0         | 0                    | 3,000   | (3,000)   | 0%          |
| 5751450 · Certification Pay              | 92        | 877                  | 1,200   | (323)     | 73%         |
| 5751480 · Merit Raises                   | 0         | 0                    | 3,666   | (3,666)   | 0%          |
| 5751490 · Overtime                       | 451       | 4,051                | 4,000   | 51        | 101%        |
| 5751500 · Water - On Call                | 100       | 1,150                | 1,550   | (400)     | 74%         |
| Total 5751400 · Support Salaries         | 7,356     | 87,275               | 122,404 | (35,129)  | 71%         |
| 5752100 · Employee Benefits              |           |                      |         |           |             |
| 5752110 · Group Insurance                | 2,687     | 24,182               | 41,115  | (16,933)  | 59%         |
| 5752135 · TMRS                           | 1,190     | 11,320               | 14,792  | (3,472)   | 77%         |
| 5752160 · Worker's Compensation          | 0         | 3,152                | 3,385   | (233)     | 93%         |
| 5752170 · Payroll Taxes                  | 201       | 1,901                | 2,408   | (507)     | 79%         |
| 5752190 · Licenses                       | 111       | 111                  | 222     | (111)     | 50%         |
| Total 5752100 · Employee Benefits        | 4,188     | 40,667               | 61,922  | (21,255)  | 66%         |
| 5752300 · Contractual Services/Personnel |           |                      |         |           |             |
| 5752350 · Contract Labor - Company       | 600       | 1,410                | 1,500   | (90)      | 94%         |
| 5752380 · Dispatch                       | 0         | 12,450               | 12,587  | (137)     | 99%         |

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

|  | Current   | Year to Date         | Budget | \$ Over | % of Budget |
|--|-----------|----------------------|--------|---------|-------------|
|  | June 2016 | Oct 2015 - June 2016 |        | (Under) | Thru June   |
|  |           |                      |        | Budget  | 75%         |
| Total 5752300 · Contractual Services/Personnel | 600       | 13,860               | 14,087 | (227)   | 98%         |
| 5752400 · Rentals                              |           |                      |        |         |             |
| 5752420 · Rental - Machinery & Equipment       | 0         | 236                  | 250    | (14)    | 94%         |
| Total 5752400 · Rentals                        | 0         | 236                  | 250    | (14)    | 94%         |
| 5752500 · Operating Services                   |           |                      |        |         |             |
| 5752580 · Water Testing                        | 136       | 1,260                | 4,000  | (2,740) | 32%         |
| 5752590 · TCEQ Fees                            | 0         | 2,984                | 3,500  | (516)   | 85%         |
| Total 5752500 · Operating Services             | 136       | 4,245                | 7,500  | (3,255) | 57%         |
| 5753100 · General Supplies                     |           |                      |        |         |             |
| 5753140 · Uniforms                             | 0         | 1,416                | 1,700  | (284)   | 83%         |
| Total 5753100 · General Supplies               | 0         | 1,416                | 1,700  | (284)   | 83%         |
| 5753400 · Maintenance Supplies & Parts         |           |                      |        |         |             |
| 5753460 · Miscellaneous                        | 28        | 111                  | 300    | (189)   | 37%         |
| Total 5753400 · Maintenance Supplies & Parts   | 28        | 111                  | 300    | (189)   | 37%         |
| 5754200 · Travel Expenses                      |           |                      |        |         |             |
| 5754220 · Professional Development             | 235       | 780                  | 750    | 30      | 104%        |
| 5754270 · Vehicle Expenses                     | 454       | 4,212                | 10,000 | (5,788) | 42%         |
| Total 5754200 · Travel Expenses                | 689       | 4,992                | 10,750 | (5,758) | 46%         |
| 5755200 · Data Processing Expenses             |           |                      |        |         |             |
| 5755230 · Data Proc-Maintenance & Repairs      | 0         | 671                  | 1,300  | (629)   | 52%         |
| 5755240 · Data Processing - Software           | 0         | 3,850                | 4,200  | (350)   | 92%         |
| Total 5755200 · Data Processing Expenses       | 0         | 4,521                | 5,500  | (979)   | 82%         |
| 5755300 · Printing Expenses                    |           |                      |        |         |             |
| 5755310 · Copier Expense                       | 0         | 1,382                | 3,000  | (1,618) | 46%         |

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

|  | Current       | Year to Date         | Budget         | \$ Over          | % of Budget |
|--|---------------|----------------------|----------------|------------------|-------------|
|  | June 2016     | Oct 2015 - June 2016 |                | (Under)          | Thru June   |
|  |               |                      |                | Budget           | 75%         |
| 5755350 · Printing - Other                                 | 1,277         | 2,184                | 2,000          | 184              | 109%        |
| <b>Total 5755300 · Printing Expenses</b>                   | <b>1,277</b>  | <b>3,566</b>         | <b>5,000</b>   | <b>(1,434)</b>   | <b>71%</b>  |
| <b>5755400 · Utilities</b>                                 |               |                      |                |                  |             |
| 5755415 · Cellular Phone                                   | 50            | 503                  | 1,500          | (997)            | 34%         |
| 5755450 · Electricity                                      | 1,646         | 16,796               | 26,000         | (9,204)          | 65%         |
| 5755460 · Water, wholesale                                 | 23,027        | 236,228              | 391,500        | (155,272)        | 60%         |
| <b>Total 5755400 · Utilities</b>                           | <b>24,723</b> | <b>253,526</b>       | <b>419,000</b> | <b>(165,474)</b> | <b>61%</b>  |
| <b>5755500 · Repairs &amp; Building Improvements</b>       |               |                      |                |                  |             |
| 5755540 · Repairs- Machinery & Equipment                   | 0             | 1,804                | 4,000          | (2,196)          | 45%         |
| 5755550 · Repairs - Vehicles                               | 64            | 1,511                | 2,000          | (489)            | 76%         |
| 5755570 · Inventory Expense                                | 1,050         | 7,943                | 9,000          | (1,057)          | 88%         |
| 5755580 · Water Chemical Expense                           | 737           | 6,190                | 8,000          | (1,810)          | 77%         |
| 5755590 · Repairs - Other                                  | 0             | 1,606                | 3,000          | (1,394)          | 54%         |
| <b>Total 5755500 · Repairs &amp; Building Improvements</b> | <b>1,852</b>  | <b>19,053</b>        | <b>26,000</b>  | <b>(6,947)</b>   | <b>73%</b>  |
| <b>5755600 · Insurance</b>                                 |               |                      |                |                  |             |
| 5755610 · Insurance - Property                             | 0             | 2,004                | 2,672          | (668)            | 75%         |
| 5755620 · Insurance - Liability                            | 0             | 1,293                | 1,724          | (431)            | 75%         |
| 5755640 · Insurance - Vehicle                              | 0             | 474                  | 633            | (159)            | 75%         |
| <b>Total 5755600 · Insurance</b>                           | <b>0</b>      | <b>3,770</b>         | <b>5,029</b>   | <b>(1,259)</b>   | <b>75%</b>  |
| <b>5755700 · Other Expenses</b>                            |               |                      |                |                  |             |
| 5755752 · Employment Screening                             | 0             | 0                    | 150            | (150)            | 0%          |
| <b>Total 5755700 · Other Expenses</b>                      | <b>0</b>      | <b>0</b>             | <b>150</b>     | <b>(150)</b>     | <b>0%</b>   |
| <b>5756400 · Minor Capital Outlay</b>                      |               |                      |                |                  |             |
| 5756440 · Machinery & Equipment                            | 0             | 158                  | 1,000          | (842)            | 16%         |
| 5756490 · Other  | 0             | 449                  | 500            | (51)             | 90%         |
| <b>Total 5756400 · Minor Capital Outlay</b>                | <b>0</b>      | <b>607</b>           | <b>1,500</b>   | <b>(893)</b>     | <b>40%</b>  |

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

|   | Current       | Year to Date         |                | \$ Over           | % of Budget      |
|---|---------------|----------------------|----------------|-------------------|------------------|
|   | June 2016     | Oct 2015 - June 2016 | Budget         | (Under)<br>Budget | Thru June<br>75% |
| <b>5757400 · Capitalized Assets</b>             |               |                      |                |                   |                  |
| 5757440 · Machinery & Equipment                 | 0             | 995                  | 2,500          | (1,505)           | 40%              |
| 5757470 · Infrastructure - Water                | 0             | 3,608                | 4,000          | (392)             | 90%              |
| <b>Total 5757400 · Capitalized Assets</b>       | <b>0</b>      | <b>4,603</b>         | <b>6,500</b>   | <b>(1,897)</b>    | <b>71%</b>       |
| <b>5757900 · Long-Term Debt</b>                 |               |                      |                |                   |                  |
| 5758225 · Admin. Expense to Debt Fund           | 25,697        | 77,090               | 102,786        | (25,697)          | 75%              |
| <b>Total 5757900 · Long-Term Debt</b>           | <b>25,697</b> | <b>77,090</b>        | <b>102,786</b> | <b>(25,697)</b>   | <b>75%</b>       |
| <b>Total 75 · Water</b>                         | <b>69,873</b> | <b>551,152</b>       | <b>833,638</b> | <b>(282,486)</b>  | <b>66%</b>       |
| <b>80 · Sewer</b>                               |               |                      |                |                   |                  |
| <b>5801400 · Support Salaries</b>               |               |                      |                |                   |                  |
| 5801405 · Support Staff                         | 2,732         | 8,533                | 10,197         | (1,664)           | 84%              |
| 5801415 · Maintenance Crew                      | 2,637         | 25,050               | 33,280         | (8,230)           | 75%              |
| 5801450 · Certification Pay                     | 92            | 877                  | 1,210          | (333)             | 72%              |
| 5801480 · Merit Raises                          | 0             | 0                    | 998            | (998)             | 0%               |
| 5801490 · Overtime                              | 49            | 1,458                | 3,000          | (1,542)           | 49%              |
| 5801500 · Sewer - On Call                       | 50            | 350                  | 600            | (250)             | 58%              |
| <b>Total 5801400 · Support Salaries</b>         | <b>5,561</b>  | <b>36,268</b>        | <b>49,285</b>  | <b>(13,017)</b>   | <b>74%</b>       |
| <b>5802100 · Employee Benefits</b>              |               |                      |                |                   |                  |
| 5802110 · Group Insurance                       | 662           | 5,961                | 8,451          | (2,490)           | 71%              |
| 5802135 · TMRS                                  | 248           | 2,433                | 3,054          | (621)             | 80%              |
| 5802160 · Worker's Compensation-Sewer           | 0             | 3,152                | 3,385          | (233)             | 93%              |
| 5802170 · Payroll Taxes                         | 40            | 390                  | 497            | (107)             | 79%              |
| 5802190 · Licenses                              | 0             | 0                    | 150            | (150)             | 0%               |
| <b>Total 5802100 · Employee Benefits</b>        | <b>950</b>    | <b>11,937</b>        | <b>15,537</b>  | <b>(3,600)</b>    | <b>77%</b>       |
| <b>5802300 · Contractual Services/Personnel</b> |               |                      |                |                   |                  |

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

|   | Current       |                      | Year to Date<br>Budget | \$ Over<br>(Under)<br>Budget | % of Budget<br>Thru June<br>75% |
|---|---------------|----------------------|------------------------|------------------------------|---------------------------------|
|   | June 2016     | Oct 2015 - June 2016 |                        |                              |                                 |
| 5802350 · Contract Labor - Company                      | 0             | 0                    | 37,000                 | (37,000)                     | 0%                              |
| <b>Total 5802300 · Contractual Services/Personnel</b>   | <b>0</b>      | <b>0</b>             | <b>37,000</b>          | <b>(37,000)</b>              | <b>0%</b>                       |
| <b>5802500 · Operating Services</b>                     |               |                      |                        |                              |                                 |
| 5802515 · Sardis Collection Expense                     | 1,266         | 6,285                | 9,618                  | (3,334)                      | 65%                             |
| 5802590 · TCEQ Fees - Sewer                             | 10            | 10                   | 100                    | (90)                         | 10%                             |
| <b>Total 5802500 · Operating Services</b>               | <b>1,276</b>  | <b>6,295</b>         | <b>9,718</b>           | <b>(3,424)</b>               | <b>65%</b>                      |
| <b>5803100 · General Supplies</b>                       |               |                      |                        |                              |                                 |
| 5803140 · Uniforms                                      | 0             | 1,083                | 1,200                  | (117)                        | 90%                             |
| <b>Total 5803100 · General Supplies</b>                 | <b>0</b>      | <b>1,083</b>         | <b>1,200</b>           | <b>(117)</b>                 | <b>90%</b>                      |
| <b>5803400 · Maintenance Supplies &amp; Parts</b>       |               |                      |                        |                              |                                 |
| 5803460 · Miscellaneous                                 | 0             | 0                    | 500                    | (500)                        | 0%                              |
| <b>Total 5803400 · Maintenance Supplies &amp; Parts</b> | <b>0</b>      | <b>0</b>             | <b>500</b>             | <b>(500)</b>                 | <b>0%</b>                       |
| <b>5804200 · Travel Expenses</b>                        |               |                      |                        |                              |                                 |
| 5804220 · Professional Development                      | 13            | 101                  | 500                    | (399)                        | 20%                             |
| 5804270 · Vehicle Expense                               | 129           | 821                  | 1,200                  | (379)                        | 68%                             |
| <b>Total 5804200 · Travel Expenses</b>                  | <b>142</b>    | <b>922</b>           | <b>1,700</b>           | <b>(778)</b>                 | <b>54%</b>                      |
| <b>5805400 · Utilities</b>                              |               |                      |                        |                              |                                 |
| 5805450 · Electricity                                   | 225           | 2,448                | 3,000                  | (552)                        | 82%                             |
| 5805463 · TRA Wastewater Treatment                      | 22,567        | 209,232              | 270,806                | (61,574)                     | 77%                             |
| <b>Total 5805400 · Utilities</b>                        | <b>22,792</b> | <b>211,680</b>       | <b>273,806</b>         | <b>(62,126)</b>              | <b>77%</b>                      |
| <b>5805500 · Repairs &amp; Bldg Improvements</b>        |               |                      |                        |                              |                                 |
| 5805510 · Repairs - Land Improvements                   | 0             | 0                    | 300                    | (300)                        | 0%                              |
| 5805540 · Repairs - Machinery & Equipment               | 0             | 1,480                | 6,000                  | (4,520)                      | 25%                             |
| 5805570 · Inventory Expense                             | 128           | 720                  | 2,000                  | (1,280)                      | 36%                             |
| 5805590 · Repairs - Other                               | 42            | 42                   | 600                    | (558)                        | 7%                              |
| <b>Total 5805500 · Repairs &amp; Bldg Improvements</b>  | <b>170</b>    | <b>2,242</b>         | <b>8,900</b>           | <b>(6,658)</b>               | <b>25%</b>                      |

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

|   | Current         | Year to Date         |                  | \$ Over           | % of Budget      |
|---|-----------------|----------------------|------------------|-------------------|------------------|
|   | June 2016       | Oct 2015 - June 2016 | Budget           | (Under)<br>Budget | Thru June<br>75% |
| <b>5805600 · Insurance</b>                |                 |                      |                  |                   |                  |
| 5805610 · Insurance - Property            | 0               | 42                   | 56               | (14)              | 75%              |
| 5805620 · Insurance - Liability           | 0               | 298                  | 400              | (102)             | 75%              |
| 5805640 · Insurance - Vehicle             | 0               | 29                   | 40               | (11)              | 73%              |
| <b>Total 5805600 · Insurance</b>          | <b>0</b>        | <b>369</b>           | <b>496</b>       | <b>(127)</b>      | <b>74%</b>       |
| <b>5805700 · Other Expenses</b>           |                 |                      |                  |                   |                  |
| 5805752 · Employment Screening            | 0               | 0                    | 200              | (200)             | 0%               |
| <b>Total 5805700 · Other Expenses</b>     | <b>0</b>        | <b>0</b>             | <b>200</b>       | <b>(200)</b>      | <b>0%</b>        |
| <b>5807400 · Capitalized Assets</b>       |                 |                      |                  |                   |                  |
| 5807440 · Machinery & Equipment           | 0               | 5,542                | 6,000            | (458)             | 92%              |
| <b>Total 5807400 · Capitalized Assets</b> | <b>0</b>        | <b>5,542</b>         | <b>6,000</b>     | <b>(458)</b>      | <b>92%</b>       |
| <b>Total 80 · Sewer</b>                   | <b>30,891</b>   | <b>276,339</b>       | <b>404,342</b>   | <b>(128,003)</b>  | <b>68%</b>       |
| <b>Total Expense</b>                      | <b>293,134</b>  | <b>1,152,777</b>     | <b>1,745,735</b> | <b>(592,958)</b>  | <b>66%</b>       |
| <b>Net Change in Fund Balance</b>         | <b>(33,265)</b> | <b>(27,975)</b>      | <b>0</b>         | <b>(27,975)</b>   | <b>100%</b>      |

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

|  | Current       | Year to Date         | Budget         | \$ Over          | % of Budget |
|--|---------------|----------------------|----------------|------------------|-------------|
|  | June 2016     | Oct 2015 - June 2016 |                | (Under)          | Thru June   |
|  |               |                      |                | Budget           | 75%         |
| <b>Revenues</b>                          |               |                      |                |                  |             |
| 4000100 · Taxes                          |               |                      |                |                  |             |
| 4000107 · Ad Valorem, Current I & S      | 1,979         | 461,026              | 467,702        | (6,676)          | 99%         |
| 4000111 · Ad Valorem, Delinquent I & S   | 446           | 2,116                | 4,122          | (2,006)          | 51%         |
| 4000114 · Interest/Penalties - I & S     | 303           | 1,877                | 1,611          | 266              | 117%        |
| <b>Total 4000100 · Taxes</b>             | <b>2,727</b>  | <b>465,019</b>       | <b>473,435</b> | <b>(8,416)</b>   | <b>98%</b>  |
| 4000800 · Other Revenue                  |               |                      |                |                  |             |
| 4000840 · Interest Earned                | 69            | 434                  | 700            | (266)            | 62%         |
| 4000900 · Reduction of Reserve Fund Bal. | -             | -                    | 1,604          | (1,604)          | 0%          |
| 4000930 · Admin.Rev.Rec.Fr Water & Sewer | 25,697        | 77,090               | 102,786        | (25,697)         | 75%         |
| <b>Total 4000800 · Other Revenue</b>     | <b>25,766</b> | <b>77,523</b>        | <b>105,090</b> | <b>(27,567)</b>  | <b>74%</b>  |
| <b>Total Revenues</b>                    | <b>28,493</b> | <b>542,542</b>       | <b>578,525</b> | <b>(35,983)</b>  | <b>94%</b>  |
| <b>Expenditures</b>                      |               |                      |                |                  |             |
| 5157900 · Long-Term Debt                 |               |                      |                |                  |             |
| 5157930 · Paying Agent Fees              | -             | -                    | 500            | (500)            | 0%          |
| 51579349 - 2011 Bond Issue Principle     | -             | -                    | 375,000        | (375,000)        | 0%          |
| 5157940 · 2011 Bond Issue Interest       | -             | 101,513              | 203,025        | (101,513)        | 50%         |
| <b>Total 5157900 · Long-Term Debt</b>    | <b>-</b>      | <b>101,513</b>       | <b>578,525</b> | <b>(477,013)</b> | <b>18%</b>  |
| <b>Total Expenditures</b>                | <b>-</b>      | <b>101,513</b>       | <b>578,525</b> | <b>(477,013)</b> | <b>18%</b>  |
| <b>Net Change in Fund Balance</b>        | <b>28,493</b> | <b>441,030</b>       | <b>-</b>       | <b>441,030</b>   | <b>100%</b> |

City of Ovilla Capital Projects Fund

Actual vs Budget Review

October 2015 through June 2016

|  | Current   | Year to Date         | Budget     | \$ Over      | % of Budget |
|--|-----------|----------------------|------------|--------------|-------------|
|  | June 2016 | Oct 2015 - June 2016 |            | (Under)      | Thru June   |
|  |           |                      |            | Budget       | 75%         |
| <b>Revenues</b>                        |           |                      |            |              |             |
| 4000800 · Other Revenue                |           |                      |            |              |             |
| 4000845 · Interest Earned - Texstar    | 0         | 3                    | 1          | 2            | 252%        |
| 4000850 · Interest Earned - Prosperity | 21        | 195                  | 255        | (60)         | 76%         |
| <b>Total 4000800 · Other Revenue</b>   | <b>22</b> | <b>198</b>           | <b>256</b> | <b>(58)</b>  | <b>77%</b>  |
| <b>Total Revenues</b>                  | <b>22</b> | <b>198</b>           | <b>256</b> | <b>(58)</b>  | <b>77%</b>  |
| <b>Expense</b>                         |           |                      |            |              |             |
| 5879000 · Reserves                     |           |                      |            |              |             |
| 5879010 · Admin Reserves               | 0         | 0                    | 256        | (256)        | 0%          |
| <b>Total 5879000 · Reserves</b>        | <b>0</b>  | <b>0</b>             | <b>256</b> | <b>(256)</b> | <b>0%</b>   |
| <b>Total Expense</b>                   | <b>0</b>  | <b>0</b>             | <b>256</b> | <b>(256)</b> | <b>0%</b>   |
| <b>Change in Net Position</b>          | <b>22</b> | <b>198</b>           | <b>0</b>   | <b>198</b>   | <b>100%</b> |

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

|   | Current        | Year to Date         | Budget        | \$ Over         | % of Budget |
|---|----------------|----------------------|---------------|-----------------|-------------|
|   | June 2016      | Oct 2015 - June 2016 |               | (Under)         | Thru June   |
|   |                |                      |               | Budget          | 75%         |
| <b>Revenues</b>                             |                |                      |               |                 |             |
| 4000400 · Charges for Services              |                |                      |               |                 |             |
| 4000460 · Park Impact                       | 3,011          | 6,356                | 16,726        | (10,370)        | 38%         |
| <b>Total 4000400 · Charges for Services</b> | <b>3,011</b>   | <b>6,356</b>         | <b>16,726</b> | <b>(10,370)</b> | <b>38%</b>  |
| 4000800 · Other Revenue                     |                |                      |               |                 |             |
| 4000840 · Interest Earned                   | 13             | 110                  | 100           | 10              | 110%        |
| <b>Total 4000800 · Other Revenue</b>        | <b>13</b>      | <b>110</b>           | <b>100</b>    | <b>10</b>       | <b>110%</b> |
| <b>Total Revenues</b>                       | <b>3,024</b>   | <b>6,465</b>         | <b>16,826</b> | <b>(10,361)</b> | <b>38%</b>  |
| <b>Expenditures</b>                         |                |                      |               |                 |             |
| 5606400 · Minor Capital Outlay              |                |                      |               |                 |             |
| 5606410 · Land Improvements                 | 0              | 0                    | 500           | (500)           | 0%          |
| <b>Total 5606400 · Minor Capital Outlay</b> | <b>0</b>       | <b>0</b>             | <b>500</b>    | <b>(500)</b>    | <b>0%</b>   |
| 5607400 · Capitalized Assets                |                |                      |               |                 |             |
| 5607440 · Capital Machinery & Equipment     | 6,000          | 6,000                | 6,000         | 0               | 100%        |
| <b>Total 5607400 · Capitalized Assets</b>   | <b>6,000</b>   | <b>6,000</b>         | <b>6,000</b>  | <b>0</b>        | <b>100%</b> |
| 5609000 · Reserves                          |                |                      |               |                 |             |
| 5609035 · Park Impact Reserves              | 0              | 0                    | 10,326        | (10,326)        | 0%          |
| <b>Total 5609000 · Reserves</b>             | <b>0</b>       | <b>0</b>             | <b>10,326</b> | <b>(10,326)</b> | <b>0%</b>   |
| <b>Total Expenditures</b>                   | <b>6,000</b>   | <b>6,000</b>         | <b>16,826</b> | <b>(10,826)</b> | <b>36%</b>  |
| <b>Net Change in Fund Balance</b>           | <b>(2,976)</b> | <b>465</b>           | <b>0</b>      | <b>465</b>      | <b>100%</b> |

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

|   | Current      | Year to Date         | Budget        | \$ Over         | % of Budget |
|---|--------------|----------------------|---------------|-----------------|-------------|
|   | June 2016    | Oct 2015 - June 2016 |               | (Under)         | Thru June   |
|   |              |                      | Budget        | Budget          | 75%         |
| <b>Revenues</b>                             |              |                      |               |                 |             |
| 4000400 · Charges for Services              |              |                      |               |                 |             |
| 4000476 - Water Impact Fee                  | 0            | 5,200                | 3,100         | 2,100           | 168%        |
| 4000477 · Sewer Impact Fee                  | 8,400        | 11,200               | 70,000        | (58,800)        | 16%         |
| <b>Total 4000400 · Charges for Services</b> | <b>8,400</b> | <b>16,400</b>        | <b>73,100</b> | <b>(56,700)</b> | <b>22%</b>  |
| <b>4000800 · Other Revenue</b>              |              |                      |               |                 |             |
| 4000840 · Interest Earned                   | 26           | 166                  | 200           | (34)            | 83%         |
| 4000880 - Transfer In - Water Impact        | 0            | 0                    | 0             | 0               | 0%          |
| <b>Total 4000800 · Other Revenue</b>        | <b>26</b>    | <b>166</b>           | <b>200</b>    | <b>(34)</b>     | <b>83%</b>  |
| <b>Total Revenues</b>                       | <b>8,426</b> | <b>16,566</b>        | <b>73,300</b> | <b>(56,734)</b> | <b>23%</b>  |
| <b>Expense</b>                              |              |                      |               |                 |             |
| <b>5859000 · Reserves</b>                   |              |                      |               |                 |             |
| 5859020 - Water Impact Consultant Fee       | 0            | 0                    | 40,600        | (40,600)        | 0%          |
| 5859030 · Sewer Impact Fees Reserve         | 0            | 0                    | 32,700        | (32,700)        | 0%          |
| <b>Total 5859000 · Reserves</b>             | <b>0</b>     | <b>0</b>             | <b>73,300</b> | <b>(73,300)</b> | <b>0%</b>   |
| <b>Total Expense</b>                        | <b>0</b>     | <b>0</b>             | <b>73,300</b> | <b>(73,300)</b> | <b>0%</b>   |
| <b>Change in Net Position</b>               | <b>8,426</b> | <b>16,566</b>        | <b>0</b>      | <b>16,566</b>   | <b>100%</b> |

Ovilla 4B Economic Development Corporation

Actual vs Budget Review

October 2015 through June 2016

|  | Current      | Year to Date         | Budget         | \$ Over         | % of Budget |
|--|--------------|----------------------|----------------|-----------------|-------------|
|  | June 2016    | Oct 2015 - June 2016 |                | (Under)         | Thru June   |
|  |              |                      |                | Budget          | 75%         |
| <b>Revenues</b>                            |              |                      |                |                 |             |
| 4000100 · Taxes                            |              |                      |                |                 |             |
| 4000120 · Sales tax                        | 7,009        | 71,247               | 81,838         | (10,591)        | 87%         |
| <b>Total 4000100 · Taxes</b>               | <b>7,009</b> | <b>71,247</b>        | <b>81,838</b>  | <b>(10,591)</b> | <b>87%</b>  |
| 4000800 · Other Revenue                    |              |                      |                |                 |             |
| 4000840 · Interest Income                  | 136          | 1,192                | 1,200          | (8)             | 99%         |
| 4000990 · Reduction in Fund Balance        |              |                      | 55,685         | (55,685)        | 0%          |
| <b>Total 4000800 · Other Revenue</b>       | <b>136</b>   | <b>1,192</b>         | <b>56,885</b>  | <b>(55,693)</b> | <b>2%</b>   |
| <b>Total Revenues</b>                      | <b>7,145</b> | <b>72,439</b>        | <b>138,723</b> | <b>(66,284)</b> | <b>52%</b>  |
| <b>Expenditures</b>                        |              |                      |                |                 |             |
| 8102200 · Special Services                 |              |                      |                |                 |             |
| 8102230 · Legal Fees                       | 0            | 0                    | 500            | (500)           | 0%          |
| 8102240 · Audit                            | 0            | 1,600                | 1,600          | 0               | 100%        |
| <b>Total 8102200 · Special Services</b>    | <b>0</b>     | <b>1,600</b>         | <b>2,100</b>   | <b>(500)</b>    | <b>76%</b>  |
| 8102300 · Consultant Services              |              |                      |                |                 |             |
| 8102310 · Consultant Fees                  | 0            | 0                    | 20,000         | (20,000)        | 0%          |
| <b>Total 8102300 · Consultant Services</b> | <b>0</b>     | <b>0</b>             | <b>20,000</b>  | <b>(20,000)</b> | <b>0%</b>   |
| 8103100 · General Supplies                 |              |                      |                |                 |             |
| 8103110 · Office Supplies                  | 0            | 0                    | 100            | (100)           | 0%          |
| <b>Total 8103100 · General Supplies</b>    | <b>0</b>     | <b>0</b>             | <b>100</b>     | <b>(100)</b>    | <b>0%</b>   |
| 8104200 · Travel Expense                   |              |                      |                |                 |             |
| 8104210 · Travel Expense                   | 0            | 0                    | 1,000          | (1,000)         | 0%          |
| 8104220 · Professional Development         | 0            | 1,000                | 2,300          | (1,300)         | 43%         |
| <b>Total 8104200 · Travel Expense</b>      | <b>0</b>     | <b>1,000</b>         | <b>3,300</b>   | <b>(2,300)</b>  | <b>30%</b>  |

Ovilla 4B Economic Development Corporation

Actual vs Budget Review

October 2015 through June 2016

|  | Current      | Year to Date         | Budget         | \$ Over          | % of Budget |
|--|--------------|----------------------|----------------|------------------|-------------|
|  | June 2016    | Oct 2015 - June 2016 |                | (Under)          | Thru June   |
|  |              |                      |                | Budget           | 75%         |
| 8105300 - Printing                       |              |                      |                |                  |             |
| 8105320 - Printing Expense               | 0            | 0                    | 300            | (300)            | 0%          |
| Total 8105300 - Printing                 | 0            | 0                    | 300            | (300)            | 0%          |
| 8105500 - Projects                       |              |                      |                |                  |             |
| 8105560 - Sewer Line                     | 0            | 0                    | 45,000         | (45,000)         | 0%          |
| Total 8105500 - Projects                 | 0            | 0                    | 45,000         | (45,000)         | 0%          |
| 8105600 - Insurance                      |              |                      |                |                  |             |
| 8105620 - Insurance - Liability          | 0            | 195                  | 261            | (66)             | 75%         |
| Total 8105600 - Insurance                | 0            | 195                  | 261            | (66)             | 75%         |
| 8105700 - Other Expenses                 |              |                      |                |                  |             |
| 8105705 - Postage                        | 0            | 0                    | 100            | (100)            | 0%          |
| 8105730 - Memberships                    |              | 3,350                | 3,350          | 0                | 100%        |
| 8105740 - Advertising                    | 0            | 3,610                | 5,300          | (1,690)          | 68%         |
| 8105765 - Business Expense               | 0            | 0                    | 1,000          | (1,000)          | 0%          |
| Total 8105700 - Other Expenses           | 0            | 6,960                | 9,750          | (2,790)          | 71%         |
| 816400 - Minor Capital Outlay            |              |                      |                |                  |             |
| 8106420 - Buildings                      | 0            | 0                    | 52,500         | (52,500)         | 0%          |
| Total 8106400 - Minor Capital Outlay     | 0            | 0                    | 52,500         | (52,500)         | 0%          |
| 8109000 - Reserves                       |              |                      |                |                  |             |
| 8109015 - Administrative Reserves        | 0            | 384                  | 2,912          | (2,528)          | 13%         |
| 8109215 - Admin. Expense to General Fund | 625          | 1,875                | 2,500          | (625)            | 75%         |
| Total 8109000 - Reserves                 | 625          | 2,259                | 5,412          | (3,153)          | 42%         |
| <b>Total Expenditures</b>                | <b>625</b>   | <b>12,014</b>        | <b>138,723</b> | <b>(126,709)</b> | <b>9%</b>   |
| <b>Net Change in Fund Balance</b>        | <b>6,520</b> | <b>60,424</b>        | <b>0</b>       | <b>60,424</b>    | <b>100%</b> |

**Ovilla Municipal Development District**  
**Actual vs Budget Review**  
 October 2015 through May 2016

|  | Current      | Year to Date         | Budget        | \$ Over         | % of Budget |
|--|--------------|----------------------|---------------|-----------------|-------------|
|  | June 2016    | Oct 2015 - June 2016 |               | (Under)         | Thru June   |
|  |              |                      |               | Budget          | 75%         |
| <b>Revenues</b>                            |              |                      |               |                 |             |
| 4000100 · Taxes                            |              |                      |               |                 |             |
| 4000120 · Sales tax                        | 3,734        | 30,760               | 40,919        | (10,159)        | 75%         |
| <b>Total 4000100 · Taxes</b>               | <b>3,734</b> | <b>30,760</b>        | <b>40,919</b> | <b>(10,159)</b> | <b>75%</b>  |
| 4000800 · Other Revenue                    |              |                      |               |                 |             |
| 4000840 · Interest Income                  | 44           | 367                  | 300           | 67              | 122%        |
| <b>Total 4000800 · Other Revenue</b>       | <b>44</b>    | <b>367</b>           | <b>300</b>    | <b>67</b>       | <b>122%</b> |
| <b>Total Revenues</b>                      | <b>3,778</b> | <b>31,127</b>        | <b>41,219</b> | <b>(10,092)</b> | <b>76%</b>  |
| <b>Expenditures</b>                        |              |                      |               |                 |             |
| 9102200 · Special Services                 |              |                      |               |                 |             |
| 9102230 · Legal Fees                       | 0            | 0                    | 250           | (250)           | 0%          |
| 9102240 · Audit                            | 0            | 1,600                | 1,600         | 0               | 100%        |
| 9102250 · Accounting                       | 0            | 0                    | 250           | (250)           | 0%          |
| <b>Total 9102200 · Special Services</b>    | <b>0</b>     | <b>1,600</b>         | <b>2,100</b>  | <b>(500)</b>    | <b>76%</b>  |
| 9102300 · Consultant Services              |              |                      |               |                 |             |
| 9102310 · Consultant Fees                  | 0            | 0                    | 534           | (534)           | 0%          |
| <b>Total 9102300 · Consultant Services</b> | <b>0</b>     | <b>0</b>             | <b>534</b>    | <b>(534)</b>    | <b>0%</b>   |
| 9103100 · General Supplies                 |              |                      |               |                 |             |
| 9103110 · Office Supplies                  | 0            | 0                    | 100           | (100)           | 0%          |
| <b>Total 9103100 · General Supplies</b>    | <b>0</b>     | <b>0</b>             | <b>100</b>    | <b>(100)</b>    | <b>0%</b>   |
| 9104200 · Travel Expense                   |              |                      |               |                 |             |
| 9104220 · Professional Development         | 0            | 0                    | 250           | (250)           | 0%          |
| <b>Total 9104200 · Travel Expense</b>      | <b>0</b>     | <b>0</b>             | <b>250</b>    | <b>(250)</b>    | <b>0%</b>   |

**Ovilla Municipal Development District**  
**Actual vs Budget Review**  
October 2015 through May 2016

|  | Current      | Year to Date  |               | \$ Over<br>(Under) | % of Budget<br>Thru June |
|--|--------------|---------------|---------------|--------------------|--------------------------|
| 9105600 - Insurance                      |              |               |               |                    |                          |
| 9105620 - Insurance - Liability          | 0            | 195           | 261           | (66)               | 75%                      |
| <b>Total 9105600 - Insurance</b>         | <b>0</b>     | <b>195</b>    | <b>261</b>    | <b>(66)</b>        | <b>75%</b>               |
| 9105700 - Other Expenses                 |              |               |               |                    |                          |
| 9105705 - Postage                        | 0            | 0             | 25            | (25)               | 0%                       |
| <b>Total 9105700 - Other Expenses</b>    | <b>0</b>     | <b>0</b>      | <b>25</b>     | <b>(25)</b>        | <b>0%</b>                |
| 9109000 - Reserves                       |              |               |               |                    |                          |
| 9109015 - Administrative Reserves        | 0            | 0             | 37,449        | (37,449)           | 0%                       |
| 9109215 - Admin. Expense to General Fund | 125          | 375           | 500           | (125)              | 75%                      |
| <b>Total 9109000 - Reserves</b>          | <b>125</b>   | <b>375</b>    | <b>37,949</b> | <b>(37,574)</b>    | <b>1%</b>                |
| <b>Total Expenditures</b>                | <b>125</b>   | <b>2,170</b>  | <b>41,219</b> | <b>(39,049)</b>    | <b>5%</b>                |
| <b>Net Change in Fund Balance</b>        | <b>3,653</b> | <b>28,956</b> | <b>0</b>      | <b>28,956</b>      | <b>100%</b>              |

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

|  | Current       | Year to Date         |          | \$ Over        | % of Budget |
|--|---------------|----------------------|----------|----------------|-------------|
|  | June 2016     | Oct 2015 - June 2016 | Budget   | (Under)        | Thru June   |
|  |               |                      |          | Budget         | 75%         |
| <b>Revenues</b>                                |               |                      |          |                |             |
| 4000991 - Insurance Contributions              |               |                      |          |                |             |
| 4000991 Insurance Contributions                | 15,944        | 130,698              | 0        | 130,698        | 100%        |
| <b>Total 4000991 - Insurance Contributions</b> | <b>15,944</b> | <b>130,698</b>       | <b>0</b> | <b>130,698</b> | <b>100%</b> |
| 4000800 - Other Income                         |               |                      |          |                |             |
| 4000840 - Interest Income                      | 0             | 6                    | 0        | 6              | 100%        |
| <b>Total Revenues</b>                          | <b>15,944</b> | <b>130,704</b>       | <b>0</b> | <b>130,704</b> | <b>100%</b> |
| <b>Expenditures</b>                            |               |                      |          |                |             |
| 5902110 - Benefit Premiums                     |               |                      |          |                |             |
| 5902110 - Benefit Premiums                     | 15,944        | 130,945              | 0        | 130,945        | 100%        |
| <b>Total 5902110 - Insurance</b>               | <b>15,944</b> | <b>130,945</b>       | <b>0</b> | <b>130,945</b> | <b>100%</b> |
| <b>Total Expenditures</b>                      | <b>15,944</b> | <b>130,945</b>       | <b>0</b> | <b>130,945</b> | <b>100%</b> |
| <b>Net Change in Fund Balance</b>              | <b>0</b>      | <b>(242)</b>         | <b>0</b> | <b>(242)</b>   | <b>100%</b> |

# Ovilla Fire Department Auxiliary

## Actual vs Budget Review

October 2015 through June 2016

|  | Current   | Year to Date         | Budget | \$ Over | % of Budget |
|--|-----------|----------------------|--------|---------|-------------|
|  | June 2016 | Oct 2015 - June 2016 |        | (Under) | Thru June   |
|  |           |                      | Budget | Budget  | 75%         |
| <b>Revenues</b>                                |           |                      |        |         |             |
| 4000800 · Other Revenue                        |           |                      |        |         |             |
| 4000815 · Gifts                                | 0         | 1,050                | 1,050  | 0       | 100%        |
| Total 4000800 · Other Revenue                  | 0         | 1,050                | 1,050  | 0       | 100%        |
| <b>Total Revenues</b>                          | 0         | 1,050                | 1,050  | 0       | 100%        |
| <b>Expenditures</b>                            |           |                      |        |         |             |
| 5333400 · Maintenance Supplies and Parts       |           |                      |        |         |             |
| 5333460 · Supplies - Miscellaneous             | 0         | 0                    | 1,050  | (1,050) | 0%          |
| Total 5333400 · Maintenance Supplies and Parts | 0         | 0                    | 1,050  | (1,050) | 0%          |
| <b>Total Expenditures</b>                      | 0         | 0                    | 1,050  | (1,050) | 0%          |
| <b>Net Change in Fund Balance</b>              | 0         | 1,050                | 0      | 1,050   | 100%        |

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

|                                    | Current   | Year to Date         | Budget | \$ Over<br>(Under) | % of Budget<br>Thru June |
|------------------------------------|-----------|----------------------|--------|--------------------|--------------------------|
|                                    | June 2016 | Oct 2015 - June 2016 |        | \$ Over Budget     | 75%                      |
| <b>Revenues</b>                    |           |                      |        |                    |                          |
| 4000800 · Other Revenue            |           |                      |        |                    |                          |
| 4000815 · Gifts                    | 0         | 190                  | 170    | 20                 | 111.77%                  |
| Total 4000800 · Other Revenue      | 0         | 190                  | 170    | 20                 | 111.77%                  |
| <b>Total Revenues</b>              | 0         | 190                  | 170    | 20                 | 111.77%                  |
| <b>Expenditures</b>                |           |                      |        |                    |                          |
| 5232600 · Special Expenses         |           |                      |        |                    |                          |
| 5232690 · Special Expenses - Other | 0         | 159                  | 170    | (11)               | 93.67%                   |
| Total 5232600 · Special Expenses   | 0         | 159                  | 170    | (11)               | 93.67%                   |
| <b>Total Expenditures</b>          | 0         | 159                  | 170    | (11)               | 93.67%                   |
| <b>Net Income</b>                  | 0         | 31                   | 0      | 31                 | 100%                     |



**To:** Honorable Mayor and Council Members  
**From:** Dennis Burn, City Manager  
**Subject:** Information Report - July 25, 2016 through July 29, 2016

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This report is to provide you an overview of City Manager information items for the week ending July 29, 2016. Each of these reports are included in the City Council regular agenda packets under the heading "Administration Activity Report".

### **City Council**

The City Council will have a Special Called meeting for a budget workshop on Thursday, August 4 at 5:30 PM. Dinner will be served.

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

There will be a 5:00 PM meeting of the Park Board on Monday, August 1. There will be a 6:00 PM meeting of the Planning and Zoning Commission on Monday, August 1.

### **Best Southwest Partnership (BSP)**

BSP is again this year having breakfast meetings each Friday morning in August. The meetings are at Methodist Charlton Medical Center with breakfast served at 7:15 AM and the meeting starting at 7:40 AM. The meeting topics for the four Friday's in August (5<sup>th</sup>, 12<sup>th</sup>, 19<sup>th</sup>, 26<sup>th</sup>) are transportation, education, health care and tourism (in that order).

### **Cockrell Hill Road**

Pavement rehabilitation began on Monday, July 25 and should take 4 to 5 weeks to complete. Oldcastle will work from north to south and will do full section reclamation, full section cement stabilization and full section pavement. They are performing traffic control. We have notified those on our CTY system, placed door hangers on all properties fronting the roadway and have placed a notification on our web site concerning their work.

### **Hidden Valley Estates**

The first review of the Preliminary Plat, Drainage Plans and Utility Plans has been completed by the City Engineer and City staff. The review comments have been forwarded to the applicant's engineer. I have sent them a letter of "submission completeness". The applicant's engineer met with staff and the City Engineer to discuss the review comments. The preliminary plat will be placed on the August 1 Planning and Zoning Commission meeting and on the August 8 City Council meeting for consideration.



### **City Council Chambers**

I met with a vendor for audio/visual systems to improve the current systems we now have. It appears that our audio system functions fine. Each of us must speak directly into the microphone with some adjustment by our sound system that will pick up those that speak too softly or too far away. We will be receiving a quote for a projector affixed to the ceiling that will show the agenda and supporting items.

### **Elementary School**

There will be a cornerstone dedication (Masonic Ceremony) on Saturday, July 30 at 9:00 AM at the Dolores W. McClatchey Elementary School. The school is located in the northwest quadrant of Bryson Lane and Shiloh Road.

### **Police Department**

Our Police Chief has been invited to Washington, DC to participate in Presidential Briefings on criminal justice and police matters. The meeting will take place at the White House on August 16. He was invited by the individual that has assisted us with our search for grants.



**To:** Honorable Mayor and Council Members  
**From:** Dennis Burn, City Manager  
**Subject:** Information Report - July 18, 2016 through July 22, 2016

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This report is to provide you an overview of City Manager information items for the week ending July 22, 2016. Each of these reports are included in the City Council regular agenda packets under the heading “Administration Activity Report”.

### **Bond Refinance**

I contacted Marti Shew and Boyd London with Hilltop Securities (formerly First Southwest Securities) regarding the possibility of refinancing our bonds to potentially save money now that interest rates are so low. This is their response (the attachment is not included).

Dennis-

Attached for your review are some preliminary numbers for a refunding of the City’s existing 2011 bonds. Unfortunately, these are currently producing a negative total gross savings amount of -\$6,830. This means your overall payments would actually be going up as opposed to down if the City chose to do a refunding at this time. This seems a little counterintuitive because we’re in such a low interest rate environment. However, the primary reason for this is that we’re pretty far out from the prepayment or call date on the bonds which is 8/15/21. In order to refund these bonds today, you’d have to sell bonds to generate enough proceeds to make the payments in full until that call date as well the total due at the call date. The bond proceeds would be placed in escrow with a bank to ensure the payments are made on those refunded obligations. Given that interest rates are so low, the escrow can’t really earn anything in today’s environment. That loss of potential earnings is what we refer to as “negative arbitrage”. Negative arbitrage is an opportunity cost (or missed savings opportunity) of what you could’ve otherwise earned to reduce the amount of bonds you had to sell for deposit to the escrow. The negative arbitrage in the attached numbers is approximately \$384,000. This, combined with the overall cost of a new issuance, makes this refunding inefficient. The good news is that negative arbitrage is reduced over time as you get closer to the call date. If rates remain low as time moves on, that’s additional savings you’ll pick up out of that \$384K. Please let us know if this makes sense or if you have any questions. We’re happy to present this and discuss it with

Thanks,

Marti



### **Best Southwest Partnership (BSP)**

BSP is again this year having breakfast meetings each Friday morning in August. The meetings are at Methodist Charlton Medical Center with breakfast served at 7:15 AM and the meeting starting at 7:40 AM. The meeting topics for the four Friday's in August (5<sup>th</sup>, 12<sup>th</sup>, 19<sup>th</sup>, 26<sup>th</sup>) are transportation, education, health care and tourism (in that order).

### **4B EDC**

The 4B EDC, at their Monday July 18 meeting, did approve their portion of the FY 2016-2017 Budget. They also approved forwarding a recommendation to City Council for a request for sealed bids for a four-toilet bathroom facility in Heritage Park.

### **ESD No. 2**

The Mayor, Fire Chief and I attended the ESD No. 2 meeting on Monday, July 18. They (and we) stressed the importance of having 3 on the fire truck each time it goes out. They have offered us \$25,000.00 in additional funding to help offset employee costs associated with the "3 on" necessity.

### **Municipal Services Advisory Committee (MSAC)**

MSAC met on Tuesday, July 19 and approved a recommendation to the City Council for departmental needs assessment. By the time you read this I will have discussed their recommendation at the July 20 Workshop.

### **Cockrell Hill Road**

Pavement rehabilitation will begin on Monday, July 25 and should take 4 to 5 weeks to complete. Oldcastle will work from north to south and will do full section reclamation, full section cement stabilization and full section pavement. They will perform traffic control. We will notify those on our CTY system, place door hangers on all properties fronting the roadway and we will place a notification on our web site concerning their work.

### **Hidden Valley Estates**

The first review of the Preliminary Plat, Drainage Plans and Utility Plans has been completed by the City Engineer and City staff. The review comments have been forwarded to the applicant's engineer. I have sent them a letter of "submission completeness". The applicant's engineer is meeting with staff and the City Engineer next week to discuss the review comments.



### **FM 664**

Staff attended a meeting of the utility companies that are affected by the FM 664 project. The purpose of the meeting was to discuss any potential utility conflicts. Staff is determining what the cost will be to accommodate the FM 664 widening and what impact it has on our waterline(s) at the intersection of FM 664 and Westmoreland.

### **Radio System**

Staff attended a radio meeting at the Midlothian Police Department. It appears that Red Oak has joined this endeavor so the project is moving forward. Midlothian still has to present a plan to their council for their next budget year. Once it is approved by council, they can begin construction of infrastructure and start moving forward on the project. No specific plan is available yet, there are too many moving parts. With the purchase of radios there are options. However, being a Motorola system, radios purchased that are not Motorola, will not have full functionality. There are factors that need consideration when making the decision on which brand radio and what model to purchase. This project will become more permanent as time goes by but it may very well be one to two budget cycles before payment is made. However, it is best to plan for the future as I will be adding money to our budget for next fiscal year.

### **City Council Chambers**

I will be meeting with a vendor for audio/visual systems to improve the current system we now have. This may be paid for out of our current fiscal year budget. This vendor is a part of Buy Board.

### **Strategic Plan and Water and Sewer Impact Fee Study**

I have authorized the consultant for the Strategic Plan and the City Engineer for the Water and Sewer Impact Fee Study to proceed with their work now that the Comprehensive Land Use Plan is complete (The Planning and Zoning Commission and City Council have not approved the plan yet but the Committee has).

### **Payments**

Soon, probably within 2 weeks, Ovilla will have two new card readers installed. Both new card readers will accept cards with the chip. Currently we can only accept payments for water bills. When this upgrade happens, we will be able to accept payments for all transactions including permit fees, tickets and other miscellaneous fees. Customers will be charged a fee for this service so Ovilla will have no transaction costs.



**To:** Honorable Mayor and Council Members  
**From:** Dennis Burn, City Manager  
**Subject:** Information Report - July 11, 2016 through July 15, 2016

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This report is to provide you an overview of City Manager information items for the week ending July 15, 2016. Each of these reports are included in the City Council regular agenda packets under the heading "Administration Activity Report".

### **ESD No. 2**

The Mayor, Fire Chief and I will be attending the ESD No. 2 meeting on Monday, July 18 at 6:00 PM in Midlothian. We will be requesting funding participation for salaries in the Fire Department budget.

### **City Council**

There will be a City Council Budget Workshop meeting on Wednesday, July 20 at 5:00 PM. Dinner will be served. Please bring your budget packets that are sent to you Friday to the meeting.

### **Municipal Services Advisory Committee (MSAC)**

MSAC met on July 13 at 5:00 PM. The Fire Department made their presentation. There will be another MSAC meeting on Tuesday, July 19 at 5:00 PM to finalize the Committee's recommendations for the budget.

### **Cockrell Hill Road**

Ellis County has completed their portion of the ditch grading work. Public Works has begun culvert cleaning and straightening of the culvert end sections and should be complete with this work by July 22. The pavement rehabilitation will begin on July 25 and should take 4 to 5 weeks to complete.

### **Hidden Valley Estates**

The first review of the Preliminary Plat, Drainage Plans and Utility Plans has been completed by the City Engineer and City staff. The review comments have been forwarded to the applicant's engineer. I have sent them a letter of "submission completeness".

### **FM 664**

Staff will attend a meeting of the utility companies that are affected by the FM 664 project. The purpose of the meeting will be to discuss any potential utility conflicts.



### **12” Waterline Across Red Oak Creek**

As a reminder, Public Works installed a 12” water line from an existing stub out near our elevated storage tank, along water street, along West Main Street and into Heritage Park where it was capped. At the Budget Workshop on July 20 I will be proposing to complete this water line project. The project completion will be to continue the 12” water line installation through Heritage Park, across (under) Red Oak Creek then proceed south along the west side of FM 644 to a connection point approximately 300 feet south of the creek crossing. This project will improve the pressure, flow rate and fire flow in the Ovilla Oaks and Cumberland Forest Estates subdivisions. The approximate cost is \$100,000.00 and will be expensed in the Water and Sewer Impact Fund and in the Capital Projects Fund of the FY 2016-2017 Budget.

### **Construction Standards**

Our City Engineer is working on revisions to our construction standards. Staff has provided changes we want to see implemented. Once the revised document is complete I will present it to the City Council for consideration.

### **Staff Meeting**

At our staff meeting next week, Oldcastle will attend the meeting to discuss the Cockrell Hill Road reconstruction project.

### **Texas Commission on Environmental Quality (TCEQ)**

Today TCEQ conducted an annual audit and investigation of our water system. Two minor issues that we must correct are placing a new sign at the ground storage tank and installing a deadbolt at the entry door to the elevated water storage tank. These were recommendations only and not enforcement issues. Public Works had all required documents and forms laid out in the City Council chambers for review. TCEQ was impressed as they stated that no one has all their documents available for viewing. Public Works did a great job today and continues to do a great job.



**To:** Honorable Mayor and Council Members  
**From:** Dennis Burn, City Manager  
**Subject:** Information Report - July 4, 2016 through July 8, 2016

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This report is to provide you an overview of City Manager information items for the week ending July 8, 2016. Each of these reports are included in the City Council regular agenda packets under the heading "Administration Activity Report".

### **City Council**

There will be a City Council meeting on Monday, July 11 starting at 6:00 PM with the briefing session and then 6:30 PM with the regular session.

### **Municipal Services Advisory Committee (MSAC)**

Another meeting of MSAC is scheduled on July 13 at 5:00 PM.

### **Midlothian Independent School District (MISD)**

The MISD final plat for the new elementary school was on the July 5 Planning and Zoning Commission agenda and was approved. The final plat will be placed on the July 11 City Council agenda.

### **Golden Chick**

The Specific Use Permit public hearing was on the July 5 Planning and Zoning Commission meeting. The permit was approved and will be placed on the July 11 City Council meeting for a public hearing and adoption of a Resolution.

### **Cockrell Hill Road**

Ellis County has completed their portion of the ditch grading work. Public Works has begun culvert cleaning and straightening of the culvert end sections and should be complete with this work by July 22. The pavement rehabilitation will begin on July 25 and should take 4 to 5 weeks to complete.

### **Hidden Valley Estates**

A new preliminary plat and supporting documents have been submitted and forwarded to the City Engineer for review. Staff is also reviewing the documents. The applicant has submitted a written request to install streets with no curb and gutter and with open drainage ditches. Though the zoning is R15 (minimum 15,000 square foot lots), their lots are larger than the



required minimum and the lot widths exceed 130 feet thus eliminating the need for interior alleys. When the City Engineer determines that the preliminary plat is in compliance with the provisions of our Subdivision Ordinance, then that date becomes the “official filing date”. Within 30 days of the official filing date the Planning and Zoning Commission must take action on the application.

As a reminder, this property is bounded by Westmoreland on the east, Red Oak Creek Road on the south and its northern boundary is south of FM 664. The applicant is proposing 120 residential lots and 5 common areas on a total of 117.578 acres.

#### **Ovilla Parc Home Owners Association (HOA)**

I made a presentation to the Ovilla Parc HOA Board of Directors and discussed with them the following items:

1. When and for what are permits required.
2. What code enforcement items we look for.
3. Discharge of firearms.
4. Discharge/possession of fireworks.
5. Solicitors.
6. How their sewer bill is calculated.
7. Speeding and parking restrictions.
8. Accessory buildings.
9. Fences.
10. New home construction material requirements.
11. Garage sales.

They are forwarding to me a copy of their HOA covenants, deed restrictions and bylaws.

#### **Industrial Property Along Bear Creek Road**

The owner of the property along Bear Creek Road, that is currently zoned “I” Industrial, requested a zoning change to “R15” at the April Planning and Zoning Commission meeting. The Commission denied the request. Prior to this request being placed on the April City Council meeting, the applicant requested that it be pulled from the agenda. The agenda item was never placed on a City Council agenda. The applicant is still interested in pursuing this zoning change. This item will be placed on the August City Council meeting as a discussion item only. The applicant will present their position and the City Council will be able to state their position.

## Ovilla Municipal Court Report

| <b>FY-2015-2016</b> | <b>Total Traffic Cases Filed</b> | <b>State Law Cases Filed</b> | <b>Parking Cases Filed</b> | <b>Penal Code Cases Filed</b> | <b>City Ordinance Filed</b> | <b>Trials</b> | <b>Total Revenue</b> | <b>Amount Kept by City</b> | <b>Amount sent to State</b> | <b>Warrants Issued</b> | <b>Cases sent to Collections</b> |
|---------------------|----------------------------------|------------------------------|----------------------------|-------------------------------|-----------------------------|---------------|----------------------|----------------------------|-----------------------------|------------------------|----------------------------------|
| October             | 12                               | 0                            | 0                          | 1                             | 0                           | 1             | \$6,503.40           | \$4,829.79                 | \$1,673.61                  | 18                     | 18                               |
| November            | 30                               | 0                            | 6                          | 1                             | 1                           | 0             | \$6,343.00           | \$4,506.02                 | \$1,836.98                  | 6                      | 6                                |
| December            | 36                               | 1                            | 0                          | 0                             | 0                           | 0             | \$4,249.52           | \$2,462.16                 | \$1,787.36                  | 5                      | 5                                |
| January             | 103                              | 1                            | 0                          | 2                             | 6                           | 0             | \$8,208.30           | \$4,486.94                 | \$3,721.36                  | 8                      | 8                                |
| February            | 227                              | 2                            | 0                          | 0                             | 0                           | 0             | \$23,074.90          | \$12,744.35                | \$10,330.55                 | 6                      | 6                                |
| March               | 104                              | 0                            | 0                          | 1                             | 0                           | 0             | \$28,633.00          | \$16,155.86                | \$12,477.14                 | 11                     | 11                               |
| April               | 94                               | 0                            | 0                          | 2                             | 0                           | 0             | \$17,970.30          | \$9,158.08                 | \$8,812.22                  | 21                     | 21                               |
| May                 | 132                              | 1                            | 0                          | 1                             | 3                           | 2             | \$16,137.40          | \$8,766.04                 | \$7,371.36                  | 32                     | 32                               |
| June                | 154                              | 0                            | 0                          | 1                             | 2                           | 0             | \$19,417.26          | \$10,205.87                | \$9,211.39                  | 20                     | 20                               |
| July                | 132                              | 0                            | 0                          | 0                             | 6                           | 0             | \$23,993.55          | \$12,997.60                | \$10,995.95                 | 27                     | 27                               |
| August              |                                  |                              |                            |                               |                             |               |                      |                            |                             |                        |                                  |
| September           |                                  |                              |                            |                               |                             |               |                      |                            |                             |                        |                                  |
| <b>Totals</b>       | <b>1024</b>                      | <b>5</b>                     | <b>6</b>                   | <b>9</b>                      | <b>18</b>                   | <b>3</b>      | <b>\$154,530.63</b>  | <b>\$86,312.71</b>         | <b>\$68,217.92</b>          | <b>154</b>             | <b>154</b>                       |

2014-2015 FY

|                  |            |          |          |           |           |          |                    |                    |                    |            |
|------------------|------------|----------|----------|-----------|-----------|----------|--------------------|--------------------|--------------------|------------|
| July             | 30         | 1        | 0        | 3         | 4         | 0        | \$2,506.04         | \$1,515.24         | \$990.80           | 13         |
| <b>FY Totals</b> | <b>255</b> | <b>8</b> | <b>0</b> | <b>22</b> | <b>23</b> | <b>5</b> | <b>\$51,781.79</b> | <b>\$31,297.19</b> | <b>\$20,484.60</b> | <b>104</b> |

| <b>FY-2014-2015</b> | <b>Total # of Warrants</b> | <b>Total Amount of Warrants</b> | <b>Warrants Cleared</b> | <b>Warrants Amount</b> |
|---------------------|----------------------------|---------------------------------|-------------------------|------------------------|
| October             | 398                        | \$140,651.01                    | 11                      | \$2,061.60             |
| November            | 386                        | \$135,375.84                    | 18                      | \$4,541.00             |
| December            | 386                        | \$136,131.44                    | 5                       | \$1,897.07             |
| January             | 392                        | \$138,629.21                    | 2                       | \$1,178.53             |
| February            | 391                        | \$138,216.61                    | 7                       | \$2,827.30             |
| March               | 375                        | \$131,858.32                    | 27                      | \$7,231.83             |
| April               | 392                        | \$138,396.92                    | 4                       | \$177.00               |
| May                 | 412                        | \$146,009.55                    | 12                      | \$3,666.00             |
| June                | 423                        | \$149,347.05                    | 9                       | \$1,666.05             |
| July                | 441                        | \$156,914.85                    | 9                       | \$1,965.40             |
| August              |                            |                                 |                         |                        |
| September           |                            |                                 |                         |                        |
| <b>Totals</b>       |                            |                                 | <b>104</b>              | <b>\$27,211.78</b>     |

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

To: Mayor Richard Dormier  
 Ovilla City Council  
 Dennis Burn

Subject: **Code Enforcement Monthly Report**

|  | July 2016 | July 2016<br>YTD | July 2015 |  |
|--|-----------|------------------|-----------|--|
| Calls For Service                            |           |                  |           |  |
| Complaint (Nuis 41, Permit 12, Parking 13)   | 66        | 293              | 78        |  |
| Follow Up (Nuis 45 Permit-14, Parking-15)    | 74        | 324              | 89        |  |
| Door Notice (Nui -25, Permit-10, Parking-11) | 41        | 212              | 55        |  |
| Mail Notice (5 Parking 15 grass 23 nissance) | 43        | 176              | 33        |  |
| Posted Property (Grass 5, )                  | 17        | 61               | 8         |  |
| Court (2 set for trial no permit, nuisance ) | \$0       | 0                | \$922.00  |  |
| Citizen Contacts                             | 67        | 417              | 143       |  |
| Permits Reviewed                             | 13        | 106              | 18        |  |
| Permits Issued                               | 10        | 73               | 9         |  |
| Inspections                                  | 11        | 126              | 14        |  |
| Nuisance Abated by City (Grass4)(Mosqu 5)    | 9         | 20               | 6         |  |
| Nuisance Signs (Garage sale-25 business 10 ) | 35        | 190              | 18        |  |
| Board Of Adjustment                          | 0         | 7                | 0         |  |
|  |           |                  |           |  |
|  |           |                  |           |  |
|  |           |                  |           |  |

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

To: Mayor Richard Dormier  
 Ovilla City Council

Subject: **Animal Control Monthly Report**

|  | July 2016 | July 2016<br>YTD | July 2015 |  |
|--|-----------|------------------|-----------|--|
| Calls For Service                        |           |                  |           |  |
| Complaint (Regist-15 At Large-8 Bark 2)  | 25        | 259              | 29        |  |
| Follow up 23                             | 23        | 110              | 40        |  |
| Door Notice (Regis-22, Bark -3)          | 25        | 159              | 30        |  |
| Impounded Animal (Dog 4)                 | 4         | 44               | 8         |  |
| Animal Welfare Check                     | 4         | 42               | 8         |  |
| Impound Results (Return-1, Transport-3)  | 4         | 34               | 8         |  |
| Impound fee collected                    | \$65.00   | \$985.00         | 105       |  |
| Court( )                                 | \$0.00    | \$266.00         | 0         |  |
| Citizen Contacts                         | 32        | 256              | 23        |  |
| Registration Tags Issued \$84            | 7         | 122              | 28        |  |
| Registration Reminder Mailed             | 22        | 158              | 16        |  |
| Nuisance Letter Mailed 3 Barking         | 3         | 24               | 0         |  |
| Animals released (1 arma,1 skunk 5 pos,) | 7         | 17               | 7         |  |
| Deceased Removed                         | 23        | 150              | 23        |  |
| Oak Leaf                                 | 0         | 13               | 1         |  |
| Traps Checked Out                        | 4         | 32               | 7         |  |



To: Honorable Mayor and Council Members

From: Mike Dooly, Community Services

Subject: Monthly and Y-T-D Building permits

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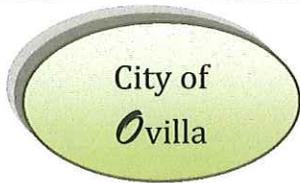
Activity Report:

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

**Total Homes = 26 and Total Other 228**

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

- July 2016 - New home construction: 5 / Other: 15
- June 2016 - New home construction: 10 / Other: 25
- May 2016 - New home construction: 2 / Other: 16
- April 2016 - New home construction: 2 / Other: 21
- March 2016 - New home construction: 2 / Other: 24 (9 are sign permits)
- February 2016 - New home construction: 1 / Other: 36 (10 are sign permits)
- January 2016 - New home construction: 0 / Other: 29
- December 2015 - New home construction: 3 / Other: 15
- November 2015 - New home construction: 0 / Other: 27
- October 2015 - New home construction: 1 / Other: 20



# Ovilla City Council

## CONSENT ITEMS C1 - C8

Meeting Date: August 08, 2016

Department: Administration/Finance/PW

Discussion  Action

Budgeted Expense:  YES  NO  N/A

Submitted by: Staff

Amount: N/A

### Attachments:

- C1. June 2016 Financial Transactions over \$5,000
- C2. Committed Fund Balance
- C3. Quarterly Investment Report ending June 30, 2016
- C4. Trinity River Authority of Texas Annual Contract for Services for FY 2017 (Fee schedules)
- C5. Council Minutes of the July 20, 2016 Special Budget Workshop meeting
- C6. Briefing Session and Regular Minutes of the July 11, 2016 Council Meeting
- C7. Council Minutes of the June 29, 2016 Special Budget Workshop meeting
- C8. Council Minutes of the June 27, 2016 Special Budget Workshop meeting

### Discussion / Justification:

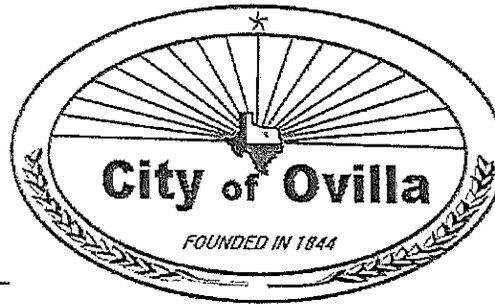
All consent items are attached for Council consideration.

### Recommendation / Staff Comments:

Staff recommends approval.

### Sample Motion(s):

I move to approve the consent items as presented.



DATE: August 08, 2016

TO: Honorable Mayor and Council Members

FROM:  
Linda Harding, Accountant

SUBJECT: Transactions Over \$5,000 For June 2016

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

| Date      | Check# | General Fund<br>Payee                   | Description   | Amount      |
|-----------|--------|---|---|-------------|
| 6/2/2016  | ACH    | Quick Books Payroll Service             | Payroll   | \$42,654.59 |
| 6/3/2016  | 45121  | Beyond Backyards                        | Ashburn Glen Park - Wood Play Set                   | \$6,850.00  |
| 6/3/2016  | 45117  | US Treasury                             | Payroll Taxes                                       | \$7,534.28  |
| 6/3/2016  | 45114  | Technology and Beyond                   | Server-Firewall-Memory and Installation             | \$5,429.43  |
| 6/3/2016  | 45113  | Wiseman Hardware Inc                    | Ex Mark Mower                                       | \$6,000.00  |
| 6/9/2016  | 45122  | T.M.R.S.                                | Retirement  | \$12,470.99 |
| 6/10/2016 | 45140  | Technology and Beyond                   | Laptops, Boosters and Installation, Monthly Service | \$8,912.90  |
| 6/17/2016 | 45223  | Progressive Waste Solutions of TX, Inc. | Solid Waste   | \$17,953.00 |
| 6/17/2016 |        | Quick Books Payroll Service             | Payroll   | \$46,496.75 |
| 6/17/2016 | 45217  | US Treasury                             | Payroll Taxes                                       | \$8,084.20  |
| 6/27/2016 | 45266  | Blue Cross Blue Shield of Texas         | Health Insurance                                    | \$10,729.24 |
| 6/30/2016 | ACH    | Quick Books Payroll Service             | Payroll   | \$44,375.85 |

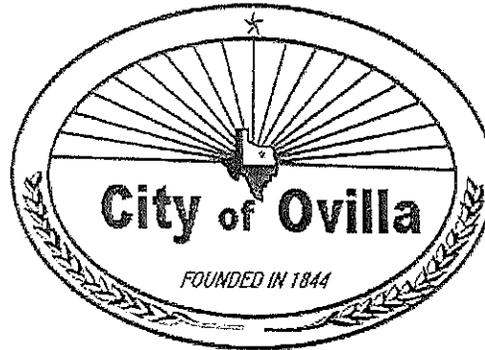
Total General Fund Transactions \$5,000 and Over

\$217,491.23

| Date      | Check# | Water & Sewer Fund<br>Payee | Description            | Amount       |
|-----------|--------|-----------------------------|------------------------|--------------|
| 6/3/2016  | 16314  | City of Ovilla General Fund | P/R 6 3 16             | \$11,266.87  |
| 6/13/2016 | 16317  | Shaw Development LLC        | Wastewater Development | \$150,000.00 |
| 6/17/2016 | 16322  | City of Dallas              | Water                  | \$23,026.97  |
| 6/17/2016 | 16318  | City of Ovilla General Fund | P/R 6 17 16            | \$11,939.44  |
| 6/21/2016 | 16288  | City of Ovilla General Fund | Solid Waste            | \$21,580.69  |
| 6/24/2016 | 16339  | Trinity River Authority     | Sewer                  | \$22,567.00  |

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

\$240,380.97



DATE: August 8, 2016

TO: Honorable Mayor and Council Members

FROM:  
Linda Harding, Accountant

SUBJECT: Committed Fund Balance Report as of June 30, 2016

**City of Ovilla  
Committed Fund Balance Report  
for General Fund  
as of JUNE 30 2016**

**GENERAL  
FUND  
2015-2016  
Mid-Year  
Budget  
Amount**

| Description   | Account<br>Number |                      |
|---|-------------------|----------------------|
| Total General Fund 2015-2016 Mid-Year Budget            |                   | 3,661,049            |
| <b>CAPITAL ASSETS and RESERVE ACCOUNTS:</b>             |                   |                      |
| Machinery and Equipment                                 | 5106440           | (2,000)              |
| Furniture   | 5106465           | (1,700)              |
| Audio and Visual Equipment                              | 5106470           | 0                    |
| Buildings   | 5107420           | (35,000)             |
| Reserve for Contingency                                 | 5109001           | (5,096)              |
| Machinery and Equipment                                 | 5206440           | (5,424)              |
| Personal Protective Equipment                           | 5206445           | (2,600)              |
| Capital Outlay - Vehicles                               | 5206450           | (82,000)             |
| Machinery and Equipment                                 | 5306440           | (10,300)             |
| Personal Protective Equipment                           | 5306445           | (20,247)             |
| Machinery and Equipment                                 | 5406440           | (1,000)              |
| Machinery and Equipment                                 | 5506440           | (2,500)              |
| Personal Protective Equipment                           | 5506445           | (300)                |
| Machinery and Equipment                                 | 5507440           | (6,000)              |
| Machinery and Equipment                                 | 5606440           | (500)                |
| Machinery and Equipment                                 | 5607440           | (1,000)              |
| Total 2015-2016 Budget Less Capital Assets and Reserve  |                   | 3,485,382            |
| Resolution Number 2013-002                              |                   | 25%                  |
| <b>REQUIRED UNASSIGNED FUND BALANCE IN GENERAL FUND</b> |                   | <b>\$ 871,345.50</b> |

|   |         |                        |
|---|---------|------------------------|
| <b>ALL BANK ACCOUNT BALANCES AS OF 6/30/2016</b>  |         |                        |
| Prosperity Bank (Operationing Acct 9437)  | 1012500 | \$ 1,795,023.04        |
| Prosperity Money Market (Acct #9307605)   | 1012520 | \$ 229,847.52          |
| Texstar Reserves ( Acct.#07017-1112)  | 1012525 | \$ 3,734.71            |
| TexStar Money Market (Acct 1112)  | 1011525 | \$ 931.05              |
| Prosperity Money Market Reserve (Acct. #9307583)  | 1012250 | \$ 127,808.94          |
| Prosperity CD (Acct. #670010694)  | 1012260 | \$ 246,042.95          |
| Prosperity Bank CD (Acct. #670010608)   | 1012290 | \$ 55,833.05           |
| ALL BANK ACCOUNTS Total Unassigned Fund Balance in General Fund   |         | \$ 2,459,221.26        |
| REQUIRED UNASSIGNED FUND BALANCE IN GENERAL FUND  |         | \$ 871,345.50          |
| <b>Excess in Unassigned Fund Balance in ALL ACCOUNTS</b>  |         | <b>\$ 1,587,875.76</b> |
| SALE OF ASSET: FIRE RESCUE PUMP AND TANK \$91,000, LESS BROKER FEE OF \$6,370 AND POSTAGE FEE OF \$7.10 |         | \$ (84,622.90)         |
| SALE OF ASSET: FIRE BRUSH TRUCK 4/2016 \$14,000 LESS 10% BROKER FEE \$1,400                             |         | \$ (12,600.00)         |
| <b>Funds Available (Unrestricted Fund Balance)</b>  |         | <b>\$ 1,490,652.86</b> |



DATE: August 08, 2016

TO: Honorable Mayor and Council Members

FROM:  
Linda Harding, Accountant

SUBJECT: Investment Report for Quarter Ending June 30, 2016  
Fiscal Year 2015-2016

City of Ovilla  
Investment Report  
For Quarter Ending June 30, 2016

| Fund                       | Bank               | Investment Type | Description  | Bank Account Number | Quick Books Account # | Inception Date | Maturity Date | Rate    | Beginning Market Value 3-31-2016 | Activity During Quarter    | Ending Market Value 6/30/2016 | Book Value 6/30/2016 | Difference   |        |
|----------------------------|--------------------|-----------------|--|---------------------|-----------------------|----------------|---------------|---------|----------------------------------|----------------------------|-------------------------------|----------------------|--------------|--------|
| GENERAL FUND               |                    |                 |  |                     |                       |                |               |         |                                  |                            |                               |                      |              |        |
|                            |                    | Operating       |  |                     |                       |                |               |         |                                  |                            |                               |                      |              |        |
| GF                         | Prosperity Bank    |                 | General  | 6602109437          | 1012500               | N/A            | N/A           | 0.3500% | \$ 2,001,772.90                  | Interest Earned            | \$ 1,648.35                   |                      |              |        |
|                            |                    |                 |  |                     |                       |                |               |         |                                  | Net Deposit                | \$ 593,267.26                 |                      |              |        |
|                            |                    |                 |  |                     |                       |                |               |         |                                  | Net Withdrawals            | \$ 801,665.47                 |                      |              |        |
|                            |                    |                 |  |                     |                       |                |               |         |                                  | Ending Balance             | \$1,795,023.04                | \$1,795,023.04       | (\$0.00)     |        |
| GF                         | Texstar Investment |                 | Pool   | 7017111110          | 1012525               | N/A            | N/A           | 0.3927% | \$ 3,731.14                      | Interest Earned            | \$ 3.57                       |                      |              |        |
|                            |                    |                 |  |                     |                       |                |               |         |                                  | Withdrawal                 | \$ -                          |                      |              |        |
|                            |                    |                 |  |                     |                       |                |               |         |                                  | Ending Balance             | \$ 3,734.71                   | \$3,734.71           | \$0.00       |        |
| GF                         | Prosperity Bank    |                 | Money Market   | 9307605             | 1012520               | 3/2/11         | N/A           | 0.2000% | \$229,733.27                     | Interest Earned            | \$ 114.25                     |                      |              |        |
|                            |                    |                 |  |                     |                       |                |               |         |                                  | Withdrawal                 | \$ -                          |                      |              |        |
|                            |                    |                 |  |                     |                       |                |               |         |                                  | Ending Balance             | \$229,847.52                  | \$229,847.52         | \$0.00       |        |
| GF                         | Texstar Investment |                 | Pool   | 701711120           | 1011525               | N/A            | N/A           | 0.3927% | \$ 930.14                        | Interest Earned            | \$0.91                        | \$931.05             | \$931.05     | \$0.00 |
| GF                         | Prosperity Bank    |                 | Money Market   | 9307583             | 1012250               | N/A            | N/A           | 0.2000% | \$ 127,745.41                    | Interest Earned            | \$ 63.53                      |                      |              |        |
|                            |                    |                 | \$240,000 Moved to Citizens National Bank On 8/18/11               |                     |                       |                |               |         |                                  |                            | Net Deposit                   | \$ -                 |              |        |
|                            |                    |                 |  |                     |                       |                |               |         |                                  | Net Withdrawals            | \$ -                          |                      |              |        |
|                            |                    |                 |  |                     |                       |                |               |         |                                  | Ending Balance             | \$ 127,808.94                 | \$127,808.94         | \$0.00       |        |
| GF                         | Prosperity Bank    |                 | CD   | 670010694           | 1012260               | 2/25/14        | 2/25/16       | 0.0350% | \$ 245,710.64                    | Interest Earned            | \$ 332.31                     |                      |              |        |
|                            |                    |                 | 2/25/14 Transferred 243997.77 to Prosperity Bank account 670010694 |                     |                       |                |               |         |                                  |                            | Net Deposit                   | \$ -                 |              |        |
|                            |                    |                 |  |                     |                       |                |               |         |                                  | Net Withdrawals            | \$ -                          |                      |              |        |
|                            |                    |                 |  |                     |                       |                |               |         |                                  | Ending Balance             | \$ 246,042.95                 | \$246,042.95         | \$0.00       |        |
| GF                         | Prosperity Bank    |                 | CD   | 670010608           | 1012280               | 10/17/12       | 10/17/13      | 0.3000% | \$ 55,833.05                     | Interest Earned            | \$ -                          | \$55,833.05          | \$55,833.05  | \$0.00 |
| GF                         | Prosperity Bank    |                 |  | 216188662           | 1012295               | 6/25/16        | n/a           | 0.3500% | \$ 196,908.21                    | Interest Earned            | \$ 171.40                     | \$197,079.61         | \$197,079.61 | \$0.00 |
| Total General Fund         |                    |                 |  |                     |                       |                |               |         |                                  | Total General Fund Balance | \$2,656,300.87                | \$2,656,300.87       | (\$0.00)     |        |
| DEBT SERVICE               |                    |                 |  |                     |                       |                |               |         |                                  |                            |                               |                      |              |        |
| Debt                       | Prosperity Bank    | Savings Account | Sinking Fund   | 6606020291          | 1010000               | N/A            | N/A           | 0.2000% | \$ 415,671.70                    | Interest Earned            | \$ 207.92                     |                      |              |        |
|                            |                    |                 |  |                     |                       |                |               |         |                                  | Deposits                   | \$ 8,391.52                   |                      |              |        |
|                            |                    |                 |  |                     |                       |                |               |         |                                  | Deductions                 | \$ 1,373.83                   |                      |              |        |
|                            |                    |                 |  |                     |                       |                |               |         |                                  | Ending Balance             | \$422,897.31                  | \$422,897.31         | \$0.00       |        |
| Water & Sewer Utility Fund |                    |                 |  |                     |                       |                |               |         |                                  |                            |                               |                      |              |        |
| W&S                        | Prosperity Bank    | Operating       | Utility  | 6602109445          | 1021500               | N/A            | N/A           | 0.3500% | \$ 681,136.74                    | Interest Earned            | \$ 576.10                     |                      |              |        |
|                            |                    |                 |  |                     |                       |                |               |         |                                  | Net Deposit                | \$ 489,659.61                 |                      |              |        |
|                            |                    |                 |  |                     |                       |                |               |         |                                  | Net Withdrawals            | \$ 531,300.29                 |                      |              |        |
|                            |                    |                 |  |                     |                       |                |               |         |                                  |                            | \$640,072.16                  | \$640,072.16         | \$0.00       |        |

City of Ovilla  
Investment Report  
For Quarter Ending June 30, 2016

| Fund                   | Bank               | Investment Type | Description  | Bank Account Number | Quick Books Account # | Inception Date | Maturity Date | Rate    | Beginning Market Value 3-31-2016 | Activity During Quarter | Ending Market Value 6/30/2016 | Book Value 6/30/2016 | Difference   |
|------------------------|--------------------|-----------------|--------------|---------------------|-----------------------|----------------|---------------|---------|----------------------------------|-------------------------|-------------------------------|----------------------|--------------|
| W&S                    | Texstar Investment |                 | Pool         | 701705350           | 1021525               | N/A            | N/A           | 0.3927% | \$ 1,146.30                      | Interest Earned         | \$ 0.97                       |                      |              |
|                        |                    |                 |              |                     |                       |                |               |         |                                  | Net Deposit             | \$ -                          |                      |              |
|                        |                    |                 |              |                     |                       |                |               |         |                                  | Withdrawals             | \$ -                          |                      |              |
|                        |                    |                 |              |                     |                       |                |               |         |                                  | Ending Balance          |                               | \$1,147.27           | \$1,147.27   |
| W&S                    | Prosperity Bank    |                 | Utility      | 4547531             | 1021800               | N/A            | N/A           | 0.3500% | \$ 138.78                        | Interest Earned         | \$ 0.12                       |                      |              |
|                        |                    |                 |              |                     |                       |                |               |         |                                  | Net Deposit             | \$ -                          |                      |              |
|                        |                    |                 |              |                     |                       |                |               |         |                                  | Net Withdrawals         | \$ -                          | \$138.90             | \$138.90     |
| W&S                    | Prosperity Bank    |                 | Money Mkt.   | 18004323            | 1020500               | N/A            | N/A           | 0.2000% | \$ 188,607.52                    | Interest Earned         | \$ 93.81                      |                      |              |
|                        |                    |                 |              |                     |                       |                |               |         |                                  | Net Deposit             | \$ -                          |                      |              |
|                        |                    |                 |              |                     |                       |                |               |         |                                  | Net Withdrawals         | \$ -                          | \$ 188,701.33        | \$188,701.33 |
| Total W&S Utility Fund |                    |                 |              |                     |                       |                |               |         |                                  | Total W&S Fund          | \$830,059.66                  | \$830,059.66         | \$0.00       |
| CAPITAL PROJECTS       |                    |                 |              |                     |                       |                |               |         |                                  |                         |                               |                      |              |
| Construction Funds     |                    |                 |              |                     |                       |                |               |         |                                  |                         |                               |                      |              |
| CP                     | Texpool Investment |                 | Pool         | 78761 11878         | 1023000               | N/A            | N/A           | 0.0000% | \$ 308.16                        | Interest Earned         | \$ -                          |                      |              |
|                        |                    |                 |              |                     |                       |                |               |         |                                  | Deposits                | \$ -                          |                      |              |
|                        |                    |                 |              |                     |                       |                |               |         |                                  | Withdrawals             | \$ -                          |                      |              |
|                        |                    |                 |              |                     |                       |                |               |         |                                  | Ending Balance          |                               | \$308.16             | \$308.16     |
| CP                     | Texstar investment |                 | Pool         | 701705340           | 1023500               | N/A            | N/A           | 0.3927% | \$ 1,397.23                      | Interest Earned         | \$ 1.14                       |                      |              |
|                        |                    |                 |              |                     |                       |                |               |         |                                  | Deposits                | \$ -                          |                      |              |
|                        |                    |                 |              |                     |                       |                |               |         |                                  | Withdrawals             | \$ -                          |                      |              |
|                        |                    |                 |              |                     |                       |                |               |         |                                  | Ending Balance          |                               | \$1,398.37           | \$1,398.37   |
| CP                     | Prosperity Bank    |                 | Money Market | 9307648             | 1024000               | N/A            | N/A           | 0.2000% | \$130,183.96                     | Interest Earned         | \$ 64.75                      |                      |              |
|                        |                    |                 |              |                     |                       |                |               |         |                                  | Deposits                | \$ -                          |                      |              |
|                        |                    |                 |              |                     |                       |                |               |         |                                  | Withdrawals             | \$ -                          |                      |              |
|                        |                    |                 |              |                     |                       |                |               |         |                                  | Ending Balance          |                               | \$130,248.71         | \$130,248.71 |
| Total Capital Projects |                    |                 |              |                     |                       |                |               |         |                                  |                         | \$131,955.24                  | \$131,955.24         | \$0.00       |
| W&S IMPACT FEE         |                    |                 |              |                     |                       |                |               |         |                                  |                         |                               |                      |              |
| W&S Impact             | Prosperity Bank    | Money Market    | Water Impact | 6604032322          | 8510100               | N/A            | N/A           | 0.2500% | \$ 74,571.14                     | Interest Earned         | \$ 46.37                      |                      |              |
|                        |                    |                 |              |                     |                       |                |               |         |                                  | Net Deposit             | \$ 5,200.00                   |                      |              |
|                        |                    |                 |              |                     |                       |                |               |         |                                  | Net Withdrawals         | \$ -                          |                      |              |
|                        |                    |                 |              |                     |                       |                |               |         |                                  | Ending Balance          |                               | \$ 79,817.51         | \$79,817.51  |
| W&S Impact             | Texstar Investment |                 | Sewer Impact | 701713540           | 8520155               | N/A            | N/A           | 0.3927% | \$ 3,157.28                      | Interest Earned         | \$ 2.89                       |                      |              |
|                        |                    |                 |              |                     |                       |                |               |         |                                  | Net Deposits            | \$ -                          |                      |              |
|                        |                    |                 |              |                     |                       |                |               |         |                                  | Net Withdrawals         | \$ -                          |                      |              |
|                        |                    |                 |              |                     |                       |                |               |         |                                  | Ending Balance          |                               | \$3,160.17           | \$3,160.17   |
| W&S Impact             | Prosperity Bank    | Money Market    | Sewer Impact | 301668699           | 8520160               | N/A            | N/A           | 0.2500% | \$16,231.80                      | Interest Earned         | \$ 10.09                      |                      |              |
|                        |                    |                 |              |                     |                       |                |               |         |                                  | Net Deposit             | \$ 9,800.00                   |                      |              |
|                        |                    |                 |              |                     |                       |                |               |         |                                  | Net Withdrawals         | \$ -                          |                      |              |
|                        |                    |                 |              |                     |                       |                |               |         |                                  | Ending Balance          |                               | \$26,041.89          | \$26,041.89  |
| Total W&S Impact Fund  |                    |                 |              |                     |                       |                |               |         |                                  |                         | \$109,019.57                  | \$109,019.57         | \$0.00       |

City of Ovilla  
Investment Report  
For Quarter Ending June 30, 2016

| Fund  | Bank            | Investment Type | Description  | Bank Account Number | Quick Books Account # | Inception Date | Maturity Date | Rate    | Beginning Market Value 3-31-2016 | Activity During Quarter   | Ending Market Value 6/30/2016 | Book Value 6/30/2016 | Difference |
|---|-----------------|-----------------|--------------|---------------------|-----------------------|----------------|---------------|---------|----------------------------------|---|-------------------------------|----------------------|------------|
| <b>PARK IMPROVEMENT</b>   |                 |                 |              |                     |                       |                |               |         |                                  |   |                               |                      |            |
| Park  | Prosperity Bank |                 | Money Market | 9307613             | 1010200               | 3/16/11        | N/A           | 0.2500% | \$ 62,956.86                     | Interest Earned \$ 39.15<br>Deposits \$ -<br>Withdrawals \$ -<br>Ending Balance                       | \$62,996.01                   | \$62,996.01          | \$0.00     |
| Total Park Improvement Fund   |                 |                 |              |                     |                       |                |               |         |                                  |   | \$62,996.01                   | \$62,996.01          | \$0.00     |
| <b>Ovilla 4B EDC</b>  |                 |                 |              |                     |                       |                |               |         |                                  |   |                               |                      |            |
| 4B EDC  | Prosperity Bank | Operating       |              | 4553691             | 1012500               | N/A            | N/A           | 0.3500% | \$ 474,222.36                    | Interest Earned \$ 412.80<br>Net Deposit \$ 40,198.32<br>Net Withdrawals \$ -<br>Ending Balance       | \$ 514,833.48                 | \$514,833.48         | \$0.00     |
| <b>Municipal Development District</b>   |                 |                 |              |                     |                       |                |               |         |                                  |   |                               |                      |            |
| MDD   | Prosperity Bank | Operating       |              | 6457451             | 1012501               | N/A            | N/A           | 0.3500% | \$ 143,892.25                    | Interest Earned \$ 130.73<br>Net Deposit \$ 11,267.79<br>Net Withdrawals \$ -<br>Ending Balance       | \$155,290.77                  | \$155,290.77         | \$0.00     |
| <b>Police Dept. Special Fund</b>  |                 |                 |              |                     |                       |                |               |         |                                  |   |                               |                      |            |
| Police Special  | Prosperity Bank | Operating       |              | 11039792            | 1001010               | N/A            | N/A           | 0.0000% | \$ 10.76                         | Interest Earned \$ -<br>Net Deposit \$ 20.00<br>Net Withdrawals \$ -<br>Ending Balance                | \$30.76                       | \$30.76              | (\$0.00)   |
| <b>Fire Dept. Auxiliary Fund</b>  |                 |                 |              |                     |                       |                |               |         |                                  |   |                               |                      |            |
| Fire Auxil.   | Prosperity Bank | Operating       |              | 11003909            | 1010000               | N/A            | N/A           | 0.0000% | \$ 1,050.00                      | Interest Earned \$ -<br>Net Deposit \$ -<br>Net Withdrawals \$ -<br>Ending Balance                    | \$1,050.00                    | \$1,050.00           | \$0.00     |
| <b>Employee Benefit Trust</b>   |                 |                 |              |                     |                       |                |               |         |                                  |   |                               |                      |            |
| Empl. Bene Trust  | Prosperity Bank | Operating       |              | 215058777           | 1025000               | 9/15/14        | N/A           | 0.3500% | \$ 13.42                         | Interest Earned \$ 0.96<br>Net Deposit \$ 44,855.20<br>Net Withdrawals \$ 44,854.67<br>Ending Balance | \$14.91                       | \$14.91              | \$0.00     |
| Total Investments   |                 |                 |              |                     |                       |                |               |         |                                  |   | \$4,884,448.58                | \$4,884,448.58       | (\$0.00)   |
| <p>This report is prepared in accordance with Chapter 2256 of the Public Funds Investment Act (PFIA). Section 2256.023(a) of the PFIA states that "not less than quarterly, the investment officer shall prepare and submit to the governing body of the entity</p> |                 |                 |              |                     |                       |                |               |         |                                  |   |                               |                      |            |
| Dennis M. Burn, City Manager  |                 |                 |              |                     |                       |                |               |         |                                  |   |                               |                      |            |



3826.500.050.100

July 18, 2016

Ms. Pam Woodall Higgins  
City Secretary  
City of Ovilla  
105 South Cockrell Hill Road  
Ovilla, Texas 75154

Dear Ms. Higgins:

Subject: Contract for Services - Fiscal Year 2017  
Revised Technical Services Fee Schedule  
Central Regional Wastewater System

The Trinity River Authority Board of Directors, in Board Action June 2016, approved the Technical Services Fee Schedule for Fiscal Year 2017 which is in connection with all contracting work relating to the analysis of water and wastewater, industrial inspections, and/or sampling services. According to our records, your current contract expires September 30, 2016. As in past years we propose to continue performing associated services to all Authority Contributing Parties under the provisions of a contract for services. Enclosed please find two (2) copies of the Trinity River Authority Contract for Services and Fee Schedules for Fiscal Year 2017 attached for your review and official authorization. Upon the City's approval for requested services between the City and Trinity River Authority, please return both notarized or sealed copies with Attachment A - Technical Services Fee Schedules for final execution to this office. After execution by the Authority's General Manager, one (1) original Contract for Services will be returned for your files unless otherwise noted by the City.

Please address and refer the correspondence regarding this matter to:

Trinity River Authority  
Central Regional Wastewater System  
6500 West Singleton Blvd.  
Dallas, Texas 75212  
Attention: Wm. B. Cyrus, Manager  
Technical Services

July 18, 2016  
FY-2017 Contract for Services  
Page 2

To coordinate our efforts accordingly, the Authority requests the approval of the contract to begin on October 1, 2016, and terminate on date specified by the contracting party in Section VI. Please note that the contract may now be greater than one (1) year at the contracting party's preference.

Also enclosed are additional copies of our Board Approved Fiscal Year 2017 Services Fee Schedule for your use and files. The service fees are effective December 1, 2016 through November 30, 2017. Historically the fee schedule for these services is derived annually from the direct costs of performing each test, including manpower, materials, supplies, and equipment costs. Additionally, the cost associated with maintaining quality assurance is included in the cost of the test.

Should you have any questions concerning this contract or changes in fee schedule, please contact this office at your convenience.

Sincerely,



WM. B. CYRUS  
Manager, Technical Services

BC/mlt

Enclosures

## CONTRACT FOR TECHNICAL SERVICES

### I. CONTRACTING PARTIES

The Receiving Agency: City of \_\_\_\_\_, whose authorized address is \_\_\_\_\_

The Performing Agency: Trinity River Authority of Texas, whose authorized address is 5300 South Collins, P. O. Box 240, Arlington, Texas 76004-0240, Attention: J. Kevin Ward, General Manager (or his designated representative).

### II. STATEMENT OF SERVICES TO BE PERFORMED

In order to discharge the responsibilities associated with the enforcement of Federal, State, and City regulations, the Receiving Agency requires services of a laboratory qualified to perform water and wastewater analysis, and of personnel to conduct industrial inspection and/or sampling services, such services detailed in Section A, Subsection(s) \_\_\_\_\_, below.

#### A. PERFORMANCE OF SERVICES

##### 1. Industrial Inspection Services

In keeping with the foregoing, the Receiving Agency employs the Performing Agency and the Performing Agency agrees to perform industrial inspection services within the parameters listed on the attached schedule sheet.

The Performing Agency shall perform all Industrial Pretreatment Inspections, review permit applications and prepare for submittal Permits to Discharge Industrial Wastes to the Sanitary Sewer in accordance with procedures established by the Trinity River Authority of Texas in accordance with 40 CFR Part 403.8. Industrial Pretreatment Inspections, Application reviews and permit preparations and submittals shall be in compliance with the Receiving Agency's Industrial Waste Ordinances, Sewer Ordinances Numbers \_\_\_\_\_, and EPA General Pretreatment Regulations for Existing and New Sources. Records of Inspections, Applications and Permits shall be maintained as required by EPA General Pretreatment Regulations, 40 CFR § 403.12.

##### 2. Industrial Sampling Services

In keeping with the foregoing, the Receiving Agency employs the Performing Agency and the Performing Agency agrees to perform industrial sampling services within the parameters listed on the attached schedule sheet and in accordance with the Receiving Agency's Industrial Waste Ordinances and Sewer Ordinances Numbers \_\_\_\_\_.

The Performing Agency shall perform all sample collections, sample preservation, and maintenance of chain-of-custody records in accordance to the approved procedures set forth in Test Methods for Evaluating Solid Waste, EPA Manual SW-846, Methods for Chemical Analysis of Water and Wastes, EPA Manual EPA-600/4-79-020, and the Handbook for Sampling and Sample Preservation of Water and Wastewater, EPA Manual EPA-600/4-82-029. The samples shall be properly collected, preserved and delivered by the Performing Agency to the Performing Agency's laboratory located at 6500 West Singleton Blvd., Dallas, Texas. When feasible, the Performing Agency will conduct flow or time composited sampling. When composited sampling is not feasible, grab sampling will be performed.

3. Analytical Services

In keeping with the foregoing, the Receiving Agency employs the Performing Agency and the Performing Agency agrees to perform analytical services within the parameters listed on the attached schedule sheet.

The Receiving Agency will collect samples and deliver them to the laboratory for analysis. It is understood that these samples will be properly collected and preserved in accordance with applicable sections of A Practical Guide to Water Quality Studies of Streams, Federal Water Pollution Control Administration publication and Methods for Chemical Analysis for Water and Wastes, EPA manual, as well as the latest edition of Standard Methods for the Examination of Water and Wastewater. Additionally, requirements set by the National Environmental Laboratory Accreditation Conference will be followed as mandated by the Texas Commission on Environmental Quality for state accreditation. A chain-of-custody procedure shall be maintained in the field and the laboratory in accordance with procedures to be established by the Receiving Agency. The Receiving Agency will furnish chain-of-custody.

The Performing Agency will perform all analyses according to the approved procedures set forth in Standard Methods for the Examination of Water and Wastewater, current edition or the latest edition of Methods for Chemical Analysis of Water and Wastes, EPA manual. Additionally, requirements set by the National Environmental Laboratory Accreditation Conference will be followed as mandated by the Texas Commission on Environmental Quality for state accreditation. Samples will be analyzed by these methods on the production basis, to include appropriate analytical quality assurance procedures. Records will be kept for documentation of the Performing Agency's quality assurance program and copies will be available to the Receiving Agency upon request. Unusual interferences and problems will be reported to the Receiving Agency at its authorized address noted above. Research into specific techniques to overcome these difficulties will be undertaken when practical, and by mutual agreement. The chain-of-custody sheet submitted with each sample will designate the particular analysis or analyses to be made of each sample submitted. The laboratory will be operated in such a manner as to ensure the legal sufficiency of the sample handling; analytical and reporting procedures; and to remedy effects in the procedures should such be discovered.

The various laboratory personnel shall be directed upon receipt of written notice from the Receiving Agency 72 hours in advance, to appear and testify in enforcement actions. In such event, travel and per diem expenses for such employees shall be paid by the Receiving Agency. Travel and per diem for court appearances hereunder shall be based on current State laws.

Receiving Agency may deliver to Performing Agency samples for analyses separate and apart from those samples collected by the Performing Agency. When the Receiving Agency delivers samples to the Performing Agency for analyses, the Receiving Agency shall indicate the nature and extent of the analysis it desires to be conducted. Performing Agency shall not be responsible for the manner of collection or chain-of-custody or sheets which are matters entirely outside Performing Agency's control. Performing Agency shall receive, log and perform such analyses of samples in accordance with that part of the chain-of-custody procedures identified as Transfer of Custody and Storage attached hereto.

Samples analyzed to maintain the normal quality assurance program which the Performing Agency presently maintains in its laboratory will be charged to the Receiving Agency at the same rate as submitted samples.

## B. TERMINATION

Either party to this Contract may terminate the Contract by giving the other party thirty day notice in writing at their authorized address as noted previously. Upon delivery of such notice by either party to the other and before expiration of the thirty day period, the Performing Agency will proceed promptly to cancel all existing orders, contracts, and obligations which are chargeable to this Contract. As soon as practicable after notice of termination is given, the Performing Agency will submit a voucher for work performed under this Contract through its termination. The Receiving Agency will pay the Performing Agency for the work performed less all prior payments. Copies of all completed or partially completed reports, documents, and studies prepared under this Contract will be delivered by the Performing Agency to the Receiving Agency when and if this Contract is terminated prior to the completion of the prescribed work.

## C. AMENDING THE CONTRACT

The parties hereto without invalidating this Contract may alter or amend this Contract upon advance written agreement of both parties to exclude work being performed or to include additional work to be performed and to adjust the consideration to be paid hereunder by virtue of alterations or amendments.

## III. BASIS FOR CALCULATING REIMBURSABLE COSTS

The financial basis for calculating reimbursable costs shall be as stated in Attachment A, said Attachment A shall be revised and updated annually. Any revisions will be incorporated by reference herein. A cost analysis shall be prepared each year by the Trinity River Authority of Texas and shall be approved by the Trinity River Authority of Texas Board of Directors prior to effective date of said revision.

The expenditures by the Trinity River Authority of Texas of funds paid to it under this Contract shall be subject to such State or Federal audit procedures as may be required by law and by accepted practices of the State or Federal auditor, or both, if requested. The Trinity River Authority of Texas shall be responsible for maintaining books of account that clearly, accurately and currently reflect financial transactions. The financial records must include all documents supporting entries on the account records which substantiate costs. The Trinity River Authority of Texas must keep the records readily available for examination for a period of three years after the close of the last expenditure.

## IV. CONTRACT AMOUNT

The total costs charged by the Authority to the Receiving Agency shall not exceed dollars (\$\_\_\_\_\_) per annum during the term of this Contract, unless mutually agreed by the parties hereto.

V. PAYMENT FOR SERVICES

The Performing Agency shall bill the Receiving Agency monthly for services performed. Charges for these services shall be based on the attached cost schedules.

The Receiving Agency shall pay the monthly billings of the Performing Agency within thirty days of their receipt.

VI. TERM OF CONTRACT

This Contract is to begin \_\_\_\_\_, 20\_\_ and shall terminate \_\_\_\_\_, 20\_\_, subject to Section II, paragraph B of this contract.

VII. INTERLOCAL AGREEMENT

Inasmuch as the Receiving Agency and the Performing Agency are political subdivisions of this state, and inasmuch as the testing of water and wastewater are critical to the maintenance of public health and such testing is therefore, a governmental function and service, this contract is entered into pursuant to the Interlocal Cooperation Act, Chapter 791, Texas Government Code.

Receiving Agency:

CITY OF \_\_\_\_\_

BY: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

ATTEST: \_\_\_\_\_  
(SEAL)

Performing Agency:

TRINITY RIVER AUTHORITY OF TEXAS

BY: \_\_\_\_\_

GENERAL MANAGER

DATE: \_\_\_\_\_

ATTEST: \_\_\_\_\_  
(SEAL)

## CHAIN-OF-CUSTODY PROCEDURES

### Sample Collection and Shipment

1. To the maximum extent achievable, as few people as possible should handle a sample.
2. Stream and effluent samples should be obtained using standard field sampling techniques and preservation procedures.
3. Chain-of-Custody sheets should be attached to each sample at the time it is collected. Sample containers must be appropriate for requested testing with appropriate preservation and legibly labeled. The tag or sheet contains basically laboratory (requested parameters) information; however, certain identifying items including City, City Code, Contact Name and Phone Number, Type Sample Matrix, Material Sampled, and Method of Preservation must be completed by the field personnel collecting the sample. In completing the Chain-of-Custody tag or sheet, care should be utilized to insure that all necessary information is correctly and legibly entered onto the form. A black ballpoint with water proof ink should be used at all times.
4. During shipment, samples should be appropriately cooled. TRA lab receiving technician will check temperature.

### Transfer of Custody and Storage

1. All samples should be handled by the minimum possible number of persons.
2. All incoming samples shall be received by the laboratory technician or his alternate, and logged into a database. Information to be entered into the database shall include the client sample number, date received, source, time(s) sampled, date(s) sampled, and analyses requested and comments from the Chain of Custody.
3. Promptly after logging, the custodian technician will distribute the sample to an analyst or place the sample in the secure sample vault, which will be locked at all times except when samples are removed or returned by analysts. The sample will be tracked internally in the lab.
4. Samples shall be kept in the sample storage security area at all times when not actually being used by analysts, such as during overnight absences. The technician shall ensure that heat-sensitive samples, or other sample materials having unusual physical characteristics, or requiring special handling, are properly stored and maintained.
5. A log of sample removal and replacement will be kept in the secure sample vault and be retained as a permanent record of the laboratory.
6. The original Chain of Custody and a Sample Evaluation/Variance record shall be sent by the laboratory to the appropriate Receiving Agency control point as part of the final data report.

# **ATTACHMENT A**

**TECHNICAL SERVICES FEE SCHEDULE**

**FOR**

**LABORATORY ANALYSES,**

**INDUSTRIAL INSPECTIONS**

**AND**

**INDUSTRIAL SAMPLING**

**FISCAL YEAR 2017**

**December 1, 2016 through November 30, 2017**

**NELAP CERTIFICATE T104704287-10-TX**

## CHEMICAL ANALYSES

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### Liquid Samples

|                                |         |                                    |              |
|--------------------------------|---------|------------------------------------|--------------|
| Alkalinity:                    |         | Phosphorus:                        |              |
| Total (*) (**)                 | \$14.40 | Ortho (*)                          | \$15.75      |
|                                |         | Total (*)                          | \$26.75      |
|                                |         | Solids Testing (Gravimetric):      |              |
| Biochemical Oxygen Demand:     |         | Total (TS)                         | \$15.00      |
| 5-Day (*)                      | \$29.75 | Total Dissolved (TDS) (*)          | \$23.75      |
| 5-Day Carbonaceous (*)         | \$33.00 | Total Suspended (TSS) (*)          | \$19.00      |
| 5-Day Filtered (Dissolved)     | \$41.00 | Volatile Suspended (VSS) (*)       | \$10.25      |
| 7-Day                          | \$38.00 | (after TSS)                        |              |
| Extra Dilution (Each)          | \$ 2.50 | Percent Solids, Total and Volatile | \$19.00      |
|                                |         |                                    |              |
|                                |         | Sulfate (*)                        | \$13.75      |
| Chlorophyll "a"                | \$21.75 |                                    |              |
| Chlorophyll "a" and Pheophytin | \$32.00 | Turbidity (*) (**)                 | \$12.00      |
| Chemical Oxygen Demand (*)     | \$19.00 | UV254                              | \$23.00      |
| Chloride (*)                   | \$13.75 |                                    |              |
| Conductance, Specific (*) (**) | \$12.50 | Mercury (*) (**)                   | \$26.00      |
|                                |         |                                    |              |
| Cyanide                        |         | Metals (EPA 200.8) (*) (**) (***)  | \$14.50 each |
| Total (*)                      | \$39.50 | Aluminum                           | Lead         |
| Amenable to Chlorination (*)   | \$52.75 | Arsenic                            | Manganese    |
|                                |         | Antimony                           | Molybdenum   |
| Fluoride, Total (**)           | \$13.75 | Barium                             | Nickel       |
| Glycols                        | \$18.75 | Beryllium                          | Selenium     |
| Hardness (*) (**)              | \$23.00 | Boron                              | Silver       |
|                                |         | Cadmium                            | Thallium     |
| Nitrogen:                      |         | Chromium                           | Tin          |
| Ammonia (*)                    | \$15.50 | Cobalt                             | Vanadium     |
| Ammonia by Distillation (*)    | \$24.50 | Copper                             | Zinc         |
| Kjeldahl, Total (*)            | \$24.00 | Iron                               |              |
| Nitrate (*)                    | \$13.75 |                                    |              |
| Nitrite (*)                    | \$13.75 | Minerals (*)                       | \$14.50 each |
| Total                          | \$42.5  | Calcium                            |              |
|                                |         | Magnesium                          |              |
| Oil and Grease (*)             | \$58.75 | Potassium (***)                    |              |
|                                |         | Silica                             |              |
| Organic Carbon:                |         | Sodium                             |              |
| Dissolved                      | \$25.40 |                                    |              |
| Total (*) (**)                 | \$23.60 |                                    |              |
|                                |         |                                    |              |
| pH (*)                         | \$11.50 |                                    |              |

### Solid Samples

|                           |         |
|---------------------------|---------|
| Ammonia (***)             | \$24.50 |
| Chemical Oxygen Demand    | \$41.00 |
| Nitrogen, Kjeldahl, Total | \$32.50 |
| Phosphorus, Total (***)   | \$31.00 |
| pH (***)                  | \$18.25 |
| Mercury (***)             | \$58.00 |
| Metals Preparation        | \$32.00 |

NELAC Accreditation  
 \*Non-Potable Water  
 \*\*Drinking Water  
 \*\*\* Solids

**MICROBIOLOGICAL ANALYSES**

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**Drinking Water:**

Total Coliform (MMO/MUG) (\*\*) \$ 16.75  
Heterotrophic Plate Count \$ 19.50

**Other:**

Coliform, Fecal (Membrane Filter) (\*) \$ 18.00  
Coliform, Fecal (MPN) (\*\*\*) \$ 51.00  
Coliform, Total (MPN-Q Tray) \$ 16.75  
E. Coli (MPN-Q Tray) (\*) \$ 16.75  
Streptococcus, Fecal (Membrane Filter) (\*) \$ 19.00  
Heterotrophic Plate Count \$ 19.50  
Microscopic General Examination \$ 25.00

**TRACE ORGANIC (GC-GC/MS) ANALYSES**

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## EPA 624 (\*)

3 Day (unpreserved) \$160.00  
BTEX (only) \$144.00  
Trip Blanks \$105.00  
Geosmin/MIB \$ 99.00

## EPA 625(\*)

Total Semi-Volatiles \$218.00  
Semi-volatile Trip Blank \$181.00

**Pesticides/PCB**

EPA 608 (\*)  
Full List \$273.00  
Chlorinated Pesticides (only) \$178.00  
PCB (aqueous&solid) \$178.00

## EPA 8082

Polychlorinated Biphenyls (PCB) \$197.00

**BY QUOTE**

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Chromium Hexavalent  
Oil and Grease (solids)  
Organophosphate Pesticide  
Phenols  
TCLP Metals  
TCLP Organic Compounds  
Total Petroleum Hydrocarbons (solids and liquids)

NELAC Accreditation  
\*Non-Potable Water  
\*\*Drinking Water  
\*\*\* Solids

## INDUSTRIAL PRETREATMENT SERVICES

---

### SAMPLING

|   |           |
|---|-----------|
| Composite Sample                        | \$ 160.00 |
| Additional Composite Sample             | \$ 95.00  |
| Grab Sample                             | \$ 77.00  |
| Additional Grab Sample                  | \$ 24.00  |
| pH only                                 | \$ 60.00  |
| Field pH                                | \$ 16.00  |
| Field Measurement                       | \$ 30.00  |
| Sampling Event Cost for a Failed Sample | \$ 101.00 |
| Industry Split Sample                   | \$ 22.00  |
| Boat Fee                                | \$ 80.00  |
| QA/QC Fee                               | \$ 17.00  |

- ~Grab Sampling
- ~Delivery to TRA Laboratory
- ~Field Testing Available
- ~Sample Preservation
- ~Proper Chain of Custody

### PRETREATMENT ASSISTANCE

|                          |           |
|--------------------------|-----------|
| Inspection               | \$ 358.00 |
| Permit Preparation       | \$ 630.00 |
| Field Surveillance Event | \$ 412.00 |

- ~Installation of Automatic Composite Samplers
- ~Verification of Application Data
- ~Consultation with Industries on Industrial Pretreatment
- ~Chemical Inventory Review
- ~Industry Split Sampling

NELAC Accreditation  
\*Non-Potable Water  
\*\*Drinking Water  
\*\*\* Solids

**GENERAL SERVICE INFORMATION**

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1. Effective Date: December 1, 2016. All prices listed are per sample and subject to review.
2. All analyses are performed in accordance with "Standard Methods for the Examination of Water and Wastewater," 20<sup>th</sup> Edition, 1998 or most recent approved and/or EPA "Manual of Methods for Chemical Analysis of Water and Wastes," 1983 and the "3<sup>rd</sup> Edition of Solid Waste Manual SW 846."
3. Prices include a 10 percent charge added to the analyses cost to maintain the normal quality assurance program.
4. Standard turn-around time is considered 15 business days for most testing. Priority is half of the standard time. Customer requiring PRIORITY turn-around time will be billed at one and one-half (1 ½) times the routine rate. Customer requiring RUSH turn-around time, run immediately on the next or a special run, will be billed at two times the normal rate. It is recommended to call in advance of sample submission or inquire at the time of submission for estimated turn-around time.
5. The Laboratory will follow instructions as stated on the Chain-of-Custody submitted with samples. The Customer may be contacted by the lab representative on any variance issues and written instruction may be requested concerning the variance.
6. For EPA624 VOC 3 day analysis, do not lower the pH of the sample.
7. Sampling supplies will be provided upon request at a reasonable charge. Bacteriological sampling supplies are included in the cost of analyses.
8. Samples other than bacteriological samples should be delivered to the laboratory before 4:00 p.m. on weekdays. Samples cannot be accepted on weekends or holidays unless special arrangements are made in advance. Bacteriological samples should be delivered prior to 2:00 p.m. unless special arrangements are made in advance. For after-hour samples, please call and arrange for leaving in cold storage vault with analyses request form.
9. A monthly invoice for completed analyses is mailed the following month.
10. Laboratory hours are weekdays 7:00 a.m. to 4:30 p.m. To contact the lab about emergency samples use the number below.
11. Environmental Field, Engineering Field and Pretreatment Services office hours are Monday through Friday, 8:00 a.m. to 5:00 p.m. For after-hour emergencies, leave message with computer operator.
12. Environmental Field and Engineering Field Services are requested to be scheduled a minimum of 72 hours in advance.
13. Laboratory Certificate Number T104704287-10-2.

**FOR MORE INFORMATION, CONTACT:**

**METRO: (972) 263-2251**

**FAX: (972) 975- 4414**

**WILLIAM B. CYRUS**

**Manager  
Technical Services**

**JOHN DURBIN**

**Manager  
Collection System**

**CRAIG HARVEY  
Laboratory Division  
Chief**

**JENNIFER MOORE  
Environmental Service  
Coordinator**

**CHRIS PATIN  
Technical Services Engineer**

**CATHY SIEGER  
Quality Assurance  
Coordinator**

**CRAIG CROWDER  
Technical Services Engineer**

NELAC Accreditation  
\*Non-Potable Water  
\*\*Drinking Water  
\*\*\* Solids

**CITY OF OVILLA MINUTES**  
**Wednesday, July 20, 2016**  
**Special City Council Budget Workshop Meeting**  
**105 S. Cockrell Hill Road, Ovilla, TX 75154**

---

Mayor Dormier called the Special Council Budget Workshop Meeting of the Ovilla City Council to order at 5:02 p.m., with notice of the meeting duly posted. Mayor Dormier made the following public announcement asking all individuals to be cognizant of the two signs at the entrance to the Council Chamber room referencing Sections 30.06 and 30.07 of the *Penal Code, persons licensed under Subchapter H, Chapter 411, Government Code may not enter this property with a concealed handgun nor enter this property with a handgun that is carried openly.*

---

The following City Council Members were present:

|                 |                         |
|-----------------|-------------------------|
| Rachel Huber    | Council Member, Place 1 |
| Larry Stevenson | Council Member, Place 2 |
| David Griffin   | Mayor Pro Tem, Place 3  |
| Doug Hunt       | Council Member, Place 4 |
| Michael Myers   | Council Member, Place 5 |

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

PL5 Myers gave the Invocation and Mayor Dormier led the recitation of the Pledge of Allegiance.

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

- **Presentations, Reports, Appointments**
  1. None
- **Citizen Comments**
  1. None

**REGULAR AGENDA**

- ITEM 1. DISCUSSION/ACTION** – Workshop and review of the proposed Fiscal Year 2016-2017 Budget and direct staff as necessary.

City Manager Dennis Burn began the workshop sharing the directed modifications from previous workshops: Revenue: City Manager Dennis Burn recommended that Council remain with the current tax rate. If Ovilla lowered to the effective tax rate, it would reduce the FY 2016-2017 Budget by an estimate of \$87,000. Ellis and Dallas Counties preliminary update of values were reviewed.

Newly acquired information that would affect the overall budget was shared:

1. \$50,000 was added to the budget for the expected radio upgrades and possibly another \$50,000. Hopefully, the use of Ovilla's tower might help offset the infrastructure costs.
2. Staff received a quote of \$18,000 from buy board to add new solar/battery powered sirens in Ovilla.
  - a. Council directed staff to include the cost of one siren in the FY 2016-2017 budget and to plan for a second one in the FY 2017-2018 Budget. Areas of placement were along FM 664 at Shiloh and Johnson Lane.
3. Health insurance premiums were reduced considerably with little change to the policy coverage. Due to the cost savings, Mr. Burn added two additional employee benefit programs, and still remained \$20,000 under the current year's budget:
  - a. Freshbenies – an Access Card for “telehealth”, advocacy help and prescription drug savings to every employee and family members at \$10 per employee, per month.
  - b. Life insurance and disability for each employee was added to the budget for about \$7,600.

4. Following the meeting with the Emergency Services District #2 (ESD #2) additional revenue of \$25,000 was added to meet staffing needs.
5. Funding was added to purchase new audio and visual equipment in the Council Chamber room.

The city manager advised that the Municipal Services Advisory Committee (MSAC) had met three times, July 19 being the most recent meeting, and their recommendations to the FY 2016-2017 budget were as listed:

| DEPARTMENT   | NEEDS ASSESSMENT                | ESTIMATED COST | CURRENTLY INCLUDED IN FY 2016-2017 BUDGET |
|--|---------------------------------|----------------|---|
| <b>POLICE</b>                                      |                                 |                |   |
|  | Increase staff – 2 officers     | Not provided   | -0-                                       |
|  | Upgrade facility                | Not provided   | \$20,000                                  |
|  | Replace patrol vehicle          | \$49,000       | \$49,000                                  |
| <b>FIRE</b>  |                                 |                |   |
|  | Increase staff -                | \$88,412       | \$88,412                                  |
|  | Radio Upgrade                   | Not provided   | -0-                                       |
|  | New command vehicle             | \$55,000       | \$55,000                                  |
|  | Replace Brush Truck             | Not provided   | -0-                                       |
| <b>PUBLIC WORKS</b>                                |                                 |                |   |
|  | Backhoe                         | Not provided   | -0-                                       |
|  | New Crew-Cab Vehicle            | \$30,000       | \$30,000                                  |
| <b>NEIGHBORHOOD SERVICES (CODE/ANIMAL CONTROL)</b> |                                 |                |   |
|  | Expand housing for animals      | Not provided   | -0-                                       |
| <b>ADMINISTRATION</b>                              |                                 |                |   |
|  | Increase office staff – 1       | \$27,746       | \$27,746                                  |
| <b>PAVING CIP</b>                                  |                                 |                |   |
|  | Rehab Lariat Trail              | \$150,000      | \$150,000                                 |
|  | Overlay Water Street            | \$75,000       | \$75,000                                  |
| <b>WATER CIP</b>                                   |                                 |                |   |
|  | Complete Water Street Waterline | \$100,000      | \$100,000                                 |

Staff was directed make adjustments to the MSAC's recommendations:

1. Police – Reduce the upgrade of the police facility to \$5,000.
2. Fire – Remember the \$25,000 from the ESD #2 will offset the \$88,412 needed for staffing.

Staff was directed to make the noted revision in the budget:

1. Add \$10,000 to the listed \$5,000 under the line item in the Water and Sewer FY 2016-2017 Budget for the relocation of the waterline on FM 664.

PL5 Myers inquired about evidence gathering and a covert surveillance system for a \$2,000 increase to the police department; however, PL1 Huber advised that the Service League could pay for that cost.

**EXECUTIVE SESSION**

NONE

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

- |                       |       |
|-----------------------|-------|
| 1. Mayor              | None  |
| 2. PL1 Huber          | None  |
| 3. PL2 Stevenson      | None. |
| 4. PL3 Griffin        | None  |
| 5. Mayor Pro Tem Hunt | None  |
| 6. PL5 Myers          | None  |

**ADJOURNMENT**

There being no further business, Mayor Dormier adjourned the meeting at 8:55 p.m.

ATTEST:

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

*Approved August 08, 2016*

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

# CITY OF OVILLA MINUTES

**Monday, July 11, 2016**

**City Council Briefing Session**

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

---

Mayor Dormier called the Council Briefing Session of the Ovilla City Council to order at 6:00 p.m., with notice of the meeting duly posted. Mayor Dormier made the following public announcement asking all individuals to be cognizant of the two signs at the entrance to the Council Chamber room referencing Sections 30.06 and 30.07 of the *Penal Code, persons licensed under Subchapter H, Chapter 411, Government Code may not enter this property with a concealed handgun nor enter this property with a handgun that is carried openly.*

---

The following City Council Members were present:

|                 |  |
|-----------------|--|
| Rachel Huber    | Council Member, Place 1                |
| Larry Stevenson | Council Member, Place 2                |
| David Griffin   | Council Member, Place 3, Mayor Pro Tem |
| Doug Hunt       | Council Member, Place 4                |
| Michael Myers   | Council Member, Place 5                |

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

## **CALL TO ORDER**

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

Mayor Dormier inquired if Item 4 had been addressed by Council previously and was the proposed placement of the sign in the exact place as requested before. Code Officer Mike Dooly responded to Mayor Dormier affirmatively. Council questioned if placement would impede traffic visibility.

Mayor Dormier advised that discussion under Item 8 was postponed for now.

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

#### ***1. Budget Workshops***

Mr. Burn reminded the governing body that the next budget workshop is July 20, at 5:00 p.m.

## **ADJOURNMENT**

Mayor Dormier adjourned the Briefing Session of the Ovilla City Council at 6:17 p.m.

ATTEST:

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

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

**Approved August 08, 2016**

# CITY OF OVILLA MINUTES

**Monday, July 11, 2016**

**Regular City Council Meeting**

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

---

Mayor Dormier called the Regular Council Meeting of the Ovilla City Council to order at 6:30 p.m., with notice of the meeting duly posted. Mayor Dormier made the following public announcement asking all individuals to be cognizant of the two signs at the entrance to the Council Chamber room referencing Sections 30.06 and 30.07 of the *Penal Code, persons licensed under Subchapter H, Chapter 411, Government Code may not enter this property with a concealed handgun nor enter this property with a handgun that is carried openly.*

---

The following City Council Members were present:

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| David Griffin   | Mayor Pro Tem, Place 3  |
| Doug Hunt       | Council Member, Place 4 |
| Michael Myers   | Council Member, Place 5 |

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

PL2 Stevenson gave the Invocation and PL1 Huber led the recitation of the Pledge of Allegiance.

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

### **• Citizen Comments**

- None

### **• Department Activity Reports and Discussion**

- Police Department Police Chief B. Windham
  - Monthly Report – responded to Council inquiry regarding alarm calls and response times.
- Fire Department Fire Chief B. Kennedy
  - Monthly Report – added information regarding response times.
    - Filed for a reimbursement grant for bunker gear.
    - Emergency Services District (ESD) #2 meeting at 6:00 p.m., on June 18, in Midlothian.
- Public Works Public Works Director B. Piland
  - Monthly Report
    - Continued cleaning culverts on Cockrell Hill Road.
    - Monthly Park Maintenance:
      - Installed EWF at the Ashburne Glen Park (Pritchett Park)
- Finance Department Accountant L. Harding
  - May 2016 Financials were reviewed.
- Administration City Manager D. Burn
  - City Manager Reports
    - Activity Reports
      - Gave update status on Hidden Valley Estates.
    - Monthly Municipal Court Report City Secretary P. Woodall
    - Monthly Code/Animal Control Reports Code/AC Officer M. Dooly
      - Permits – averaging one new residential home permit per day.
      -

**CONSENT AGENDA**

- C1. May 2016 Financial Transactions over \$5,000
- C2. Resolution R2016-05 approving authorized representative with TexPool
- C3. Resolution R2016-06 approving authorized representative with TexSTAR
- C4. Resolution R2016-07 approving ATMOS 2016 Assessment and Membership

PL2 Stevenson moved to approve the consent items as presented, seconded by PL4 Hunt.  
*No oppositions, no abstentions.*

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

**PUBLIC HEARING**

**Case PZ2016-07** Receive presentation and citizen comments on a request for a Specific Use Permit application filed by Yara Masri Management Company to open and operate a restaurant, Golden Chick, located at 2887 Ovilla Road, Ellis County, Ovilla, Texas 75154.

**a. PRESENTATION** of request for a Specific Use Permit filed by representative of Yara Masri Management Company (owner).

Mr. Zack Masri addressed Council, advising that he had communicated with Glen Heights for the water service, TXDot on the right-of-way, and Dollar General (next door) regarding parking and everything was coming together with no issues. He thanked the governing body for their consideration.

Mayor Dormier opened the public hearing at 7:06 p.m.

**b. PUBLIC HEARING** to receive comments from the public regarding the request.

There was no one to speak in favor or against of the Specific Use Permit for Golden Chick.

Mayor Dormier closed the public hearing at 7:07 p.m.

**REGULAR AGENDA**

**ITEM 1. DISCUSSION/ACTION** – Receive recommendation from the Planning and Zoning Commission to consider and act upon a Specific Use Permit Application, PZ2016-07, filed by Yara Masri Management Company for the construction of a Golden Chick Restaurant located at 2887 Ovilla Road, Ovilla, Texas 75154.

City Manager Dennis Burn advised that the building plans were received.

**NAME: GOLDEN CHICK**

**AUTHORIZED AGENT OF RECORD:** Yara Masri Management Company

**LOCATION:** 2887 Ovilla Road, Ovilla

**UTILITIES:** Glenn Heights CCN

**ZONING:** CG General Commercial

**PROPOSED LAND USE:** Commercial

**MAJOR THOROUGHFARE:** Highway 664/Ovilla Road

**APPLICANT’S PROPOSAL:** Restaurant, Drive-thru

Mayor Pro Tem Griffin moved that Council approve a Specific Use Permit Application filed by Yara Masri Management Company for the construction of a Golden Chick Restaurant located at 2887 Ovilla Road, Ovilla, Texas 75154, seconded by PL1 Huber.

*No oppositions, no abstentions.*

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

**ITEM 2.**        **DISCUSSION/ACTION** – Consideration of and Action on Resolution R2016-08 of the City Council of the City of Ovilla, Texas, granting a Specific Use Permit for an approximate 0.6134 acre tract of land located on Lot 4, Block A, within the City of Ovilla, Texas, and otherwise known and referred to as 2887 Ovilla Road, Ovilla, Ellis County, Texas; said tract being located within the general commercial zoning district; by permitting said property to be used for a restaurant; and making said permit subject to such certain conditions and restrictions as may be set forth herein.

Resolution R2016-08 was prepared by the city attorney and presented to Council for consideration.

PL4 Hunt moved that Council approve Resolution R2016-08 of the City Council of the City of Ovilla, Texas, granting a Specific Use Permit for an approximate 0.6134 acre tract of land located on Lot 4, Block A, within the City of Ovilla, Texas, and otherwise known and referred to as 2887 Ovilla Road, Ovilla, Ellis County, Texas; said tract being located within the general commercial (CG) zoning district; by permitting said property to be used for a restaurant; and making said permit subject to such certain conditions and restrictions as may be set forth herein, seconded by PL2 Stevenson.

*No oppositions, no abstentions.*

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

**ITEM 3.**        **DISCUSSION/ACTION** – Receive recommendation from the Planning and Zoning Commission to consider and act upon a Final Plat Application, Case PZ2016-08, for the Dolores W. McClatchey Elementary School filed by representatives for the Midlothian Independent School District, located at the NW intersection of Bryson Lane and Shiloh Road (6631 Shiloh Rd.), Ovilla, Texas 75154.

Staff presented the following information:

**NAME: MIDLOTHIAN INDEPENDENT SCHOOL DISTRICT**

**AUTHORIZED AGENT OF RECORD:** Todd Hemphill

**ENGINEER:** MJ Thomas Engineering, LLC

**APPLICATION DATE:** August 2015

**LOCATION:** NW of intersection of Bryson Ln. and Shiloh Rd. (6631 Shiloh Rd)

**UTILITIES:** Atmos Energy (Electric), Sardis Lone Elm (Water), Ovilla (Sewer)

**ZONING:** CG General Commercial

**PROPOSED LAND USE:** Elementary School

**MAJOR THOROUGHFARE:** Shiloh Rd/Bryson Rd

**APPLICANT’S PROPOSAL:** Elementary School

Staff advised that a zoning change request filed by the Midlothian Independent School District (MISD), from residential to general commercial on this tract of land occurred in January 2015, with the approval of Ordinance 2015-006. The governing body approved the Midlothian School District’s (MISD) initial site plan for the construction of the Dolores W. McClatchey Elementary School in May 2015. The orphaned piece of property was conveyed from Shaw Development LLC to MISD.

PL2 Stevenson moved that Council approve the Final Plat Application, Case PZ2016-08, for the Dolores W. McClatchey Elementary School filed by representatives for the Midlothian Independent School District, located

at the NW intersection of Bryson Lane and Shiloh Road (6631 Shiloh Rd.), Ovilla, Texas 75154, seconded by PL1 Huber.

*No oppositions, no abstentions.*

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

**ITEM 4. DISCUSSION/ACTION** – Consideration of and Action on a request filed by Dr. Margaret Shaw for a Meritorious Exception to place a permanent monument sign at her office building located at 105 Ovilla Creek Court, authorizing the City Manager to execute said permit.

Staff advised that applicant, Margaret Shaw DDS, applied to place a monument sign on the southwest corner of the office lot of 105 Ovilla Creek Court, Ovilla Creek Estates. Section 3.06 of the Ovilla Code of Ordinances requires the placement of monument signs with setback from the property line to be 10'. Applicant is asking Council to consider a 2' setback.

Sign description: 8' X 8' X 2' monument sign  
 Materials: Brick and stone  
 Duration: This sign is for permanent placement.  
 Current Zoning: CG – General Commercial

**Excerpts from Ovilla Code: Section 3.06.004**

| Sign Type | Permitted District                            | Permit Required? | Maximum Area (sq. ft.)                             | Height of Sign | Number of Signs   | Setback                       | Spacing of Signs |
|-----------|---|------------------|--|----------------|---|-------------------------------|------------------|
| Monument  | All non-residential uses and zoning districts | Yes              | 100 sq. ft. in residential districts & RC;         | 8 feet         | One sign for each premises, or for each street frontage | 10' (any portion of the sign) | No restrictions  |
|           |   |                  | 200 sq. ft. in all other non-residential districts | 12 feet        |   |                               |                  |

Ellis County Appraisal District (ECAD) shows the listed owner of this property as Mr. Harrison. Dr. Shaw advised that Mr. Harrison had recently sold the property to her and he provided staff with an email authorizing Dr. Shaw's request until the transfer of paperwork on this sale of the office building was complete. Dr. Shaw and her spouse (a builder) were both present and stated that they saw no issues with traffic visibility regarding their request of this particular sign location.

PL2 Stevenson moved that Council **deny** the Meritorious Exception request filed by Margaret Shaw for the placement of a permanent monument sign at her office building located at 105 Ovilla Creek Court as presented, authorizing the City Manager to execute said permit as presented, seconded by PL5 Myers.

*No oppositions, no abstentions.*

**VOTE: The motion to deny as presented carried unanimously: 5-0.**

PL4 Hunt moved that Council approve a Meritorious Exception request filed by Margaret Shaw for the placement of a permanent monument sign at her office building located at 105 Ovilla Creek Court, moving said sign to the north side of the driveway, authorizing the City Manager to execute said permit, seconded by PL1 Huber.

*No oppositions, no abstentions.*

**VOTE: The motion to approve moving said sign to the north side of driveway carried unanimously: 5-0.**

**ITEM 5. DISCUSSION/ACTION** – Consideration of and action on Resolution R2016-09 of the City Council of the City of Ovilla, Texas, approving the Declaration of Covenants, Conditions and Restrictions of Bryson Manor and Bylaws of the Bryson Manor Homeowners Association.

Staff presented Council with Resolution R2016-09 for acceptance and approval of the Declaration of Covenants, Conditions, and Restrictions and the Bylaws of the Bryson Manor Homeowners Association, as required by the Ovilla Code of Ordinances. Ovilla's legal counsel has reviewed and approved the documents.

PL 4 Hunt moved that Council approve Resolution R2016-09 of the City Council of the City of Ovilla, Texas, approving the Declaration of Covenants, Conditions and Restrictions of Bryson Manor and the Bylaws of the Bryson Manor Homeowners Association, seconded by PL2 Stevenson.

*No oppositions, no abstentions.*

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

**ITEM 6. DISCUSSION/ACTION** – Consideration of and action on volunteer board appointment to serve a term on the Municipal Services Advisory Committee (MSAC) and direct staff as necessary.

**The MSAC**, established July 28, 2014, consists of three-resident members and two ex-officio members, Public Works Director and City Manager. This Committee serves to assess current and future development and capital improvement budget recommendations and works strictly as an advisory committee to the Council. Two members were recently appointed to other boards, still serving on MSAC until replaced. One new appointment, Mr. Bob Betik, was made during the June 13 regular Council meeting. Staff is returning with applications for Council consideration.

CURRENT MEMBERS:

CM Dennis Burn  
PW Director Brad Piland  
Bob Betik – New appointment

Still serving on the MSAC:

Ozzie Molina – Recently appointed to Place 6 Alternate position on the Board of Adjustment  
Michael Myers – Council  
Scott Surplus – Recently appointed to Place 1 on the Economic Development Corporation

Council's consensus was that Mr. Betik and Mr. Munoz would replace Mr. Surplus and Mr. Molina.

Mayor Pro Tem Griffin moved that Council appoint Juan Munoz to serve on the MSAC to serve a 2-year term, seconded by PL1 Huber.

*No oppositions, no abstentions.*

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

**ITEM 7. DISCUSSION/ACTION** – Consideration of and action on a volunteer alternate board appointment to fill the vacancy of an existing term, Place 7, on the Board of Adjustment (BOA) and direct staff as necessary.

**The Board of Adjustment** consists of a five-member board and two alternate positions. Over the past few regular Council meetings new appointments were been made by Council, leaving one unexpired term/vacancy on the Board.

Recent appointments:

- BOA Place 2 John Knight
- BOA Place 4 Sandra Cawley
- BOA Place 6 Ozzie Molina
- BOA Place 7 – unexpired term vacant (1-year left on this term)

As directed, staff posted notice for board applications. Two new applications have been submitted for Council consideration.

PL5 Myers moved that Council approve the appointment of Stephanie Heimbuch to serve in the alternate position as Place 7, the unexpired term (1-year) on the BOA, seconded by PL2 Stevenson.

*No oppositions, no abstentions.*

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

**ITEM 8. DISCUSSION** – Discuss the handling of warrant procedures.

***No discussion.***

**ITEM 9. DISCUSSION/ACTION** – Consideration of any item(s) pulled from the Consent Agenda above for individual consideration and action.

Not applicable.

***No discussion, no action.***

**EXECUTIVE SESSION**

***No discussion, no action.***

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

- |                  |                            |
|------------------|----------------------------|
| 1. Mayor Dormier | None                       |
| 2. PL1 Huber     | None                       |
| 3. PL2 Stevenson | None                       |
| 4. PL3 Griffin   | None                       |
| 5. PL4 Hunt      | Consider refinancing bonds |
| 6. PL5 Myers     | None                       |
| 7. City Manager  | None                       |

**ADJOURNMENT**

PL2 Stevenson moved to adjourn the July 11, 2016 Council Meeting, seconded by PL1 Huber. There being no further business, Mayor Dormier adjourned the meeting at 7:45 p.m.

ATTEST:

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

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

***Approved August 08, 2016***

**CITY OF OVILLA MINUTES**  
**Wednesday, June 29, 2016**  
**Special City Council Budget Workshop Meeting**  
**105 S. Cockrell Hill Road, Ovilla, TX 75154**

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Mayor Dormier called the Special Council Budget Workshop Meeting of the Ovilla City Council to order at 5:00 p.m., with notice of the meeting duly posted. Mayor Dormier made the following public announcement asking all individuals to be cognizant of the two signs at the entrance to the Council Chamber room referencing Sections 30.06 and 30.07 of the *Penal Code, persons licensed under Subchapter H, Chapter 411, Government Code may not enter this property with a concealed handgun nor enter this property with a handgun that is carried openly.*

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The following City Council Members were present:

|                 |                         |
|-----------------|-------------------------|
| Rachel Huber    | Council Member, Place 1 |
| Larry Stevenson | Council Member, Place 2 |
| David Griffin   | Mayor Pro Tem, Place 3  |
| Doug Hunt       | Council Member, Place 4 |
| Michael Myers   | Council Member, Place 5 |

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

Mayor Pro Tem Griffin gave the Invocation and PL5 Myers led the recitation of the Pledge of Allegiance.

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

- **Presentations, Reports, Appointments**
  1. None
- **Citizen Comments**
  1. None

**CONSENT AGENDA**

- None

**REGULAR AGENDA**

**Mayor Dormier moved the order of the agenda and addressed Item 2 first.**

**ITEM 2. DISCUSSION/ACTION** – Workshop and review of the preliminary Fiscal Year 2016-2017 Budget and direct staff as necessary.

City Manager Dennis Burn began the workshop with the review of the Water Fund, sharing that the water and wastewater rate study was not currently in the presented proposed budget. The city manager's recommendation for the consultant's fee to conduct the rate study was \$18,000.

Staff shared a brief review of the following recommendations to the Water and Sewer Funds:

1. Trinity River Authority recommended to remain with the current I & I (Inflow and infiltration) reduction plan.
2. Trinity River Authority wastewater treatment cost will increase.
3. Capital Projects: \$100,000 for design and construction of the Heritage Park impact line.

Mayor Dormier called for recess at 7:35 p.m.

Mayor Dormier called to reconvene at 7:44 p.m.

Staff and Council continued the review of other funds with comments to staff for clarification or recommended revisions:

Economic Development Corporation – public restrooms and monument signs were included.

The Municipal Development District Fund was reviewed.

The Park Impact Fund was reviewed.

Both Police and Fire Auxiliary Funds were reviewed.

City Manager Dennis Burn confirmed several budget revisions discussed during June 27 Budget Workshop regarding the General Fund budget and reiterated Council’s direction to staff from this Budget Workshop:

1. The Emergency Services District (ESD) #2 contract with the City of Ovilla Fire Department was initiated for discussion, with the Mayor, City Manager and Fire Chief Kennedy committing to attend the next ESD #2 meeting on July 18, with the intention to ask for additional funds to meet staffing needs.
2. Mr. Burn advised that all four bathrooms in City Hall would be upgraded.
3. A \$1 per hour increase would be included for all police employees. Chief Windham advised that a manpower study was being conducted and when complete, he would share with Council and staff.
4. A \$1 per hour increase would be included for all public works employees.
5. Staff would prepare a year-to-date fiscal year format in a separate handout.
6. Staff would prepare documents for one additional administrative staff position.

**No Action.**

**Mayor Dormier addressed Item 1.**

**ITEM 1. DISCUSSION/ACTION** – Consideration of and action on ORDINANCE 2016-11 of the City of Ovilla, Texas, annexing the hereinafter described territory to the City of Ovilla and extending the boundary limits of the City to include the hereinafter described property, and adopting a Service Plan.

**Case ANNEX.2016-02** – Council conducted two public hearings for the annexation of Shiloh Road on Monday, June 06 and Monday, June 13, pursuant to the legal requirements and notifications as outlined in Chapter 43 Local Government Code (LGC). During those two public hearings, comments were received from several concerned residents asking for clarification as to the affect this annexation would have to their adjoining properties. Four residents spoke in opposition. Fifteen notification letters were mailed. City Manager Dennis Burn shared information and the justification for this annexation.

The annexation was identified as approximately 2.271 acres of land in the James S. Berry Survey, Abstract 86, the John R. Billingsley Survey, Abstract 80, the William Billingsley Survey, Abstract 81, and the James P. Laughlin Survey, Abstract 627, Ellis County, Texas, known as Shiloh Road, adjacent to the Ovilla City limits.

The total width of the annexation is approximately 90 feet and the total length is approximately 1,138 feet. The annexation on the north side is approximately 50 feet from the existing road centerline and the annexation to the south side is approximately 40 feet from the existing road centerline. This annexation will allow the Midlothian Independent School District (MISD) to construct pavement widening and transitions for school traffic. State law does not allow annexation of partial roadways. The entire road right-of-way must be annexed hence the annexation to the south of the roadway centerline. The annexation line south of the roadway centerline corresponds to the boundary line established by the interlocal cooperation agreement approved by the City of Midlothian and the City of Ovilla.

As a part of the MISD Elementary School construction, MISD will improve Shiloh Road within the limits of the annexation. This improvement of Shiloh Road by MISD is in accordance with the MISD-Ovilla Interlocal Agreement. The south line of the existing pavement will match the new construction. The north line of the

existing pavement will be widened by approximately 11 feet in front of the school property with transitions on the east and west ends to the existing paved width of Shiloh Road. The total paved width of Shiloh Road in front of the school is approximately 35 feet. The paving improvements at the intersection of Bryson Lane and Shiloh Road will consist of 8" thick reinforced concrete pavement over 8" thick lime stabilized base course. The paving improvements in front of the new school will consist of 8" thick hot mix asphaltic concrete (HMAC) over 8" thick lime stabilized base course.

PL2 Stevenson moved to approve Ordinance 2016-11 of the City of Ovilla, Texas, annexing the hereinafter described territory to the City of Ovilla and extending the boundary limits of the City to include the hereinafter described property, and adopting a Service Plan, seconded by PL4 Hunt.

*No oppositions, no abstentions.*

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

**EXECUTIVE SESSION**

NONE

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

- 1. PL1 Huber                   None
- 2. PL2 Stevenson           None
- 3. PL3 Griffin               None
- 4. Mayor Pro Tem Hunt   None
- 5. PL5 Myers                 None
- 6. Mayor                      None

**ADJOURNMENT**

PL2 Stevenson moved to adjourn the June 29, 2016 Special Council Budget Workshop Meeting, seconded by PL4 Hunt. There being no further business, Mayor Dormier adjourned the meeting at 8:25 p.m.

ATTEST:

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

*Approved August 08, 2016*

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

# CITY OF OVILLA MINUTES

**Monday, June 27, 2016**

**Special City Council Budget Workshop Meeting  
105 S. Cockrell Hill Road, Ovilla, TX 75154**

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Mayor Dormier called the Special Council Budget Workshop Meeting of the Ovilla City Council to order at 5:03 p.m., with notice of the meeting duly posted. Mayor Dormier made the following public announcement asking all individuals to be cognizant of the two signs at the entrance to the Council Chamber room referencing Sections 30.06 and 30.07 of the *Penal Code, persons licensed under Subchapter H, Chapter 411, Government Code may not enter this property with a concealed handgun nor enter this property with a handgun that is carried openly.*

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The following City Council Members were present:

|                 |                         |
|-----------------|-------------------------|
| Rachel Huber    | Council Member, Place 1 |
| Larry Stevenson | Council Member, Place 2 |
| David Griffin   | Mayor Pro Tem, Place 3  |
| Doug Hunt       | Council Member, Place 4 |
| Michael Myers   | Council Member, Place 5 |

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

Mayor Dormier gave the Invocation and PL1 Huber led the recitation of the Pledge of Allegiance.

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

- **Presentations, Reports, Appointments**
  1. None
- **Citizen Comments**
  1. None

## **CONSENT AGENDA**

C1. Council Minutes of the Briefing Session and Regular Meeting of June 13, 2016.

PL4 Hunt moved that Council approve the consent items as presented, seconded by PL2 Stevenson.

**VOTE: Motion approved unanimously.**

## **REGULAR AGENDA**

**ITEM 1. DISCUSSION/ACTION** – Workshop and review of the preliminary Fiscal Year 2016-2017 Budget and direct staff as necessary.

City Manager Dennis Burn began the workshop with the review of the General Fund revenues, adding his expectation of 65 newly permitted residential homes for the upcoming fiscal year. Council directed staff to clarify the layout of the 3% merit increases, as it appeared to show inconsistencies from the spreadsheet. Council conveyed additional requests and inquiries, with staff's responses to some.

1. EDC expenses - transfers should be shown in the General Fund.
2. Has staff researched for available grants through police and fire?
  - Police: none for personnel, some for equipment/gear.
  - Fire: has applied for a reimbursement grant on bunker gear.
3. Requested a revision to the budget formatting with a new column showing a year-to-date actual expenses.
4. Requested a proposed budget with a lower tax rate, based on the increased appraisals.
5. Assure that the residential permits cover inspection fees.

With the assistance of City Manager Dennis Burn, each department director gave their presentations, identifying each departments' needs assessments.

POLICE DEPARTMENT, Chief Windham:

1. Requested one new fully outfitted police vehicle according to the vehicle replacement program.
  - a. Sell one older vehicle.
2. Requested facility upgrades: restrooms, security, quartermaster and officer lockers, evidence storage and gun safes.
3. Requested two additional officers
4. Advised that a slight increase was made to the uniform line item.
5. Recommended that the City plan to set aside funds for a 700 Megahertz Radio System that will be shared with Midlothian and Red Oak Municipalities for police and fire departments – expected at mid-year. The cost could be \$100,000 or possibly more.

FIRE DEPARTMENT, Chief Kennedy:

1. Requested to increase payroll by approximately \$88,000 – to remain consistent with the Emergency Services District #2 (ESD #2) contract and guidelines recommended by the NFSA to keep three firefighter/paramedics on at all times. This increase would allow the hiring of necessary personnel.
2. Requested the minimum hourly wage increases for fire captains and firefighters as outlined in the approved City Pay Plan.
3. Add one new command vehicle. (Retain the old command vehicles for the deputy fire chief/fire marshal's use.
4. Emergency Services District (ESD) #2 and ESD #4 expected contracts to remain the same based on runs.

Council comments to Fire needs assessments:

1. PL4 Hunt – Consider a fulltime fire chief.
2. Ask the ESD #2 to assist with the necessary increase in to fund firefighters.

NEIGHBORHOOD SERVICES (Code and Animal Control), Mike Dooly:

1. Advised Council that the animal holding facility needs upgrading and expansion.
2. Requested a new camera.

Council comments to Neighborhood Services needs assessments:

1. Make provisions for office work assistance for Mike and continue cross training in the fieldwork with a Public Works employee. Mike is carrying too many responsibilities alone. (Animal Control, Building Official, DR inspector, mosquito patrol and permitting.)

PUBLIC WORKS (Street and Parks were addressed-not Water/Sewer) Public Works Director Brad Piland:

1. Add one new crew-cab truck.

Council Comments to Street and Parks needs assessments:

1. Economic Development Corp. (EDC) will donate the funding on park restrooms to the Parks Department.

The City Council directed City Manager Dennis Burn to evaluate job responsibilities in all departments and plan to apportion the workload among employees more evenly. Neighborhood Services and areas of administration were carrying too many tasks without additional help.

City Manager Dennis Burn advised Mayor Dormier and Council that the Water and Sewer Departments, Debt Service, 4B-EDC, MDD, Park Impact, Water and Sewer Impact, Capital Projects, Fire Auxiliary and Police Auxiliary budgets would be presented at the next budget workshop.

**EXECUTIVE SESSION**

NONE

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

1. PL1 Huber None
2. PL2 Stevenson None.
3. PL3 Griffin None
4. Mayor Pro Tem Hunt None
5. PL5 Myers None
6. Mayor None

**ADJOURNMENT**

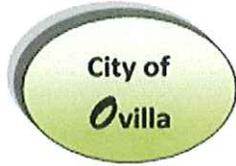
PL4 Hunt moved to adjourn the June 27, 2016 Special Council Budget Workshop Meeting, seconded by PL1 Huber. There being no further business, Mayor Dormier adjourned the meeting at 8:53 p.m.

ATTEST:

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

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

*Approved August 08,, 2016*



# Ovilla City Council

## PUBLIC HEARING

Meeting Date: August 08, 2016

Department: Administration

Discussion    Action

| Attachments:  |
|---|
| 1. Public Notice  |
| Agenda Item / Topic:  |
| <p>Receive presentation, recommendation and citizen comments on an update of the 2010 Ovilla Comprehensive Land Use Plan.</p> <ul style="list-style-type: none"> <li>a. <b>PRESENTATION</b> made by City Manager Dennis Burn. Mr. John Knight, President of the Comprehensive Land Use Plan (CLUP) Review Committee and MS Carol Lynch, Chair of the P&amp;Z and V-President of the CLUP Review Committee will be present</li> <li>b. <b>PUBLIC HEARING</b> to receive comments from the public regarding the update of the Comprehensive Land Use Plan.</li> <li>c. <b>RECEIVE</b> recommendation from the Comprehensive Land Use Plan (CLUP) Review Committee and the Planning and Zoning Commission to consider Ordinance 2016-12 adopting the 2016 Comprehensive Land Use Plan.</li> </ul>  |
| Discussion / Justification:   |
| <p>According to Chapter 213 of the Local Government Code, the governing body of a municipality may adopt a comprehensive plan for the long-range development of the municipality. A municipality may define the content and design of a comprehensive plan. The Plan may be adopted or amended after the public has had an opportunity to share comments at a public hearing of a duly posted meeting.</p> <p>The Planning and Zoning Commission conducted a Public Hearing to receive comments from citizens regarding the update of the Comprehensive Land Use Plan at their regular meeting of August 01, 2016. Mr. John Knight, President of the Comprehensive Land Use Plan Review Committee was present.</p> <p>Residents that spoke:<br/>Mr. Gary Jones, identified himself as the President of the Economic Development Corporation and asked a few questions about the plan. (New maps? Public restrooms? Overall residential lot density.)</p> <p>There was no one to speak in favor or against the new plan at the Planning and Zoning public hearing.</p> |

Notice of Public Hearings to adopt the  
Ovilla 2016 Comprehensive Land Use Plan  
(An update to the 2010 Comprehensive Land Use Plan)

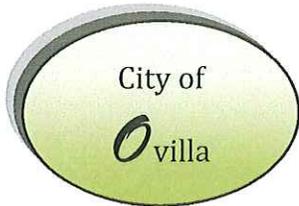
In accordance with the laws of the State of Texas, Local Government Code Chapter 213, all interested persons and parties are hereby notified that the Planning and Zoning Commission of the City of Ovilla will hold a public hearing in the City Council Chamber Room at 105 S. Cockrell Hill Road, Ovilla, Texas on **August 01, at 6:00 p.m.**, and the City Council of the City of Ovilla will hold a public hearing in the City Council Chamber Room at 105 S. Cockrell Hill Road, Ovilla, Texas on **August 08, 2016, at 6:30 p.m.**, for the purpose of hearing evidence, testimony and comments from all interested persons and parties concerning the proposed ordinance:

**AN ORDINANCE ADOPTING A NEW COMPREHENSIVE PLAN, KNOWN AS THE OVILLA 2016 COMPREHENSIVE LAND USE PLAN, AND PROVIDING A MECHANISM FOR AMENDMENTS TO THE OVILLA COMPREHENSIVE LAND USE PLAN; PROVIDING THAT THIS ORDINANCE SHALL BE CUMULATIVE OF ALL ORDINANCES; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.**

Any interested persons and parties, if they desire, may submit any information they wish to be considered to the City Secretary prior to the date of the public hearings, or may appear at the public hearings to be heard, or both. The complete 2016 Comprehensive Land Use Plan is available for review at the Ovilla Municipal Building, 105 S. Cockrell Hill Road, Ovilla, TX 75154 and on the City's website [www.cityofovilla.org](http://www.cityofovilla.org).

*The facility is wheelchair accessible. If you plan to attend and you have a disability that requires special arrangements, please notify the City Secretary 48 hours in advance of the hearings so that reasonable accommodations can be made. For sign interpretive services, please call 72 hours in advance.*

**DATE OF POSTING 07/17/2016**



# Ovilla City Council

## AGENDA ITEM REPORT

### Item 1

Meeting Date: August 8, 2016

Department: Administration

Discussion  Action

Budgeted Expense:  YES  NO  N/A

Submitted By: Dennis Burn

Amount \$ N/A

Reviewed By:  City Manager  City Secretary  City Attorney

Accountant  Other: Planning & Zoning Commission and the Comprehensive Land Use Plan Review Committee

| PROPOSED REQUEST: Attachments:  |  |
|---|--|
| 1.  | Comprehensive Land Use Plan 2016 - Red Lined   |
| 2.  | Comprehensive Land Use Plan 2016 - Final   |
| 3.  | Ordinance 2016-12  |
| 4.  | Planning & Zoning Commission recommendation to approve.  |
| Agenda Item / Topic:  |  |
| ITEM 1.   | <b>DISCUSSION/ACTION</b> – Consideration of and action on Ordinance 2016-12, adopting a new Comprehensive Plan, known as the 2016 Ovilla Comprehensive Land Use Plan, and providing a mechanism for amendments to the Ovilla Comprehensive Land Use Plan; providing that this Ordinance shall be cumulative of all ordinances; providing a severability clause; and providing an effective date. |
| Discussion / Justification:   |  |
| <p>During the September 14, 2015 and October 13, 2015 Council Meetings, fifteen individuals were appointed to serve as the Comprehensive Land Use Plan (CLUP) Review Committee. This Committee’s purpose would be to recommend updates to the 2010 CLUP.</p> <p>The purpose of the Comprehensive Land Use Plan is to promote sound development of the municipality and promote public health, safety and welfare. The Plan is a guide to shape and control the physical development. Areas covered:</p> <ul style="list-style-type: none"> <li>A. Goals and Objectives for new Plan.</li> <li>B. Identify and include additional necessary modifications</li> <li>C. Review and discussion of thoroughfares</li> <li>D. Review the Future Land Use Map</li> </ul> <p>Beginning January 2016, city staff initiated the update of the 2010 Comprehensive Land Use Plan with the Committee, conducting meetings on January 28, March 29, May 31 and June 20. Additionally, a Town Hall meeting was conducted on February 25 at the Vertical Church to seek citizen input for the review. All legal notices and requirements for the adoption of the 2016 CLUP have been met. Ovilla’s legal counsel has reviewed and approved the ordinance for the adoption.</p> <p>Staff presented the final document to the Planning &amp; Zoning Commission, for consideration and recommendation to Council during their August 01, 2016 Regular Meeting. A public hearing was conducted.</p> |  |

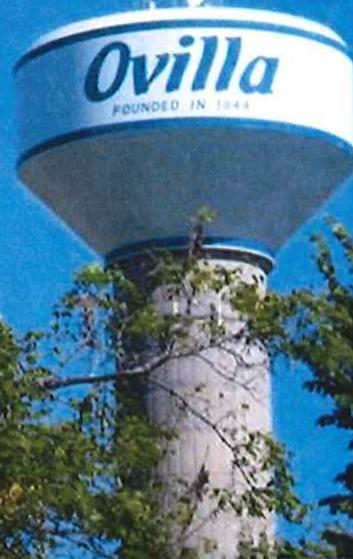
**Recommendation / Staff Comments:**

Staff recommends Council approval.

**Sample Motion(s):**

*I move to approve/deny Ordinance 2016-12, adopting a new Comprehensive Plan, known as the 2016 Ovilla Comprehensive Land Use Plan, and providing a mechanism for amendments to the Ovilla Comprehensive Land Use Plan; providing that this Ordinance shall be cumulative of all ordinances; providing a severability clause; and providing an effective date.*

SMALL TOWN,  
BIG HEART.



*Ovilla*  
TEXAS

COMPREHENSIVE  
LAND USE PLAN

2016

OVILLA, TEXAS

# City of Ovilla

# Comprehensive Land Use Plan

## June 2016

*Original Plan  
adopted 2000*

*2000 Plan Prepared By:*

**MPRG inc.**   
Municipal Planning Resources Group, Inc.

*First Update  
adopted 2010*

*2010 Plan Revised By:*

 **Kimley-Horn  
and Associates, Inc.**

*Second Update  
adopted 2016*

# **City of Ovilla, Texas Comprehensive Land Use Plan**

## **City Council**

Richard Dormier, Mayor  
David Griffin, Mayor Pro-Tem  
Rachel Huber  
Michael Myers  
Douglas Hunt  
Larry Stevenson

## **Planning and Zoning Commission**

Carol Lynch, Chair  
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## **Staff**

Dennis Burn, City Manager  
Pamela Woodall, City Secretary

## **Prepared by:**

City of Ovilla  
Comprehensive Land Use Plan Review Committee

**June 2016**

## **The Comprehensive Land Use Plan Review Committee**

John Knight, Chair  
Carol Lynch, Vice Chair  
Sandra Cawley  
Mark Clark  
Billy Ray Dickey  
Morris Gresham  
William Hamilton, Sr.  
Darrell Jungman  
Charlie Morton  
Dani Muckleroy  
Mike Myers  
Carol Richtsmeier  
Scott Surplus  
William "Bill" Turner  
Windy Zabochnik

The Comprehensive Land Use Plan Review Committee is comprised of residents and representatives from the Economic Development Corporation Board of Directors, Planning & Zoning Commission, Board of Adjustment, Park Board and Municipal Services Advisory Committee.

Over several months, the Comprehensive Land Use Update Committee conducted a series of open meetings to which the public was invited to attend and participate in the process of updating the Comprehensive Land Use Plan for the City of Ovilla.

**City of Ovilla**  
**Comprehensive Land Use Plan**  
**Table of Contents**

| Description  | Page |
|--|------|
| Table of Contents.....                               | i    |
| Acknowledgements .....                               | iii  |
| <b>Chapter 1. General Information</b> .....          | 1-1  |
| Purpose.....   | 1-1  |
| History.....   | 1-1  |
| Location .....                                       | 1-2  |
| Planning Process .....                               | 1-2  |
| Methodology .....                                    | 1-3  |
| <b>Chapter 2. Goals &amp; Objectives</b> .....       | 2-1  |
| Purpose & Definition .....                           | 2-1  |
| Example of Goals, Objectives, & Policies .....       | 2-1  |
| Goals & Objectives Development Process.....          | 2-2  |
| Ovilla General Land Use Goals & Objectives.....      | 2-2  |
| Ovilla Thoroughfare Goals & Objectives.....          | 2-3  |
| Ovilla Commercial Goals & Objectives.....            | 2-3  |
| Ovilla Industrial Goals & Objectives .....           | 2-4  |
| Ovilla Residential Goals & Objectives.....           | 2-5  |
| Ovilla Community Facilities Goals & Objectives ..... | 2-5  |
| Ovilla Parks & Open Space Goals & Objectives .....   | 2-6  |
| <b>Chapter 3. Population</b> .....                   | 3-1  |
| Methodology .....                                    | 3-1  |
| Future Population .....                              | 3-1  |
| <b>Chapter 4. Existing Land Use</b> .....            | 4-1  |
| General Land Use Characteristics .....               | 4-1  |
| Existing Land Use Map 2010.....                      | 4-2  |
| Residential Land Use .....                           | 4-4  |
| Commercial Land Use.....                             | 4-4  |
| Public & Semi-Public Land Use .....                  | 4-5  |
| Parks & Open Space.....                              | 4-5  |
| Infrastructure .....                                 | 4-6  |
| Undeveloped Land .....                               | 4-6  |
| <b>Chapter 5. Thoroughfares</b> .....                | 5-1  |
| Introduction .....                                   | 5-1  |
| Definitions.....                                     | 5-2  |
| Existing Conditions.....                             | 5-3  |
| Street Functions & Classifications .....             | 5-4  |
| Thoroughfare Plan Map 2010.....                      | 5-6  |
| Thoroughfare Plan .....                              | 5-7  |
| Protecting the Capacity of Streets .....             | 5-7  |
| Bicycle & Pedestrian Circulation .....               | 5-8  |
| Street Improvement Program .....                     | 5-8  |
| Transportation Planning & Monitoring .....           | 5-9  |

|  |      |
|--|------|
| <b>Chapter 6. Planning Principles</b> .....  | 6-1  |
| Urban Design Elements .....                  | 6-1  |
| Neighborhood Concept .....                   | 6-1  |
| Commercial Development Forms .....           | 6-3  |
| Screening Walls and Buffers .....            | 6-6  |
| Signage .....                                | 6-7  |
| Focal Points and Entry Statements .....      | 6-7  |
| <b>Chapter 7. Future Land Use Plan</b> ..... | 7-1  |
| Physical Features .....                      | 7-1  |
| Planning Principles .....                    | 7-2  |
| Neighborhoods & Corridors Map 2010 .....     | 7-3  |
| Residential Development .....                | 7-4  |
| Future Land Use Plan Map 2010 .....          | 7-5  |
| Commercial Development .....                 | 7-6  |
| Public & Semi-Public .....                   | 7-9  |
| Parks, Recreation, & Open Space .....        | 7-10 |
| <b>Chapter 8. Implementation</b> .....       | 8-1  |
| General .....                                | 8-1  |
| Plan Implementation Methods .....            | 8-1  |
| Plan Administration .....                    | 8-3  |
| Application of the Plan .....                | 8-3  |
| Adopted Policies .....                       | 8-4  |
| Plan Amendment Process .....                 | 8-6  |

## ***Acknowledgements***

This Comprehensive Land Use Plan represents the culmination of field studies, analyses, and input from citizens and City Staff regarding the present and future development of the City of Ovilla, Texas. The document provides a statement of goals and objectives, an analysis of demographic characteristics, an inventory of existing conditions, a description of long range plans for thoroughfares, land use, and parks, and implementation measures which practically apply the land use principles described herein to existing and future development.

Chapter 211 of the Texas Local Government Code gives municipalities the authority to zone property, stating that this must be done *in accordance with a comprehensive plan*. This Plan is intended to provide the policy-making bodies of the City of Ovilla with guidelines and standards for zoning issues and future development. It is important to note that this document is nothing more than a plan, it does not represent law or entitle or place legal restrictions upon property. Chapter 219 of the Local Government Code states that "a comprehensive plan shall not constitute zoning regulations or establish zoning district boundaries." The Comprehensive Land Use Plan, therefore, is an important tool in the process of land use and development, but does not replace or amend the zoning ordinance or zoning map of the City.

In order for this Plan to be a viable tool for the City of Ovilla, the methods of implementation contained in this document should be adopted. These measures will serve to strengthen the Comprehensive Plan, and help ensure that it is a useful tool to guide, shape, and control the physical development of the community. One of the recommendations of this Comprehensive Land Use Plan is that the Plan be reviewed annually, and revised every five years. The planning process is a cycle, and in order for this document to serve the citizens and staff of Ovilla, it must be continuously maintained and updated as circumstances and desires of the citizenry change.

This 2016 update to the 2010 Comprehensive Land Use Plan is presented by the City of Ovilla Comprehensive Land Use Plan Review Committee. The Committee extends appreciation to the City Council, Planning and Zoning Commission, City Staff, and citizens of Ovilla for their input and participation in the update process. The Committee also wishes to acknowledge the services of Kimley Horn and Associates, Inc. in the preparation of the 2010 update to the Comprehensive Plan and Municipal Planning Resources Group, Inc. in the preparation of the original 2000 Comprehensive Land Use Plan.

## Chapter 1. General Information

### Purpose

The purpose of a Comprehensive Land Use Plan is to give direction to future development in order to avoid the creation of incompatible physical impacts. Although nothing will insure that all land will develop exactly as it should, directed planning will enable City leaders to address many potential problems before they become permanent and undesirable landmarks. The Comprehensive Land Use Plan covers the entire jurisdiction of the municipality and has a long time horizon, typically 20 years. However, it is recommended that a revision of the Plan be completed at least once every five years or biannually if possible.

In addition to the theoretical purpose of developing a Comprehensive Land Use Plan, there are also practical and legal reasons for this effort to be completed. The legal authority for preparing a Comprehensive Land Use Plan is found in state statutes that provide municipal authority for comprehensive planning and for zoning. Chapter 219 of the Texas Local Government Code specifically empowers cities to "adopt a comprehensive plan for the long range development of the municipality." The stated purpose in the state statutes is "for the purpose of promoting sound development of municipalities and promoting health, safety, and welfare." Section 211.004 of the Texas Local Government Code, which authorizes zoning, states, "Zoning regulations must be adopted *in accordance with a comprehensive plan...*" (emphasis added). This legislation establishes the City's authority in making zoning decisions in accordance with the Comprehensive Land Use Plan.

### History

The first settlers came to the area eight years after Texas won independence from Mexico, migrating primarily from Tennessee and Missouri. These settlers were part of the Peters Group, which contracted with the Republic of Texas to establish the first empresario colony which became known as the Peters Colony. As with many communities in the area, the primary business was farming and ranching. Ovilla was founded by Jonathan, Samuel, and William Billingsley in 1844 on the upper reach of Red Oak Creek. As there were no roads or houses in the area, the first inhabitants lived in tents. The tents were placed in a circular arrangement from which came the name Ovilla, meaning "a circle of houses." The early settlers had some interaction with the Kickapoo, Tonquaway, Bedai, Anadarco, Waco and other friendly Indian tribes who often hunted the surrounding prairie.

Each of the families received a section of land (one mile square, or 640 acres) for homesteading, and single men over 17 received a half-section (320 acres). Settlement of the area continued after Texas joined the United States of America in December of 1845. By 1871, the first post office was established which resulted in the official naming of the settlement as Ovilla. The first cotton gin was built in 1885, just south of what is now central Ovilla, and the first blacksmith shop opened in 1888. By 1890, Ovilla had six stores including a candy store, ice cream store, and a dry goods store, with a resident population of 150. In 1900, the first bank in the area opened (Farmers Merchant Bank of Ovilla). The local Ovilla Post Office was closed in 1906 with mail now coming from Red Oak. Farming continued to be the major industry in the area through 1950.

Ovilla incorporated on May 27, 1963 as the result of a close election (23 votes to 18 votes), the population at the date of its incorporation was 219 and included 56 properties. When the cotton gin closed in 1966, Ovilla began to see residential development resulting from expansion of the Dallas area and surrounding suburbs. Today, Ovilla is characterized by primarily semi-rural residential development with a population over 3000.

*\* Portions excerpted from Ovilla: A History by Karen Miller Pickard, 1988 with supplemental information from Ovilla, Texas History Book compiled by the Ovilla Historical Society, 1996.*

## **Location**

The City of Ovilla is located less than eighteen miles south of downtown Dallas and is nestled between State Highway 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. Ovilla 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.

## **Planning Process**

Although the planning process may differ from community to community depending on the individual needs of the citizens, there are some common elements found in most Comprehensive Land Use Plans. The Planning Process usually begins with an inventory phase. Before planning for the future, it is important to have a sense of the present state of the city and the probable future direction of the city. The Ovilla comprehensive planning process started with a data gathering and forecasting phase.

Public input is critical to the development and ultimate success of a Comprehensive Land Use Plan. In order for the Plan to accurately reflect the desires of the community, it is necessary to provide opportunities for the public to participate in the planning process. A Citizens Planning Committee was formed to draw input for the Comprehensive Plan from various groups active in the City of Ovilla. Some of these representatives were from governmental bodies, some from community organizations, some from home owners or neighborhood groups and some from the Ovilla businesses. The Comprehensive Land Use Plan Review Committee reviewed and revised the goals and objectives for the Ovilla Comprehensive Plan. The Committee met during the spring of 2000 to identify critical issues facing the community and then prioritize these issues in order to adopt goals, objectives, and implementation strategies. The community goals and objectives developed by the Comprehensive Land Use Plan Review Committee are included in the Goals and Objectives chapter of this document.

The third phase of the planning process is the formulation of the plan. The current conditions of the city, the Goals and Objectives formulated with the citizens' input, and professional planning principles are considered and weighed, in order to determine the most desirable outcome for the City at the point of total development. Major emphasis was placed on the development of a Master Thoroughfare Plan that provided for significant improvements to the roadway network in Ovilla. With the proposed transportation system as the framework, various alternative land use configurations were considered. Once the analysis was complete, decisions were made as to what alternative(s) was the most beneficial to the community and that could best achieve the goals and objectives set forth in phase two of the planning process.

Following the adoption of the Plan by the City, the implementation phase is a very important part of the planning process. By establishing an implementation plan, city leaders provide a mechanism by which the Goals and Objectives in the Comprehensive Plan can be realized. A number of methods may be used to implement the Comprehensive Plan, and the City may choose one or a combination of these methods. Implementation measures are discussed further in the Implementation chapter of this document.

In many cases, municipalities consider the planning process complete when it reaches the point of implementation. However, it is important to note that the planning process is a cycle. Depending upon growth rates occurring in a city, all elements of the comprehensive planning process should be addressed at least every five years. As the planning process continues, the land use plan will change and evolve. Land use, demographics, the economy, and development patterns greatly affect the growth rate and pattern of a city. By reviewing the Plan on a regular basis, decision makers may be assured that it continuously represents the changing needs of the citizenry. The twenty-year planning period should never be realized, but should continually be extended five more years at the occasion of each revision.



## Methodology

The planning process began with the division of existing land use within the City into the following general land use categories:

- **Residential**

*Low Density* – Single Family Residential Homes, this includes a broad range of housing sizes and values, it generally includes all detached single family houses regardless of the size of the lot or the size of the house.

*Moderate Density* – Duplexes, Fourplexes, Townhouses, this includes a broad range of housing types that fall between the single family residential use and apartments, generally a large percentage of the moderate density residential may be rental units, although townhouses and condominiums are structured to accommodate individual home ownership.

*Manufactured Housing* – These residential units are not site built, but manufactured in a factory and brought to the home site, the houses are inspected at the factory in conformance with the building standards of the industry (in the past similar housing was referred to as mobile homes), generally these units are clustered in manufactured housing parks or subdivisions.

*High Density* – Apartments or multifamily residential range from small apartment developments to large apartment complexes with amenities, generally apartments in the north Texas area are restricted to three story “garden” apartments, although some cities do allow high-rise apartments.

- **Commercial**  
Commercial land uses included a broad range of retail sales, service retail, office, mixed use office/retail, small businesses, restaurants, entertainment uses and other commercial business establishments.
- **Industrial**  
Industrial land uses included major manufacturing and warehouse uses, industrial fabrication and assembly, heavy commercial uses with an abundance of outside storage, and other heavy and light industrial uses.
- **Public/Semi-Public**  
Public and Semi-Public land uses include all governmental uses (city, county, state or federal), schools, churches or other religious institutions, and some public utility uses.
- **Parks and Open Space**  
Parks and Open Space uses include all existing public parks, privately maintained recreational uses, floodplains/floodways and other properties being used for open space.
- **Vacant (Undesignated Land Use)**  
Properties that are shown as Vacant or Undeveloped land are classified as such because they are not “developed” in an urban (or suburban) sense. These properties may be used for agricultural uses such as grazing/ranch land or cultivation for seasonal crops, but the properties have not been developed with a permanent urban land use. Some of the properties may ultimately be agricultural or permanent open space to buffer between incompatible land uses, but for the purposes of this plan they are considered as available for a more suburban type land use.

Information of the existing conditions of both land use and demographics was then compiled. The information was presented to the Comprehensive Land Use Plan Review Committee. In addition, basic planning principles were introduced to enable the Comprehensive Land Use Plan Review Committee to plan for the future of Ovilla according to sound planning principles.

## Chapter 2. Goals & Objectives

### Purpose & Definition

The foundation of a Comprehensive Land Use Plan is the set of Goals and Objectives developed through the public participation process. The City of Ovilla Goals and Objectives are tangible directives raised by citizens to guide the development of the city moving forward. These directives were used to establish the relationships among land uses on the Future Land Use Plan Map, and will guide officials as they make decisions regarding growth and development of the City.

In order to provide an understanding of what is required in the development of Goals and Objectives, the following definitions are provided:

*Goals are general statements of the community's desired ultimate physical, social, economic, or environmental status. Goals set the standard with respect to the community's desired quality of life.*

*Objectives are the approaches used to achieve the quality of life expressed by the community's goals. They identify the critical issues and provide direction in steering the city toward eventual achievement of its goals.*

*Policies are the means by which objectives are carried out in order to achieve the goals of the City. Policies outline specific procedures to achieve a desired objective. Policies should be as specific and as measurable as possible so that they can be put into action with consistency and their effectiveness can be evaluated. Brief examples of Goals, Objectives, and Policies are provided in the following section.*

### Example of Goals, Objectives, & Policies

*Goal (General in nature, relating to quality of life): "All residential development within the City shall promote the health, safety, and welfare of all citizens of the community."*

*Objective (Denotes approach toward achieving the goal): "The City will establish proper development controls that require prior approval and monitoring of residential development."*

*Policy (Adopted directive establishing official means by which objectives are implemented): "The City will adopt applications and procedures for site plan reviews, preliminary platting, final platting, and engineering designs."*

## Goals & Objectives Development Process

The City of Ovilla places importance on public input in local government. The Comprehensive Land Use Plan Review Committee met several times over a period of months in order to develop the Goals and Objectives related to General Land Use, Residential, Commercial, Industrial, Community Facilities, Thoroughfares and Parks and Open Space. The following final Goals and Objectives should be used to guide the development of the City of Ovilla through the next twenty years.

# OVILLA GENERAL LAND USE GOALS & OBJECTIVES

## Goal 1

---

Preserve the aspects of the community that residents find attractive, such as quality of life, small town/rural atmosphere, natural vegetation and open spaces.

Objective 1-1

Promote continued involvement by the City during the design process of new development.

Objective 1-2

Encourage programs that continue a positive aesthetic character for Ovilla and improve areas lacking in such.

Objective 1-3

Maintain the town's rural/small town heritage where appropriate.

## Goal 2

---

Guide future land uses and growth within Ovilla's extra-territorial jurisdiction (ETJ).

Objective 2-1

Plan for future land uses and thoroughfares in this area.

Objective 2-2

Coordinate planning efforts with neighboring and overlying jurisdictions.

Objective 2-3

Utilize the Subdivision Regulations throughout the extra-territorial jurisdiction.

## OVILLA THOROUGHFARES GOALS & OBJECTIVES

### Goal 3

---

Incorporate and develop a well defined and maintained system of thoroughfares, collectors and local roads whereby also encouraging the development of local roadways that promote circulation and ensure the safety and general welfare of neighborhoods.

Objective 3-1

Develop programs and action plans for upgrading and maintaining roads and streets.

Objective 3-2

Evaluate the condition of streets and establish priorities for regular repair and maintenance.

## OVILLA COMMERCIAL GOALS & OBJECTIVES

### Goal 4

---

Provide for adequate retail and light commercial development in the future to assist the tax base for the city.

Objective 4-1

Plan for non-residential land uses in locations that are suitable for such uses.

Objective 4-2

Coordinate with the Ovilla Type B Economic Development Corporation to identify and recruit new business to diversify the City's tax base in order to provide for a mix of municipal, commercial, retail and office uses.

Objective 4-3

Attract businesses that will add to the aesthetic quality of the community.

### Goal 5

---

Encourage continued development of the commercial area in "downtown" Ovilla.

Objective 5-1

Incorporate and preserve the historic area of town.

Objective 5-2

Coordinate with the Ovilla Type B Economic Development Corporation to identify and recruit new business to diversify the City's tax base in order to provide for a mix of municipal, commercial, retail and office uses.

Objective 5-3

Develop guidelines that encourage the historic bulk, construction, and aesthetics of structures so that the historic integrity of the area is not diminished.

Objective 5-4

To increase the aesthetic appeal of the downtown area, explore with property owners and businesses the development of tools such as site-specific architectural guides and a Type B Economic Development Corporation façade improvement grant program.

## Goal 6

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Provide for smaller neighborhood oriented commercial, retail and office uses in limited areas in accordance with the Comprehensive Plan.

Objective 6-1

Coordinate the development of neighborhood oriented commercial, retail and office uses in concert with thoroughfare improvements.

## OVILLA INDUSTRIAL GOALS & OBJECTIVES

## Goal 7

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Identify areas that may be suitable for future industrial development within the City.

Objective 7-1

Industrial uses appropriate within these areas should be those targeted uses that are non-polluting with no external storage or manufacturing operations.

Objective 7-2

Where industrial development is appropriate, encourage the development of planned industrial areas to accommodate and promote cluster industries, research, development, other value added activities and support uses. Other uses, such as hotels, offices, commercial, institutional, and residential that serve the projected workforce and residential population and/or encourage internal automobile trip capture shall be encouraged, with accessory uses.

Objective 7-3

Encourage the incorporation of common architectural, signage, and landscape themes within future industrial development in accordance with current City adopted standards.

## OVILLA RESIDENTIAL GOALS & OBJECTIVES

### Goal 8

---

Preserve and protect the character of existing neighborhood areas.

Objective 8-1

Promote a feeling of community and encourage neighborhood connectivity.

Objective 8-2

Promote policies and ordinances that maintain and enhance existing residential areas through tools such as code enforcement.

Objective 8-3

Maintain a policy of protecting neighborhoods through the provision of transitional zoning between residential and newly established retail or commercial uses.

### Goal 9

---

Designate the preponderance of land uses as residential, with single-family housing of low density.

Objective 9-1

Encourage new development to be compatible with the character of existing densities and structures.

Objective 9-2

Continue to plan for residential areas to have lots 15,000 square feet or greater.

## OVILLA COMMUNITY FACILITIES GOALS & OBJECTIVES

### Goal 10

---

Provide residents with the best and most cost effective community services available.

Objective 10-1

Plan and design the most efficient and cost effective arrangement of land uses that allows Ovilla to distinguish itself with high quality public services and seek to partner with regional and County agencies to fund continued efforts in this regard.

Objective 10-2

Provide adequate water and sewer service throughout the city.

Objective 10-3

Provide a coordinated plan addressing the need for future municipal facility expansion needs.

## **Goal 11**

---

Minimize public and private expenditures related to upkeep of community facilities, or creation of new community facilities while not compromising commitment to efficient, quality services.

# **OVILLA PARKS & OPEN SPACE GOALS & OBJECTIVES**

## **Goal 12**

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Promote the preservation of natural vegetation and open spaces that maintain the attractive rural atmosphere of the City of Ovilla. In addition to policies and procedures, promotion may be accomplished through the proactive communication via channels available to the City.

Objective 12-1

Incorporate into the overall parks and open space system areas with large trees, substantial vegetation, creeks and floodways.

Objective 12-2

Discourage development that could be environmentally hazardous or noxious the City and residents, mitigating damages to natural areas through perpetual preservation.

Objective 12-3

Encourage preservation and expansion of greenbelt areas, especially along creeks throughout the city.

Objective 12-4

Encourage the preservation and planting of native trees and vegetation.

## **Goal 13**

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Develop a variety of parks, open spaces and recreation facilities compatible with the environment and designed to serve both the active and passive recreational needs of the citizens.

### Objective 13-1

Encourage the dedication of property for the City's park system by development.

## **Goal 14**

---

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Develop a cost-effective system of parks and open space network in a manner which promotes optimum utilization of the system in a safe, clean and orderly atmosphere by the citizens of Ovilla.

# Chapter 3. Population

## Methodology

The population of a city plays a large role in long range planning exercises. In order to provide public facilities and services that will best serve the future needs of the citizenry, it is necessary to study the past and present size of the community, and finally to make projections that cover the planning period, in this case, 20 years. Population data for the Ovilla Comprehensive Land Use Plan was gathered from the U.S. Census Bureau and the North Central Texas Council of Governments (NCTCOG).

The current population for the City of Ovilla is 3820 . The City has shown a steady increase in population since its incorporation in 1963. The population of Ovilla has increased at an average rate of 5.26 percent per year, since 1970, the earliest available U.S. Census figures. The historic population trend for Ovilla is demonstrated in *Table 3.1, Historic Population of Ovilla, Texas.*

**Table 3.1**  
**Historic Population of Ovilla, Texas**

| Year | Population | Change<br>in Population<br>per period | Average Change<br>in Population<br>per year |
|------|------------|---------------------------------------|---|
|------|------------|---------------------------------------|---|

| Year | Population | Change<br>in Population<br>per period | Average Change<br>in Population<br>per year |
|------|------------|---------------------------------------|---|
| 1970 | 339        | --                                    | --  |
| 1980 | 1,067      | 728                                   | 73 residents                                |
| 1990 | 2,027      | 960                                   | 96 residents                                |
| 2000 | 3405       | 1378                                  | 138 residents                               |
| 2010 | 3492       | 87                                    | 9 residents                                 |
| 2015 | 3690       | 198                                   | 39 residents                                |
| 2016 | 3820       | 130                                   | 130 residents                               |

*Source: U.S. Census Bureau, NCTCOG*

## Future Population

In order to project the future population of Ovilla, it is necessary to analyze past trends in the City’s population. By studying the City’s historic rate of growth, future population figures may be predicted, and ultimate build-out projections may be made. The average annual growth rate for the city of Ovilla was calculated using the following formula:

$$\left(1 + \frac{(P_n - P_0)}{P_0}\right)^{1/x} - 1 = \text{Average Annual Population Growth}$$

Where:  $P_n$  = New Population  
 $P_0$  = Old Population  
 $x$  = Number of years between  $P_n$  and  $P_0$

The population of the City of Ovilla grew at an average annual rate of 5.27 percent from 1970 until the present, and at a slower rate of 2.44 percent from 1990 until the present. With conditions remaining constant, it is reasonable to conclude that the City will continue to grow at a rate between these two figures, which would indicate an estimated total population of between 6,035 and 10,135 persons in the year 2035.

The key phrase in the previous statement is "conditions remaining constant." The addition of one or more large scale employers in Ovilla or the near vicinity could significantly change the population growth rate experienced by the City. Population projections obtained using 2.44 percent and 5.27 percent average growth rates appear in *Table 3.2, Historic and Future Populations for the City of Ovilla, Texas*.

**Table 3.2**  
**Historic and Future Populations for the City of Ovilla, Texas**

| Year | Historic<br>Population | Lower<br>Projection<br>2.44% | Higher Projection<br>5.27% |
|------|------------------------|------------------------------|----------------------------|
| 1970 | 339                    |                              |                            |
| 1980 | 1,067                  |                              |                            |
| 1990 | 2,027                  |                              |                            |
| 2000 | 3,405                  |                              |                            |
| 2010 | 3,492                  |                              |                            |
| 2011 | 3,518                  |                              |                            |
| 2012 | 3,514                  |                              |                            |
| 2013 | 3,526                  |                              |                            |
| 2014 | 3,619                  |                              |                            |
| 2015 | 3,690                  |                              |                            |
| 2016 | 3,820                  |                              |                            |
| 2017 |                        | 3,913                        | 4,021                      |
| 2018 |                        | 4,008                        | 4,233                      |
| 2019 |                        | 4,106                        | 4,456                      |
| 2020 |                        | 4,206                        | 4,691                      |
| 2021 |                        | 4,308                        | 4,938                      |
| 2022 |                        | 4,413                        | 5,198                      |
| 2023 |                        | 4,521                        | 5,472                      |
| 2024 |                        | 4,631                        | 5,761                      |
| 2025 |                        | 4,744                        | 6,064                      |
| 2026 |                        | 4,859                        | 6,384                      |
| 2027 |                        | 4,978                        | 6,720                      |
| 2028 |                        | 5,099                        | 7,074                      |
| 2029 |                        | 5,223                        | 7,447                      |
| 2030 |                        | 5,351                        | 7,840                      |
| 2031 |                        | 5,481                        | 8,253                      |
| 2032 |                        | 5,615                        | 8,688                      |
| 2033 |                        | 5,752                        | 9,146                      |
| 2034 |                        | 5,892                        | 9,628                      |
| 2035 |                        | 6,035                        | 10,135                     |

*Source: U.S. Census Bureau, NCTCOG, Projections Estimated.*

*Population at Build-out*

As discussed in the next chapter, over half of the property within the City of Ovilla's 5.7 square miles City limits is undeveloped land. This means that there is an abundance of land for residential development and future population growth. In addition to the property that is already in the City limits, the City of Ovilla has an extra-territorial jurisdiction (ETJ) of approximately 4.3 square miles. If all the ETJ is eventually annexed into the Ovilla City Limits, the ultimate size of the city will be ten square miles (10 sq. mi.). The build-out population occurs when all of the properties planned for residential uses in the entire planning area are completely developed. Based upon U.S. Census Bureau (2010) information, Kimley Horn and Associates, Inc. projects an estimated buildout population between 9,519 and 15,123 people.

With the projected future population for the next 20 years being 6,035 to 10,135, the City of Ovilla will reach 63 percent to 67 percent of the build-out population within the planning period for this plan. If the above trends continue, Ovilla will reach build-out sometime in the next 27 to 38 years.

In the near future, Ovilla can expect a steady continued growth, which will be managed most effectively by careful planning and citizen involvement in the governmental process.

## Chapter 4. Existing Land Use

### General Land Use Characteristics

Before developing a plan for the future, a city must first have an understanding of its present condition. In addition to demographic data, this understanding is gained through an analysis of existing land use, which represents how land is currently being used. An analysis of current land use can provide documentation of development trends that have been and are being established. This analysis will also provide City officials with an opportunity to correct trends that may be detrimental to future development and to initiate policies that will encourage development in accordance with goals and objectives developed by the citizens.

### Survey of Existing Data Sources

A survey of Geographic Information System (GIS) data provided by Dallas Central Appraisal District and Ellis Appraisal District was conducted in December 2009 and adjusted in 2016 to reflect current conditions in order to identify existing land use conditions in the City of Ovilla to be included in the Comprehensive Land Use Plan. Of the approximately 3655 acres (5.7 square miles) that make up the City, approximately 1,721 acres are developed as residential, commercial, institutional, or park area. The remaining 1,934 acres are currently undeveloped or used as roadways or agricultural uses. The categories of land use, corresponding acreage, and total percentages are shown in *Table 4.1, Summary of Existing Land Use in Ovilla, Texas 2016*. The physical locations of the different land uses within the City may be found on *Figure 4.1, Existing Land Use Map 2010*.

**Table 4.1**  
**Summary of Existing Land Use in Ovilla, Texas**  
**2016**

| Land Use                    | Acres        | % of Developed | % of Total |
|-----------------------------|--------------|----------------|------------|
| Residential (Single-Family) | 1,608        | 93%            | 44%        |
| Residential-Vacant          | 245          | n/a            | 7%         |
| Commercial                  | 73           | 4%             | 2%         |
| Commercial-Vacant           | 31           | n/a            | 1%         |
| Agricultural                | 1,658        | n/a            | 45%        |
| Public / Semi-Public        | 29           | 1.7%           | 1%         |
| Parks                       | 11           | 0.6%           | <1%        |
| <i>Total Developed</i>      | <i>1,721</i> |                | <i>47%</i> |
| <i>Total Undeveloped</i>    | <i>1,934</i> |                | <i>53%</i> |
| <b>Total Land Area</b>      | <b>3,655</b> |                |            |

The summary of existing land use categories maintained by the appraisal districts in Dallas County and Ellis County should be reviewed and updated periodically for accuracy and to measure the attainment of identified goals and objectives. Existing land uses have not changed significantly since the 2009 analysis.

# Existing Land Use Plan Map

## City of Ovilla, Texas

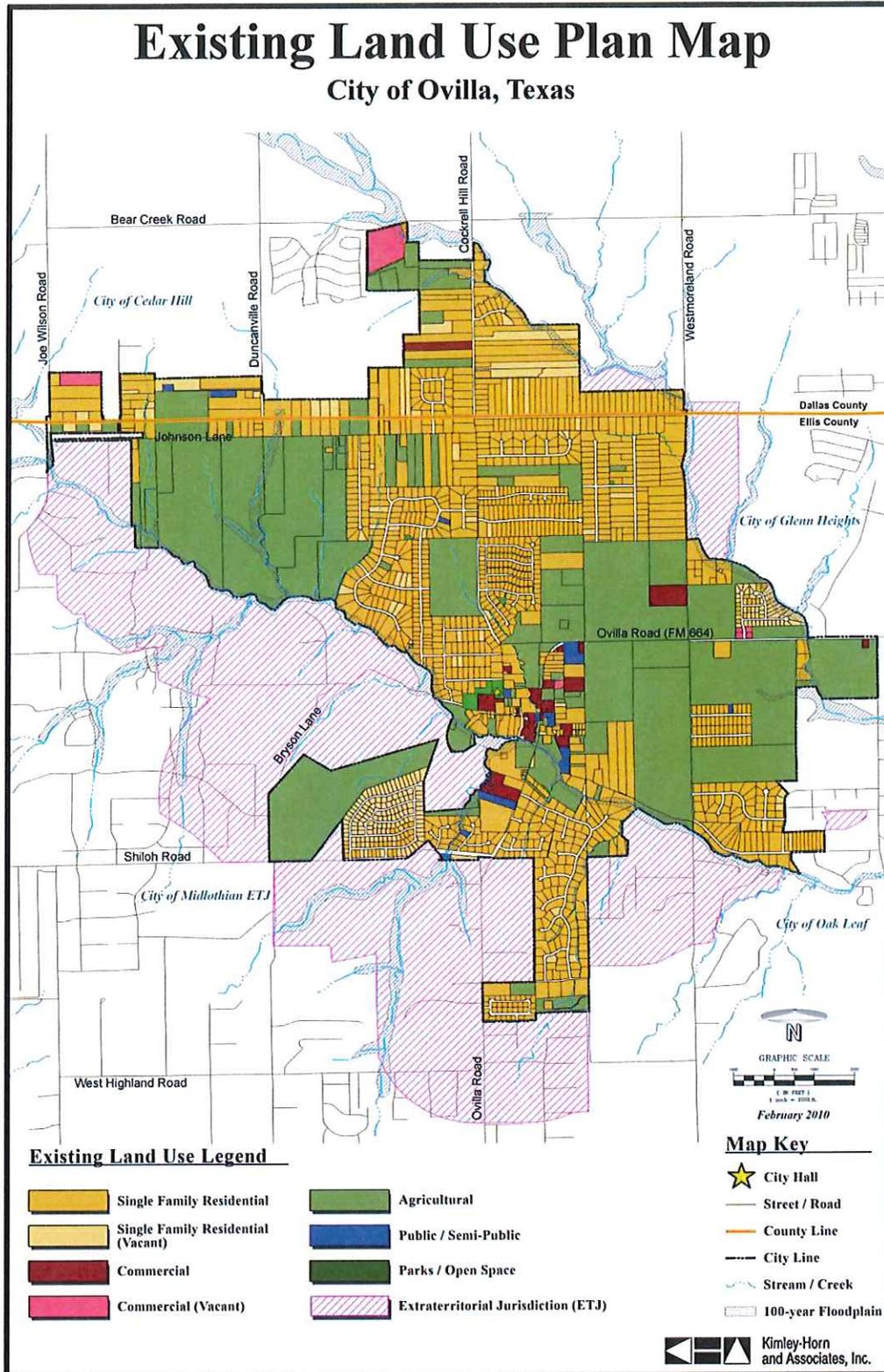


Figure 4.1, City of Ovilla Existing Land Use Map 2010

In August 2015, Kimley Horn and Associates Inc. (KHA) analyzed existing land uses in Ovilla and prepared a Build Out Population Estimate as shown in the following tables: *Table 4.2, Ovilla Population Estimate Methodology; Table 4.3, Ovilla Build Out Population Estimate; and Table 4.4, Ovilla Build Out Population Estimate.*

**Table 4.2**  
**Ovilla Population Estimate Methodology**  
*Census 2010 (Pop: 3495)*

| <b>Zoning District</b> | <b>RC</b> | <b>RE</b> | <b>R15*</b> | <b>R22</b> |
|------------------------|-----------|-----------|-------------|------------|
| units/acre             | 0.20      | 0.55      | 0.90        | 1.83       |
| persons/acre           | 0.54      | 1.46      | 2.44        | 5.18       |
| persons/unit           | 2.69      | 2.63      | 2.72        | 2.83       |

\* Estimate: No built out R15 districts

Prepared by: KHA

**Table 4.3**  
**Ovilla Build Out Population Estimate**  
**Current Zoning 2015**

| <b>Zoning</b> | <b>Acres</b> | <b>%</b>    | <b>Households</b> | <b>Population</b> |
|---------------|--------------|-------------|-------------------|-------------------|
| PD            | 134          | 4%          | 217               | 516               |
| R15           | 377          | 11%         | 339               | 922               |
| R22           | 554          | 16%         | 1,015             | 2,872             |
| RC            | 215          | 6%          | 43                | 117               |
| RE            | 2,097        | 62%         | 1,163             | 3,063             |
| <b>Total</b>  | <b>3,377</b> | <b>100%</b> | <b>2,777</b>      | <b>7,489</b>      |

Prepared by: KHA

**Table 4.4**  
**Ovilla Build Out Population Estimate**  
**Zoning + Future Land Use**

| <b>Scenario</b>      | <b>Future Land Use Plan<br/>SF Acres*</b> | <b>Households</b> | <b>Population</b> | <b>Total with Zoning</b> |
|----------------------|---|-------------------|-------------------|--------------------------|
| Low (RC/RE)          | 2,016                                     | 4%                | 217               | 9,519                    |
| Typical (Zoning Mix) | 377                                       | 11%               | 339               | 11,959                   |
| High (R15/R22)       | 554                                       | 16%               | 1,015             | 15,123                   |

\* SF Single-Family

Prepared by: KHA

The graphic representation of existing land uses, the Existing Land Use Plan, should be reviewed and updated periodically to represent current conditions, to ensure relevant land use categories and to promote consistent development-related decisions and policies.

## Residential Land Use

Residential land use accounts for most of the development in the city. Approximately 1,608 acres or 44 percent of the City area is currently developed as residential use. This type of land use consists of low-density residential units (single-family homes). Moderate density units (duplex, triplex, or manufactured housing) and high-density (multifamily apartment) units are currently not found in measurable quantities in Ovilla. The text below provides information regarding residential development in Ovilla.

### *Low-Density Residential*

Low density residential use refers to single family detached dwelling units, developed at a density of one to three units per acre. There are approximately 1,608 acres of low-density residential land use in the City limits, which represents 93 percent of the total developed land and 44 percent of the total City. Figure 4.1, Existing Land Use Map provides information regarding the pattern of existing residential development within the City of Ovilla. The neighborhoods located along Cockrell Hill Road and southern Ovilla Road generally conform to the Neighborhood Concept, a planning concept that is described in the Urban Design chapter of this document. The remaining neighborhoods are less homogeneous, and are characterized by more of a rural development pattern.

### *Moderate Density Residential*

Moderate density residential development refers to residential development containing from six to twelve dwelling units per acre. This type of housing primarily consists of duplexes with a limited amount of triplex and fourplex units. Currently, there are no moderate density residential areas within the City.

### *Manufactured Housing*

Manufactured housing units in area are located in the Ovilla extraterritorial jurisdiction, primarily south of Red Oak Creek. Currently, there are no manufactured housing units within the city limits.

### *High Density Residential*

High density residential land uses consist of multifamily apartment developments, built at a density of thirteen or more units per acre. Currently, there are no high density residential units within Ovilla.

## Commercial Land Use

The commercial land use category includes both service and retail uses. Approximately 73 acres of commercial land use is located in Ovilla, which accounts for approximately 4 percent of the developed area of the City and 2 percent of the total City area. Most commercial development is located along Ovilla Road.

## 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 29 acres are utilized by this type of use in the City of Ovilla. Public and semi-public uses account for 1.7 percent of the total area within the City, and approximately 1 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 (11 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

### *Silver Spur 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.

### *Weldon O'Dell Field*

This approximately seven-acre park is used primarily as baseball/softball fields and can be classified as a community park.

Park features:

- 3 Ball Fields with backstops, dugouts, lighting, and stands
- Picnic area with tables

### *Cindy Jones Play Area*

Conveniently located adjacent to ballfields, this play area is designed for young children and is supplied with a fort-style playset and swings.

### *Ken and Sara Pritchett Park*

This park was dedicated in 2009 and is located on a 0.75-acre interior lot in the Ashburne Glen neighborhood. Pedestrian access to the park is available from Ashburne Glen Lane and Forest Edge Lane. This public park is classified as a neighborhood park and is available for all City of Ovilla residents, but is primarily utilized by Ashburne Glen residents.

Park features:

- Playground with a fort-style playset and swings
- Picnic area with tables and barbecue grills

## **Infrastructure**

While right-of-way is undevelopable public property, the corridors created by the thoroughfares exert a considerable impact on the development of land in the city. Sound planning principles and urban design guidelines should be adhered to in order to limit negative land use development that may have a tendency to develop in these areas.

## **Undeveloped Land**

There are approximately 1,934 acres of undeveloped land in the City of Ovilla as of December, 2015. This undeveloped land accounts for 53 percent of the total land area within the City. Most of the undeveloped land is located in the southwestern area of the City, but there are large undeveloped tracts throughout the City.

## **Chapter 5. Thoroughfares**

### **Introduction**

Transportation planning is an integral part of the City of Ovilla Comprehensive Land Use Plan. As such, the thoroughfare goals and objectives were considered carefully in the drafting of the Comprehensive Land Use Plan. The 2010 Comprehensive Land Use Plan Review Committee spent a considerable amount of time finalizing the Ovilla Thoroughfare Plan to carefully consider the proper classifications for thoroughfares to be included. Street and roadway improvements were important items discussed for expenditure of public funds. Consideration was given to both the internal transportation needs of the residents of Ovilla and the regional transportation needs of others that travel through Ovilla. The Regional Thoroughfare Plan prepared by the North Central Texas Council of Governments (NCTCOG), the City of Cedar Hill Thoroughfare Plan, the City of Midlothian Thoroughfare Plan were all consulted for input into the 2010 Ovilla Thoroughfare Plan. By coordinating with the other municipalities and governmental agencies, the development of the overall transportation network can be improved.

The Thoroughfare Plan should be reviewed and updated periodically to represent current conditions and promote preservation of terrain, natural drainage ways and trees. For example, the plan document should be revised to encourage improvements to Shiloh Road as increased traffic occurs as a result of new subdivisions, a new elementary school and new and existing non-residential uses.

The movement of people and goods within the City and the surrounding area is an important function; such movement is dependent upon the arrangement and condition of local streets and highways. As the city changes, the thoroughfare system must be capable of handling traffic movement in a safe and efficient manner. The 2010 City of Ovilla Thoroughfare Plan is coordinated with the 2010 Future Land Use Plan and provides the guidelines to develop a transportation system that can accommodate the needs of existing and future land use. This adopted Thoroughfare Plan is a valuable tool for the City of Ovilla in requiring the appropriate dedication of right-of-ways and the construction of the appropriate roadway improvements as the city continues to develop.

The primary form of transportation in the City of Ovilla is the individual gasoline-powered vehicle. Whether that vehicle is a pickup truck, an automobile or a SUV (Sport/Utility Vehicle), most Ovilla residents rely on their individual vehicles as their sole means of transportation. For this reason, the transportation element of the Comprehensive Land Use Plan Update is focused on the system of public roadways, which is designed to expedite traffic movement and enhance safety. The Thoroughfare Plan also includes recommendations for developing alternate modes of transportation within the city, as well as recommendations which create a continuous process of planning, implementation, monitoring, and evaluation to assure that the mobility needs for citizens of Ovilla will be met as development occurs.

The Thoroughfare Plan should enable the City to implement a systematic process of upgrading and developing thoroughfares in accordance with the City's Future Land Use Plan. This process should include: (1) an evaluation of proposed roadway improvement regarding compliance to the Thoroughfare Plan; (2) preparation of detailed route studies to locate the exact location of a street that is shown conceptually on the Thoroughfare Plan; and (3) preparation of engineering plans and geometrics (including extra turn lanes at major intersections) once detailed routes have been established.

## Definitions

A number of terms used throughout this chapter should be defined in order to provide an understanding of existing and future transportation needs. These terms include the following:

*Functional classification* - The roadway classification system is intended to categorize streets by function for the purpose of clarifying administrative and fiscal responsibility. A complete circulation system provides separate facilities for the movement, transition, distribution, collection, access, and termination of trips. Freeways and arterials handle principal movement functions. Collector streets serve to gather traffic from local streets and feed it to the arterial system and to provide access in commercial and industrial areas. Local streets provide direct access to adjacent property.

*Capacity* - The capacity of a roadway as defined by the Highway Capacity Manual, is the maximum hourly rate at which vehicles can reasonably be expected to traverse a point or section of a roadway during a given time period under prevailing roadway, traffic, and control conditions. Roadway conditions refer to the geometric characteristics of the street such as type of facility, number and width of lanes, horizontal and vertical alignment, and design speed. Traffic conditions refer to the type of vehicle mix and the distribution of vehicles in available lanes. Control conditions refer to the types and specific design of traffic control devices such as traffic signals, signs, and turn restrictions. Other factors that affect the capacity of a roadway include weather and driver characteristics.

*Traffic Volume* - Traffic volume is a measurement of the total number of vehicles that pass a given section of a roadway during a given time period. Volume is generally expressed in terms of annual, daily, or hourly rates. Traffic volumes vary by the time of day, day of the week, season, and month. Annual average daily traffic (AADT) is the average daily traffic on a roadway, averaged over a full year, and is often used in travel forecasting and planning. Within this report the term vehicles per day (vpd) is used to reflect traffic counts made over a 24-hour period that have not been converted to annual average daily traffic and, thus, may not account for daily, weekly, or seasonal variations.

*Through Traffic* - This term is used in two ways, depending on the particular discussion: 1) to identify trips that do not have a local destination (i.e. are not stopping within Ovilla); and 2) to identify trips that may have a local destination, but are traveling through a particular section of the City.

## Existing Conditions

Ovilla's existing transportation system is designed to accommodate private vehicular traffic. Interstate Highway 35E and State Highway 67 are approximately 3.75 miles from Ovilla to the east and 5.30 miles from Ovilla to the west respectively. Currently, no other forms of transportation are available in Ovilla.

### *Highways & Streets*

**Ovilla Road (F. M. 664)** is the major internal transportation spine for Ovilla. It is the only direct traffic route through Ovilla. All other roadways are modified county roads that meander around various physical constraints. Ovilla Road is also a Texas Department of Transportation (TxDOT) maintained facility. The section of Ovilla Road from Hampton Road to Cinnamon Spring Street is a three lane asphalt roadway with a continuous left turn lane. The remainder of Ovilla Road is only two lanes in width.

**Westmoreland Road** is currently a north-south country road, with its ultimate purpose to serve as a principal arterial providing connection down to Lariat Trail and Red Oak Creek Road. Westmoreland road will serve as the primary entry point into the City from Future Loop 9.

**Cockrell Hill Road** is a two-lane rural section of roadway that provides access to the center of the City. The current development that exists adjacent to the roadway, primarily residential development of half-acre of larger lots creates a limiting factor to the increase of traffic and ultimately dictates the ultimate thoroughfare classification.

**Joe Wilson Road** is a north-south country road that acts as a collector down to Johnson Lane. This road currently serves to take pressure off of Westmoreland Road as a north-south arterial.

**Montgomery Road/Bryson Lane & Red Oak Creek Road** are small residential collectors that wind near creeks and are canopied by beautifully abundant trees. Both roads are very scenic entrances to the central portions of Ovilla.

**Shiloh Road** is an east-west collector that provides access between the City of Midlothian and Ovilla. It is a small country road that bisects Ovilla's ETJ and feeds to Ovilla Road. Shiloh Road has recently and is anticipated to experience increased traffic resulting from changes in adjacent land uses and development.

**Duncanville Road** is a north-south collector that provides access between the City of Cedar Hill and Ovilla. Currently, this thoroughfare is a small country road that is approximately 1,000 feet in length within the City of Ovilla municipal limits and terminates at Johnson Lane. This thoroughfare will ultimately be extended to the south and eventually connect with Bryson Lane to continue south.

### *Bicycle & Pedestrian*

Pedestrian and bicycle transportation are often forgotten as viable modes of travel in today's mobile society. In order to provide for easy and safe pedestrian and bicycle travel, sidewalks, pathways, and crosswalks should be required to be included in future development plans. This type of access is needed to commercial centers, along arterial

streets and between residential areas, schools. By requiring appropriate infrastructure for pedestrians in new developments, and retrofitting existing developed areas, traffic and parking issues may be lessened in intensity, and quality of life may be improved. The City may also wish to provide bicycle racks or covered storage areas in public facilities.

## Street Functions & Classifications

Streets located within municipalities generally are various sizes, and have different numbers of vehicle traffic lanes and design requirements. This Plan has categorized Ovilla’s streets according to the Standard Street Classification System used by the Texas Department of Transportation (TxDOT). Each type of roadway in the classification system has right-of-way widths, lane widths, number of lanes, and medians appropriate to the traffic and speed required of the street. *Table 5.1, Summary of Street Classifications* provides the following information in tabular format.

**Table 5-1  
Summary of Street Classification**

| Land Use Plan Classification | Thoroughfare Plan Classification |  |
|------------------------------|----------------------------------|--|
| Local Residential Street     | <b>R2U</b>                       | Residential Two Lane Undivided         |
| Collector Street             | <b>C2U</b>                       | Collector Two Lane Undivided           |
|                              | <b>C4U</b>                       | Collector Four Lane Undivided          |
| Minor Arterial Street        | <b>M2D</b>                       | Minor Arterial Two Lane Divided        |
|                              | <b>M4U</b>                       | Minor Arterial Four Lane Undivided     |
|                              | <b>M4D</b>                       | Minor Arterial Four Lane Divided       |
| Principal Arterial Street    | <b>P6D</b>                       | Principal Arterial Six Lane Divided    |
|                              | <b>P4D</b>                       | Principal Arterial Four Lane Divided   |
|                              | <b>P4U</b>                       | Principal Arterial Four Lane Undivided |
| Freeway (Proposed Loop 9)    | <b>FW</b>                        | Typically Four to Ten Divided Lanes    |

\* **R2U** streets are not shown on the Thoroughfare Plan.

### Freeways

Freeways or highways consist of controlled limited access roadways with divided lanes for directional traffic. Freeways are designed to move high volumes of traffic, typically in excess of 40,000 vehicles per day, with maximum efficiency. Freeways generally have from 4 to 8 lanes and require 250 to 500 feet of right-of-way. They provide no direct access to adjacent property, and main lanes are grade separated at intersections with arterial roadways. Service roads may be provided along the freeway to facilitate access to and from the main lanes and to provide access to adjacent property. Interstate 35E and State Highway 67 are the two freeways near to the city of Ovilla. The proposed Loop 9 may be classified as a freeway and run on the city’s northern boundary.

### *Principal Arterials*

Principal arterials are designed to serve major traffic movements through the city by carrying large volumes of traffic across or through the city as efficiently as possible. These roadways should be continuous in length, connect with freeways, and serve major traffic generators. Typically, principal arterials should be spaced between two and three miles apart. They are designed to carry between 10,000 and 40,000 vehicles per day requiring from four to six lanes. Access management is essential to ensure maximum operating efficiency of the roadway. However, because commercial development generally occurs along arterial streets, control of access is often difficult to achieve. Intersection spacing should be at intervals of not less than one-fourth mile. Intermediate unsignalized access points and median breaks to accommodate public streets or private driveways should be avoided. To facilitate the flow of traffic, designated turn lanes and acceleration/deceleration lanes may be required in areas of commercial development.

### *Minor Arterials*

Minor arterials are generally designed as four-lane roadways; with the exception of the two-lane divided minor arterial proposed. They may be either divided or undivided, and are designed to connect the primary arterials and provide system continuity. Generally, minor arterials are spaced at approximately one mile intervals, and define the limits of a neighborhood. They are designed to carry traffic volumes of 10,000 to 15,000 vehicles per day, and like principal arterials, direct access should be limited. Intersections for four-lane minor arterials should be spaced at intervals of no less than one-fourth of a mile and intermediate access points to accommodate public streets or private driveways should be avoided. Two-lane minor arterials are designed to accommodate rural traffic and provide pocket medians to allow access for turning movements. The classification of Shiloh Road as an arterial M4U should be further studied given potential design constraints.

### *Collector Streets*

Collector streets are intended to serve internal traffic movements within an area and carry traffic from local streets to the arterial network, and may be designated as principal and minor collectors. Generally, collector streets are designed with two lanes, are between 1 and 1/2 mile in length, and carry traffic volumes between 1,000 and 10,000 vehicles per day. Minor collector streets should be located to provide access to the local street system in a neighborhood and be curvilinear in design, in order to discourage through traffic in neighborhoods. Typically, they include two traffic lanes and two parking lanes and should be less than one mile in length. The classification of Red Oak Creek Road as a collector C4U should be further studied given potential design constraints.

### *Local Streets*

Local streets provide access to residential property and feed the collector street system. Local streets typically carry volumes of less than 1,000 vehicles per day. Streets are no more than two lanes and should be designed to discourage any type of through traffic movements, either through a curvilinear arrangement, through the incorporation of loops and cul-de-sacs, or both.

# Thoroughfare Plan Map

## City of Ovilla, Texas

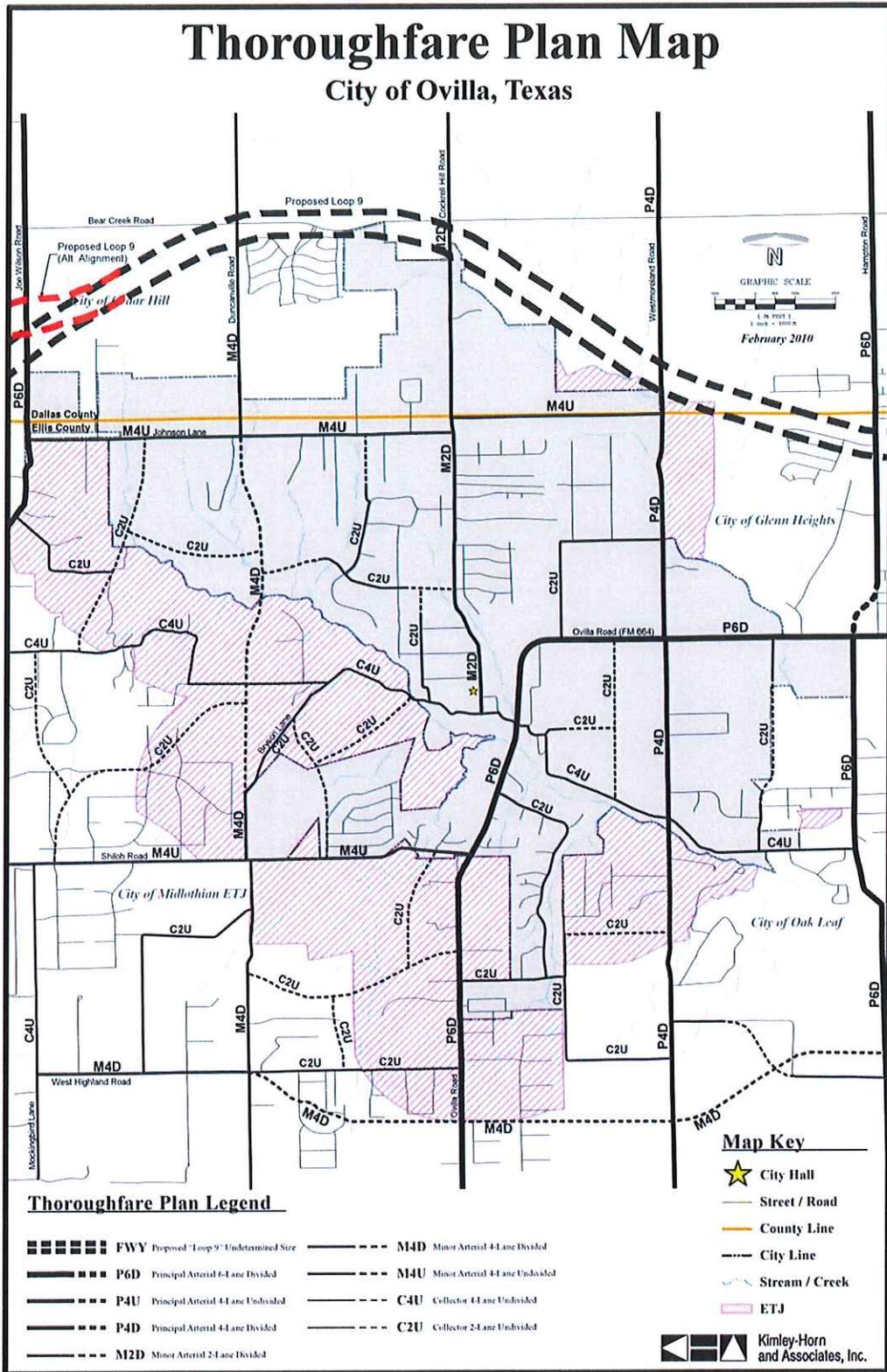


Figure 5.1, City of Ovilla Thoroughfare Plan Map 2010

## **Thoroughfare Plan**

The City of Ovilla has classified its streets in categories of residential streets, collector streets, minor arterials, and principal arterials. The proposed thoroughfare plan network is shown on *Figure 5.1, Thoroughfare Plan Map 2010*.

Ovilla Road (F. M. 664) will continue to be the City's principal arterial with Westmoreland Road playing a secondary arterial role. The character and physical constraints of the City of Ovilla preempt the need for additional principal arterial streets.

The majority of the roadway improvements shown on the Thoroughfare Plan are related to the street designated as minor arterials. Almost all of these roadways are currently two lane county-type roads without curbs and gutters and without adequate pavement width to accommodate the existing traffic volumes. These streets need to be widened to four lanes to handle the increased volumes that will occur as development of the area continues. Off-set intersections need to be aligned and roadway connections need to be made.

## **Protecting the Capacity of Streets**

Funding for construction and improvements to thoroughfares represents a major public investment. In the past thirty years, federal and state funds have been widely available to assist cities in building and maintaining an efficient and safe system of highways and arterial roadways. Today, however, funding from federal and state sources is becoming increasingly harder to obtain as more and more projects compete for limited dollars. As a result, it is important for the City to implement policies to protect the capacity of their major streets. In addition, the City should consider all funding options, including bonds, general funds, grant programs, and private developer participation.

Roadway capacity is a function of the number and width of lanes, design speed, horizontal and vertical alignment, type and number of traffic control devices, and access and turning movements. Capacity can best be preserved by limiting points of access through subdivision and development ordinances, prohibiting left turn traffic movements by restricting the number of median breaks, and requiring acceleration/deceleration lanes at high volume commercial driveways.

Ideally, no direct access should be allowed onto arterial and major collector streets except at intersections. Developments should have access provided via local streets that intersect the arterial and collector roadways. A minimum frontage requirement should be set in order to limit curb cuts in corridor commercial and industrial developments, with the ultimate number of curb cuts being determined during the development review process. The review process for site plans is an appropriate time to include consideration of cross access and limiting the number of driveways for site specific developments.

Policies to limit access have often proven difficult for cities to implement because properties adjacent to the road may not meet the minimum frontage requirements and courts have held that owners cannot be denied access from the roadway.

Therefore, any consideration of cross access and limitation of driveways must address available right-of-way. It is especially difficult to implement access management when improvements are planned along roadways where developments have existing driveways. Under these circumstances, the City must often wait for redevelopment to occur before the desirable changes can be made. The City of Ovilla should continue to explore access management strategies that have been successful in other areas.

## **Bicycle & Pedestrian Circulation**

Bikeways and sidewalks will become more important in the future, not only as the mark of quality urban development, but as an alternate mode of transportation. The City of Ovilla should consider developing a bikeway plan that would coordinate the development of a greenbelt hike and bike trail system with a comprehensive system of bikeways throughout the City. Key elements of the bikeway plan should include methods to provide bikeways within the rights-of-way of major streets as well as separate bikeway facilities, and to encourage developers to provide bike facilities in new developments.

To accommodate pedestrians, the City should require sidewalks in new developments and redevelopments. Specifically, the City should consider the following:

- Require sidewalks along both sides of arterial and collector streets;
- Require sidewalks in residential areas on all streets;
- Encourage the connection of sidewalks in residential areas and to commercial and recreational areas by working with developers as projects are planned;
- Provide pedestrian pathways in public recreation areas;
- Implement a low cost, shared resident/public program to replace older, substandard sidewalks. This could be done in conjunction with the street improvement program; and
- Consider including projects that retrofit older developed areas that do not have sidewalks into the Capital Improvements Program (CIP) for arterial and collector streets.

## **Street Improvement Program**

The City of Ovilla currently identifies necessary roadway improvements for inclusion in an ongoing Capital Improvement Program. Refinement and continuation of the current process by using a systematic street evaluation process will assist the City in maximizing the street improvement needs with the available sources of funding. A Street Improvement Program to provide a systematic process for street reconstruction and maintenance should be incorporated into the current street construction and maintenance efforts.

This Street Improvement Program should include the following:

- **Arterial Street Needs:** Implement a City-funded program to meet arterial street improvement needs through the year 2030. This program would support TxDOT efforts within the City as well as provide funds for arterial improvements for which the City has sole responsibility.
- **Street Reconstruction and Maintenance:** Implement a ten or fifteen year street reconstruction and maintenance program that will bring Ovilla's street system to a satisfactory level of serviceability throughout the life of the program. Implement a uniform program of maintenance and reconstruction after the fifteen years to maintain the City's street system in serviceable condition for the foreseeable future.
- **Design Standards and Access Management:** Strengthen ordinances to require adequate street widths and to assist in managing access on arterial and major collector streets during development and redevelopment.

## **Transportation Planning & Monitoring**

The relationship between land use and transportation is well documented. Development creates the desire for access to the developed area for specific activities, such as shopping, recreation, or employment. That access is provided through the transportation system. In addition, the thoroughfare system provides the basic framework for future growth in undeveloped areas of the city. An improvement or extension to the transportation system will often induce development in the improved area. The transportation planning process must continue to monitor existing and proposed future land use as well as population, employment, and socio-economic characteristics to identify current and anticipated transportation needs.

## Chapter 6. Planning Principles

### Urban Design Elements

The term "urban design" refers to the planning of development in a comprehensive manner in order to achieve a unified, functional, efficient, and aesthetically pleasing physical setting. Urban design consists of a number of elements that are accepted by planning professionals as desirable and necessary for the orderly growth and development of an area; they enable planners to effectively create the desired form of the city. The urban design elements that have been applied in the City of Ovilla Comprehensive Land Use Plan are the neighborhood concept, commercial corridor and commercial node development forms, edges and transitions, screening walls and buffers, and focal points and entry statements.

The urban design elements are applicable to future development, and should also be applied to existing development whenever possible. These elements should be considered when opportunities for redevelopment and revitalization arise in established areas of the City. By exercising flexibility in applying these elements to older areas of Ovilla, existing development may be retrofitted to also utilize these planning principles and modify the existing development patterns and the city as a whole will benefit from increased efficiency and aesthetics. Furthermore, the intent of the Urban Design Elements is to provide a general framework for future development and redevelopment within the City of Ovilla; however, this should not be construed so as to prevent the City of Ovilla from exploring alternative and innovative development patterns that are in the best interest of the City.

### Neighborhood Concept

The neighborhood concept, as shown in *Figure 6.1, The Neighborhood Concept*, is one of the oldest and most widely used and accepted practices in urban land use planning. This concept helps to create quality spaces in which people may live. The concept places primary emphasis on creating neighborhoods that are buffered from the impacts of elements from outside the neighborhood system. By utilizing a transition of land use intensity, the most sensitive element of a neighborhood, residential use, is protected from the effects of intense commercial use.

The foundation of a neighborhood is its streets. Streets serve two primary purposes in neighborhood systems: to facilitate the movement of people and goods, and to serve as physical boundaries between adjacent land uses or neighborhoods. Streets should be designed and located so as to accomplish their purpose of efficient traffic service, while discouraging through traffic in neighborhoods. In order to maximize visibility and safety, intersections of more than two streets should be avoided, and intersections are required to meet at ninety-degree angles. The types of streets, their functions, and characteristics are described in detail in the Thoroughfares chapter of this document.

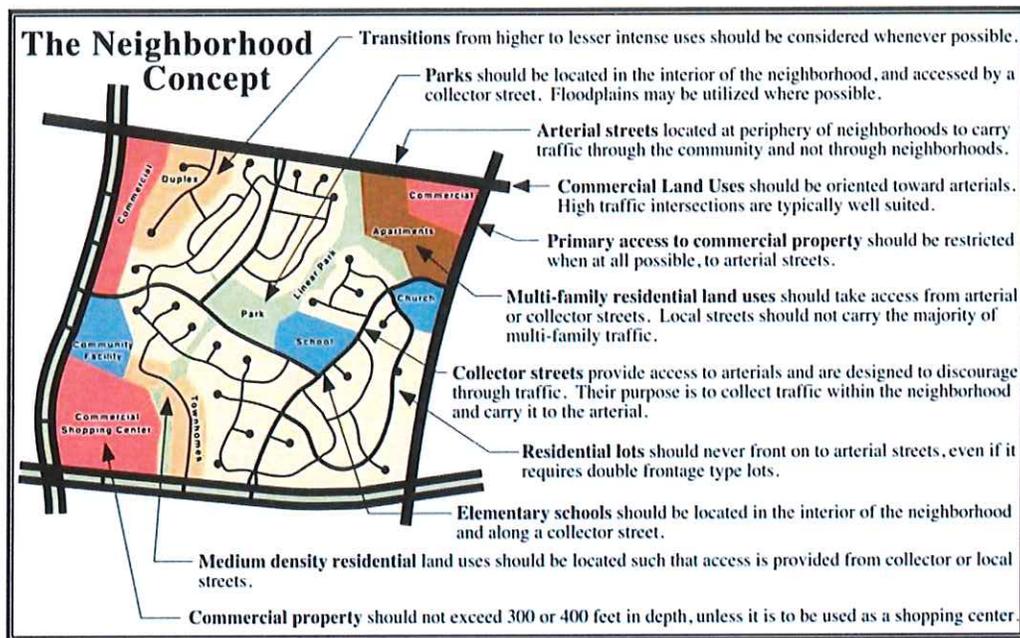


Figure 6.1, Neighborhood Concept

**Arterial streets** define the limits of a neighborhood by bordering the area on all sides. These roads, which are designed for heavy traffic, are appropriate locations for commercial uses. The number of entrances from arterials into the neighborhood should be limited. This enhances the efficiency of the arterial system, while preventing a high volume of traffic from entering the neighborhood.

**Collector streets** provide for circulation within the neighborhood; they connect local streets to the arterials. Collector streets are appropriate locations for moderate and limited high-density housing. Curvilinear street layout, rather than traditional grid patterns, should be designed, in order to limit traffic and slow traffic speed.

**Local streets** provide direct access to residences, and carry a low volume of daily traffic. Like collectors, these roads should be curvilinear in design. In addition, the use of loops and cul-de-sacs will further reduce traffic speed and volume.

The neighborhood concept considers the most appropriate location of different land uses within the neighborhood and on its boundaries. Low density housing should typically be located on the interior of the neighborhood, in order to protect the sensitive residential area from intense land use effects on the periphery of the neighborhood. Typically, larger neighborhoods should also provide for the location of schools and community facilities such as parks and fire stations within this central area. Moderate or high-density housing should be located toward the periphery of the neighborhood and on collector streets. These residential land uses may be used as a buffer area

between commercial and lower density residential land uses. Commercial land uses should be located on the outer limits of the neighborhood at intersections of arterial streets. These should be oriented toward the arterials, so as not to encourage commercial traffic in the residential neighborhood, and should incorporate buffer yards and/or screening fences when located adjacent to residential uses. Commercial land use within a neighborhood should be limited to retail sale of goods and personal services primarily for persons residing in the adjacent residential areas.

In addition to the configuration of streets and the location of land uses within the neighborhood, criteria for lot design should be considered. Lots adjacent to arterial streets and corners should be deep and wide, with adequate rear and side yard setbacks to facilitate sight distances at street intersections. Except within the proposed Minor Arterial (Two-Lane Divided) thoroughfare section for Cockrell Hill Road, low-density residential lots should not have direct access to adjacent arterials. This access would create safety hazards to the residents and impede traffic flow on the arterials. The above characteristics and criteria function collectively to protect the integrity of the neighborhood from external pressures and to enhance its identity.

## **Commercial Development Forms**

Commercial development, because of its infrastructure needs, intensity, and traffic volume, is a critical land use to the urban form of a community. Elements such as building orientation, lot depth, land use intensity, and location should be planned so that this necessary type of development becomes an asset to the community, rather than an eyesore. The following urban design elements, the commercial corridor and the commercial node, are designed to provide appropriate locations for commercial use, while protecting the capacity of streets, buffering adjacent land uses, and maximizing the efficiency of the commercial development.

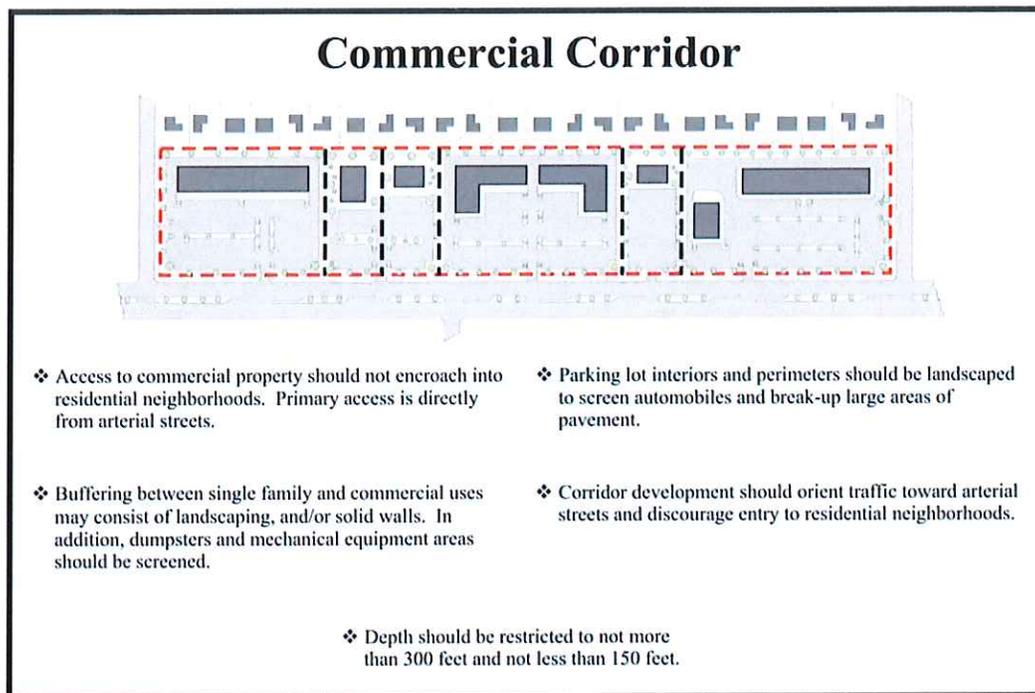
The commercial node and corridor models are intended to prevent the development of "strip commercial" areas. The familiar characteristics of strip commercial include the following:

- Shallow lots, usually between 100 and 200 feet deep;
- Numerous small parcels with individual owners;
- Numerous curb cuts for entrances;
- Numerous small buildings with no architectural unity;
- Minimal (or no) landscaping in and around the parking lots;
- Limited parking usually restricted to the front setback area or along the street; and
- The lack of landscaping or other buffers, especially in the rear, with the adjacent residential areas exposed to a blighting influence.

Strip commercial development currently exists along portions of Ovilla Road east and west of Interstate 35E, just outside the city limits of Ovilla, within the municipalities of Glenn Heights and Red Oak. Unchecked this development style will likely continue, and will be difficult to correct in the near future. However, future commercial developments in Ovilla should be required to incorporate the elements of the following commercial models into their design plans, and as opportunities for redevelopment of older areas arise, these principles should be observed in order to reverse some of the undesirable effects of strip commercial development.

## Commercial Corridors

The commercial corridor development form, *Figure 6.2, Commercial Corridor Development Form* emphasizes the location of commercial uses along an arterial. This development form is characterized by high intensity commercial use located near the intersections of major arterials, with less intense commercial uses located along the arterial between intersections. Commercial corridors should be limited in depth to 300 feet, in order to prevent conflicts in land use and minimize the potential of landlocking some properties. In order to create cohesiveness among a variety of commercial uses, development guidelines should require uniform signage, shared driveways, and landscaping along the thoroughfare in commercial corridor developments.

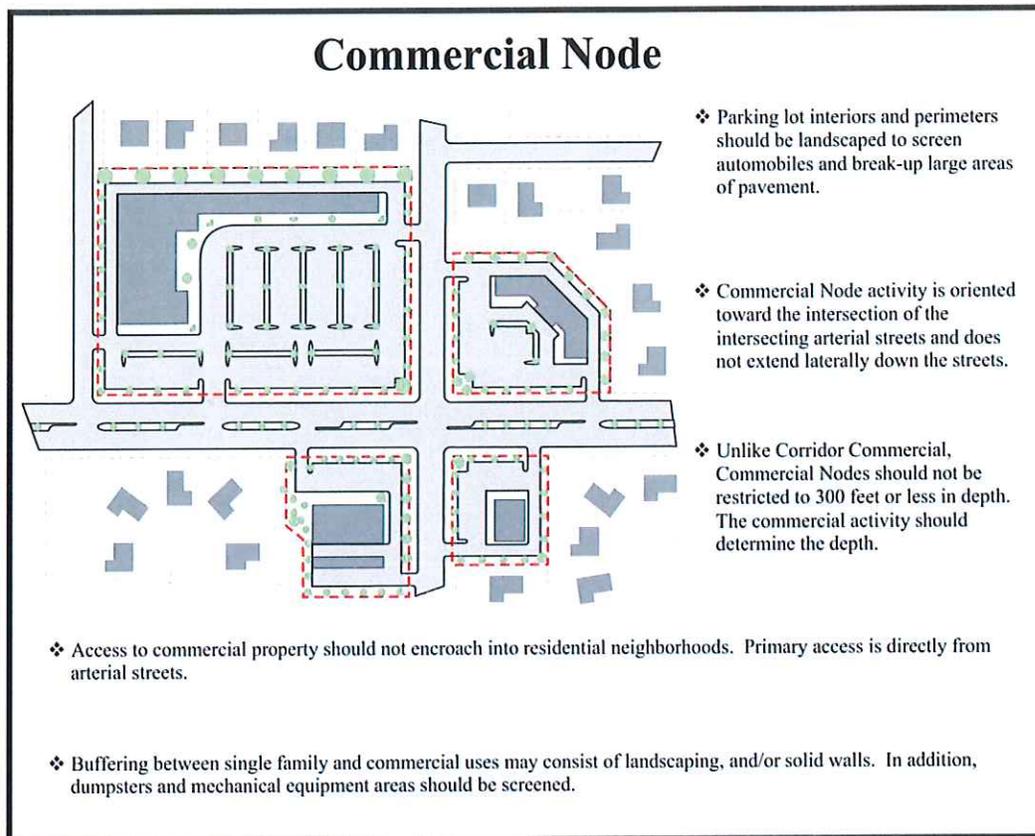


*Figure 6.2, Commercial Corridor Development Form*

## Commercial Nodes

The commercial node development form, *Figure 6.3, Commercial Node Development Form* consists of commercial land use that generally develops around intersections of major thoroughfares and around intersections of collector streets with arterial streets. A distinguishing characteristic of nodal development is that the commercial activity is directed toward the intersection, and does not extend along the intersecting streets. The size of a commercial node is generally not limited, but is determined by the type of commercial use at a particular location. A node may be small, containing neighborhood service type uses, or large shopping centers or a large number of commercial structures. High intensity commercial uses are typically located at the intersection of arterial streets, while less intense commercial uses such as professional offices may be used as a buffer between the high intensity uses and

neighboring residential land use. Additional screening or landscaping should be used to further reduce the effects of the commercial uses on adjacent residential uses, and to define the boundary of the adjoining land uses.



*Figure 6.3, Commercial Node Development Form*

### *Edges and Transitions*

Well-defined edges and gradual transitions of land use are important to the function of the Comprehensive Land Use Plan. Edges are boundaries of land uses which clearly indicate the beginning and termination of a land use type, while transitions are land uses which serve as a buffer zone between uses of differing intensity.

Edges are generally recognized as physical elements, such as a river, creek/floodplain, interstate, or railroad. These physical elements may serve as a barrier to contain intense land uses, such as industrial or heavy commercial use. The significant physical elements that serve as external perimeter edges for Ovilla are Joe Wilson Road, Bear Creek Road, Hampton Road and the Little Creek floodplain. In the future the proposed Loop 9 will also act as an external edge for Ovilla. The internal edges within Ovilla are primarily the drainage ways and creeks which create physical barriers to development and vehicular access between neighborhoods. Ovilla Road also creates an interior edge. Even though Ovilla Road is a major traffic corridor and transportation spine, it is also a physical barrier to some types of development.

Land use edges are especially important in areas of industrial or heavy commercial use because the tendency with these types of use is to gradually expand the intense use into adjacent residential neighborhoods. Commercial or industrial encroachment into a residential neighborhood may have detrimental effects, whereby potentially causing residential property values to diminish in the area, and thus the established neighborhood may tend to become unstable and transitional in nature. Therefore, any potential industrial or heavy commercial uses must be evaluated thoroughly to assess the potential impacts on existing land uses as well as future land uses.

Transitional land uses are also an important element of the Comprehensive Land Use Plan. While it is recognized that not all land uses are compatible with one other, some land uses are quite compatible with others. For example, an industrial land use is generally not considered to be compatible with low density residential use. It is therefore desirable to avoid development of these two uses adjacent to one other. By limiting the number of areas where these land uses are located next to one another, we recognize the interrelationship between land uses and avoid encroachment of non-residential uses into residential neighborhoods. On the other hand, industrial land use is often considered to be compatible with commercial land use, so it would be more appropriate to develop the two uses adjacent to one other. In the same manner, a professional office building that exhibits characteristics of residential development would be compatible with residential development in some instances. In situations where incompatible land uses are developed adjacent to one another, it is important to keep impact relationships in mind and provide either transitions or buffers to protect the less intense use.

The recognition of land use compatibility establishes a transition from high intensity uses to less intense uses. Usually this is considered to be from a heavy industrial use on one extreme to low density residential use on the other extreme. An example of a transitional use in Ovilla is illustrated on the Future Land Use Map, in the area of the Cockrell Hill Road and Ovilla Road potential future intersection. The existing commercial use that is located to the north fronting on both roads is separated from low-density residential uses planned to the northwest by park and open space land uses.

## **Screening Walls and Buffers**

Unfortunately, it is inevitable that conflicting land uses will occasionally be located next to one another. When this occurs, the appropriate action is to provide a means to soften the impact of the more intense use. This may be accomplished in two ways: by constructing screening walls, or by providing a buffer area between the two incompatible uses. The preferred option would be to have a significant open space area located between the uses. When that is not possible, the next preferred option would be to have the combined use of a screening wall and landscaping.

*Screening Walls:* Walls that are used for the purpose of screening incompatible uses should be solid. Wooden fences are not recommended for this purpose because the properties of a wooden fence cannot offer an adequate barrier to offensive impacts from adjacent uses, and they have a tendency to deteriorate over a short period of time. They may eventually lose panels and cease to function as a visual barrier. The visual unsightliness of deteriorated wooden fences may constitute a more offensive situation than the unscreened incompatible uses. For these reasons, it is

recommended that screening walls consist of solid masonry material. When combined with landscaping, this type of buffer provides an adequate barrier from visual and sound pollution of adjacent incompatible uses.

Screening walls placed adjacent to public roadways should always be combined with a variety of landscaping material. This will help to avoid a "tunnel effect" which may occur along a road which is lined on both sides with fencing or screening walls. Landscaping combined with fencing or screening walls not only improves the appearance along the roadway, but increases protection from the noise of a high traffic thoroughfare. In addition to landscaping, construction techniques should be used that provide for a visual variation in wall pattern and elevation. Alternating runs of masonry and wrought iron can provide variety in the screening wall. When wrought iron is used, landscaping should be included to assure visual screening. In addition, instead of a straight alignment along the property line, a ten-foot screening easement may be permitted adjacent to the property line to permit a curving in-and-out alignment within the easement.

*Landscape Buffers:* Incompatible land uses may also be effectively screened with the use of landscaping material. There may be occasions where a six-foot screening wall, while limiting access, does not provide adequate characteristics to buffer against sound or visual effects from adjacent property. This may occur, for example, when an intense commercial or industrial use is located on an elevation significantly above a less intense residential use. When the elevation at the foot of the screening wall is at least four feet lower than the base of the commercial or industrial structure being screened, a wall may not sufficiently screen the commercial or industrial use. Since it is unreasonable to expect a wall to be constructed that would be tall enough to accomplish the screening, the use of landscaping is necessary. For all sites which exhibit this condition, it is recommended that rapid growing trees, at least three inches in diameter at planting, be placed along the screening wall at fifteen foot intervals. If sufficient land area exists between the incompatible land uses, the commercial or industrial use may wish to incorporate the use of berms in the screening and buffering plan.

## **Signage**

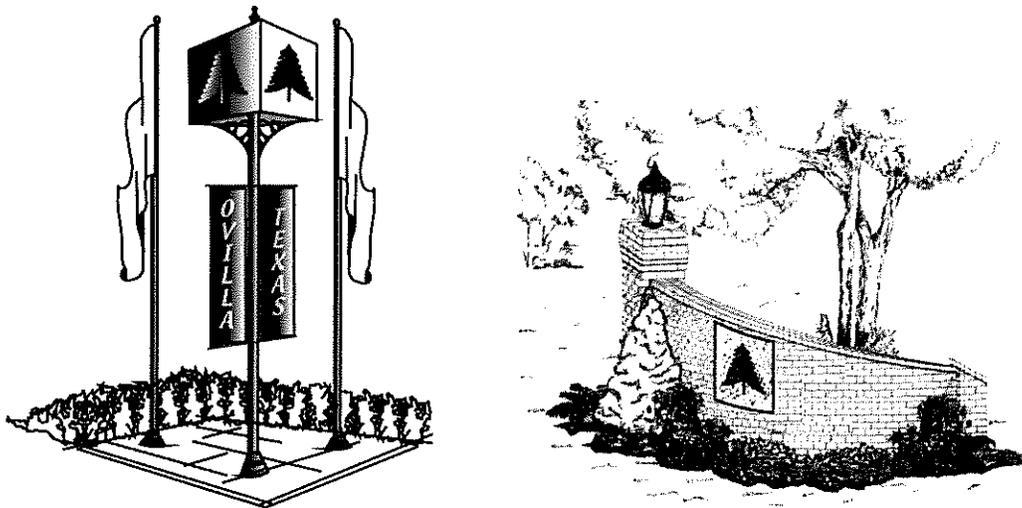
Generally, a monument sign is preferred for subdivision entrances, non-residential use and commercial signage. Depending upon the location, the monument sign should have historic characteristics and/or masonry elements and should be placed within a landscaped area. Specific signage materials and dimensions should be established and enforced by ordinance.

## **Focal Points and Entry Statements**

Focal points and entry statements are design elements that are used to draw attention to significant areas of the city. These elements, which are intended to make a statement about the community, may incorporate a combination of landscaping, decorative pavers, banners or signage, street furniture, and statuary in order to create interest in a particular location, and establish a community theme throughout the City.

Focal points are used in locations where unique characteristics are evident, such as the proposed “Town Center” area. These sites are different from other areas of the city because of the amount of traffic and visibility associated with their locations. These areas become focal points in order to capitalize on the unique nature of these locations and may be used to establish a theme, when similar elements are placed throughout the community. Focal points could also be established at other city owned facilities by using uniform signage incorporating the city’s logo at each location. Focal points may be simple or elaborate; the primary importance is placed on setting special areas apart and establishing a theme for the City.

Entry statements, like focal points, are intended to communicate to a resident or visitor that they have entered a new place. Entry statements, as the name implies, are special treatments applied where significant amounts of traffic enter the city. Monument signage, a flag with the City’s logo, or landscaping treatment may be used to maximize these locations and focus a driver’s attention. Major points of entry for the City of Ovilla are Westmoreland Road and Ovilla Road. Minor entry statements should also be considered at some of the county roads in the western part of the city such as Cockrell Hill Road, Joe Wilson Road, Johnson Lane, Montgomery Road/Bryson Lane, and Shiloh Road. Examples of entry statements are provided on *Figure 6.4, Entry Statement Examples*.



*Figure 6.4, Entry Statement Examples*

Both entry statements and focal points should be unique to Ovilla, and should cause those entering the community to recognize that they have entered Ovilla, Texas. Points of entry and focal point statements should be seen as an opportunity to "put the City’s best foot forward."

## ***Chapter 7. Future Land Use Plan***

A number of factors must be considered when planning for the future development of a city. The primary factor is the set of goals and objectives developed by the citizens and City leaders. These goals and objectives are the foundation on which the future development of the City is based. They work together with the development forms mentioned in the Planning Principles chapter to create patterns of land use throughout the City. These patterns compose an image of the type of city that residents want Ovilla to be at the point of ultimate development. The City of Ovilla's goals and objectives are described in the Goals and Objectives chapter of this document.

Physical elements (including major roadways, railroads, the floodplain and flood-prone areas) also have an impact upon a city's development. These physical features serve as barriers to development, and can be either naturally formed or man-made. A number of physical features affect present and future development in Ovilla, but with careful planning, these potential obstacles may be turned into opportunities.

There are also several basic planning principles that must be considered when preparing a Future Land Use Plan. Nodal and corridor commercial development forms and the neighborhood concept are the basis for land use configurations in the Ovilla Comprehensive Land Use Plan. These concepts are described in detail in the Planning Principles chapter of this document.

### **Physical Features**

Ovilla is bounded on all sides by rural undeveloped land. The major physical barrier within the City of Ovilla is the Red Oak Creek floodplain. The smaller floodplain areas along the various smaller creeks also have an impact on the development patterns of Ovilla. Ovilla Road and Cockrell Hill Road also provide barriers to development across their respective rights-of-way.

#### ***Red Oak Creek Floodplain***

The City of Ovilla has several creeks that are natural barriers to development. Areas along the creeks are designated by the Federal Emergency Management Agency (FEMA) as flood prone land. Where flood prone land is located in close proximity to major arterials, the suitability for residential development decreases. However, opportunities for residential development may be enhanced by permanent open space adjacent to flood prone areas. Flood prone areas can then be incorporated into linear parks, public open space, and other recreation schemes compatible with residential development.

### *Ovilla Road (F.M. 664)*

The edge and barrier factor of Ovilla Road is a matter of perspective. The very nature of a high traffic corridor attracts certain types of land uses and repels other lower intensity land uses. Commercial uses attracted to Ovilla Road increase the width of this commercial corridor. This creates a challenge to the City of Ovilla to encourage the successful residential development presently occurring in the northern portion of Ovilla to spread and flourish in southeastern Ovilla.

### *Neighborhoods and Corridors*

Using the various physical constraints, major thoroughfares and land use groupings, the City of Ovilla was mapped into five mixed-use neighborhoods, two corridors and a special district as shown in Figure 7.1, Neighborhoods & Corridors Map. The five mixed-use neighborhoods are predominantly large lot and rural single family residential with private schools, parks, churches and commercial. The neighborhoods are: the Northwestern Ovilla Neighborhood (north of Red Oak Creek and west of Cockrell Hill Road), the Northeastern Ovilla Neighborhood (between Cockrell Hill Road and Ovilla Road), the Southeast Neighborhood (between Ovilla Road and the Red Oak Creek floodplain), the South Ovilla Neighborhood (south of the Red Oak Creek floodplain and east of Ovilla Road), and the Southwest Ovilla Neighborhood (west of Ovilla Road and south of the Red Oak Creek floodplain including some of the extra-territorial jurisdiction). Ovilla Road and Cockrell Hill Road, are the main corridors, and these are included in the mixed-use neighborhoods because they define the edges and boundaries of the neighborhoods and also provide the neighborhood services to support the adjacent residential areas. The proposed Town Center Study Area is located from Cockrell Hill Road, south of Ashburne Glen Addition to East Main Street and centers on the historic area on West Main Street.

### **Planning Principles**

The planning principles used in the Ovilla Comprehensive Land Use planning effort determine the urban form of the City. Urban form is generally defined as the physical pattern and configuration that cities take as land is developed. The urban form elements used in the City of Ovilla Comprehensive Land Use Plan include the neighborhood concept, the commercial node development form, the commercial corridor development form, edges and transitions, screening walls and buffers, and focal points and entry statements.

Although development opportunities may arise in the future that are not consistent with the Future Land Use Plan map, such development would not necessarily be inconsistent with the Comprehensive Land Use Plan. In these situations, the development should be required to occur in accordance with the planning principles and development goals as defined in this Comprehensive Land Use Plan text document. Therefore, in situations where it appears that the character of development is consistent with the principles described in the Comprehensive Plan text, deviations and/or variations from the Future Land Use Plan map may occur.

# Neighborhoods & Corridors Map

City of Ovilla, Texas

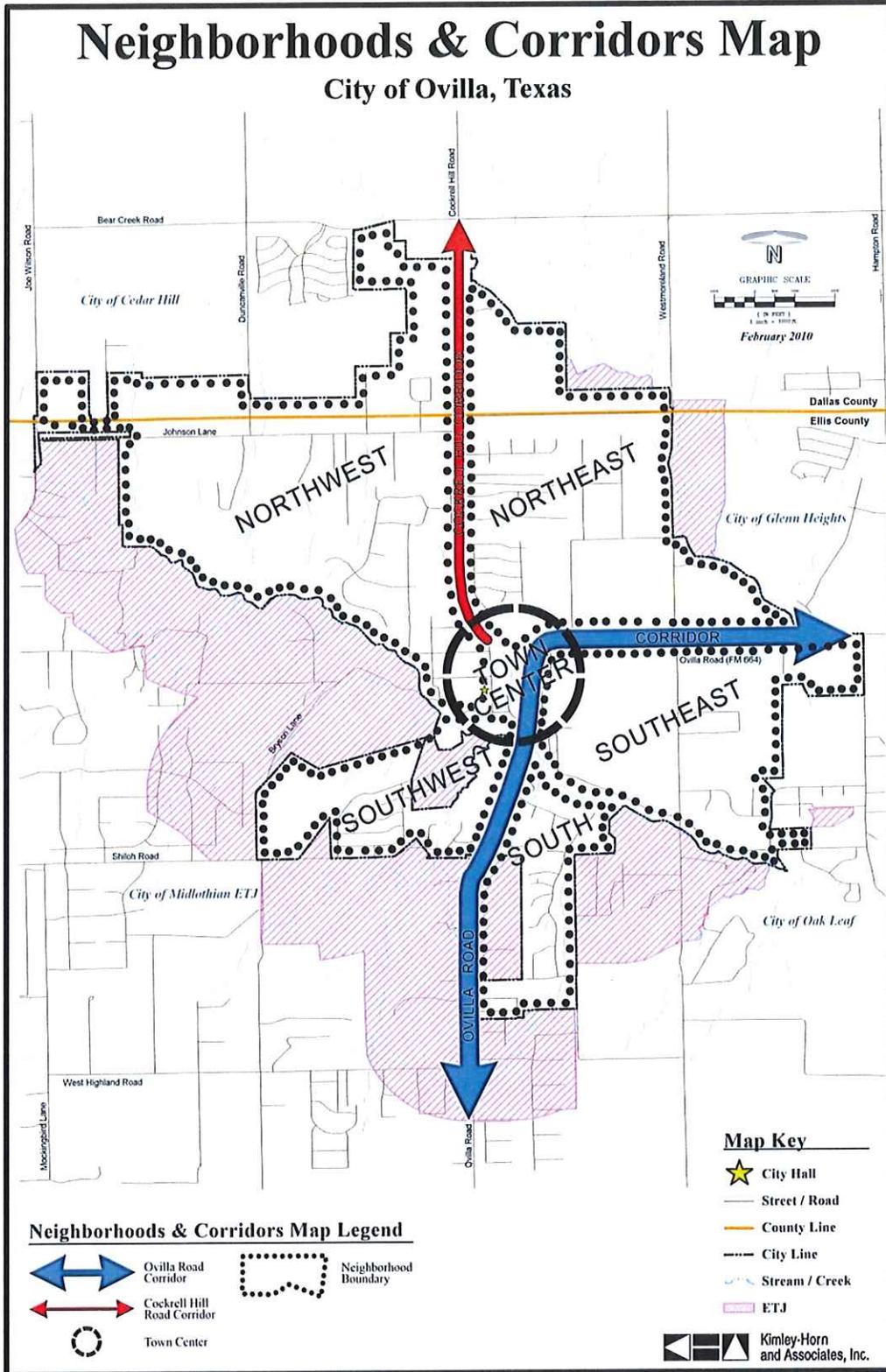


Figure 7.1, City of Ovilla Neighborhoods & Corridors Map 2010

Ovilla's neighborhoods are currently developing and have not yet achieved the classic neighborhood concept form. As the streets and roadway develop in conformance with the Master Thoroughfare Plan these neighborhoods should grow and mature. Figure 7.2, Future Land Use Plan Map illustrates the future pattern of land use for the City of Ovilla.

## **Residential Development**

The Future Land Use Plan addresses two residential categories: single family residential, multifamily residential (apartments) and manufactured housing.

### *Single Family Residential*

The single family residential land use is the category with the largest amount, 85 percent, of land area. The existing low-density residential development includes a range of lot sizes, home sizes and values. This category is composed of single family units that occur throughout the city in the predominately low-density single family neighborhoods. The majority of existing lot sizes are a half acre or greater. To maintain the rural, low-density residential characteristics that currently prevail throughout Ovilla, future development must be guided to follow a similar pattern. The City of Ovilla Zoning Ordinance provides for zoning districts and describes the density level within those districts. A further review of the current zoning ordinance and zoning map may be necessary to provide the desired results.

The current character of the city should be maintained with the majority of residential lots being one acre or greater and the remainder being one-half to one-third of an acre. Terrain or other factors may play a role in dictating residential densities. The overall Land Use Plan, as well as the Goals and Objectives of the city should be considered when reviewing the appropriateness of any future development.

### *Multifamily Residential*

The Comprehensive Land Use Plan Review Committee expressed an interest to provide an available area for Multifamily Housing within the City of Ovilla. To this end, a tract of land designated as Multifamily is located in the far north portion of the City within Dallas County. In addition, the availability of multifamily residential in nearby Cedar Hill and DeSoto could also serve to provide for local demands for apartments and multifamily housing.

### *Manufactured Housing*

Ovilla has several manufactured homes within the extraterritorial jurisdiction. Manufactured housing is a form of low-density single family housing and must meet all applicable regulations. The existing manufactured homes will be encouraged to redevelop as commercial or traditional single family residential.

# Future Land Use Plan Map

## City of Ovilla, Texas

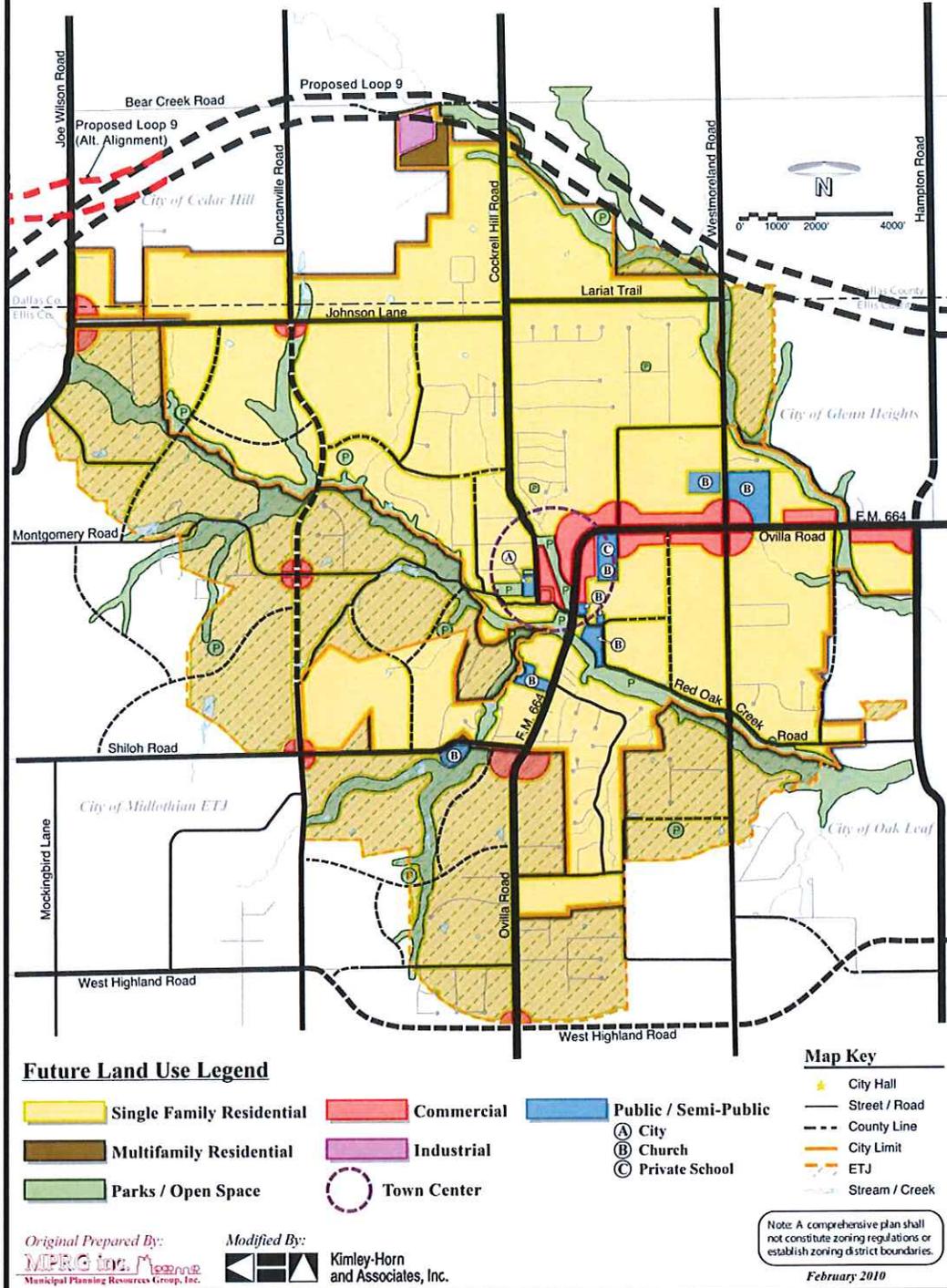


Figure 7.2, Future Land Use Plan Map 2010

## **Commercial Development**

Due to the rural-residential nature of the City of Ovilla, heavy commercial and industrial uses have been discouraged from locating in the city. However, in the 2010 CLUP the recommendation is to designate an area for industrial uses adjacent to the proposed Loop 9 Tollway in the far north part of Ovilla located in Dallas County. Uses such as restaurants, light retail and service establishments are typical to the community. An effort should be made to discourage corridor commercial in undesignated areas, especially along remote county roads, and to place these uses at the appropriate intersections in a commercial node fashion.

### *Ovilla Road (F.M. 664) Commercial Corridor*

Ovilla Road will remain as the major commercial corridor. This central commercial corridor should continue to develop and redevelop and the City should begin to utilize corridor planning principles. The City of Ovilla wants to “put its best foot forward”, so this commercial corridor should be attractive and developed in a sustainable fashion. The best way for the City to achieve this is to use the corridor planning principles to ensure that orderly and desirable development patterns emerge. The Ovilla Road corridor offers the most potential for commercial and sales tax growth for the City of Ovilla. The traffic counts on Ovilla Road will continually increase and the visibility of the adjacent commercial areas will allow them to attract customers from outside of the normal Ovilla market. The City of Ovilla should aggressively pursue the corridor principles. The corridor principles of shared access, increased landscaping and coordination of building façades will transform these existing commercial areas into more aesthetically pleasing spaces, which will encourage repeat business and improve the economic viability of the businesses. Provisions should be added to the Ovilla Zoning and Subdivision Ordinances regulating the number of curb cuts, amount of landscaping, and other site-related issues to implement the commercial corridor principles.

### *Ovilla Road & Shiloh Road Commercial Node*

This existing commercial area will continue to develop and redevelop and commercial node principles should be applied whenever possible. As Ovilla Road and Shiloh Road continue to increase in traffic volume, the viability of a large neighborhood or community size shopping center at this location becomes more likely.

### *Light Industrial Park Development*

As specified in the Goals & Objectives chapter of this Plan, it is the intent to provide for light industrial uses in the City of Ovilla. The intent is to provide for these uses adjacent to the proposed Loop 9 Tollway in the far north part of Ovilla located in Dallas County. This location will allow access to major thoroughfares as well as provide a location that is compatible with adjacent land uses.

### *Town Center Study Area*

What is normally referred to in other communities as the Central Business District, is known in Ovilla as the “Town Center”. The physical boundaries of the area have not been exactly defined; it may be considered as being centered

on the historic area along West Main Street. Its limits are defined generally as being the municipal complex/park area along Cockrell Hill Road to the west and East Main Street to the east.

This area was the original business district of the town. Many of the structures in the “Town Center” share common construction or construction dates. Commercial, church and residential structures share these unique characteristics. Due to these characteristics and the historical significance of this area, special attention must be given to the development, redevelopment and restoration of the area.

A restored “Town Center” will act as a commercial alternative to the Ovilla Road Corridor, provide the community with a local identity, and assist in preserving the historical character of the area.

In order to make the vision of a downtown become more of a reality, consideration may be given to encourage the City of Ovilla, either alone or perhaps in cooperation with the Type B Economic Development Corporation, to purchase tracts of land or properties within this area as they become available to help direct desirable non-residential development patterns.

The “Town Center” has some key attributes that provide momentum towards implementing a plan for the area.

- **Local Government Structures:** The Municipal Complex: City Hall; Police Station; and Fire Station are all located within the “Town Center” area. These structures provide a hub for citizens and will keep people coming to the area even if it is only to pay water bills. Therefore, it is critical that these facilities remain in the area. Additionally, as future public facilities such as a community center, recreation center, senior activity center or library is proposed, the “Town Center” area should be considered first for the location.
- **Historic Buildings:** Some of the buildings are virtually the same as when they were built; some have been refurbished to their former condition; and some have been “modernized” in the fifties, sixties and later. Many of the remaining structures retain the flavor of the original townsite. While the Municipal Complex provides a hub in the area, the historic buildings, especially along West Main Street, provide the character.
- **Accessibility:** The “Town Center” has excellent accessibility. Ovilla Road, which serves as a minor arterial, bisects the area and the second, Cockrell Hill Road, creates a northern border. These two roads will continue to bring people to the area. It is also fortunate that two major portions of the “Town Center” are located along West and East Main Streets. This is significant in that it brings people to the area without disrupting the area with “through” traffic. This promotes pedestrian traffic and creates a feel of being “in” the “Town Center”. Heritage Park and the proposed north-south linear park will further enhance the accessibility to the area.
- **Business & Historical Associations:** An important element to planning and survival of the “Town Center” is the cooperation of the area merchants and other individuals who are interested in maintaining and re-establishing the character of the area. It is recommended that a merchants association for the area be established to work in cooperation with the various historical preservation groups to implement plans for the area.

- **Parks & Open Space:** As mentioned above, the Parks in the area provide accessibility and comfort to the area. Heritage Park should remain a focal point for the area and emphasis should be given to the gazebo and the existing Veteran’s Memorial. As the linear park may be developed it will help to increase the area that may be used for festivals, celebrations, gatherings and events. Also, located within the boundaries of the “Town Center” is the Ball Park which is the focus of organized games in the City.

In order to maintain and reclaim the character of the “Town Center”, the City may wish to consider implementation of some of the actions, policies, and/or procedures listed below.

1. **Preparation of a “Town Center” Special Study:** The Comprehensive Land Use Plan provides guidance for the city as a whole for general growth and development. The “Town Center” area is unique and different than the rest of the community. Therefore, special actions and policies may need to be taken which are unique to the area. A special study of the area should describe in detail the actions necessary to implement a “Town Center” Plan. Included in the special study would be detailed descriptions of the remaining recommendations within this section. At this time the study should also consider any alternate locations for the municipal complex and how the relocation of the complex could spur a growth in retail thus creating an alternate Town Center.
2. **Emphasize Pedestrian Activity:** This is primarily applicable to the commercial areas of the “Town Center”. The character of the area has businesses located in close proximity to each other. This is well suited to pedestrian traffic, and can be encouraged by focusing on areas where pedestrians will be located. Sidewalks, green areas, and crosswalks should have special treatment to make them more aesthetically pleasing. This would include the use of street furniture and landscaping. In addition, there should be a concerted effort of the “Town Center” merchants to identify uses that encourage people to visit from shop to shop. Antique stores, gift shops, craft shops, and eating establishments should be encouraged to locate in the area.
3. **Establish a Focal Point in the Old Town Area:** There needs to be a focal point located in the “Town Center” area that gives the area identity. A good focal point would be the gazebo and Veteran’s Memorial in Heritage Park. Many communities have successfully turned these types of areas into focal points of the community. Possible alternatives could be:
  - West Main Street Commercial Area
  - Construct a New or Faux Cotton Gin
  - Emphasize the Total Park System within the “Town Center”
  - Creation of a “Town Center” Festival or Event
4. **Develop a Theme for the “Town Center”:** The theme should include the treatment of landscaping, signage, street furniture and architectural characteristics of the structures. The theme should provide identity to the area and direct attention to the focal points of the “Town Center” such that it invites residents, as well as visitors, into the area.

5. **Implementation Methods Should Be Developed:** Both private and public guidelines should be adopted to encourage the cooperative and thematically consistent development of the “Town Center”. The Merchants Association and historic groups should develop policies and practices that can be implemented by each property owner in the area. In any event, these practices may be strongly recommended by the Merchants Association and historic groups although they may not have the authority to enforce compliance. However, the City of Ovilla may adopt ordinances that require compliance with land use standards that encourage cooperative development of the area. This may include the establishment of an overlay district that provides incentives for property owners, both commercial and residential, to comply with procedures supportive to the “Town Center” development plan.

6. **Research Town Center Study Area Action Plan Recommendations:** Identify opportunities for the City of Ovilla to become more proactive in directing the course of actions to achieve a recognizable downtown area.

## **Public & Semi-Public**

### *Educational Facilities*

Ovilla is currently within at least four-independent school districts: Midlothian ISD, Cedar Hill ISD, DeSoto ISD, and Red Oak ISD. Ovilla is home to one private school—Ovilla Christian School has the only campus located within the Ovilla City limits. Any new residential areas within Ovilla will be served by the appropriate existing school facility located outside the City limits. If school enrollment increases significantly, the expansion of buildings on the existing school sites would seem to be the preferable to the acquisition of new sites.

### *Municipal Facilities*

The Ovilla City Hall located adjacent to the Ovilla Police Station and the Ovilla Central Fire Station with the new annex opened in 2009 form a governmental nexus for the city. Due to its central location, it will continue to be the ideal location for future city services and expansions.

- City Hall: The current City Hall has recently gained space with the relocation of the police department to their new facilities. It houses the City’s staff and meeting facilities. The City Council Chambers also serve as the municipal court chambers.
- Police Facilities: There is an existing police station next to the current City Hall and fire station with office space, dispatching and parking facilities.
- Fire & Emergency Medical Facilities: Emergency Services District 2 which contracts with the City of Ovilla built a new Fire Department Annex building which houses their office and the offices of the Fire Department. The new building provides kitchen, boarding and training areas able to accommodate the department’s projected growth into the future. Fire station location 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 book stack 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
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        |

## ***Chapter 8. Implementation***

### **General**

A critical component of the planning process is the implementation, or execution, of the plans that have been developed. An implementation strategy will have the effect of turning this Plan from a study document into a tool that will help Ovilla achieve the land use Goals and Objectives developed by its citizens. If implementation measures are not included in the Comprehensive Planning process, these goals may never be realized.

### **Plan Implementation Methods**

The act of defining an implementation framework must be complemented by discernable action items to help the City realize the goals set forth in the Comprehensive Land Use Plan. The implementation of the Comprehensive Land Use Plan should include action items to be used by City officials to address the following issues:

- Proposed development and redevelopment applications.
- Landowner-requested annexations.
- Zoning change requests and other related zoning requests.
- Expansion of public facilities, services and programs.
- Annual capital budgeting.
- Updates/Amendments to City Zoning Ordinance and similar development regulations.
- Intergovernmental coordination and agreements.
- Operations, capital improvements, and programming related to City departments.

A number of methods may be used to implement the Comprehensive Land Use Plan. One method may adequately implement one portion of the Plan, or a number of methods may be required to achieve the City's goals. The City may wish to use some or all of the following methods for implementation of the Comprehensive Land Use Plan:

- Policy-Based Decisions;
- Land Development Regulations and Standards;
- Capital Improvements Programming
- Specific Plans and Studies;
- Special Projects, Programs, and Initiatives.

### *Policy-Based Decisions*

Adopted policies are often credited with a great amount of authority. The staff and officials of many municipalities consider adopted policies as only one step short of law. Generally, official policies provide the City Staff, the Planning and Zoning Commission, and the City Council with specific guidelines regarding development issues. The purpose of the Goals and Objectives contained in the Goals and Objectives chapter of this document is to give the City Staff and elected officials direction so that official policies may be developed.

The *Adopted Policies* section of this Chapter contains examples of those that may be adopted by the City regarding development issues. While this is not an exhaustive accounting of all possible development policies, it is recommended that the following policies be adopted in order to provide guidelines to assist the staff and appointed and elected officials in following through with the adopted Goals and Objectives of the City.

### *Land Development Regulations and Standards*

Ordinances are recognized as municipal law and are binding as such. Two documents that are adopted in ordinance form and should be continually maintained are the Zoning Ordinance and the Subdivision Regulations Ordinance. These serve as the primary implementation tools for the Comprehensive Land Use Plan.

The basic purpose of the Zoning Ordinance is to carry out the land use policies and recommendations that are contained in the Comprehensive Land Use Plan. Specifically, the Zoning Ordinance classifies and regulates the use of land, buildings, and structures within the City. The ordinance is divided into two elements that are dependent upon one another: the zoning text and the zoning map. The zoning text tells how the land may be used. The zoning map indicates where it may be used in the manner described in the zoning text.

Subdivisions may be required to comply with the general layout of streets, placement of corridors and arterials, and the general urban form principles as provided in the Comprehensive Land Use Plan. Each plat should be reviewed by the planning staff and addressed by the Planning and Zoning Commission and City Council regarding this compliance. Noncompliance with the Plan may constitute a position contrary to the public health, welfare, and general safety of the residents of the community. Language in the Subdivision Regulations should be reviewed to confirm that compliance with the Comprehensive Land Use Plan is required. In addition, the Subdivision Regulations should be updated to include recent changes in state law, which have occurred.

### *Capital Improvements Programming*

The Capital Improvement Plan (CIP) is a multi-year plan typically spread over five years, which identifies various budgeted capital projects. Staff time and financial resources are allocated to the elements of the program, in order to ensure that the projects are appropriately budgeted. The identification and prioritization of the budgeted capital projects should coincide with the goals of the Comprehensive Land Use Plan.

### *Specific Plans and Studies*

There is the potential for additional planning studies that may be required at a greater level of detail than that found in the Comprehensive Land Use Plan. These planning areas will warrant additional analysis and studies prior to implementation and inclusion in the Comprehensive Land Use Plan

### *Special Projects, Programs and Initiatives*

Special Projects account for various initiatives undertaken by the City that are broader in nature than other implementation measures. These initiatives may include City Programs, Interlocal Agreements, Citizen Participation Programs and other special projects.

## **Plan Administration**

The update of the Comprehensive Land Use Plan was a collaborative effort including input from multiple groups within the City. During this process, various leaders from the community came together to form the Comprehensive Land Use Plan Review Committee, which served an essential role in assuring the vision of the Plan reflected the City of Ovilla. After adoption of the Plan, it is critical to identify those individuals within the community that will serve to ensure the Plan continues to be updated as the City grows.

## **Application of the Plan**

The Comprehensive Land Use Plan provides guidance for future development in three primary ways. First, is by referencing the Goals and Objectives set forth in the *Goals and Objectives* chapter. Second, is by adhering to the general Planning Principles that define the vision and intent for the future of the City. Finally, the Future Land Use Map should be referenced as a guidance resource for future development patterns.

### *Goals and Objectives*

All planning and zoning decisions should be made with regard to the Goals and Objectives developed by the citizens during the initial stages of the planning process. If a proposed development would be in accordance with the Goals and Objectives, it should be seriously considered for approval. If the proposed development is in conflict with the Goals and Objectives, it should be revised in order to reflect the stated land use desires of the citizens.

### *Planning Principles*

The Comprehensive Land Use Plan has provided a description of applicable planning principles for Ovilla, which are provided in the Urban Design chapter of this document. They include the neighborhood concept, nodal and corridor commercial development forms, the establishment of edges, and the use of transitional land uses, buffering, and screening techniques. These planning principles should be considered by city officials when making decisions affecting development in the city. The neighborhood concept and commercial development forms should be employed when determining the placement of land uses and infrastructure in future developments. Edges, transitional uses, buffering, and screening techniques will be beneficial when considering the compatibility of adjacent land uses and their effects on one another.

### *Future Land Use Map*

Planning and zoning decisions should be made in agreement with the Future Land Use Map. This map is provided in the Future Land Use Plan chapter of this document. The Future Land Use Map provides a general picture of how land uses may be arranged to reflect the growth goals and objectives of the City. It is important to note that this map does not serve the same purpose as the City's zoning map. The Future Land Use Map is not law. It does not dictate exact boundaries of land uses. Therefore, it should be considered to be somewhat flexible. Changes other than those literally shown on the map can be made with the assurance that they are not in conflict with the Comprehensive Land Use Plan if they are in agreement with the goals and objectives and the planning principles provided in this text document.

## **Adopted Policies**

In order to realize the Goals and Objectives set forth in the Comprehensive Land Use Plan, a clear action plan must be defined. This action plan should address both the short-term and long-term goals of the Plan. The specific responsibilities of each of the action plan items are outlined in this section as well as the Plan Administration section of this Chapter.

### *Recommended Policies*

#### **1. Conformance with the Plan**

The City should establish a policy requiring new development and redevelopment to conform to the Comprehensive Land Use Plan. All zoning and platting requests are measured for compatibility with the Plan. Staff reports written on platting and zoning issues should include commentary on the conformance with the request to the Plan, and non-conformance with the Plan may be sufficient grounds for denial or a negative recommendation of the request.

*Responsibility: City Council, Planning & Zoning Commission and Staff*

#### **2. Maintenance of the Plan**

The effectiveness of the Plan should continue to be monitored annually. Monitoring allows the City to measure progress of plan implementation. It also serves as an indication of changing conditions and trends that may suggest the need for revisions to the Plan. Items to be addressed in the annual staff review should include conformance with current development trends, number of zoning requests granted that did not conform to the Plan, and recommendations of the Plan that are being implemented or have been implemented. The result of the report will be to recommend that the Plan be maintained in either its current condition for another year or that it be revised to comply with current development goals and objectives being observed by the City.

*Responsibility: City Council, Planning & Zoning Commission and Staff*

**3. Cooperation with other governmental entities**

The City should continue to maintain an open channel between governmental entities, advising them of Ovilla’s plans, and should remain cognizant of their plans. If conflicts arise between Ovilla and another agency, the city staff should communicate these conflicts to the city leaders and work toward minimum negative impact on all participants affected.

*Responsibility: City Council and Staff*

**4. Update Materials**

The city staff should refine and update applications, checklists, and procedures to insure that development controls are adequate to retain long term property values and quality of life.

*Responsibility: Staff*

**5. Enforcement of Ordinances and Regulations**

The City should enforce current ordinances and regulations and adopt new ordinances and regulations that will better assist in controlling signage, refuse, nuisance, animal control, clean up and removal of junk, elimination of dilapidated and unsafe buildings, and other code enforcement issues.

*Responsibility: City Council, Planning & Zoning Commission and Staff*

**6. City Initiated Rezoning**

The City may choose to review existing zoning. If deemed appropriate, the City may initiate re-zoning of areas that do not conform to the general guidelines for development or reflect the proposed land uses according to the updated Future Land Use Plan Map.

*Responsibility: City Council and Planning & Zoning Commission*

**7. Consideration of Thoroughfares**

The City should also be in the practice of considering the Thoroughfare Plan when making land use decisions that may be affected by traffic. The City should periodically review the Thoroughfare Plan to evaluate its consistency with current growth philosophies.

*Responsibility: City Council and Planning & Zoning Commission*

**8. Public Involvement**

The Comprehensive Land Use Plan is a tool to be used by the City. The application of this tool may be better facilitated if the development community also realizes that it is a document that must be respected. The City should adopt a policy that compliance with the Comprehensive Land Use Plan is necessary, in addition to compliance with the Subdivision Regulations Ordinance and the Zoning Ordinance. The City should keep sufficient copies of the Plan on hand to be distributed to the general public in the same manner as the Subdivision Regulations Ordinance and Zoning Ordinance.

*Responsibility: City Council, Planning & Zoning Commission and Staff*

## **9. Develop and Adopt a Planning Program**

Establishment of a sound Planning Program is the most effective method to implement a Comprehensive Plan. The Planning Program should continue to be updated as needed to implement the Comprehensive Land Use Plan, and ensure that development occurs in a coordinated manner.

*Responsibility: City Council, Planning & Zoning Commission and Staff*

## **Plan Amendment Process**

The Comprehensive Land Use Plan for the City of Ovilla is meant to serve a “living and breathing” document that is flexible enough to adapt to changing conditions. There are any number of external factors that may change; therefore, altering the relevancy of certain aspects of the Plan. To ensure that the Plan remains relevant and effective, it is expected that the periodic updates and amendments to the Plan be performed.

Amendments and revisions to the Comprehensive Land Use Plan can be either minor or major in nature. Minor amendments typically involve interim changes to certain sections of the Plan resulting from other specific plans or studies that may have been performed. Minor amendments should be performed at least biannually (i.e., once every two years). Major amendments include holistic changes resulting from adjustments in base conditions, such as demographic data and growth trends. Major amendments should be performed once every five years. Whether a major or minor amendment is initiated, it is critical to evaluate the cumulative impact that the change will have on the entire Plan.

### *Annual Progress Report*

An annual progress report should be prepared in order to ensure that any issues or potential modifications are detailed. As part of on-going maintenance of the Plan, this report will be utilized to initiate both major and minor future amendments. The Planning and Zoning Commission and/or a Comprehensive Land Use Plan Review Committee should be responsible for the preparation of this report and it shall be presented to the City Council.

### *Minor Amendment Process*

Minor amendments should be performed at least biannually (i.e., once every two years). When considering minor amendments, consideration should be made that the changes do not detrimentally impact the Planning Principles and Goals and Objectives set forth in this document. Amendments should further enhance the quality of life of the City’s residents as well as provide for more effective means of governance by City leader.

### *Major Amendment Process*

Major Amendments should be performed every five years in order to ensure the relevancy of the Plan. This process should begin with the preparation of an Evaluation and Appraisal Report (EAR) by City staff with input from other City departments and Committees. The EAR should include an assessment of the achievements made since the last

major amendment as well detail changes in assumptions, base conditions and trends. In addition, the EAR should also include conflicts that may have been identified between various Goals and Objectives and Planning Principles. Major amendments should be vetted with ample opportunity for public input by community leaders representing various facets and interests of the City.

### *Official Map Maintenance*

The Future Land Use Map and Zoning Map are the principal maps associated with the implementation of comprehensive planning efforts for Ovilla. The Future Land Use Map provides the desired general location of all land uses in Ovilla. The locations of land uses on this map are influenced by the Thoroughfare Plan, which facilitates access and traffic circulation throughout the planning area. The Thoroughfare Plan is described in the Thoroughfares chapter of this document. It is important to note that since the Future Land Use Map indicates land use in a general manner, it will not necessarily show specific information on specific properties. Nevertheless, as development occurs in Ovilla, the Future Land Use Map will provide guidance regarding land use principles and expected development trends.

An amendment of the Future Land Use Map, in particular, is a declaration that the amendment is appropriate and consistent with other portions and features of the Comprehensive Land Use Plan. A significant change in circumstances affecting the suitability of a specific parcel for the kind of development designated on the Future Land Use Map, which was not contemplated at the time of adoption, may justify a reconsideration of the land use classification. Future Land Use Map amendments are not intended to occur with the same frequency as rezoning actions, and their effect upon the entire Comprehensive Land Use Plan, including the practical consequences of the policy shift signified by the amendment, shall be fully set forth as part of the amending ordinance.

All property in the City of Ovilla is zoned in accordance with the Official Zoning Map. The Zoning Map represents the legal zoning classifications of all property within the City, and is enforceable as provided by state statute. Following adoption of the Comprehensive Land Use Plan, city staff should ensure that the Zoning Map and the Future Land Use Map are congruent.

The most efficient method of resolving differences between the maps is by the city initiating the re-zoning of property. As long as the appropriate procedures of due process are observed, city-initiated re-zoning may be used to bring property into compliance with the Comprehensive Land Use Plan. Criteria should be established to determine the appropriateness of re-zoning specific property, and a public information campaign may be necessary if a large number of properties are proposed for re-zoning. While the conflict between the zoning of properties and their future land use designation may also be resolved over an extended time period by applying the Future Land Use Map to future zoning requests as they are requested, this method of resolution may take years to accomplish.

## ORDINANCE 2016-12

**AN ORDINANCE ADOPTING A NEW COMPREHENSIVE PLAN, KNOWN AS THE OVILLA COMPREHENSIVE LAND USE PLAN, AND PROVIDING A MECHANISM FOR AMENDMENTS TO THE OVILLA COMPREHENSIVE LAND USE PLAN; PROVIDING THAT THIS ORDINANCE SHALL BE CUMULATIVE OF ALL ORDINANCES; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.**

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

**WHEREAS**, the City Council finds that it is in the interest of promoting sound development and promoting the health, safety, and welfare of citizens of the City of Ovilla and its extraterritorial jurisdiction to adopt a new Comprehensive Land Use Plan, known as the Ovilla Comprehensive Land Use Plan, to establish policies for the long-range development of the City; and

**WHEREAS**, the Planning and Zoning Commission has reviewed the proposed Ovilla Comprehensive Land Use Plan; and

**WHEREAS**, public hearings were held by the Planning and Zoning Commission of the City on August 01, 2016 at 6:00 P.M., and by the City Council on August 08, 2016, at 6:30 P.M., with respect to the adoption of the Ovilla Comprehensive Land Use Plan; and

**WHEREAS**, the City has complied with all requirements of Chapter 213 of the Local Government Code, and all other laws dealing with notice, publication, and procedural requirements for the adoption of a new Comprehensive Plan.

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

### SECTION 1.

The Comprehensive Land Use Plan, known as the Ovilla Comprehensive Land Use Plan, attached hereto as Exhibit "A", is hereby adopted as the Comprehensive Land Use Plan of the City of Ovilla, and shall supersede and amend all previously adopted comprehensive plans.

### SECTION 2.

The process of amending the Future Land Use Plan shall be the same as that required to amend the City's Zoning Ordinance, including all notice and public hearing requirements. Amendments to the Future Land Use Plan and the City's Zoning Ordinance may be concurrently processed and approved.

### SECTION 3.

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

## ORDINANCE 2016-12

### SECTION 4.

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

### SECTION 5.

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

***PASSED AND APPROVED ON THIS 8<sup>th</sup> DAY OF August 2016.***

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**Richard A. Dormier, MAYOR**

ATTEST:

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**Pamela Woodall, CITY SECRETARY**



**Planning & Zoning Commission  
CERTIFICATE OF APPROVAL**

The purpose of the Comprehensive Land Use Plan is to promote sound development of the municipality and promote public health, safety and welfare. The Plan is a guide to shape and control the physical development. Beginning January 2016, city staff initiated the update of the 2010 Comprehensive Land Use Plan with the Committee, All legal notices and requirements for the adoption of the 2016 CLUP have been met.

**ITEM I. DISCUSSION/ACTION** -- Consideration of and action on Ordinance 2016-12, adopting a new Comprehensive Plan, known as the Ovilla 2016 Comprehensive Land Use Plan, and providing a mechanism for amendments to the Ovilla Comprehensive Land Use Plan; providing that this Ordinance shall be cumulative of all ordinances providing a severability clause; and providing an effective date and forward recommendation to the Ovilla City Council.

\*\*\*\*\*

**PLANNING AND ZONING Members present, and upon a record vote of:**

PL 1 Jungman ABSENT  
PL2 Yordy AYE  
PL3 Lynch AYE  
PL4 Whittaker AYE

PL5 Zabochnik ABSENT  
PL6 Hart AYE  
PL7 Zimmermann AYE

5 FOR

0 AGAINST

0 ABSTAIN

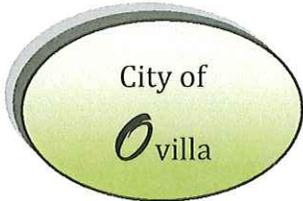
\*\*\*\*\*

*A Lynch*  
Presiding Officer of P&Z

8/3/16  
Date

*J Muller*  
Board Secretary

8/3/2016  
Date



# Ovilla City Council

## AGENDA ITEM REPORT

### Item 2

Meeting Date: August 8, 2016

Department: Administration

Discussion  Action

Budgeted Expense:  YES  NO  N/A

Submitted By: Dennis Burn

Amount: \$ N/A Zoned: Res.  Commercial

Reviewed By:  City Manager  City Secretary  City Attorney

Accountant

Other: Planning & Zoning Commission

**PROPOSED REQUEST: Attachments:**

1. Application documents and Preliminary Plat
2. Bannister Engineering letter from project manager and City Engineer letter
3. Planning and Zoning Commission recommendation to approve.

**Agenda Item / Topic:**

**ITEM 2.**      **DISCUSSION/ACTION – Case PZ16.04** - Receive recommendation from the Planning and Zoning Commission to consider and act upon a preliminary plat application for Hidden Valley Estates Subdivision, 117.758 acres James McNamarra Survey, Abstract No, 693, Westmoreland Road, to include approval of variances of no curb or gutters, no sidewalks, no enclosed storm sewer system and no concrete-lined open channels.

**Discussion / Justification:**

**PRELIMINARY PLAT**

**SUBDIVISION NAME:** HIDDEN VALLEY ESTATES

**AUTHORIZED AGENT OF RECORD:** Alluvium Development

**ENGINEER:** Bannister Engineering, LLC

**OFFICIAL FILING DATE:** July 25, 2016

**LOCATION:** Northwest corner of Red Oak Creek Rd. and Westmoreland Rd.

**UTILITIES:** City Sewer / City Water

**ZONING:** R15 (Residential 15,000 square foot lot minimum)

**PROPOSED LAND USE:** Residential Subdivision

**MAJOR THOROUGHFARE:** FM 664 (Ovilla Road)

**APPLICANT'S PROPOSAL:** A request for the development of 120 residential lot home sites and 5 common area lots. The total land area of the subdivision is 117.578 acres all within the city limits of Ovilla. This proposed development contains lots larger than the 15,000 square foot minimum. The applicant requests variances from the City's subdivision ordinance, Section 10.02, to **not** install curb and gutter, sidewalks nor concrete lined open channels. They want open drainage ditches on both sides of the streets. The approval of this preliminary plat includes the granting of a variance to **not** install curb and gutter, to **not** install sidewalks, to **not** install an enclosed storm sewer system and to **not** install concrete-lined open channels.

**Recommendation / Staff Comments:**

Staff recommends approval of the variance requests. Staff recommends approval of the Preliminary Plat.

**Sample Motion(s):**

*1<sup>st</sup> MOTION: I move to approve/deny the variances to include no curb or gutters, no sidewalks, no enclosed storm sewer system and no concrete-lined open channels to the Hidden Valley Estates residential subdivision preliminary plat as presented.*

*2<sup>nd</sup> MOTION: I move to approve/deny the preliminary plat application for the Hidden Valley Estates residential subdivision on the northwest corner of Red Oak Creek Rd. and Westmoreland Rd. as presented.*



CITY OF OVILLA
APPLICATION FOR PRELIMINARY PLAT APPROVAL

[checked] Preliminary Plat

Applicant Alluvium Development Phone 817-995-9500

Mailing Address 4516 Lakota Trail, Mansfield, TX 76063

Applicant's Interest in Property Option to Purchase (owner, agent, lessee, option to buy, etc.)

Engineer or Land Planner Bannister Engineering, LLC Phone 817-842-2094

Mailing Address 240 N. Mitchell Road Mansfield, TX 76063

Location of Property Northwest corner of Red Oak Creek and Westmoreland Road

[checked] City Limits Extraterritorial Jurisdiction (ETJ)

Subdivision Name Hidden Valley Estates

Area in Subdivision: 117.578 Total Acres 125 Number of Lots 32,000 S.F. Average Lot Size

Fee Due City for Application \$ 6,650.00 calculated as follows:

Preliminary Plat

\$ 400 Application Fee

\$ 50 per lot X 125 total number of lots, plus

\$ 50 per acre X 0 each acre not designated as a subdivision lot (not to include streets)

- Plus \$50 per acre not designated as a subdivision lot (Residential)
Plus 100% of engineering costs associated with review in excess of amount paid in initial fees.

Inspection Fees (inspection of utilities, infrastructure, etc.) Calculated by multiplying the cost estimate of the subdivision improvements by the applicable percentage.

Table with 2 columns: Subdivision Improvements Cost Estimate, Applicable Percentage. Rows include cost ranges from \$200,000 or less to more than \$600,000.

Minimum Fee:

1. Standard subdivision procedure: \$3,750.00
2. Short form procedure: \$400.00

Plat amendment:

1. Application fee: \$400.00
2. Engineering fee: \$50.00 per lot residential  
\$50.00 per lot non residential

(Plus, 100% of engineering costs associated with review in excess of amount paid above)

Received on JULY 1, 2016

Official Filing Date JULY 25, 2016



105 S. Cockrell Hill Road, Ovilla, TX 75154 972-617-7262

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## INSTRUCTIONS FOR PLATTING PROCEDURES

### PRE-APPLICATION CONFERENCE

Prior to filing of a preliminary plat, the sub-divider shall meet with the Mayor or his or her representative to familiarize him or herself with the City's development regulations. At such meeting, the general character of the development may be discussed, and items may be included concerning zoning, utility service, street requirements, annexation and other pertinent factors related to the proposed subdivision. At the pre-application conference his or her land planner, engineer or surveyor may represent the sub-divider.

### PROCEDURE FOR PRELIMINARY PLAT APPROVAL

- (a) Subsequent to the pre-application conference, the sub-divider shall have prepared a Preliminary Plat the proposed subdivision for submission to the Planning and Zoning Commission.
- (b) Before an application is presented to the Planning and Zoning Commission for a plat or replat of any property located within the city limits and/or the City's Extraterritorial Jurisdiction (ETJ), the party requesting the plat or replat shall obtain tax certificates showing all taxes when due have been paid on the property being platted or replatted.
- (c) The Preliminary Plat shall be considered officially filed after the City Engineer examines it and found to comply with the general provisions of these regulations and the date of such findings shall be considered the official filing date. At this time, the sub-divider shall submit fifteen (15) copies of the revised preliminary plat with any changes made based on the City Engineer's review.
- (d) The Preliminary Plat shall be distributed to the franchise authorities and the Independent School District affected by the plat. At least three (3) working days prior to the meeting of the Planning and Zoning Commission, at which the Plat is to be considered, each of these agencies may submit their written recommendations concerning the plat in question to the Planning and Zoning Commission for their consideration.
- (e) Whenever a preliminary plat involves land in Ovilla's extraterritorial jurisdiction (ETJ), the City shall act upon the plat in the same manner as a plat in the city limits.
- (f) Following review of the Preliminary Plat and other materials submitted for conformity thereof to these regulations and the Subdivision Chapter of the City Code, the Planning and Zoning Commission shall, within thirty (30) days of the official filing date, act thereon as submitted or modify, and if approved, the Planning and Zoning Commission shall express its approval and state the condition of such approval, if any, or if disapproved, shall express its disapproval and its reasons therefore.
- (g) The Commission shall, at the next regularly scheduled City Council meeting, submit the Preliminary Plat approved by the Planning and Zoning Commission, with the conditions established, if any, by the Planning and Zoning Commission to the City Council for final action on approval or disapproval.
- (h) The City Council shall approve or disapprove the Preliminary Plat either with or without special provisions.



105 S. Cockrell Hill Road, Ovilla, TX 75154 972-617-7262

(i) Approval of a Preliminary Plat shall not constitute approval of the Final Plat. Rather, it shall be deemed an expression of approval to the layout submitted on the Preliminary Plat as a guide to the preparation of the Final Plat.

(j) Preliminary approval of the subdivision shall be valid for a period of twelve (12) months from the date of approval and the general terms and conditions under which the preliminary approval was granted will not be changed. The Planning and zoning Commission shall withdraw its preliminary approval of a subdivision unless the Final Plat is submitted within the twelve (12) month period unless the twelve (12) month period is extended by the Planning and Zoning Commission on the written request of the sub-divider. Only one such extension shall be granted.

### DATA REQUIREMENT FOR PRELIMINARY PLAT SUBMISSION

The plat of the subdivision of any lot, tract or parcel of land located within the City of Ovilla and/or its ETJ shall be filed in the office of the City Secretary at least thirty (30) days prior to the meeting of the Planning and Zoning Commission at which it is to be considered. The proposed preliminary plat shall be submitted on sheets a maximum size of twenty-four (24) inches by thirty-six (36) inches. The sub-divider or owner shall file fifteen (15) copies of the plat along with the appropriate filing fee and each copy shall show or be accompanied by the following information.

- (a) The property owner's name, address and telephone number.
- (b) The name of the licensed land surveyor, registered professional engineer or land planner responsible for the design of the plat.
- (c) The title or name of the subdivision (which must not be as similar to that of an existing subdivision as to cause confusion).
- (d) North point, date, scale (not to exceed one inch (1") to one hundred feet (100')), and the approximate acreage of the proposed subdivision with an accurate boundary survey of the land to be subdivided including a metes and bounds description.
- (e) The location and width of all existing and dedicated streets, alleys, and easements within or adjacent to the proposed subdivision for a distance of two hundred feet (200') from the proposed subdivision. If there are no adjacent existing or dedicated streets or alleys within two hundred feet (200') of the proposed subdivision on any side, then a map on a smaller scale must accompany the preliminary plat showing the outline and ownership of adjacent properties, locations of the nearest subdivisions an existing or dedicated streets and alleys.
- (f) All physical features of the property to be subdivided, including location and size of all water courses, ravines, bridges, culverts, existing structures, drainage areas in acres of any areas draining into subdivision, floodplain boundaries or boundaries of flood-prone areas and other important features pertinent to subdivision. The outline of wooded areas or the location of important individual trees may be required.
- (g) The location, size and approximate depth of all existing utilities shall be shown.



105 S. Cockrell Hill Road, Ovilla, TX 75154 972-617-7262

(h) Contours at five (5) foot intervals and except on terrain with less than two (2) percent grade in which contours at two (2) foot intervals are required.

(i) The plat shall show the actual boundary survey, however, the layout of the proposed subdivision lots, blocks and streets may be scaled dimensions.

(j) The proposed plat for the subdivision shall be shown, including all proposed streets and their names, addresses, alleys, easements, blocks, lots, building lines, etc., with principal dimensions. Street names shall conform to existing streets when they are logical extensions. Proposed street names must meet the approval of the City. (See Article 3.09 "Street Numbering and Naming System").

(k) The location of the city limits line, the outer border for the City's extraterritorial jurisdiction and zoning district boundaries if they traverse the subdivision, for part of the boundary of the subdivision or are contiguous to such boundary.

(l) A designation of the proposed uses of land within the subdivision and any zoning amendments requested. If a change in zoning is proposed, a boundary survey of the proposed area to be re-zoned must be submitted. Approval of any requested or required zoning change shall be obtained prior to approval of Final Plat.

(m) If the proposed subdivision is a portion of tract which is later to be subdivided in its entirety, then a tentative master plat of the entire subdivision shall be submitted with the plat of the portion to be subdivided. The master plat shall conform in all respects to the requirements of the plat; except, if may be on a scale of not more than on inch (1") to four hundred feet (400').

(n) The proposed plan of improvements to be constructed in the subdivision shall be shown on a preliminary utility plan and a preliminary drainage system plan which shows the proposed drainage system with both on-site and off-site considerations with preliminary drainage calculations. The preliminary plans shall include both the size and type of material to be used for proposed utility lines and drainage pipe. The accurate location of any existing utilities within the subdivision shall be shown on the preliminary utility plan.

(o) The following certificate shall be placed on the plat in a manner that will allow it to be clearly visible on the Preliminary Plat.

APPROVED BY THE PLANNING AND ZONING COMMISSION OF OVILLA, TEXAS, on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Chairperson, Planning and Zoning Commission

\_\_\_\_\_  
City Secretary/Board Secretary

APPROVED BY THE CITY COUNCIL OF OVILLA, TEXAS,  
On the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
City Secretary

City of Ovilla  
105 S. Cockrell Hill Road  
Ovilla, TX 75154  
972.617.7262



**CITY OF OVILLA  
PRELIMINARY PLAT SUBMITTAL LIST (City)**

The initial submittals for any plat review application must contain the following items:

**I. SUBMITTAL CHECKLIST**

- a. Completed Application Form
- b. Completed Checklist Form
- c. Receipt showing all taxes are paid
- d. Application Fee *REC # 6509*
- e. The appropriate number of plats, utility and drainage plans, and engineering plans property prepared by surveyor/engineer/planner.
- f. 1 Copy of Protective or Restrictive Covenants (If Applicable)
- g. 1 Copy of Homeowners Agreement (If Applicable)

**II. NUMBER OF COPIES TO SUBMIT**

**Preliminary Plats**

**1. First Submittal**

- a. 15 Copies of the Preliminary Plat
- b. 2 Copies of Preliminary Utility Plan
- c. 2 Copies of Preliminary Drainage System Plan

**2. Second Submittal (If Necessary)**

- a. 15 Copies of Revised Preliminary Plat and plans based on City Engineer's Comments

**3. Final Submittal**

- a. 15 Copies of the Revised Preliminary Plat and plans based on City Engineer's Comments



*7.1.2016*

City of Ovilla  
105 S. Cockrell Hill Road  
Ovilla, TX 75154  
972.617.7262



**CITY OF OVILLA  
PRELIMINARY PLAT SUBMITTAL LIST**

The initial submittals for any plat review application must contain the following items:

**I. SUBMITTAL CHECKLIST**

- a. Completed Application Form
- b. Completed Checklist Form
- c. Receipt showing all taxes are paid: *Submitted Previously*
- d. Application Fee
- e. The appropriate number of plats, utility and drainage plans, and engineering plans properly prepared by surveyor/engineer/planner.
- f. 1 Copy of Protective or Restrictive Covenants (If Applicable)
- g. 1 Copy of Homeowners Agreement (If Applicable)

**II. NUMBER OF COPIES TO SUBMIT**

**Preliminary Plats**

**1. First Submittal**

- a. 5 Copies of the Preliminary Plat
- b. 2 Copies of Preliminary Utility Plan
- c. 2 Copies of Preliminary Drainage System Plan

**2. Second Submittal (If Necessary)**

- a. 2 Copies of Revised Preliminary Plat and plans based on City Engineer's Comments

**3. Final Submittal**

- a. 15 Copies of the Revised Preliminary Plat and plans based on City Engineer's Comments





**PRELIMINARY PLAT CHECKLIST  
FOR:**

Hidden Valley Estates

- Maximum Sheet Size 24" x 36"
- Property Owner's name, address and telephone number
- Name of Surveyor, Engineer, or Land Planner
- Title of Subdivision
- North point, date, scale 1" = 100', acreage, boundary survey including metes and bounds description
- Location and width of all existing and dedicated streets, alleys and easements within or adjacent to proposed subdivision for a distance of 200'
- All physical features including water courses, ravines, bridges, culverts, existing structures, drainage areas into subdivision, floodplain boundaries and other important features
- Location, size and depth of all existing utilities
- Contours at five (5) foot intervals
- All proposed streets and their names, alleys, easements, blocks, lots, building lines
- Location of city limit line, outer border of ETJ and zoning district boundaries if applicable
- Designation of proposed uses of land and any zoning amendments if requested
- Tentative Master Plat of the entire subdivision with the plat of the portion to be subdivided.
- Preliminary Utility Plan and Preliminary Drainage System Plan
- Proper Certificate

**PRELIMINARY PLAT WAIVER**

PLEASE CHECK ONE:

I hereby request that this plat not be placed on a Planning and Zoning Commission agenda until all staff & engineering comments have been addressed.

I hereby request that this plat be placed on the agenda for action at the first available Planning and Zoning Commission meeting even if staff comments have not been addressed and the plat is not in compliance with City Code. I realize this will likely result in a disapproval of my application and I will be required to pay new filing fees. If this option is chosen, the following is required with this application:

**I. NUMBER OF COPIES TO SUBMIT**

**Preliminary Plat**

**1. First Submittal**

- a. 15 Copies of the Preliminary Plat
- b. 2 Copies of Preliminary Utility Plan
- c. 2 Copies of Preliminary Drainage System Plan

**2. Second Submittal (If Necessary)**

- a. 15 Copies of Revised Preliminary Plat and plans based on City Engineer's Comments

I AM THE OWNER OR AGENT AUTHORIZED TO MAKE THE STATEMENTS AND REPRESENTATIONS HEREIN ON BEHALF OF THE OWNER.

PRINT NAME: John Wray

SIGN NAME: John Wray



OWNER/AUTHORIZED AGENT OWNER/AUTHORIZED AGENT

TITLE & COMPANY NAME DATE

HIDDEN VALLEY ESTATES  
RECEIVED BY OVILLA  
7.5.2016  
T. Stone



# PROPERTY OWNER REPRESENTATION FORM

Date: July 1, 2016

I, the undersigned, being the owner of the property described in Exhibit "A", attached hereto and made a part of hereof for all purposes; do hereby authorize ALLUVIUM DEVELOPMENT to act in my behalf before the Planning and Zoning Commission and the City Council of the City of Ovilla, Texas for the purpose of zoning change on said property.

John Way  
Signature

John C. Way  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Company

201 Overhill Dr.  
Street Address

Waxahachie  
City

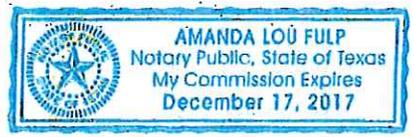
Tx  
State

75165  
Zip code

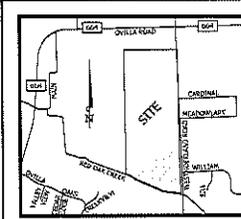
972-938-1850  
Phone Number

972-937-6844  
Fax

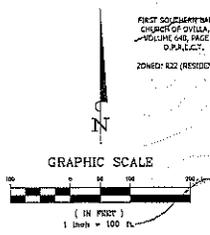
Subscribed and sworn before me this 5 day of July, 2016.



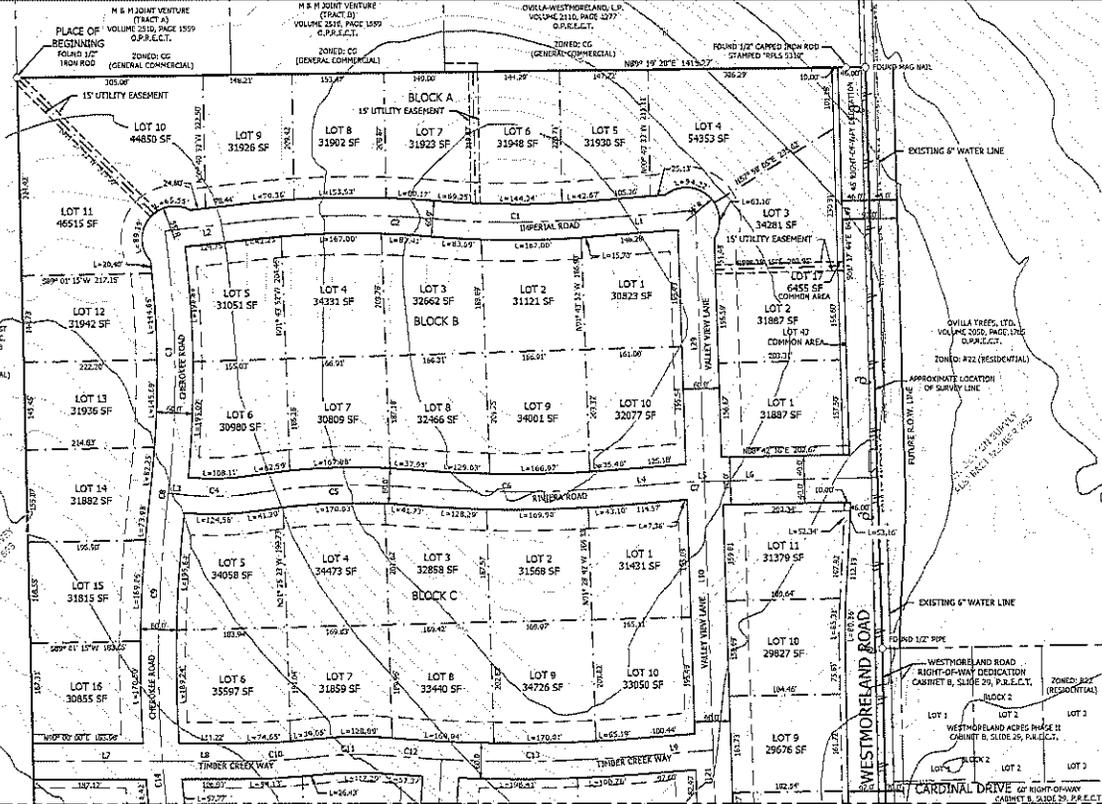
Amanda Lou Fulp  
Notary Public



VICINITY MAP  
NOT TO SCALE  
Ovilla, TEXAS



- LEGEND**
- N NORTH
  - SOUTH
  - EAST
  - WEST
  - FEET
  - FEET
  - FEET
  - FEET
  - B.L. BUILDING LINE (BY THIS PLAN)
  - U.E. UTILITY EASEMENT (BY THIS PLAN)
  - D.E. DRAINAGE EASEMENT (BY THIS PLAN)
  - SF SQUARE FEET
  - O.P.R.E.C.T. OFFICIAL PUBLIC RECORDS TARRANT COUNTY, TEXAS
  - P.R.E.C.T. OFFICIAL PUBLIC RECORDS TARRANT COUNTY, TEXAS
  - RS = 5/8" IRON ROD WITH CAP STAMPED "RPLS 4636" SET



MATCH LINE  
(SEE SHEET NO. 2)

MATCH LINE  
(SEE SHEET NO. 2)

**NOTE:**  
HOA WILL BE RESPONSIBLE FOR MAINTAINING ALL COMMON AREAS, RETAINING/CREATING WALLS, OPEN CHANNELS AS WELL AS DETENTION AREAS.  
MINIMUM DWELLING SIZE: 2,400 SQUARE FEET

**ENGINEER / SURVEYOR:**  
BANNISTER ENGINEERING, LLC  
240 NORTH HITCHELL ROAD  
MANSFIELD, TEXAS 76063  
CONTACT: MICHAEL DAVIS, RPLS  
PHONE: 817-842-2024  
Mike@bannistereng.com

**OWNER:**  
JONNE G. WRAY AND MICHELE M. WRAY  
201 OVERTHILL DRIVE  
WAGGAMACHE, TEXAS 75165  
PHONE: 972-938-1058

**DEVELOPER:**  
ALLURISH DEVELOPMENT  
4516 LAKOTA TRAIL  
MANSFIELD, TEXAS 76063  
CONTACT: TERRANCE BOKE  
PHONE: 817-995-4500

**PRELIMINARY PLAT  
HIDDEN VALLEY ESTATES**

117.578 acres out of the  
James McNamara Survey,  
Abstract No. 693  
City of Ovilla, Ellis County, Texas  
120 Residential Lots / 5 Common Area Lots  
Date Prepared: JULY 2015  
SHEET 1 OF 5

**BANNISTER ENGINEERING**  
240 North Hitchell Road | Mansfield, TX 76063 | 817-842-2024 | 817-842-2095 fax  
TARRANT REGISTRATION NO. 10193822      P.L.A.T. No. 144-15-06

**LEGEND**

N NORTH  
S SOUTH  
E EAST  
W WEST

DEGREES MINUTES/FEET  
SECONDS/INCHES

B.L. BUILDING LINE (BY THIS PLAT)

U.E. UTILITY EASEMENT (BY THIS PLAT)

D.E. DRAINAGE EASEMENT (BY THIS PLAT)

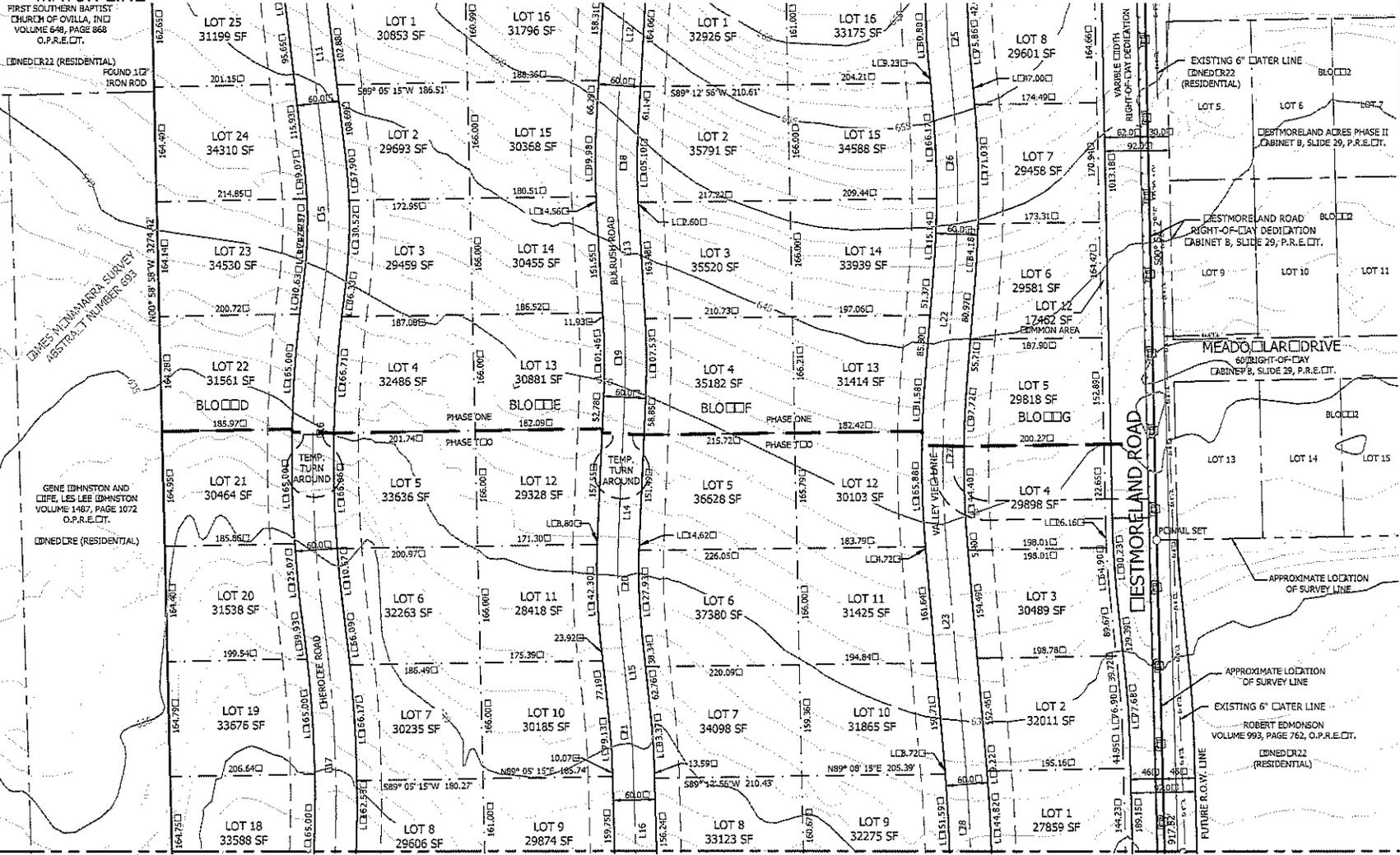
SF SQUARE FEET

O.P.R.E.C.T. OFFICIAL PUBLIC RECORDS ELLIS COUNTY, TEXAS

P.R.E.C.T. PLAT RECORDS ELLIS COUNTY, TEXAS

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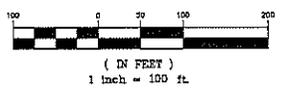
(SEE SHEET NO. 1)  
**MATCH LINE**



**MATCH LINE**  
(SEE SHEET NO. 3)

**MATCH LINE**  
(SEE SHEET NO. 3)

**GRAPHIC SCALE**



**NOTE**  
HOA SHALL BE RESPONSIBLE FOR MAINTAINING ALL COMMON AREAS, RETAINING GREENING WALLS, OPEN CHANNELS AS WELL AS DETENTION AREAS.

**MINIMUM DETAILING SIZE**  
2,400 SQUARE FEET

**ENGINEER/SURVEYOR**  
BANNISTER ENGINEERING, L.L.C.  
240 NORTH MITCHELL ROAD  
MANSFIELD, TEXAS 76063  
CONTACT: MICHAEL DAVIS, RPLS  
PHONE 817-842-2094  
MICHAEL@bannistereng.com

**OWNER:**  
BRIAN D. GRAY AND MICHELE M. GRAY  
201 OVERHILL DRIVE  
DALLAS, TEXAS 75165  
PHONE 972-938-1850

**DEVELOPER:**  
ALLIUM DEVELOPMENT  
4516 LALITA TRAIL  
MANSFIELD, TEXAS 76063  
CONTACT: TERRANCE DGBE  
PHONE 817-995-9500

**PRELIMINARY PLAT  
HIDDEN VALLEY ESTATES**

117.578 acres of the  
James McNamara Subdivision  
Abstract No. 693  
County of Ollaha, Ellis County, Texas  
120 Residential Lots & 5 Common Area Lots  
Date Prepared: 11/11/2016  
**SHEET 2 OF 5**

**BANNISTER ENGINEERING**  
240 North Mitchell Road | Mansfield, TX 76063 | 817.842.2094 | 817.842.2095 fax  
TBPLS REGISTRATION NO. 10193823 PROJECT NO.: 144-15-06

(SEE SHEET NO. 2)  
MATCH LINE

(SEE SHEET NO. 2)  
MATCH LINE

**LEGEND**

N NORTH  
S SOUTH  
E EAST  
W WEST

• DEGREES  
' MINUTES/FEET  
" SECONDS/INCHES

B.L. BUILDING LINE  
(BY THIS PLAT)

U.E. UTILITY EASEMENT  
(BY THIS PLAT)

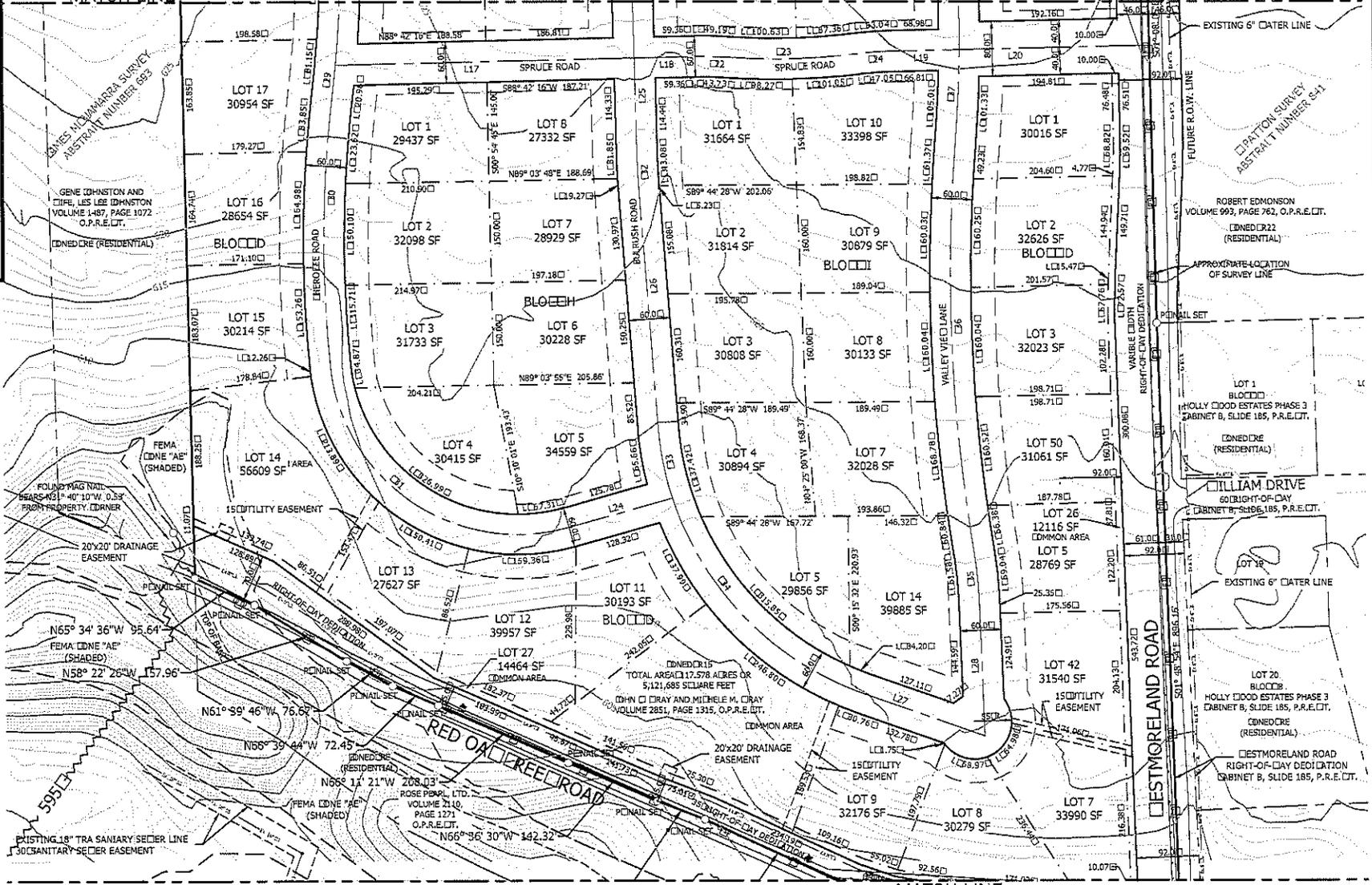
D.E. DRAINAGE EASEMENT  
(BY THIS PLAT)

SF SQUARE FEET

O.P.R.E.C.T.  
OFFICIAL PUBLIC RECORDS  
ELLIS COUNTY, TEXAS

P.R.E.C.T.  
PLAT RECORDS  
ELLIS COUNTY, TEXAS

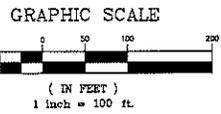
IRS = 5/8" IRON ROD WITH  
CAP STAMPED "RPLS  
483B" SET



MATCH LINE (SEE SHEET NO. 4)

### PRELIMINARY PLAT HIDDEN VALLEY ESTATES

117.578 acres of the  
James McNamee Survey  
Abstract No. 693  
County of Colla, Ellis County, Texas  
120 Residential Lots & Common Area Lots  
Date Prepared 12/16/2016  
SHEET 3 OF 5



**NOTES**

HOA WILL BE RESPONSIBLE FOR MAINTAINING ALL COMMON AREAS, RETAINING SCREENING CALLS, OPEN CHANNELS AS WELL AS DETENTION AREAS.

MINIMUM CLOTHING SITE  
2,400 SQUARE FEET

ENGINEER/SURVEYOR  
BANNISTER ENGINEERING, L.L.C.  
240 NORTH MITCHELL ROAD  
MANSFIELD, TEXAS 76063  
CONTACT MICHAEL DAVIS, RPLS  
PHONE 817-842-2094  
MICHAEL@bannistereng.com

OWNER:  
DHN CRAY AND MICHELE M. CRAY  
201 OVERHILL DRIVE  
MANSFIELD, TEXAS 75165  
PHONE 972-938-1850

DEVELOPER:  
ALLUVIUM DEVELOPMENT  
4516 LACROTA TRAIL  
MANSFIELD, TEXAS 76063  
CONTACT TERRANCE IDBE  
PHONE 817-995-9500

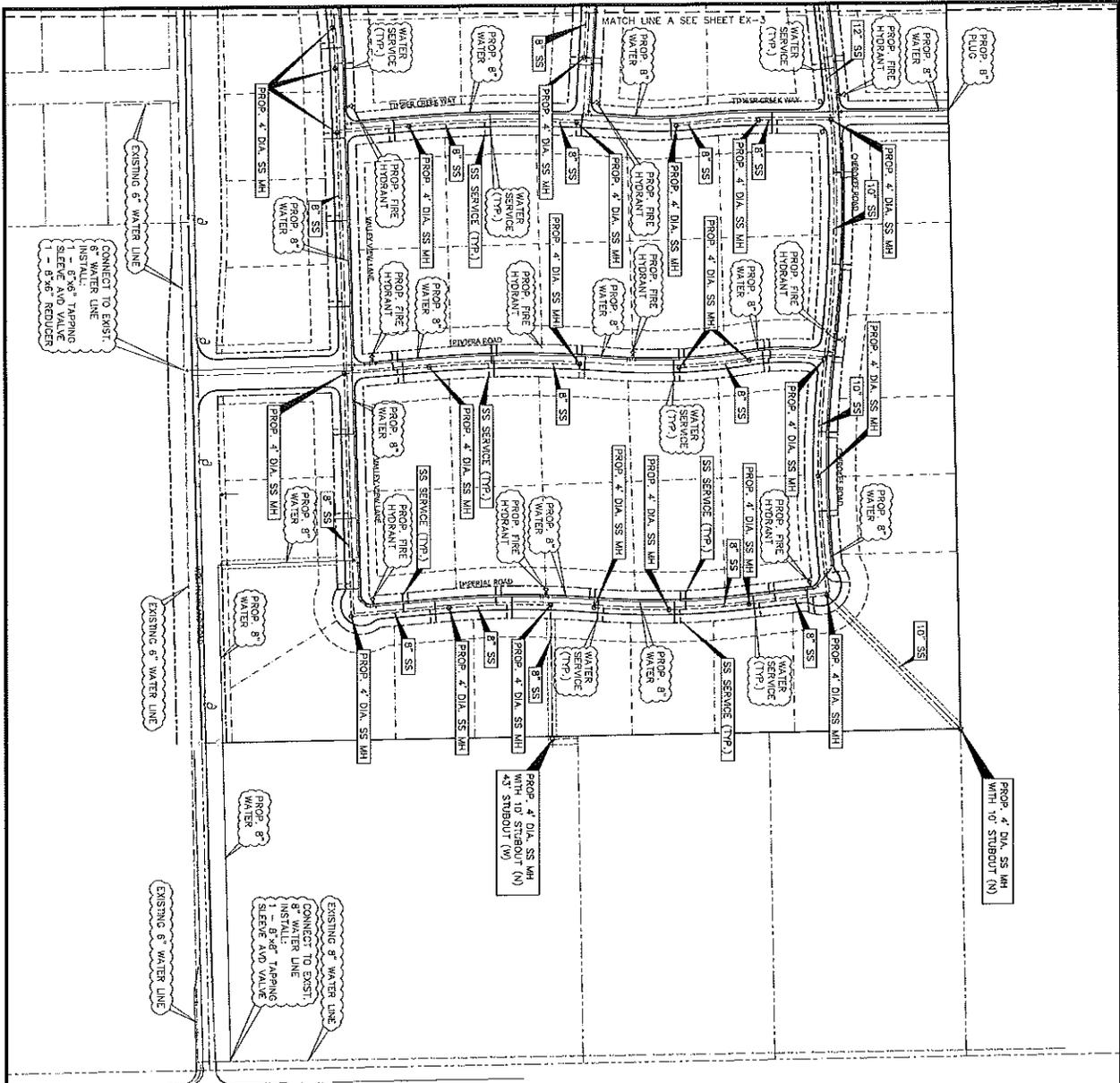
**BANNISTER ENGINEERING**  
240 North Mitchell Road | Mansfield, TX 76063 | 817.842.2094 | 817.842.2095 fax  
TBPLS REGISTRATION NO. 10193823 PROJECT NO.: 144-15-06



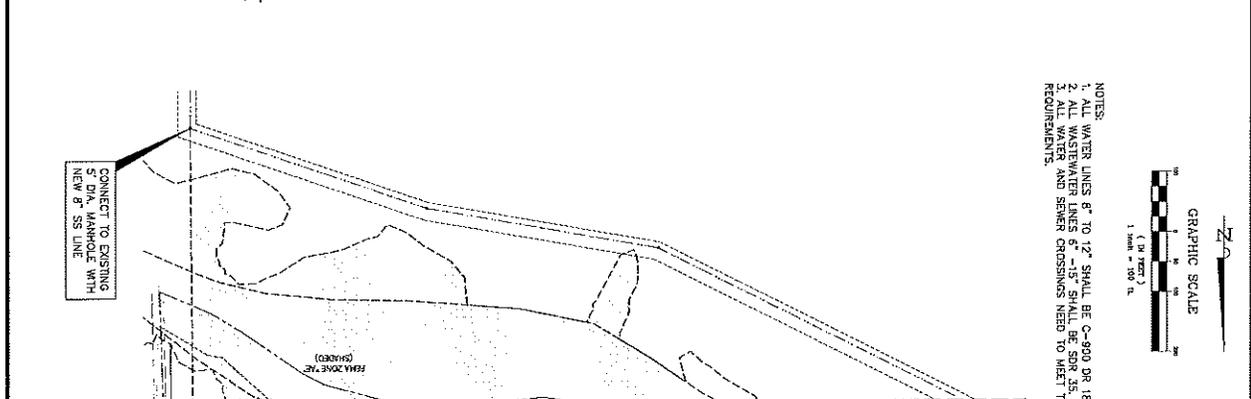
| Line Table |        |               |
|------------|--------|---------------|
| Line #     | Length | Direction     |
| L1         | 177.94 | S85° 22' 29"W |
| L2         | 150.15 | S83° 39' 51"W |
| L3         | 21.09  | S83° 08' 16"E |
| L4         | 114.57 | N85° 22' 29"E |
| L5         | 9.93   | N88° 42' 16"E |
| L6         | 288.50 | N88° 42' 16"E |
| L7         | 215.43 | N90° 00' 00"E |
| L8         | 139.35 | N90° 00' 00"E |
| L9         | 129.26 | N85° 22' 29"E |
| L10        | 449.23 | N1° 31' 45"W  |
| L11        | 211.57 | S6° 20' 46"E  |
| L12        | 254.72 | S3° 30' 29"W  |
| L13        | 163.48 | S3° 01' 20"E  |
| L14        | 210.34 | S2° 49' 12"W  |
| L15        | 101.10 | S5° 49' 23"E  |
| L16        | 199.83 | S1° 17' 44"E  |
| L17        | 438.91 | S88° 42' 16"W |
| L18        | 89.36  | S88° 42' 16"W |
| L19        | 98.20  | S88° 42' 16"W |
| L20        | 279.12 | S88° 42' 16"W |
| L21        | 114.20 | N1° 31' 45"W  |
| L22        | 136.67 | N5° 00' 25"E  |
| L23        | 312.35 | N4° 35' 37"W  |
| L24        | 158.02 | N74° 11' 54"E |
| L25        | 144.44 | S1° 17' 44"E  |
| L26        | 360.30 | S4° 13' 29"E  |
| L27        | 186.38 | S70° 43' 26"E |
| L28        | 203.85 | N2° 05' 27"W  |
| L29        | 452.08 | N1° 31' 45"W  |

| Chord Table |        |         |            |                 |              |
|-------------|--------|---------|------------|-----------------|--------------|
| Chord #     | Length | Radius  | Delta      | Chord Direction | Chord Length |
| C1          | 261.28 | 1565.00 | 9°33'56"   | S89° 50' 33"E   | 260.98       |
| C2          | 298.16 | 1515.00 | 11°16'34"  | S89° 18' 08"W   | 297.68       |
| C3          | 438.53 | 1729.21 | 14°31'49"  | N0° 24' 11"W    | 437.36       |
| C4          | 125.08 | 450.00  | 15°55'31"  | N88° 53' 58"E   | 124.67       |
| C5          | 260.29 | 1065.00 | 14°00'12"  | S87° 56' 19"W   | 259.64       |
| C6          | 336.41 | 2015.00 | 9°33'56"   | S89° 50' 33"E   | 336.02       |
| C7          | 29.06  | 500.00  | 3°19'47"   | S87° 02' 23"W   | 29.05        |
| C8          | 8.60   | 1729.21 | 0°17'05"   | N7° 00' 16"E    | 8.60         |
| C9          | 439.85 | 2255.00 | 11°10'33"  | S1° 33' 32"W    | 439.16       |
| C10         | 117.13 | 1025.00 | 6°32'50"   | N86° 43' 39"E   | 117.06       |
| C11         | 123.30 | 615.00  | 11°29'15"  | S88° 11' 48"W   | 123.10       |
| C12         | 86.62  | 2465.00 | 2°00'48"   | S86° 03' 59"E   | 86.62        |
| C13         | 324.91 | 2465.00 | 7°33'08"   | N89° 09' 03"E   | 324.68       |
| C14         | 91.19  | 2255.00 | 2°19'01"   | S5° 11' 15"E    | 91.19        |
| C15         | 180.93 | 725.00  | 14°17'56"  | N0° 48' 13"E    | 180.46       |
| C16         | 487.68 | 1825.00 | 15°18'39"  | S0° 17' 52"W    | 486.23       |
| C17         | 411.81 | 1825.00 | 12°55'43"  | N0° 53' 36"W    | 410.93       |
| C18         | 111.12 | 975.00  | 6°31'48"   | S0° 14' 34"W    | 111.06       |
| C19         | 104.52 | 1025.00 | 5°50'32"   | N0° 06' 04"W    | 104.47       |
| C20         | 147.08 | 975.00  | 8°38'35"   | S1° 30' 05"E    | 146.94       |
| C21         | 80.99  | 1025.00 | 4°31'39"   | N3° 33' 33"W    | 80.97        |
| C22         | 46.46  | 510.50  | 5°12'52"   | N88° 41' 18"W   | 46.45        |
| C23         | 193.65 | 1025.00 | 10°49'29"  | N88° 30' 24"E   | 193.36       |
| C24         | 49.99  | 510.50  | 5°36'37"   | S85° 53' 58"W   | 49.97        |
| C25         | 78.26  | 975.00  | 4°35'56"   | S3° 49' 43"E    | 78.24        |
| C26         | 296.37 | 1525.00 | 11°08'06"  | N0° 33' 38"W    | 295.91       |
| C27         | 247.16 | 1475.00 | 9°36'02"   | S0° 12' 24"W    | 246.87       |
| C28         | 192.33 | 2025.00 | 5°26'30"   | N1° 52' 23"W    | 192.25       |
| C29         | 46.82  | 1825.00 | 1°28'11"   | N6° 18' 21"E    | 46.81        |
| C30         | 395.99 | 1808.42 | 12°32'46"  | S0° 46' 04"W    | 395.20       |
| C31         | 481.39 | 275.00  | 100°17'47" | S55° 39' 13"E   | 422.24       |
| C32         | 49.84  | 975.00  | 2°55'45"   | S2° 45' 36"E    | 49.84        |
| C33         | 105.43 | 450.00  | 13°25'27"  | S10° 56' 12"E   | 105.19       |
| C34         | 416.85 | 450.00  | 53°04'31"  | S44° 11' 11"E   | 402.11       |
| C35         | 65.31  | 525.00  | 7°07'39"   | N5° 39' 16"W    | 65.27        |
| C36         | 603.74 | 2475.00 | 13°58'36"  | S2° 13' 48"E    | 602.25       |
| C37         | 138.21 | 2025.00 | 3°54'38"   | N2° 48' 11"E    | 138.18       |





CHILLA ROAD (F.F. 663)



- NOTES:
1. ALL WATER LINES 6" TO 12" SHALL BE C-900 OR 18 PVC.
  2. ALL WASTEWATER LINES 6" - 15" SHALL BE SDR 35.
  3. ALL WATER AND SEWER CROSSINGS NEED TO MEET TCEQA REQUIREMENTS.

| No. | Date | Revision Description |
|-----|------|----------------------|
|     |      |                      |
|     |      |                      |

FOR REVIEW ONLY  
 THESE DOCUMENTS ARE FOR REVIEW ONLY AND NOT INTENDED FOR CONSTRUCTION OR BIDDING. THEY HAVE BEEN PREPARED BY OR UNDER THE SUPERVISION OF:  
 DATE: 02/11/2015  
 PROJECT NO: 144-15-01

HIDDEN VALLEY ESTATES  
 ALLUVIUM DEVELOPMENT  
 OVILLA, TEXAS

**WATER AND SEWER EXHIBIT - 1 OF 2**

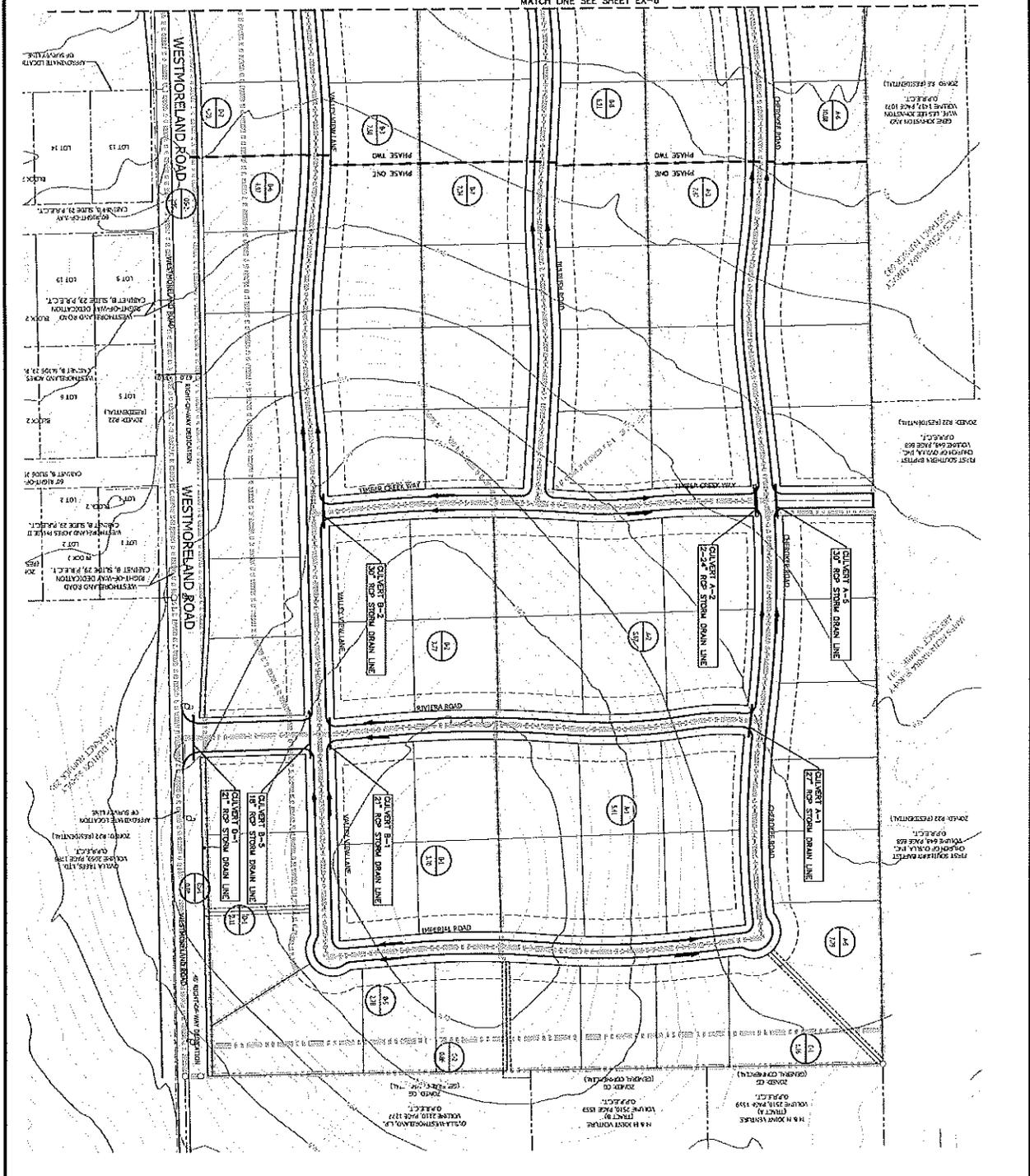
**BANNISTER ENGINEERING**  
 240 North McHard Road | Houston, TX 77067 | (817) 842-2094 | (817) 842-2095 fax  
 REGISTRATION # F-10599 (TEXAS)

SHEET NO.  
**EX-2**





MATCH LINE SEE SHEET EX-6



-2-

GRAPHIC SCALE

1" = 30' (VERTICAL)  
1" = 100' (HORIZONTAL)

**LEGEND**

- DRAINAGE EXHIBIT
- PROPOSED STORM DRAIN LINE
- EXISTING STORM DRAIN LINE
- ADJ. (AS SHOWN)

| No. | Date | Revision Description |
|-----|------|----------------------|
|     |      |                      |
|     |      |                      |
|     |      |                      |

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COIT R. BANNISTER  
P.E. No. 110197, Exp. 02/28/2024

SHEET NO. **EX-5**

PROJECT NO. 144-15-04

**HIDDEN VALLEY ESTATES**  
ALLUVIUM DEVELOPMENT  
OVILLA, TEXAS

**DRAINAGE EXHIBIT - 1 OF 3**

**BANNISTER**  
ENGINEERING

210 North Hatched Road | Houston, TX 77061 | 817.842.2024 | 817.842.2095 fax  
REGISTRATION # F-15595 (TEXAS)

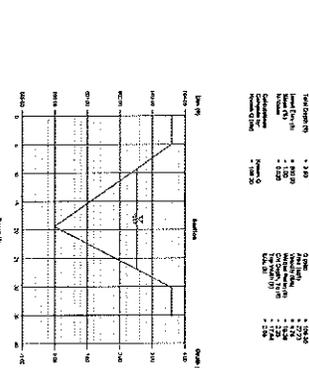


### CULVERT CALCULATIONS

| CULVERT ID | SHAPE    | TOTAL AREA (SQ. FT.) | TO (MM) | HI (MM) | OD (MM) | PIPE DIA. (IN.) | NUMBER OF BARRELS | CULVERT LENGTH (FT.) | PERCENT SLOPE | PERCENT VELOCITY |
|------------|----------|----------------------|---------|---------|---------|-----------------|-------------------|----------------------|---------------|------------------|
| 1          | 18" DIA  | 201.1                | 18.0    | 18.0    | 18.0    | 18.0            | 1                 | 100                  | 0.00          | 0.00             |
| 2          | 24" DIA  | 452.2                | 24.0    | 24.0    | 24.0    | 24.0            | 1                 | 100                  | 0.00          | 0.00             |
| 3          | 30" DIA  | 706.7                | 30.0    | 30.0    | 30.0    | 30.0            | 1                 | 100                  | 0.00          | 0.00             |
| 4          | 36" DIA  | 961.2                | 36.0    | 36.0    | 36.0    | 36.0            | 1                 | 100                  | 0.00          | 0.00             |
| 5          | 42" DIA  | 1215.7               | 42.0    | 42.0    | 42.0    | 42.0            | 1                 | 100                  | 0.00          | 0.00             |
| 6          | 48" DIA  | 1470.2               | 48.0    | 48.0    | 48.0    | 48.0            | 1                 | 100                  | 0.00          | 0.00             |
| 7          | 54" DIA  | 1724.7               | 54.0    | 54.0    | 54.0    | 54.0            | 1                 | 100                  | 0.00          | 0.00             |
| 8          | 60" DIA  | 1979.2               | 60.0    | 60.0    | 60.0    | 60.0            | 1                 | 100                  | 0.00          | 0.00             |
| 9          | 66" DIA  | 2233.7               | 66.0    | 66.0    | 66.0    | 66.0            | 1                 | 100                  | 0.00          | 0.00             |
| 10         | 72" DIA  | 2488.2               | 72.0    | 72.0    | 72.0    | 72.0            | 1                 | 100                  | 0.00          | 0.00             |
| 11         | 78" DIA  | 2742.7               | 78.0    | 78.0    | 78.0    | 78.0            | 1                 | 100                  | 0.00          | 0.00             |
| 12         | 84" DIA  | 2997.2               | 84.0    | 84.0    | 84.0    | 84.0            | 1                 | 100                  | 0.00          | 0.00             |
| 13         | 90" DIA  | 3251.7               | 90.0    | 90.0    | 90.0    | 90.0            | 1                 | 100                  | 0.00          | 0.00             |
| 14         | 96" DIA  | 3506.2               | 96.0    | 96.0    | 96.0    | 96.0            | 1                 | 100                  | 0.00          | 0.00             |
| 15         | 102" DIA | 3760.7               | 102.0   | 102.0   | 102.0   | 102.0           | 1                 | 100                  | 0.00          | 0.00             |
| 16         | 108" DIA | 4015.2               | 108.0   | 108.0   | 108.0   | 108.0           | 1                 | 100                  | 0.00          | 0.00             |
| 17         | 114" DIA | 4269.7               | 114.0   | 114.0   | 114.0   | 114.0           | 1                 | 100                  | 0.00          | 0.00             |
| 18         | 120" DIA | 4524.2               | 120.0   | 120.0   | 120.0   | 120.0           | 1                 | 100                  | 0.00          | 0.00             |
| 19         | 126" DIA | 4778.7               | 126.0   | 126.0   | 126.0   | 126.0           | 1                 | 100                  | 0.00          | 0.00             |
| 20         | 132" DIA | 5033.2               | 132.0   | 132.0   | 132.0   | 132.0           | 1                 | 100                  | 0.00          | 0.00             |
| 21         | 138" DIA | 5287.7               | 138.0   | 138.0   | 138.0   | 138.0           | 1                 | 100                  | 0.00          | 0.00             |
| 22         | 144" DIA | 5542.2               | 144.0   | 144.0   | 144.0   | 144.0           | 1                 | 100                  | 0.00          | 0.00             |
| 23         | 150" DIA | 5796.7               | 150.0   | 150.0   | 150.0   | 150.0           | 1                 | 100                  | 0.00          | 0.00             |

### CULVERT DESIGN CALCULATIONS

| CULVERT ID | SHAPE    | TOTAL AREA (SQ. FT.) | TO (MM) | HI (MM) | OD (MM) | PIPE DIA. (IN.) | NUMBER OF BARRELS | CULVERT LENGTH (FT.) | PERCENT SLOPE | PERCENT VELOCITY | HEAD LOSS |      | TOTAL HEAD LOSS (FT.) |
|------------|----------|----------------------|---------|---------|---------|-----------------|-------------------|----------------------|---------------|------------------|-----------|------|-----------------------|
|            |          |                      |         |         |         |                 |                   |                      |               |                  | ENTRANCE  | EXIT |                       |
| 1          | 18" DIA  | 201.1                | 18.0    | 18.0    | 18.0    | 18.0            | 1                 | 100                  | 0.00          | 0.00             | 0.00      | 0.00 | 0.00                  |
| 2          | 24" DIA  | 452.2                | 24.0    | 24.0    | 24.0    | 24.0            | 1                 | 100                  | 0.00          | 0.00             | 0.00      | 0.00 | 0.00                  |
| 3          | 30" DIA  | 706.7                | 30.0    | 30.0    | 30.0    | 30.0            | 1                 | 100                  | 0.00          | 0.00             | 0.00      | 0.00 | 0.00                  |
| 4          | 36" DIA  | 961.2                | 36.0    | 36.0    | 36.0    | 36.0            | 1                 | 100                  | 0.00          | 0.00             | 0.00      | 0.00 | 0.00                  |
| 5          | 42" DIA  | 1215.7               | 42.0    | 42.0    | 42.0    | 42.0            | 1                 | 100                  | 0.00          | 0.00             | 0.00      | 0.00 | 0.00                  |
| 6          | 48" DIA  | 1470.2               | 48.0    | 48.0    | 48.0    | 48.0            | 1                 | 100                  | 0.00          | 0.00             | 0.00      | 0.00 | 0.00                  |
| 7          | 54" DIA  | 1724.7               | 54.0    | 54.0    | 54.0    | 54.0            | 1                 | 100                  | 0.00          | 0.00             | 0.00      | 0.00 | 0.00                  |
| 8          | 60" DIA  | 1979.2               | 60.0    | 60.0    | 60.0    | 60.0            | 1                 | 100                  | 0.00          | 0.00             | 0.00      | 0.00 | 0.00                  |
| 9          | 66" DIA  | 2233.7               | 66.0    | 66.0    | 66.0    | 66.0            | 1                 | 100                  | 0.00          | 0.00             | 0.00      | 0.00 | 0.00                  |
| 10         | 72" DIA  | 2488.2               | 72.0    | 72.0    | 72.0    | 72.0            | 1                 | 100                  | 0.00          | 0.00             | 0.00      | 0.00 | 0.00                  |
| 11         | 78" DIA  | 2742.7               | 78.0    | 78.0    | 78.0    | 78.0            | 1                 | 100                  | 0.00          | 0.00             | 0.00      | 0.00 | 0.00                  |
| 12         | 84" DIA  | 2997.2               | 84.0    | 84.0    | 84.0    | 84.0            | 1                 | 100                  | 0.00          | 0.00             | 0.00      | 0.00 | 0.00                  |
| 13         | 90" DIA  | 3251.7               | 90.0    | 90.0    | 90.0    | 90.0            | 1                 | 100                  | 0.00          | 0.00             | 0.00      | 0.00 | 0.00                  |
| 14         | 96" DIA  | 3506.2               | 96.0    | 96.0    | 96.0    | 96.0            | 1                 | 100                  | 0.00          | 0.00             | 0.00      | 0.00 | 0.00                  |
| 15         | 102" DIA | 3760.7               | 102.0   | 102.0   | 102.0   | 102.0           | 1                 | 100                  | 0.00          | 0.00             | 0.00      | 0.00 | 0.00                  |
| 16         | 108" DIA | 4015.2               | 108.0   | 108.0   | 108.0   | 108.0           | 1                 | 100                  | 0.00          | 0.00             | 0.00      | 0.00 | 0.00                  |
| 17         | 114" DIA | 4269.7               | 114.0   | 114.0   | 114.0   | 114.0           | 1                 | 100                  | 0.00          | 0.00             | 0.00      | 0.00 | 0.00                  |
| 18         | 120" DIA | 4524.2               | 120.0   | 120.0   | 120.0   | 120.0           | 1                 | 100                  | 0.00          | 0.00             | 0.00      | 0.00 | 0.00                  |
| 19         | 126" DIA | 4778.7               | 126.0   | 126.0   | 126.0   | 126.0           | 1                 | 100                  | 0.00          | 0.00             | 0.00      | 0.00 | 0.00                  |
| 20         | 132" DIA | 5033.2               | 132.0   | 132.0   | 132.0   | 132.0           | 1                 | 100                  | 0.00          | 0.00             | 0.00      | 0.00 | 0.00                  |
| 21         | 138" DIA | 5287.7               | 138.0   | 138.0   | 138.0   | 138.0           | 1                 | 100                  | 0.00          | 0.00             | 0.00      | 0.00 | 0.00                  |
| 22         | 144" DIA | 5542.2               | 144.0   | 144.0   | 144.0   | 144.0           | 1                 | 100                  | 0.00          | 0.00             | 0.00      | 0.00 | 0.00                  |
| 23         | 150" DIA | 5796.7               | 150.0   | 150.0   | 150.0   | 150.0           | 1                 | 100                  | 0.00          | 0.00             | 0.00      | 0.00 | 0.00                  |



### 100-YEAR STORM WATER DETENTION CALCULATIONS

Modified Rational Method

| CULVERT ID | SHAPE    | TOTAL AREA (SQ. FT.) | TO (MM) | HI (MM) | OD (MM) | PIPE DIA. (IN.) | NUMBER OF BARRELS | CULVERT LENGTH (FT.) | PERCENT SLOPE | PERCENT VELOCITY | HEAD LOSS |      | TOTAL HEAD LOSS (FT.) |
|------------|----------|----------------------|---------|---------|---------|-----------------|-------------------|----------------------|---------------|------------------|-----------|------|-----------------------|
|            |          |                      |         |         |         |                 |                   |                      |               |                  | ENTRANCE  | EXIT |                       |
| 1          | 18" DIA  | 201.1                | 18.0    | 18.0    | 18.0    | 18.0            | 1                 | 100                  | 0.00          | 0.00             | 0.00      | 0.00 | 0.00                  |
| 2          | 24" DIA  | 452.2                | 24.0    | 24.0    | 24.0    | 24.0            | 1                 | 100                  | 0.00          | 0.00             | 0.00      | 0.00 | 0.00                  |
| 3          | 30" DIA  | 706.7                | 30.0    | 30.0    | 30.0    | 30.0            | 1                 | 100                  | 0.00          | 0.00             | 0.00      | 0.00 | 0.00                  |
| 4          | 36" DIA  | 961.2                | 36.0    | 36.0    | 36.0    | 36.0            | 1                 | 100                  | 0.00          | 0.00             | 0.00      | 0.00 | 0.00                  |
| 5          | 42" DIA  | 1215.7               | 42.0    | 42.0    | 42.0    | 42.0            | 1                 | 100                  | 0.00          | 0.00             | 0.00      | 0.00 | 0.00                  |
| 6          | 48" DIA  | 1470.2               | 48.0    | 48.0    | 48.0    | 48.0            | 1                 | 100                  | 0.00          | 0.00             | 0.00      | 0.00 | 0.00                  |
| 7          | 54" DIA  | 1724.7               | 54.0    | 54.0    | 54.0    | 54.0            | 1                 | 100                  | 0.00          | 0.00             | 0.00      | 0.00 | 0.00                  |
| 8          | 60" DIA  | 1979.2               | 60.0    | 60.0    | 60.0    | 60.0            | 1                 | 100                  | 0.00          | 0.00             | 0.00      | 0.00 | 0.00                  |
| 9          | 66" DIA  | 2233.7               | 66.0    | 66.0    | 66.0    | 66.0            | 1                 | 100                  | 0.00          | 0.00             | 0.00      | 0.00 | 0.00                  |
| 10         | 72" DIA  | 2488.2               | 72.0    | 72.0    | 72.0    | 72.0            | 1                 | 100                  | 0.00          | 0.00             | 0.00      | 0.00 | 0.00                  |
| 11         | 78" DIA  | 2742.7               | 78.0    | 78.0    | 78.0    | 78.0            | 1                 | 100                  | 0.00          | 0.00             | 0.00      | 0.00 | 0.00                  |
| 12         | 84" DIA  | 2997.2               | 84.0    | 84.0    | 84.0    | 84.0            | 1                 | 100                  | 0.00          | 0.00             | 0.00      | 0.00 | 0.00                  |
| 13         | 90" DIA  | 3251.7               | 90.0    | 90.0    | 90.0    | 90.0            | 1                 | 100                  | 0.00          | 0.00             | 0.00      | 0.00 | 0.00                  |
| 14         | 96" DIA  | 3506.2               | 96.0    | 96.0    | 96.0    | 96.0            | 1                 | 100                  | 0.00          | 0.00             | 0.00      | 0.00 | 0.00                  |
| 15         | 102" DIA | 3760.7               | 102.0   | 102.0   | 102.0   | 102.0           | 1                 | 100                  | 0.00          | 0.00             | 0.00      | 0.00 | 0.00                  |
| 16         | 108" DIA | 4015.2               | 108.0   | 108.0   | 108.0   | 108.0           | 1                 | 100                  | 0.00          | 0.00             | 0.00      | 0.00 | 0.00                  |
| 17         | 114" DIA | 4269.7               | 114.0   | 114.0   | 114.0   | 114.0           | 1                 | 100                  | 0.00          | 0.00             | 0.00      | 0.00 | 0.00                  |
| 18         | 120" DIA | 4524.2               | 120.0   | 120.0   | 120.0   | 120.0           | 1                 | 100                  | 0.00          | 0.00             | 0.00      | 0.00 | 0.00                  |
| 19         | 126" DIA | 4778.7               | 126.0   | 126.0   | 126.0   | 126.0           | 1                 | 100                  | 0.00          | 0.00             | 0.00      | 0.00 | 0.00                  |
| 20         | 132" DIA | 5033.2               | 132.0   | 132.0   | 132.0   | 132.0           | 1                 | 100                  | 0.00          | 0.00             | 0.00      | 0.00 | 0.00                  |
| 21         | 138" DIA | 5287.7               | 138.0   | 138.0   | 138.0   | 138.0           | 1                 | 100                  | 0.00          | 0.00             | 0.00      | 0.00 | 0.00                  |
| 22         | 144" DIA | 5542.2               | 144.0   | 144.0   | 144.0   | 144.0           | 1                 | 100                  | 0.00          | 0.00             | 0.00      | 0.00 | 0.00                  |
| 23         | 150" DIA | 5796.7               | 150.0   | 150.0   | 150.0   | 150.0           | 1                 | 100                  | 0.00          | 0.00             | 0.00      | 0.00 | 0.00                  |

### PROPOSED SWIMOFF

| SWIMOFF AREA (SQ. FT.) | C    | PERCENT | TIME (MIN) | DEPTH (FT) | COMMENTS |
|------------------------|------|---------|------------|------------|----------|
| 100                    | 1.0  | 10      | 1.0        | 1.0        |          |
| 200                    | 1.5  | 15      | 1.5        | 1.5        |          |
| 300                    | 2.0  | 20      | 2.0        | 2.0        |          |
| 400                    | 2.5  | 25      | 2.5        | 2.5        |          |
| 500                    | 3.0  | 30      | 3.0        | 3.0        |          |
| 600                    | 3.5  | 35      | 3.5        | 3.5        |          |
| 700                    | 4.0  | 40      | 4.0        | 4.0        |          |
| 800                    | 4.5  | 45      | 4.5        | 4.5        |          |
| 900                    | 5.0  | 50      | 5.0        | 5.0        |          |
| 1000                   | 5.5  | 55      | 5.5        | 5.5        |          |
| 1100                   | 6.0  | 60      | 6.0        | 6.0        |          |
| 1200                   | 6.5  | 65      | 6.5        | 6.5        |          |
| 1300                   | 7.0  | 70      | 7.0        | 7.0        |          |
| 1400                   | 7.5  | 75      | 7.5        | 7.5        |          |
| 1500                   | 8.0  | 80      | 8.0        | 8.0        |          |
| 1600                   | 8.5  | 85      | 8.5        | 8.5        |          |
| 1700                   | 9.0  | 90      | 9.0        | 9.0        |          |
| 1800                   | 9.5  | 95      | 9.5        | 9.5        |          |
| 1900                   | 10.0 | 100     | 10.0       | 10.0       |          |
| 2000                   | 10.5 | 105     | 10.5       | 10.5       |          |
| 2100                   | 11.0 | 110     | 11.0       | 11.0       |          |
| 2200                   | 11.5 | 115     | 11.5       | 11.5       |          |
| 2300                   | 12.0 | 120     | 12.0       | 12.0       |          |
| 2400                   | 12.5 | 125     | 12.5       | 12.5       |          |
| 2500                   | 13.0 | 130     | 13.0       | 13.0       |          |
| 2600                   | 13.5 | 135     | 13.5       | 13.5       |          |
| 2700                   | 14.0 | 140     | 14.0       | 14.0       |          |
| 2800                   | 14.5 | 145     | 14.5       | 14.5       |          |
| 2900                   | 15.0 | 150     | 15.0       | 15.0       |          |
| 3000                   | 15.5 | 155     | 15.5       | 15.5       |          |
| 3100                   | 16.0 | 160</   |            |            |          |

**E**  
**BANNISTER**  
**ENGINEERING**

Civil Engineering • Surveying • Landscape Architecture • Land Planning • MEP Design

July 25, 2016

Dennis Burn  
City Manager  
City of Ovilla  
105 Cockrell Hill,  
Ovilla, Texas 75154

Re: **Curb and Gutter, Sidewalk, and Paved Channel Waiver Request**  
**Hidden Valley Estates**

Mr. Burn:

On behalf of the developer, we request a waiver for the requirement of curb, gutter, and sidewalk to be constructed with this development. The proposed right-of-way has been increased from 50 feet to 60 feet to accommodate the proposed earthen bar ditch section. We also request a waiver from the requirement of paved open channels. Please contact me to discuss if you have any questions or concerns regarding this request.

Respectfully,

**Bannister Engineering, LLC**



Cody R. Brooks, PE  
Project Manager

**BIRKHOFF, HENDRICKS & CARTER, L.L.P.**  
**PROFESSIONAL ENGINEERS**

11910 Greenville Ave., Suite 600

Dallas, Texas 75243

Fax (214) 461-8390

Phone (214) 361-7900

JOHN W. BIRKHOFF, P.E.  
GARY C. HENDRICKS, P.E.  
JOB R. CARTER, P.E.  
MATT HICKEY, P.E.  
ANDREW MATA, JR., P.E.  
JOSEPH T. GRAJEWSKI, III, P.E.  
DEREK B. CHANEY, P.E.  
CRAIG M. KERKHOFF, P.E.

July 25, 2016

Mr. Dennis Burn, P.E.  
City Manager  
City of Ovilla  
105 S. Cockrell Hill Road  
Ovilla, Texas 75154

Re: Hidden Valley Estates (Revised)

Dear Mr. Burn,

We have completed our second review of the revised Preliminary Plat, Drainage Plan, and Utility Plan for the proposed Hidden Valley Estates Subdivision prepared by Bannister Engineering dated July 1, 2016. Our review is for compliance with the City's Subdivision Ordinances and good engineering practice and does not relieve the design engineer of record of his responsibilities under the Texas Engineering Practice Act. Listed below are our comments:

**General Comments**

1. All of the offsite water and sanitary sewer lines must be contained in appropriate easements. It also appears that storm water is being discharged across the Rose Pearl property to the south. Point discharges across adjacent properties must be placed in drainage easements.
2. A 15-foot utility easement will need to be provided on each side of the rear lot lines for the interior lots.
3. Headwaters shown in the culvert calculations will need to be decreased when moving forward with the design. It appears from the calculations that the headwater is above the top bank of the channel in a number of locations.

We recommend that the above comments be provided to the Design Engineer along with the marked up Construction Plans. These comments will need to be addressed as they move forward with the design process. We are available at your convenience to discuss any questions that you may have with our review.

Sincerely,



John W. Birkhoff, P.E.



**Planning & Zoning Commission  
CERTIFICATE OF APPROVAL**

**ITEM 2. DISCUSSION/ACTION – Case No. PZ2016.04 –** Review and consider approval of a preliminary plat application for Hidden Valley Estates Subdivision and to approve a variance to not install curb and gutter, to not install sidewalks and no concrete line open channels and forward recommendation to the Ovilla City Council.

\*\*\*\*\*

**PLANNING AND ZONING Members present, and upon a record vote of:**

PL 1 Jungman ABSENT  
PL2 Yordy AYE  
PL3 Lynch AYE  
PL4 Whittaker AYE

PL5 Zabochnik ABSENT  
PL6 Hart AYE  
PL7 Zimmermann AYE

5 FOR

0 AGAINST

0 ABSTAIN

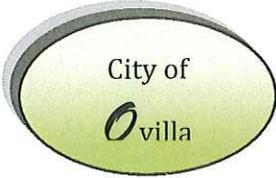
\*\*\*\*\*

C Lynch  
Presiding Officer of P&Z

8/3/16  
Date

J Miller  
Board Secretary

8/3/2016  
Date



# Ovilla City Council

## AGENDA ITEM REPORT

### Item 3

Meeting Date: August 8, 2016

Department: Administration

Discussion  Action

Budgeted Expense:  YES  NO  N/A

Submitted By: Dennis Burn

Amount: N/A

Reviewed By:  City Manager  City Secretary  City Attorney

Accountant  Other: \_\_\_\_\_

#### Attachments:

1. April 2016 Letter of Intent for use of property
2. Zoning change request & application on 1906 Bear Creek Road from April 04, 2016 P&Z
3. Diagram of property
4. Planning & Zoning Commission recommendation to deny

#### Agenda Item / Topic:

**ITEM 3.** *DISCUSSION* – Receive comments and discussion from Mr. James Finley regarding his desire to submit a zoning change application from “I” Industrial to “R15” Residential-minimum 15,000 sq. ft. lots at his property of 19.34 acres of land, located at 1906 Bear Creek Road.

#### Discussion / Justification:

1906 BEAR CREEK ROAD  
 OWNER: James Finley  
 ZONED: Industrial  
 ACRES: 19.34  
 PROPOSED LAND USE: R-15 Residential  
 (minimum 15,000 sq. ft. lots)

The owner of the property at 1906 Bear Creek Road, Mr. James Finley, addressed staff to discuss the current zoning of his property (“I” Industrial) and his desire to change the zoning to “R-15” Single Family Residential (15,000 square foot lot minimum). This property is 19.34 acres of land, more commonly known as 1906 Bear Creek Road.

#### BACKGROUND:

Endeavor Wall Homes, on behalf of Mr. Finley, had submitted a zoning change request on this property and was scheduled for public hearings and consideration at the April 4, 2016 Planning and Zoning Commission meeting and the April 11, 2016 City Council meeting. Following legal requirements for this zoning change request that included the public hearings, the Planning and Zoning Commission unanimously recommended denial of the change. Prior to the April 11, 2016 City Council meeting and second public hearing for this requested zoning change, Mr. Finley requested that staff withdraw the appeal and documents from Council consideration. (Public Hearing and request was already scheduled and on the agenda.) (Council respected Mr. Finley’s wishes and did not address or consider the zoning change.)

Mr. Finley wishes to address the Council regarding the zoning change.

**No Staff Recommendations / No Motion**



**ENDEAVOR**  
WALL HOMES

March 9, 2016

City of Ovilla  
105 S Cockrell Hill Rd  
Ovilla, Texas 75154

Subject: Proposed Zoning Change

To Whom It May Concern:

I, Kelly Pollard of Endeavor Wall Homes LLC, the authorized agent representing Mr. James D. Finley request the zoning change of a 19.3438 acre tract out of the H. M. RAWLINS SURVEY, Abstract No. 1202, Dallas County, Texas, being all of that tract conveyed to Jim Finley by Limited Warranty Deed recorded in Volume 99115, Page 5977, Real Property Records, Dallas County, Texas from current zoning of "P" to R-15.

Thank you,

Kelly Pollard  
Endeavor Wall Homes, LLC

Zoning Change Request Submittal Guidelines  
Proposal to Amend the Ovilla Zoning Ordinance

**APPLICATION FOR CHANGE OF ZONING**

---

Current Zoning: "I"  
Location of Property: 1906 Bear Creek Road  
Legal Description: HM Rawlinins survey Abstract 1202 tract 3 cityof Ovilla Dallas county Texas  
 City Limits       Extraterritorial Jurisdiction (ETJ)  
Subdivision Name: \_\_\_\_\_  
Area in Subdivision:  Total Acres       Number of Lots       Average Lot size  
19.34 Acres

---

**APPLICANT INFORMATION:**

- I, the Applicant or my representative or I will be present at the Planning and Zoning Commission meeting and City Council Meeting to present this request to them.

  
Signature of Applicant

Kelly Pollard  
Print Name

Mailing Address:  
2005 NE Green Oaks Blvd Arlington TX 76006

---

Telephone: 817-504-7830  
Fax: 817-276-3490      E-mail: kelly@wall.com

---

Information listed below to be completed by City Staff:

Case No. #  
Fee Paid: \$

Received By:  
Cash or Check #:

Probable Date - P&Z Hearing:

Probable Date -CC Hearing:

---



**Agent Authorization**

In lieu of representing this request myself as owner of the subject property, I hereby authorize the person designated as agent below to act in the capacity as my agent for the application, processing, representation and/or presentation of the request. The designated agent shall be the **principle contact** person with the City of Ovilla (and vice versa) in processing and responding to requirements, information, and/or issues relative to this case. I also understand that it is necessary for me or my authorized agent to be present at all Planning and Zoning Commission meetings as well as City Council meetings.

Kelly Pollard      7552 Rose Crest Blvd      \_\_\_\_\_      Kelly@wall.com  
 Authorized Agent      Address      Phone      Email

[Signature]      James D. Finley      3-2-16  
 Signature of Owner or Applicant      Name Printed or Typed      Date

\_\_\_\_\_  
 Signature of Owner or Applicant      Name Printed or Typed      Date

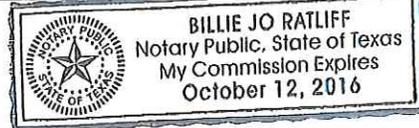
**Notary Section**

Signature: \_\_\_\_\_  
 Printed Name: \_\_\_\_\_  
 State of Texas  
 Counties of Dallas  
 and Ellis  
 Sworn and subscribed before me the undersigned notary public this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.  
 Notary Public, State of Texas  
 Commission Expires: \_\_\_\_\_

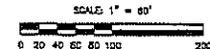
Signature: \_\_\_\_\_  
 Printed Name: \_\_\_\_\_  
 State of Texas  
 County of Johnson  
 Sworn and subscribed before me the undersigned notary public this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.  
 Notary Public, State of Texas  
 Commission Expires: \_\_\_\_\_

Signature: Shannon Thompson  
 Printed Name: Shannon Thompson  
 State of Texas  
 County of ~~Johnson~~ Tarrant  
 Sworn and subscribed before me the undersigned notary public this the 2nd day of March, 2016.  
 Notary Public, State of Texas  
 Commission Expires: 8-16-17

Signature: Billie Jo Ratliff  
 Printed Name: Billie Jo Ratliff  
 State of Texas  
 County of ~~Johnson~~ Tarrant *Authorized Agent Kelly Pollard*  
 Sworn and subscribed before me the undersigned notary public this the 9 day of March, 2016.  
 Notary Public, State of Texas  
 Commission Expires: 10/12/2016



BEAR CREEK RANCH  
 PHASE I  
 VOL. 2055077, P. 12



R = 1,129.05'  
 L = 234.87'  
 Δ = 17°54'32"  
 LC = N 82°02'58" E  
 254.25'

WEST BEAR CREEK ROAD  
 11.756927° E  
 575.33'

R = 1,115.92'  
 L = 28.10'  
 Δ = 01°02'24"  
 LC = N 72°45'54" E  
 25.10'

MICHEL MENDOZA,  
 CECILIA MENDOZA &  
 ULYSSES MENDOZA  
 MET. 2209049900

MICHEL MENDOZA,  
 CECILIA MENDOZA &  
 ULYSSES MENDOZA  
 MET. 2209049900

J. HUDO GARCIA & AZUCENA GARCIA  
 MET. 2209049900

ROBERT R. & JEAN ANNE WILSON  
 VOL. 2055077, P. 320

THEY AILDIE WYCK  
 VOL. 20571, P. 490

DENNIS ALLEN VANLUSK  
 MET. 2209049900

LEGAL DESCRIPTION

A 10.3428 acre tract out of the H. M. BARNES SURVEY, Section 10, T20N, Range 10E, County 20th, State of Texas, being all of that tract, according to the Plan, by United Parcel Service of America, Inc., dated 08/10/10, Page 0277, that Property Records, Dallas County, Texas, and being more particularly described by volume and location as follows:

BEING that a found 1/2 inch steel rod in the south right of way line of Bear Creek Road, at 50 feet into public street, at the northeast corner of the west portion of that 6.18 acre tract surveyed to Robert R. Wilson and Jean Anne Wilson by United Parcel Service of America, Inc., dated 08/10/10, Page 0277 of said Property Records, and being North 02 degrees 02 minutes 58 seconds East, 254.25 feet from the northeast corner of Bear Creek Ranch, Phase I, as defined in the City of Cooper Hill, Dallas County, Texas, according to the Map thereof recorded in Volume 2006077, Page 15, Map Authority, Dallas County, Texas.

THENCE along the south right-of-way line of said Bear Creek Road and along a curve to the left whose radius bears North 02 degrees 02 minutes 42 seconds West, 1129.05 feet, through a point 8 feet 17 centimeters 24 millimeters 23 seconds East, 234.87 feet along a curve to the right whose radius bears North 02 degrees 02 minutes 58 seconds East, 234.25 feet to a found 1/2 inch steel rod at the end of this curve;

THENCE North 78 degrees 05 minutes 42 seconds East, continuing along the south right-of-way line of said Bear Creek Road, 575.33 feet to a found 1/2 inch steel rod at the beginning of a curve to the right whose radius bears South 13 degrees 10 minutes 10 seconds East, 1115.92 feet;

THENCE continuing along the south right-of-way line of said Bear Creek Road and along said curve to the right, through a central point of 21 degrees 20 minutes 24 seconds, an arc length of 28.10 feet being about bears North 72 degrees 45 minutes 54 seconds East, to a found 1/2 inch steel rod at the northeast corner of that 1.00 acre tract surveyed to The Aildie Wyck by Warranty Deed recorded in Volume 20571, Page 490 of said Property Records;

THENCE South 10 degrees 02 minutes 02 seconds East along the west line of said Tract, 476.25 feet to a found 1/2 inch steel rod at the southeast corner thereof, and to the north line of the west portion of said Tract;

THENCE South 48 degrees 21 minutes 02 seconds West along the north line of the east portion of said Tract, 532.00 feet to a found 1/2 inch steel rod;

THENCE South 00 degrees 30 minutes 08 seconds East along the west line of the east portion of said Tract, 532.00 feet to a found 1/2 inch steel rod;

THENCE South 05 degrees 00 minutes 00 seconds West along the north line of the middle portion of said Tract, 532.00 feet to a found 1/2 inch steel rod;

THENCE North 00 degrees 00 minutes 01 seconds West along the east line of the east portion of said Tract, 532.00 feet to the Point of Beginning, into containing 10.3428 acres (542.817 square feet) or land, more or less.

Street Address: 1920 Bear Creek Road Dallas, Texas 75064  
 All acreage not shown.  
 The rest of the subject property lies within the 100-year Flood plain according to the FEMA map with the following description:  
 Zone X Community 48180 Flood 0820-K DF, Date 7-07-14  
 I hereby certify that this sketch of survey of the above described property is the result of an on-site ground survey prepared under my direct supervision, and that there are no subdivisions or proposed subdivisions shown on this sketch.  
 Date: March 5, 2016  
 JOHN A. GRANT, II  
 Registered Professional Land Surveyor #185  
 OF TX.



TRACT AREA  
 542,817 Square Feet  
 10.3428 Acres

Grant Engineering, Inc.  
 Engineers Surveyors Planners  
 3244 Hempel Street Fort Worth, Texas 76110-4014 817-923-3131



**City of OVILLA Planning & Zoning Commission  
Recommendation**

**Case No. PZ16.01.** A request by The City of Ovilla, for **change in zoning** from I (Industrial) to R-15 (Single Family Residential) on 19.34-acre tract of land, more or less, out of the H.M. Rawlins Survey, Abstract, Dallas County, Texas and more commonly known as **1906 Bear Creek, Ovilla, Texas.**

**ITEM I. DISCUSSION/ACTION – Case No. PZ13-009.** Consider the **change in zoning** from I (Industrial) to R-15 (Single Family Residential) on 19.34 acres of land, more or less, out of the H.M. Rawlins Survey, Dallas County, Texas and more commonly known as **1906 Bear Creek, Ovilla, Texas.**

\*\*\*\*\*

**PLANNING AND ZONING Members present, and upon a record vote of:  
Motion to DENY request for zoning classification change CaseNo. PZ16.01**

PL 1 Jungman Absent  
PL2 Yordy AYE  
PL3 Lynch AYE  
PL4 Whittaker AYE

PL5 Zabochnik AYE  
PL6 Hart AYE  
PL7 Zimmermann Absent

5 FOR

0 AGAINST

0 ABSTAIN

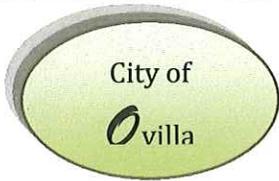
\*\*\*\*\*

*C. Lynch*  
Presiding Officer of P&Z

4/7/16  
Date

*J. Miller*  
Board Secretary

4/7/16  
Date



# Ovilla City Council

## AGENDA ITEM REPORT Item 4

Meeting Date: August 8, 2016

Department: Fire Department

Discussion  Action

Budgeted Expense:  YES  NO  N/A

Submitted By: Fire Chief B. Kennedy

Amount \$ N/A

Reviewed By:  City Manager  City Secretary  City Attorney

Accountant  Other: \_\_\_\_\_

|   |
|---|
| <b>Attachments:</b>   |
| 1. Ordinance 2016-13  |
| <b>Agenda Item / Topic:</b>   |
| ITEM 4. <i>DISCUSSION/ACTION</i> – Consideration of and action on Ordinance 2016-13 of the City of Ovilla, Texas, amending Chapter 5 “Fire Prevention and Protection” of the Ovilla Code of Ordinances by the addition and adoption of Article 5.06, providing regulations for outdoor burning; providing for permits and fees; providing for penalties; providing for a savings clause; providing for a severance clause; providing for incorporation into the Ovilla Code of Ordinances; providing for immediate effect; and providing for publication. |
| <b>Discussion / Justification:</b>  |
| At the June 13, 2016 City Council meeting the Fire Department made a presentation regarding Outdoor Burning and the need to effectively manage and administer a program to reduce the risk of accidental fires. The Ordinance regulates outdoor burning but does not ban the practice. The administration of the provisions of the Ordinance is vested with the Fire Department.<br><br>Ovilla’s legal counsel prepared the Ordinance.  |
| <b>Recommendation / Staff Comments:</b>   |
| Staff recommends approval of Ordinance No. 2016-13  |
| <b>Sample Motion(s):</b>  |
| <i>I move to approve/deny Ordinance 2016-13 of the City of Ovilla, Texas, amending Chapter 5 “Fire Prevention and Protection” of the Ovilla Code of Ordinances by the addition and adoption of Article 5.06, providing regulations for outdoor burning; providing for permits and fees; providing for penalties; providing for a savings clause; providing for a severance clause; providing for incorporation into the Ovilla Code of Ordinances; providing for immediate effect; and providing for publication.</i>                                     |

ORDINANCE NO. 2016-13

AN ORDINANCE OF THE CITY OF OVILLA, TEXAS, AMENDING CHAPTER 5 "FIRE PREVENTION AND PROTECTION" OF THE OVILLA CODE OF ORDINANCES BY THE ADDITION AND ADOPTION OF ARTICLE 5.06, PROVIDING REGULATIONS FOR OUTDOOR BURNING; PROVIDING FOR PERMITS AND FEES; PROVIDING FOR PENALTIES; PROVIDING A SAVINGS CLAUSE; PROVIDING A SEVERANCE CLAUSE; PROVIDING FOR INCORPORATION INTO THE OVILLA CODE OF ORDINANCES; PROVIDING FOR IMMEDIATE EFFECT; AND PROVIDING FOR PUBLICATION.

WHEREAS, the City Council of the City of Ovilla, Texas, finds and determines that it is in the best interest of the citizens of the City of Ovilla to promote and preserve the safety and health of the citizens of the City of Ovilla through adequate and reasonable fire prevention and protection measures; and

WHEREAS, the City Council finds and determines that it is in the best interest of the health, safety and welfare of the citizens of the City of Ovilla to adopt and enact comprehensive provisions regulating outdoor burning in the City.

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

**SECTION 1. AMENDMENT OF CHAPTER 5 OF THE CODE OF ORDINANCES OF THE CITY OF OVILLA BY THE ADDITION OF ARTICLE 5.06 "OUTDOOR BURNING"**

Chapter 5 of the Code of Ordinances of the City of Ovilla is hereby amended by the adoption and addition of Article 5.06 to read as follows:

**ARTICLE 5.06 OUTDOOR BURNING**

**Sec. 5.06.001. Adoption of Texas Administrative Code and 2012 International Fire Code regarding outdoor burning.**

The city hereby adopts the outdoor burning rules as outlined in Title 30, Part I, Chapter 111, Subchapter B of the Texas Administrative Code, as may be amended, and the 2012 International Fire Code. If a conflict occurs between the Texas Administrative Code, the 2012 International Fire Code and this section, the most stringent provision shall prevail.

**Sec. 5.06.002. Definitions.**

*Fire or smoke sensitive receptors* means any person, animal or vegetation that can be adversely affected by exposure to fire, fire heat or smoke. The term also means any mechanical, electrical or chemical device that can be adversely affected by exposure to fire, fire heat or smoke or that is designed to signal possible or actual exposure to fire, fire heat or smoke or any compound or byproduct thereof.

## ORDINANCE NO. 2016-13

### Sec. 5.06.003. Outdoor burning; requirements.

Outdoor burning is permitted subject to and conditioned upon strict compliance with the requirements of the section. Outdoor burning outside of these requirements is prohibited, except where such burning is authorized pursuant to permission from the fire marshal and fire chief and with the consent of the city council.

#### 1. Outdoor burning; generally.

The following requirements apply to all outdoor burning other than recreational fires. Requirements for recreational fires are set forth in subsection 2 below. All outdoor burning, including recreational fires, is subject to the prohibitions set forth in Section 5.06.004.

- a. A burn permit must be obtained from the City prior to any outdoor burning.
- b. The area of the fire must not exceed 10 feet in diameter and flames must not exceed 6 feet in height.
- c. Winds must be more than 6 miles per hour but not exceed 23 miles per hour during the burn period.
- d. The location of the outdoor burning must not be less than 50 feet from any structure and provisions must be made to prevent the fire from spreading to within 50 feet of any structure and fire and/or smoke sensitive receptors.
- e. Burning must commence no earlier than one hour after sunrise and must be completed and extinguished the same day and at least one hour before sundown.
- f. Burning shall not be conducted during periods of actual or predicted low-level atmospheric temperature inversions.
- g. Outdoor burning must be constantly attended by an adult with knowledge in the use of fire extinguishing equipment and with knowledge of all limitations in the outdoor burning permit and the provisions of this ordinance.
- h. A garden hose connected to an operational water supply or other approved fire extinguishing equipment must be present and readily available for use during the outdoor burning period.
- i. Burning must be conducted downwind of, or at least 50 feet from any structure containing fire or smoke sensitive receptors located on adjacent properties unless prior written approval is obtained from whoever owns, rents or otherwise lawfully controls the adjacent property.
- j. A telephone shall be available to contact 9-1-1 in the event the fire gets out of control or other emergency.

#### 2. Recreational fire requirements.

- a. A burn permit is not required for recreational fires.

## ORDINANCE NO. 2016-13

- b. The area of the fire must not exceed 3 feet in diameter and flames must not exceed 2 feet in height.
- c. Burning must be conducted downwind of, or at least 50 feet from any structure containing fire or smoke sensitive receptors located on adjacent properties unless prior written approval is obtained from whoever owns or lawfully controls the adjacent property.
- d. Winds must be more than 6 miles per hour but not exceed 23 miles per hour during the burn period.
- e. Conditions which could cause a fire to spread to within 25 feet of any structure shall be removed or otherwise eliminated prior to igniting the recreational fire.
- f. A garden hose connected to an operational water supply or other approved fire extinguishing equipment must be present and readily available for use during the recreational fire period.
- g. Recreational fires are allowed after dark and before sunrise, but must be completely extinguished before leaving the area unattended.

### Sec. 5.06.004. Prohibitions.

The following prohibitions apply to all outdoor burning, including recreational fires.

1. The use of ignitable liquids.
2. Burning of domestic waste, trash and chemicals including household trash, kitchen garbage, cardboard, packaging materials, furniture, electrical insulation, treated lumber, plastics, tires, appliances, non-wood construction/demolition materials, heavy oils, asphaltic materials, chemical wastes, including grass, leaves, and branch trimmings.
3. Conducting open burning on any street within the corporate limits of the city which is paved with asphalt or concrete, or with either, in whole or in part.
4. Conducting outdoor burning on ozone action days when a high fire weather threat index is forecasted or when a burn ban is in effect.

### Sec. 5.06.005. Exemptions.

The following types of outdoor burning are exempt from the requirements and or prohibitions of this Article unless otherwise stated herein.

1. Fire Training. Outdoor burning is authorized for training firefighting personnel of the Ovilla Fire Department and other firefighting organizations or entities, subject to approval of the fire chief and city council.
2. Fire Pits, Grills, Outdoor Fireplaces. Outdoor fires are allowed for cooking and recreational enjoyment provided such fires are built and maintained in a fire pit, grill or outdoor fireplace that fully contains the fire is designed to prevent the fire from escaping. This exception does not permit or authorize the burning of waste or other matters prohibited in Section 5.06.004(2).

## ORDINANCE NO. 2016-13

### Sec. 5.06.006. Burn permit; issuance and fee.

A Burn Permit, if required under this Article, shall be obtained from City Hall prior to commencing outdoor burning. A fee is required for the issuance of a Burn Permit and is set forth in Appendix Article A6.000 of the Ovilla Code of Ordinances. Issuance of a permit is subject to a burn site inspection and approval by the City's Fire Inspector, Fire Marshal, Fire Chief and/or designated Fire Official.

### Sec. 5.06.007 Penalties.

Any person, firm or corporation who violates, disobeys or omits, neglects or refuses to comply with or resists the enforcement of any of the provisions of this Article shall be fined not more than two thousand dollars (\$2,000.00) for each offense. Each day that a violation of this Article occurs or is permitted to exist shall constitute a separate, punishable offense.

### SECTION 2. SAVINGS CLAUSE

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

### SECTION 3. SEVERANCE CLAUSE

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

### SECTION 4. INCORPORATION INTO THE CODE OF ORDINANCES

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

### SECTION 5. EFFECTIVE DATE

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

### SECTION 6. PUBLICATION

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

ORDINANCE NO. 2016-13

PASSED, ADOPTED AND APPROVED by the City Council of Ovilla, Texas on this the  
\_\_\_\_\_ day of \_\_\_\_\_, 2016.

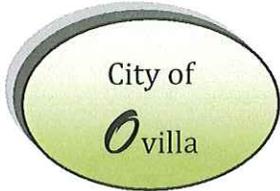
\_\_\_\_\_  
Richard Dormier, Mayor

ATTEST:

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

APPROVED AS TO FORM:

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



# Ovilla City Council

## AGENDA ITEM REPORT

### Item 5

Meeting Date: August 8, 2016

Department: Administration/Park Board

Discussion  Action

Budgeted Expense:  YES  NO  N/A

Submitted By: Dennis Burn

Amount: \$ N/A

Reviewed By:  City Manager  City Secretary  City Attorney

Accountant  Other: \_\_\_\_\_

#### Attachments:

1. Resolution No. R2016-10
2. Public Playground Safety Handbook

#### Agenda Item / Topic:

**ITEM 5. DISCUSSION/ACTION** – Receive recommendation from the Ovilla Park Board to consider and act on Resolution R2016-10 of the City Council of the City of Ovilla, Texas, adopting the publication of the United States Consumer Product Safety Commission entitled *Public Playground Safety Handbook* and providing an effective date.

#### Discussion / Justification:

The Loss Prevention Group of the Texas Municipal League (TML), Ovilla's insurer, recommends that Ovilla use the "Public Playground Safety Handbook" published by the U.S. Consumer Product Safety Commission to evaluate our parks. A quote from the publication is "Because many factors may affect playground safety, the U.S. Consumer Product Safety Commission (CPSC) staff believes that guidelines, rather than a mandatory rule, are appropriate". This Resolution adopts the handbook and will be used by City staff to guide our efforts to maintain safe parks.

Legal counsel prepared the resolution.

#### Recommendation / Staff Comments:

Staff recommends the City Council adopt Resolution No. R2016-10

#### Sample Motion(s):

*I move approve/deny Resolution R2016-10 of the City Council of the City of Ovilla, Texas, adopting the publication of the United States Consumer Product Safety Commission entitled "Public Playground Safety Handbook" and providing an effective date.*

## RESOLUTION NO. R2016-10

### **A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OVILLA, TEXAS, ADOPTING THE PUBLICATION OF THE UNITED STATES CONSUMER PRODUCT SAFETY COMMISSION ENTITLED *PUBLIC PLAYGROUND SAFETY HANDBOOK* AND PROVIDING AN EFFECTIVE DATE.**

WHEREAS, Section 756.061 of the Texas Health & Safety Code provides, in part, that public funds may not be used to purchase playground equipment that does not: (1) comply with each applicable provision of ASTM Standard F1487-07ae1, "Consumer Safety Performance Specification for Playground Equipment for Public Use" published by ASTM International, or (2) has a horizontal bare metal platform or a bare metal step or slide, unless the bare metal is shielded from direct sun by a covering provided with the equipment or by a shaded area in the location where the equipment is installed; and

WHEREAS, Section 756.061 of the Texas Health & Safety Code further provides, in part, that public funds may not be used to purchase surfacing for the area under and around playground equipment if the surfacing will not comply, on completion of installation of the surfacing, with each applicable provision of ASTM Standard F2223-04e1, "Standard Guide for ASTM Standards on Playground Surfacing" published by ASTM International; and

WHEREAS, the United States Consumer Product Safety Commission has published the *Public Playground Safety Handbook* which contains the applicable provisions of ASTM Standard F1487-07ae1 and F2223-04e1 as well as other suggestions and guidelines relating to the installation, operation, use and maintenance of playground equipment and playground surfacing; and

WHEREAS, it is the intention and desire of the City of Ovilla to purchase and provide only safe playground equipment and playground surfacing in compliance with Section 756.001 of the Texas Health & Safety Code and to review and consider the suggestions and guidelines set forth in the *Public Playground Safety Handbook* in connection with the installation, operation, use and maintenance of playground equipment and playground surfacing.

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

**SECTION ONE.** The City of Ovilla hereby adopts the United States Consumer Product Safety Commission's publication entitled *Public Playground Safety Handbook*, as may be amended from time to time, as the City's official reference and guideline for consideration in City's acquisition, installation, operation, use and maintenance of playground equipment and playground surfacing.

**SECTION TWO.** The Resolution shall be effective as of the date of the passage and approval of same.

**RESOLUTION NO. R2016-10**

**RESOLVED, PASSED and APPROVED**, this \_\_\_\_ day of \_\_\_\_\_, 2016.

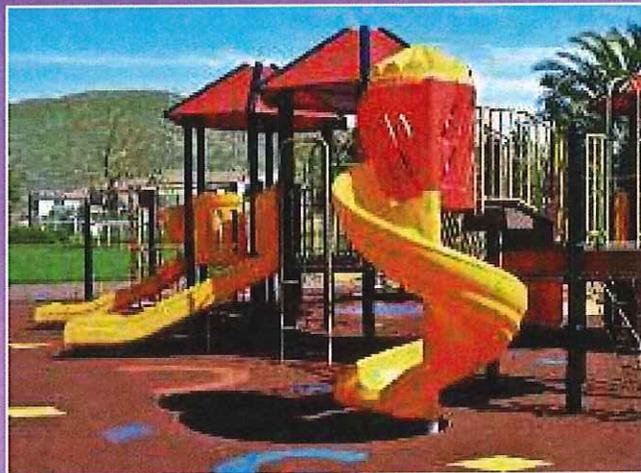
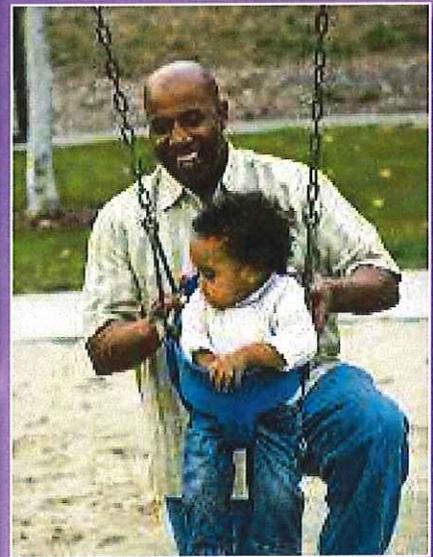
**CITY OF OVILLA, TEXAS**

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

ATTEST:

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

# Public Playground Safety Handbook



**U.S. Consumer Product Safety Commission**  
*Saving Lives and Keeping Families Safe*

# TABLE OF CONTENTS

|  | Page No. |
|--|----------|
| 1. Introduction  | 1        |
| 1.1 Scope  | 1        |
| 1.2 Intended Audience  | 1        |
| 1.3 What is a Public Playground?   | 1        |
| 1.4 Public Playground Safety Voluntary Standards and CPSC Handbook History | 1        |
| 1.4.1 ASTM playground standards  | 2        |
| 1.5 Significant Revisions for 2008   | 2        |
| 1.5.1 Equipment guidelines   | 2        |
| 1.5.2 Surfacing guidelines   | 2        |
| 1.5.3 General guidelines   | 2        |
| 1.5.4 Other revisions  | 2        |
| 1.6 Background   | 2        |
| 1.7 Playground Injuries  | 3        |
| 1.8 Definitions  | 3        |
| <br>   |          |
| 2 General Playground Considerations  | 5        |
| 2.1 Selecting a Site   | 5        |
| 2.1.1 Shading considerations   | 5        |
| 2.2 Playground Layout  | 5        |
| 2.2.1 Accessibility  | 6        |
| 2.2.2 Age separation   | 6        |
| 2.2.3 Age group  | 6        |
| 2.2.4 Conflicting activities   | 6        |
| 2.2.5 Sight lines  | 6        |
| 2.2.6 Signage and/or labeling  | 6        |
| 2.2.7 Supervision  | 7        |
| 2.3 Selecting Equipment  | 8        |
| 2.3.1 Equipment not recommended  | 8        |
| 2.4 Surfacing  | 8        |
| 2.4.1 Equipment not covered by protective surfacing recommendations        | 8        |
| 2.4.2 Selecting a surfacing material                                       | 9        |
| 2.5 Equipment Materials  | 10       |
| 2.5.1 Durability and finish  | 10       |
| 2.5.2 Hardware   | 11       |
| 2.5.3 Metals   | 12       |
| 2.5.4 Paints and finishes  | 12       |
| 2.5.5 Wood   | 12       |
| 2.6 Assembly and Installation  | 13       |
| <br>   |          |
| 3 Playground Hazards   | 14       |
| 3.1 Crush and Shearing Points  | 14       |
| 3.2 Entanglement and Impalement  | 14       |
| 3.2.1 Strings and ropes  | 14       |
| 3.3 Entrapment   | 15       |
| 3.3.1 Head entrapment  | 15       |
| 3.3.2 Partially bound openings and angles                                  | 16       |
| 3.4 Sharp Points, Corners, and Edges                                       | 16       |
| 3.5 Suspended Hazards  | 16       |

|        |   |    |
|--------|---|----|
| 3.6    | Tripping Hazards                                  | 16 |
| 3.7    | Used Tires  | 17 |
| 4      | <b>Maintaining a Playground</b>                   | 18 |
| 4.1    | Maintenance Inspections                           | 18 |
| 4.2    | Repairs   | 18 |
| 4.3    | Maintaining Loose-Fill Surfacing                  | 18 |
| 4.4    | Recordkeeping                                     | 19 |
| 5      | <b>Parts of the Playground</b>                    | 20 |
| 5.1    | Platforms, Guardrails and Protective Barriers     | 20 |
| 5.1.1  | Platforms   | 20 |
| 5.1.2  | Stepped platforms                                 | 20 |
| 5.1.3  | Guardrails and protective barriers                | 20 |
| 5.2    | Access Methods to Play Equipment                  | 22 |
| 5.2.1  | Ramps, stairways, rung ladders, and step ladders  | 23 |
| 5.2.2  | Rungs and other hand gripping components          | 24 |
| 5.2.3  | Handrails   | 24 |
| 5.2.4  | Transition from access to platform                | 24 |
| 5.3    | Major Types of Playground Equipment               | 24 |
| 5.3.1  | Balance beams                                     | 24 |
| 5.3.2  | Climbing and upper body equipment                 | 24 |
| 5.3.3  | Log rolls   | 30 |
| 5.3.4  | Merry-go-rounds                                   | 30 |
| 5.3.5  | Seesaws   | 31 |
| 5.3.6  | Slides  | 32 |
| 5.3.7  | Spring rockers                                    | 36 |
| 5.3.8  | Swings  | 37 |
| 5.3.9  | Fall height and use zones for composite structure | 41 |
| 5.3.10 | Fall height and use zones not specified elsewhere | 41 |

## APPENDICES

|       |  |    |
|-------|--|----|
| A     | Appendix A: Suggested General Maintenance Checklist  | 43 |
| B     | Appendix B: Playground Testing                       | 45 |
| B.1   | Templates, Gauges, and Testing Tools                 | 45 |
| B.2   | Test Methods   | 49 |
| B.2.1 | Determining whether a projection is a protrusion     | 49 |
| B.2.2 | Projections on suspended members of swing assemblies | 49 |
| B.2.3 | Projections on slides                                | 49 |
| B.2.4 | Entrapment   | 51 |
| B.2.5 | Test fixtures  | 52 |

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## 1. INTRODUCTION

In recent years, it is estimated that there were more than 200,000 injuries annually on public playgrounds across the country that required emergency room treatment. By following the recommended guidelines in this handbook, you and your community can create a safer playground environment for all children and contribute to the reduction of playground-related deaths and injuries.

### 1.1 Scope

This handbook presents safety information for public playground equipment in the form of guidelines. Publication of this handbook is expected to promote greater safety awareness among those who purchase, install, and maintain public playground equipment. Because many factors may affect playground safety, the U.S. Consumer Product Safety Commission (CPSC) staff believes that guidelines, rather than a mandatory rule, are appropriate. These guidelines are not being issued as the sole method to minimize injuries associated with playground equipment. However, the Commission believes that the recommendations in this handbook along with the technical information in the ASTM standards for public playgrounds will contribute to greater playground safety.

Some states and local jurisdictions may require compliance with this handbook and/or ASTM voluntary standards. Additionally, risk managers, insurance companies, or others may require compliance at a particular site; check with state/local jurisdictions and insurance companies for specific requirements.

### 1.2 Intended Audience

This handbook is intended for use by childcare personnel, school officials, parks and recreation personnel, equipment purchasers and installers, playground designers, and any other members of the general public (e.g., parents and school groups) concerned with public playground safety and interested in evaluating their respective playgrounds. Due to the wide range of possible users, some information provided may be more appropriate for certain users than others. The voluntary standards listed in 1.4.1 contain more technical requirements than this handbook and are primarily intended for use by equipment manufacturers, architects, designers, and any others requiring more technical information.

### 1.3 What is a Public Playground?

“Public” playground equipment refers to equipment for use by children ages 6 months through 12 years in the playground areas of:

- Commercial (non-residential) child care facilities
- Institutions
- Multiple family dwellings, such as apartment and condominium buildings
- Parks, such as city, state, and community maintained parks
- Restaurants
- Resorts and recreational developments
- Schools
- Other areas of public use

These guidelines are not intended for amusement park equipment, sports or fitness equipment normally intended for users over the age of 12 years, soft contained play equipment, constant air inflatable play devices for home use, art and museum sculptures (not otherwise designed, intended and installed as playground equipment), equipment found in water play facilities, or home playground equipment. Equipment components intended solely for children with disabilities and modified to accommodate such users also are not covered by these guidelines. Child care facilities, especially indoor, should refer to ASTM F2373 — *Standard Consumer Safety Performance Specification for Public Use Play Equipment for Children 6 Months Through 23 Months*, for more guidance on areas unique to their facilities.

### 1.4 Public Playground Safety Voluntary Standards and CPSC Handbook History

- 1981 – First CPSC *Handbook for Public Playground Safety* was published, a two-volume set.
- 1991 – *Standard Specification for Impact Attenuation of Surface Systems Under and Around Playground Equipment*, ASTM F1292, was first published.
- 1991 – Two-volume set was replaced by a single-volume handbook, which contained recommendations based on a COMSIS Corporation report to the CPSC (*Development of Human Factors Criteria for Playground Equipment Safety*).

- 1993 – First version of voluntary standard for public playground equipment, ASTM F1487 — *Standard Consumer Safety Performance Specification for Playground Equipment for Public Use*, was published (revisions occur every 3 to 4 years).
- 1994 – Minor revisions to the *Handbook*.
- 1997 – Handbook was updated based on (1) staff review of ASTM F1487, (2) playground safety roundtable meeting held October 1996, and (3) public comment received to a May 1997 CPSC staff request.
- 2005 – First version of voluntary standard for playground equipment intended for children under two years old, ASTM F2373 — *Standard Consumer Safety Performance Specification for Public Use Play Equipment for Children 6 Months Through 23 Months*, was published.
- 2008 – Handbook was updated based on comments received from members of the ASTM F15 Playground Committees in response to a CPSC staff request for suggested revisions. Significant revisions are listed below.

#### 1.4.1 ASTM playground standards

Below is a list of ASTM technical performance standards that relate to playgrounds.

- F1487 *Standard Consumer Safety Performance Specification for Playground Equipment for Public Use*.
- F2373 *Standard Consumer Safety Performance Specification for Public Use Play Equipment for Children 6 Months through 23 Months*.
- F1292 *Standard Specification for Impact Attenuation of Surface Systems Under and Around Playground Equipment*.
- F2075 *Standard Specification for Engineered Wood Fiber for Use as a Playground Safety Surface Under and Around Playground Equipment*.
- F2223 *Standard Guide for ASTM Standards on Playground Surfacing*.
- F2479 *Standard Guide for Specification, Purchase, Installation and Maintenance of Poured-In-Place Playground Surfacing*.
- F1951 *Standard Specification for Determination of Accessibility of Surface Systems Under and Around Playground Equipment*.
- F1816 *Standard Safety Specification for Drawstrings on Children's Upper Outerwear*.
- F2049 *Standard Guide for Fences/Barriers for Public, Commercial, and Multi-Family Residential Use Outdoor Play Areas*.
- F1148 *Standard Consumer Safety Performance Specification for Home Playground Equipment*.
- F1918 *Standard Safety Performance Specification for Soft Contained Play Equipment*.

## 1.5 Significant Revisions for 2008

### 1.5.1 Equipment guidelines

- Age ranges expanded to include children as young as 6 months based on ASTM F2373
- Guidelines for track rides and log rolls added
- Exit zone requirements for slides harmonized with ASTM F1487

### 1.5.2 Surfacing guidelines

- Critical height table revised
- Suggestions for surfacing over asphalt added

### 1.5.3 General guidelines

- Suggestions on sun exposure added

### 1.5.4 Other revisions

- Editorial changes to make the *Handbook* easier to understand and use

## 1.6 Background

The safety of each individual piece of playground equipment as well as the layout of the entire play area should be considered when designing or evaluating a playground for safety. Since falls are a very common playground hazard pattern, the installation and maintenance of protective surfacing under and around all equipment is crucial to protect children from severe head injuries.

Because all playgrounds present some challenge and because children can be expected to use equipment in unintended and unanticipated ways, adult supervision is highly recommended. The handbook provides some guidance on supervisory practices that adults should follow. Appropriate equipment design, layout, and maintenance, as discussed in this

handbook, are also essential for increasing public playground safety.

A playground should allow children to develop gradually and test their skills by providing a series of graduated challenges. The challenges presented should be appropriate for age-related abilities and should be ones that children can perceive and choose to undertake. Toddlers, preschool- and school-age children differ dramatically, not only in physical size and ability, but also in their intellectual and social skills. Therefore, age-appropriate playground designs should accommodate these differences with regard to the type, scale, and the layout of equipment. Recommendations throughout this handbook address the different needs of toddlers, preschool-age, and school-age children; “toddlers” refers to children ages 6 months through 2 years of age, “preschool-age” refers to children 2 through 5 years, and “school-age” refers to children 5 through 12 years. The overlap between these groups is anticipated in terms of playground equipment use and provides for a margin of safety.

Playground designers, installers and operators should be aware that the Americans with Disabilities Act of 1990 (ADA) is a comprehensive civil rights law which prohibits discrimination on the basis of disability. Titles II and III of the ADA require, among other things, that newly constructed and altered State and local government facilities, places of public accommodation, and commercial facilities be readily accessible to and usable by individuals with disabilities. Recreation facilities, including play areas, are among the types of facilities covered by titles II and III of the ADA.

The Architectural and Transportation Barriers Compliance Boards – also referred to as the “Access Board” – has developed accessibility guidelines for newly constructed and altered play areas that were published October 2000. The play area guidelines are a supplement to the Americans with Disabilities Act Accessibility Guidelines (ADAAG). Once these guidelines are adopted as enforceable standards by the Department of Justice, all newly constructed and altered play areas covered by the ADA will be required to comply. These guidelines also apply to play areas covered by the Architectural Barriers Act (ABA).

Copies of the play area accessibility guidelines and further technical assistance can be obtained from the U.S. Access Board, 1331 F Street, NW, Suite 1000, Washington, DC 20004-1111; 800-872-2253, 800-993-2822 (TTY), [www.access-board.gov](http://www.access-board.gov).

## 1.7 Playground Injuries

The U. S. Consumer Product Safety Commission has long recognized the potential hazards that exist with the use of playground equipment, with over 200,000 estimated emergency room-treated injuries annually. The most recent study of 2,691 playground equipment-related incidents reported to the CPSC from 2001-2008 indicated that falls are the most common hazard pattern (44% of injuries) followed by equipment-related hazards, such as breakage, tip over, design, and assembly (23%).<sup>1</sup> Other hazard patterns involved entrapment and colliding other children or stationary equipment. Playground-related deaths reported to the Commission involved entanglement of ropes, leashes, or clothing; falls; and impact from equipment tip over or structural failure.

The recommendations in this handbook have been developed to address the hazards that resulted in playground-related injuries and deaths. The recommendations include those that address:

- The potential for falls from and impact with equipment
- The need for impact attenuating protective surfacing under and around equipment
- Openings with the potential for head entrapment
- The scale of equipment and other design features related to user age and layout of equipment on a playground
- Installation and maintenance procedures
- General hazards presented by protrusions, sharp edges, and crush or shear points

## 1.8 Definitions

**Barrier** — An enclosing device around an elevated platform that is intended to prevent both inadvertent and deliberate attempts to pass through the device.

**Composite Structure** — Two or more play structures attached or functionally linked, to create one integral unit that provides more than one play activity.

**Critical Height** — The fall height below which a life-threatening head injury would not be expected to occur.

<sup>1</sup>O'Brien, Craig W.; Injuries and Investigated Deaths Associated with Playground Equipment, 2001–2008. U.S. Consumer Product Safety Commission: Washington DC, October, 2009.

**Designated Play Surface** — Any elevated surface for standing, walking, crawling, sitting or climbing, or a flat surface greater than 2 inches wide by 2 inches long having an angle less than 30° from horizontal.

**Embankment Slide** — A slide that follows the contour of the ground and at no point is the bottom of the chute greater than 12 inches above the surrounding ground.

**Entanglement** — A condition in which the user's clothes or something around the user's neck becomes caught or entwined on a component of playground equipment.

**Entrapment** — Any condition that impedes withdrawal of a body or body part that has penetrated an opening.

**Fall Height** — The vertical distance between the highest designated play surface on a piece of equipment and the protective surfacing beneath it.

**Footing** — A means for anchoring playground equipment to the ground.

**Full Bucket Seat Swing** — A swing generally appropriate for children under 4 years of age that provides support on all sides and between the legs of the occupant and cannot be entered or exited without adult assistance.

**Geotextile (filter) Cloth** — A fabric that retains its relative structure during handling, placement, and long-term service to enhance water movement, retard soil movement, and to add reinforcement and separation between the soil and the surfacing and/or sub-base.

**Guardrail** — An enclosing device around an elevated platform that is intended to prevent inadvertent falls from the elevated surface.

**Infill** — Material(s) used in a protective barrier or between decks to prevent a user from passing through the barrier (e.g., vertical bars, lattice, solid panel, etc.).

**Loose-Fill Surfacing Material** — A material used for protective surfacing in the use zone that consists of loose particles such as sand, gravel, engineered wood fibers, or shredded rubber.

**Preschool-Age Children** — Children 2 years of age through 5 years of age.

**Projection** — Anything that extends outward from a surface of the playground equipment and must be tested to determine whether it is a protrusion or entanglement hazard, or both.

**Protective Barrier** — See Barrier.

**Protective Surfacing** — Shock absorbing (i.e., impact attenuating) surfacing material in the use zone that conforms to the recommendations in §2.4 of this handbook.

**Protrusion** — A projection which, when tested, is found to be a hazard having the potential to cause bodily injury to a user who impacts it.

**Roller Slide** — A slide that has a chute consisting of a series of individual rollers over which the user travels.

**School-Age Children** — Children 5 years of age through 12 years of age.

**Slide Chute** — The inclined sliding surface of a slide.

**Stationary Play Equipment** — Any play structure that has a fixed base and does not move.

**Supervisor** — Any person tasked with watching children on a playground. Supervisors may be paid professionals (e.g., childcare, elementary school or park and recreation personnel), paid seasonal workers (e.g., college or high school students), volunteers (e.g., PTA members), or unpaid caregivers (e.g., parents) of the children playing in the playground.

**Toddlers** — Children 6 months through 23 months of age.

**Tube Slide** — A slide in which the chute consists of a totally enclosed tube or tunnel.

**Unitary Surfacing Material** — A manufactured material used for protective surfacing in the use zone that may be rubber tiles, mats, or a combination of energy absorbing materials held in place by a binder that may be poured in place at the playground site and cures to form a unitary shock absorbing surface.

**Upper Body Equipment** — Equipment designed to support a child by the hands only (e.g., horizontal ladder, overhead swinging rings).

**Use Zone** — The surface under and around a piece of equipment onto which a child falling from or exiting from the equipment would be expected to land. These areas are also designated for unrestricted circulation around the equipment.

## 2. GENERAL PLAYGROUND CONSIDERATIONS

### 2.1 Selecting a Site

The following factors are important when selecting a site for a new playground:

| Site Factor   | Questions to Ask   | If yes, then...Mitigation  |
|---|--|--|
| Travel patterns of children to and from the playground  | Are there hazards in the way?  | Clear hazards.   |
| Nearby accessible hazards such as roads with traffic, lakes, ponds, streams, drop-offs/cliffs, etc. | Could a child inadvertently run into a nearby hazard?<br><br>Could younger children easily wander off toward the hazard? | Provide a method to contain children within the playground. For example, a dense hedge or a fence. The method should allow for observation by supervisors. If fences are used, they should conform to local building codes and/or ASTM F-2049. |
| Sun exposure  | Is sun exposure sufficient to heat exposed bare metal slides, platforms, steps, & surfacing enough to burn children?     | Bare metal slides, platforms, and steps should be shaded or located out of direct sun.<br><br>Provide warnings that equipment and surfacing exposed to intense sun can burn.   |
|   | Will children be exposed to the sun during the most intense part of the day?   | Consider shading the playground or providing shaded areas nearby.  |
| Slope and drainage  | Will loose fill materials wash away during periods of heavy rain?  | Consider proper drainage re-grading to prevent wash outs.  |

#### 2.1.1 Shading considerations

According to the American Academy of Dermatology, research indicates that one in five Americans will develop some form of skin cancer during their lifetime, and five or more sunburns double the risk of developing skin cancer. Utilizing existing shade (e.g., trees), designing play structures as a means for providing shading (e.g., elevated platforms with shaded space below), or creating more shade (e.g., man-made structures) are potential ways to design a playground to help protect children's skin from the sun. When trees are used for shade, additional maintenance issues arise, such as the need for cleaning up debris and trimming limbs.

#### 2.2 Playground Layout

There are several key factors to keep in mind when laying out a playground:

- Accessibility
- Age separation
- Conflicting activities
- Sight lines
- Signage and/or labeling
- Supervision

### 2.2.1 Accessibility

Special consideration should be given to providing accessible surfaces in a play area that meets the *ASTM Standard Specification for Determination of Accessibility of Surface Systems Under and Around Playground Equipment*, ASTM F1951.

Equipment selection and location along with the type of protective surfacing are key components to ensuring the opportunity for children with disabilities to play on the playground.

### 2.2.2 Age separation

For playgrounds intended to serve children of all ages, the layout of pathways and the landscaping of the playground should show the distinct areas for the different age groups. The areas should be separated at least by a buffer zone, which could be an area with shrubs or benches. This separation and buffer zone will reduce the chance of injury from older, more active children running through areas filled with younger children with generally slower movement and reaction times.

### 2.2.3 Age group

In areas where access to the playground is unlimited or enforced only by signage, the playground designer should recognize that since child development is fluid, parents and caregivers may select a playground slightly above or slightly below their child's abilities, especially for children at or near a cut-off age (e.g., 2-years old and 5-years old). This could be for ease of supervising multiple children, misperceptions about the hazards a playground may pose to children of a different age, advanced development of a child, or other reasons. For this reason, there is an overlap at age 5. Developmentally a similar overlap also exists around age 2; however, due to the differences in ASTM standards and entrapment testing tools, this overlap is not reflected in the handbook. Playgrounds used primarily by children under the supervision of paid, trained professionals (e.g., child-care centers and schools) may wish to consider separating playgrounds by the facility's age groupings. For example, a child-care facility may wish to limit a playground to toddlers under 2 exclusively and can draw information from this guide and ASTM F2373. A school, on the other hand, may have no children under 4 attending, and can likewise plan appropriately. Those who inspect playgrounds should use the intended age group of the playground.

### 2.2.4 Conflicting activities

The play area should be organized into different sections to prevent injuries caused by conflicting activities and children running between activities. Active, physical activities should be separate from more passive or quiet activities. Areas for playground equipment, open fields, and sand boxes should be located in different sections of the playground. In addition, popular, heavy-use pieces of equipment or activities should be dispersed to avoid crowding in any one area.

Different types of equipment have different use zones that must be maintained. The following are general recommendations for locating equipment within the playground site. Specific use zones for equipment are given in §5.3.

- Moving equipment, such as swings and merry-go-rounds, should be located toward a corner, side, or edge of the play area while ensuring that the appropriate use zones around the equipment are maintained.
- Slide exits should be located in an uncongested area of the playground.
- Composite play structures have become increasingly popular on public playgrounds. Adjacent components on composite structures should be complementary. For example, an access component should not be located in a slide exit zone.

### 2.2.5 Sight lines

Playgrounds that are designed, installed, and maintained in accordance with safety guidelines and standards can still present hazards to children. Playgrounds should be laid out to allow parents or caregivers to keep track of children as they move throughout the playground environment. Visual barriers should be minimized as much as possible. For example, in a park situation, playground equipment should be as visible as possible from park benches. In playgrounds with areas for different ages, the older children's area should be visible from the younger children's area to ensure that caregivers of multiple children can see older children while they are engaged in interactive play with younger ones.

### 2.2.6 Signage and/or labeling

Although the intended user group should be obvious from the design and scale of equipment, signs and/or labels posted in the playground area or on the equipment should give some guidance to supervisors as to the age appropriateness of the equipment.

### 2.2.7 Supervision

The quality of the supervision depends on the quality of the supervisor's knowledge of safe play behavior. Playground designers should be aware of the type of supervision most likely for their given playground. Depending on the location and nature of the playground, the supervisors may be paid professionals (e.g., childcare, elementary school or park and recreation personnel), paid seasonal workers (e.g., college or high school students), volunteers (e.g., PTA members), or unpaid caregivers (e.g., parents) of the children playing in the playground.



Parents and playground supervisors should be aware that not all playground equipment is appropriate for all children who may use the playground. Supervisors should look for posted

signs indicating the appropriate age of the users and direct children to equipment appropriate for their age. Supervisors may also use the information in Table 1 to determine the suitability of the equipment for the children they are supervising. Toddlers and preschool-age children require more attentive supervision than older children; however, one should not rely on supervision alone to prevent injuries.

Supervisors should understand the basics of playground safety such as:

- Checking for broken equipment and making sure children don't play on it.
- Checking for and removing unsafe modifications, especially ropes tied to equipment, before letting children play.
- Checking for properly maintained protective surfacing.
- Making sure children are wearing foot wear.

**TABLE 1. EXAMPLES OF AGE APPROPRIATE EQUIPMENT**

|   |  |   |
|---|--|---|
|  <p><b>Toddler — Ages 6-23 months</b></p> <ul style="list-style-type: none"> <li>• Climbing equipment under 32" high</li> <li>• Ramps</li> <li>• Single file step ladders</li> <li>• Slides*</li> <li>• Spiral slides less than 360°</li> <li>• Spring rockers</li> <li>• Stairways</li> <li>• Swings with full bucket seats</li> </ul> |  <p><b>Preschool — Ages 2-5 years</b></p> <ul style="list-style-type: none"> <li>• Certain climbers**</li> <li>• Horizontal ladders less than or equal to 60" high for ages 4 and 5</li> <li>• Merry-go-rounds</li> <li>• Ramps</li> <li>• Rung ladders</li> <li>• Single file step ladders</li> <li>• Slides*</li> <li>• Spiral slides up to 360°</li> <li>• Spring rockers</li> <li>• Stairways</li> <li>• Swings – belt, full bucket seats (2-4 years) &amp; rotating tire</li> </ul> |  <p><b>Grade School — Ages 5-12 years</b></p> <ul style="list-style-type: none"> <li>• Arch climbers</li> <li>• Chain or cable walks</li> <li>• Free standing climbing events with flexible parts</li> <li>• Fulcrum seesaws</li> <li>• Ladders – Horizontal, Rung, &amp; Step</li> <li>• Overhead rings***</li> <li>• Merry-go-rounds</li> <li>• Ramps</li> <li>• Ring treks</li> <li>• Slides*</li> <li>• Spiral slides more than one 360° turn</li> <li>• Stairways</li> <li>• Swings – belt &amp; rotating tire</li> <li>• Track rides</li> <li>• Vertical sliding poles</li> </ul> |
| <p>* See §5.3.6</p>   | <p>** See §5.3.2</p>   | <p>*** See §5.3.2.5</p>   |

- Watching and stopping dangerous horseplay, such as children throwing protective surfacing materials, jumping from heights, etc.
- Watching for and stopping children from wandering away from the play area.

## 2.3 Selecting Equipment

When selecting playground equipment, it is important to know the age range of the children who will be using the playground. Children at different ages and stages of development have different needs and abilities. Playgrounds should be designed to stimulate children and encourage them to develop new skills, but should be in scale with their sizes, abilities, and developmental levels. Consideration should also be given to providing play equipment that is accessible to children with disabilities and encourages integration within the playground.

Table 1 shows the appropriate age range for various pieces of playground equipment. This is not an all-comprehensive list and, therefore, should not limit inclusion of current or newly designed equipment that is not specifically mentioned. For equipment listed in more than one group, there may be some modifications or restrictions based on age, so consult the specific recommendations in §5.3.

### 2.3.1 Equipment not recommended

Some playground equipment is not recommended for use on public playgrounds, including:

- Trampolines
- Swinging gates
- Giant strides
- Climbing ropes that are not secured at both ends.
- Heavy metal swings (e.g., animal figures) – These are not recommended because their heavy rigid metal framework presents a risk of impact injury.
- Multiple occupancy swings – With the exception of tire swings, swings that are intended for more than one user are not recommended because their greater mass, as compared to single occupancy swings, presents a risk of impact injury.
- Rope swings – Free-swinging ropes that may fray or otherwise form a loop are not recommended because they present a potential strangulation hazard.

- Swinging dual exercise rings and trapeze bars – These are rings and trapeze bars on long chains that are generally considered to be items of athletic equipment and are not recommended for public playgrounds. *NOTE: The recommendation against the use of exercise rings does not apply to overhead hanging rings such as those used in a ring trek or ring ladder (see Figure 7).*



## 2.4 Surfacing

The surfacing under and around playground equipment is one of the most important factors in reducing the likelihood of life-threatening head injuries. A fall onto a shock absorbing surface is less likely to cause a

serious head injury than a fall onto a hard surface. However, some injuries from falls, including broken limbs, may occur no matter what playground surfacing material is used.

The most widely used test method for evaluating the shock absorbing properties of a playground surfacing material is to drop an instrumented metal headform onto a sample of the material and record the acceleration/time pulse during the impact. Field and laboratory test methods are described in ASTM F1292 *Standard Specification for Impact Attenuation of Surface Systems Under and Around Playground Equipment*.

Testing using the methods described in ASTM F1292 will provide a “critical height” rating of the surface. This height can be considered as an approximation of the fall height below which a life-threatening head injury would not be expected to occur. Manufacturers and installers of playground protective surfacing should provide the critical height rating of their materials. This rating should be greater than or equal to the fall height of the highest piece of equipment on the playground. The fall height of a piece of equipment is the distance between the highest designated play surface on a piece of equipment and the protective surface beneath it. Details for determining the highest designated play surface and fall height on some types of equipment are included in §5 Parts of the Playground.

### 2.4.1 Equipment not covered by protective surfacing recommendations

The recommendations for protective surfacing do not apply to equipment that requires a child to be standing or sitting at *ground level*. Examples of such equipment are:



### Appropriate Surfacing

- Any material tested to ASTM F1292, including unitary surfaces, engineered wood fiber, etc.
- Pea gravel
- Sand
- Shredded/recycled rubber mulch
- Wood mulch (not CCA-treated)
- Wood chips



### Inappropriate Surfacing

- Asphalt
- Carpet not tested to ASTM F1292
- Concrete
- Dirt
- Grass
- CCA treated wood mulch

- Sand boxes
- Activity walls at ground level
- Play houses
- Any other equipment that children use when their feet remain in contact with the ground surface

## 2.4.2 Selecting a surfacing material

There are two options available for surfacing public playgrounds: unitary and loose-fill materials. A playground should never be installed without protective surfacing of some type. Concrete, asphalt, or other hard surfaces should never be directly under playground equipment. Grass and dirt are not considered protective surfacing because wear and environmental factors can reduce their shock absorbing effectiveness. Carpeting and mats are also not appropriate unless they are tested to and comply with ASTM F1292. Loose-fill should be avoided for playgrounds intended for toddlers.

### 2.4.2.1 Unitary surfacing materials

Unitary materials are generally rubber mats and tiles or a combination of energy-absorbing materials held in place by a

binder that may be poured in place at the playground site and then cured to form a unitary shock absorbing surface. Unitary materials are available from a number of different manufacturers, many of whom have a range of materials with differing shock absorbing properties. New surfacing materials, such as bonded wood fiber and combinations of loose-fill and unitary, are being developed that may also be tested to ASTM F1292 and fall into the unitary materials category. When deciding on the best surfacing materials keep in mind that some dark colored surfacing materials exposed to the intense sun have caused blistering on bare feet. Check with the manufacturer if light colored materials are available or provide shading to reduce direct sun exposure.

Persons wishing to install a unitary material as a playground surface should request ASTM F1292 test data from the manufacturer identifying the critical height rating of the desired surface. In addition, site requirements should be obtained from the manufacturer because some unitary materials require installation over a hard surface while others do not. Manufacturer's instructions should be followed closely, as some unitary systems require professional installation. Testing should be conducted in accordance with the ASTM F1292 standard.

#### 2.4.2.2 Loose-fill surfacing materials

Engineered wood fiber (EWF) is a wood product that may look similar in appearance to landscaping mulch, but EWF products are designed specifically for use as a playground safety surface under and around playground equipment. EWF products should meet the specifications in ASTM F2075: *Standard Specification for Engineered Wood Fiber* and be tested to and comply with ASTM F1292.

There are also rubber mulch products that are designed specifically for use as playground surfacing. Make sure they have been tested to and comply with ASTM F1292.

When installing these products, tips 1-9 listed below should be followed. Each manufacturer of engineered wood fiber and rubber mulch should provide maintenance requirements for and test data on:

- Critical height based on ASTM F1292 impact attenuation testing.
- Minimum fill-depth data.
- Toxicity.
- ADA/ABA accessibility guidelines for firmness and stability based on ASTM F1951.

Other loose-fill materials are generally landscaping-type materials that can be layered to a certain depth and resist compacting. Some examples include wood mulch, wood chips, sand, pea gravel, and shredded/recycled rubber mulch.

Important tips when considering loose-fill materials:

1. Loose-fill materials will compress at least 25% over time due to use and weathering. This must be considered when planning the playground. For example, if the playground will require 9 inches of wood chips, then the initial fill level should be 12 inches. See Table 2 below.
2. Loose-fill surfacing requires frequent maintenance to ensure surfacing levels never drop below the minimum depth. Areas under swings and at slide exits are more susceptible to displacement; special attention must be paid to maintenance in these areas. Additionally, wear mats can be installed in these areas to reduce displacement.
3. The perimeter of the playground should provide a method of containing the loose-fill materials.
4. Consider marking equipment supports with a minimum fill level to aid in maintaining the original depth of material.

5. Good drainage is essential to maintaining loose-fill surfacing. Standing water with surfacing material reduces effectiveness and leads to material compaction and decomposition.
6. Critical height may be reduced during winter in areas where the ground freezes.
7. Never use less than 9 inches of loose-fill material except for shredded/recycled rubber (6 inches recommended). Shallower depths are too easily displaced and compacted.
8. Some loose-fill materials may not meet ADA/ABA accessibility guidelines. For more information, contact the Access Board (see §1.6) or refer to ASTM F1951.
9. Wood mulch containing chromated copper arsenate (CCA)-treated wood products should not be used; mulch where the CCA-content is unknown should be avoided (see §2.5.5.1).

Table 2 shows the minimum required depths of loose-fill material needed based on material type and fall height. The depths shown assume the materials have been compressed due to use and weathering and are properly maintained to the given level.

#### 2.4.2.3 Installing loose-fill over hard surface

CPSC staff strongly recommends against installing playgrounds over hard surfaces, such as asphalt, concrete, or hard packed earth, unless the installation adds the following layers of protection. Immediately over the hard surface there should be a 3- to 6-inch base layer of loose-fill (e.g., gravel for drainage). The next layer should be a Geotextile cloth. On top of that should be a loose-fill layer meeting the specifications addressed in §2.4.2.2 and Table 2. Embedded in the loose-fill layer should be impact attenuating mats under high traffic areas, such as under swings, at slide exits, and other places where displacement is likely. Figure 1 provides a visual representation of this information. Older playgrounds that still exist on hard surfacing should be modified to provide appropriate surfacing.

## 2.5 Equipment Materials

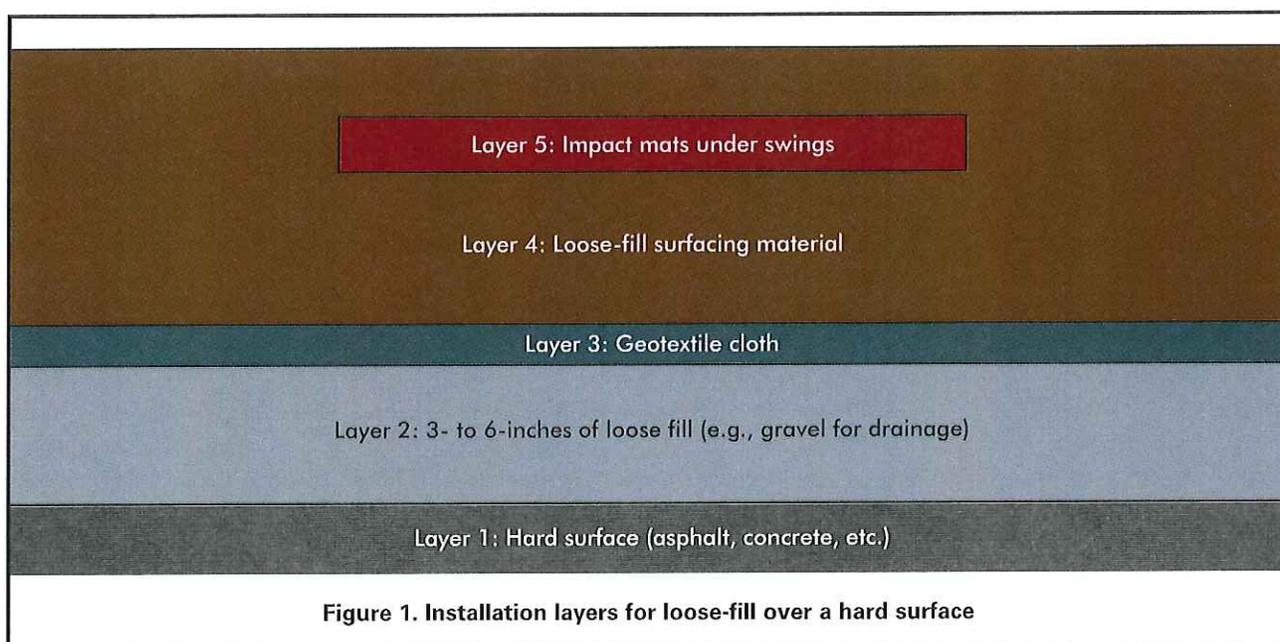
### 2.5.1 Durability and finish

- Use equipment that is manufactured and constructed only of materials that have a demonstrated record of durability in a playground or similar setting.

**Table 2. Minimum compressed loose-fill surfacing depths**

| Inches | Of | (Loose-Fill Material)    | Protects to | Fall Height (feet) |
|--------|----|--------------------------|-------------|--------------------|
| 6*     |    | Shredded/recycled rubber |             | 10                 |
| 9      |    | Sand                     |             | 4                  |
| 9      |    | Pea Gravel               |             | 5                  |
| 9      |    | Wood mulch (non-CCA)     |             | 7                  |
| 9      |    | Wood chips               |             | 10                 |

\* Shredded/recycled rubber loose-fill surfacing does not compress in the same manner as other loose-fill materials. However, care should be taken to maintain a constant depth as displacement may still occur.

**Figure 1. Installation layers for loose-fill over a hard surface**

- Finishes, treatments, and preservatives should be selected carefully so that they do not present a health hazard to users.
  - All fasteners, connectors, and covering devices that are exposed to the user should be smooth and should not be likely to cause laceration, penetration, or present a clothing entanglement hazard (see also §3.2 and Appendix B).
- ### 2.5.2 Hardware
- When installed and maintained in accordance with the manufacturer's instructions:
- All fasteners, connectors, and covering devices should not loosen or be removable without the use of tools.
  - Lock washers, self-locking nuts, or other locking means should be provided for all nuts and bolts to protect them from detachment.
  - Hardware in moving joints should also be secured against unintentional or unauthorized loosening.

- All fasteners should be corrosion resistant and be selected to minimize corrosion of the materials they connect. This is particularly important when using wood treated with ACQ/CBA/CA-B<sup>2</sup> as the chemicals in the wood preservative corrode certain metals faster than others.
- Bearings or bushings used in moving joints should be easy to lubricate or be self-lubricating.
- All hooks, such as S-hooks and C-hooks, should be closed (see also §5.3.8.1). A hook is considered closed if there is no gap or space greater than 0.04 inches, about the thickness of a dime.

### 2.5.3 Metals

- Avoid using bare metal for platforms, slides, or steps. When exposed to direct sunlight they may reach temperatures high enough to cause serious contact burn injuries in a matter of seconds. Use other materials that may reduce the surface temperature, such as but not limited to wood, plastic, or coated metal (see also Slides in §5.3.6).
- If bare or painted metal surfaces are used on platforms, steps, and slide beds, they should be oriented so that the surface is not exposed to direct sun year round.

### 2.5.4 Paints and finishes

- Metals not inherently corrosion resistant should be painted, galvanized, or otherwise treated to prevent rust.
- The manufacturer should ensure that the users cannot ingest, inhale, or absorb potentially hazardous amounts of preservative chemicals or other treatments applied to the equipment as a result of contact with playground equipment.
- All paints and other similar finishes must meet the current CPSC regulation for lead in paint.
- Painted surfaces should be maintained to prevent corrosion and deterioration.
- Paint and other finishes should be maintained to prevent rusting of exposed metals and to minimize children playing with peeling paint and paint flakes.

- Older playgrounds with lead based paints should be identified and a strategy to control lead paint exposure should be developed. Playground managers should consult the October 1996 report, CPSC Staff Recommendations for Identifying and Controlling Lead Paint on Public Playground Equipment, while ensuring that all paints and other similar finishes meet the current CPSC regulation.<sup>3</sup>

### 2.5.5 Wood

- Wood should be either naturally rot- and insect-resistant (e.g., cedar or redwood) or should be treated to avoid such deterioration.
- Creosote-treated wood (e.g., railroad ties, telephone poles, etc) and coatings that contain pesticides should not be used.

#### 2.5.5.1 Pressure-treated wood

A significant amount of older playground wood was pressure-treated with chemicals to prevent damage from insects and fungi. Chromated copper arsenate (CCA) was a chemical used for decades in structures (including playgrounds). Since December 31, 2003, CCA-treated wood is no longer processed for use in playground applications. Other rot- and insect-resistant pressure treatments are available that do not contain arsenic; however, when using any of the new treated wood products, be sure to use hardware that is compatible with the wood treatment chemicals. These chemicals are known to corrode certain materials faster than others.

#### *Existing playgrounds with CCA-treated wood*

Various groups have made suggestions concerning the application of surface coatings to CCA-treated wood (e.g., stains and sealants) to reduce a child's potential exposure to arsenic from the wood surface. Data from CPSC staff and EPA studies suggest that regular (at least once a year) use of an oil- or water-based, penetrating sealant or stain can reduce arsenic migration from CCA-treated wood. Installers, builders, and consumers who perform woodworking operations, such as sanding, sawing, or sawdust disposal, on pressure-treated wood should read the consumer information sheet available at the point of sale. This sheet contains important health precautions and disposal information.

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<sup>2</sup> Ammoniacal copper quat (ACQ), copper boron azole (CBA), copper azole type B (CA-B), etc.

<sup>3</sup> CPSC Staff Recommendations for Identifying and Controlling Lead Paint on Public Playground Equipment; U.S. Consumer Product Safety Commission: Washington, DC, October 1996.

When selecting wood products and finishes for public playgrounds, CPSC staff recommends:

- Avoid “film-forming” or non-penetrating stains (latex semi-transparent, latex opaque and oil-based opaque stains) on outdoor surfaces because peeling and flaking may occur later, which will ultimately have an impact on durability as well as exposure to the preservatives in the wood.
- Creosote, pentachlorophenol, and tributyl tin oxide are too toxic or irritating and should not be used as preservatives for playground equipment wood.
- Pesticide-containing finishes should not be used.
- CCA-treated wood should not be used as playground mulch.

## 2.6 Assembly and Installation

- Strictly follow *all* instructions from the manufacturer when assembling and installing equipment.
- After assembly and before its first use, equipment should be thoroughly inspected by a person qualified to inspect playgrounds for safety.
- The manufacturer’s assembly and installation instructions, and all other materials collected concerning the equipment, should be kept in a permanent file.
- Secure anchoring is a key factor to stable installation, and the anchoring process should be completed in *strict* accordance with the manufacturer’s specifications.

### 3. PLAYGROUND HAZARDS

This section provides a broad overview of general hazards that should be avoided on playgrounds. It is intended to raise awareness of the risks posed by each of these hazards. Many of these hazards have technical specifications and tests for compliance with ASTM F1487 and F2373. Some of these tests are also detailed in Appendix B.

#### 3.1 Crush and Shearing Points

Anything that could crush or shear limbs should not be accessible to children on a playground. Crush and shear points can be caused by parts moving relative to each other or to a fixed part during a normal use cycle, such as a seesaw.

To determine if there is a possible crush or shear point, consider:

- The likelihood a child could get a body part inside the point, and
- The closing force around the point.

Potential crush/shear hazards specific to certain pieces of equipment are identified in §5.3 Major Types of Playground Equipment.

#### 3.2 Entanglement and Impalement

Projections on playground equipment should not be able to entangle children's clothing nor should they be large enough to impale. To avoid this risk:

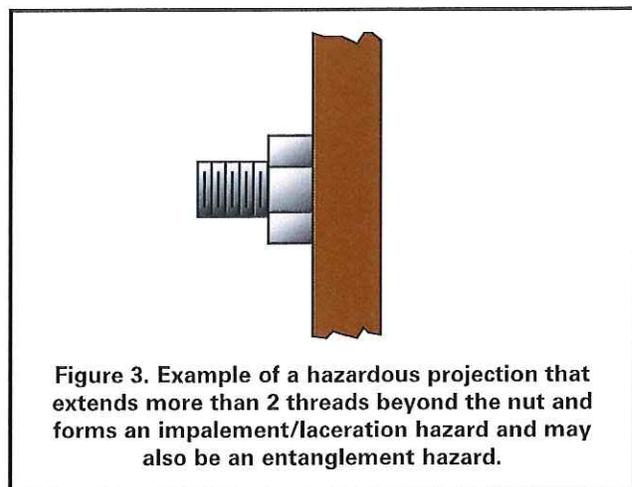
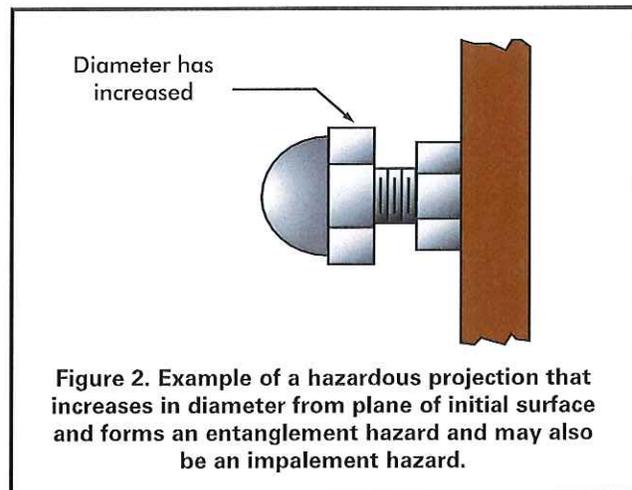
- The diameter of a projection should not increase in the direction away from the surrounding surface toward the exposed end (see Figure 2).
- Bolts should not expose more than two threads beyond the end of the nut (see Figure 3).
- All hooks, such as S-hooks and C-hooks, should be closed (see also §5.3.8.1). A hook is considered closed if there is no gap or space greater than 0.04 inches, about the thickness of a dime.
  - Any connecting device containing an in-fill that completely fills the interior space preventing entry of clothing items into the interior of the device is exempt from this requirement.

- Swings and slides have additional recommendations for projections detailed in §5.3.
- See Appendix B for testing recommendations.

#### 3.2.1 Strings and ropes

Drawstrings on the hoods of jackets, sweatshirts, and other upper body clothing can become entangled in playground equipment, and can cause death by strangulation. To avoid this risk:

- Children should not wear jewelry, jackets or sweatshirts with drawstring hoods, mittens connected by strings through the arms, or other upper body clothing with drawstrings.
- Remove any ropes, dog leashes, or similar objects that have been attached to playground equipment. Children can become entangled in them and strangle to death.



- Avoid equipment with ropes that are not secured at both ends.
- The following label, or a similar sign or label, can be placed on or near slides or other equipment where potential entanglements may occur.



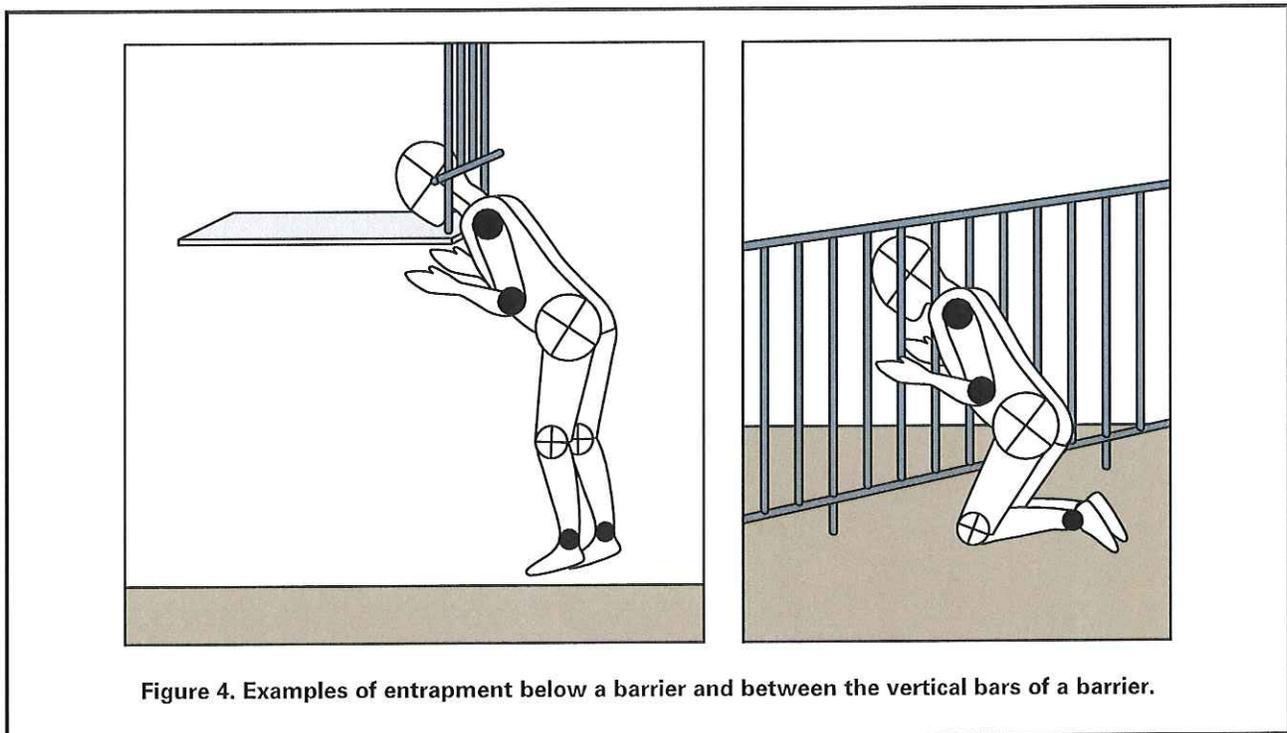
### 3.3 Entrapment

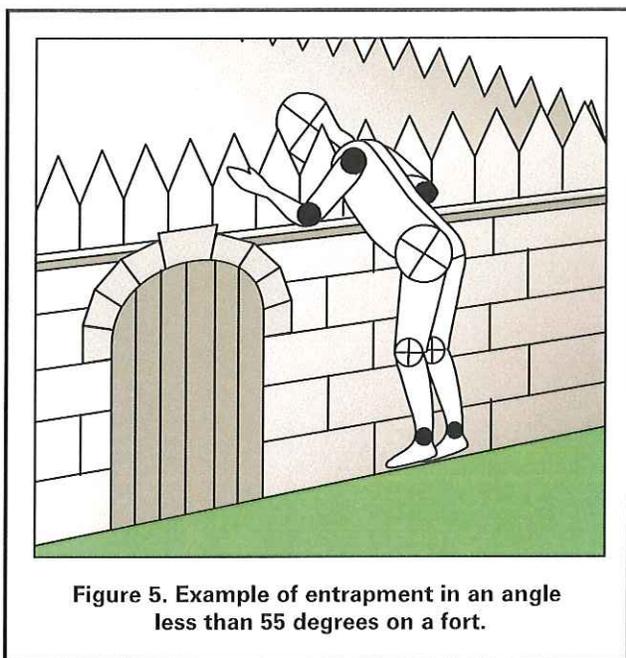
#### 3.3.1 Head entrapment

Head entrapment is a serious concern on playgrounds, since it could lead to strangulation and death. A child's head may become entrapped if the child enters an opening either feet first or head first. Head entrapment by head-first entry generally occurs when children place their heads through an

opening in one orientation, turn their heads to a different orientation, then are unable to get themselves out. Head entrapment by feet first entry involves children who generally sit or lie down and slide their feet into an opening that is large enough to permit their bodies to go through but is not large enough to permit their heads to go through. A part or a group of parts should not form openings that could trap a child's head. Also, children should not wear their bicycle helmets while on playground equipment. There have been recent head entrapment incidents in which children wearing their bicycle helmets became entrapped in spaces that would not normally be considered a head entrapment.

Certain openings could present an entrapment hazard if the distance between any interior opposing surfaces is greater than 3.5 inches and less than 9 inches. These spaces should be tested as recommended in Appendix B. When one dimension of an opening is within this range, all dimensions of the opening should be considered together to evaluate the possibility of entrapment. Even openings that are low enough for children's feet to touch the ground can present a risk of strangulation for an entrapped child. (See Figure 4). Younger children may not have the necessary intellectual ability or motor skills to reverse the process that caused their heads to become trapped, especially if they become scared or panicked.





**Figure 5. Example of entrapment in an angle less than 55 degrees on a fort.**

### 3.3.2 Partially bound openings and angles

Children can become entrapped by partially bound openings, such as those formed by two or more playground parts.

- Angles formed by two accessible adjacent parts should be greater than 55 degrees unless the lowest leg is horizontal or below horizontal.
- Use the partially-bound opening test in Appendix B to identify hazardous angles and other partially-bound openings.

### 3.4 Sharp Points, Corners, and Edges

Sharp points, corners, or edges on any part of the playground or playground equipment may cut or puncture a child's skin. Sharp edges can cause serious lacerations if protective measures are not taken. To avoid the risk of injury from sharp points, corners and edges:

- Exposed open ends of all tubing not resting on the ground or otherwise covered should be covered by caps or plugs that cannot be removed without the use of tools.
- Wood parts should be smooth and free from splinters.
- All corners, metal and wood, should be rounded.
- All metal edges should be rolled or have rounded capping.

- There should be no sharp edges on slides. Pay special attention to metal edges of slides along the sides and at the exit (see also §5.3.6.4).
- If steel-belted radials are used as playground equipment, they should be closely examined regularly to ensure that there are no exposed steel belts/wires.
- Conduct frequent inspections to help prevent injuries caused by splintered wood, sharp points, corners, or edges that may develop as a result of wear and tear on the equipment.

### 3.5 Suspended Hazards

Children using a playground may be injured if they run into or trip over suspended components (such as cables, wires, ropes, or other flexible parts) connected from one piece of the playground equipment to another or hanging to the ground. These suspended components can become hazards when they are within 45 degrees of horizontal and are less than 7 feet above the protective surfacing. To avoid a suspended hazard, suspended components:

- Should be located away from high traffic areas.
- Should either be brightly colored or contrast with the surrounding equipment and surfacing.
- Should not be able to be looped back on themselves or other ropes, cables, or chains to create a circle with a 5 inch or greater perimeter.
- Should be fastened at both ends unless they are 7 inches or less long or attached to a swing seat.

These recommendations do not apply to swings, climbing nets, or if the suspended component is more than 7 feet above the protective surfacing and is a minimum of one inch at its widest cross-section dimension.

### 3.6 Tripping Hazards

Play areas should be free of tripping hazards (i.e., sudden change in elevations) to children who are using a playground. Two common causes of tripping are anchoring devices for playground equipment and containment walls for loose-fill surfacing materials.

- All anchoring devices for playground equipment, such as concrete footings or horizontal bars at the bottom of flexible climbers, should be installed below ground level

and beneath the base of the protective surfacing material. This will also prevent children from sustaining additional injuries from impact if they fall on exposed footings.

- Contrasting the color of the surfacing with the equipment color can contribute to better visibility.
- Surfacing containment walls should be highly visible.
- Any change of elevation should be obvious.
- Contrasting the color of the containment barrier with the surfacing color can contribute to better visibility.
- Steel-belted radials should be closely examined regularly to ensure that there are no exposed steel belts/wires.
- Care should be taken so that the tire does not collect water and debris; for example, providing drainage holes on the underside of the tire would reduce water collection.
- Recycled tire rubber mulch products should be inspected before installation to ensure that all metal has been removed.

In some situations, plastic materials can be used as an alternative to simulate actual automobile tires.

### **3.7 Used Tires**

Used automobile and truck tires are often recycled as playground equipment, such as tire swings or flexible climbers, or as a safety product such as cushioning under a seesaw or shredded as protective surfacing. When recycling tires for playground use:

## 4. MAINTAINING A PLAYGROUND

Inadequate maintenance of equipment has resulted in injuries on playgrounds. Because the safety of playground equipment and its suitability for use depend on good inspection and maintenance, the manufacturer’s maintenance instructions and recommended inspection schedules should be strictly followed. If manufacturer’s recommendations are not available, a maintenance schedule should be developed based on actual or anticipated playground use. Frequently used playgrounds will require more frequent inspections and maintenance.

### 4.1 Maintenance Inspections

A comprehensive maintenance program should be developed for each playground. All playground areas and equipment should be inspected for excessive wear, deterioration, and any potential hazards, such as those shown in Table 3. One possible procedure is the use of checklists. Some manufacturers supply checklists for general or detailed inspections with their maintenance instructions. These can be used to ensure that inspections are in compliance with the manufacturer’s specifications. If manufacturer-provided inspection guidelines are not available, a general checklist that may be used as a guide for frequent routine inspections of public playgrounds is included at Appendix A. This is intended to address only general maintenance concerns. Detailed inspections should give special attention to moving parts and other parts that can be expected to wear. Maintenance inspections should be carried out in a systematic manner by personnel familiar with the playground, such as maintenance workers, playground supervisors, etc.

### 4.2 Repairs

Inspections alone do not constitute a comprehensive maintenance program. Any problems found during the inspection should be noted and fixed as soon as possible.

- All repairs and replacements of equipment parts should be completed following the manufacturer’s instructions.
- User modifications, such as loose-ended ropes tied to elevated parts, should be removed immediately.
- For each piece of equipment, the frequency of thorough

**Table 3. Routine inspection and maintenance issues**

- |                          |  |
|--------------------------|--|
| <input type="checkbox"/> | Broken equipment such as loose bolts, missing end caps, cracks, etc.     |
| <input type="checkbox"/> | Broken glass & other trash   |
| <input type="checkbox"/> | Cracks in plastics   |
| <input type="checkbox"/> | Loose anchoring  |
| <input type="checkbox"/> | Hazardous or dangerous debris  |
| <input type="checkbox"/> | Insect damage  |
| <input type="checkbox"/> | Problems with surfacing  |
| <input type="checkbox"/> | Displaced loose-fill surfacing (see Section 4.3)                         |
| <input type="checkbox"/> | Holes, flakes, and/or buckling of unitary surfacing                      |
| <input type="checkbox"/> | User modifications (such as ropes tied to parts or equipment rearranged) |
| <input type="checkbox"/> | Vandalism  |
| <input type="checkbox"/> | Worn, loose, damaged, or missing parts                                   |
| <input type="checkbox"/> | Wood splitting   |
| <input type="checkbox"/> | Rusted or corroded metals  |
| <input type="checkbox"/> | Rot  |

inspections will depend on the type and age of equipment, the amount of use, and the local climate.

- Consult the manufacturer for maintenance schedules for each piece of equipment. Based on these schedules, a maintenance schedule for the entire playground can be created. This routine maintenance schedule should not replace regular inspections.

### 4.3 Maintaining Loose-Fill Surfacing

Loose-fill surfacing materials require special maintenance. High-use public playgrounds, such as child care centers and schools, should be checked frequently to ensure surfacing has not displaced significantly, particularly in areas of the playground most subject to displacement (e.g., under swings and slide exits). This can be facilitated by marking ideal surfacing depths on equipment posts. Displaced loose-fill

surfacing should be raked back into proper place so that a constant depth is maintained throughout the playground. Impact attenuating mats placed in high traffic areas, such as under swings and at slide exits, can significantly reduce displacement. They should be installed below or level with surfacing so as not to be a tripping hazard.

The following are key points to look for during regular checks of surfacing:

- Areas under swings and at slide exits. Activity in these areas tends to displace surfacing quickly. Rake loose-fill back into place.
- Pooling water on mulch surfacing. For example, wet mulch compacts faster than dry, fluffy mulch. If puddles are noticed regularly, consider addressing larger drainage issues.
- Frozen surfacing. Most loose-fill surfacing that freezes

solid no longer functions as protective surfacing. Even if the first few inches may be loose, the base layer may be frozen and the impact attenuation of the surfacing may be significantly reduced. It is recommended that children not play on the equipment under these conditions.

#### **4.4 Recordkeeping**

Records of all maintenance inspections and repairs should be retained, including the manufacturer's maintenance instructions and any checklists used. When any inspection is performed, the person performing it should sign and date the form used. A record of any accident and injury reported to have occurred on the playground should also be retained. This will help identify potential hazards or dangerous design features that should be corrected.

## 5. PARTS OF THE PLAYGROUND

### 5.1 Platforms, Guardrails and Protective Barriers

#### 5.1.1 Platforms

- Platforms should be generally flat (i.e., within  $\pm 2^\circ$  of horizontal).
- Openings in platforms should be provided to allow for drainage.
- Platforms should minimize the collection of debris.
- Platforms intended for toddlers should be no more than 32 inches from the ground.

#### 5.1.2 Stepped platforms

On some composite structures, platforms are layered or tiered so that a child may access the higher platform without steps or ladders. Unless there is an alternate means of access/egress, the maximum difference in height between stepped platforms should be:

- Toddlers: 7 inches.
- Preschool-age: 12 inches.
- School-age: 18 inches.

An access component (such as a rung) is needed if the difference in height is more than 12 inches for preschool-age and 18 inches for school-age children.

The space between the stepped platforms should follow the recommendations to minimize entrapment hazards in enclosed openings:

- Toddlers: if the space is less than 7 inches, infill should be used to reduce the space to less than 3.0 inches.
- Preschool-age: if the space exceeds 9 inches and the height of the lower platform above the protective surfacing exceeds 30 inches, infill should be used to reduce the space to less than 3.5 inches.
- School-age: if the space exceeds 9 inches and the height of the lower platform above the protective surfacing exceeds 48 inches, infill should be used to reduce the space to less than 3.5 inches.

#### 5.1.2.1 Fall height

- The fall height of a platform is the distance between the top of the platform and the protective surfacing beneath it.

#### 5.1.3 Guardrails and protective barriers

Guardrails and protective barriers are used to minimize the likelihood of accidental falls from elevated platforms. Protective barriers provide greater protection than guardrails and should be designed to discourage children from climbing over or through the barrier. Guardrails and barriers should:

- Completely surround any elevated platform.
- Except for entrance and exit openings, the maximum clearance opening without a top horizontal guardrail should be 15 inches.
- Prevent unintentional falls from the platform.
- Prevent the possibility of entrapment.
- Facilitate supervision.

For example:

- Guardrails may have a horizontal top rail with infill consisting of vertical bars having openings that are greater than 9 inches. These openings do not present an entrapment hazard but do not prevent a child from climbing through the openings.
- A barrier should minimize the likelihood of passage of a child during deliberate attempts to defeat the barrier. Any openings between uprights or between the platform surface and lower edge of a protective barrier should prevent passage of the small torso template (see test in B.2.5).

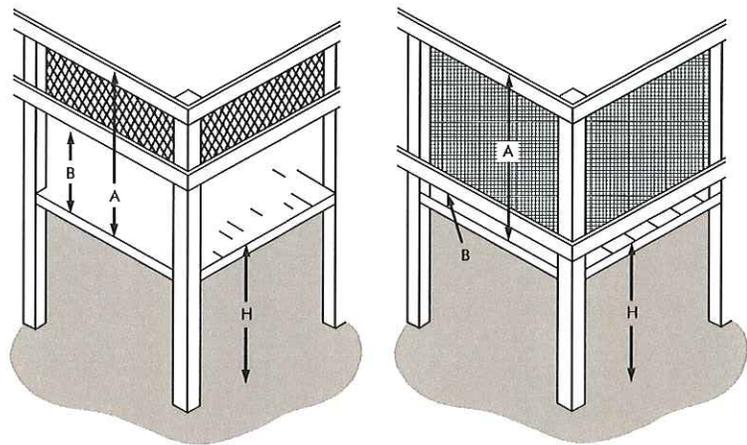
Guardrails or protective barriers should be provided on elevated platforms, walkways, landings, stairways, and transitional surfaces. In general, the younger the child, the less coordination and balance they have, therefore the more vulnerable they are to unintentional falls. Toddlers are the most vulnerable, and equipment intended for this age should use barriers on all elevated walking surfaces above 18 inches. Physical skills develop further in preschool-age children and then more with school-age children; therefore, minimum elevation recommendations for guardrails and barriers increase with each age group.

Guardrails and barriers should be high enough to prevent the tallest children from falling over the top. For guardrails, the lower edge should be low enough so that the smallest children cannot walk under it. Barriers should be low enough to prevent the smallest child from getting under the barrier in any way. This is generally done by designing the barrier so that the small torso probe (see test methods in Appendix B) cannot pass under or through the barrier. Vertical infill for protective barriers may be preferable for younger children because the vertical components can be grasped at whatever height a child chooses as a handhold.

Guardrail and barrier recommendations are shown in Table 4. However, the recommendations do not apply if the guardrail or barrier would interfere with the intended use of the equipment, such as:

- Climbing equipment
- Platforms layered so that the fall height is:
  - Toddlers: 7 inches or less.
  - Preschool-age: 20 inches or less.
  - School-age: 30 inches or less.

**Table 4. Guardrails and Barriers**



|   | Guardrail         | Barrier           |
|---|-------------------|-------------------|
| Protects against accidental falls from platform | Yes               | Yes               |
| Discourages climbing over                       | No                | Yes               |
| Protects against climbing through               | No                | Yes               |
| <b>Toddlers</b>                                 |                   |                   |
| A Top edge distance from platform               | Not recommended   | A = 24" or higher |
| B Bottom edge distance from platform            | Not recommended   | B < 3"            |
| H Recommended when platform fall height is:     | Not recommended   | H = 18" or higher |
| <b>Preschool-age</b>                            |                   |                   |
| A Top edge distance from platform               | A = 29" or higher | A = 29" or higher |
| B Bottom edge distance from platform            | 9" < B ≤ 23"      | B < 3.5"          |
| H Recommended when platform fall height is:     | 20" < H ≤ 30"     | H > 30"           |
| <b>School-age</b>                               |                   |                   |
| A Top edge distance from platform               | A = 38" or higher | A = 38" or higher |
| B Bottom edge distance from platform            | 9" < B ≤ 28"      | B < 3.5"          |
| H Recommended when platform fall height is:     | 30" < H ≤ 48"     | H > 48"           |

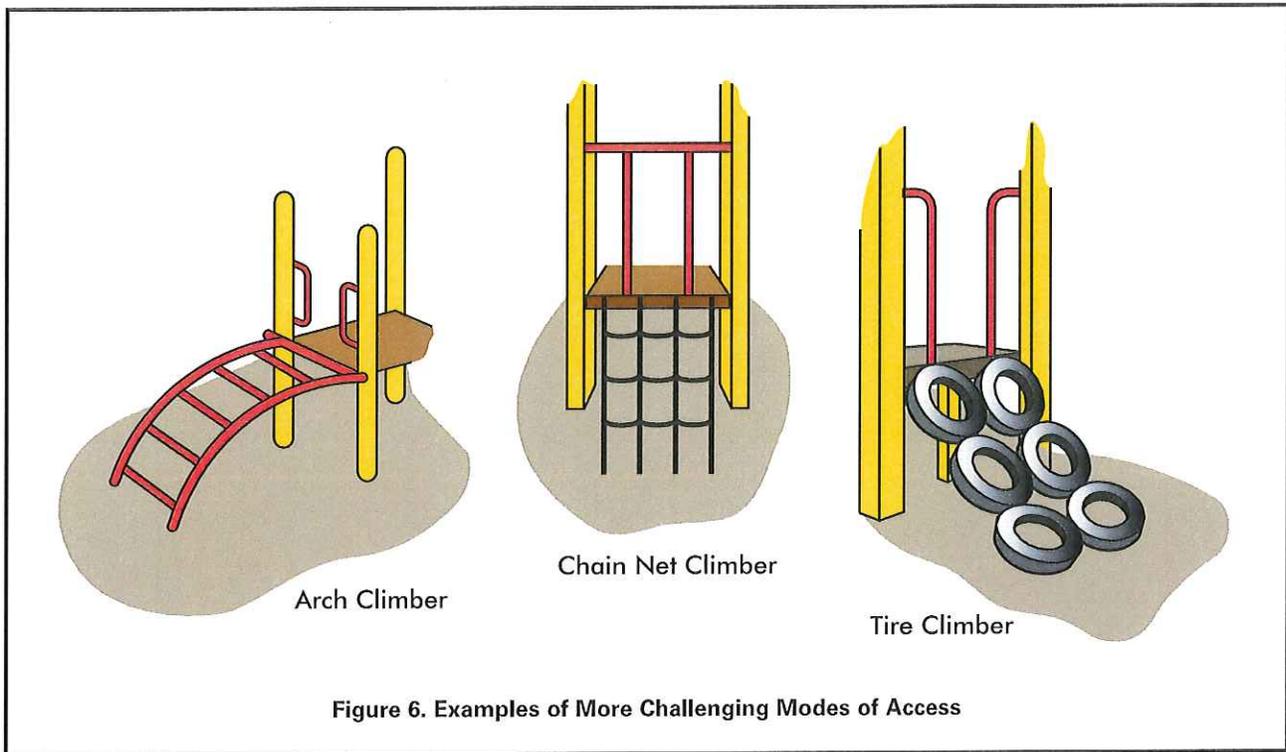


Figure 6. Examples of More Challenging Modes of Access

### 5.2 Access Methods to Play Equipment

Access to playground equipment can take many forms, such as conventional ramps, stairways with steps, and ladders with steps or rungs. Access may also be by means of climbing components, such as arch climbers, climbing nets, and tire climbers (see Figure 6).

As children develop, they gain better balance and coordination, so it is important to pick appropriate access methods based on the age group. Table 5 shows the most common methods of access and the youngest appropriate age group.

Access to platforms over 6 feet high (except for free-standing slides) should provide an intermediate standing surface so that the child can pause and make a decision to keep going up or find another way down. Children generally master access before egress, that is, they can go up before they can get back down a difficult component. Therefore, if there are more difficult access methods, it is important to have easier components for egress.

Table 5. Methods of access and egress

| Method of Access                                 | Challenge Level | Appropriate for |
|--|-----------------|-----------------|
| Ramps  | Easiest         | Toddlers +      |
| Straight stairways                               | Easy            | Toddlers +      |
| Spiral stairways                                 | Moderate        | Toddlers* +     |
| Step ladders                                     | Moderate        | 15 months* +    |
| Rung ladders                                     | Moderate        | Preschool* +    |
| Arch climbers                                    | Difficult       | Preschool* +    |
| Flexible climbers (nets, tires)                  | Difficult       | Preschool* +    |
| * only if an easy egress method is also provided |                 |                 |

**5.2.1 Ramps, stairways, rung ladders, and step ladders**

Ramps, stairways, rung ladders, and step ladders each have different recommendations for slope and tread dimension, but the steps or rungs always should be evenly spaced - even the spacing between the top step or rung and the surface of the platform. Table 6 contains recommended dimensions for: access slope; tread or rung width; tread depth; rung diameter; and vertical rise for rung ladders, step ladders, and stairways. Table 6 also contains slope and width recommendations for ramps. However, these recommendations are not intended to address ramps designed for access by wheelchairs.

- Openings between steps or rungs and between the top step or rung and underside of a platform should prevent entrapment.

- When risers are closed, treads on stairways and ladders should prevent the accumulation of sand, water, or other materials on or between steps.
- Climbing equipment should allow children to descend as easily as they ascend. One way of implementing this recommendation is to provide an easier, alternate means of descent, such as another mode of egress, a platform, or another piece of equipment. For example, a stairway can be added to provide a less challenging mode of descent than a vertical rung ladder or flexible climbing device (see Table 5).
- For toddlers and preschool-age children, offering an easy way out is particularly important since their ability to descend climbing components develops later than their ability to climb up the same components.

| <b>Table 6. Recommended dimensions for access ladders, stairs, and ramps*</b> |                 |                      |                   |
|---|-----------------|----------------------|-------------------|
| <b>AGE OF INTENDED USER</b>   |                 |                      |                   |
| <b>Type of Access</b>   | <b>Toddler</b>  | <b>Preschool-age</b> | <b>School-age</b> |
| <i>Ramps (not intended to meet ADA/ABA specifications)</i>                    |                 |                      |                   |
| Slope (vertical:horizontal)   | < 1:8           | ≤ 1:8                | ≤ 1:8             |
| Width (single)  | ≥ 19"           | ≥ 12"                | ≥ 16"             |
| Width (double)  | ≥ 30"           | ≥ 30"                | ≥ 36"             |
| <i>Stairways</i>  |                 |                      |                   |
| Slope   | ≤ 35°           | < 50°                | < 50°             |
| Tread width (single)  | 12-21"          | ≥ 12"                | ≥ 16"             |
| Tread width (double)  | ≥ 30"           | ≥ 30"                | ≥ 36"             |
| Tread depth (open riser)  | Not appropriate | ≥ 7"                 | ≥ 8"              |
| Tread depth (closed riser)  | ≥ 8"            | ≥ 7"                 | ≥ 8"              |
| Vertical rise   | ≤ 7"            | ≤ 9"                 | ≤ 12"             |
| <i>Step ladders</i>   |                 |                      |                   |
| Slope   | 35≤65°          | 50-75°               | 50-75°            |
| Tread width (single)  | 12-21"          | 12-21"               | ≥ 16"             |
| Tread width (double)  | Not appropriate | Not appropriate      | ≥ 36"             |
| Tread depth (open riser)  | Not appropriate | ≥ 7"                 | ≥ 3"              |
| Tread depth (closed riser)  | 8"              | ≥ 7"                 | ≥ 6"              |
| Vertical rise   | > 5" and ≤ 7"   | ≤ 9"                 | ≤ 12"             |
| <i>Rung ladders</i>   |                 |                      |                   |
| Slope   | Not appropriate | 75-90°               | 75-90°            |
| Rung width  | Not appropriate | ≥ 12"                | ≥ 16"             |
| Vertical rise   | Not appropriate | ≤ 12"                | ≤ 12"             |
| Rung diameter   | Not appropriate | 0.95-1.55"           | 0.95-1.55"        |
| * entrapment recommendations apply to all openings in access components       |                 |                      |                   |

## 5.2.2 Rungs and other hand gripping components

Unlike steps of stairways and step ladders that are primarily for foot support, rungs can be used for both foot and hand support.

- Rungs with round shapes are easiest for children to grip.
- All hand grips should be secured in a manner that prevents them from turning.
- Toddlers:
  - Handrails or other means of hand support should have a diameter or maximum cross-section between 0.60 and 1.20 inches.
  - A diameter or maximum cross-section of 0.90 inches is preferred to achieve maximal grip strength and benefit the weakest children.
- Preschool- and school-age:
  - Rungs, handrails, climbing bars, or other means of hand support intended for holding should have a diameter or maximum cross-section between 0.95 and 1.55 inches.
  - A diameter or maximum cross-section of 1.25 inches is preferred to achieve maximal grip strength and benefit the weakest children.

## 5.2.3 Handrails

Handrails on stairways and step ladders are intended to provide hand support and to steady the user. Continuous handrails extending over the full length of the access should be provided on both sides of all stairways and step ladders, regardless of the height of the access. Rung ladders do not require handrails since rungs or side supports provide hand support on these more steeply inclined accesses.

### 5.2.3.1 Handrail height

Handrails should be available for use at the appropriate height, beginning with the first step. The vertical distance between the top front edge of a step or ramp surface and the top surface of the handrail above it should be as follows:

- Toddlers: between 15 and 20 inches.
- Preschool-age: between 22 and 26 inches.
- School-age: between 22 and 38 inches.

## 5.2.4 Transition from access to platform

Handrails or handholds are recommended at all transition points (the point where the child must move from the access component to the play structure platform).

- The handhold should provide support from the access component until the child has fully achieved the desired posture on the platform.
- Any opening between a handrail and an adjacent vertical structure (e.g., vertical support post for a platform or vertical slat of a protective barrier) should not pose an entrapment hazard.
- Access methods that do not have handrails, such as rung ladders, flexible climbers, arch climbers, and tire climbers, should provide hand supports for the transition between the top of the access and the platform.

## 5.3 Major Types of Playground Equipment

### 5.3.1 Balance beams

- Balance beams should be no higher than:
  - Toddlers: not recommended.
  - Preschool-age: 12 inches.
  - School-age: 16 inches.

#### 5.3.1.1 Fall height

The fall height of a balance beam is the distance between the top of the walking surface and the protective surfacing beneath it.

### 5.3.2 Climbing and upper body equipment

Climbing equipment is generally designed to present a greater degree of physical challenge than other equipment on public playgrounds. This type of equipment requires the use of the hands to navigate up or across the equipment. “Climbers” refers to a wide variety of equipment, such as but not limited to:

- Arch climbers
- Dome climbers
- Flexible climbers (usually chain or net)
- Parallel bars
- Sliding poles



Simple Arch Climber



Geodesic Dome Climber



Overhead Horizontal Ladder



Overhead Loop Ladder

Figure 7. Examples of climbers

- Spiral climbers
- Upper body equipment (horizontal overhead ladders, overhead rings, track ride).

School-age children tend to use climbing and upper body equipment more frequently and more proficiently than preschool children. Young preschool children may have difficulty using some climbers because they have not yet developed some of the physical skills necessary for certain climbing activities (balance, coordination, and upper body strength). Older preschool children (i.e., 4- and 5-year-olds) are beginning to use flexible climbers, arch climbers, and upper body devices.

### 5.3.2.1 Design considerations

#### 5.3.2.1.1 Layout of climbing components

When climbing components are part of a composite structure, their level of challenge and method of use should be compatible with the traffic flow from nearby components. Upper body devices should be placed so that the swinging movement generated by children on this equipment cannot interfere with the movement of children on adjacent structures, particularly children descending on slides. The design of adjacent play structures should not facilitate climbing to the top support bars of upper body equipment.

#### 5.3.2.1.2 Fall Height

Climbers:

- Unless otherwise specified in this section, the fall height for climbers is the distance between the highest part of the climbing component and the protective surfacing beneath it.
- If the climber is part of a composite structure, the fall height is the distance between the highest part of the climber intended for foot support and the protective surfacing beneath it.
  - Toddlers: The maximum fall height for free standing and composite climbing structures should be 32 inches.

Upper Body Equipment:

- The fall height of upper body equipment is the distance between the highest part of the equipment and the protective surface below.

#### 5.3.2.1.3 Climbing rungs

Some of the access methods discussed in §5.2 are also considered climbing devices; therefore, the recommendations for the size of climbing rungs are similar.

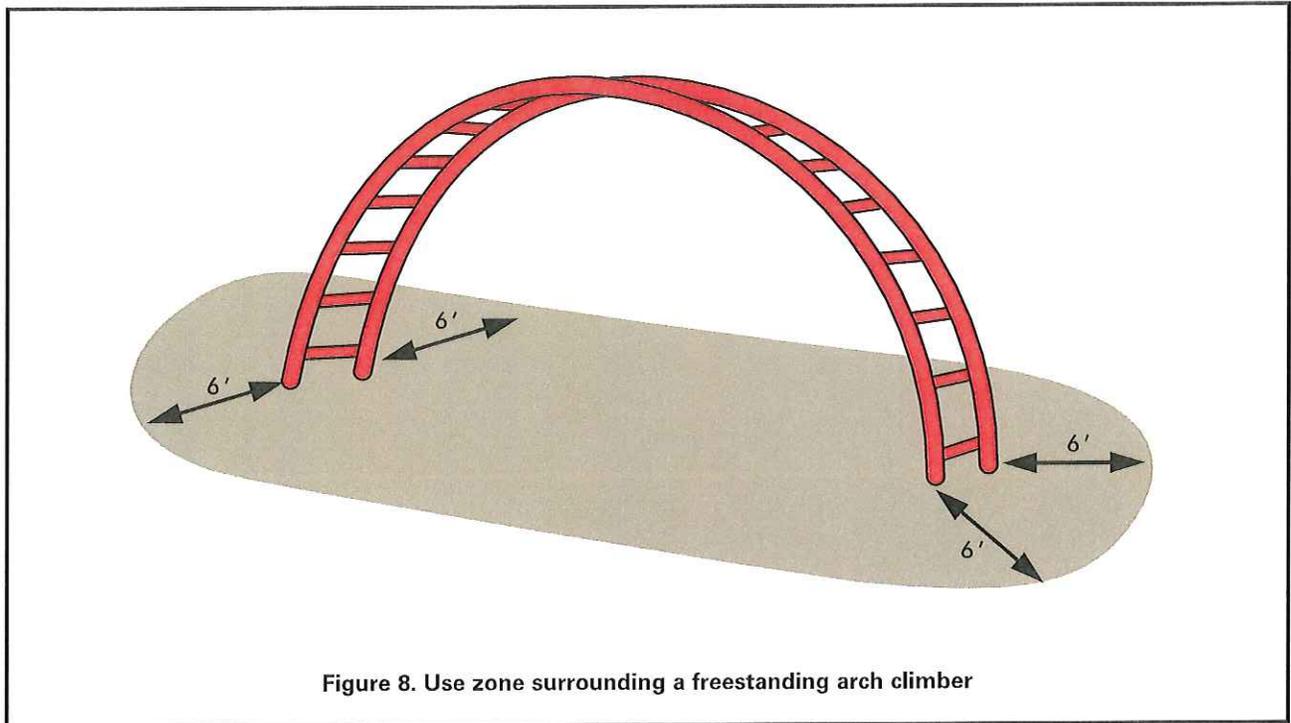


Figure 8. Use zone surrounding a freestanding arch climber

- Rungs should be generally round.
- All rungs should be secured in a manner that prevents them from turning.
- Climbing rungs should follow the same diameter recommendations as in §5.2.2.

#### 5.3.2.1.4 Use zone

- The use zone should extend a minimum of 6 feet in all directions from the perimeter of the stand alone climber. See Figure 8.
- The use zone of a climber may overlap with neighboring equipment if the other piece of equipment allows overlapping use zones and
  - There is at least 6 feet between equipment when adjacent designated play surfaces are no more than 30 inches high; or
  - There is at least 9 feet between equipment when adjacent designated play surfaces are more than 30 inches high.

#### 5.3.2.1.5 Other considerations

- Climbers should not have climbing bars or other rigid structural components in the interior of the climber onto

which a child may fall from a height of greater than 18 inches. See Figure 9 for an example of a climber that DOES NOT follow this consideration.

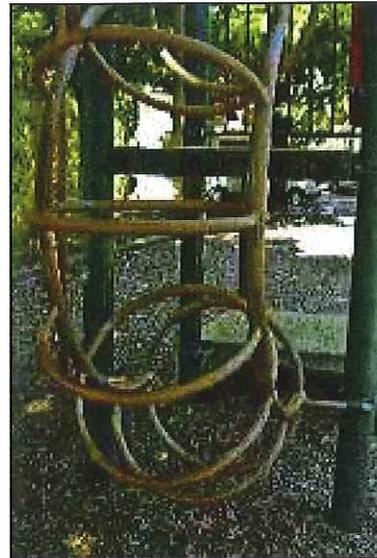
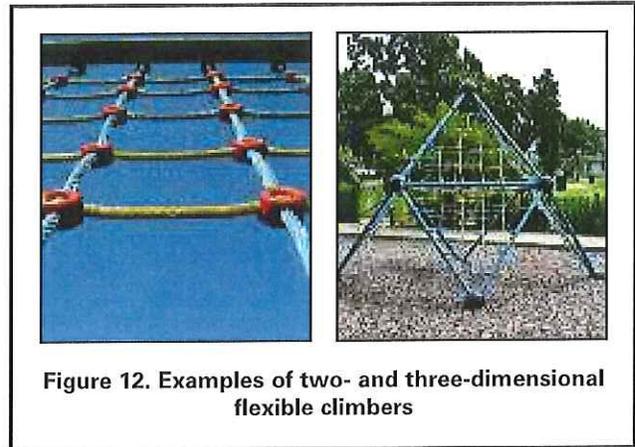
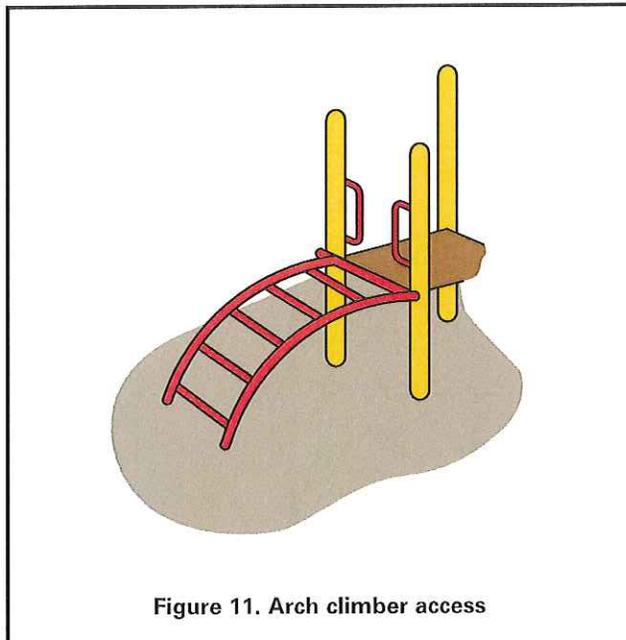
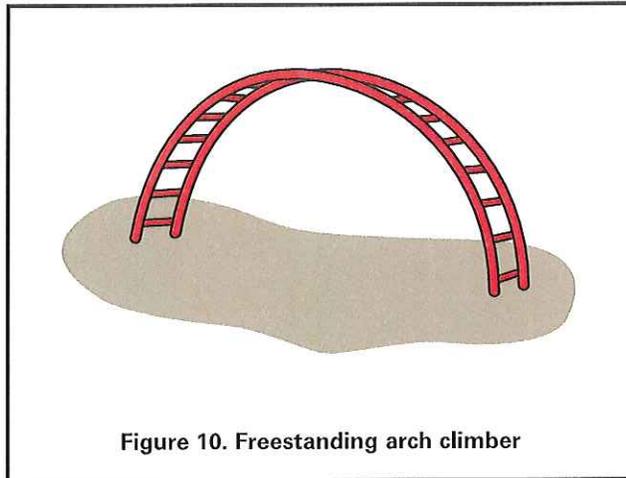


Figure 9: Climber with rigid structural components that DOES NOT meet 5.3.2.1.5

### 5.3.2.2 Arch climbers

Arch climbers consist of rungs attached to convex side supports. They may be free standing (Figure 10) or be provided as a more challenging means of access to other equipment (Figure 11).

- Arch climbers should not be used as the sole means of access to other equipment for preschoolers.
- Free standing arch climbers are not recommended for toddlers or preschool-age children.
- The rung diameter and spacing of rungs on arch climbers should follow the recommendations for rung ladders in Table 6.



### 5.3.2.3 Flexible climbers

Flexible climbers use a grid of ropes, chains, cables, or tires for climbing. Since the flexible parts do not provide a steady means of support, flexible climbers require more advanced balance abilities than rigid climbers.

Rope, chain, and cable generally form a net-like structure that may be either two or three dimensional. See Figure 12. Tire climbers may have the tires secured tread-to-tread to form a sloping grid, or the tires may be suspended individually by chains or other means.

- Flexible climbers that provide access to platforms should be securely anchored at both ends.
- When connected to the ground, the anchoring devices should be installed below ground level and beneath the base of the protective surfacing material.
- Connections between ropes, cables, chains, or between tires should be securely fixed.
- Flexible climbers are not recommended as the sole means of access to equipment intended for toddlers and preschool-age children.
- Free-standing flexible climbers are not recommended on playgrounds intended for toddlers and preschool children.
- Spacing between the horizontal and vertical components of a climbing grid should not form entrapment hazards.
- The perimeter of any opening in a net structure should be less than 17 inches or greater than 28 inches (see Figure 13).

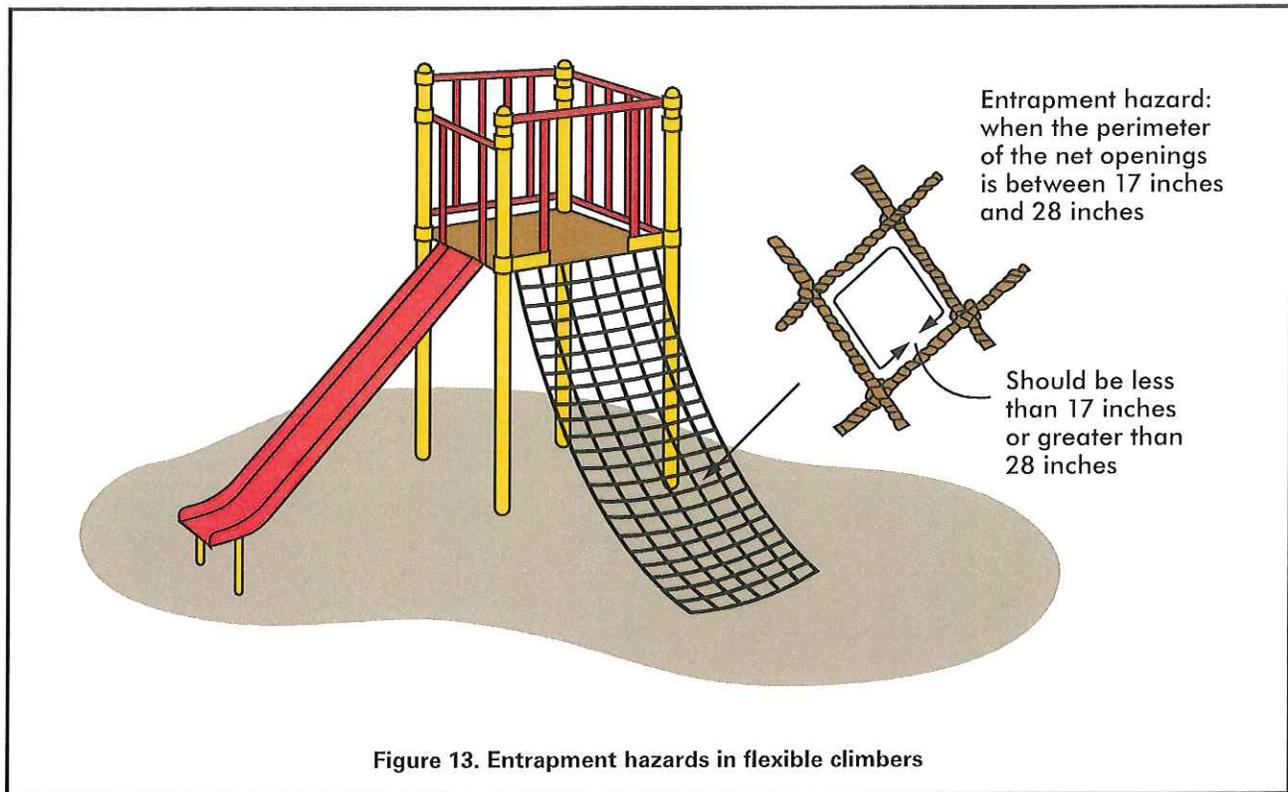


Figure 13. Entrapment hazards in flexible climbers

#### 5.3.2.4 Horizontal (overhead) ladders

Horizontal (overhead) ladders are a type of climber designed to build upper body strength. They are designed to allow children to move across the ladder from end to end using only their hands.

Four-year-olds are generally the youngest children able to use upper body devices like these; therefore, horizontal ladders should not be used on playgrounds intended for toddlers and 3-year-olds. The recommendations below are designed to accommodate children ages 4 through 12 years.

- The first handhold on either end of upper body equipment should not be placed directly above the platform or climbing rung used for mount or dismount. This minimizes the risk of children impacting rigid access structures if they fall from the first handhold during mount or dismount.
- The horizontal distance out to the first handhold should be:
  - No greater than 10 inches but not directly above the platform when access is from a platform.
  - At least 8 inches but no greater than 10 inches when access is from climbing rungs.
- The space between adjacent rungs of overhead ladders should be greater than 9 inches to prevent entrapment.
- Horizontal ladders intended for preschool-age children should have rungs that are parallel to one another and evenly spaced.
- The maximum height of a horizontal ladder (i.e., measured from the center of the grasping device to the top of the protective surfacing below) should be:
  - Preschool-age (4 and 5 years): no more than 60 inches.
  - School-age: no more than 84 inches.
- The center-to-center spacing of horizontal ladder rungs should be as follows:
  - Preschool-age (4 and 5 years): no more than 12 inches.
  - School-age: no more than 15 inches.
- The maximum height of the take-off/landing platform above the protective surfacing should be:
  - Preschool-age (4 and 5 years): no more than 18 inches.
  - School-age: no more than 36 inches.

### 5.3.2.5 Overhead rings

Overhead rings are similar to horizontal ladders in terms of the complexity of use. Therefore, overhead rings should not be used on playgrounds intended for toddlers and 3-year-olds. The recommendations below are designed to accommodate children 4 through 12 years of age.

Overhead rings differ from horizontal ladders because, during use, the gripped ring swings through an arc and reduces the distance to the gripping surface of the next ring; therefore, the spacing distance recommendations for horizontal ladders do not apply.

- The first handhold on either end of upper body equipment should not be placed directly above the platform or climbing rung used for mount or dismount. This minimizes the risk of children hitting rigid access structures if they fall from the first handhold during mount or dismount.
- The horizontal distance out to the first handhold should be:
  - No greater than 10 inches but not directly above the platform when access is from a platform.
  - At least 8 inches but no greater than 10 inches when access is from climbing rungs.
- The maximum height of overhead rings measured from the center of the grasping device to the protective surfacing should be:
  - Preschool-age (4 and 5 years): 60 inches.
  - School-age: 84 inches.
- If overhead swinging rings are suspended by chains, the maximum length of the chains should be 7 inches.
- The maximum height of the take-off/landing platform above the protective surfacing should be:
  - Preschool-age (4 and 5 years): no more than 18 inches.
  - School-age: no more than 36 inches.

### 5.3.2.6 Sliding poles

Vertical sliding poles are more challenging than some other types of climbing equipment. They require upper body strength and coordination to successfully slide down the pole. Unlike other egress methods, there is no reverse or stop, so a child cannot change his or her mind. Children who start a sliding pole must have the strength to slide the whole way or they will fall.

- Sliding poles are not recommended for toddlers or preschool-age children since they generally don't have the upper body and/or hand strength to slide.

- Sliding poles should be continuous with no protruding welds or seams along the sliding surface.
- The pole should not change direction along the sliding portion.
- The horizontal distance between a sliding pole and any structure used for access to the sliding pole should be between 18 inches and 20 inches.
- The pole should extend at least 60 inches above the level of the platform or structure used for access to the sliding pole.
- The diameter of sliding poles should be no greater than 1.9 inches.
- Sliding poles and their access structures should be located so that traffic from other events will not interfere with the users during descent.
- Upper access should be on one level only.
- The upper access area through the guardrail or barrier should be 15 inches wide at most.

### 5.3.2.6.1 Fall height

- For sliding poles accessed from platforms, the fall height is the distance between the platform and the protective surfacing beneath it.
- For sliding poles not accessed from platforms, the fall height is the distance between a point 60 inches below the highest point of the pole and the protective surfacing beneath it.
- The top of the sliding pole's support structure should not be a designated play surface.

### 5.3.2.7 Track rides

Track rides are a form of upper body equipment where the child holds on to a handle or other device that slides along a track above his or her head. The child then lifts his or her feet and is carried along the length of the track. Track rides require significant upper body strength and the judgment to know when it is safe to let go. These are skills not developed until children are at least school-age; therefore, CPSC staff recommends:

- Track rides should not be used on playgrounds for toddlers and preschool-age children.
- Track rides should not have any obstacles along the path of the ride, including anything that would interfere in the take-off or landing areas.

- Two track rides next to each other should be at least 4 feet apart.
- The handle should be between 64 inches and 78 inches from the surfacing and follow the gripping recommendations in §5.2.2.
- Nothing should ever be tied or attached to any moving part of a track ride.
- Rolling parts should be enclosed to prevent crush hazards.

#### 5.3.2.7.1 Fall height

- The fall height of track ride equipment is the distance between the maximum height of the equipment and the protective surface beneath it.
- Equipment support posts with no designated play surfaces are exempt from this requirement.

### 5.3.3 Log rolls

Log rolls help older children master balance skills and increase strength. Children must balance on top of the log as they spin it with their feet. See Figure 14.

- Log rolls are not recommended for toddlers and preschool-age children. These children generally do not possess the balance, coordination, and strength to use a log roll safely.
- Log rolls should have handholds to assist with balance.
- The handholds should follow the guidelines in §5.2.2.
- The highest point of the rolling log should be a maximum of 18 inches above the protective surface below.
- When not part of a composite structure, the use zone may overlap with neighboring equipment if the other piece of equipment allows overlapping use zones (see §5.3.9) and
  - There is at least 6 feet between equipment when adjacent designated play surfaces are no more than 30 inches high; or
  - There is at least 9 feet between equipment when adjacent designated play surfaces are more than 30 inches high.

#### 5.3.3.1.1 Fall height

The fall height of a log roll is the distance between the highest portion of the rolling log and the protective surfacing beneath it.

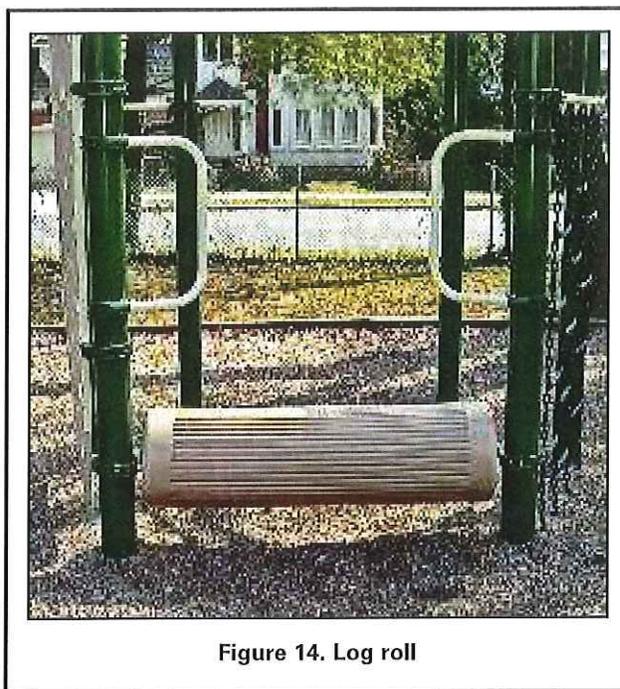


Figure 14. Log roll

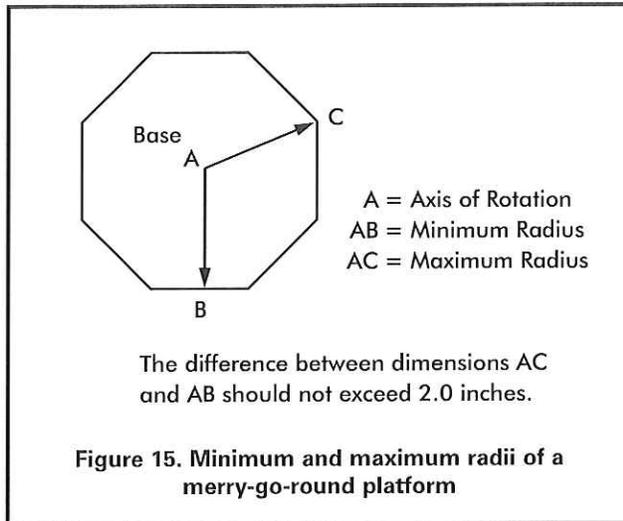
### 5.3.4 Merry-go-rounds

Merry-go-rounds are the most common rotating equipment found on public playgrounds. Children usually sit or stand on the platform while other children or adults push the merry-go-round to make it rotate. In addition, children often get on and off the merry-go-round while it is in motion. Merry-go-rounds may present a physical hazard to preschool-age children who have little or no control over such products once they are in motion. Therefore, children in this age group should always be supervised when using merry-go-rounds.

The following recommendations apply when the merry-go-round is at least 20 inches in diameter.

- Merry-go-rounds should not be used on playgrounds intended for toddlers.
- The standing/sitting surface of the platform should have a maximum height of:
  - Preschool: 14 inches above the protective surface.
  - School-age: 18 inches above the protective surface.
- The rotating platform should be continuous and approximately circular.
- The surface of the platform should not have any openings between the axis and the periphery that permit a rod having a diameter of 5/16 inch to penetrate completely through the surface.

- The difference between the minimum and maximum radii of a non-circular platform should not exceed 2.0 inches (Figure 15).



- The underside of the perimeter of the platform should be no less than 9 inches above the level of the protective surfacing beneath it.
- There should not be any accessible shearing or crushing mechanisms in the undercarriage of the equipment.
- Children should be provided with a secure means of holding on. Where handgrips are provided, they should conform to the general recommendations for hand gripping components in §5.2.2.
- No components of the apparatus, including handgrips, should extend beyond the perimeter of the platform.
- The rotating platform of a merry-go-round should not have any sharp edges.
- A means should be provided to limit the peripheral speed of rotation to a maximum of 13 ft/sec.
- Merry-go-round platforms should not have any up and down (oscillatory) motion.

#### 5.3.4.1 Use zone

- The use zone should extend a minimum of 6 feet beyond the perimeter of the platform.
- The use zone may not overlap other use zones, unless the rotating equipment is less than 20 inches in diameter and the adjacent equipment allows overlap.

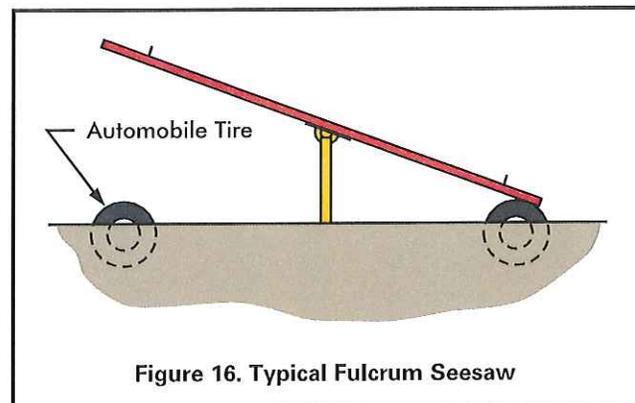
#### 5.3.4.2 Fall height

The fall height for a merry-go-round is the distance between the perimeter of the platform where a child could sit or stand and the protective surfacing beneath it.

#### 5.3.5 Seesaws

##### 5.3.5.1 Fulcrum seesaws

The typical seesaw (also known as a “teeter totter”) consists of a board or pole with a seat at each end supported at the center by a fulcrum. See Figure 16. Because of the complex way children are required to cooperate and combine their actions, fulcrum seesaws are not recommended for toddlers or preschool-age children.



- The fulcrum should not present a crush hazard.
- Partial car tires, or some other shock-absorbing material, should be embedded in the ground underneath the seats, or secured on the underside of the seats. This will help prevent limbs from being crushed between the seat and the ground, as well as cushion the impact.
- The maximum attainable angle between a line connecting the seats and the horizontal is 25°.
- There should not be any footrests.

##### 5.3.5.2 Spring-centered seesaws

Preschool-age children are capable of using spring-centered seesaws because the centering device prevents abrupt contact with the ground if one child dismounts suddenly. Spring-centered seesaws also have the advantage of not requiring two children to coordinate their actions in order to play safely. Spring-centered seesaws should follow the recommendations for spring rockers including the use of footrests (§5.3.7).

### 5.3.5.3 Use zone for fulcrum and spring-centered seesaws

- The use zone should extend a minimum of 6 feet from each outside edge of the seesaw.
- The use zone may overlap with neighboring equipment if the other piece of equipment allows overlapping use zones and
  - There is at least 6 feet between equipment when adjacent designated play surfaces are no more than 30 inches high; or
  - There is at least 9 feet between equipment when adjacent designated play surfaces are more than 30 inches high.

### 5.3.5.4 Handholds

- Handholds should be provided at each seating position for gripping with both hands and should not turn when grasped.
- Handholds should not protrude beyond the sides of the seat.

### 5.3.5.5 Fall height

The fall height for a seesaw is the distance between the highest point any part of the seesaw can reach and the protective surfacing beneath it.

### 5.3.6 Slides

Children can be expected to descend slide chutes in many different positions, rather than always sitting and facing forward as they slide. These other positions should be discouraged at all times to minimize injuries.



Slides may provide a straight, wavy, or spiral descent either by means of a tube or an open slide chute. They may be either free-standing (Figure 17), part of a composite structure, or built on the grade of a natural or man-made slope (embankment slide). Regardless of the type of slide, avoid using bare metals on the platforms, chutes, and steps. When exposed to direct sunlight the bare metal may reach temperatures high enough to cause serious contact burn injuries in a matter of seconds. Provide shade for bare metal slides or use other materials that may reduce the surface temperature such as, but not limited to, plastic or coated metal.

#### 5.3.6.1 Slide access

Access to a stand-alone slide generally is by means of a ladder with rungs, steps, or a stairway with steps. Slides may also be part of a composite play structure, so children will gain access from other parts of the structure. Embankment slides use the ground for access.

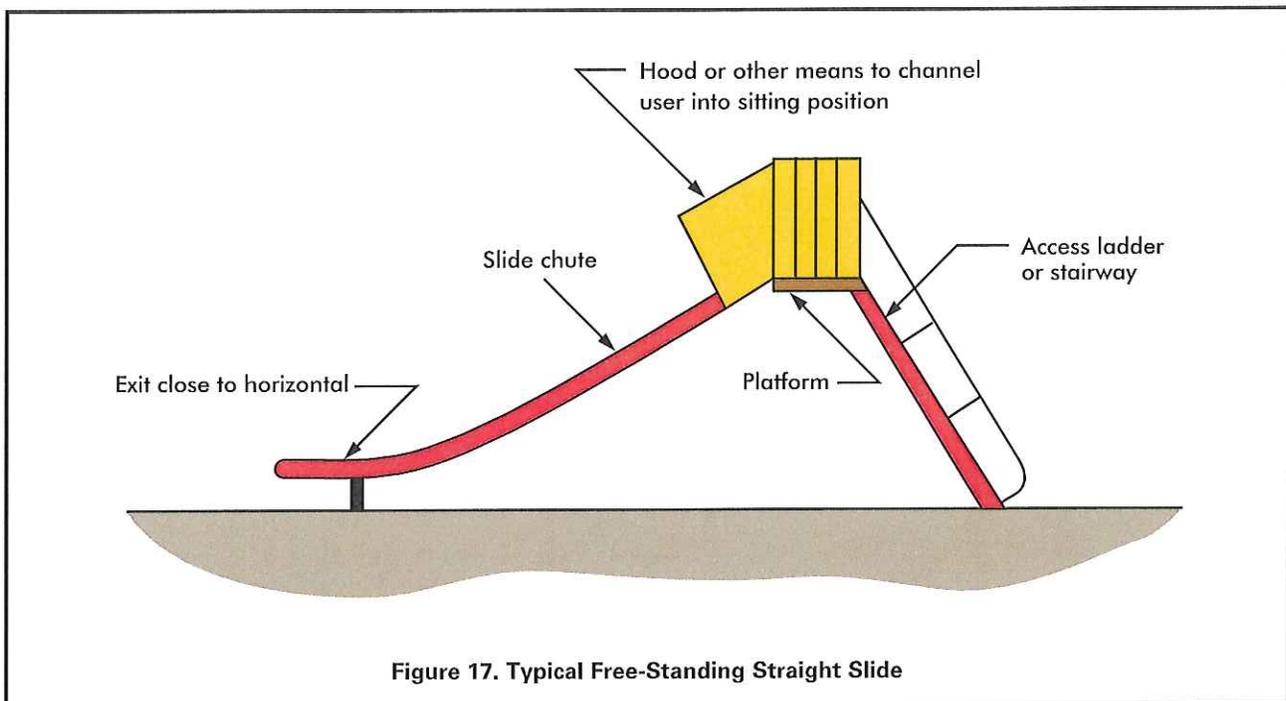


Figure 17. Typical Free-Standing Straight Slide

### 5.3.6.2 Slide platform

All slides should be provided with a platform with sufficient length to facilitate the transition from standing to sitting at the top of the inclined sliding surface. Embankment slides are exempt from platform requirements because they are on ground level; however, they should not have any spaces or gaps as noted below.

The platform should:

- Be at least 19 inches deep for toddlers.
- Be at least 14 inches deep for preschool-age and school-age children.
- Be horizontal.
- Be at least as wide as the slide chute.
- Be surrounded by guardrails or barriers.
- Conform to the same recommendations as general platforms given in §5.1.1.
- Not have any spaces or gaps that could trap strings, clothing, body parts, etc. between the platform and the start of the slide chute.
- Provide handholds to facilitate the transition from standing to sitting and decrease the risk of falls (except tube slides where the tube perimeter provides hand support). These should extend high enough to provide hand support for the largest child in a standing position, and low enough to provide hand support for the smallest child in a sitting position.
- Provide a means to channel a user into a sitting position at the entrance to the chute, such as a guardrail, hood, or other device that discourages climbing.

### 5.3.6.3 Slide chutes

#### 5.3.6.3.1 Embankment slides

- The slide chute of an embankment slide should have a maximum height of 12 inches above the underlying ground surface. This design basically eliminates the hazard of falls from elevated heights.
- Embankment slides should follow all of the recommendations given for straight slides where applicable (e.g., side height, slope, use zone at exit, etc.).
- There should be some means provided at the slide chute entrance to minimize the use of embankment slides by children on skates, skateboards, or bicycles.

#### 5.3.6.3.2 Roller slides

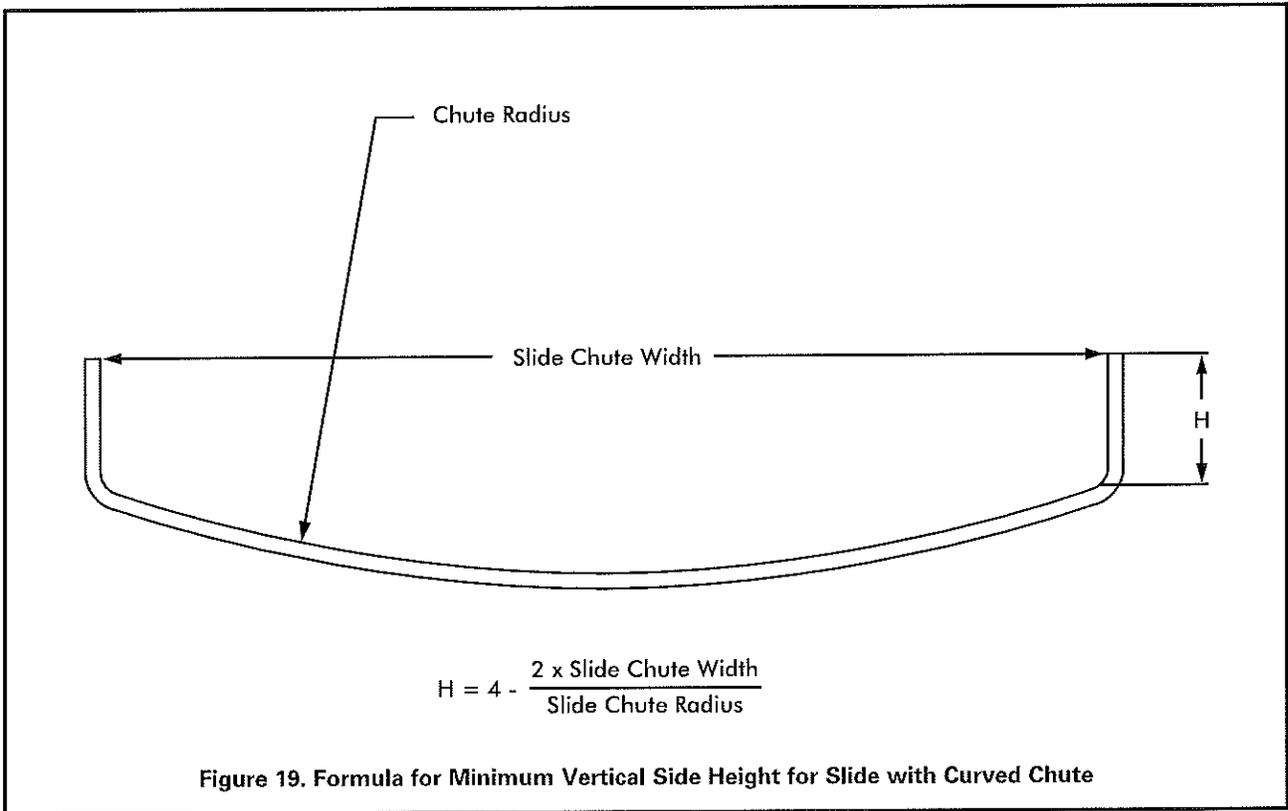
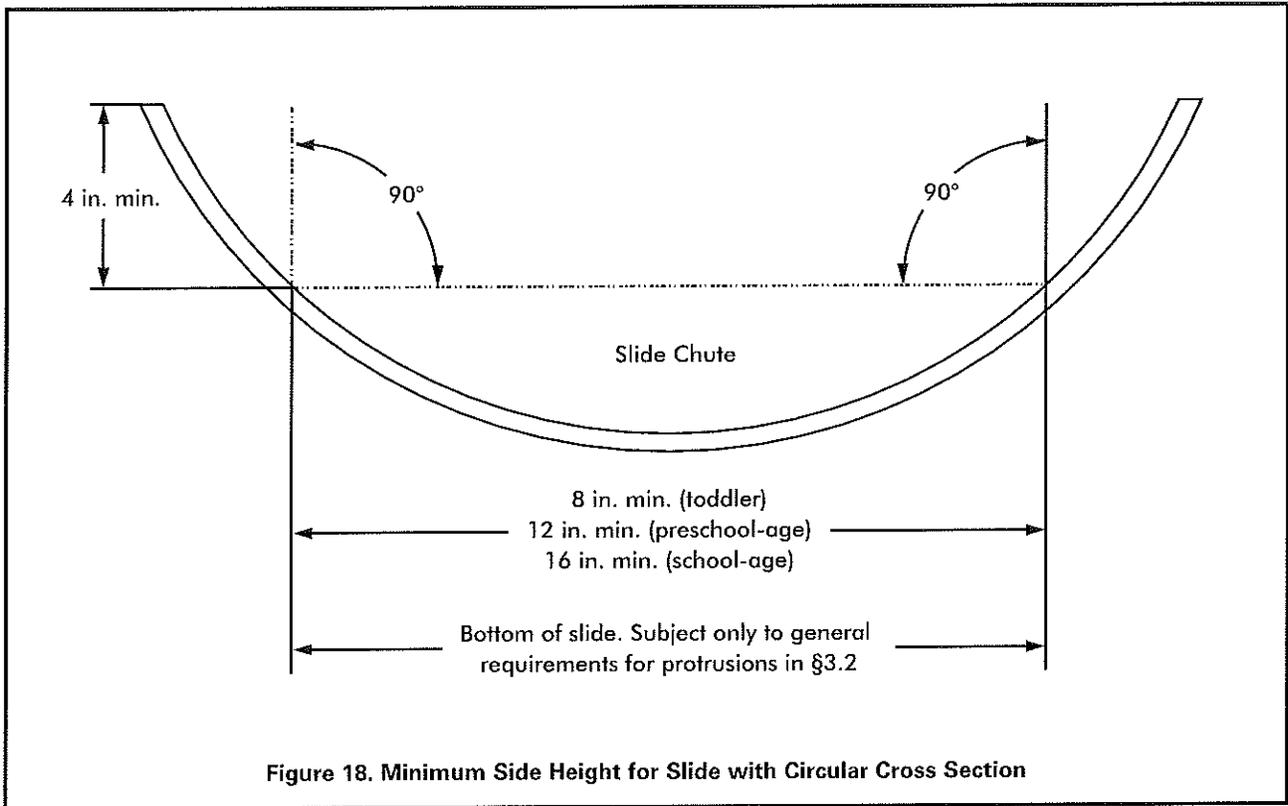
- Roller slides should meet applicable recommendations for other slides (e.g., side height, slope, use zone at exit, etc.).
- The space between adjacent rollers and between the ends of the rollers and the stationary structure should be less than 3/16 inch.
- Frequent inspections are recommended to insure that there are no missing rollers or broken bearings and that the rollers roll.

#### 5.3.6.3.3 Spiral slides

- Spiral slides should follow the recommendations for straight slides where applicable (e.g., side height, slope, use zone at exit, etc.).
- Special attention should be given to design features which may present problems unique to spiral slides, such as lateral discharge of the user.
- Toddlers and preschool-age children have less ability to maintain balance and postural control, so only short spiral slides (one 360° turn or less) are recommended for these age groups.

#### 5.3.6.3.4 Straight slides

- Flat open chutes should have sides at least 4 inches high extending along both sides of the chute for the entire length of the inclined sliding surface.
- The sides should be an integral part of the chute, without any gaps between the sides and the sliding surface. (This does not apply to roller slides).
- Slides may have an open chute with a circular, semicircular or curved cross section provided that:
  - A. The vertical height of the sides is no less than 4 inches when measured at right angles to a horizontal line that is 8 inches long when the slide is intended for toddlers, 12 inches long when the slide is intended for preschool-age children, and 16 inches long when the slide is intended for school-age children (Figure 18); or
  - B. For any age group, the vertical height of the sides is no less than 4 inches minus two times the width of the slide chute divided by the radius of the slide chute curvature (Figure 19).



- For toddlers:
  - The average incline of a slide chute should be no more than  $24^\circ$  (that is, the height to horizontal length ratio shown in Figure 20 does not exceed 0.445).
  - No section of the slide chute should have a slope greater than  $30^\circ$ .
  - The slide chute should be between 8 and 12 inches wide.
- For preschool- and school-age children:
  - The average incline of a slide chute should be no more than  $30^\circ$  (that is, the height to horizontal length ratio shown in Figure 20 does not exceed 0.577).
  - No section of the slide chute should have a slope greater than  $50^\circ$ .

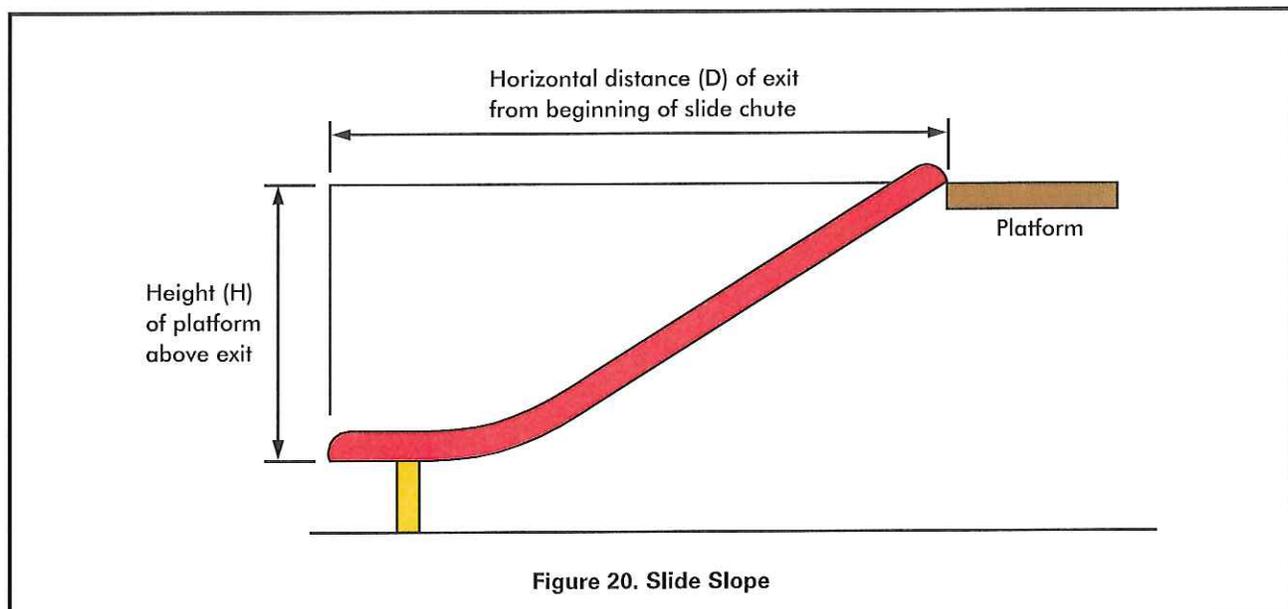
#### 5.3.6.3.5 Tube slides

- Tube slides should meet all the applicable recommendations for other slides (e.g., side height, slope, use zone at exit, etc.).
- Means, such as barriers or textured surfaces, should be provided to prevent sliding or climbing on the top (outside) of the tube.
- The minimum internal diameter of the tube should be no less than 23 inches.
- Supervisors should be aware of children using tube slides since the children are not always visible.

#### 5.3.6.4 Chute exit region

All slides should have an exit region to help children maintain their balance and facilitate a smooth transition from sitting to standing when exiting. The chute exit region should:

- Be between  $0$  and  $-4^\circ$  as measured from a plane parallel to the ground.
- Have edges that are rounded or curved to prevent lacerations or other injuries that could result from impact with a sharp or straight edge.
- For toddlers the chute exit region should:
  - Be between 7 and 10 inches long if any portion of the chute exceeds a  $24^\circ$  slope.
  - Be no more than 6 inches above the protective surfacing.
  - Have a transition from the sliding portion to the exit region with a radius of curvature of at least 18 inches.
- For preschool- and school-age the chute exit region should:
  - Be at least 11 inches long.
  - Be no more than 11 inches above the protective surfacing if the slide is no greater than 4 feet high.
  - Be at least 7 inches but not more than 15 inches above the protective surfacing if the slide is over 4 feet high.



### 5.3.6.5 Slide use zone

#### Toddlers:

- In a limited access environment
  - The use zone should be at least 3 feet around the perimeter of the slide.
  - The area at the end of the slide should not overlap with the use zone for any other equipment.
- In public areas with unlimited access
  - For a stand-alone slide, the use zone should be at least 6 feet around the perimeter.
  - For slides that are part of a composite structure, the minimum use zone between the access components and the side of the slide chute should be 3 feet.
  - The use zone at the end of the slide should be at least 6 feet from the end of the slide and not overlap with the use zone for any other equipment.

#### Preschool- and school-age (see Figure 21):

- The use zone in front of the access and to the sides of a slide should extend a minimum of 6 feet from the perimeter of the equipment. This recommendation does not apply to embankment slides or slides that are part of a composite structure (see §5.3.9).
- The use zone in front of the exit of a slide should never overlap the use zone of any other equipment; however, two or more slide use zones may overlap if their sliding paths are parallel.
- For slides less than or equal to 6 feet high, the use zone in front of the exit should be at least 6 feet.
- For slides greater than 6 feet high, the use zone in front of the exit should be at least as long as the slide is high up to a maximum of 8 feet.

### 5.3.6.6 Fall height

The fall height for slides is the distance between the transition platform and the protective surfacing beneath it.

### 5.3.6.7 Entanglement hazard

Children have suffered serious injuries and died by getting parts of their clothing tangled on protrusions or gaps on slides.

To reduce the chance of clothing entanglement:

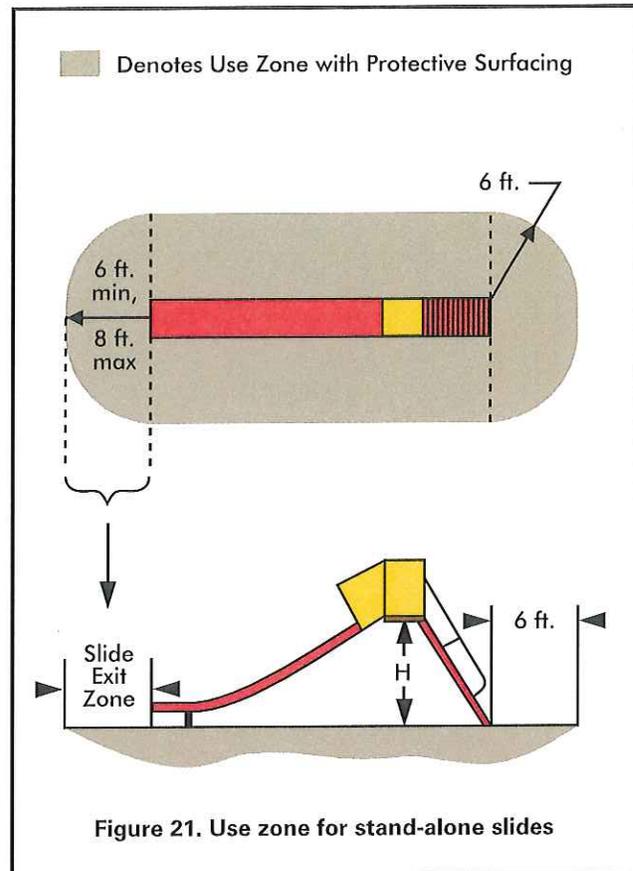


Figure 21. Use zone for stand-alone slides

- Projections up to 3 inches in diameter should not stick up more than 1/8 inch from the slide.
- There should be no gaps at the tops of slides where the slide chute connects with the platform that can entangle clothing or strings.
- See Appendix B for full recommendations and details of the protrusion test procedure.

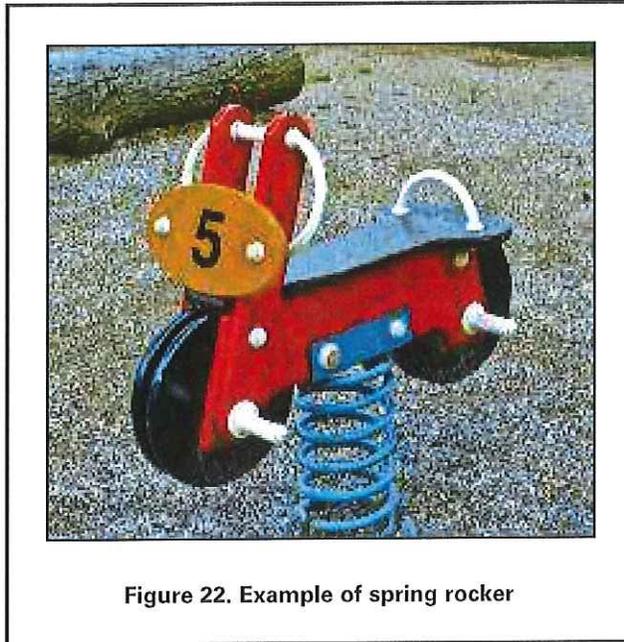
### 5.3.6.8 Other sliding equipment

Equipment where it is foreseeable that a primary use of the component is sliding should follow the same guidelines for entanglement that are in 5.3.6.7.

### 5.3.7 Spring rockers

Toddlers and preschool-age children enjoy the bouncing and rocking activities presented by spring rockers, and they are the primary users of rocking equipment. See Figure 22. Older children may not find it challenging enough.

- Seat design should not allow the rocker to be used by more than the intended number of users.



**Figure 22. Example of spring rocker**

- For toddlers:
  - The seat should be between 12 and 16 inches high.
  - Spring rockers with opposing seats intended for more than one child should have at least 37 inches between the seat centers.
- For preschoolers:
  - The seat should be between 14 and 28 inches high.
- Each seating position should be equipped with handgrips and footrests. The diameter of handgrips should follow the recommendations for hand gripping components in §5.2.2.
- The springs of rocking equipment should minimize the possibility of children crushing their hands or their feet between coils or between the spring and a part of the rocker.
- The use zone should extend a minimum of 6 feet from the “at rest” perimeter of the equipment.
- The use zone may overlap with neighboring equipment if the other piece of equipment allows overlapping use zones and
  - There is at least 6 feet between equipment when adjacent designated play surfaces are no more than 30 inches high; or
  - There is at least 9 feet between equipment when adjacent designated play surfaces are more than 30 inches high; and
  - The spring rocker is designed to be used from a seated position.

### 5.3.7.1 Fall height

The fall height of spring rockers is the distance between either (1) the highest designated playing surface or (2) the seat, whichever is higher, and the protective surfacing beneath it.

### 5.3.8 Swings

Children of all ages generally enjoy the sensations created while swinging. Mostly they sit on the swings; however, it is common to see children jumping off swings. Younger children also tend to swing on their stomachs, and older children may stand on the seats. To prevent injuries, these behaviors should be discouraged.

Swings may be divided into two distinct types:

- Single axis: Sometimes called a to-fro swing. A single-axis swing is intended to swing back and forth in a single plane and generally consists of a seat supported by at least two suspending members, each of which is connected to a separate pivot on an overhead structure.
- Multi-axis: A multi-axis swing consists of a seat (generally a tire) suspended from a single pivot that permits it to swing in any direction.

#### 5.3.8.1 General swing recommendations

- Hardware used to secure the suspending elements to the swing seat and to the supporting structure should not be removable without the use of tools.
- S-hooks are often part of a swing’s suspension system, either attaching the suspending elements to the overhead support bar or to the swing seat. Open S-hooks can catch a child’s clothing and present a strangulation hazard. S-hooks should be pinched closed. An S-hook is considered closed if there is no gap or space greater than 0.04 inches (about the thickness of a dime).
- Swings should be suspended from support structures that discourage climbing.
- A-frame support structures should not have horizontal cross-bars.

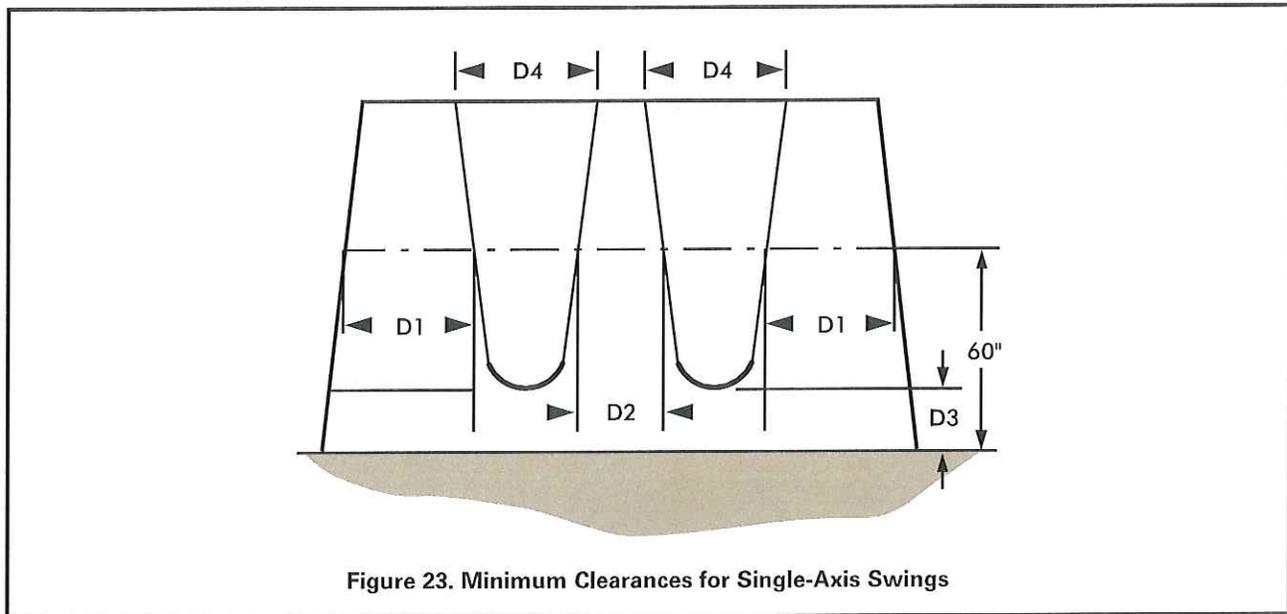


Figure 23. Minimum Clearances for Single-Axis Swings

**Table 7. Minimum clearance dimensions for swings**

| Reason  | Dimension | Toddler<br>Full bucket | Preschool-age<br>Belt | School-age<br>Belt |
|---|-----------|------------------------|-----------------------|--------------------|
| Minimizes collisions between a swing and the supporting structure | D1        | 20 inches              | 30 inches             | 30 inches          |
| Minimizes collisions between swings                               | D2        | 20 inches              | 24 inches             | 24 inches          |
| Allows access   | D3        | 24 inches              | 12 inches             | 12 inches          |
| Reduces side-to-side motion                                       | D4        | 20 inches              | 20 inches             | 20 inches          |

- Fiber ropes are not recommended as a means of suspending swings since they may degrade over time.
- Swing structures should be located away from other equipment or activities to help prevent young children from inadvertently running into the path of moving swings. Additional protection can be provided by means of a low blockade such as a fence or hedge around the perimeter of the swing area. The blockade should not be an obstacle within the use zone of a swing structure or hamper supervision by blocking visibility.

### 5.3.8.2 Fall height

The fall height for swings is the vertical distance between the pivot point and the protective surfacing beneath it.

### 5.3.8.3 Single-axis swings

#### 5.3.8.3.1 Belt seats used without adult assistance

- The use zone to the front and rear of single-axis swings should never overlap the use zone of another piece of equipment.
- To minimize the likelihood of children being struck by a moving swing, it is recommended that no more than two single-axis swings be hung in each bay of the supporting structure.

- Swings should not be attached to composite structures.
- Swing seats should be designed to accommodate no more than one user at any time.
- Lightweight rubber or plastic swing seats are recommended to help reduce the severity of impact injuries. Wood or metal swing seats should be avoided.
- Edges of seats should have smoothly finished or rounded edges and should conform to the protrusion recommendations in 5.3.8.5.
- If loose-fill material is used as a protective surfacing, the height recommendations should be determined after the material has been compressed.

#### 5.3.8.3.2 Full bucket seat swings

Full bucket seat swings are similar to single-axis swings since they move in a to-fro direction. However, full bucket seat swings are intended for children under 4 years of age to use with adult assistance.

- The seats and suspension systems of these swings, including the related hardware, should follow all of the criteria for conventional single axis swings.
- Full bucket seats are recommended to provide support on all sides of a child and between the legs of the occupant (see Figure 24).



Figure 24. Example of full bucket seat swings

- The full bucket seat materials should not present a strangulation hazard, such as might be presented with a rope or chain used as part of the seat.
- Openings in swing seats should conform to the entrapment criteria in §3.3.
- Full bucket seat swings should be suspended from structures that are separate from those for other swings, or at least suspended from a separate bay of the same structure.
- Full bucket seat swings should not allow the child to enter and exit alone.
- Pivot points should be more than 47 inches but no more than 96 inches above the protective surfacing.

#### 5.3.8.3.3 Use zone for single-axis swings – belt and full bucket

The use zone in front of and behind the swing should be greater than to the sides of such a swing since children may deliberately attempt to exit from a single-axis swing while it is in motion. See Figure 25.

- The use zone for a belt swing should extend to the front and rear of a single-axis swing a minimum distance of twice the vertical distance from the pivot point and the top of the protective surface beneath it.
- The use zone for a full bucket swing should extend to the front and rear a minimum of twice the vertical distance from the top of the occupant's sitting surface to the pivot point.
- The use zone in front of and behind swings should never overlap with any other use zone.
- The use zone to the sides of a single-axis swing should extend a minimum of 6 feet from the perimeter of the swing. This 6-foot zone may overlap that of an adjacent swing structure or other playground equipment structure.

#### 5.3.8.4 Multi-axis (tire) swings

Tire swings are usually suspended in a horizontal orientation using three suspension chains or cables connected to a single swivel mechanism that permits both rotation and swinging motion in any axis.

- A multi-axis tire swing should not be suspended from a structure having other swings in the same bay.
- Attaching multi-axis swings to composite structures is not recommended.

- To minimize the hazard of impact, heavy truck tires should be avoided. Further, if steel-belted radials are used, they should be closely examined to ensure that there are no exposed steel belts or wires that could be a potential protrusion or laceration hazard. Plastic materials can be used as an alternative to simulate actual automobile tires. Drainage holes should be provided in the underside of the tire.
- Pay special attention to maintenance of the hanger mechanism because the likelihood of failure is higher for tire swings due to the added stress of rotational movement and multiple occupants.
- The hanger mechanisms for multi-axis tire swings should not have any accessible crush points.
- The minimum clearance between the seating surface of a tire swing and the uprights of the supporting structure should be 30 inches when the tire is in a position closest to the support structure (Figure 26).
- The minimum clearance between the bottom of the seat and the protective surface should not be less than 12 inches.

5.3.8.4.1 Multi-axis swing use zones

- The use zone should extend in any direction from a point directly beneath the pivot point for a minimum distance of 6 feet plus the length of the suspending members (see Figure 27). This use zone should never overlap the use zone of any other equipment.

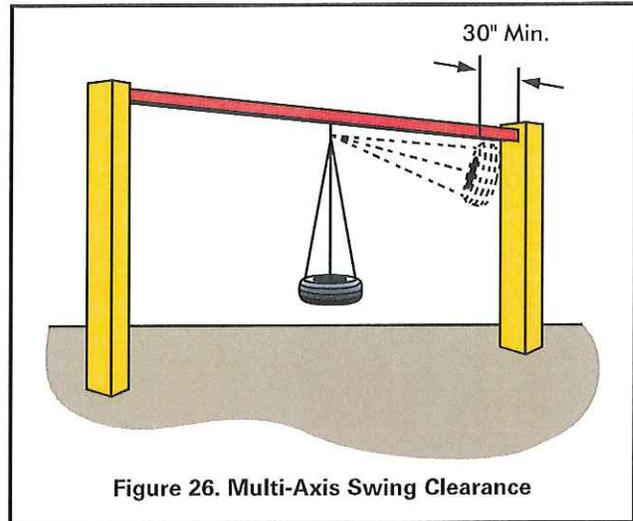


Figure 26. Multi-Axis Swing Clearance

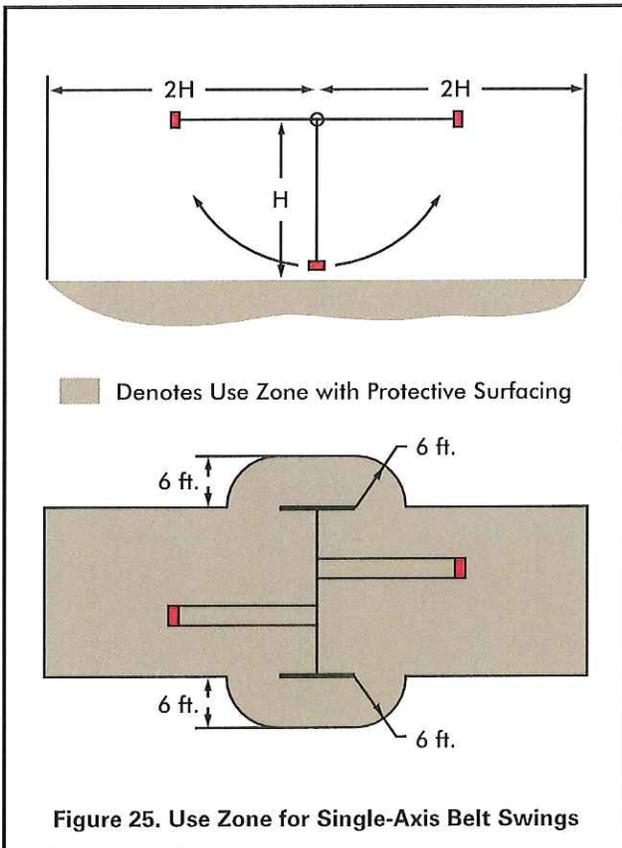


Figure 25. Use Zone for Single-Axis Belt Swings

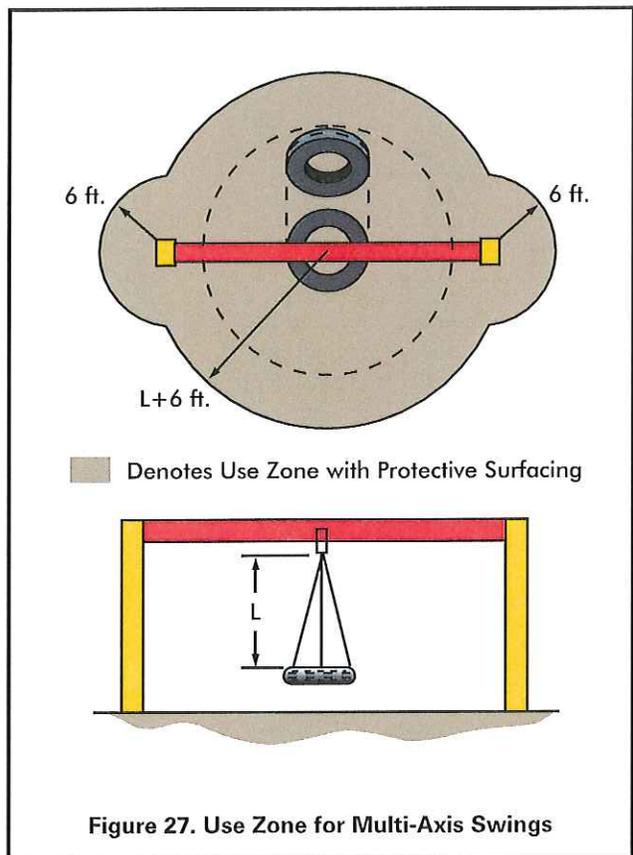


Figure 27. Use Zone for Multi-Axis Swings

- The use zone should extend a minimum of 6 feet from the perimeter of the supporting structure. This 6-foot zone may overlap that of an adjacent swing structure or other playground equipment structure.

### 5.3.8.5 Protrusions on suspended members of swing assemblies

Protrusions on swings are extremely hazardous because of the potential for impact incidents. Nothing, including bolts or other parts, on the front, back, or underside of a swing should stick out more than 1/8 of an inch. See test procedures in Appendix B.

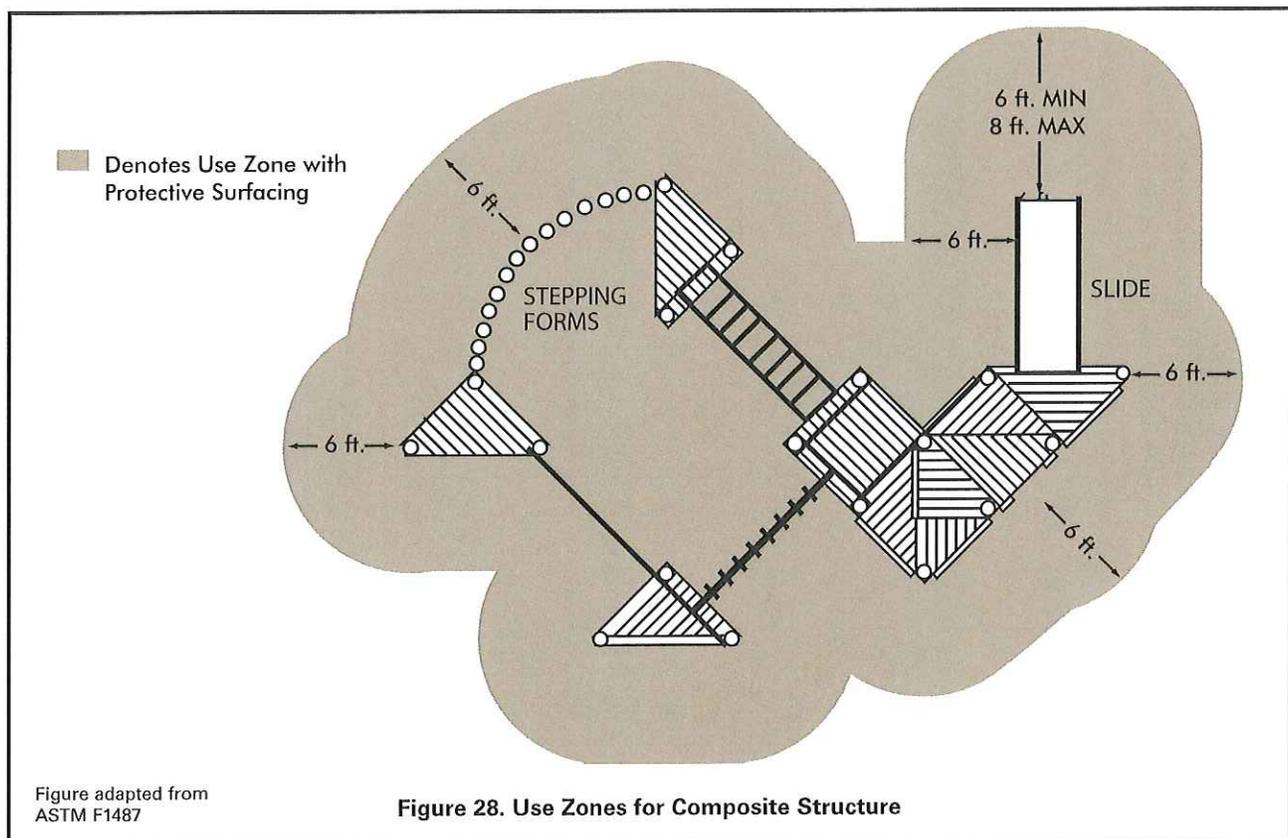
### 5.3.9 Fall height and use zones for composite structure

When two or more complementary play components are linked together in a composite structure (e.g., combination climber, slide, and horizontal ladder), the use zone should extend a minimum of 6 feet from the external perimeter of the structure (see Figure 28). Where slides are attached to a platform higher than 6 feet from the protective surfacing, the use zone may need to extend further in front of the slide (see §5.3.6.5).

### 5.3.10 Fall height and use zones not specified elsewhere

Most playground equipment belongs in one of the categories listed above. If it does not, the following general recommendations should be applied:

- The fall height of a piece of playground equipment is the distance between the highest designated playing surface and the protective surface beneath it.
- The use zone should extend a minimum of 6 feet in all directions from the perimeter of the equipment.
- The use zones of two stationary pieces of playground equipment that are positioned adjacent to one another may overlap if the adjacent designated play surfaces of each structure are no more than 30 inches above the protective surface and the equipment is at least 6 feet apart.
- If adjacent designated play surfaces on either structure exceed a height of 30 inches, the minimum distance between the structures should be 9 feet.
- Use zones should be free of obstacles.



## APPENDIX A: SUGGESTED GENERAL MAINTENANCE CHECKLISTS

### Surfacing (§2.4)

- Adequate protective surfacing under and around the equipment.
  - Install/replace surfacing
- Surfacing materials have not deteriorated.
  - Replace surfacing
  - Other maintenance: \_\_\_\_\_
- Loose-fill surfacing materials have no foreign objects or debris.
  - Remove trash and debris
- Loose-fill surfacing materials are not compacted.
  - Rake and fluff surfacing
- Loose-fill surfacing materials have not been displaced under heavy use areas such as under swings or at slide exits.
  - Rake and fluff surfacing

### Drainage (§2.4)

- The entire play area has satisfactory drainage, especially in heavy use areas such as under swings and at slide exits.
  - Improve drainage
  - Other maintenance: \_\_\_\_\_

### General Hazards

- There are no sharp points, corners or edges on the equipment (§3.4).
- There are no missing or damaged protective caps or plugs (§3.4).
- There are no hazardous protrusions (§3.2 and Appendix B).
- There are no potential clothing entanglement hazards, such as open S-hooks or protruding bolts (§2.5.2, §3.2, §5.3.8.1 and Appendix B).
- There are no crush and shearing points on exposed moving parts (§3.1).
- There are no trip hazards, such as exposed footings or anchoring devices and rocks, roots, or any other obstacles in a use zone (§3.6).

### NOTES:

DATE OF INSPECTION:

### Security of Hardware (§2.5)

- There are no loose fastening devices or worn connections.
  - Replace fasteners
  - Other maintenance: \_\_\_\_\_
- Moving parts, such as swing hangers, merry-go-round bearings, and track rides, are not worn.
  - Replace part
  - Other maintenance: \_\_\_\_\_

### Durability of Equipment (§2.5)

- There are no rust, rot, cracks, or splinters on any equipment (check carefully where it comes in contact with the ground).
- There are no broken or missing components on the equipment (e.g., handrails, guardrails, protective barriers, steps, or rungs).
- There are no damaged fences, benches, or signs on the playground.
- All equipment is securely anchored.

### Leaded Paint (§2.5.4)

- Paint (especially lead paint) is not peeling, cracking, chipping, or chalking.
- There are no areas of visible leaded paint chips or accumulation of lead dust.
  - Mitigate lead paint hazards

### General Upkeep of Playgrounds (§4)

- There are no user modifications to the equipment, such as strings and ropes tied to equipment, swings looped over top rails, etc.
  - Remove string or rope
  - Correct other modification
- The entire playground is free from debris or litter such as tree branches, soda cans, bottles, glass, etc.
  - Clean playground
- There are no missing trash receptacles.
  - Replace trash receptacle
- Trash receptacles are not full.
  - Empty trash

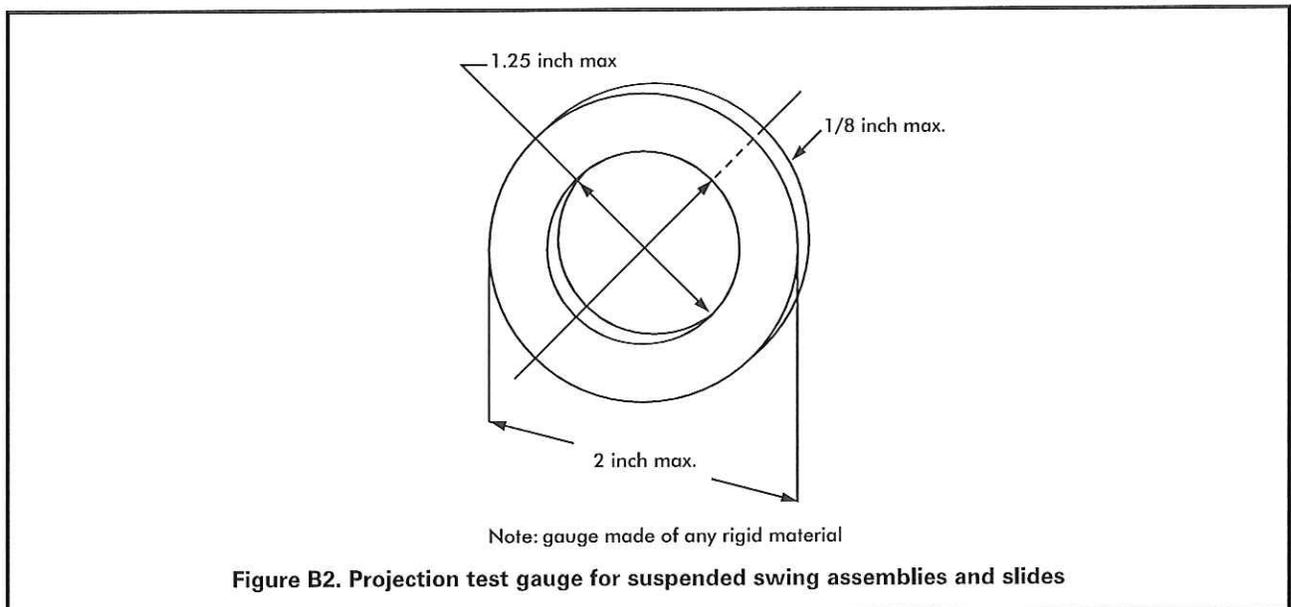
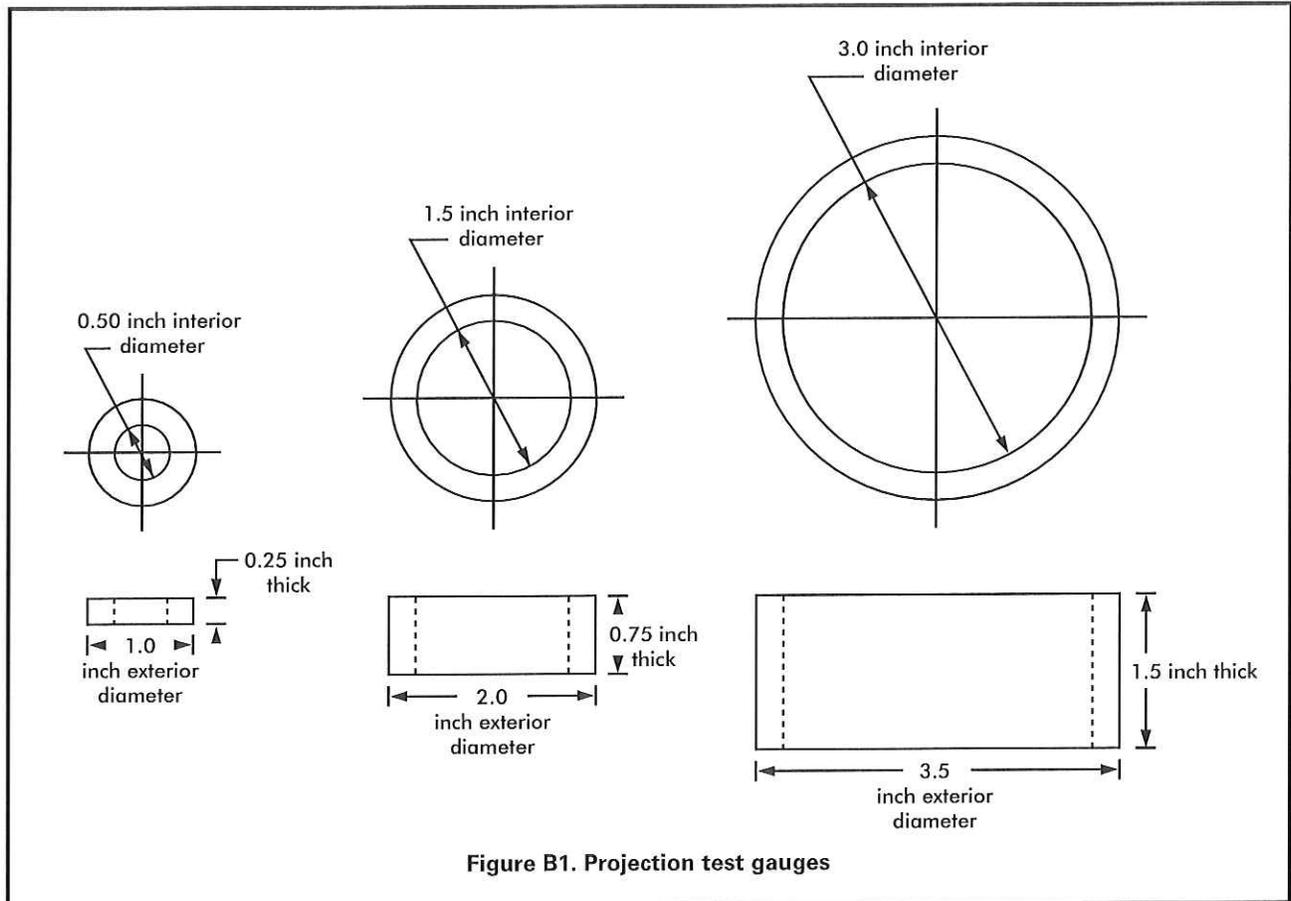
INSPECTION BY:

## **Routine Inspection and Maintenance Issues**

- Broken equipment such as loose bolts, missing end caps, cracks, etc.
- Broken glass & other trash
- Cracks in plastics
- Loose anchoring
- Hazardous or dangerous debris
- Insect damage
- Problems with surfacing
- Displaced loose-fill surfacing (see Section 4.3)
- Holes, flakes, and/or buckling of unitary surfacing
- User modifications (such as ropes tied to parts or equipment rearranged)
- Vandalism
- Worn, loose, damaged, or missing parts
- Wood splitting
- Rusted or corroded metals
- Rot

## APPENDIX B: PLAYGROUND TESTING

### B.1 Templates, Gauges, and Testing Tools



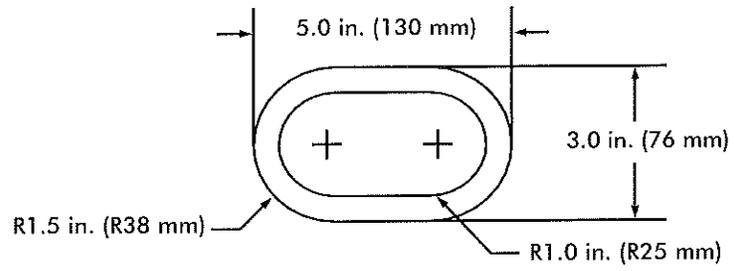


Figure B3. Toddler small torso template

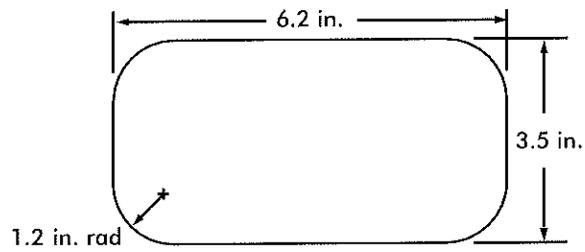


Figure B4. Preschool- and school-age small torso template

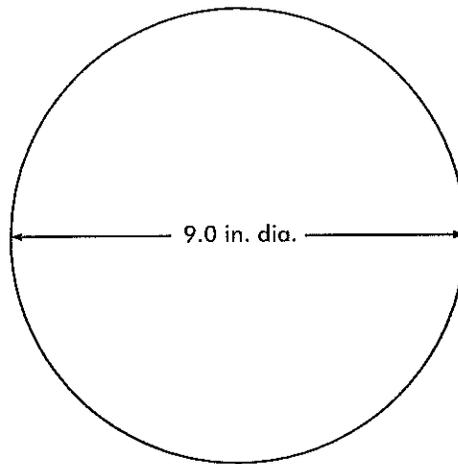
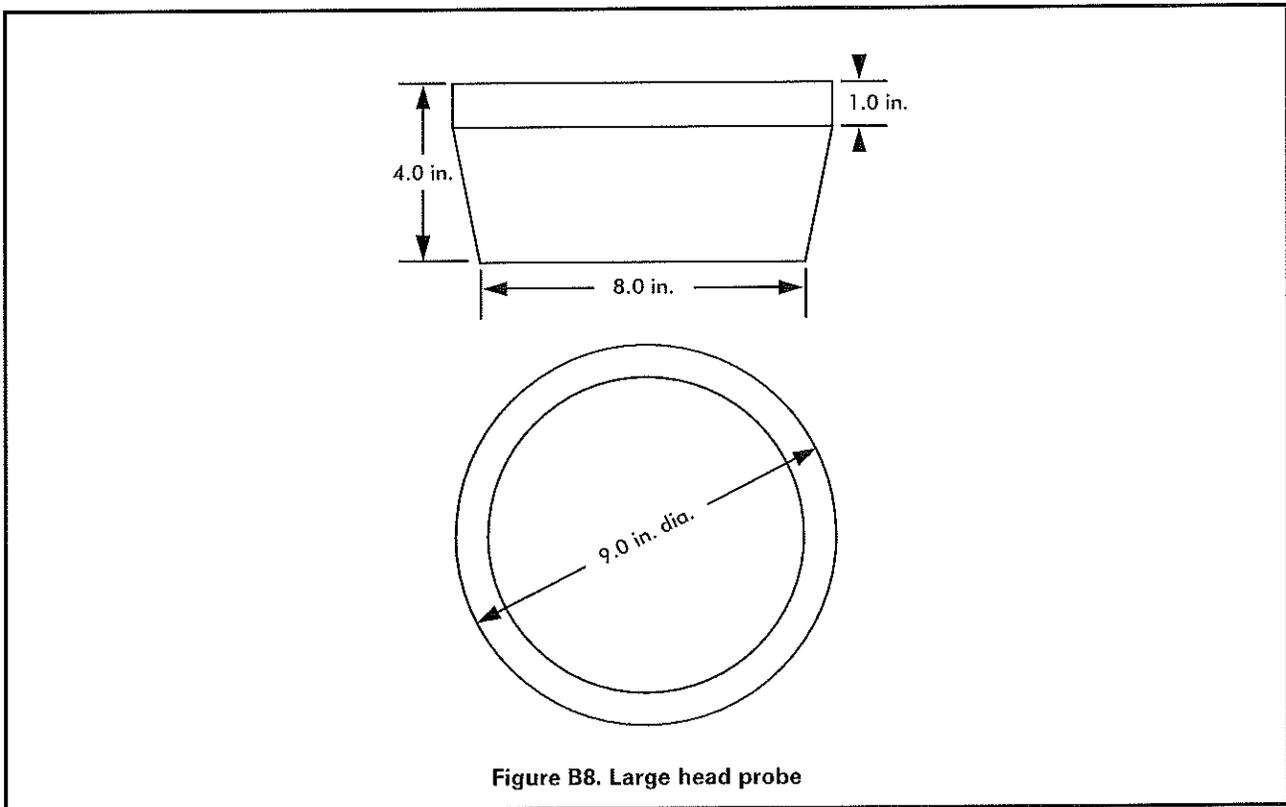
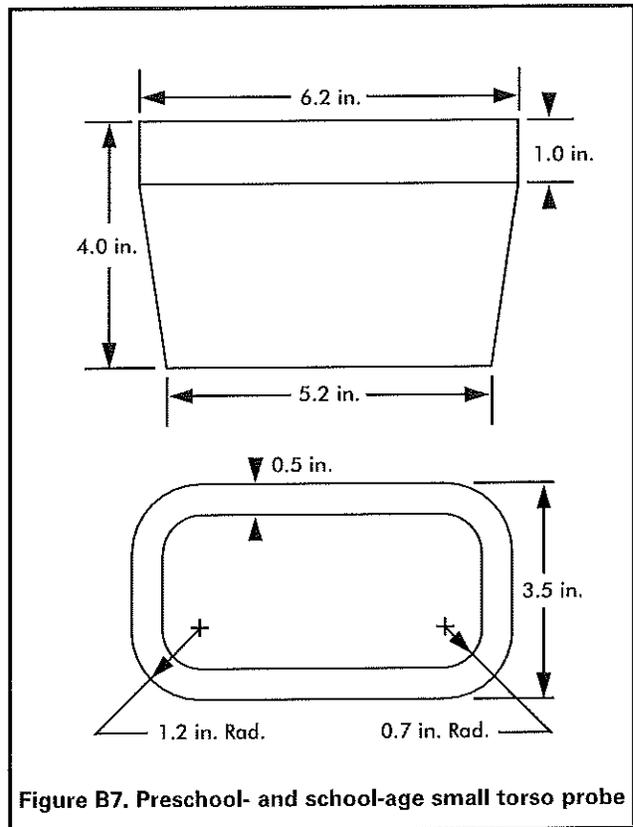
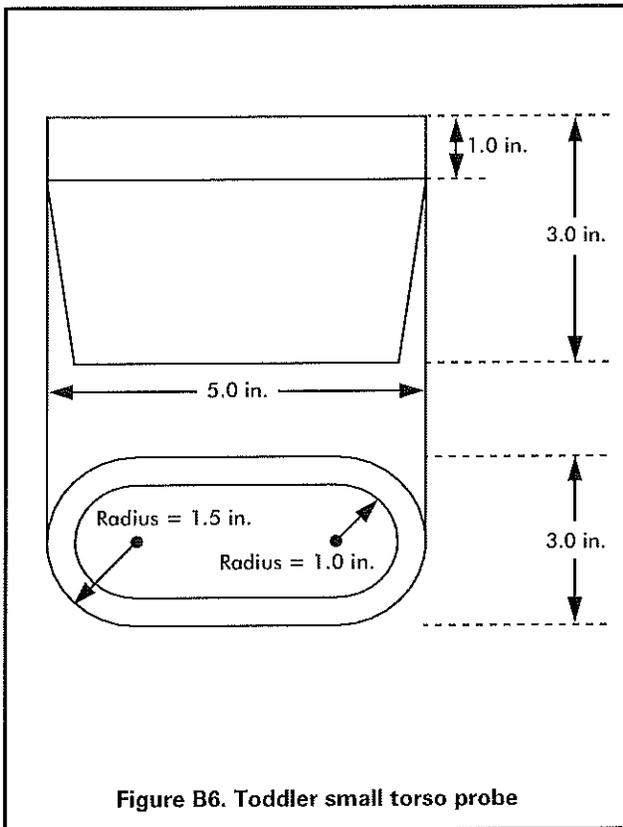


Figure B5. Large head template



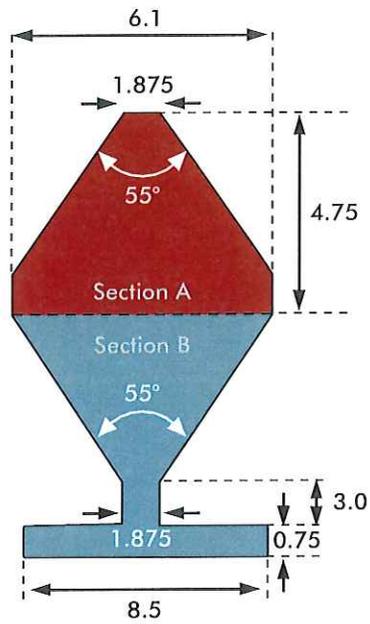


Figure B9. Preschool/School-age partially bound probe (dimensions in inches, template is 0.75 inches thick)

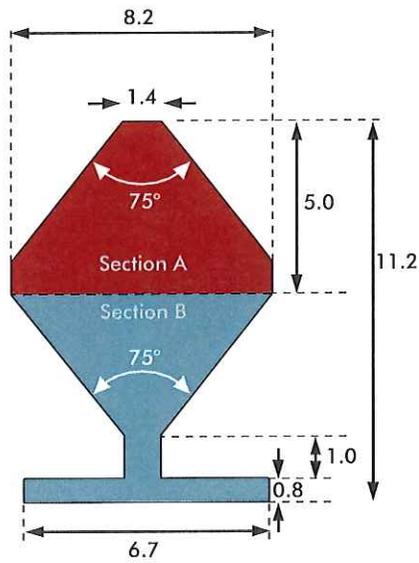


Figure B10. Toddler partially bound probe (dimensions in inches, template is 0.60 inches thick)

## APPENDIX B: PLAYGROUND TESTING

### B.2 Test Methods

#### B.2.1 Determining whether a projection is a protrusion

##### B.2.1.1 Test procedure

Step 1: Successively place each projection test gauge (see Figure B1) over any projection

Step 2: Visually determine if the projection penetrates through the hole and beyond the face of the gauge (see Figure B11 below).

**Pass:** A projection that does not extend beyond the face of the gauge passes.

**Fail:** A projection that extends beyond the face of any one of the gauges is considered a hazardous protrusion and should be eliminated.

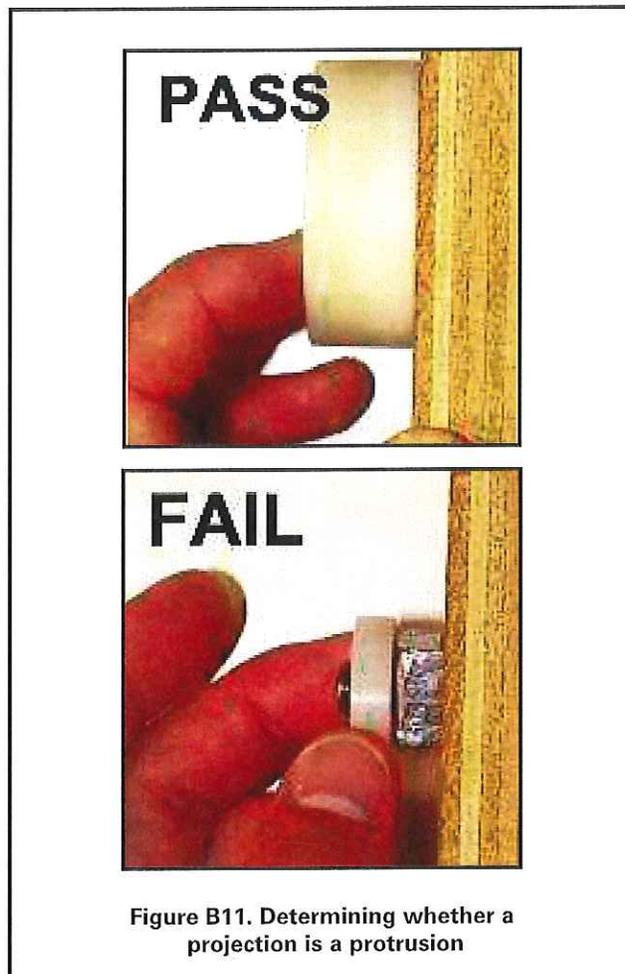


Figure B11. Determining whether a projection is a protrusion

#### B.2.2 Projections on suspended members of swing assemblies

Given the potential for impact incidents, projections on swings can be extremely hazardous. A special test gauge (see Figure B2) and procedure are recommended. When tested, no bolts or components in the potential impact region on suspended members should extend through the hole beyond the face of the gauge.

##### B.2.2.1 Test procedure

Step 1: Hold the gauge (Figure B2) vertically with the axis through the hole parallel to the swing's path of travel.

Step 2: Place the gauge over any projections that are exposed during the swing's path of travel.

Step 3: Visually determine if the projection penetrates through the hole and beyond the face of the gauge.

**Pass:** A projection that does not extend beyond the face of the gauge passes.

**Fail:** A projection that extends beyond the face of the gauge is considered a hazardous protrusion and should be eliminated.

#### B.2.3 Projections on slides

To minimize the likelihood of clothing entanglement on slides, projections that (1) fit within any one of the three gauges shown in Figure B1 and (2) have a major axis that projects away from the slide bed should not have projections greater than 1/8 inch perpendicular to the plane of the surrounding surface (Figure B12).

##### B.2.3.1 Test procedure

Step 1: Identify all projections within the shaded area shown in Figure B13.

Step 2: Determine which, if any, fit inside the projection test gauges (Figure B1).

Step 3: Place the swing and slide projection gauge (Figure B2) next to the projection to check the height of the projection.

Step 4: Visually determine if the projection extends beyond the face of the slide projection gauge.

**Pass:** A projection that does not extend beyond the face of the gauge passes.

**Fail:** A projection that extends beyond the face of the gauge is considered a hazardous protrusion and should be eliminated.

*NOTE: This test procedure is not applicable to the underside of a slide chute. For a slide chute with a circular cross section, the portion of the underside not subject to this projection recommendation is shown in Figure 18. The general recommendations for projections in §B.2.1 are applicable to the underside of the slide.*

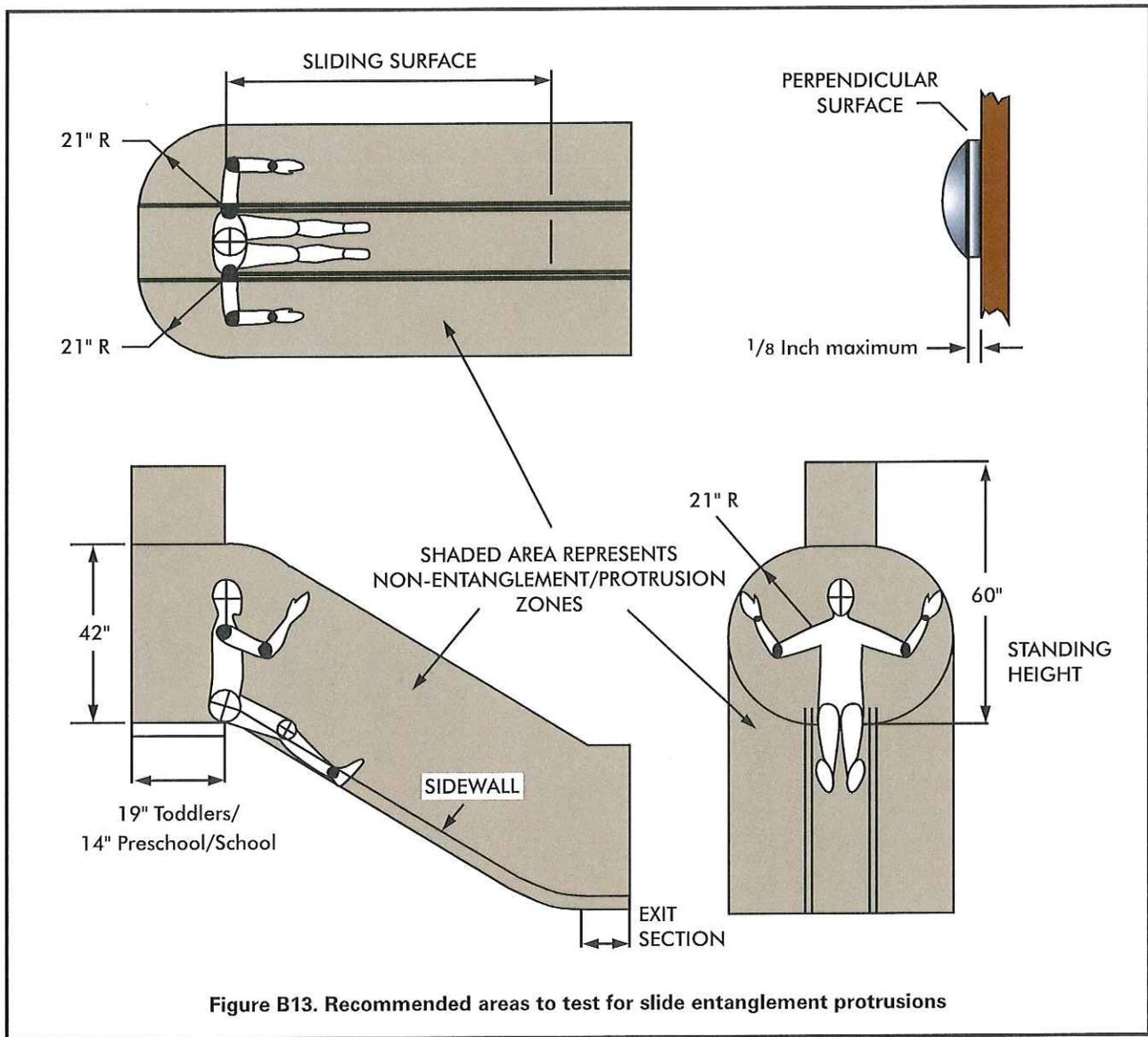
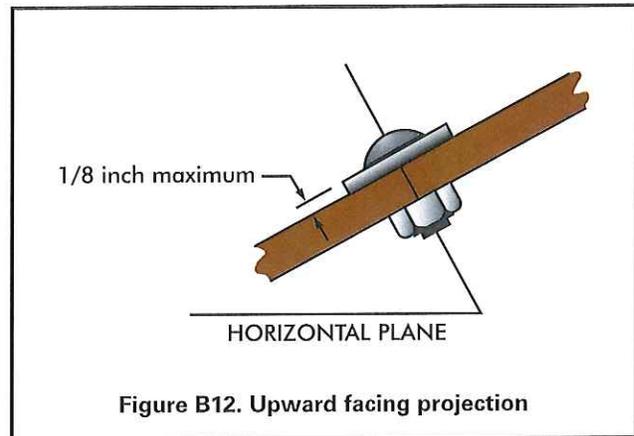


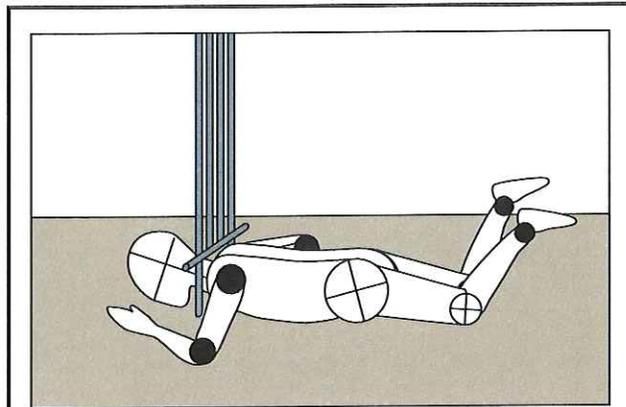
Figure B13. Recommended areas to test for slide entanglement protrusions

### B.2.4 Entrapment

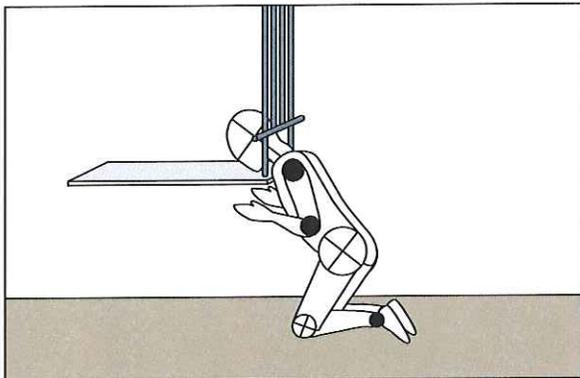
#### B.2.4.1 General

Any completely-bounded opening (Figure B14) that is not bounded by the ground may be a potential head entrapment hazard. Even those openings which are low enough to permit a child's feet to touch the ground present a risk of strangulation to an entrapped child, because younger children may not have the necessary intellectual ability and motor skills to withdraw their heads, especially if scared or panicked. An opening may present an entrapment hazard if the distance between any interior opposing surfaces is greater than 3.5 inches and less than 9 inches. If one dimension of an opening is within this potentially hazardous range, all dimensions of the opening should be considered together to fully evaluate the possibility of entrapment. The most appropriate method to determine whether an opening is hazardous is to test it using the following fixtures, methods, and performance criteria.

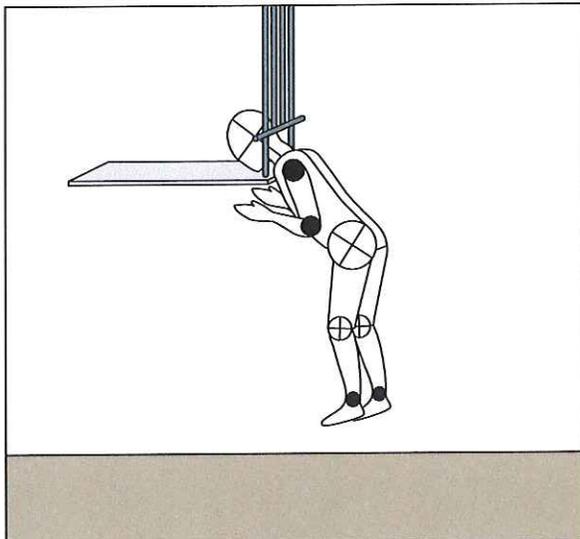
These recommendations apply to all playground equipment, i.e., toddler, preschool-age, and school-age children. Fixed equipment as well as moving equipment (in its stationary position) should be tested for entrapment hazards. There are two special cases for which separate procedures are given: (1) completely-bounded openings where depth of penetration is a critical issue (see Figure B15) and (2) openings formed by flexible climbing components.



Ground-bounded: Not subject to entrapment recommendations.



Low entrapment



High entrapment

Figure B14. Examples of completely bounded openings

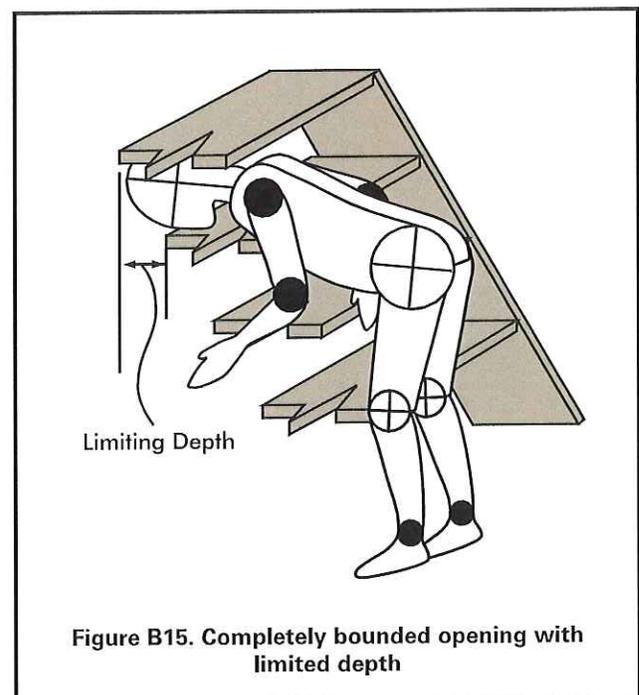


Figure B15. Completely bounded opening with limited depth

## B.2.5 Test fixtures

Two templates are required to determine if completely bounded openings in rigid structures present an entrapment hazard. These templates can easily be fabricated from cardboard, plywood, or sheet metal.

### B.2.5.1 Small torso template

The dimensions (see Figure B3 and Figure B4) of this template are based on the size of the torso of the smallest user at risk (5th percentile 6-month-old child for Figure B3 and 2-year-old child for Figure B4). If an opening is too small to admit the template, it is also too small to permit feet first entry by a child. Because children's heads are larger than their torsos, an opening that does not admit the small torso template will also prevent head first entry into an opening by a child.

### B.2.5.2 Large head template

The dimensions (see Figure B5) of this template are based on the largest dimension on the head of the largest child at risk (95th percentile 5-year-old child). If an opening is large enough to permit free passage of the template, it is large enough to permit free passage of the head of the largest child at risk in any orientation. Openings large enough to permit free passage of the large head template will not entrap the chest of the largest child at risk.

### B.2.5.3 Completely bounded openings with unlimited depth

#### B.2.5.3.1 Test procedure

Step 1: Select the appropriate small torso template based on the intended users of the playground (Figure B3 for toddler playgrounds, Figure B4 for preschool- and school-age playgrounds).

Step 2: Identify all completely bounded openings.

Step 3: Attempt to place the small torso template in the opening with the plane of the template parallel to the plane of the opening. While keeping it parallel to the plane of the opening, the template should be rotated to its most adverse orientation (i.e., major axis of template oriented parallel to the major axis of the opening.)

Step 4: Determine if the small torso template can freely pass through the opening.

No: Pass. Stop

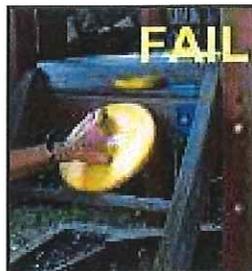
Yes: Continue



Step 5: Place the large head template in the opening, again with the plane of the template parallel to the plane of the opening, and try to insert it through the opening.

**Pass:** The large head template can be freely inserted through the opening

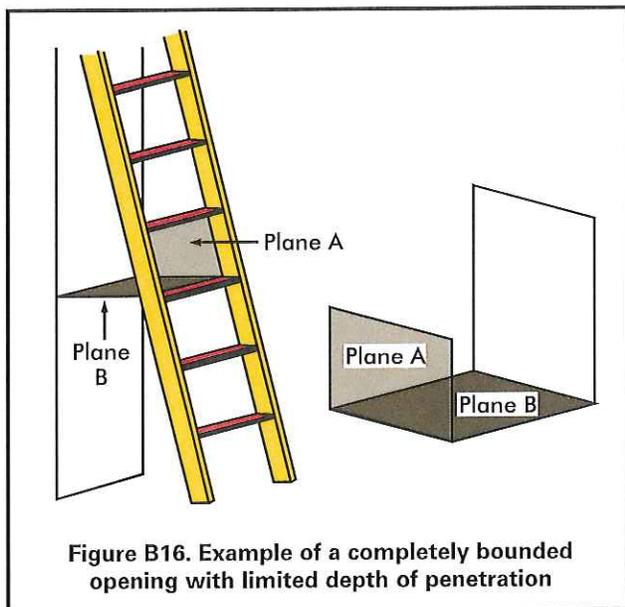
**Fail:** The opening admits the small torso template but does not admit the large head template.



### B.2.5.4 Completely bounded openings with limited depth of penetration

The configuration of some openings may be such that the depth of penetration is a critical issue for determining the entrapment potential. For example, consider a vertical wall or some other barrier behind a step ladder. The entrapment potential depends not only on the dimensions of the opening between adjacent steps but also on the horizontal space between the lower boundary of the opening and the barrier. A child may enter the opening between adjacent steps feet first and may proceed to pass through the space between the rear of the lower step and the barrier and become entrapped when the child's head is unable to pass through either of these two openings. In effect, there are openings in two different planes, and each has the potential for head entrapment and should be tested.

Figure B16 illustrates these two planes for a step ladder as well as for a generic opening. Plane A is the plane of the completely bounded opening in question, and Plane B is the plane of the opening encompassing the horizontal space between the lower boundary of the opening in Plane A and the barrier that should also be tested for entrapment hazards.



#### B.2.5.4.1 Test procedure

**Step 1:** Select the appropriate small torso template based on the intended users of the playground (Figure B3 for toddler playgrounds, Figure B4 for preschool-age and school-age playgrounds).

**Step 2:** Identify all completely bounded openings with limited depth of penetration.

**Step 3:** Place the small torso template in the opening in Plane A with its plane parallel to Plane A; rotate the template to its most adverse orientation with respect to the opening while keeping it parallel to Plane A.

**Step 4:** Determine if the opening in Plane A admits the small torso template in any orientation when rotated about its own axis.

**No: Pass.** The opening is small enough to prevent either head first or feet first entry by the smallest user at risk and is not an entrapment hazard.

**Yes: Continue.**

**Step 5:** Place the small torso template in the opening in Plane B with its plane parallel to Plane B; rotate the template to its most adverse orientation with respect to the opening while keeping it parallel to Plane B.

**Step 6:** Determine if the opening in Plane B admits the small torso template.

**No: Pass.** The depth of penetration into the opening in Plane A is insufficient to result in entrapment of the smallest user at risk.

**Yes: Continue.**

**Step 7:** Place the large head template (Figure B5) in the opening in Plane A with its plane parallel to Plane A. Determine if the opening in Plane A admits the large head template.

**No: Fail.** A child, whose torso can enter the opening in Plane A as well as the opening in Plane B, may become entrapped by the head in the opening in Plane A.

**Yes: Continue.**

**Step 8:** With the plane of the large head template parallel to the opening in Plane B, determine if the opening in Plane B admits the large head template.

**No: Fail.** The largest user at risk cannot exit the opening in Plane B.

**Yes: Pass.** The openings in Plane A and Plane B do not pose an entrapment risk.

### B.2.5.5 Flexible openings

Climbing components such as flexible nets are also a special case for the entrapment tests because the size and shape of openings on this equipment can be altered when force is applied, either intentionally or simply when a child climbs on or falls through the openings. Children are then potentially at risk of entrapment in these distorted openings.

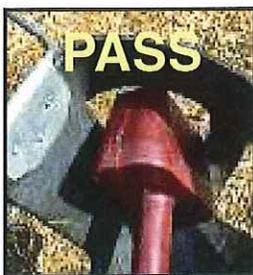
The procedure for determining conformance to the entrapment recommendations for flexible openings requires two three-dimensional test probes which are illustrated in Figure B6, Figure B7, and Figure B8 are applied to an opening in a flexible component with a force of up to 50 pounds.

#### B.2.5.5.1 Test procedure

- Step 1: Select the appropriate small torso template based on the intended users of the playground (Figure B3 for toddler playgrounds, Figure B4 for preschool-age and school-age playgrounds).
- Step 2: Identify all completely bounded openings with flexible sides.
- Step 3: Place the small torso probes (Figures B6 and B7) in the opening, tapered end first, with the plane of its base parallel to the plane of the opening.
- Step 4: Rotate the probe to its most adverse orientation (major axis of probe parallel to major axis of opening) while keeping the base parallel to the plane of the opening.
- Step 5: Determine if the probe can be pushed or pulled completely through the opening by a force no greater than 30 pounds on toddler playgrounds or 50 pounds on preschool-age and school-age playgrounds.

No: Pass. Stop

Yes: Continue.



Step 6: Place the large head probe (Figure B8) in the opening with the plane of its base parallel to the plane of the opening.

Step 7: Determine if the large head probe can be pushed or pulled completely through the opening by a force no greater than 30 pounds on toddler playgrounds or 50 pounds on preschool-age and school-age playgrounds.

Yes: Pass. Stop.



No: Fail.



### B.2.5.6 Partially bound openings

A partially bound opening is any opening which has at least one side or portion open, such as a U- or V-shaped opening. These openings can still pose an entrapment hazard by allowing the neck to enter but not allowing the head to slip out. A partially bound opening can be any part of the playground equipment where a child could get his or her neck caught, so it includes not only two- or three-sided openings, but also areas of large openings (large enough for the head template to enter) that have the characteristics that can entrap a child's neck. Several examples outlines of this situation are shown in the figures below. Openings that have an outline similar to these figures are often found when two parts of a playground meet, for example, the top of a slide and the side of a guardrail.

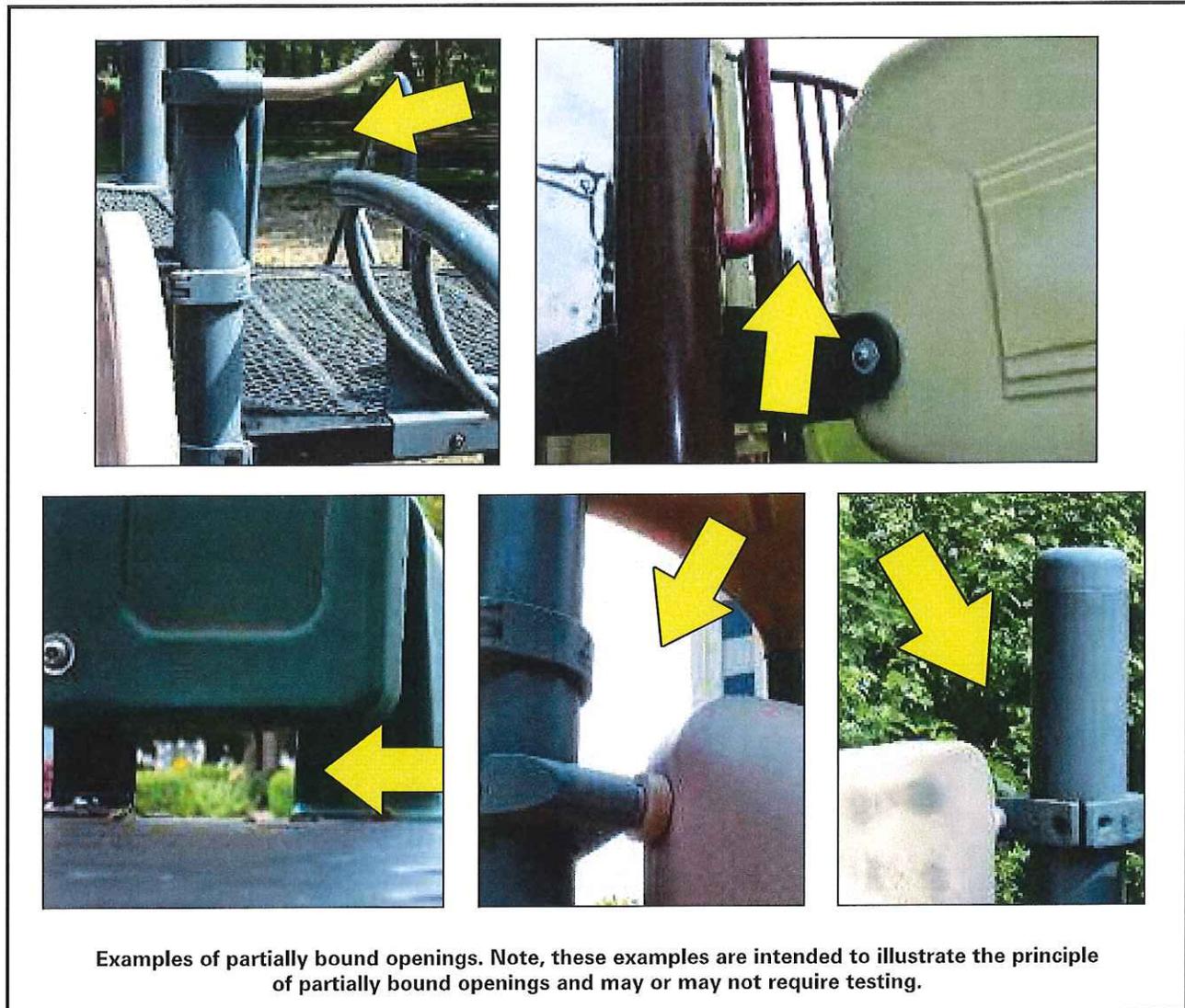
Identifying partially bound openings varies depending on the age range of the playground. Openings that should be tested include any opening where:

For toddlers:

- The perimeter of the opening is not closed
- The lowest leg of the opening is tilted upward (i.e. above horizontal) or 45 degrees below horizontal.

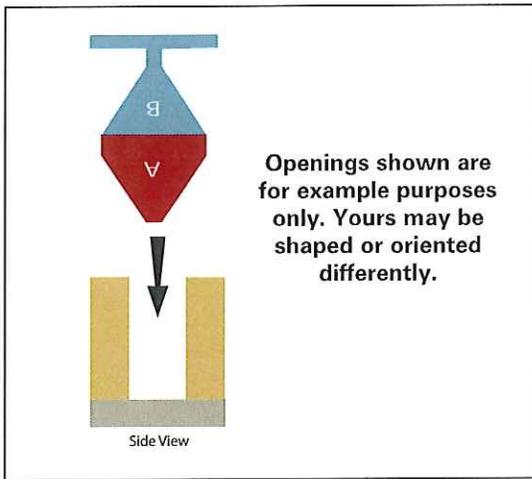
For preschool- and school-age:

- The perimeter of the opening is not closed
- The lowest leg of the opening is tilted upward (i.e. above horizontal)



**B.2.5.6.1 Test procedure**

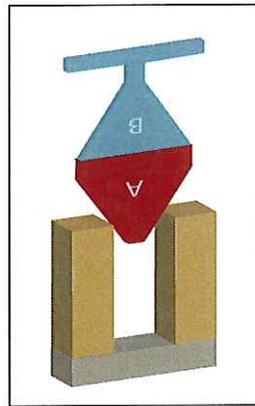
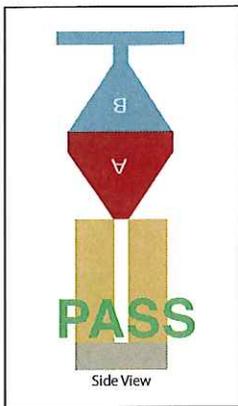
- Step 1: Select the appropriate Partially Bound Template based on the intended users of the playground (Figure B10 for toddler playgrounds, Figure B9 for preschool and school-age playground).
- Step 2: Identify partially bound openings.
- Step 3: Align the template so that the face of the template is parallel to the plane of the opening and the narrow tip of the A section is pointing toward the opening.



- Step 4: Insert the A portion of the template into the opening following the centerline of the opening.
- Step 5: Once inserted as far as possible, determine if there is simultaneous contact between the sides of the opening and both of the top corners at the narrow tip of section A.

**Yes:** Pass. Stop

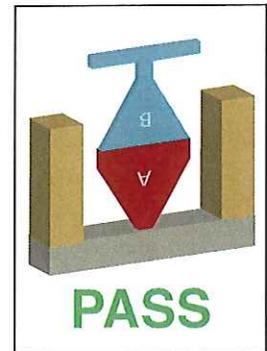
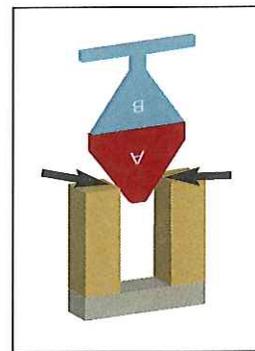
**No:** continue



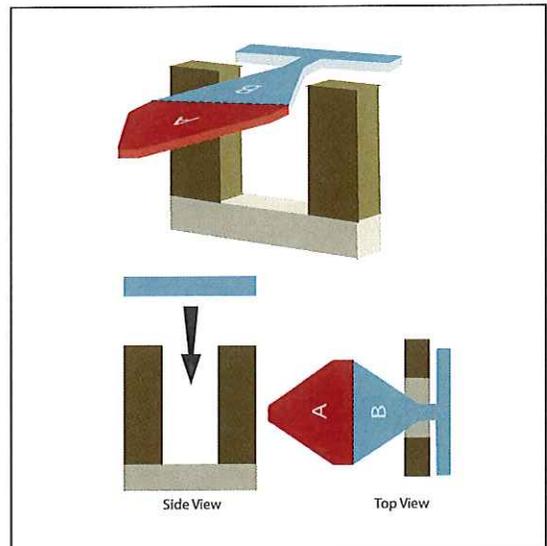
- Step 6: While still inserted as far as possible, determine if there is simultaneous contact between both of the angled sides of section A and the sides of the opening.

**Yes:** Note the points on the sides of opening where contact was made and continue

**No:** Pass. The narrow tip should be resting on the lower boundary of the opening with no contact with the sides of the opening. Stop



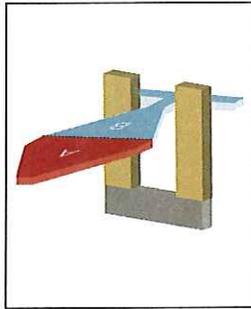
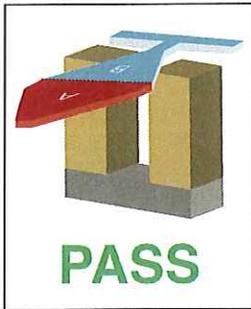
- Step 7: Remove the template and turn the template so that the face of the template is perpendicular to the opening.
- Step 8: Following the plane of the opening, insert the B portion of the template into the opening so that the narrow part of the B portion is between the sides of the opening.



Step 9: Once inserted as far as possible, determine if the B portion is completely past the points where contact was made on the sides of the opening with the A portion.

No: Pass. Stop

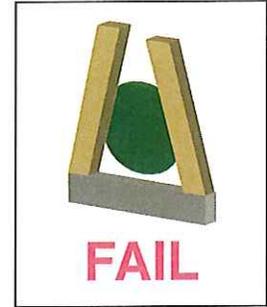
Yes: Toddlers:  
Fail. Stop  
Preschool and  
School-age:  
Continue



Step 11: Determine if the Large Head Template passes freely through the larger opening.

Yes: Pass

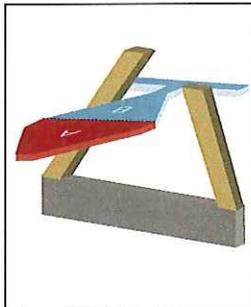
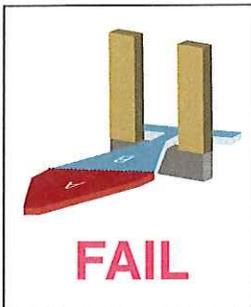
No: Fail



Step 10: Determine if the B portion can reach a point where the opening increases in size.

No: Fail. Stop

Yes: continue

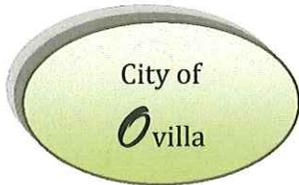


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# Ovilla City Council

## AGENDA ITEM REPORT

### Item 6

Meeting Date: August 08, 2016

Department: Administration/Code

Discussion  Action

Budgeted Expense:  YES  NO  N/A

Submitted By: Dennis Burn

Amount: \$ N/A

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

#### Attachments:

1. Permit application
2. Sign description, size and placement diagrams
3. Excerpt from the Code, Chapter 3,, Section 3.06

#### Agenda Item / Topic:

**ITEM 6.** *DISCUSSION/ACTION* – Consideration of and action on a Meritorious Exception, as permitted by Section 3.06.012 in the Ovilla Code of Ordinances, filed by the Midlothian Independent School District for a 12’ 4 3/8” x 8’ monument sign with an electronic reader board at the McClatchey Elementary School, 6631 Shiloh Road, Ovilla, TX 75154, authorizing the city manager to execute said permit.

#### Discussion / Justification:

Applicant, Midlothian Independent School District (MISD), applied to place a monument sign with digital display at the new McClatchey Elementary School. Setback, placement and materials are compliant with Ovilla Code.

Sign description: 12’ 4 3/8” X 8’ monument sign  
Materials: Brick and stone  
Duration: This sign is for permanent placement.  
Current Zoning: CG – General Commercial

#### Excerpts from Ovilla Code: Section 3.06.007

##### **Sec. 3.06.007 Prohibited signs**

A person commits an offense if the person installs, constructs, repairs, alters, or relocates a sign described below, except as otherwise permitted in this article:

- (3) A moving, flashing, animated, or rotating sign, sign with moving lights, or sign which creates the illusion of movement, except for reader-boards which convey a message.

##### **Sec. 3.06.012 Granting of exceptions**

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

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

#### Recommendation / Staff Comments:

Staff recommends Council approve the granting of a meritorious exception to the MISD as presented.

**Sample Motion(s):**

*I move that Council **approve/deny** a Meritorious Exception, as permitted by Section 3.06.012 in the Ovilla Code of Ordinances, filed by the Midlothian Independent School District for a 12' 4 3/8" x 8' monument sign with an electronic reader board at the McClatchey Elementary School, 6631 Shiloh Road, Ovilla, TX 75154, authorizing the city manager to execute said permit.*

# City of Ovilla

Phone: (972) 617-7262

105 S. Cockrell Hill Rd.

Fax: (972) 515-3221

Ovilla, Texas 75154

## Commercial Building Permit Application

|   |                          |
|---|--------------------------|
| Building Permit Number: _____   | Valuation: <u>\$351C</u> |
| Project Name: <u>McClatchey Elementary</u>  | Square Foot: _____       |
| Project Address: _____  |                          |
| Project Description: New <input type="checkbox"/> C/O <input type="checkbox"/> Sign <input checked="" type="checkbox"/> Irrigation <input type="checkbox"/> |                          |
| Fence <input type="checkbox"/> Flatwork <input type="checkbox"/> Electrical <input type="checkbox"/> Other <input type="checkbox"/>                         |                          |
| Scope of Work: <u>MONUMENT SIGN</u>   |                          |

|   |  |
|---|--|
| Owner Information: <u>Midlothian ISD</u>  |  |
| Name: <u>David Boswell</u>                | Contact Person: _____                        |
| Address: <u>100 Walter Stephenson Dr.</u> |  |
| Phone Number: <u>409-446-4677</u>         | Fax Number: _____ Mobile Number: <u>SAME</u> |

| Engineer              | Contact Person | Phone Number | Fax Number                |
|-----------------------|----------------|--------------|---------------------------|
|                       |                |              |                           |
| Architect             | Contact Person | Phone Number | Fax Number                |
|                       |                |              |                           |
| General Contractor    | Contact Person | Phone Number | Contractor License Number |
|                       |                |              |                           |
| Mechanical Contractor | Contact Person | Phone Number | Contractor License Number |
|                       |                |              |                           |
| Electrical Contractor | Contact Person | Phone Number | Contractor License Number |
|                       |                |              |                           |
| Plumbing Contractor   | Contact Person | Phone Number | Contractor License Number |
|                       |                |              |                           |

**A certificate of occupancy must be issued before any building is occupied.**

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

Signature of Applicant: [Signature] Date: 7-27-16

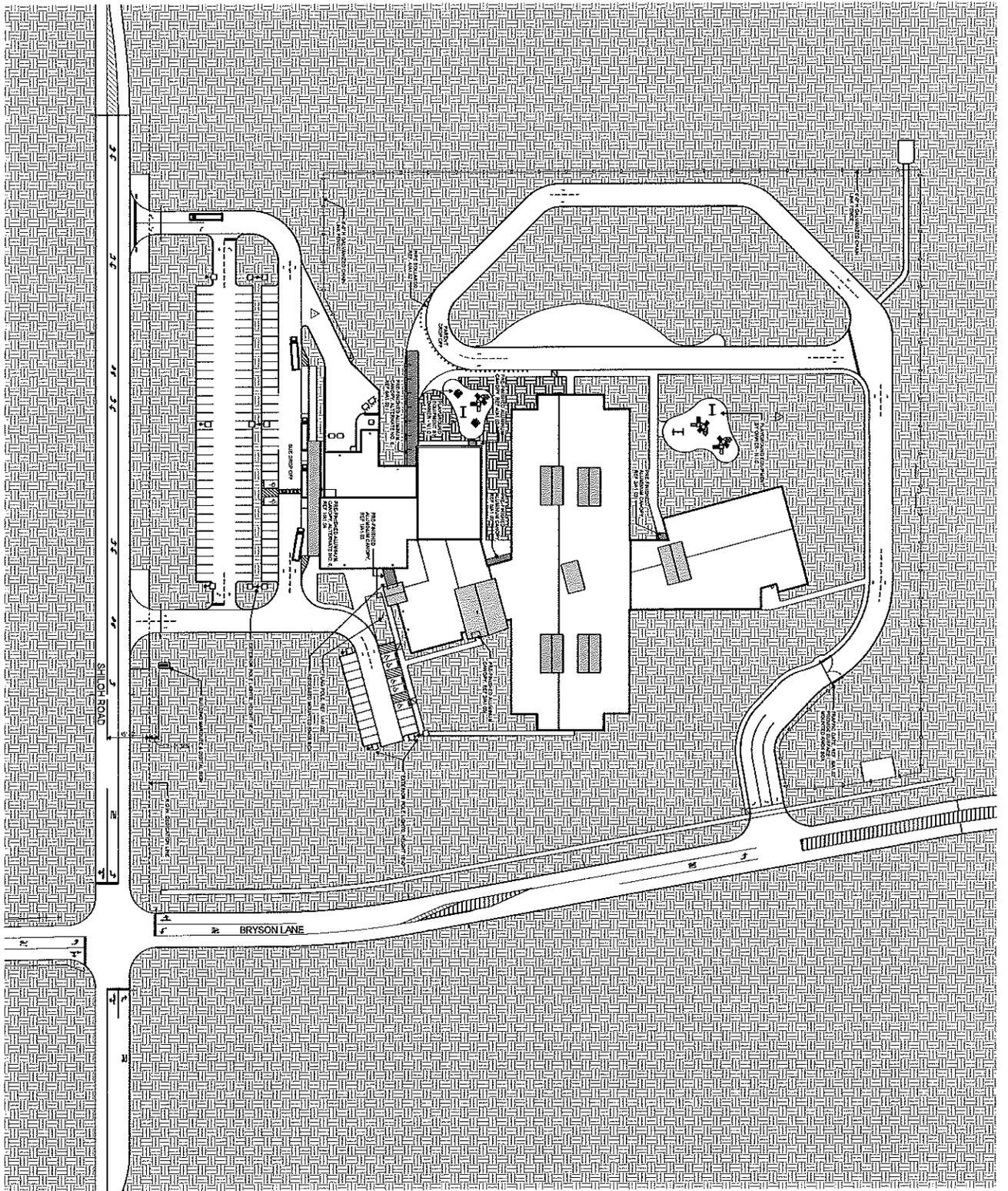
**OFFICE USE ONLY:**

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

|                             |             |                    |
|-----------------------------|-------------|--------------------|
| Plan Review Fee: _____      | REC # _____ | Permit Fees: _____ |
| Building Permit Fee: _____  |             | Issued Date: _____ |
| Capital Recovery Fee: _____ |             | Issued By: _____   |
| Fire Meter: _____           |             |                    |
| Water Meter Cost: _____     |             |                    |
| Water Impact: _____         |             |                    |
| Sewer Connection Fee: _____ |             | BV Project # _____ |
| Sewer Impact: _____         |             |                    |
| Fire Fee: _____             |             |                    |

PERMIT APPLICATION  
 DENIED PER ORDINANCE  
 CHAPTER 3, SEC. 3.06.007(3)  
 + 8.1.2016

1 SITE  
 SCALE: 1" = 40'-0"



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 1000 West 11th Street  
 Suite 1000  
 Irving, Texas 75039  
 www.vklarchitects.com



State Seal, April 27, 2012  
 Project No. 12-10007  
 Revision No. 1 3.15.2012

Drawn By: AMH  
 Layout: AMH  
 Designer: Daily Control  
 City: MKN  
 Rev: 01/11/12

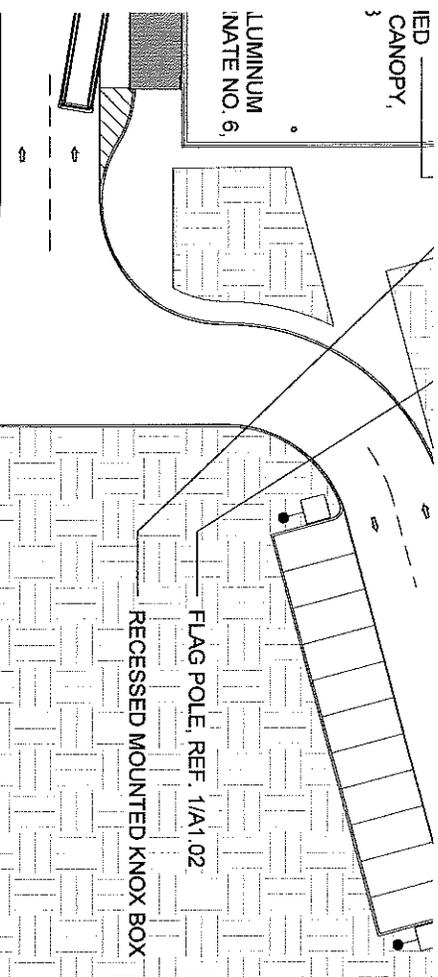
**New Elementary School No. 7**

Midlothian Independent School District  
 OVI,LLA, TX

A1.01

LED CANOPY

ALUMINUM  
PLATE NO. 6



EXTERIOR POLE LIGHTS, HEIGHT 18'-0"

BUILDING MARQUEE & DIGITAL SIGN

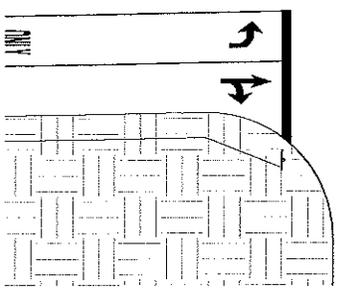
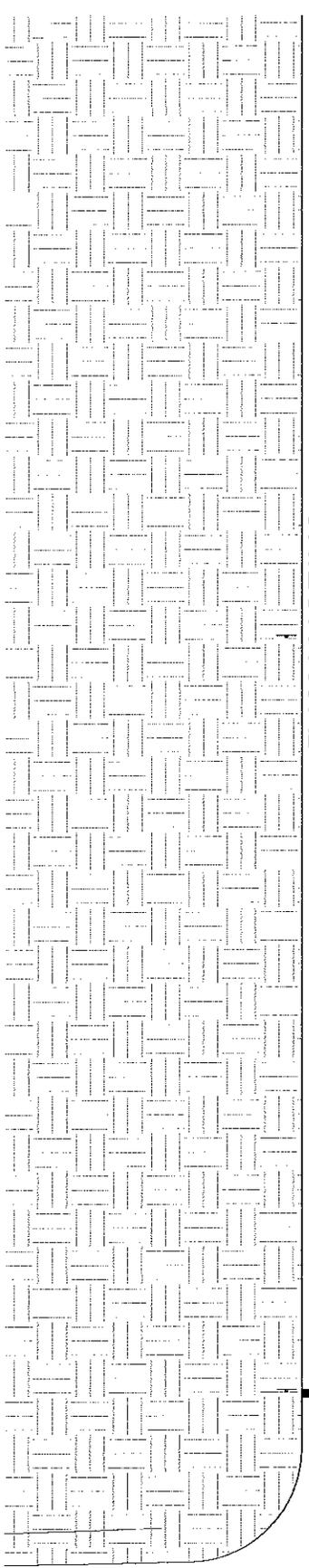
ROW DEDICATION LINE

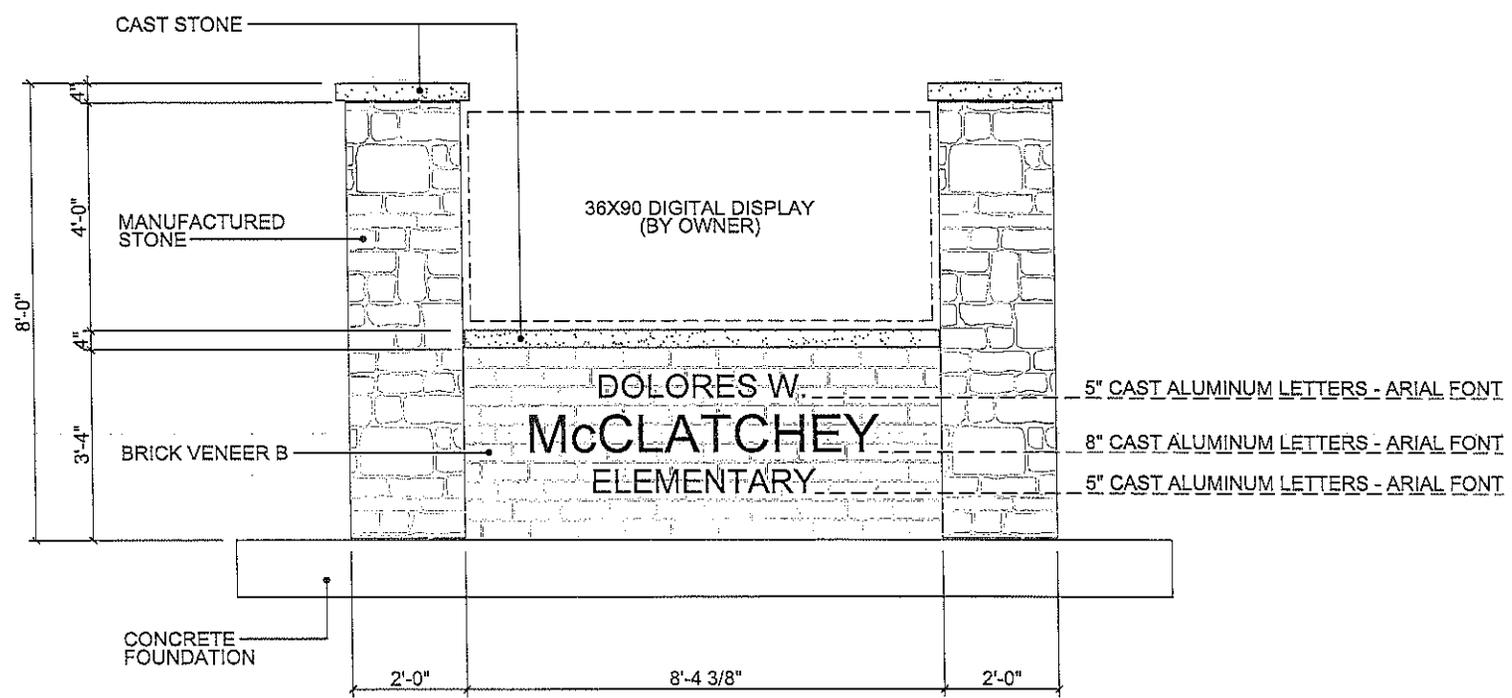
10'-0" (MIN.)

45'-0"

SHILOH ROAD

BRYSON LANE





**MARQUEE SIGN**  
SCALE: 1/2" = 1'-0"

Drawn By  
RR

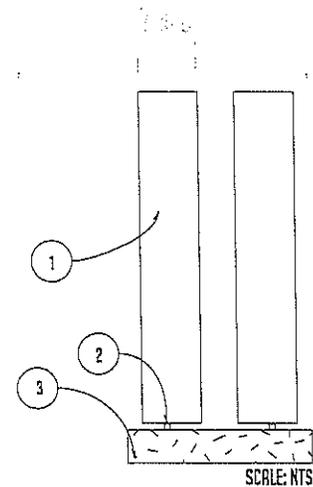
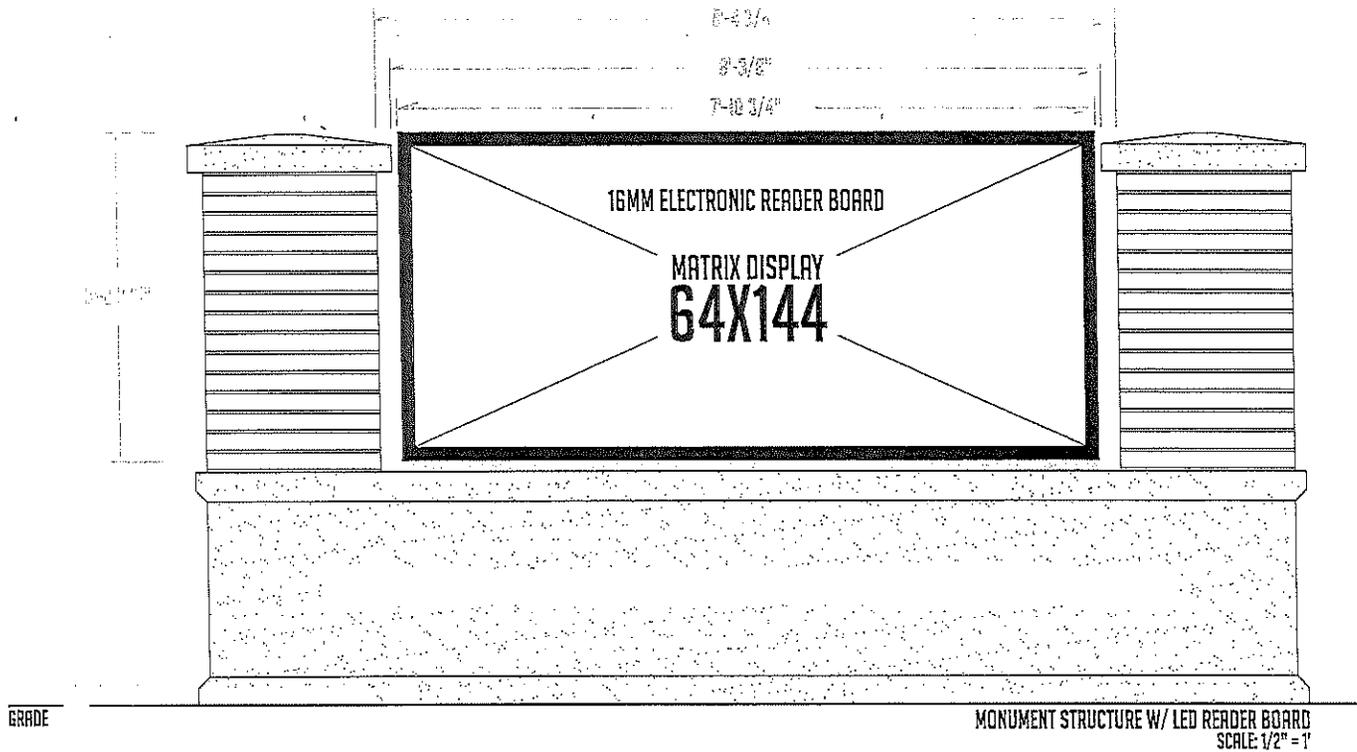
ISSUE DATE

06.02.2016

PROJECT NO.

1419.00

SHEET NO.



- 1-1 1/2" SPACER
- 2- LED READER BOARDS
- 3- EXISTING STRUCTURE



DATE: 04/06/2016

DRAWN BY:

MIDLOTHIAN ISD

DOLORES W. MCCLATCHEY

ENGINEER

100 WALTER STEPHENSON, MIDLOTHIAN, TX

76065

DW100M-COMP-MONUMENTSIGN01.RAI

PROJECT NO.:

JKP

NOTE: IF ELECTRICAL SERVICE IS REQUIRED IT WILL BE UP TO YOU THE CUSTOMER TO PROVIDE DEDICATED 120 VOLT, 1 PHASE PRIMARY/S, INCLUDING GROUND WIRING DIRECTLY FROM PANEL BOX TO WITHIN SIX (6) FEET OF SIGNAGE. ALL INSTALLATION TO MEET CURRENT A.E.C. CODES.

**BEFORE APPROVING:**

PLEASE VERIFY ALL SIZES & SPECS CONTAINED IN THIS DRAWING. COLORS WILL VARY FROM MONITORS TO PRINTS. EXACT COLOR SAMPLES ARE AVAILABLE ON REQUEST. THERE MAY BE A FEE INVOLVED. **PLEASE REVIEW ALL SPELLING & CONTENT. ONCE APPROVED, WE ARE NOT LIABLE FOR ANY MISTAKES OR ERRORS IN THE FINAL PRODUCT. PRODUCT WILL BE MANUFACTURED AS IT IS INDICATED ON THIS DRAWING - REVIEW CAREFULLY.** LANDLORD APPROVAL IS CUSTOMER'S RESPONSIBILITY.

APPROVED AS IS

DATE: 04/06/2016

PLEASE REUSE

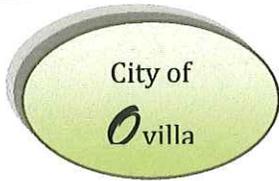


*EXCERPT FROM THE OVILLA CODE OF ORDINANCES*  
**CHAPTER 3**  
**SECTION 3.06**

**Sec. 3.06.007 Prohibited signs**

A person commits an offense if the person installs, constructs, repairs, alters, or relocates a sign described below, except as otherwise permitted in this article:

- (1) "A" frame or sandwich board, and sidewalk or curb signs, except as temporary signs.
- (2) A balloon, or inflatable sign.
- (3) A moving, flashing, animated, or rotating sign, sign with moving lights, or sign which creates the illusion of movement, except for reader-boards which convey a message.



# Ovilla City Council

## AGENDA ITEM REPORT Item 7

Meeting Date: August 8, 2016

Department: Police/Finance

Discussion  Action

Budgeted Expense:  YES  NO  N/A

Submitted By: Chief Windham

Amount: \$14,990

Reviewed By:  City Manager  City Secretary  City Attorney

Accountant

Other: Chief Windham

### Attachments:

1. Contract proposal from Ridgeline General Contractors.
2. Budget Revision Form.
3. Excerpt from the Policy and Procedure Guide to Purchasing

### Agenda Item / Topic:

ITEM 7. **DISCUSSION/ACTION** – Consideration of and action on a contract proposal with Ridgeline General Contractors for the renovation of the police department building, authorizing the city manager to execute said contract.

### Discussion / Justification:

The Police Department entry is in need of remodeling for safety and security reasons. Staff received three quotes for the work. The contract received from Ridgeline General Contractors was the lowest price that provided all services that were needed. The price quoted (\$14,990.00) exceeds the budget line item in the Police Department budget. Staff has transferred funds within the Police Department Budget to accommodate this additional expense, and remains within the department's fiscal year budget.

The Ovilla Policy and Procedure Guide to Purchasing allows the city manager to approve the transfer of funds within a department's line item account.

### Recommendation / Staff Comments:

Staff recommends that the City Council approve the contract with Ridgeline General Contractors.

### Sample Motion(s):

*I move to approve/deny a contract proposal with Ridgeline General Contractors for the renovation of the police department building, authorizing the city manager to execute said contract.*



**Phone:** 972-576-1700 • **Fax** 972-576-1702  
**Location:** 2488 Black Champ Rd, Waxahachie, TX 75167  
**Mailing:** P.O. Box 2444, Red Oak, TX 75154  
 ACCREDITED MEMBER OF THE BBB (Dallas, Central and Northeast Texa  
 PREFERRED CONTRACTOR FOR OWENS-CORNING

**RIDGELINE GENERAL CONTRACTORS**

**CONTRACT PROPOSAL**

July 11, 2016

PROJECT SUPERVISOR:

NICK BRYANT

PHONE: (469) 383-2628

Email: nickb.ridgeline@gmail.com

CUSTOMER: OVILLA POLICE DEPARTMENT

CONTACT: BRIAN WINDHAM, Chief of Police

PHONE: 972-617-7262

EMAIL: bwindham@cityofovilla.org

LOCATION: 105 S. COCKRELL HILL ROAD, OVILLA, TEXAS 75154

**INTERIOR / FOYER REMODEL**

| Item # | Description   |
|--------|---|
| 1      | Installation of bullet proof glass in reception area  |
| 2      | Frame in additional opening – sheetrock, tape bed texture & paint   |
| 3      | Installation of cultured marble countertop to provide minimal access  |
| 4      | Construct/Frame in of 2 walls   |
| 5      | Installation of 36" pass-through door into officer's area   |
| 6      | Installation of 36" x 84" hollow metal door and frame – door to be a 90 minute fire rated door with interior baffle with safety glass – with electronic fail safe door strike system with battery backup & provide 2 digital keypads for entry & exit to include an mushroom entrance/exit button to be installed in the reception area |
| 7      | Relocation of electrical switches   |
| 8      | Repositioning of light fixture  |
| 9      | Installation of 1 new light fixture (To be supplied by customer)  |
| 10     | Extension of an a/c duct and register in new lobby area   |
| 11     | Paint walls in new area   |
| 12     | Paint doors in new area   |
| 13     | Paint trim in new area  |



**Phone:** 972-576-1700 • **Fax** 972-576-1702  
**Location:** 2488 Black Champ Rd, Waxahachie, TX 75167  
**Mailing:** P.O. Box 2444, Red Oak, TX 75154  
ACCREDITED MEMBER OF THE BBB (Dallas, Central and Northeast Texa  
PREFERRED CONTRACTOR FOR OWENS-CORNING

**RIDGELINE GENERAL CONTRACTORS**

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**Total Cost: \$ 14,990.00**

**Payment Schedule:**

|   |             |
|---|-------------|
| 1 <sup>st</sup> payment due to start project:           | \$ 7,495.00 |
| 2 <sup>nd</sup> payment due upon completion of project: | \$ 7,495.00 |

Please read carefully. This is a legally binding contract between you, the customer and Ridgeline General Contractors. By signing below, you are in agreement and hereby accept the terms, price, specifications and conditions of this contract as well as authorize Ridgeline General Contractor to do all work specified herein.

\_\_\_\_\_  
Customer's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Ridgeline General Contractors' Representative Signature

\_\_\_\_\_  
Date

COPY

City of Ovilla  
Budget Revision Request

Date: 7/19/2016

Requestor: B. WINDHAM

Department: PD

FROM:  
Acct. Description: GROUP INS.  
Account #: 5202110  
Current Budget: 76,313.  
Amount deducted: 3500.  
New Budget Total: 72,813.

TO:  
Acct. Description: BLDG. REPAIR  
Account #: 5205520  
Current Budget: 13,032.  
Amount increased: 3500.  
New Budget Total: 16,532.

Explanation for Revision:

LOBBY SECURITY UPDATE \$14,990.00

Department Head Signature: [Signature]  
Accountant Review: (initials): [Signature]

.....  
City Administrator Only  
MANAGER

Comments:

Approved  Not Approved   
City Administrator: [Signature]  
Form revised 07/11/14  
MANAGER

Date: 7.19.2016

POSTED  
PCDU

# EXCERPT : POLICY & PROCEDURE GUIDE TO PURCHASING

## D. Budget Revision Request (Non-budgeted Purchases)

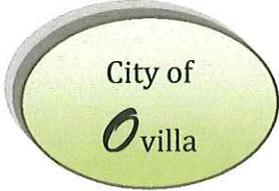
The department has the responsibility to see that budget accounts are not overspent. If the category lacks a sufficient balance, the requisition will be sent back to the using department. The Department Head may then:

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

### Instructions for Completing Budget Revision Request Form

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

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



# Ovilla City Council

## AGENDA ITEM REPORT Item 8

Meeting Date: August 8, 2016

Department: Administration / Finance

Discussion  Action

Budgeted Expense:  YES  NO  N/A

Submitted By: Dennis Burn

Amount: \$ 5,000

Reviewed By:  City Manager  City Secretary  City Attorney

Accountant  Other:

### Attachments:

1. Ordinance 2016-14
2. 2015 Heritage Day expenditures

### Agenda Item / Topic:

**ITEM 8.** *DISCUSSION/ACTION* –Consideration of and action on Ordinance 2016-14 of the City of Ovilla, Texas, Amending the Fiscal Year 2015-2016 General Fund Budget and Annual Program of Services for the City of Ovilla to allow for an adjustment of \$5,000 appropriating funds for increased expenditures for the 2016 Annual Heritage Day Event, appropriating said funds from the General Fund Balance providing that expenditures for FY 2015-2016 be made in accordance with said amended budget; providing a severability clause; providing an effective date.

### Discussion / Justification:

The expenditures for Heritage Day 2015 was \$13,529. The budget for the 2016 Heritage Day is \$8,000. A budget increase of \$5,000 has been requested to allow for the same expenditures as the previous year. The General Fund budget will increase to \$3,666,049.

The line items to be increased are Reduction in Fund Balance and Heritage Day. The Heritage Day budget will increase to a total line item expenditure of \$13,000.

Legal counsel has approved the language of the ordinance.

### Recommendation / Staff Comments:

Staff recommends Council approve of Ordinance 2016-14 and authorize the city manager to execute the Budget Amendment Request form.

### Sample Motion(s):

*I move to approve/deny Ordinance 2016-14 of the City of Ovilla, Texas, Amending the Fiscal Year 2015-2016 General Fund Budget and Annual Program of Services for the City of Ovilla to allow for an adjustment of \$5,000 appropriating funds for increased expenditures for the 2016 Annual Heritage Day Event, appropriating said funds from the General Fund Balance providing that expenditures for FY 2015-2016 be made in accordance with said amended budget; providing a severability clause; providing an effective date. Approval of this Ordinance will allow the city manager to execute the Budget Amendment Request.*

## ORDINANCE NO. 2016-14

AN ORDINANCE OF THE CITY OF OVILLA, TEXAS, AMENDING THE FISCAL YEAR 2015-16 GENERAL FUND BUDGET FOR THE CITY OF OVILLA TO ALLOW FOR AN ADJUSTMENT OF \$5,000, APPROPRIATING FUNDS FOR INCREASED EXPENDITURES FOR THE 2016 ANNUAL HERITAGE DAY AND; APPROPRIATING SAID FUNDS FROM THE REDUCTION IN FUND BALANCE ACCOUNT; PROVIDING THAT EXPENDITURES FOR FY 2015-2016 BE MADE IN ACCORDANCE WITH SAID AMENDED BUDGET; PROVIDING A SEVERABILITY CLAUSE; PROVIDING AN EFFECTIVE DATE.

*WHEREAS*, the City of Ovilla, Texas is a Type A general law city; and

*WHEREAS*, pursuant to Ordinance No. 2015-023, the City Council of the City of Ovilla, Texas approved the Fiscal Year 2015-2016 General Fund Budget;

*WHEREAS*, the City Council of the City of Ovilla desires to amend Ordinance Number 2015-023, thereby amending the FY 2015-2016 General Fund Budget of the City, in order to meet the financial obligation incurred for the expenditures of the Parks Department Heritage Day 2016 and authorize said increased expenditures from Reduction in Fund Balance;

*WHEREAS*, the City Council approved the FY 2015-2016 General Fund Operating Budget of \$13,000 for Heritage Day 2016. Reduction in Fund Balance will be used to offset the \$5,000 for increased expenditures;

*WHEREAS*, the City Council finds that this budget amendment also serves an important municipal purpose, consistent with §102.010 of the Texas Local Government Code;

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

### SECTION ONE

That the FY2015-2016 General Fund Budget and Heritage Day 2016 is hereby amended by the City Council of the City of Ovilla by the amounts listed and on the attached *Budget Revision Request*, hereby referred to as Exhibit A, and are hereby appropriated out of their respective and designated funds.

### SECTION TWO

That except as amended hereby, or as heretofore amended, the provisions of Ordinance No. 2015-023 shall remain in full force and effect.

### SECTION THREE

That should any sentence, paragraph, subdivision, clause, phrase or section of this ordinance be adjudged or held to be unconstitutional, illegal, or invalid, the same shall not affect the validity of this ordinance as a whole, or any part or provision thereof other than the part decided to be invalid, illegal or unconstitutional.

### SECTION FOUR

That this ordinance shall take effect immediately from and after its passage as the law in such cases provides, and the City Secretary is directed to furnish a copy of this amendment to the budget to the County Clerk of Ellis County as required by Chapter 102 of the TEXAS LOCAL GOVERNMENT CODE.

ORDINANCE NO. 2016-14

*PASSED, APPROVED and ADOPTED* at the Regular Meeting of the Ovilla City Council on the 8<sup>th</sup> day of August 2016.

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

ATTEST:

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

# EXHIBIT A

## City of Ovilla Budget Amendment

Date: 8/4/2016

Name: Linda Harding

Department: Accounting

Acct. Description: Reduction in Fund Balance

Acct. Description - Heritage Day

Account # 4000990

Account # 5602680

Current Budget: \$711,707

Current Budget: \$8,000

Amount: \$5,000

Amount: \$5,000

New Budget Total: \$716,707

New Budget Total: \$13,000

Explanation:

Increase overall General Fund balance \$5,000 to a total of \$3,666,049  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Department Head Signature: \_\_\_\_\_

\_\_\_\_\_  
City Manager Only

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Approved      Not Approved

\_\_\_\_\_  
City Manager

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

**HERITAGE DAY  
 SEPTEMBER 26, 2015  
 FY 2014-2015 BUDGET**

| REVENUE               |                  | EXPENSES               |                 | REVENUE<br>LESS<br>EXPENSES |
|-----------------------|------------------|------------------------|-----------------|-----------------------------|
| BUDGET                | \$ 9,000         | BUDGET                 | \$8,000         |                             |
| <b>ACTUAL REVENUE</b> | <b>\$ 21,623</b> | <b>ACTUAL EXPENSES</b> | <b>\$13,530</b> | <b>\$8,093</b>              |

**REVENUE DETAIL**

|             |           |
|-------------|-----------|
| BOOTH       | \$ 3,626  |
| MERCHANDISE | \$ 947    |
| SPONSORS    | \$ 17,050 |
|             | \$ 21,623 |

**EXPENSE DETAIL**

|                  |          |
|------------------|----------|
| ADVERTISING      | \$6,035  |
| GENERAL EXPENSES | \$5,245  |
| ENTERTAINMENT    | \$2,250  |
|                  | \$13,530 |

**City of Ovilla General Fund**  
**Transaction Detail By Account**  
HERITAGE DAY AS OF OCTOBER 23, 2015

| Type                          | Date       | Num       | Name                                    | Memo                                   | Debit | Credit          | Balance   |
|-------------------------------|------------|-----------|---|--|-------|-----------------|-----------|
| <b>4000810 · Heritage Day</b> |            |           |   |  |       |                 |           |
| <b>BOOTH REVENUE</b>          |            |           |   |  |       |                 |           |
| Deposit                       | 07/08/2015 |           |   | HERITAGE DAY                           |       | 20.00           | 20.00     |
| General Journal               | 07/31/2015 |           | MONK, CAROL                             | BOOTH AND REV TRAK FEE - MONK, CAROLYN |       | 53.50           | 73.50     |
| Deposit                       | 07/31/2015 |           |   | heritage day                           |       | 640.00          | 713.50    |
| General Journal               | 08/03/2015 |           | ACH HERITAG                             | HERITAGE DAY                           |       | 51.37           | 764.87    |
| General Journal               | 08/05/2015 |           | ACH HERITAG                             | HERITAGE DAY                           |       | 60.97           | 825.84    |
| General Journal               | 08/13/2015 |           | ACH HERITAG                             | HERITAGE DAY                           |       | 51.37           | 877.21    |
| Deposit                       | 08/14/2015 |           |   | HERITAGE DAY                           |       | 200.00          | 1,077.21  |
| Deposit                       | 08/21/2015 |           |   | HERITAGE DAY                           |       | 110.00          | 1,187.21  |
| General Journal               | 08/31/2015 |           | ACH HERITAG                             | HERITAGE DAY                           |       | 60.97           | 1,248.18  |
| General Journal               | 09/02/2015 |           | ACH HERITAG                             | HERITAGE DAY LESS 3.99% FEE            |       | 60.97           | 1,309.15  |
| General Journal               | 09/25/2015 |           | ACH HERITAG                             | HERITAGE DAY LESS 3.99% FEE            |       | 625.99          | 1,935.14  |
| General Journal               | 09/25/2015 |           | ACH HERITAG                             | HERITAGE DAY LESS 3.99% FEE            |       | 51.37           | 1,986.51  |
| Deposit                       | 09/04/2015 |           |   | HERITAGE DAY                           |       | 120.00          | 2,106.51  |
| General Journal               | 09/04/2015 |           | ACH HERITAG                             | HERITAGE DAY LESS 3.99% FEE            |       | 60.97           | 2,167.48  |
| General Journal               | 09/10/2015 |           | ACH HERITAG                             | HERITAGE DAY LESS 3.99% FEE            |       | 60.97           | 2,228.45  |
| Deposit                       | 09/11/2015 |           |   | HERITAGE DAY                           |       | 170.00          | 2,398.45  |
| General Journal               | 09/14/2015 |           | ACH HERITAG                             | HERITAGE DAY LESS 3.99% FEE            |       | 51.37           | 2,449.82  |
| General Journal               | 09/15/2015 |           | ACH HERITAG                             | HERITAGE DAY LESS 3.99% FEE            |       | 51.37           | 2,501.19  |
| Deposit                       | 09/18/2015 | 1046      | SUGAR ADDIX                             | PARTIAL FOR HERITAGE DAY               |       | 10.00           | 2,511.19  |
| Deposit                       | 09/25/2015 |           |   | heritage day                           |       | 710.00          | 3,221.19  |
| Deposit                       | 10/02/2015 |           |   | HERITAGE DAY                           |       | 210.00          | 3,431.19  |
| Deposit                       | 09/18/2015 |           |   | HERITAGE DAY                           |       | 195.00          | 3,626.19  |
|                               |            |           |   |  |       | <b>3,626.19</b> |           |
| <b>MERCHANDISE</b>            |            |           |   |  |       |                 |           |
| Deposit                       | 09/28/2015 |           |   | HERITAGE DAY - POLICE PRODUCT SALES    |       | 289.00          | 3,915.19  |
| Deposit                       | 09/28/2015 |           |   | HERITAGE DAY - OTHER PRODUCT SALES     |       | 658.00          | 4,573.19  |
|                               |            |           |   |  |       | <b>947.00</b>   |           |
| <b>SPONSORS</b>               |            |           |   |  |       |                 |           |
| Deposit                       | 08/11/2015 | 10675     | Animal Hospital of Ovilla               | HERITAGE DAY                           |       | 450.00          | 5,023.19  |
| Deposit                       | 08/19/2015 | 25374     | J Houston Homes, LLC                    | HERITAGE DAY                           |       | 1,000.00        | 6,023.19  |
| Deposit                       | 08/19/2015 | 3453      | Rock Tech                               | HERITAGE DAY                           |       | 350.00          | 6,373.19  |
| Deposit                       | 08/20/2015 | 14359     | Shiloh Cumberland Presbyterian Church   | HERITAGE DAY                           |       | 350.00          | 6,723.19  |
| Deposit                       | 08/24/2015 | 3173      | Access Self Storage                     | HERITAGE DAY                           |       | 650.00          | 7,373.19  |
| Deposit                       | 08/24/2015 | 200005627 | Progressive Waste Solutions of Tx, Inc. | HERITAGE DAY                           |       | 1,000.00        | 8,373.19  |
| Deposit                       | 08/26/2015 | 319239    | LINEBARGER GOGGAN BLAIR & SAMP          | HERITAGE DAY                           |       | 650.00          | 9,023.19  |
| Deposit                       | 08/26/2015 | 177368    | Red Oak ISD                             | HERITAGE DAY                           |       | 1,000.00        | 10,023.19 |
| Deposit                       | 08/26/2015 | 54187     | Victron Oil                             | HERITAGE DAY                           |       | 1,000.00        | 11,023.19 |
| Deposit                       | 08/28/2015 | 1434587   | Atmos Energy Inc.                       | HERITAGE DAY                           |       | 450.00          | 11,473.19 |
| Deposit                       | 09/02/2015 | 8909      | First Baptist Church of Ovilla          | HERITAGE DAY                           |       | 2,000.00        | 13,473.19 |
| Deposit                       | 09/02/2015 | 8534      | Exhibit Trader                          | HERITAGE DAY                           |       | 350.00          | 13,823.19 |

**City of Ovilla General Fund**  
**Transaction Detail By Account**  
HERITAGE DAY AS OF OCTOBER 23, 2015

| Type    | Date       | Num        | Name                           | Memo         | Debit | Credit    | Balance   |
|---------|------------|------------|--------------------------------|--------------|-------|-----------|-----------|
| Deposit | 09/04/2015 | 3035       | Clint Walling                  | HERITAGE DAY |       | 350.00    | 14,173.19 |
| Deposit | 09/15/2015 | 3188       | Access Self Storage            | HERITAGE DAY |       | 350.00    | 14,523.19 |
| Deposit | 09/22/2015 | 943        | Freedom Heating                | HERITAGE DAY |       | 1,000.00  | 15,523.19 |
| Deposit | 09/22/2015 | 5942       | Doug Hunt                      | HERITAGE DAY |       | 350.00    | 15,873.19 |
| Deposit | 09/24/2015 | 13676      | Ovilla United Methodist Church | HERITAGE DAY |       | 350.00    | 16,223.19 |
| Deposit | 09/28/2015 | 41953      | Carlisle Chevy                 | HERITAGE DAY |       | 1,000.00  | 17,223.19 |
| Deposit | 09/30/2015 | 20393      | Freeman-Millican               | HERITAGE DAY |       | 350.00    | 17,573.19 |
| Deposit | 10/07/2015 | 4872       | Mastercraft Body Works, Inc.   | heritage day |       | 350.00    | 17,923.19 |
| Deposit | 10/08/2015 | 60677      | Waxahachie Ford                | HERITAGE DAY |       | 2,000.00  | 19,923.19 |
| Deposit | 10/20/2015 | 7503024104 | Baylor Scott & White           | HERITAGE DAY |       | 1,000.00  | 20,923.19 |
|         | 11/03/2015 |            | Oncor                          | HERITAGE DAY |       | 350.00    |           |
|         | 11/19/2015 |            | Atkinson Toyota                | HERITAGE DAY |       | 350.00    |           |
|         |            |            |                                |              |       | 17,050.00 |           |

**5602680 - Heritage Day**

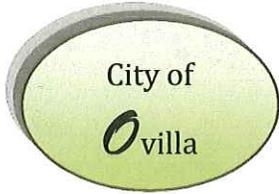
**ADVERTISING**

|      |            |                    |                                     |   |          |          |             |
|------|------------|--------------------|-------------------------------------|---|----------|----------|-------------|
| Bill | 08/15/2015 | 83303              | Now Magazines                       | HERITAGE DAY AD                               | 495.00   |          | (495.00)    |
| Bill | 08/20/2015 | 83695              | Now Magazines                       | HERITAGE DAY AD                               | 225.00   |          | (720.00)    |
| Bill | 08/20/2015 | 83693              | Now Magazines                       | HERITAGE DAY AD                               | 225.00   |          | (945.00)    |
| Bill | 08/20/2015 | 83694              | Now Magazines                       | HERITAGE DAY AD                               | 299.00   |          | (1,244.00)  |
| Bill | 09/09/2015 | 47719              | Vision Printing Inc                 | printing cards, sorting, mailing postage      | 3,499.97 |          | (4,743.97)  |
| Bill | 09/17/2015 | 84444              | Now Magazines                       | HERITAGE DAY CREATIVE SERVICES                | 80.00    |          | (4,823.97)  |
|      |            |                    | Signage Systems                     | Signs   | 1,210.88 |          | (6,034.85)  |
|      |            |                    |                                     |   |          | 6,034.85 |             |
| Bill | 08/11/2015 | USPO               | Citibank                            | POSTAGE FOR HERITAGE DAY BANNER REPAIR        | 9.00     |          | (4,832.97)  |
| Bill | 08/20/2015 | 100004232780       | ASCAP                               | License Fee - HERITAGE DAY                    | 50.00    |          | (4,882.97)  |
| Bill | 08/31/2015 | 47787              | DFW Print Management                | heritage day t shirts                         | 1,594.00 |          | (6,476.97)  |
| Bill | 08/31/2015 | DIXIE FLAGS        | Citibank                            | CHANGE FLAG FOR HERITAGE DAY                  | 123.00   |          | (6,599.97)  |
| Bill | 09/09/2015 | HERITAGE DAY       | OFFICE DEPOT                        | HERITAGE DAY STICKERS FOR SIGNS               | 44.99    |          | (6,644.96)  |
| Bill | 09/15/2015 | NEW CHARMS         | American Express                    | BRACELETS BACK THE BLUE                       | 187.99   |          | (6,832.95)  |
| Bill | 09/16/2015 | 99140 8            | Keith Ace Hardware                  | PAINT/BLADES/PUTTY - HERITAGE DAY             | 87.08    |          | (6,920.03)  |
| Bill | 09/17/2015 | GREENERY           | Citibank                            | HERITAGE DAY                                  | 245.50   |          | (7,165.53)  |
| Bill | 09/23/2015 | HAY - HERITAGE DAY | Grant Stanfield                     | Hay for Heritage Day 40ty Bales @ \$3.00 each | 120.00   |          | (7,285.53)  |
| Bill | 09/23/2015 | HOME DEPOT         | Citibank                            | HERITAGE DAY SUPPLIES                         | 179.72   |          | (7,465.25)  |
| Bill | 09/23/2015 | 99306 8            | Keith Ace Hardware                  | PAINT AND OTHER                               | 137.96   |          | (7,603.21)  |
| Bill | 09/24/2015 | TENT RENTAL        | Alexander Tent Rentals, Inc         | tent, table & Chair rental                    | 1,833.50 |          | (9,436.71)  |
| Bill | 09/24/2015 | 99357 8            | Keith Ace Hardware                  | NUTS/BOLTS                                    | 32.20    |          | (9,468.91)  |
| Bill | 09/25/2015 | HERITAGE DAY       | Flowers by Roberta                  | HERITAGE DAY - GRAND MARSHALL                 | 60.00    |          | (9,528.91)  |
| Bill | 09/25/2015 | 99386 8            | Keith Ace Hardware                  | PROMOTIONAL MUM                               | 44.97    |          | (9,573.88)  |
| Bill | 09/25/2015 | HOME DEPOT         | Citibank                            | HERITAGE DAY                                  | 13.80    |          | (9,587.68)  |
| Bill | 09/25/2015 | HERITAGE DAY       | WAL-MART COMMUNITY                  | HERITAGE DAY - CANDY                          | 203.64   |          | (9,791.32)  |
| Bill | 09/29/2015 | 114 3344923        | UNITED SITE SERVICES OF Texas, Inc. | Portable Restrooms Rental - HERITAGE DAY      | 225.80   |          | (10,017.12) |

**City of Ovilla General Fund**  
**Transaction Detail By Account**  
HERITAGE DAY AS OF OCTOBER 23, 2015

| Type  | Date       | Num                  | Name                       | Memo                      | Debit            | Credit           | Balance         |
|---|------------|----------------------|----------------------------|---------------------------|------------------|------------------|-----------------|
|   | 09/30/2015 |                      | Petty Cash                 | Petty Cash Reimbursement  | 51.85            |                  | (10,068.97)     |
|   |            |                      |                            |                           | <u>5,245.00</u>  |                  |                 |
| <b>ENTERTAINMENT</b>                        |            |                      |                            |                           |                  |                  |                 |
| Bill  | 07/09/2015 | Heritage 2015 deposi | A One of a kind Pony party | Heritage Day 2015 Deposit | 100.00           |                  | (10,117.12)     |
| Bill  | 09/24/2015 | HERITAGE DAY         | Jeanette Sanders           | DUSTI THE CLOWN -         | 100.00           |                  | (10,217.12)     |
| Bill  | 09/24/2015 | PONY RIDE            | A One of a kind Pony party | Heritage Day 2015 BALANCE | 100.00           |                  | (10,317.12)     |
| Bill  | 09/28/2015 | 1738                 | She Dances Band            | HERITAGE DAY 9 26 2015    | 300.00           |                  | (10,617.12)     |
| Bill  | 09/28/2015 | HERITAGE DAY         | Waxahachie Music Revue LLC | HERITAGE DAY              | 1,650.00         |                  | (12,267.12)     |
|   |            |                      |                            |                           | <u>2,250.00</u>  |                  |                 |
| <b>TOTAL EXPENSE / REVENUE / DIFFERENCE</b> |            |                      |                            |                           | <u>13,529.85</u> | <u>21,623.19</u> | <u>8,093.34</u> |

|                         |                |                |
|-------------------------|----------------|----------------|
|                         | <b>EXPENSE</b> | <b>REVENUE</b> |
| <b>BUDGET 2014-2015</b> | <b>\$8,000</b> | <b>\$9,000</b> |



# Ovilla City Council

## AGENDA ITEM REPORT Item 9

Meeting Date: August 8, 2016

Department: Administration / Finance

Discussion  Action

Budgeted Expense:  YES  NO  N/A

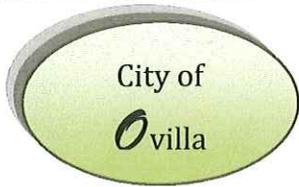
Submitted By: Dennis Burn

Amount: \$ N/A

Reviewed By:  City Manager  City Secretary  City Attorney

Accountant  Other: \_\_\_\_\_

|  |
|--|
| <b>Attachments:</b>  |
| 1.   |
| <b>Agenda Item / Topic:</b>  |
| ITEM 9. <i>DISCUSSION/ACTION</i> – Consideration of and action on any budget revision(s) from the August 04, 2016 Special Budget Workshop Meeting. |
| <b>Discussion / Justification:</b>   |
| This item is presented to allow for Council direction and review of any revisions noted during the August 04, Budget Workshop.                     |
| <b>Recommendation / Staff Comments:</b>  |
| <b>Sample Motion(s):</b>   |
| <i>I move to direct staff to...</i>  |



# Ovilla City Council

## AGENDA ITEM REPORT Item 10

Meeting Date: August 08, 2016

Department: Administration/Finance

Discussion  Action

Budgeted Expense:  YES  NO  N/A

Submitted By: Dennis Burn

Amount: \$ N/A

Reviewed By:  City Manager  City Secretary  City Attorney  
 Accountant  Other: Police, Public Works

### Attachments - only if requested:

- C1. June 2016 Financial Transactions over \$5,000
- C2. Committed Fund Balance
- C3. Quarterly Investment Report ending June 30, 2016
- C4. Trinity River Authority of Texas Annual Contract for Services for FY 2017 (Fee schedules)
- C5. Council Minutes of the July 20, 2016 Special Budget Workshop meeting
- C6. Briefing Session and Regular Minutes of the July 11, 2016 Council Meeting
- C7. Council Minutes of the June 29, 2016 Special Budget Workshop meeting
- C8. Council Minutes of the June 27, 2016 Special Budget Workshop meeting

### Agenda Item / Topic:

ITEM 10. *DISCUSSION/ACTION* – Consideration of any item(s) pulled from the Consent Agenda above for individual consideration and action.

### Discussion/Justification

This item is for individual consideration in the event any consent item is pulled from the Consent Agenda.

### Recommendation / Staff Comments:

### Sample Motion(s):

*I move to. . .*



AGENDA ITEM REPORT

Item 11

Meeting Date: August 08, 2016

Department: Administration

Discussion  Action

Budgeted Expense:  YES  NO  N/A

Submitted by: Mayor Dormier

Amount: \$

Reviewed By:  City Manager  City Secretary  City Attorney

Accountant

Other

|   |  |
|---|--|
| <b>Attachments:</b>   |  |
| Certified Executive Agenda  |  |
| <b>Agenda Item / Topic:</b>   |  |
| ITEM 11   | <i>DISCUSSION/ACTION</i> – Deliberate the appointment, employment, evaluation, reassignment and/or duties of the City Secretary. |
| <b>Discussion / Justification:</b>  |  |
| Pursuant to Section 9.13 of the Employee Policies Handbook, performance appraisals will be conducted annually during the month of August. |  |
| Pursuant to Section 9.14 PERFORMANCE APPRAISALS (COUNCIL APPOINTED PERSONNEL) the City Secretary will be evaluated by the Council.        |  |
| <b>Recommendation / Staff Comments:</b>   |  |
| N/A   |  |
| <b>Sample Motion(s):</b>  |  |
| I move to . . .   |  |