

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, on the 05th 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

City of *Ovilla* City Council

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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 YTD	July 2015	July 2015 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
TOTAL CALLS FOR SERVICE	3507	24157	3562	24003

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
PERCENT OF STOPS RECEIVING CITATIONS	57.3	58.5	64.4	40.3

OVILLA PD VEHICLE MILEAGE							
January-16				February-16			
Unit #	Beginning	Ending	Accrued	Unit #	Beginning	Ending	Accrued
100	95612	96275.8	663.8	100	96275.8	96840	564.2
102	103886	103888	2	102	103888	104047	159
103	121749	124456	2707	103	124456	126418	1962
104	81995	83597.5	1602.5	104	83597.5	84310	712.5
105	74127	74965	838	105	74965	75720	755
116	0	464	464	116	464	2656	2192
March-16				April-16			
Unit #	Beginning	Ending	Accrued	Unit #	Beginning	Ending	Accrued
100	96840	97243	403	100	97243	97861	618
103	126418	128364	1946	103	128364	130190	1826
104	84310	85236	926	104	85236	87536	2300
105	75720	77057	1337	105	77057	78828	1771
116	2656	in shop	#VALUE!	116	2656	4635	1979
May-16				June-16			
Unit #	Beginning	Ending	Accrued	Unit #	Beginning	Ending	Accrued
100	97861	98397	536	100	98397	98960	563
103	130190	131706	1516	103	131706	133064	1358
104	87536	88888.2	1352.2	104	88888.2	90157	1268.8
105	78828	79179	351	105	79179	80411	1232
116	4635	6138	1503	116	6138	6626	488
July-16				August-16			
Unit #	Beginning	Ending	Accrued	Unit #	Beginning	Ending	Accrued
100	98960	99588	628	100			0
103	133064	gone for repairs	#VALUE!	103			0
104	90157	92498	2341	104			0
105	80411	81441	1030	105			0
116	6626	8675	2049	116			0
September-16				October-16			
Unit #	Beginning	Ending	Accrued	Unit #	Beginning	Ending	Accrued
100			0	100			0
103			0	103			0
104			0	104			0
105			0	105			0
116			0	116			0

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	1:44	1:57
Average Response Times for ESD # 2	8:22	9:16			
Average Response Times for ESD # 4	7:30	7:35			

MONTHLY REPORT JULY 2016

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



MONTHLY REPORT JULY 2016

OVILLA FIRE DEPARTMENT

CALL ACTIVITY



MONTHLY REPORT JULY 2016



Date: August 3 2016

TO: Honorable Mayor and City Council Members

FROM: Brad Piland Public Works Director

TOPIC: Public Works Monthly Report for July

- 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 *Need Add EWF*
 - ☐ 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: *Need to 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.

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:

7-11-16

INSPECTION BY:

JE-BP

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.
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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)

- ☒ 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)

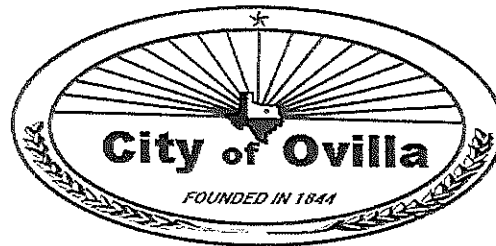
- ☐ Paint (especially lead paint) is not peeling, cracking, chipping, or chalking.
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General Upkeep of Playgrounds (§4)

- ☒ There are no user modifications to the equipment, such as strings and ropes tied to equipment, swings looped over top rails, etc.
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 - ☐ Clean playground
- ☒ There are no missing trash receptacles.
 - ☐ Replace trash receptacle
- ☒ Trash receptacles are not full.
 - ☐ Empty trash

INSPECTION BY:

JE JM



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		\$ Over	% of Budget
	June 2016	Oct 2015 - June 2016	Budget	(Under)	Thru June
				Budget	75%
Revenues					
4000100 · Taxes					
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%
Total 4000100 · Taxes	115,039	1,798,735	1,884,850	(86,115)	95%
4000200 · Licenses and Permits					
4000208 · Building Permits					
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%
Total 4000208 · Building Permits	20,766	53,834	126,188	(72,354)	43%
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%
Total 4000200 · Licenses and Permits	26,479	76,279	161,128	(84,849)	47%
4000400 · Charges for Services					
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		\$ Over	% of Budget
	June 2016	Oct 2015 - June 2016	Budget	(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%
Total 4000400 · Charges for Services	40,678	372,201	495,771	(123,570)	75%
 4000500 · Fines and Forfeitures					
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%
Total 4000500 · Fines and Forfeitures	17,448	134,679	125,830	8,849	107%
 4000800 · Other Revenue					
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%
Total 4000800 · Other Revenue	18,277	140,532	186,180	(45,648)	75%
 4000900 · Transfers In					
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
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	Current	Year to Date		\$ Over	% of Budget
	June 2016	Oct 2015 - June 2016	Budget	(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%
Total Revenues	241,493	2,593,142	3,661,049	(1,067,907)	71%
Gross Resources	241,493	2,593,142	3,661,049	(1,067,907)	71%
Expenditures					
10 · Administration					
5101100 · Salaries & Wages					
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%
Total 5101100 · Salaries & Wages	4,315	123,961	169,292	(45,331)	73%
5101400 · Support Staff					
5101490 · Overtime	0	66	625	(559)	11%
Total 5101400 · Support Staff	0	66	625	(559)	11%
5102100 · Employee Benefits					
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%
Total 5102100 · Employee Benefits	4,420	41,019	61,175	(20,156)	67%
5102200 · Special Services					
5102210 · Tax Assessing & Collecting Fees	1,743	2,004	1,570	434	128%

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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%
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%
Total 5102200 · Special Services	2,223	39,754	54,720	(14,966)	73%
 5102300 · Contractual Services					
5102310 · Consultant Fees	2,420	7,303	20,000	(12,697)	37%
Total 5102300 · Contractual Services	2,420	7,303	20,000	(12,697)	37%
 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%
Total 5102500 · Operating Services	1,938	22,785	31,868	(9,083)	71%
 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%
Total 5102600 · Special Expenses	0	2,265	4,330	(2,065)	52%
 5103100 · General Supplies					
5103110 · Office Supplies	1,168	4,817	8,000	(3,183)	60%
5103140 · Uniforms	0	0	250	(250)	0%
Total 5103100 · General Supplies	1,168	4,817	8,250	(3,433)	58%
 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

	Current	Year to Date		\$ Over (Under)	% of Budget
	June 2016	Oct 2015 - June 2016	Budget	Budget	Thru June 75%
5103440 · Maintenance Agreement Expense	0	135	400	(265)	34%
5103460 · Miscellaneous	94	452	200	252	226%
Total 5103400 · Maintenance Supplies / Parts	199	1,542	2,100	(558)	73%
 5104200 · Travel Expenses					
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%
Total 5104200 · Travel Expenses	714	3,180	8,600	(5,420)	37%
 5105200 · Data Processing Expenses					
5105230 · Data Proc-Maintenance & Repair	0	884	885	(1)	100%
5105240 · Data Processing - Software	100	7,646	13,300	(5,654)	57%
Total 5105200 · Data Processing Expenses	100	8,530	14,185	(5,655)	60%
 5105300 · Printing Expense					
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%
Total 5105300 · Printing Expense	1,829	6,868	10,800	(3,932)	64%
 5105400 · Utilities					
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%
Total 5105400 · Utilities	745	6,445	11,424	(4,979)	56%

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

	Current	Year to Date		\$ Over (Under)	% of Budget Thru June
	June 2016	Oct 2015 - June 2016	Budget	Budget	75%
5105500 · Repairs & Bldg Improvements					
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%
Total 5105500 · Repairs & Bldg Improvements	75	5,990	5,000	990	120%
5105600 · Insurance					
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%
Total 5105600 · Insurance	800	2,934	3,615	(681)	81%
5105700 · Other Expenses					
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%
Total 5105700 · Other Expenses	2,352	46,925	53,404	(6,479)	88%
5106400 · Minor Capital Outlay					
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

	Current	Year to Date		\$ Over (Under)	% of Budget
	June 2016	Oct 2015 - June 2016	Budget	Budget	Thru June 75%
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

	Current	Year to Date		\$ Over	% of Budget
	June 2016	Oct 2015 - June 2016	Budget	(Under)	Thru June
				Budget	75%
5202170 · Payroll Taxes	536	4,840	7,926	(3,086)	61%
5202196 · Membership Dues	0	235	315	(80)	75%
Total 5202100 · Employee Benefits	9,418	87,886	134,455	(46,569)	65%
 5202300 · Contractual Services					
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%
Total 5202300 · Contractual Services	0	24,025	26,525	(2,500)	91%
 5202500 · Operating Services					
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%
Total 5202500 · Operating Services	1,385	3,391	4,870	(1,479)	70%
 5202600 · Special Expenses					
5202675 · National Night Out	0	0	500	(500)	0%
Total 5202600 · Special Expenses	0	0	500	(500)	0%
 5203100 · General Supplies					
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%
Total 5203100 · General Supplies	-487	5,279	11,100	(5,821)	48%
 5203400 · Maintenance Supplies & Parts					

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October 2015 through June 2016

	Current	Year to Date		\$ Over	% of Budget
	June 2016	Oct 2015 - June 2016	Budget	(Under)	Thru June
				Budget	75%
5203410 · Supplies - Custodial	67	353	600	(247)	59%
Total 5203400 · Maintenance Supplies & Parts	67	353	600	(247)	59%
5204200 · Travel Expenses					
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%
Total 5204200 · Travel Expenses	3,243	15,019	31,750	(16,731)	47%
5205200 · Data Processing Expenses					
5205240 · Data Processing - Software	0	17,851	18,000	(149)	99%
Total 5205200 · Data Processing Expenses	0	17,851	18,000	(149)	99%
5205300 · Printing Expenses					
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%
Total 5205300 · Printing Expenses	105	1,107	2,200	(1,093)	50%
5205400 · Utilities					
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%
Total 5205400 · Utilities	801	7,710	11,810	(4,100)	65%
5205500 · Repairs & Building Improvements					

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	June 2016	Oct 2015 - June 2016	Budget	(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%
Total 5205500 · Repairs & Building Improvements	3,625	8,592	22,232	(13,640)	39%
 5205600 · Insurance					
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%
Total 5205600 · Insurance	0	7,193	9,595	(2,402)	75%
 5205700 · Other Expenses					
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%
Total 5205700 · Other Expenses	102	1,421	3,370	(1,949)	42%
 5206400 · Minor Capital Outlay					
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%
Total 5206400 · Minor Capital Outlay	1,665	55,106	90,024	(34,918)	61%
 Total 20 · Police	53,325	530,156	830,738	(300,582)	64%
 25 · Municipal Court					
5251100 · Salaries & Wages					
5251140 · Municipal Judge	585	5,265	7,000	(1,735)	75%
Total 5251100 · Salaries & Wages	585	5,265	7,000	(1,735)	75%
 5251400 · Support Staff					

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	June 2016	Oct 2015 - June 2016	Budget	(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%
Total 5251400 · Support Staff	2,951	29,111	43,773	(14,662)	67%
5252100 · Employee Benefits					
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%
Total 5252100 · Employee Benefits	930	8,026	11,940	(3,914)	67%
5252300 · Contractual Services					
5252375 · Comptroller - Warratn Fees	21,639	49,276	34,270	15,006	144%
Total 5252300 · Contractual Services	21,639	49,276	34,270	15,006	144%
5252500 · Operating Services					
5252540 · Computer Maintenance	0	0	75	(75)	0%
Total 5252500 · Operating Services	0	0	75	(75)	0%
5253100 · General Supplies					
5253110 · Office Supplies	0	160	150	10	107%
5253140 · Uniforms	0	0	50	(50)	0%
Total 5253100 · General Supplies	0	160	200	(40)	80%
5254200 · Travel Expenses					
5254210 · Travel - Local	0	0	25	(25)	0%

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	Current	Year to Date		\$ Over (Under)	% of Budget
	June 2016	Oct 2015 - June 2016	Budget	Budget	Thru June 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
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October 2015 through June 2016

	Current	Year to Date		\$ Over	% of Budget
	June 2016	Oct 2015 - June 2016	Budget	(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%
Total 5301400 · Support Salaries	20,285	194,587	252,753	(58,166)	77%
5302100 · Employee Benefits					
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%
Total 5302100 · Employee Benefits	2,343	32,325	43,925	(11,600)	74%
5302300 · Contractual Services					
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%
Total 5302300 · Contractual Services	0	63,694	82,282	(18,588)	77%
5302500 · Operating Services					
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%
Total 5302500 · Operating Services	2,017	9,802	15,400	(5,598)	64%
5302600 · Special Expenses					
5302675 · National Night Out	0	0	350	(350)	0%
Total 5302600 · Special Expenses	0	0	350	(350)	0%

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%
5303100 · General Supplies					
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%
Total 5303100 · General Supplies	214	6,643	15,700	(9,057)	42%
 5303400 · Maintenance Supplies & Parts					
5303410 · Supplies - Custodial	0	1,267	2,500	(1,234)	51%
5303420 · Building Alarm Maintenance	0	420	420	0	100%
Total 5303400 · Maintenance Supplies & Parts	0	1,687	2,920	(1,234)	58%
 5304200 · Travel Expenses					
5304220 · Professional Development	70	5,530	6,300	(770)	88%
5304270 · Vehicle Expenses	393	4,618	9,665	(5,047)	48%
Total 5304200 · Travel Expenses	463	10,147	15,965	(5,818)	64%
 5305200 · Data Processing Expenses					
5305230 · Data Proc-Maintenance & Repair	0	0	500	(500)	0%
5305240 · Data Processing - Software	0	4,314	2,850	1,464	151%
Total 5305200 · Data Processing Expenses	0	4,314	3,350	964	129%
5305300 · Printing Expense					
5305310 · Copier Expense	0	2,018	3,100	(1,082)	65%
5305330 · Printing - Forms	0	0	100	(100)	0%
Total 5305300 · Printing Expense	0	2,018	3,200	(1,182)	63%
 5305400 · Utilities					

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%
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%
Total 5305400 · Utilities	1,312	10,693	15,894	(5,201)	67%
5305500 · Repairs & Bldg Improvements					
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%
Total 5305500 · Repairs & Bldg Improvements	15,362	34,372	37,300	(2,928)	92%
5305600 · Insurance					
5305620 · Insurance - Liability	0	3,327	5,660	(2,333)	59%
5305640 · Insurance - Vehicle	0	7,100	10,415	(3,315)	68%
Total 5305600 · Insurance	0	10,427	16,075	(5,648)	65%
5305700 · Other Expenses					
5305705 · Postage	0	47	50	(3)	95%
5305752 · Employment Screening	128	428	500	(72)	86%
5305765 · Flags & Miscellaneous	0	0	100	(100)	0%
Total 5305700 · Other Expenses	128	475	650	(175)	73%
5306400 · Minor Capital Outlay					
5306440 · Machinery & Equipment	0	4,716	10,300	(5,584)	46%
5306445 · Personal Protective Equipment	7,067	17,264	20,247	(2,983)	85%
Total 5306400 · Minor Capital Outlay	7,067	21,980	30,547	(8,567)	72%
Total 30 · Fire	59,042	491,838	695,090	(203,252)	71%
40 · Community Services					

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%
5401100 · Salaries & Wages					
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%
Total 5401100 · Salaries & Wages	4,302	39,816	53,850	(14,034)	74%
5402100 · Employee Benefits					
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%
Total 5402100 · Employee Benefits	805	7,820	11,776	(3,956)	66%
5402300 · Contractual Services					
5402315 · Contract Building Inspections	4,118	33,076	115,000	(81,924)	29%
5402370 · Impound Fees	300	1,800	2,300	(500)	78%
Total 5402300 · Contractual Services	4,418	34,876	117,300	(82,424)	30%
5402600 · Special Expenses					
5402680 · Environmental Testing	90	610	2,300	(1,690)	27%
5402685 · Clean up Day	0	36	100	(64)	36%
Total 5402600 · Special Expenses	90	647	2,400	(1,753)	27%
5403100 · General Supplies					
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%
Total 5403100 · General Supplies	23	942	1,400	(458)	67%

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%
Total 5403400 · Maintenance Supplies & Parts	0	28	200	(172)	14%
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%
Total 5404200 · Travel Expenses	102	820	3,225	(2,405)	25%
5405200 · Data Processing Expenses					
5405230 · Data Proc-Maintenance & Repairs	0	0	1,080	(1,080)	0%
Total 5405200 · Data Processing Expenses	0	0	1,080	(1,080)	0%
5405300 · Printing Expense					
5405330 · Printing - Forms	0	397	400	(3)	99%
Total 5405300 · Printing Expense	0	397	400	(3)	99%
5405400 · Utilities					
5405415 · Cellular Phone	89	805	950	(145)	85%
Total 5405400 · Utilities	89	805	950	(145)	85%
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%
Total 5405600 · Insurance	0	381	469	(88)	81%
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		\$ Over	% of Budget
	June 2016	Oct 2015 - June 2016	Budget	(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		\$ Over (Under)	% of Budget Thru June
	June 2016	Oct 2015 - June 2016	Budget	Budget	75%
5502280 · NCTCOG- SWMP Fees	0	3,353	6,400	(3,047)	52%
Total 5502200 · Special Services	0	3,353	6,400	(3,047)	52%
5502600 · Special Expenses					
5502620 · Emergency Clean Up	0	0	2,250	(2,250)	0%
Total 5502600 · Special Expenses	0	0	2,250	(2,250)	0%
5503100 · General Supplies					
5503110 · Office Supplies	0	0	100	(100)	0%
5503140 · Uniforms	0	0	600	(600)	0%
Total 5503100 · General Supplies	0	0	700	(700)	0%
5503400 · Maintenance Supplies & Parts					
5503405 · Drainage Maintenance	0	0	500	(500)	0%
5503420 · Supplies - Street Signs	0	2,496	4,500	(2,004)	55%
5503460 · Miscellaneous	0	181	300	(119)	60%
Total 5503400 · Maintenance Supplies & Parts	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%
Total 5504200 · Travel Expenses	327	3,498	7,000	(3,502)	50%
5505300 · Printing Expense					
5505350 · Printing - Other	0	0	350	(350)	0%
Total 5505300 · Printing Expense	0	0	350	(350)	0%
5505400 · Utilities					
5505450 · Electricity	3,909	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		\$ Over	% of Budget
	June 2016	Oct 2015 - June 2016	Budget	(Under)	Thru June
				Budget	75%
Total 5505400 · Utilities	3,909	34,064	45,000	(10,936)	76%
5505500 · Repairs & Bldg Improvements					
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%
Total 5505500 · Repairs & Bldg Improvements	1,258	36,284	70,500	(34,216)	51%
5505600 · Insurance					
5505620 · Insurance - Liability	0	924	1,235	(311)	75%
5505640 · Insurance - Vehicle	0	2,665	3,554	(889)	75%
Total 5505600 · Insurance	0	3,589	4,789	(1,200)	75%
5505700 · Other Expenses					
5505752 · Employment Screening	0	0	150	(150)	0%
Total 5505700 · Other Expenses	0	0	150	(150)	0%
5506400 · Minor Capital Outlay					
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%
Total 5506400 · Minor Capital Outlay	298	1,474	3,650	(2,176)	40%
5507400 · Capitalized Assets					
5507440 · Machinery & Equipment	0	6,000	6,000	0	100%
5507460 · Infrastructure	0	377,254	870,814	(493,560)	43%
Total 5507400 · Capitalized Assets	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		\$ Over	% of Budget
	June 2016	Oct 2015 - June 2016	Budget	(Under)	Thru June
				Budget	75%
Total 50 - Streets	8,662	495,203	1,060,943	(565,740)	47%
60 - Parks					
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		\$ Over (Under)	% of Budget
	June 2016	Oct 2015 - June 2016	Budget	Budget	Thru June 75%
Total 5605600 · Insurance	0	647	866	(219)	75%
5605700 · Other Expenses					
5605765 · Miscellaneouse	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%
Total 60 · Parks	2,930	26,326	42,109	(15,783)	63%
Total Expenditures	203,042	2,224,498	3,661,049	(1,436,551)	61%
Net Change in Fund Balance	38,450	368,644	0	368,644	100%

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)	Thru June
				Budget	75%
Resources					
4000400 · Charges for Services					
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%
Total 4000400 · Charges for Services	100,897	947,527	1,519,335	(571,808)	62%
4000800 · Other Revenue					
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%
Total 4000800 · Other Revenue	158,972	177,274	226,400	(49,126)	78%
Total Resources	259,869	1,124,802	1,745,735	(620,933)	64%
Expense					
70 · Administration					
5701100 · Salaries & Wages					
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%
Total 5701100 · Salaries & Wages	17,095	78,318	110,389	(32,071)	71%

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)	Thru June
				Budget	75%
5702100 · Employee Benefits					
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%
Total 5702100 · Employee Benefits	1,096	10,081	13,757	(3,676)	73%
5702200 · Special Services					
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%
Total 5702200 · Special Services	0	7,150	8,650	(1,500)	83%
5702300 · Contractual Services /Personnel					
5702310 · Consultant Fees	0	1,101	3,500	(2,399)	31%
Total 5702300 · Contractual Services /Personnel	0	1,101	3,500	(2,399)	31%
5703100 · General Supplies					
5703110 · Office Supplies	72	587	800	(213)	73%
Total 5703100 · General Supplies	72	587	800	(213)	73%
5703400 · Maintenance Supplies / Parts					
5703410 · Supplies - Custodial	0	17	200	(183)	9%
Total 5703400 · Maintenance Supplies / Parts	0	17	200	(183)	9%
5704200 · Travel Expenses					
5704210 · Travel - Local	0	0	200	(200)	0%
5704220 · Professional Development	61	61	750	(689)	8%
Total 5704200 · Travel Expenses	61	61	950	(889)	6%
5705200 · Data Processing Expenses					

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

	Current	Year to Date		\$ Over (Under)	% of Budget
	June 2016	Oct 2015 - June 2016	Budget	Budget	Thru June 75%
5705240 · Data Processing - Software	0	0	511	(511)	0%
Total 5705200 · Data Processing Expenses	0	0	511	(511)	0%
5705300 · Printing Expense					
5705350 · Printing - Other	0	163	250	(87)	65%
Total 5705300 · Printing Expense	0	163	250	(87)	65%
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%
Total 5705400 · Utilities	248	2,233	3,710	(1,477)	60%
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%
Total 5705700 · Other Expenses	150,977	157,110	162,500	(5,390)	97%
5706400 · Minor Capital Outlay					
5706440 · Machinery & Equipment	0	0	500	(500)	0%
Total 5706400 · Minor Capital Outlay	0	0	500	(500)	0%
5709000 · Reserve					
5708215 · 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		\$ Over	% of Budget
	June 2016	Oct 2015 - June 2016	Budget	(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		\$ Over	% of Budget
	June 2016	Oct 2015 - June 2016	Budget	(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		\$ Over	% of Budget
	June 2016	Oct 2015 - June 2016	Budget	(Under)	Thru June
				Budget	75%
5755350 · Printing - Other	1,277	2,184	2,000	184	109%
Total 5755300 · Printing Expenses	1,277	3,566	5,000	(1,434)	71%
5755400 · Utilities					
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%
Total 5755400 · Utilities	24,723	253,526	419,000	(165,474)	61%
5755500 · Repairs & Building Improvements					
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%
Total 5755500 · Repairs & Building Improvements	1,852	19,053	26,000	(6,947)	73%
5755600 · Insurance					
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%
Total 5755600 · Insurance	0	3,770	5,029	(1,259)	75%
5755700 · Other Expenses					
5755752 · Employment Screening	0	0	150	(150)	0%
Total 5755700 · Other Expenses	0	0	150	(150)	0%
5756400 · Minor Capital Outlay					
5756440 · Machinery & Equipment	0	158	1,000	(842)	16%
5756490 · Other	0	449	500	(51)	90%
Total 5756400 · Minor Capital Outlay	0	607	1,500	(893)	40%

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)	Thru June
				Budget	75%
5757400 · Capitalized Assets					
5757440 · Machinery & Equipment	0	995	2,500	(1,505)	40%
5757470 · Infrastructure - Water	0	3,608	4,000	(392)	90%
Total 5757400 · Capitalized Assets	0	4,603	6,500	(1,897)	71%
5757900 · Long-Term Debt					
5758225 · Admin. Expense to Debt Fund	25,697	77,090	102,786	(25,697)	75%
Total 5757900 · Long-Term Debt	25,697	77,090	102,786	(25,697)	75%
Total 75 · Water	69,873	551,152	833,638	(282,486)	66%
80 · Sewer					
5801400 · Support Salaries					
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%
Total 5801400 · Support Salaries	5,561	36,268	49,285	(13,017)	74%
5802100 · Employee Benefits					
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%
Total 5802100 · Employee Benefits	950	11,937	15,537	(3,600)	77%
5802300 · Contractual Services/Personnel					

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)	Thru June
				Budget	75%
5802350 · Contract Labor - Company	0	0	37,000	(37,000)	0%
Total 5802300 · Contractual Services/Personnel	0	0	37,000	(37,000)	0%
5802500 · Operating Services					
5802515 · Sardis Collection Expense	1,266	6,285	9,618	(3,334)	65%
5802590 · TCEQ Fees - Sewer	10	10	100	(90)	10%
Total 5802500 · Operating Services	1,276	6,295	9,718	(3,424)	65%
5803100 · General Supplies					
5803140 · Uniforms	0	1,083	1,200	(117)	90%
Total 5803100 · General Supplies	0	1,083	1,200	(117)	90%
5803400 · Maintenance Supplies & Parts					
5803460 · Miscellaneous	0	0	500	(500)	0%
Total 5803400 · Maintenance Supplies & Parts	0	0	500	(500)	0%
5804200 · Travel Expenses					
5804220 · Professional Development	13	101	500	(399)	20%
5804270 · Vehicle Expense	129	821	1,200	(379)	68%
Total 5804200 · Travel Expenses	142	922	1,700	(778)	54%
5805400 · Utilities					
5805450 · Electricity	225	2,448	3,000	(552)	82%
5805463 · TRA Wastewater Treatment	22,567	209,232	270,806	(61,574)	77%
Total 5805400 · Utilities	22,792	211,680	273,806	(62,126)	77%
5805500 · Repairs & Bldg Improvements					
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%
Total 5805500 · Repairs & Bldg Improvements	170	2,242	8,900	(6,658)	25%

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

Ovilla Debt Service
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%
Revenues					
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%
Total 4000100 · Taxes	2,727	465,019	473,435	(8,416)	98%
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%
Total 4000800 · Other Revenue	25,766	77,523	105,090	(27,567)	74%
Total Revenues	28,493	542,542	578,525	(35,983)	94%
Expenditures					
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%
Total 5157900 · Long-Term Debt	-	101,513	578,525	(477,013)	18%
Total Expenditures	-	101,513	578,525	(477,013)	18%
Net Change in Fund Balance	28,493	441,030	-	441,030	100%

City of Ovilla Capital Projects 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%
Revenues					
4000800 · Other Revenue					
4000845 · Interest Earned - Texstar	0	3	1	2	252%
4000850 · Interest Earned - Prosperity	21	195	255	(60)	76%
Total 4000800 · Other Revenue	22	198	256	(58)	77%
Total Revenues	22	198	256	(58)	77%
Expense					
5879000 · Reserves					
5879010 · Admin Reserves	0	0	256	(256)	0%
Total 5879000 · Reserves	0	0	256	(256)	0%
Total Expense	0	0	256	(256)	0%
Change in Net Position	22	198	0	198	100%

**Ovilla Park Impact 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) Budget	Thru June 75%
Revenues					
4000400 · Charges for Services					
4000460 · Park Impact	3,011	6,356	16,726	(10,370)	38%
Total 4000400 · Charges for Services	3,011	6,356	16,726	(10,370)	38%
4000800 · Other Revenue					
4000840 · Interest Earned	13	110	100	10	110%
Total 4000800 · Other Revenue	13	110	100	10	110%
Total Revenues	3,024	6,465	16,826	(10,361)	38%
Expenditures					
5606400 · Minor Capital Outlay					
5606410 · Land Improvements	0	0	500	(500)	0%
Total 5606400 · Minor Capital Outlay	0	0	500	(500)	0%
5607400 · Capitalized Assets					
5607440 · Capital Machinery & Equipment	6,000	6,000	6,000	0	100%
Total 5607400 · Capitalized Assets	6,000	6,000	6,000	0	100%
5609000 · Reserves					
5609035 · Park Impact Reserves	0	0	10,326	(10,326)	0%
Total 5609000 · Reserves	0	0	10,326	(10,326)	0%
Total Expenditures	6,000	6,000	16,826	(10,826)	36%
Net Change in Fund Balance	(2,976)	465	0	465	100%

Ovilla W&S Impact Fee 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%
Revenues					
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%
Total 4000400 · Charges for Services	8,400	16,400	73,100	(56,700)	22%
4000800 · Other Revenue					
4000840 · Interest Earned	26	166	200	(34)	83%
4000880 - Transfer In - Water Impact	0	0	0	0	0%
Total 4000800 · Other Revenue	26	166	200	(34)	83%
Total Revenues	8,426	16,566	73,300	(56,734)	23%
Expense					
5859000 · Reserves					
5859020 - Water Impact Consultant Fee	0	0	40,600	(40,600)	0%
5859030 · Sewer Impact Fees Reserve	0	0	32,700	(32,700)	0%
Total 5859000 · Reserves	0	0	73,300	(73,300)	0%
Total Expense	0	0	73,300	(73,300)	0%
Change in Net Position	8,426	16,566	0	16,566	100%

Ovilla 4B Economic Development Corporation

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%
Revenues					
4000100 · Taxes					
4000120 · Sales tax	7,009	71,247	81,838	(10,591)	87%
Total 4000100 · Taxes	7,009	71,247	81,838	(10,591)	87%
4000800 · Other Revenue					
4000840 · Interest Income	136	1,192	1,200	(8)	99%
4000990 · Reduction in Fund Balance			55,685	(55,685)	0%
Total 4000800 · Other Revenue	136	1,192	56,885	(55,693)	2%
Total Revenues	7,145	72,439	138,723	(66,284)	52%
Expenditures					
8102200 · Special Services					
8102230 · Legal Fees	0	0	500	(500)	0%
8102240 · Audit	0	1,600	1,600	0	100%
Total 8102200 · Special Services	0	1,600	2,100	(500)	76%
8102300 · Consultant Services					
8102310 · Consultant Fees	0	0	20,000	(20,000)	0%
Total 8102300 · Consultant Services	0	0	20,000	(20,000)	0%
8103100 · General Supplies					
8103110 · Office Supplies	0	0	100	(100)	0%
Total 8103100 · General Supplies	0	0	100	(100)	0%
8104200 · Travel Expense					
8104210 · Travel Expense	0	0	1,000	(1,000)	0%
8104220 · Professional Development	0	1,000	2,300	(1,300)	43%
Total 8104200 · Travel Expense	0	1,000	3,300	(2,300)	30%

Ovilla 4B Economic Development Corporation

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%
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%
Total Expenditures	625	12,014	138,723	(126,709)	9%
Net Change in Fund Balance	6,520	60,424	0	60,424	100%

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

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

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

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

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

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

Ovilla Fire Department Auxiliary

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%
Revenues					
4000800 · Other Revenue					
4000815 · Gifts	0	1,050	1,050	0	100%
Total 4000800 · Other Revenue	0	1,050	1,050	0	100%
Total Revenues	0	1,050	1,050	0	100%
Expenditures					
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%
Total Expenditures	0	0	1,050	(1,050)	0%
Net Change in Fund Balance	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 (Under)	% of Budget Thru June
	June 2016	Oct 2015 - June 2016		\$ Over Budget	75%
Revenues					
4000800 · Other Revenue					
4000815 · Gifts	0	190	170	20	111.77%
Total 4000800 · Other Revenue	0	190	170	20	111.77%
Total Revenues	0	190	170	20	111.77%
Expenditures					
5232600 · Special Expenses					
5232690 · Special Expenses - Other	0	159	170	(11)	93.67%
Total 5232600 · Special Expenses	0	159	170	(11)	93.67%
Total Expenditures	0	159	170	(11)	93.67%
Net Income	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

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 (5th, 12th, 19th, 26th) 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

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 (5th, 12th, 19th, 26th) 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

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

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

FY-2015-2016	Total Traffic Cases Filed	State Law Cases Filed	Parking Cases Filed	Penal Code Cases Filed	City Ordinance Filed	Trials	Total Revenue	Amount Kept by City	Amount sent to State	Warrants Issued	Cases sent to Collections
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											
Totals	1024	5	6	9	18	3	\$154,530.63	\$86,312.71	\$68,217.92	154	154

2014-2015 FY

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

FY-2014-2015	Total # of Warrants	Total Amount of Warrants	Warrants Cleared	Warrants Amount
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				
Totals			104	\$27,211.78

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 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 nisanse)	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 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

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:

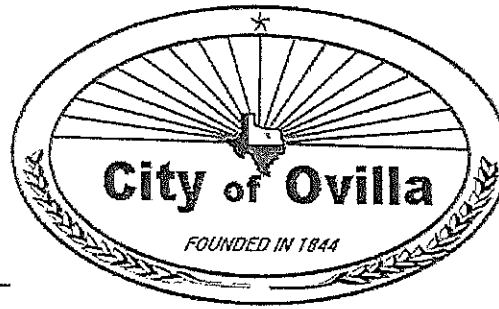
All consent items are attached for Council consideration.

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 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

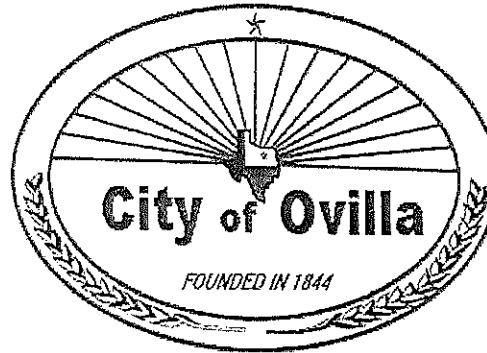
Total General Fund Transactions \$5,000 and Over

\$217,491.23

Date	Check#	Water & Sewer Fund 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

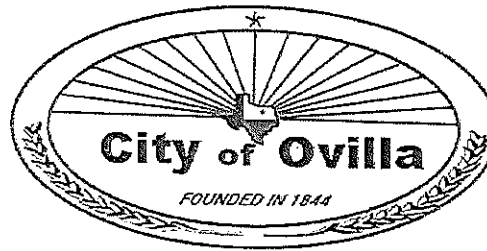
FROM:
Linda Harding, Accountant

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 Number	
Total General Fund 2015-2016 Mid-Year Budget		3,661,049
CAPITAL ASSETS and RESERVE ACCOUNTS:		
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%
REQUIRED UNASSIGNED FUND BALANCE IN GENERAL FUND		\$ 871,345.50

ALL BANK ACCOUNT BALANCES AS OF 6/30/2016		
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
Excess in Unassigned Fund Balance in ALL ACCOUNTS		\$ 1,587,875.76
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)
Funds Available (Unrestricted Fund Balance)		\$ 1,490,652.86



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														
GF	Prosperity Bank	Operating	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	701711110	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	2/25/15	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	1012290	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	6/25/15	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	\$0.00
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	\$0.00
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	\$0.00
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	\$0.00
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	\$0.00
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	\$0.00
Total Capital Projects												\$131,955.24	\$131,955.24	\$0.00
W&S IMPACT FEE														
W&S Impact	Prosperity Bank		Water Impact	6604032322	8510100	N/A	N/A	0.2500%	\$ 74,571.14	Interest Earned	\$ 46.37			
		Money Market								Net Deposit	\$ 5,200.00			
										Net Withdrawals	\$ -			
										Ending Balance		\$ 79,817.51	\$79,817.51	\$0.00
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	\$0.00
W&S Impact	Prosperity Bank		Sewer Impact	301668699	8520160	N/A	N/A	0.2500%	\$16,231.80	Interest Earned	\$ 10.09			
		Money Market								Net Deposit	\$ 9,800.00			
										Net Withdrawals	\$ -			
										Ending Balance		\$26,041.89	\$26,041.89	\$0.00
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	
PARK IMPROVEMENT															
Park	Prosperity Bank		Money Market	9307613	1010200	3/16/11	N/A	0.2500%	\$ 62,956.86	Interest Earned	\$ 39.15				
										Deposits	\$ -				
										Withdrawals	\$ -				
Total Park Improvement Fund											Ending Balance		\$62,996.01	\$62,996.01	\$0.00
												\$62,996.01	\$62,996.01	\$0.00	
Ovilla 4B EDC															
4B EDC	Prosperity Bank	Operating		4553691	1012500	N/A	N/A	0.3500%	\$ 474,222.36	Interest Earned	\$ 412.80				
										Net Deposit	\$ 40,198.32				
										Net Withdrawals	\$ -				
										Ending Balance		\$ 514,833.48	\$514,833.48	\$0.00	
Municipal Development District															
MDD	Prosperity Bank	Operating		6457451	1012501	N/A	N/A	0.3500%	\$ 143,892.25	Interest Earned	\$ 130.73				
										Net Deposit	\$ 11,267.79				
										Net Withdrawals	\$ -				
										Ending Balance		\$155,290.77	\$155,290.77	\$0.00	
Police Dept. Special Fund															
Police Special	Prosperity Bank	Operating		11039792	1001010	N/A	N/A	0.0000%	\$ 10.76	Interest Earned	\$ -				
										Net Deposit	\$ 20.00				
										Net Withdrawals	\$ -				
										Ending Balance		\$30.76	\$30.76	(\$0.00)	
Fire Dept. Auxiliary Fund															
Fire Auxil.	Prosperity Bank	Operating		11003909	1010000	N/A	N/A	0.0000%	\$ 1,050.00	Interest Earned	\$ -				
										Net Deposit	\$ -				
										Net Withdrawals	\$ -				
										Ending Balance		\$1,050.00	\$1,050.00	\$0.00	
Employee Benefit Trust															
Empl. Bene Trust	Prosperity Bank	Operating		215058777	1025000	9/15/14	N/A	0.3500%	\$ 13.42	Interest Earned	\$ 0.96				
										Net Deposit	\$ 44,855.20				
										Net Withdrawals	\$ 44,854.67				
										Ending Balance		\$14.91	\$14.91	\$0.00	
											Total Investments		\$4,884,448.58	\$4,884,448.58	(\$0.00)
This report is prepared in accordance with Chapter 225F of the Public Funds Investment Act (PFIA). Section 2255.023(a) of the PFIA states that "not less than quarterly, the investment officer shall prepare and submit to the governing body of the entity															
Dennis M. Bum, City Manager															

Trinity River Authority of Texas



Central Regional Wastewater System

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

6500 W. Singleton Blvd.
Dallas, Texas 75212
Metro (972) 263-2251
Admin Fax (972) 975-4412
Lab Fax (972) 975-4414

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

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

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

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
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BY QUOTE

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

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," 20th Edition, 1998 or most recent approved and/or EPA "Manual of Methods for Chemical Analysis of Water and Wastes," 1983 and the "3rd 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
POLICE			
	Increase staff – 2 officers	Not provided	-0-
	Upgrade facility	Not provided	\$20,000
	Replace patrol vehicle	\$49,000	\$49,000
FIRE			
	Increase staff -	\$88,412	\$88,412
	Radio Upgrade	Not provided	-0-
	New command vehicle	\$55,000	\$55,000
	Replace Brush Truck	Not provided	-0-
PUBLIC WORKS			
	Backhoe	Not provided	-0-
	New Crew-Cab Vehicle	\$30,000	\$30,000
NEIGHBORHOOD SERVICES (CODE/ANIMAL CONTROL)			
	Expand housing for animals	Not provided	-0-
ADMINISTRATION			
	Increase office staff – 1	\$27,746	\$27,746
PAVING CIP			
	Rehab Lariat Trail	\$150,000	\$150,000
	Overlay Water Street	\$75,000	\$75,000
WATER CIP			
	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 Myer	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:

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.

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:

Richard A. Dormier, Mayor

Pamela Woodall, City Secretary

Approved August 08, 2016

Richard Dormier, Mayor
Rachel Huber, Place One
Larry Stevenson, Place Two

Doug Hunt, Place Four
David Griffin, Place Three
Michael Myers, Place Five

CITY OF OVILLA MINUTES
Wednesday, June 29, 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 5:00 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	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***

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.*

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:

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. 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
- 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.

Discussion / Justification:

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.

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.

Residents that spoke:

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.)

There was no one to speak in favor or against the new plan at the Planning and Zoning public hearing.

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

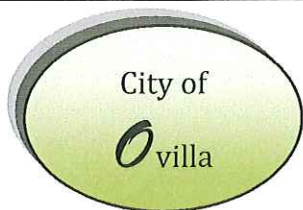
In accordance with the laws of the State of Texas, Local Government Code Chapter 213, all interested persons and parties are hereby notified that the Planning and Zoning Commission of the City of Ovilla will hold a public hearing in the City Council Chamber Room at 105 S. Cockrell Hill Road, Ovilla, 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.

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. 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.

Discussion / Justification:

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.

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:

- A. Goals and Objectives for new Plan.
- B. Identify and include additional necessary modifications
- C. Review and discussion of thoroughfares
- D. Review the Future Land Use Map

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.

Staff presented the final document to the Planning & Zoning Commission, for consideration and recommendation to Council during their August 01, 2016 Regular Meeting. A public hearing was conducted.

Recommendation / Staff Comments:
Staff recommends Council approval.
Sample Motion(s):
<p><i>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.</i></p>

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
Fred Hart, Jr.
Alan Whittaker
John Zabochnik
Darrell Jungman
Michael Yordy
Bill Zimmerman

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
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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

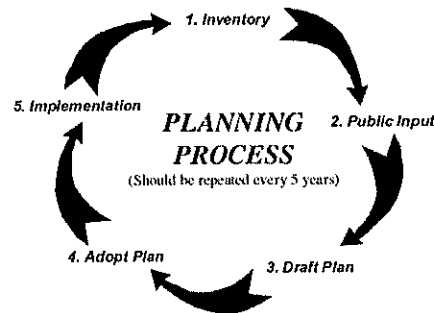
Although the planning process may differ from community to community depending on the individual needs of the citizens, there are some common elements found in most Comprehensive Land Use Plans. The Planning Process usually begins with an inventory phase. Before planning for the future, it is important 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

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

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

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

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

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 in Population per period	Average Change in Population 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:

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

Where: P_n = New Population

P_o = Old Population

x = Number of years between P_n and P_o

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 Population	Lower Projection 2.44%	Higher Projection 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>
Total Land Area	3,655		

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.

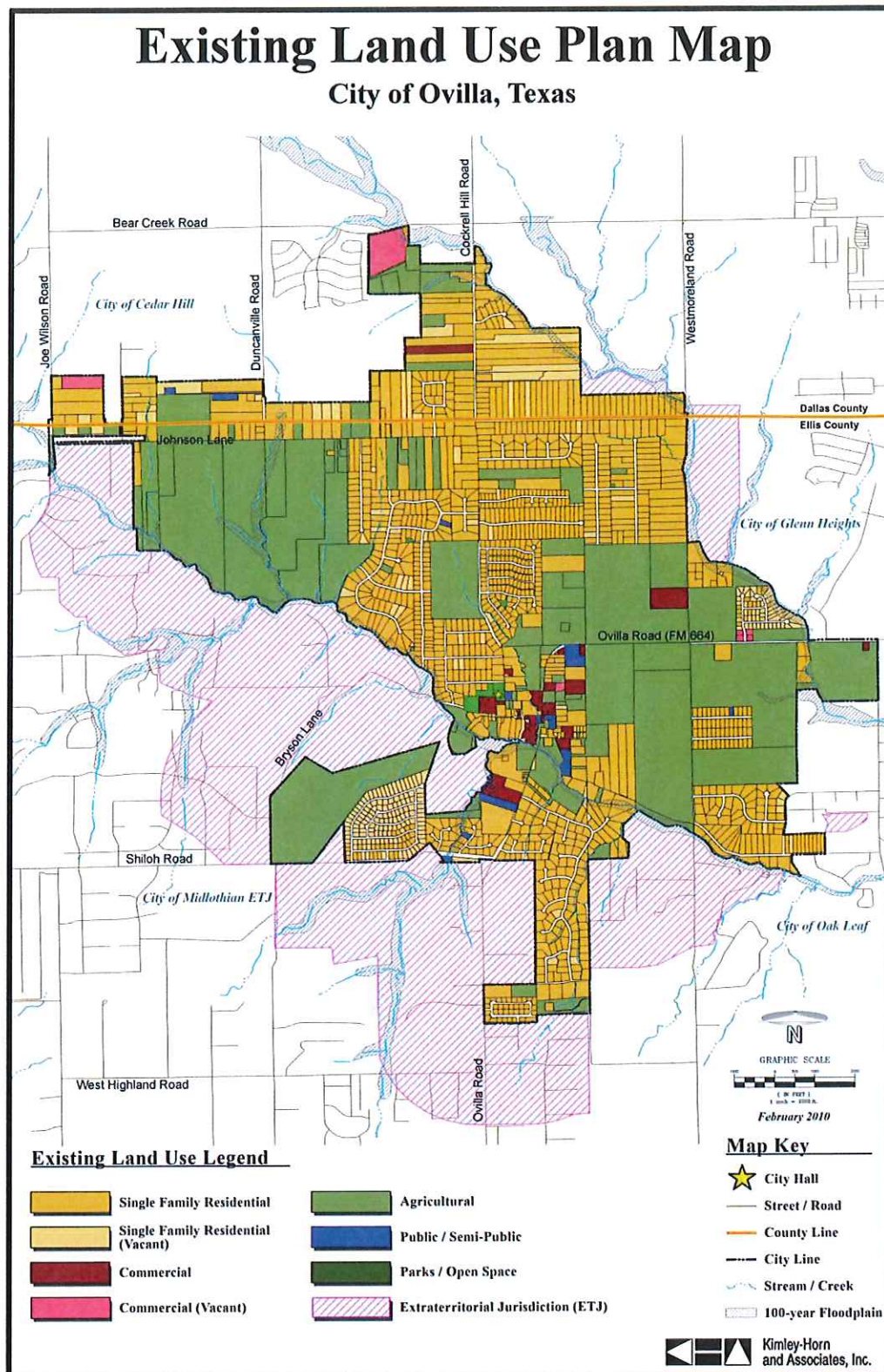


Figure 4.1, City of Ovilla Existing Land Use Map 2010

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)

Zoning District	RC	RE	R15*	R22
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

Zoning	Acres	%	Households	Population
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
Total	3,377	100%	2,777	7,489

Prepared by: KHA

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

Scenario	Future Land Use Plan SF Acres*	Households	Population	Total with Zoning
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	R2U	Residential Two Lane Undivided
Collector Street	C2U	Collector Two Lane Undivided
	C4U	Collector Four Lane Undivided
Minor Arterial Street	M2D	Minor Arterial Two Lane Divided
	M4U	Minor Arterial Four Lane Undivided
	M4D	Minor Arterial Four Lane Divided
Principal Arterial Street	P6D	Principal Arterial Six Lane Divided
	P4D	Principal Arterial Four Lane Divided
	P4U	Principal Arterial Four Lane Undivided
Freeway (Proposed Loop 9)	FW	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.

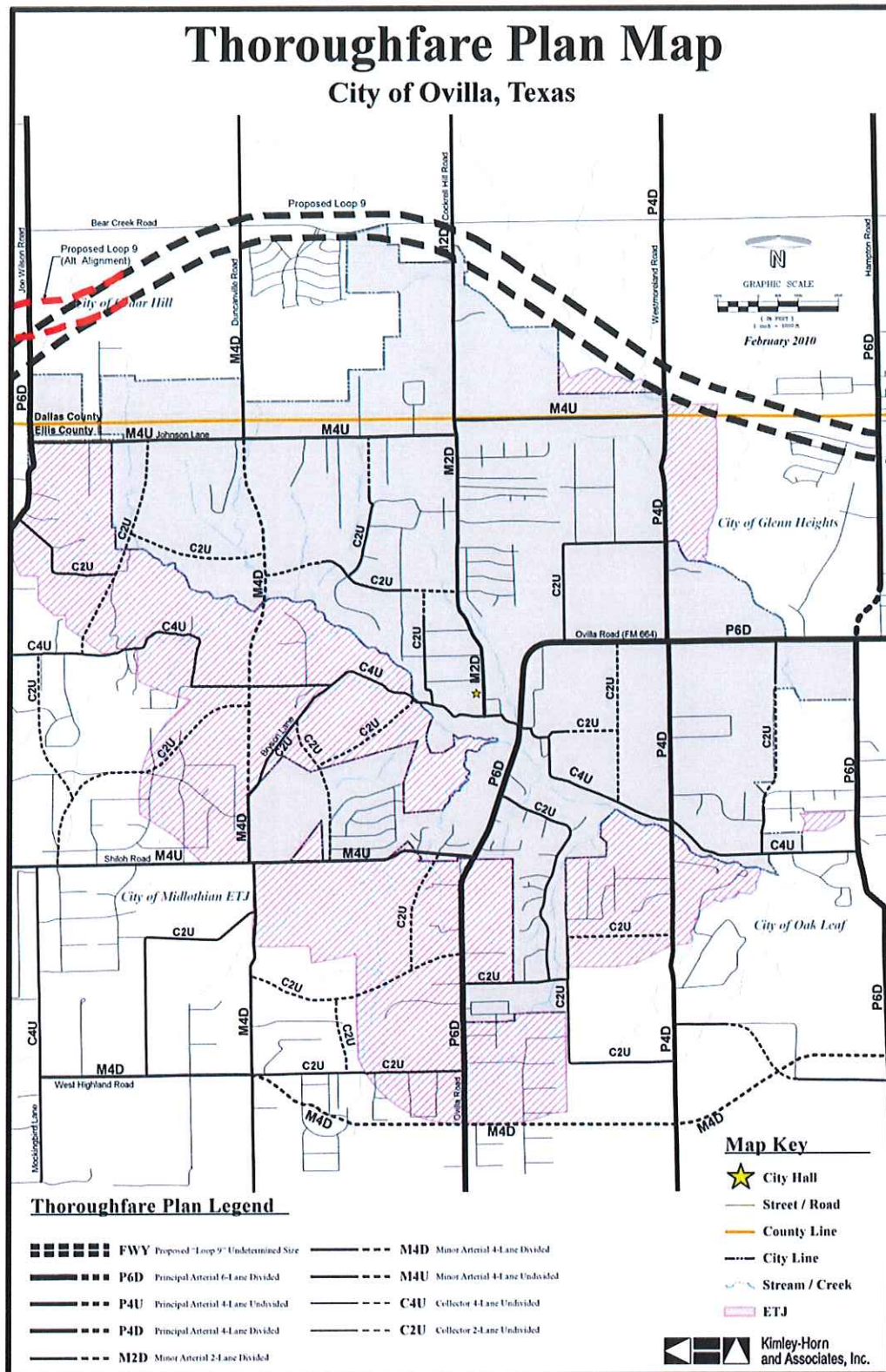


Figure 5.1, City of Ovilla Thoroughfare Plan Map 2010

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.

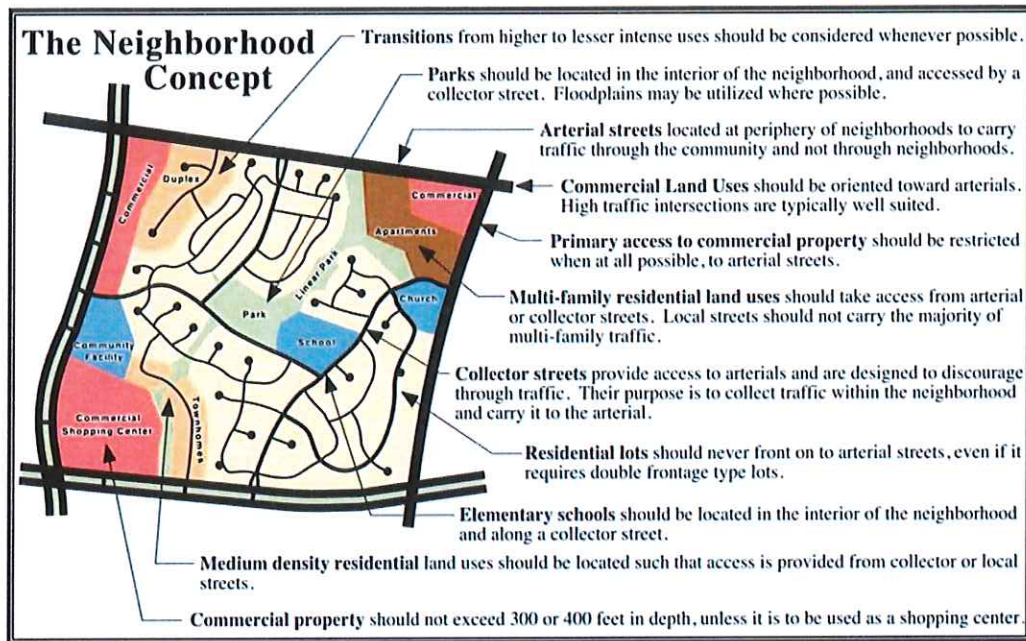


Figure 6.1, Neighborhood Concept

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.

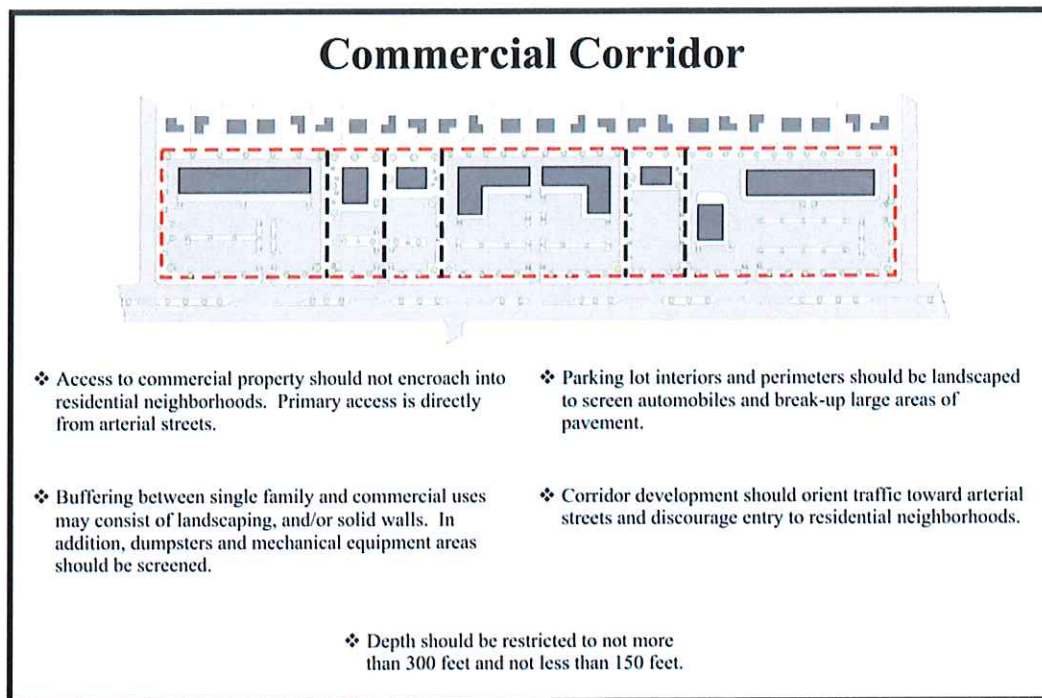


Figure 6.2, Commercial Corridor Development Form

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.

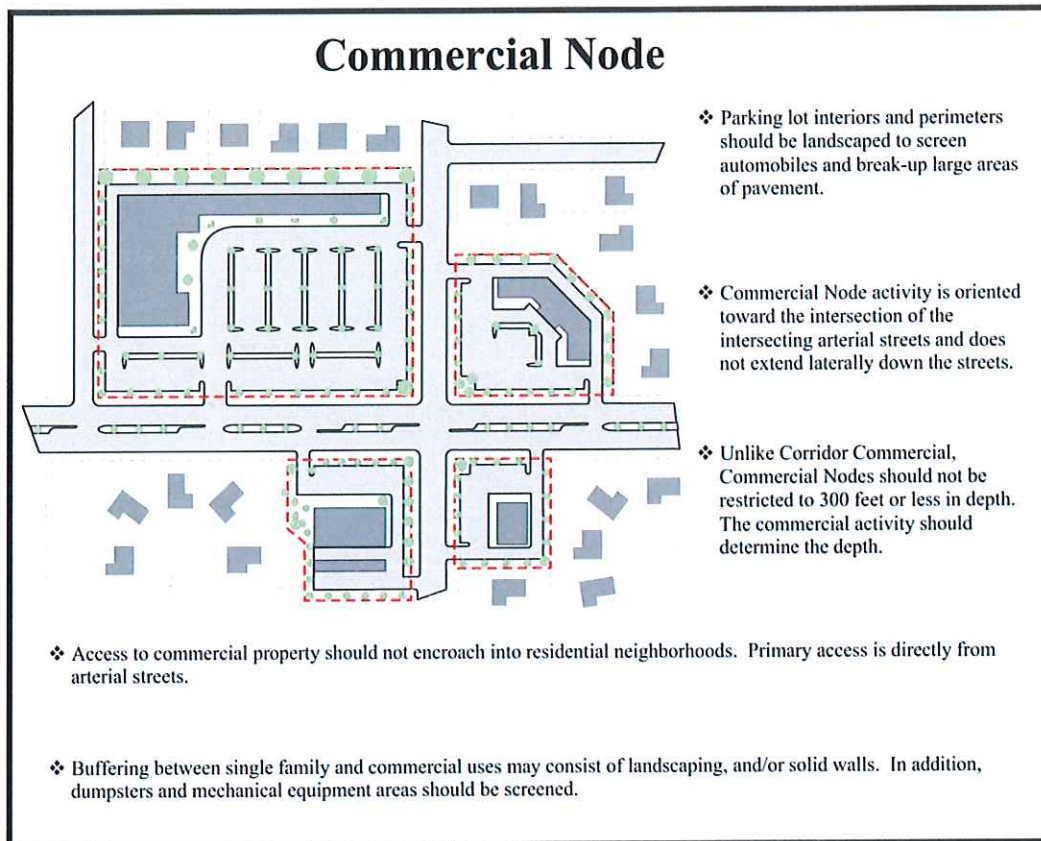


Figure 6.3, Commercial Node Development Form

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*.

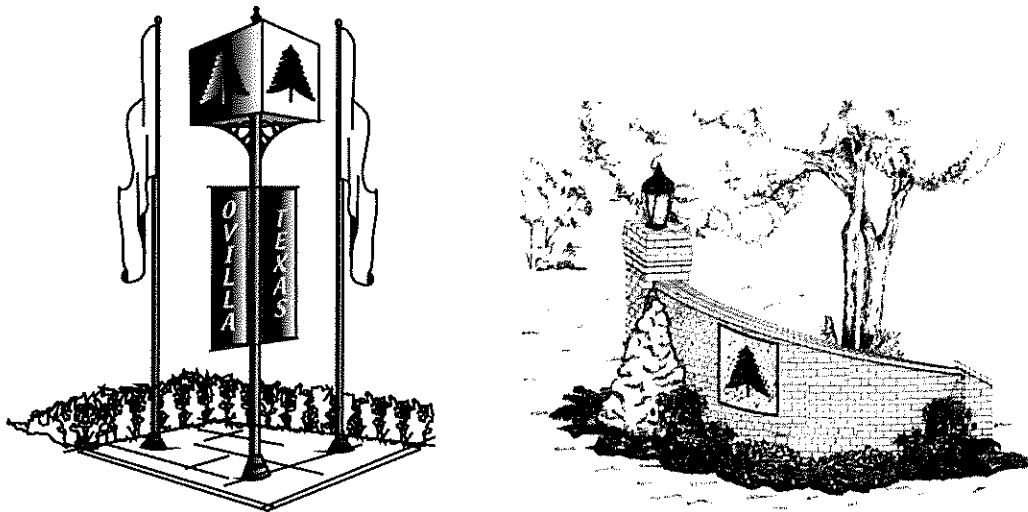


Figure 6.4, Entry Statement Examples

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.

City of Ovilla, Texas

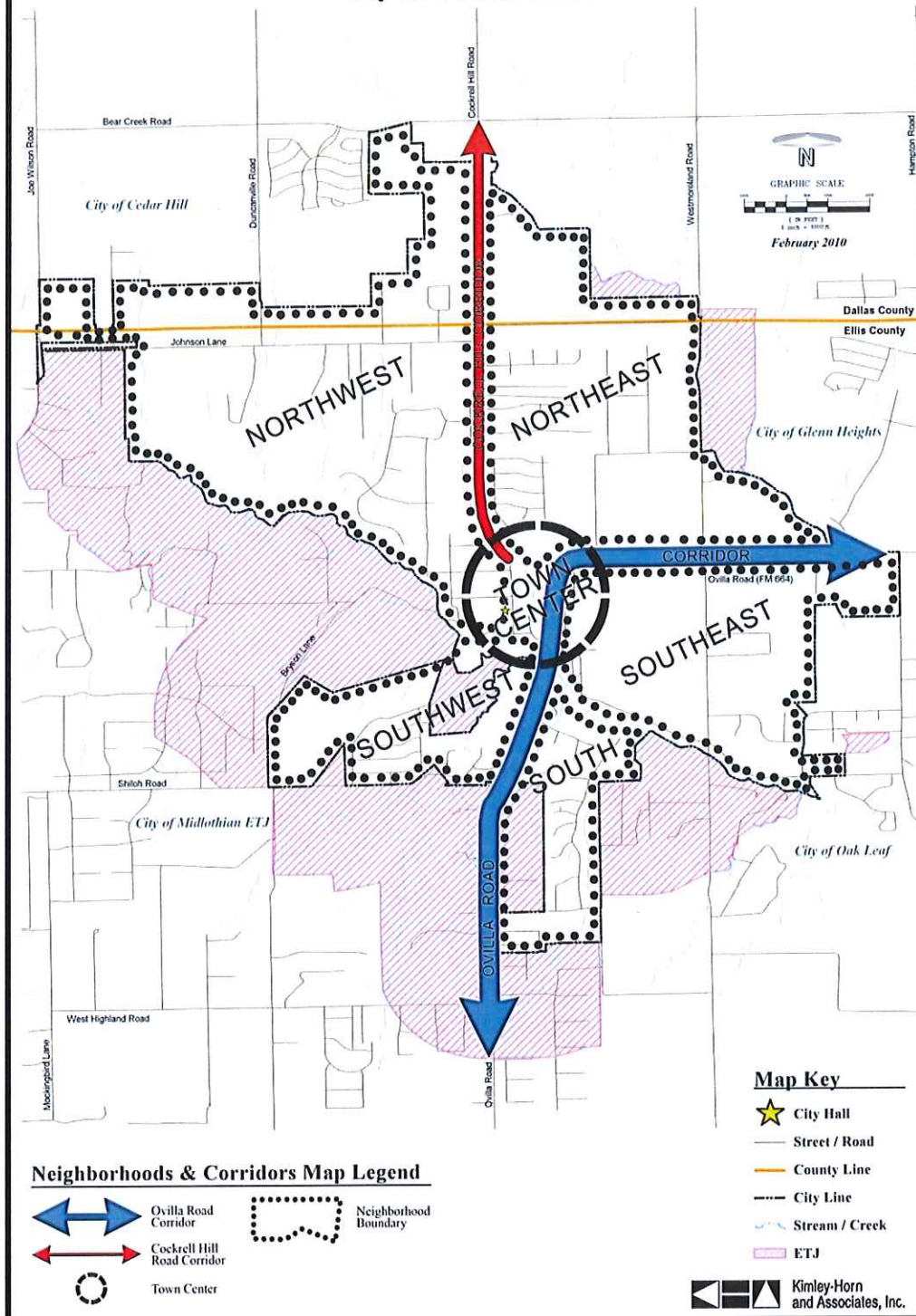


Figure 7.1, City of Ovilla Neighborhoods & Corridors Map 2010

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

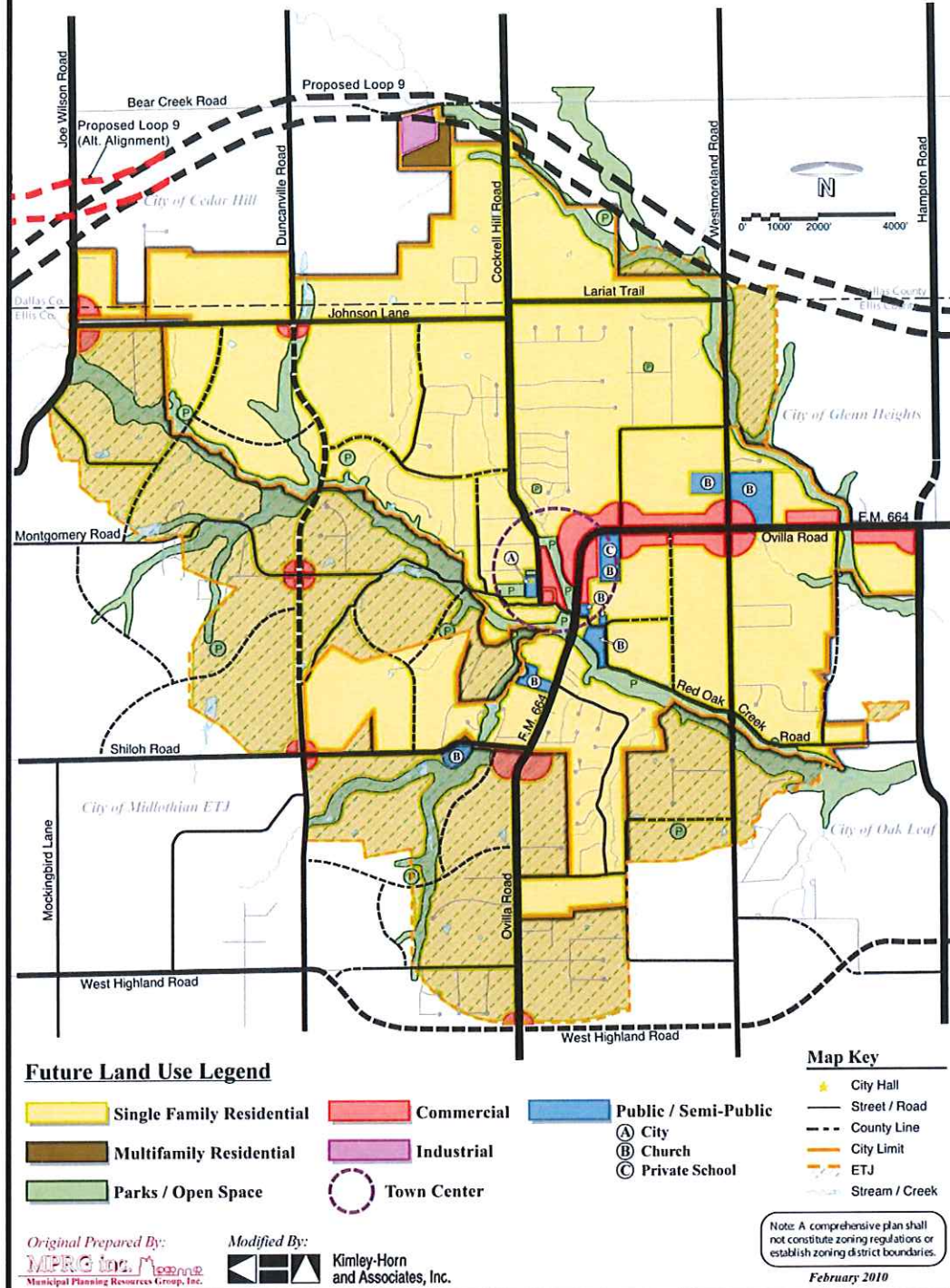


Figure 7.2, Future Land Use Plan Map 2010

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 8th DAY OF August 2016.

Richard A. Dormier, MAYOR

ATTEST:

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

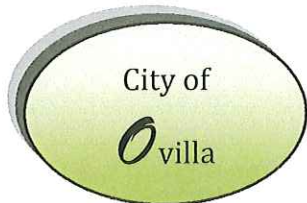
0 ABSTAIN


Presiding Officer of P&Z

8/3/16
Date


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):
<p><i>1st 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.</i></p> <p><i>2nd 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.</i></p>



CITY OF OVILLA
APPLICATION FOR PRELIMINARY PLAT APPROVAL

☒ 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

☒ 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.

Subdivision Improvements Cost Estimate	Applicable Percentage
\$200,000 or less	3.20
\$200,001 to \$400,000	3.10
\$400,001 to \$600,000	3.00
More than \$600,000	2.90

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

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



City of Ovilla
105 S. Cockrell Hill Road
Ovilla, TX 75154
972.617.7262



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 C. Way
Signature

John C. Way
Printed Name

Title

Company

201 Overhill Dr.
Street Address

Waxahachie
City

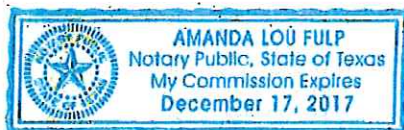
TX
State

75165
Zip code

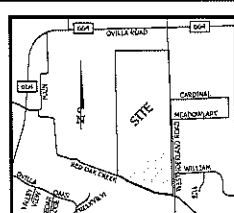
972-938-1850
Phone Number

972-937-6844
Fax

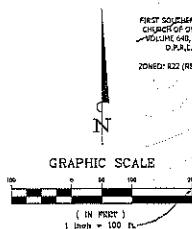
Subscribed and sworn before me this 5 day of July, 2016.



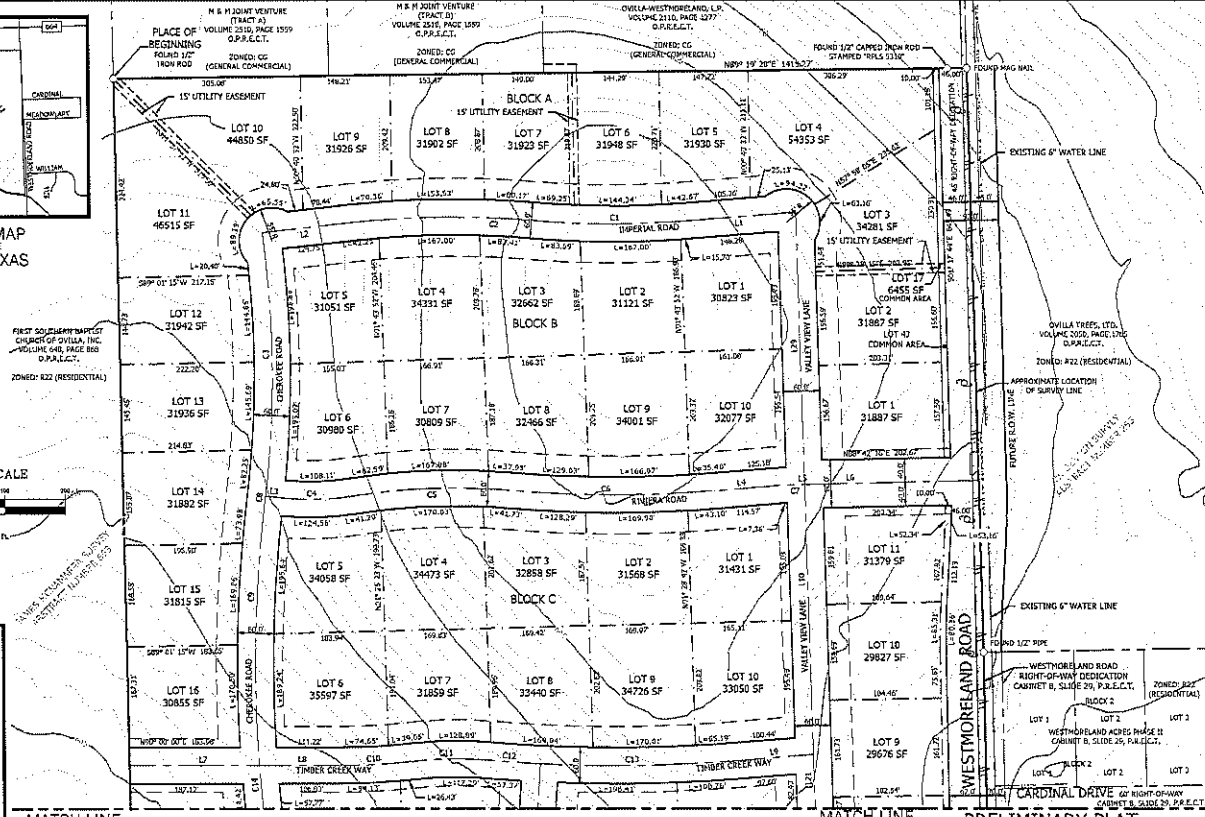
Amanda Lou Fulp
Notary Public



VICINITY MAP
NOT TO SCALE
Ovilla, TEXAS



- LEGEND
- N NORTH
 - S SOUTH
 - E EAST
 - W WEST
 - D.E. DEEDS
 - 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
 - RS = 5/8" IRON ROD WITH CAP STAMPED "HPLS 4536" SET



MATCH LINE
(SEE SHEET NO. 2)

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 MITCHELL ROAD
MANSFIELD, TEXAS 76063
CONTACT: MICHAEL DAVIS, RPLS
PHONE: 817-802-2024
Mike@bannistereng.com

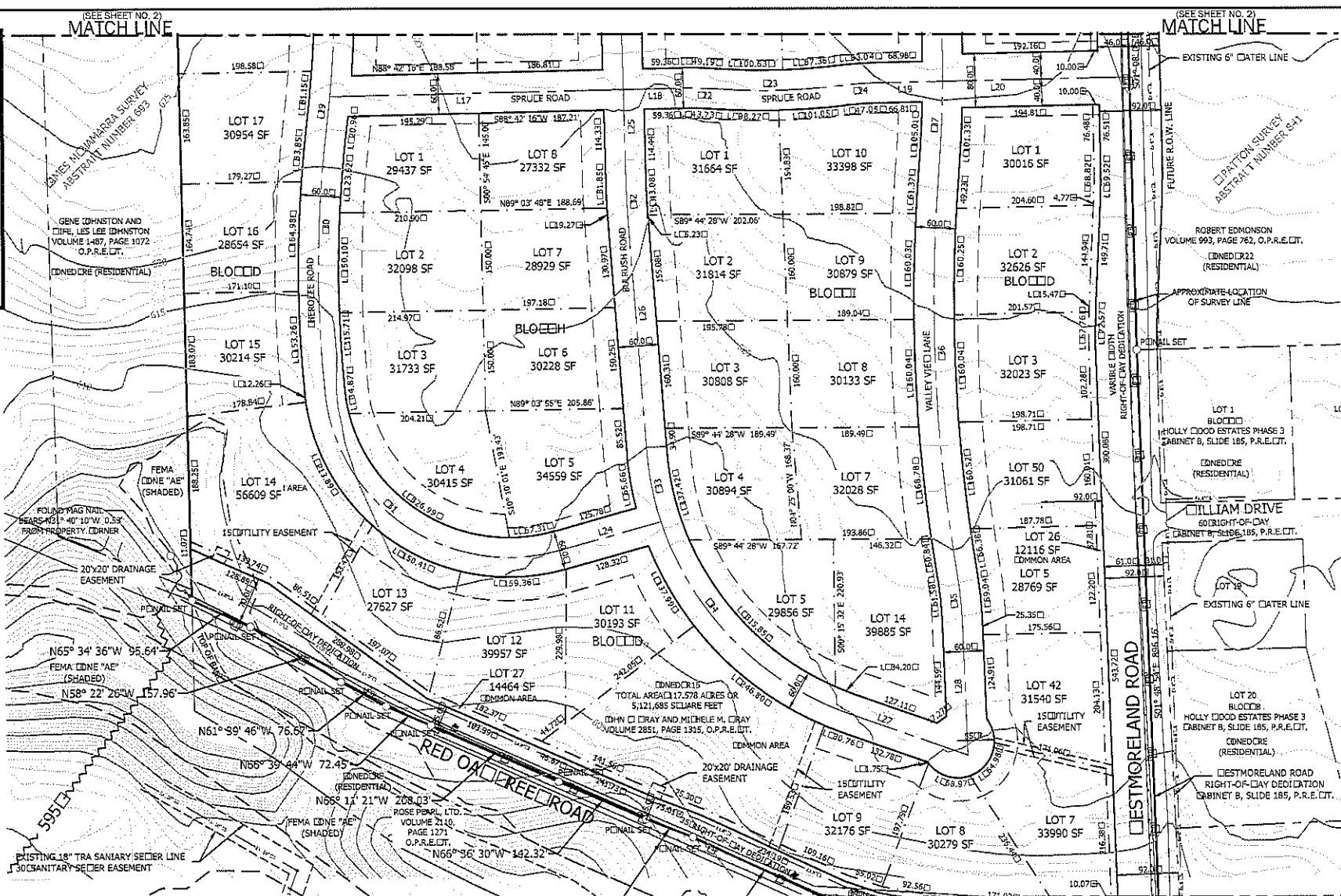
OWNER:
JOHN C. WRAY AND MICHELE M. WRAY
201 OVERHILL DRIVE
WAXAHAMIE, TEXAS 75165
PHONE: 972-915-1050

DEVELOPER:
ALLURISH DEVELOPMENT
4516 LAKOTA TRAIL
MANSFIELD, TEXAS 76063
CONTACT: TERRANCE ROSE
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 2016
SHEET 1 OF 5

BANNISTER
ENGINEERING
240 North Mitchell Road | Mansfield, TX 76063 | 817.802.2094 | 817.802.2095 fax
78613 REGISTRATION NO. 10193822 PREPARED: JULY 15, 2016

- LEGEND**
- NORTH
 - SOUTH
 - EAST
 - WEST
 - DEGREES
 - MINUTES/FEET
 - SECONDS/INCHES
 - B.L. BUILDING LINE (BY THIS PLAT)
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 - 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



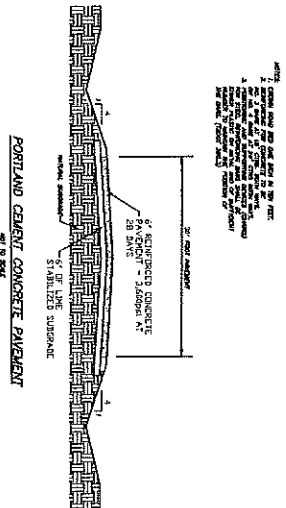
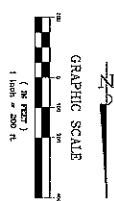
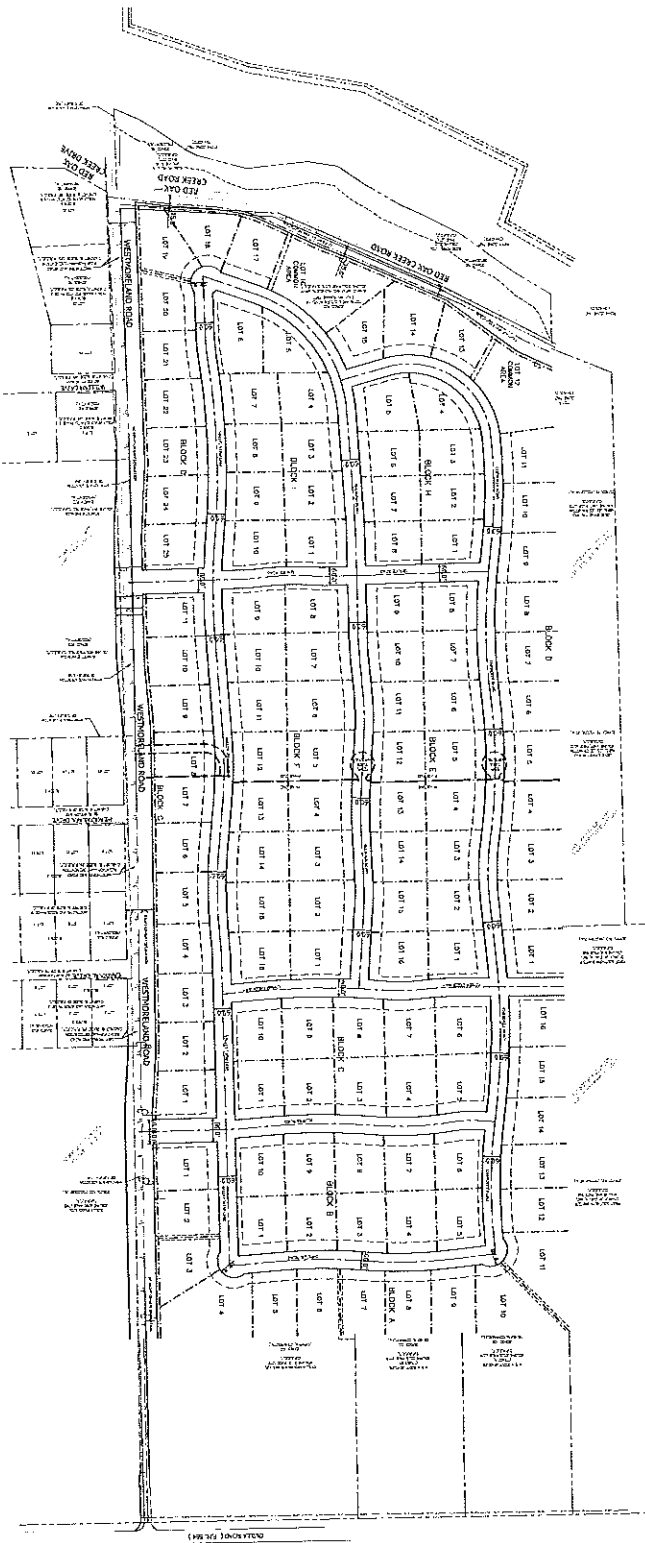
**PRELIMINARY PLAT
HIDDEN VALLEY ESTATES**
117.578 acres of the
James McNaughton Survey
Abstract No. 693
County of Olla, Ellis County, Texas
120 Residential Lots & Common Area Lots
Date Prepared: 01/2016
SHEET 3 OF 5

MATCH LINE

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	350.30	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

Curve Table					
Curve #	Length	Radius	Delta	Chord Direction	Chord Length
C1	251.28	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' 35"E	117.06
C11	123.30	615.00	11°29'15"	S89° 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



DATA SUMMARY

SITE AREA:	117.578 Acres
ZONING:	R-15 (15,000 SF Min.)
MIN. LOT FRONTAGE	130'
PHASE 1:	63 Residential Lots
PHASE 2:	57 Residential Lots
TOTAL LOTS:	120 LOTS

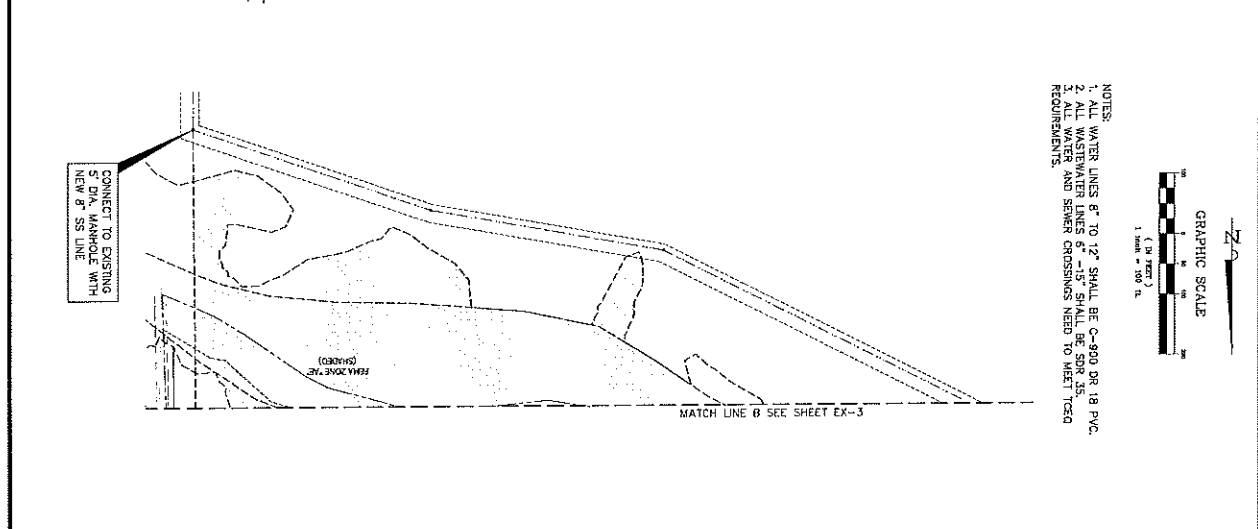
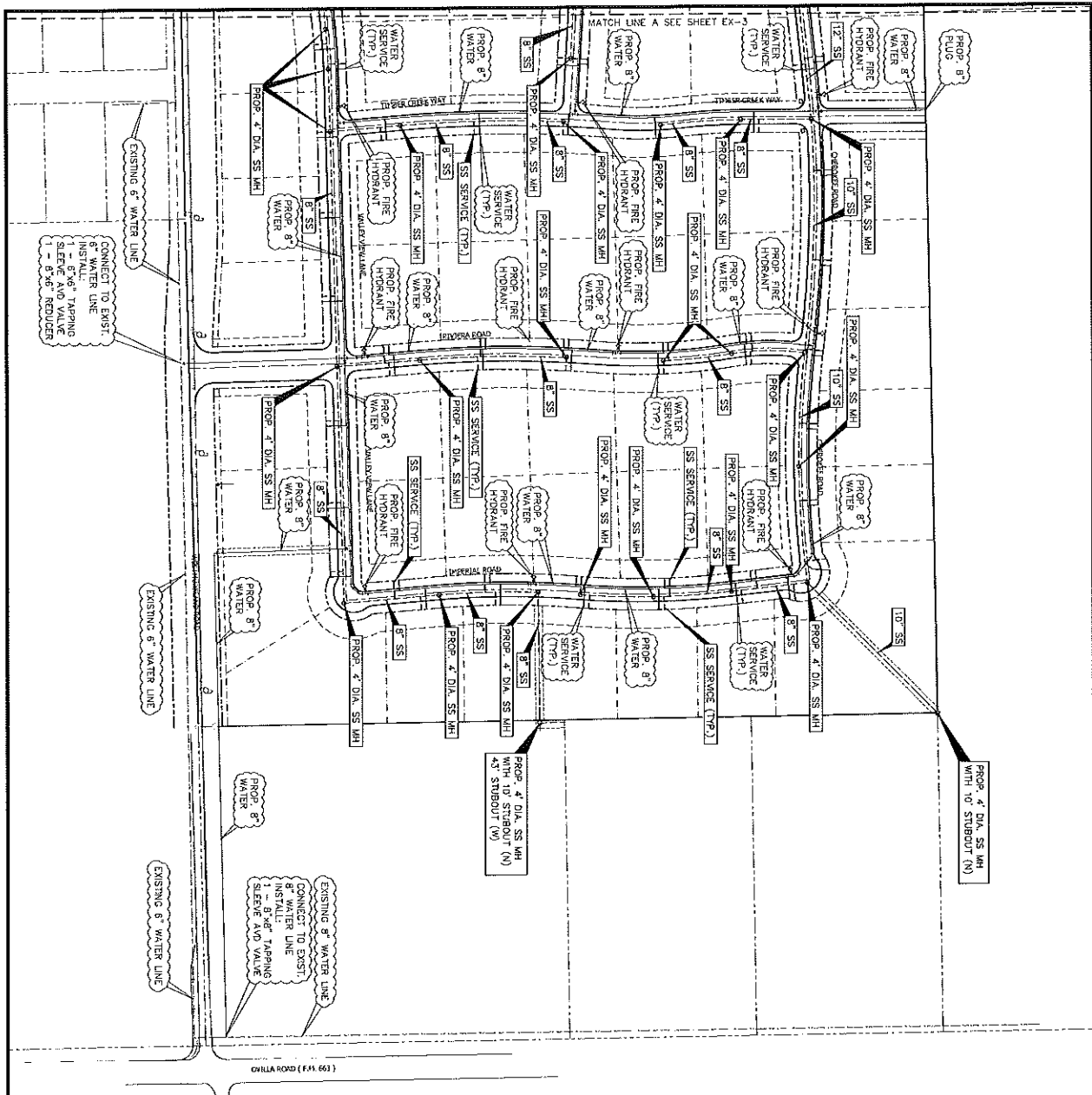
No.	Date	Revision Description

FOR REVIEW ONLY
THESE DOCUMENTS ARE FOR REVIEW ONLY AND NOT
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OR BIDDING. THEY HAVE BEEN
PREPARED BY OR UNDER THE
SUPERVISION OF:
DATE: 02/05/2014
PROJECT NO.: 144-15-04

HIDDEN VALLEY ESTATES
ALLUVIUM DEVELOPMENT
OVIILA, TEXAS
PREL. LOT LAYOUT

BANNISTER
ENGINEERING
240 South Mitchell Road | Houston, TX 75063 | 817.812.2094 | 817.812.2095 fax
REGISTRATION # F-16999 (TEXAS)

SHEET NO.
EX-1



- NOTES:
1. ALL WATER LINES 8" 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 TCEQ REQUIREMENTS.



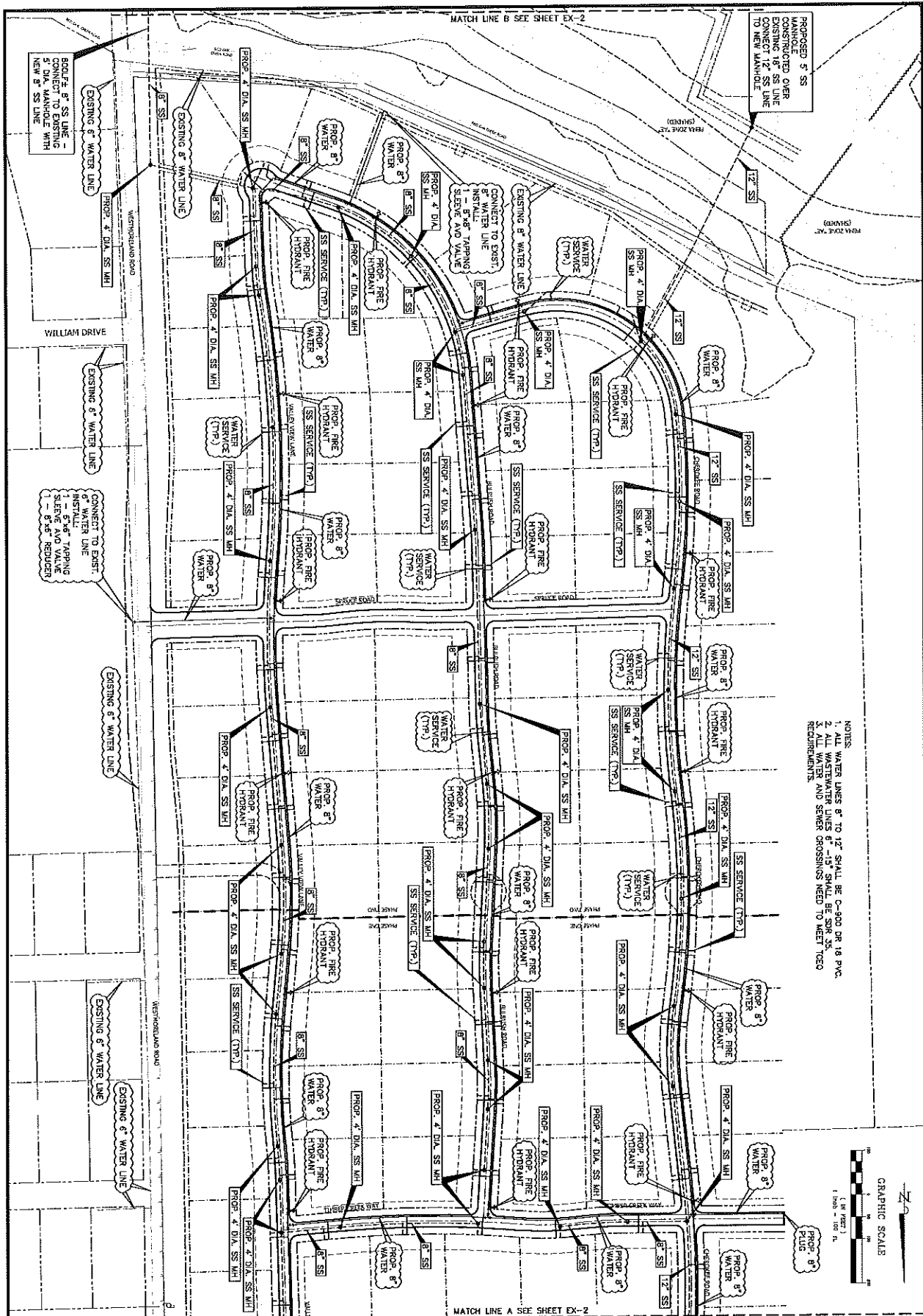
FOR REVIEW ONLY			
THESE DOCUMENTS ARE FOR REVIEW ONLY AND NOT INTENDED FOR CONSTRUCTION OR BIDDING. THEY HAVE BEEN PREPARED BY OR UNDER THE SUPERVISION OF:			
DATE: 02/01/2014			
PROJECT NO: 144-15-01			

HIDDEN VALLEY ESTATES
ALLUVIUM DEVELOPMENT
OVILLA, TEXAS

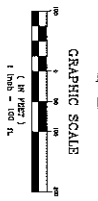
WATER AND SEWER EXHIBIT - 1 OF 2

BANNISTER
ENGINEERING

240 North Milled Road | Houston, TX 77067 | 817.842.2094 | 817.842.2095 fax
REGISTRATION # F-10599 (TEXAS)



- NOTES:
1. ALL WATER LINES 8" TO 12" SHALL BE C-900 DR 18 PVC.
 2. ALL WASTEWATER LINES 8" - 12" SHALL BE SDR 35 PVC.
 3. ALL WATER AND SEWER CROSSINGS NEED TO MEET GEO RECOMMENDATION.

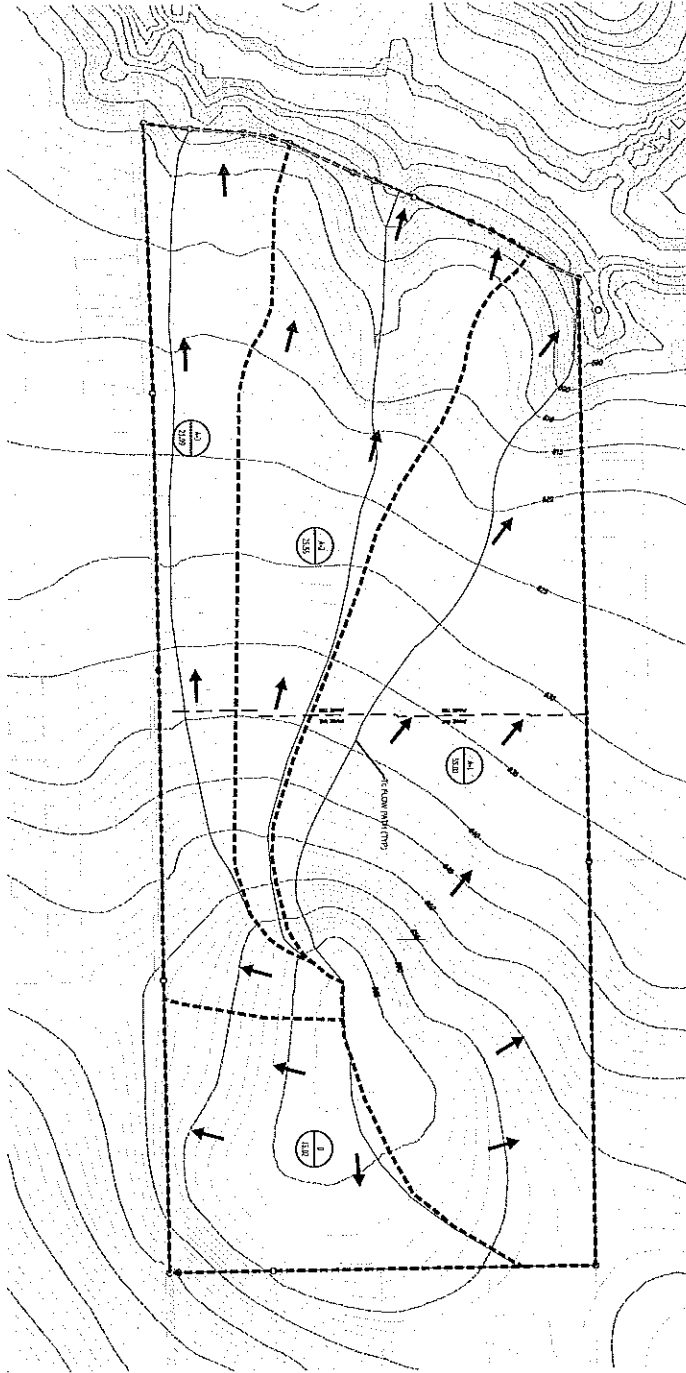
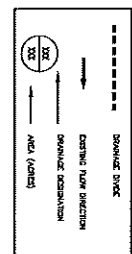
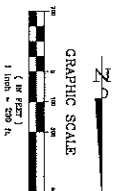


<p>EX-3</p> <p>SHEET NO.</p>	<p>FOR REVIEW ONLY</p> <p>THESE DOCUMENTS ARE FOR REVIEW ONLY AND NOT INTENDED FOR CONSTRUCTION OR BIDDING. THEY HAVE BEEN PREPARED BY OR UNDER THE SUPERVISION OF:</p> <p>CHRYL R. HICKS</p>		
	No.	Date	Revision Description
<p>PROJECT NO: 144-15-04</p>			

HIDDEN VALLEY ESTATES
 ALLUVIUM DEVELOPMENT
 OVILLA, TEXAS
WATER AND SEWER EXHIBIT - 2 OF 2

BANNISTER
ENGINEERING

240 North Highway Road | Houston, TX 77060 | (817) 842-2094 | (817) 842-2095 fax
REGISTRATION # F-10599 (TEXAS)



NOTICE: SHEET FLOW Tc FORMULA

$T_c = 1.49 S^{-0.76} X^{-0.76}$
 T_c = time of concentration (min)
 S = average of composite runoff coefficient
 X = average flow length (feet) or watershed length (feet)
 T_c = time of concentration (min)
 X = average flow length (feet) or watershed length (feet)

NOTICE: SHALLOW FLOW VELOCITY FORMULA

$V = 48.3 S^{0.48}$
 V = velocity (ft/sec)
 S = slope of hydraulic surface (feet/foot)

AREA	AREA (ACRES)	C	Tc (min)	Q100 (cfs)	Q100 (cfs)	COMMENTS
A-1	2.00	0.50	25.0	8.0	8.0	
A-2	2.00	0.50	25.0	8.0	8.0	
A-3	2.00	0.50	25.0	8.0	8.0	
A-4	2.00	0.50	25.0	8.0	8.0	
A-5	2.00	0.50	25.0	8.0	8.0	
A-6	2.00	0.50	25.0	8.0	8.0	
A-7	2.00	0.50	25.0	8.0	8.0	
A-8	2.00	0.50	25.0	8.0	8.0	
A-9	2.00	0.50	25.0	8.0	8.0	
A-10	2.00	0.50	25.0	8.0	8.0	
A-11	2.00	0.50	25.0	8.0	8.0	
A-12	2.00	0.50	25.0	8.0	8.0	
A-13	2.00	0.50	25.0	8.0	8.0	
A-14	2.00	0.50	25.0	8.0	8.0	
A-15	2.00	0.50	25.0	8.0	8.0	
A-16	2.00	0.50	25.0	8.0	8.0	
A-17	2.00	0.50	25.0	8.0	8.0	
A-18	2.00	0.50	25.0	8.0	8.0	
A-19	2.00	0.50	25.0	8.0	8.0	
A-20	2.00	0.50	25.0	8.0	8.0	
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A-24	2.00	0.50	25.0	8.0	8.0	
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A-28	2.00	0.50	25.0	8.0	8.0	
A-29	2.00	0.50	25.0	8.0	8.0	
A-30	2.00	0.50	25.0	8.0	8.0	
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A-79	2.00	0.50	25.0	8.0	8.0	
A-80	2.00	0.50	25.0	8.0	8.0	
A-81	2.00	0.50	25.0	8.0	8.0	
A-82	2.00	0.50	25.0	8.0	8.0	
A-83	2.00	0.50	25.0	8.0	8.0	
A-84	2.00	0.50	25.0	8.0	8.0	
A-85	2.00	0.50	25.0	8.0	8.0	
A-86	2.00	0.50	25.0	8.0	8.0	
A-87	2.00	0.50	25.0	8.0	8.0	
A-88	2.00	0.50	25.0	8.0	8.0	
A-89	2.00	0.50	25.0	8.0	8.0	
A-90	2.00	0.50	25.0	8.0	8.0	
A-91	2.00	0.50	25.0	8.0	8.0	
A-92	2.00	0.50	25.0	8.0	8.0	
A-93	2.00	0.50	25.0	8.0	8.0	
A-94	2.00	0.50	25.0	8.0	8.0	
A-95	2.00	0.50	25.0	8.0	8.0	
A-96	2.00	0.50	25.0	8.0	8.0	
A-97	2.00	0.50	25.0	8.0	8.0	
A-98	2.00	0.50	25.0	8.0	8.0	
A-99	2.00	0.50	25.0	8.0	8.0	
A-100	2.00	0.50	25.0	8.0	8.0	

Tc CALCULATIONS FOR AREA B									
TYPE	CONCENTRATION	UP ELEV	DOWN ELEV	SLOPE	COND	VELOCITY	TIME	AREA	TOTAL
SHALLOW	CHALKS	620	600.0	0.02	3.75	10.0	1.0	7.5	7.5
TOTAL 7.5									
Tc CALCULATIONS FOR AREA A.1									
TYPE	CONCENTRATION	UP ELEV	DOWN ELEV	SLOPE	COND	VELOCITY	TIME	AREA	TOTAL
SHEET	CHALKS	200	190.0	0.01	3.75	10.0	1.0	15.0	15.0
CHANNEL	CHALKS	100	90.0	0.01	3.75	10.0	1.0	15.0	15.0
TOTAL 30.0									
Tc CALCULATIONS FOR AREA A.2									
TYPE	CONCENTRATION	UP ELEV	DOWN ELEV	SLOPE	COND	VELOCITY	TIME	AREA	TOTAL
SHEET	CHALKS	200	190.0	0.01	3.75	10.0	1.0	15.0	15.0
CHANNEL	CHALKS	100	90.0	0.01	3.75	10.0	1.0	15.0	15.0
TOTAL 30.0									
Tc CALCULATIONS FOR AREA A.3									
TYPE	CONCENTRATION	UP ELEV	DOWN ELEV	SLOPE	COND	VELOCITY	TIME	AREA	TOTAL
SHEET	CHALKS	200	190.0	0.01	3.75	10.0	1.0	15.0	15.0
CHANNEL	CHALKS	100	90.0	0.01	3.75	10.0	1.0	15.0	15.0
TOTAL 30.0									

FOR REVIEW ONLY

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Engineer: **COLE S. BRADSHAW**

P.E. No. 10002, Exp. 10/20/2015

HIDDEN VALLEY ESTATES

ALLUVIUM DEVELOPMENT

OVILLA, TEXAS

EXISTING DRAINAGE AREA EXHIBIT

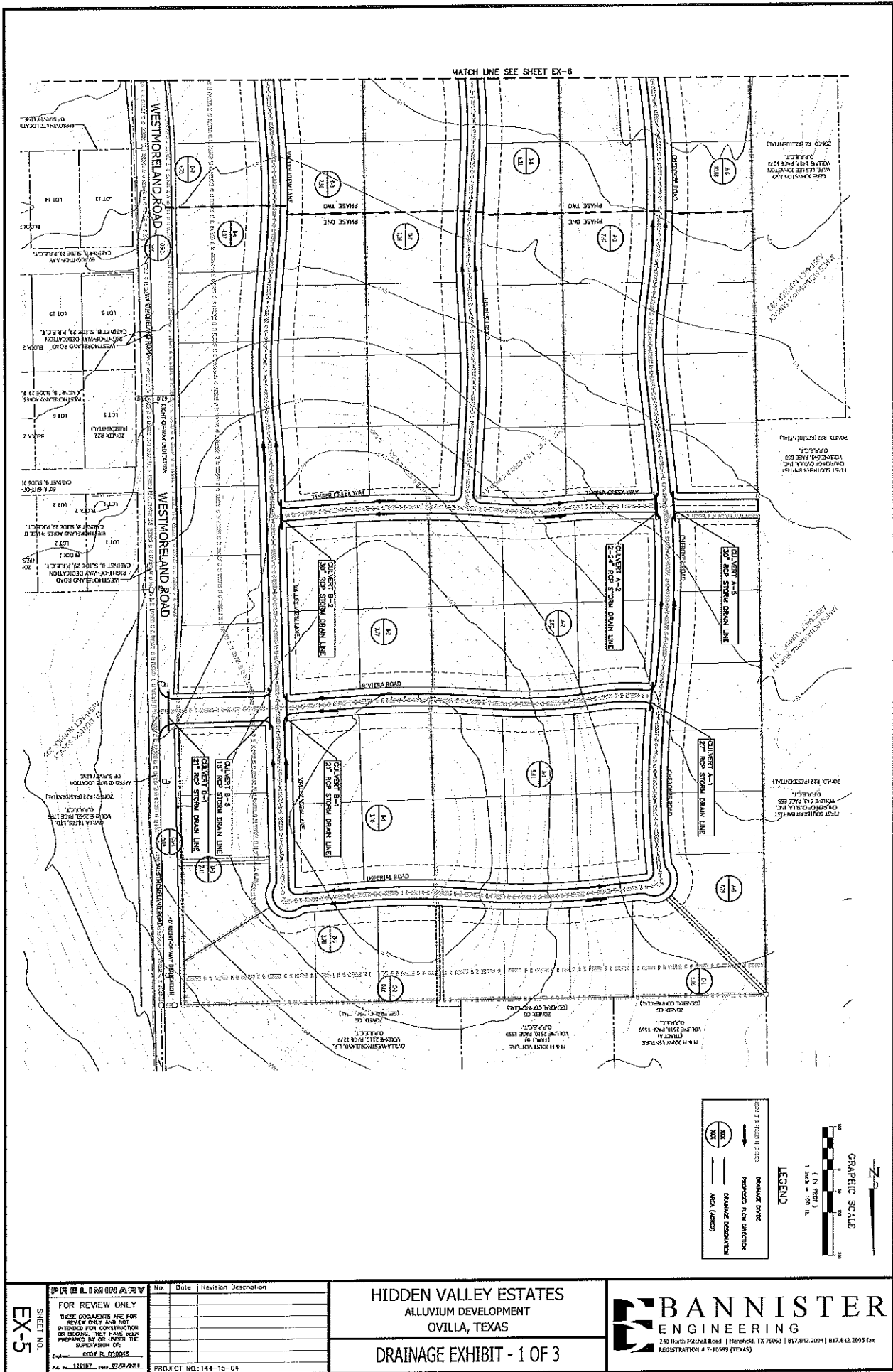
BANNISTER ENGINEERING

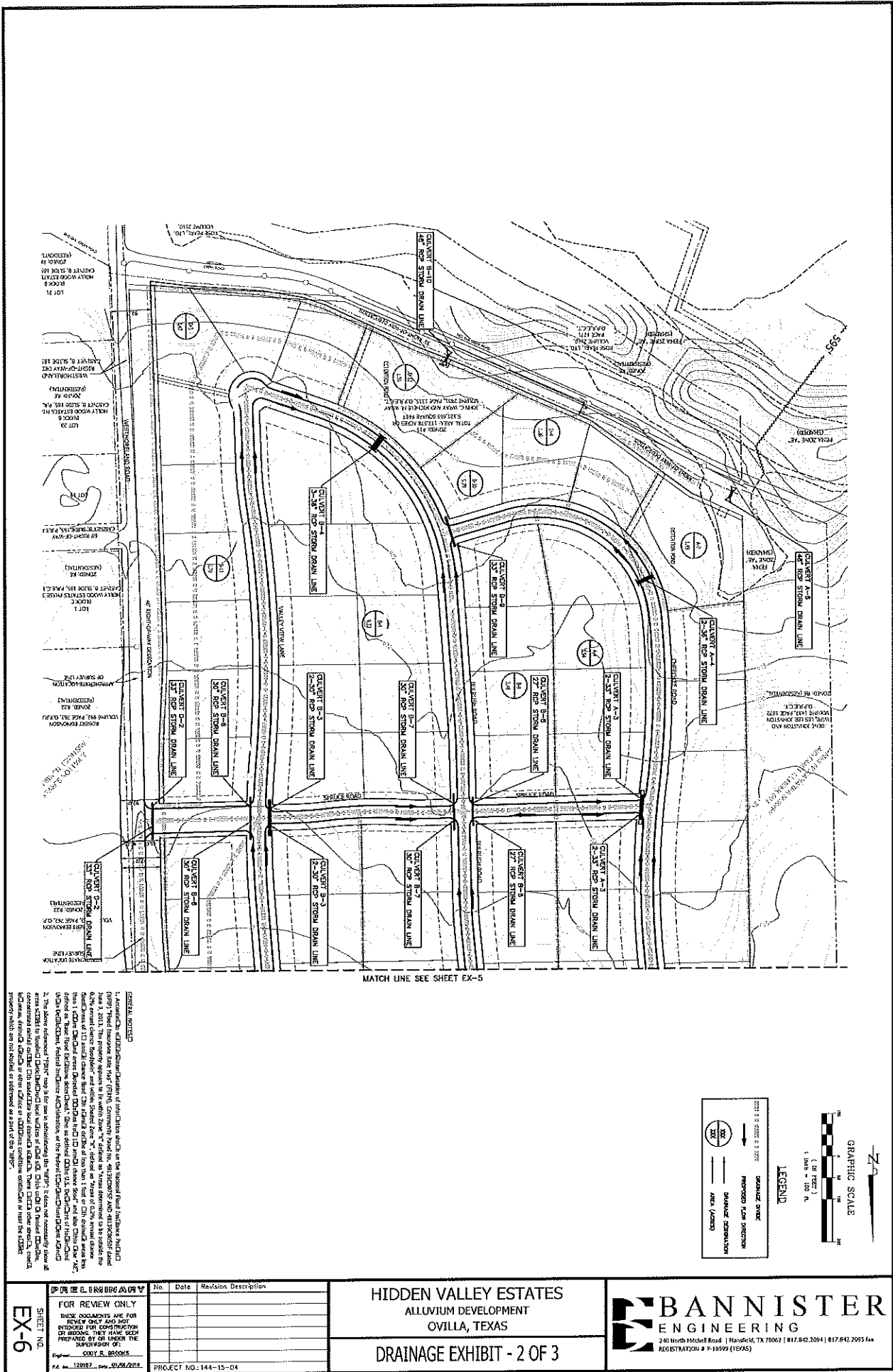
240 North Mitchell Road | Houston, TX 77063 | (817) 442-2004 | (817) 442-2095 fax

REGISTRATION # F-16599 (TEXAS)

SHEET NO. **EX-4**

PROJECT NO. 144-15-04





GENERAL NOTES

1. Accurately establish the location of all structures and easements shown on this plan. The owner is responsible for obtaining all necessary permits and approvals from the appropriate authorities.
2. The owner is responsible for obtaining all necessary permits and approvals from the appropriate authorities.
3. The owner is responsible for obtaining all necessary permits and approvals from the appropriate authorities.
4. The owner is responsible for obtaining all necessary permits and approvals from the appropriate authorities.
5. The owner is responsible for obtaining all necessary permits and approvals from the appropriate authorities.
6. The owner is responsible for obtaining all necessary permits and approvals from the appropriate authorities.
7. The owner is responsible for obtaining all necessary permits and approvals from the appropriate authorities.
8. The owner is responsible for obtaining all necessary permits and approvals from the appropriate authorities.
9. The owner is responsible for obtaining all necessary permits and approvals from the appropriate authorities.
10. The owner is responsible for obtaining all necessary permits and approvals from the appropriate authorities.

FOR REVIEW ONLY		No.	Date	Revision Description
SHEET NO. EX-6				

HIDDEN VALLEY ESTATES
ALLUVIUM DEVELOPMENT
OVILLA, TEXAS

DRAINAGE EXHIBIT - 2 OF 3

BANNISTER ENGINEERING

240 North Mitchell Road | Houston, TX 77060 | (817) 612-2094 | (817) 612-2095 fax
REGISTRATION # F-14599 (TEXAS)

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

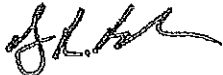
Re: **Curb and Gutter, Sidewalk, and Paved Channel Waiver Request**
Hidden Valley Estates

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.
JOE 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:

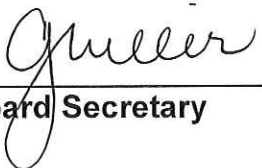
PL 1 Jungman ABSENT
PL2 Yordy AYE
PL3 Lynch AYE
PL4 Whittaker AYE

PL5 Zabochnik ABSENT
PL6 Hart AYE
PL7 Zimmermann AYE

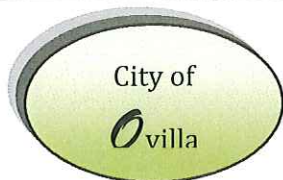
5 FOR
0 AGAINST
0 ABSTAIN


Presiding Officer of P&Z

8/3/16
Date


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



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 "I" to R-15.

Thank you,

Kelly Pollard
Endeavor Wall Homes, LLC

We would like to develop the 19.34 acres into a new R-15 subdivision

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 Rosecrest 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
County 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

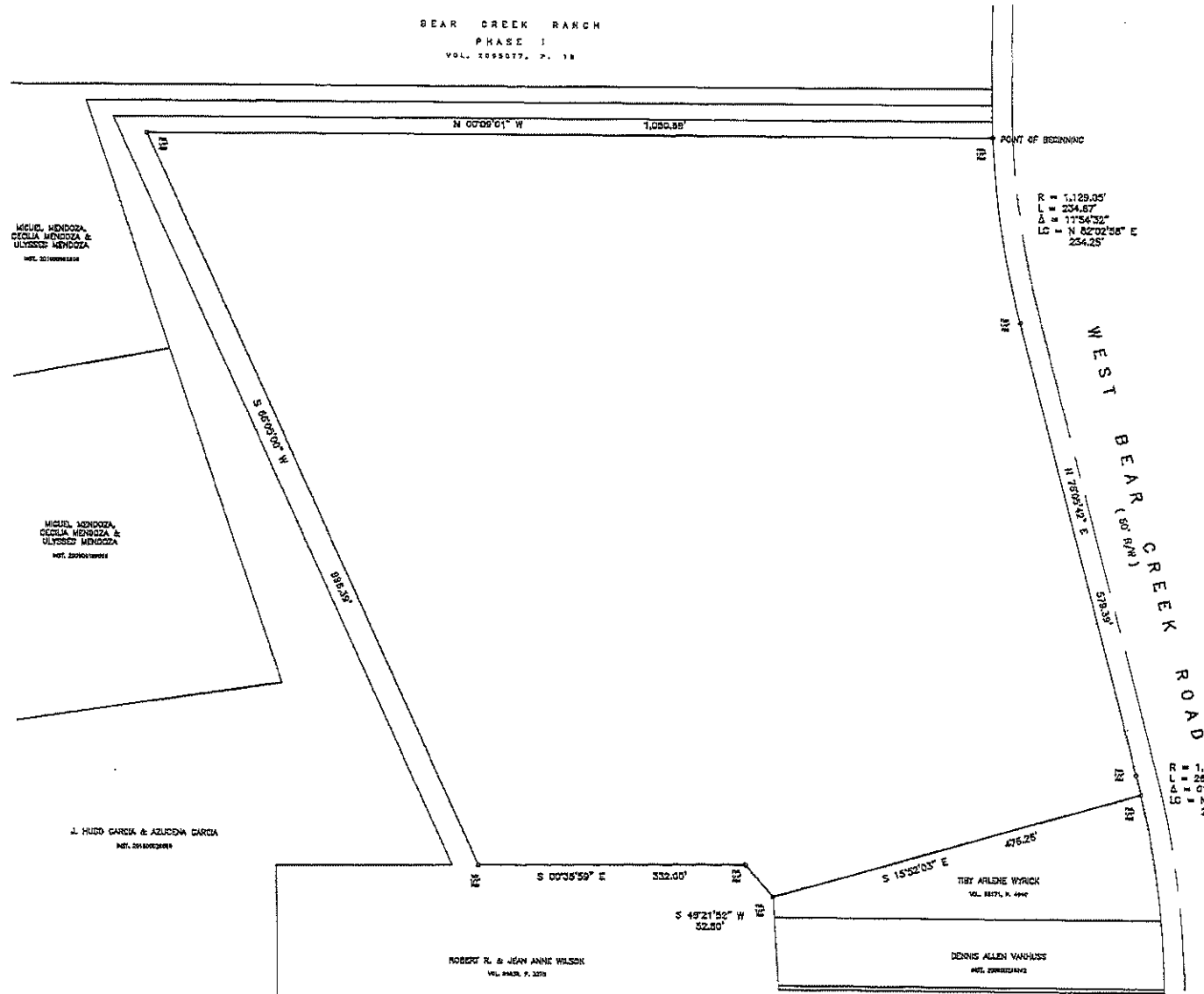
State of Texas
County of ~~Johnson~~ Tarrant

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. 1055077, P. 18



R = 1,129.05'
L = 234.67'
Δ = 17°54'32"
LC = N 82°02'58" E
254.25'

WEST BEAR CREEK ROAD
(80' R/W)
N 15°02' E
573.33'



SCALE 1" = 80'
0 20 40 60 80 100 120

LITUAL DESCRIPTION

A 10.3438 acre tract out of the M. & M. RANCH SURVEY, Section 36, T22N, R10E, County, Texas, being all of that tract, according to the Plan, by United Parcel Service, Inc., recorded in Volume 105110, Page 0877, said Property Records, Dallas County, Texas, and being more particularly described by and as follows:

BEGINNING at a found 1/2 inch steel rod in the south right of way line of Bear Creek Road, at 50 feet wide public street, at the northeast corner of the west parcel of that 6.18 acre tract surveyed to Robert R. Walson and Jean Anne Walson by United Parcel Service, Inc., recorded in Volume 105032, Page 0223 of said said Property Records, and thence North 02 degrees 02 minutes 58 seconds East, 254.25 feet to the northeast corner of Bear Creek Ranch, Phase I, as well as to the City of Cooper Hill, Dallas County, Texas, according to the Map Street recorded in Volume 1050077, Page 15, Map Records, Dallas County, Texas;

THENCE along the south right-of-way line of said Bear Creek Road and along a curve to the left whose radial bears North 01 degree 03 minutes 40 seconds West, 1120.00 feet, through a center point at 17 degrees 24 minutes 32 seconds, an arc length of 234.67 feet (long chord bears North 02 minutes 02 seconds East, 234.62 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, 379.23 feet to a found 1/2 inch steel rod at the beginning of a curve to the right whose radial bears South 10 degrees 34 minutes 10 seconds East, 1118.62 feet;

THENCE northerly along the south right-of-way line of said Bear Creek Road and along said curve to the right, through a center point at 21 degrees 20 minutes 24 seconds, an arc length of 25.10 feet, then along the North 78 degrees 05 minutes 42 seconds East, to a found 1/2 inch steel rod at the northeast corner of that 1.00 acre tract surveyed to Troy Ardre Wyck by Warranty Deed recorded in Volume 105171, Page 0410 of said said Property Records;

THENCE South 10 degrees 02 minutes 02 seconds East along the west line of said Wyck tract, 476.25 feet to a found 1/2 inch steel rod at the southwest corner thereof and to the north line of the west parcel of said 10.3438 acre tract;

THENCE South 48 degrees 21 minutes 02 seconds West along the north line of the east parcel of said 10.3438 acre tract, 523.00 feet to a found 1/2 inch steel rod;

THENCE South 00 degrees 30 minutes 05 seconds East along the west line of the east parcel of said 10.3438 acre tract, 332.00 feet to a found 1/2 inch steel rod;

THENCE South 05 degrees 02 minutes 00 seconds West along the north line of the middle parcel of said 10.3438 acre tract, 523.00 feet to a found 1/2 inch steel rod;

THENCE North 00 degrees 00 minutes 01 seconds West along the east line of the west parcel of said 10.3438 acre tract, 32.50 feet to the point of beginning, and containing 10.3438 acres (542.317 square feet), or lands more or less.

Street Address: 1920 Bear Creek Road Dallas, Texas 75064

All easements not shown.

The part of the subject property lies within the 100-year flood plain according to the FEMA map with the following description:
Zone X Community 481180 Phase 0320-K DT, Date 7-07-14

I hereby certify that this sketch of survey of the above described property is the result of an on-the-ground survey prepared under my direct supervision, and that there are no subdivisions or portions, except as noted.

Date: March 5, 2016
John A. Grant, Jr.
Professional Land Surveyor #1185
P.L.S., P. 01



TRACT AREA
542.317 Square Feet
10.3438 Acres

Grant Engineering, Inc.

Engineers Surveyors Planners
3244 Thompson 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 1. 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

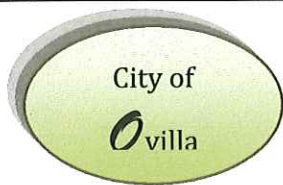
0 ABSTAIN

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: _____

Attachments:

1. Ordinance 2016-13

Agenda Item / Topic:

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.

Discussion / Justification:

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.

Ovilla’s legal counsel prepared the Ordinance.

Recommendation / Staff Comments:

Staff recommends approval of Ordinance No. 2016-13

Sample Motion(s):

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.

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.

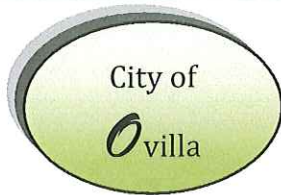
Richard Dormier, Mayor

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.

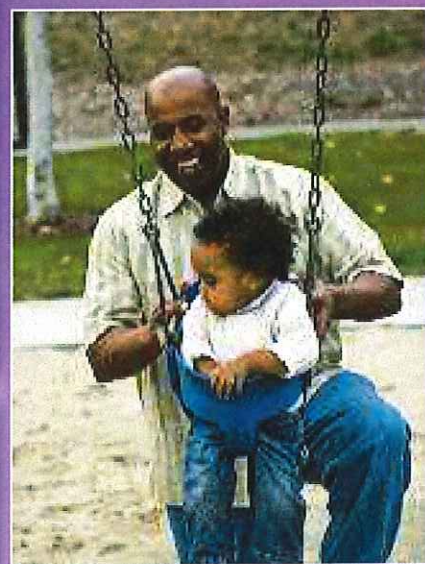
CITY OF OVILLA, TEXAS

Richard Dormier, Mayor

ATTEST:

Pamela Woodall, City Secretary

Public Playground Safety Handbook



U.S. Consumer Product Safety Commission
Saving Lives and Keeping Families Safe



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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.

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%).¹ 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.

¹O'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.	<p>Could a child inadvertently run into a nearby hazard?</p> <p>Could younger children easily wander off toward the hazard?</p>	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?	<p>Bare metal slides, platforms, and steps should be shaded or located out of direct sun.</p> <p>Provide warnings that equipment and surfacing exposed to intense sun can burn.</p>
	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>Toddler — Ages 6-23 months</p> <ul style="list-style-type: none"> • Climbing equipment under 32" high • Ramps • Single file step ladders • Slides* • Spiral slides less than 360° • Spring rockers • Stairways • Swings with full bucket seats 	 <p>Preschool — Ages 2-5 years</p> <ul style="list-style-type: none"> • Certain climbers** • Horizontal ladders less than or equal to 60" high for ages 4 and 5 • Merry-go-rounds • Ramps • Rung ladders • Single file step ladders • Slides* • Spiral slides up to 360° • Spring rockers • Stairways • Swings – belt, full bucket seats (2-4 years) & rotating tire 	 <p>Grade School — Ages 5-12 years</p> <ul style="list-style-type: none"> • Arch climbers • Chain or cable walks • Free standing climbing events with flexible parts • Fulcrum seesaws • Ladders – Horizontal, Rung, & Step • Overhead rings*** • Merry-go-rounds • Ramps • Ring treks • Slides* • Spiral slides more than one 360° turn • Stairways • Swings – belt & rotating tire • Track rides • Vertical sliding poles
<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.

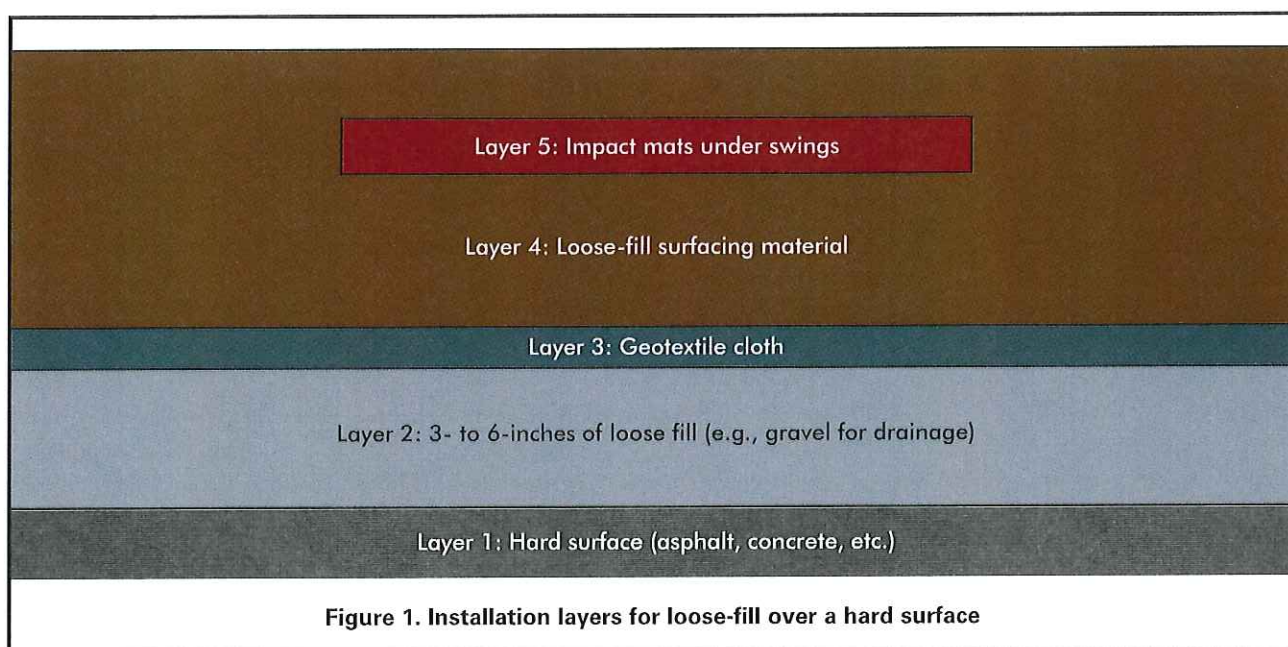
2.5 Equipment Materials

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.

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.
- 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).
- 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-B² 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.³

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.

² Ammoniacal copper quat (ACQ), copper boron azole (CBA), copper azole type B (CA-B), etc.

³ 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:

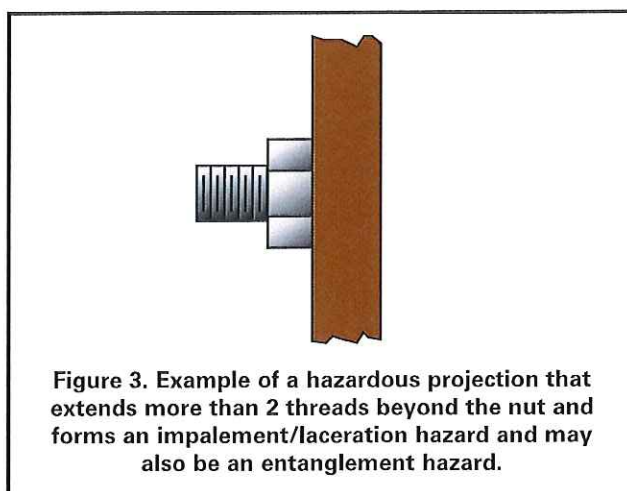
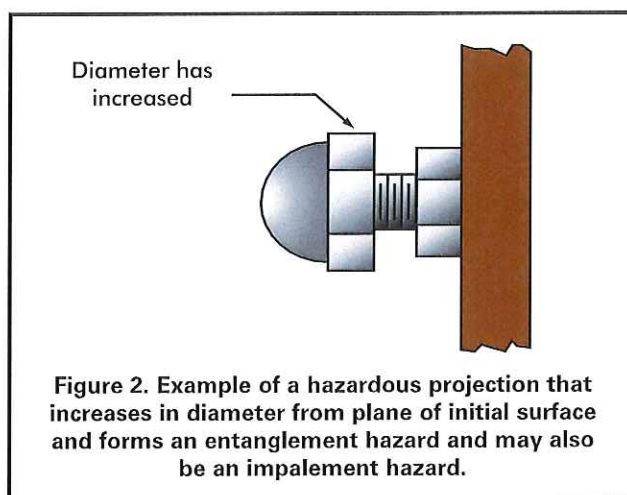
- The diameter of a projection should not increase in the direction away from the surrounding surface toward the exposed end (see Figure 2).
- Bolts should not expose more than two threads beyond the end of the nut (see Figure 3).
- All hooks, such as S-hooks and C-hooks, should be closed (see also §5.3.8.1). 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.



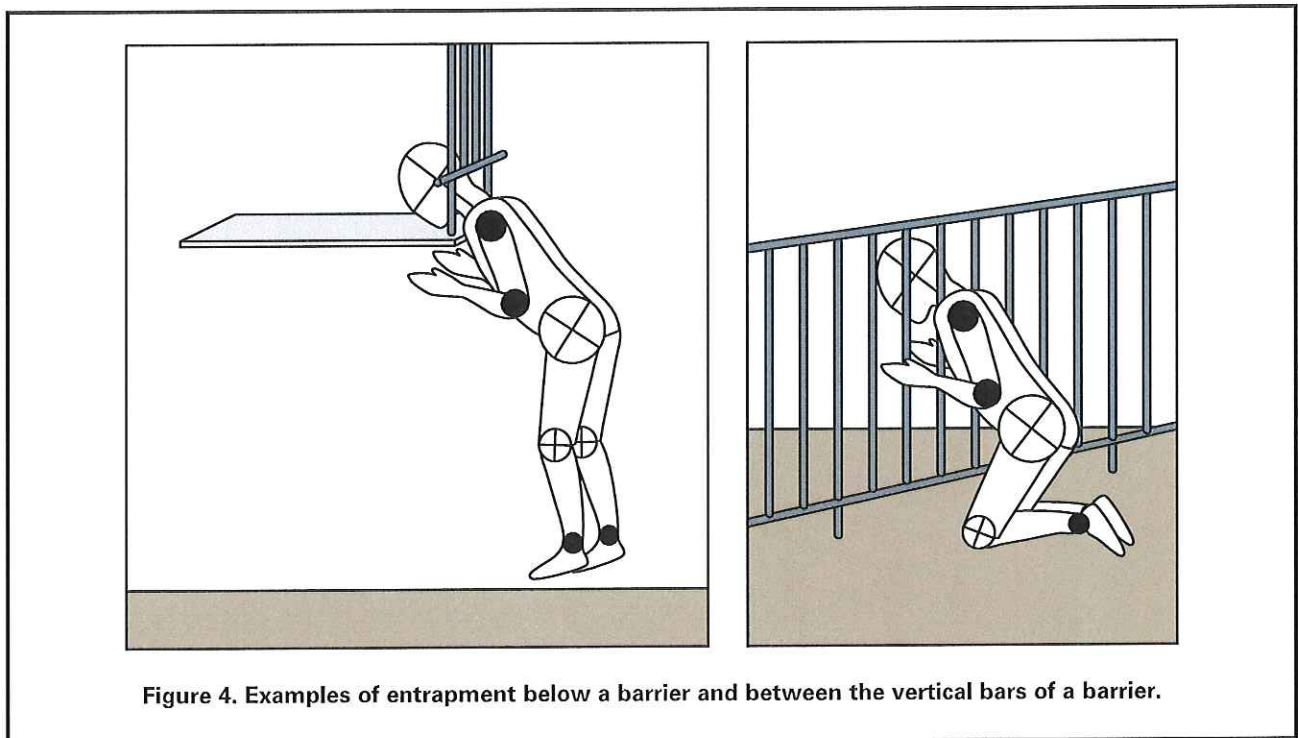
3.3 Entrapment

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.



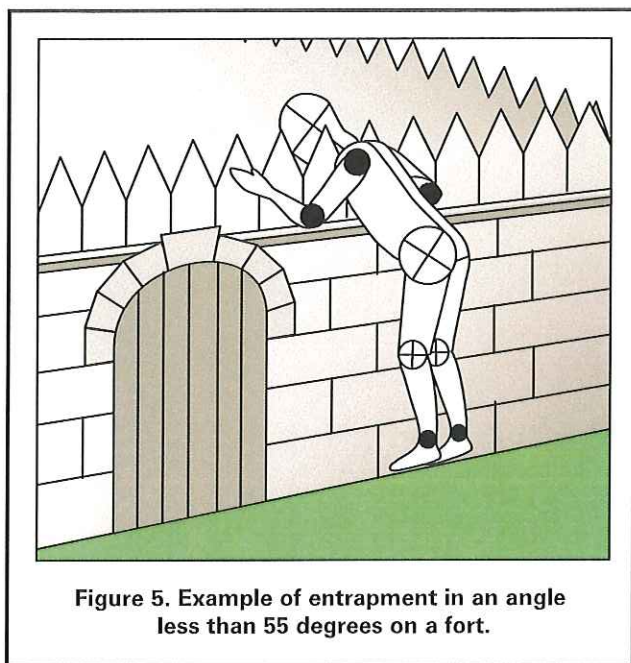


Figure 5. Example of entrapment in an angle less than 55 degrees on a fort.

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.

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:

- 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.

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).

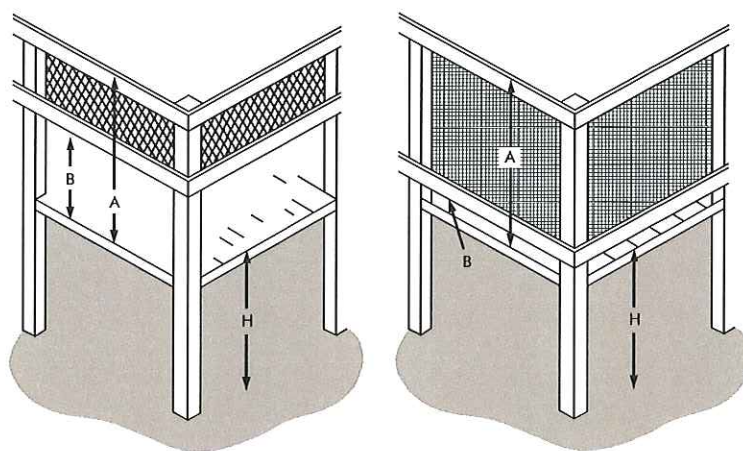
Guardrails or protective barriers should be provided on elevated platforms, walkways, landings, stairways, and transitional surfaces. In general, the younger the child, the less coordination and balance they have, therefore the more vulnerable they are to unintentional falls. Toddlers are the most vulnerable, 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.

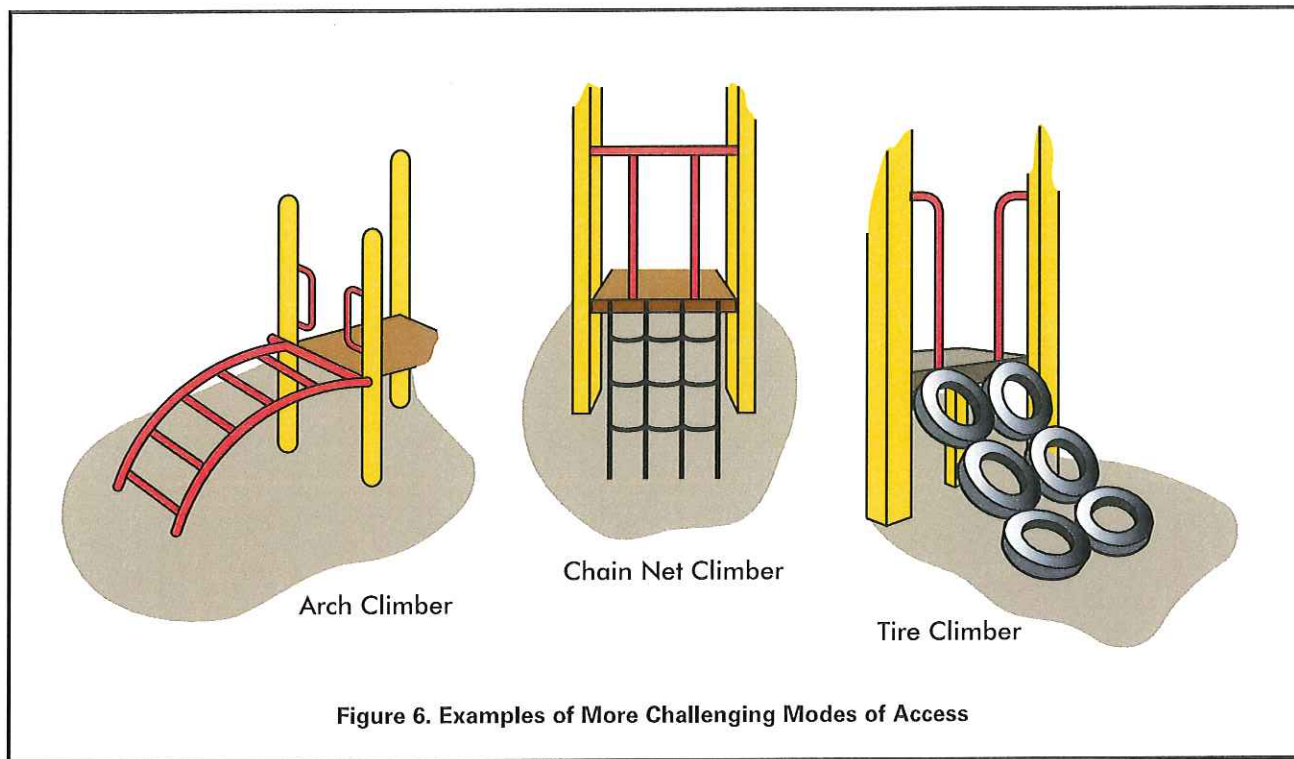
Guardrail and barrier recommendations are shown in Table 4. However, the recommendations do not apply if the guardrail or barrier would interfere with the intended use of the equipment, such as:

- 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
Toddlers		
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
Preschool-age		
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"
School-age		
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"



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.

Table 6. Recommended dimensions for access ladders, stairs, and ramps*			
AGE OF INTENDED USER			
Type of Access	Toddler	Preschool-age	School-age
<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:

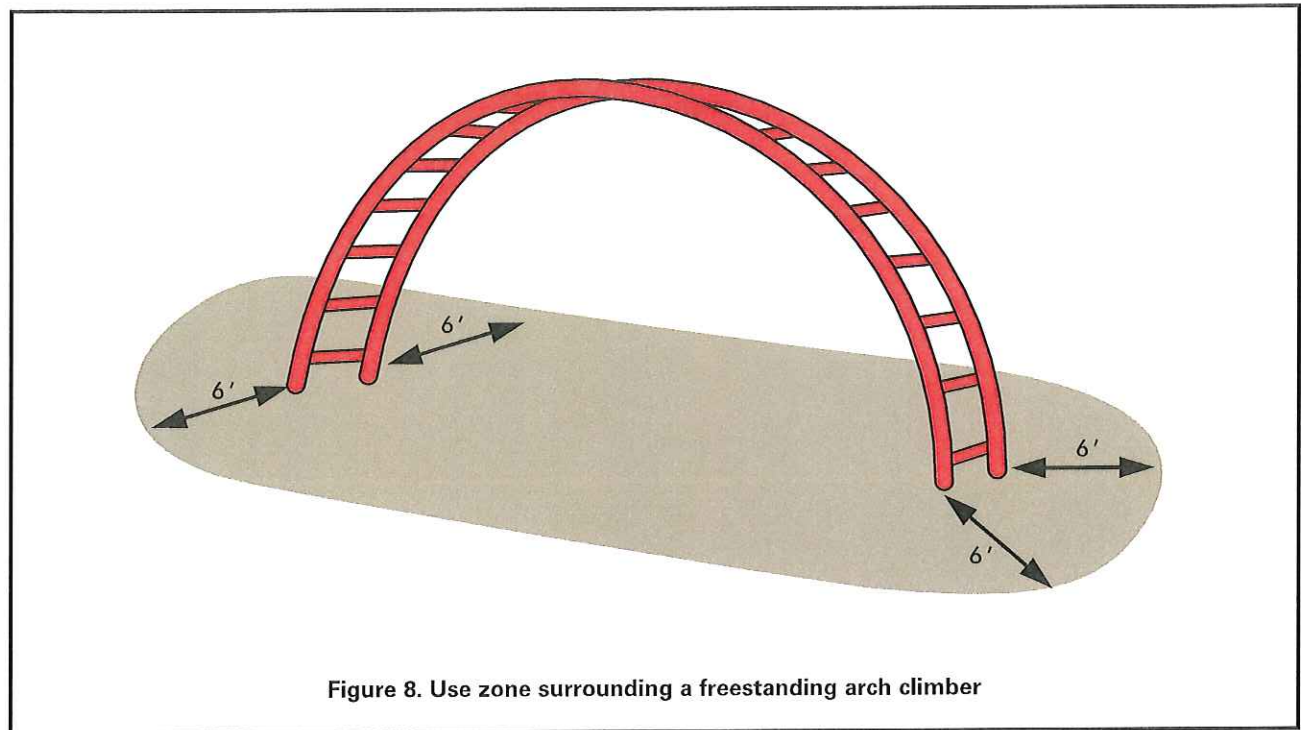
- Unless otherwise specified in this section, the fall height for climbers is the distance between the highest part of the climbing component and the protective surfacing beneath it.
- If the climber is part of a composite structure, the fall height is the distance between the highest part of the climber 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.



- 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.

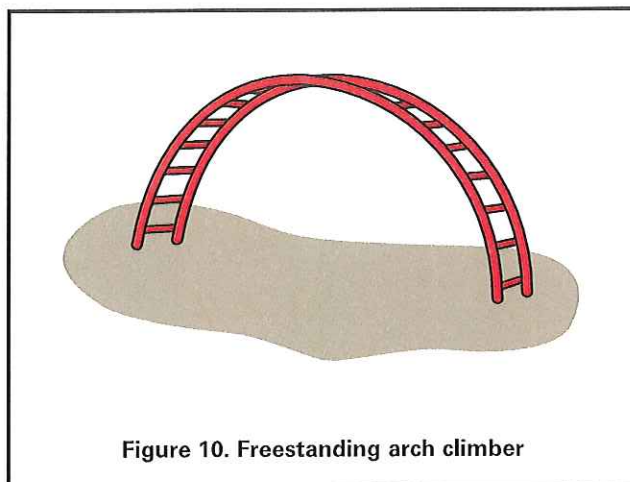


Figure 10. Freestanding arch climber

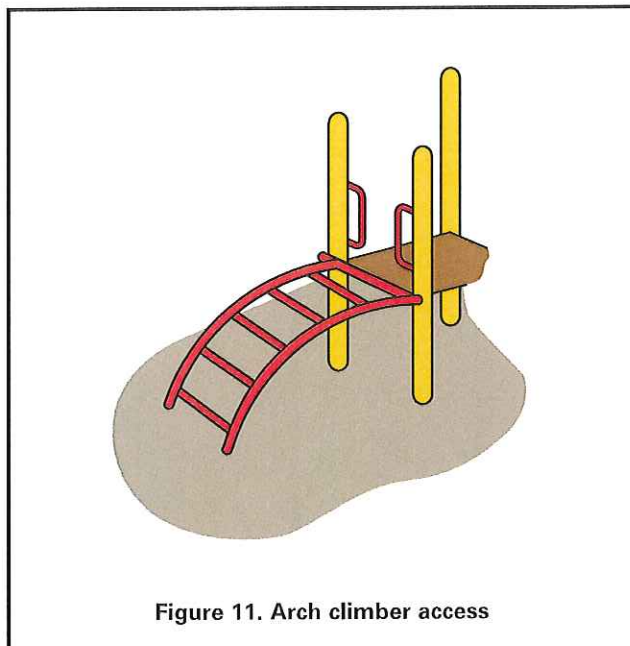


Figure 11. Arch climber access

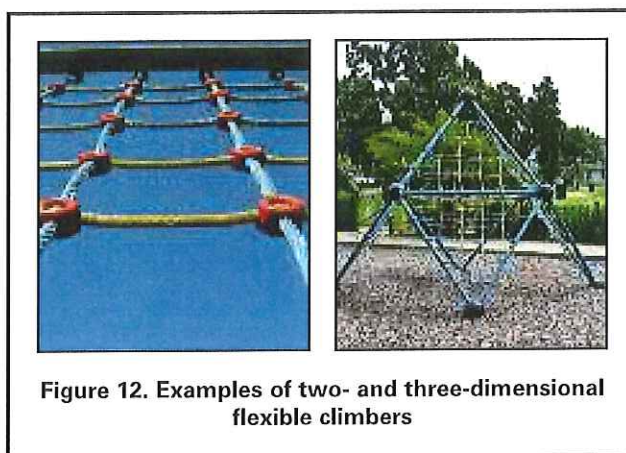


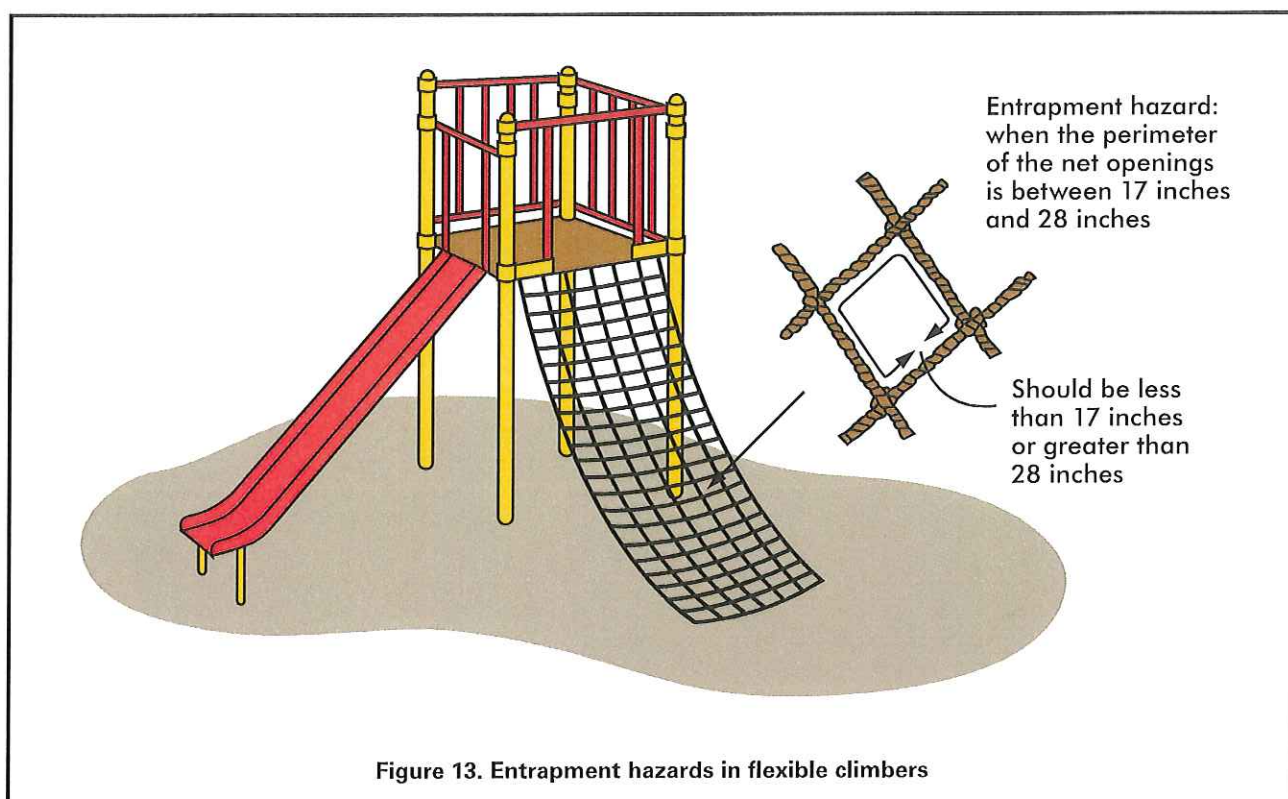
Figure 12. Examples of two- and three-dimensional flexible climbers

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).



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

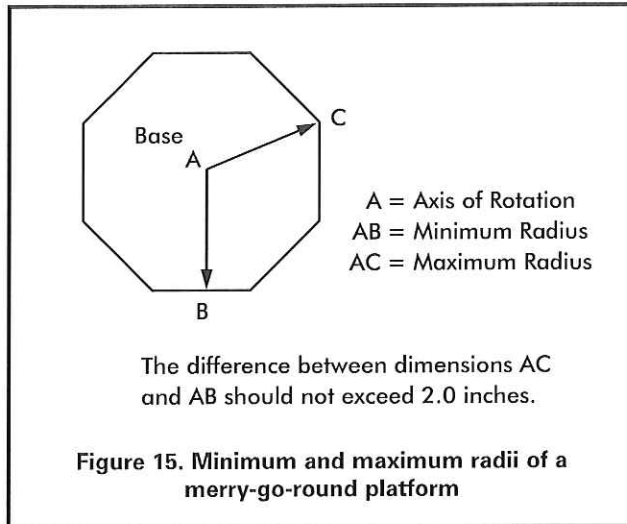
5.3.4 Merry-go-rounds

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.

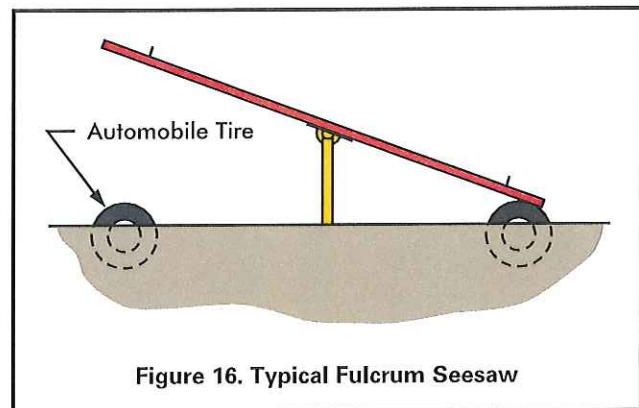
5.3.4.2 Fall height

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

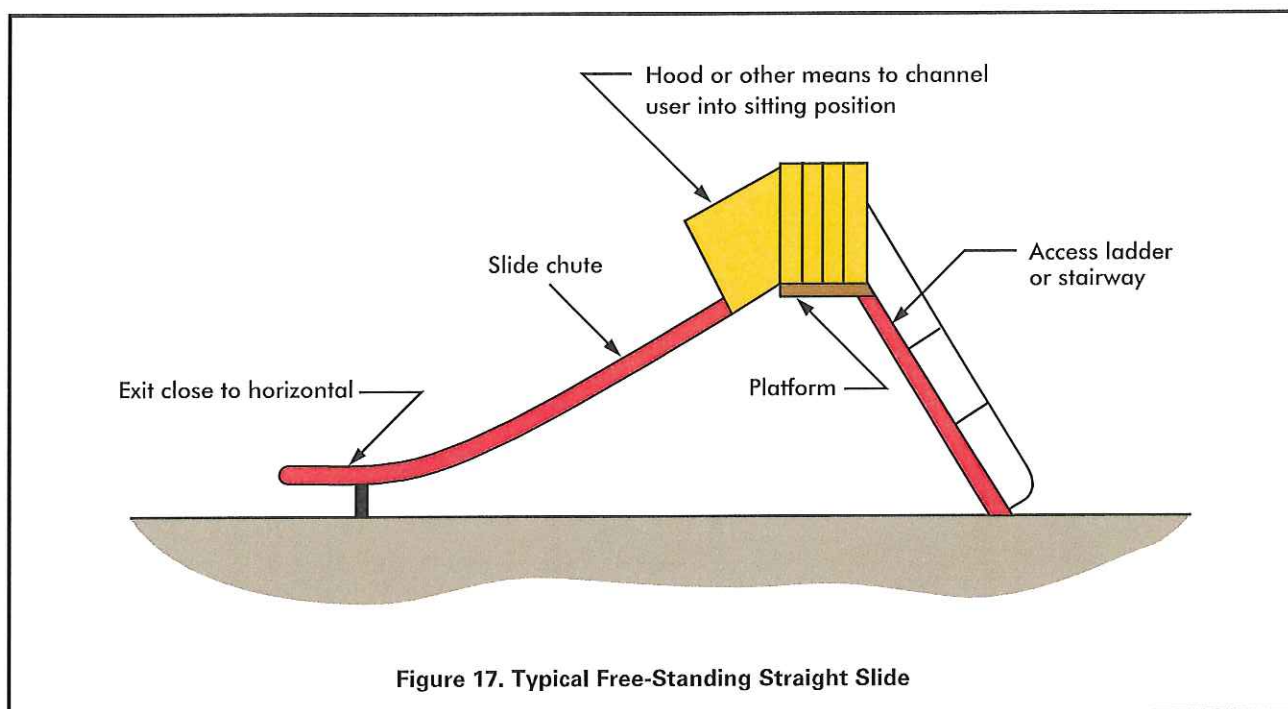
Children can be expected to descend slide chutes in many different positions, rather than always sitting and facing forward as they slide. These other positions should be discouraged at all times to minimize injuries.



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.



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

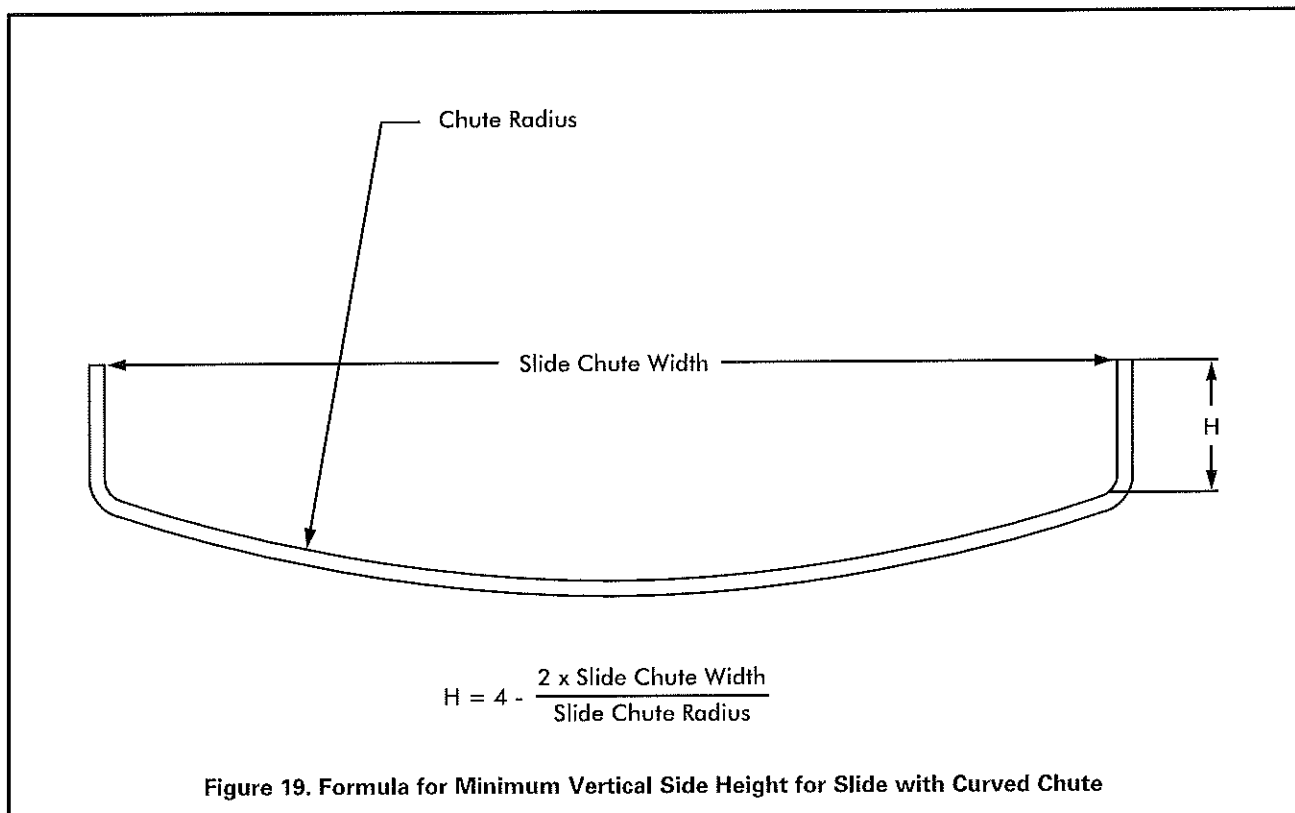
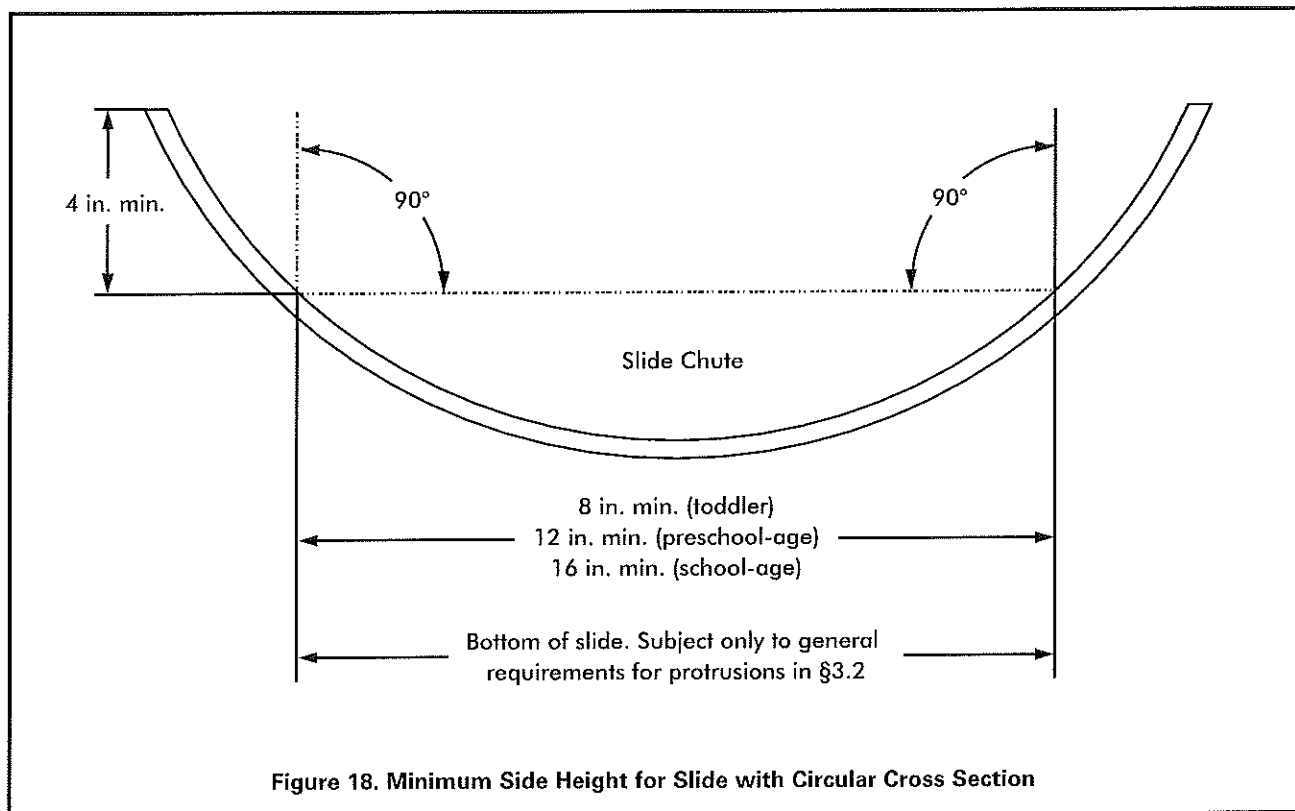
- Roller slides should meet applicable recommendations for other slides (e.g., side height, slope, use zone at exit, etc.).
- The space between adjacent rollers and between the ends of the rollers and the stationary structure should be less than 3/16 inch.
- Frequent inspections are recommended to insure 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° (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° .
 - 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° (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° .

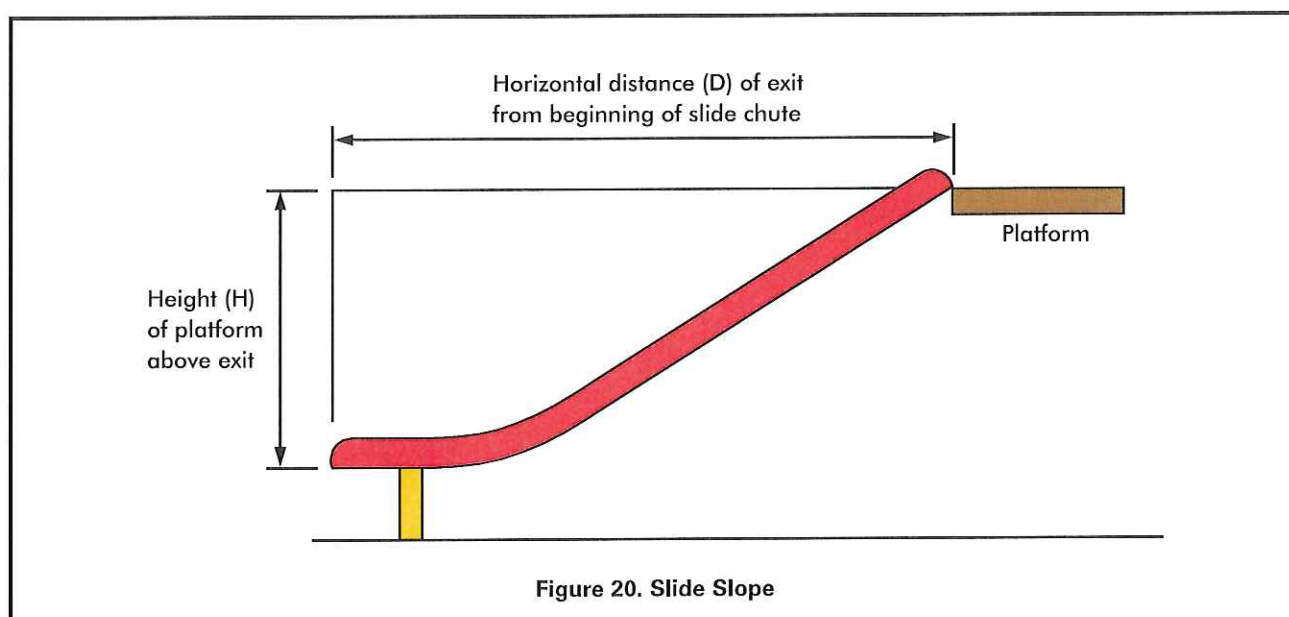
5.3.6.3.5 Tube slides

- 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° 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° 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:

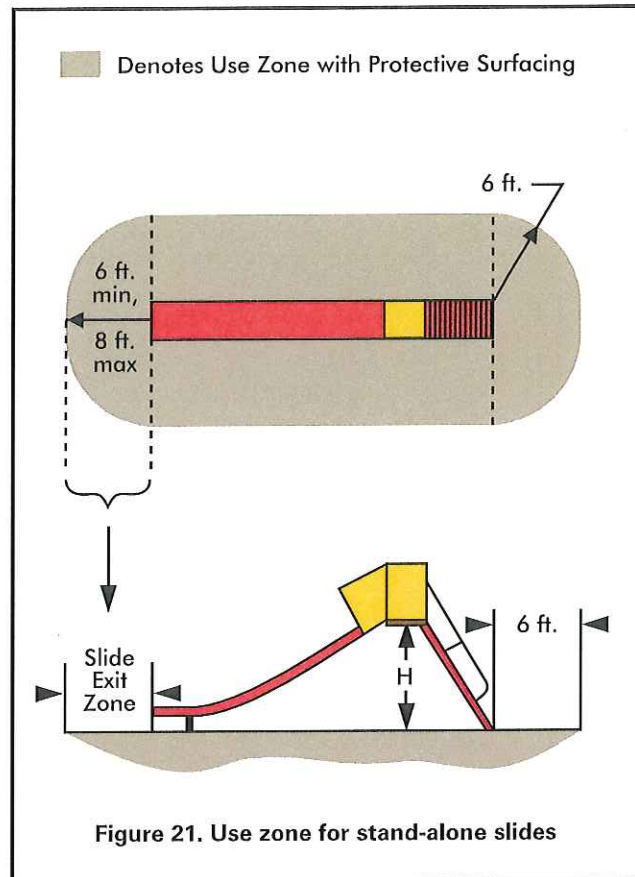


Figure 21. Use zone for stand-alone slides

- 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.

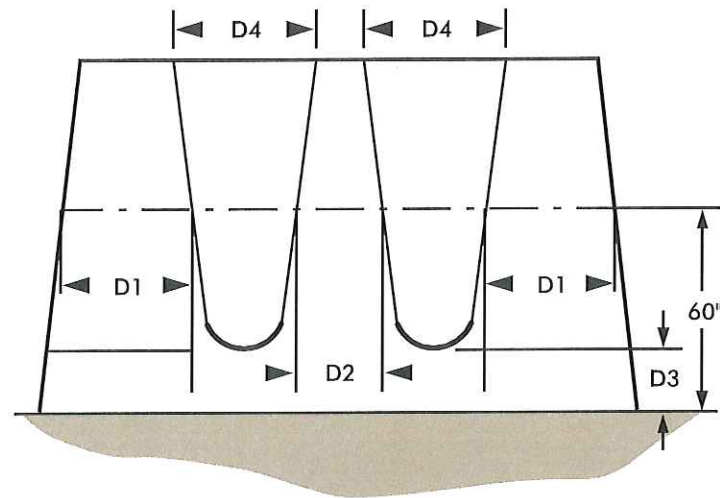


Figure 23. Minimum Clearances for Single-Axis Swings

Table 7. Minimum clearance dimensions for swings

Reason	Dimension	Toddler Full bucket	Preschool-age Belt	School-age 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-and-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).

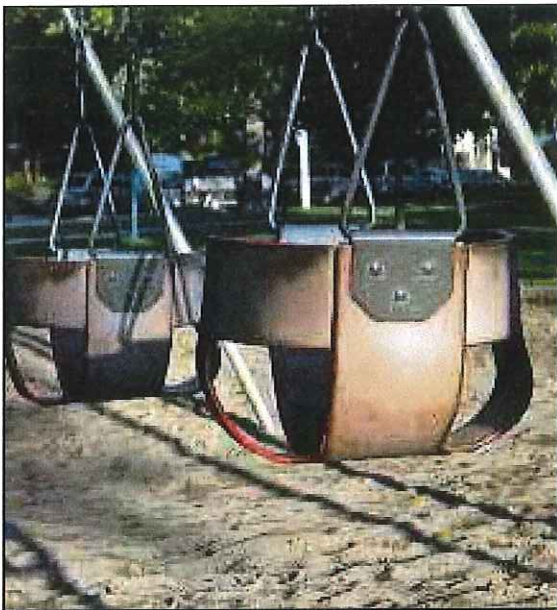


Figure 24. Example of full bucket seat swings

- 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

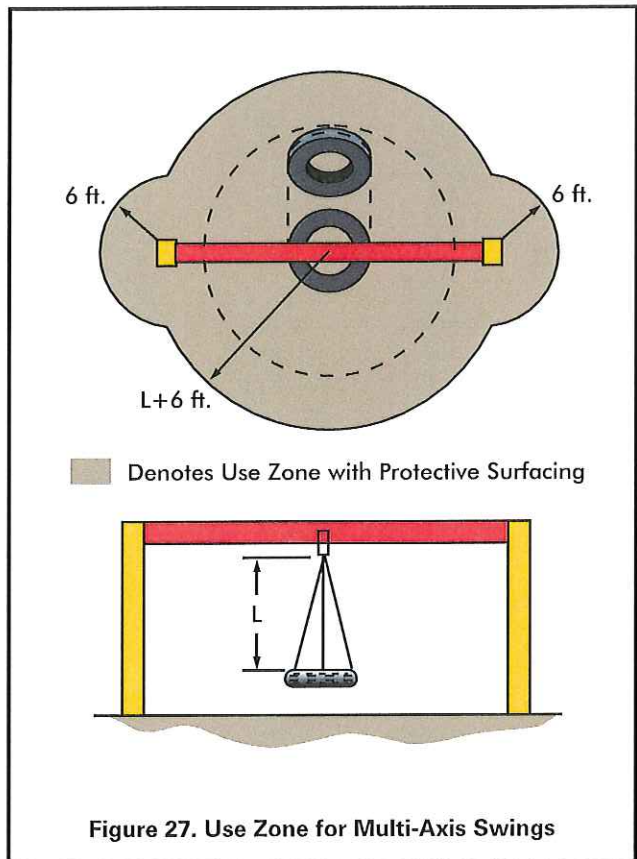
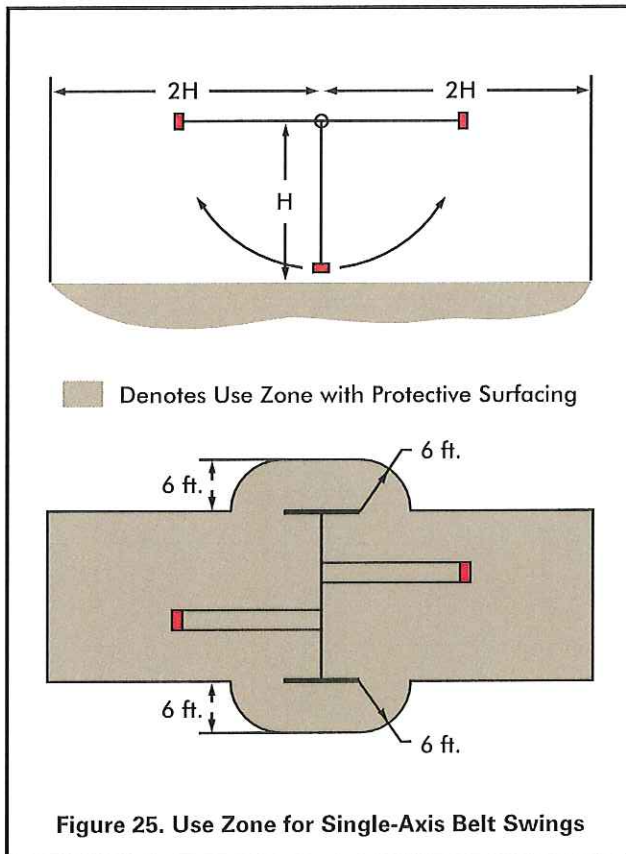
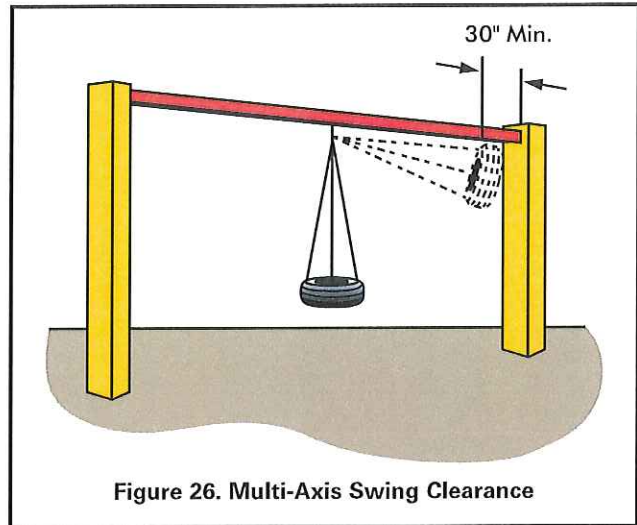
Tire swings are usually suspended in a horizontal orientation using three suspension chains or cables connected to a single swivel mechanism that permits both rotation and swinging motion in any axis.

- 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.



- 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.

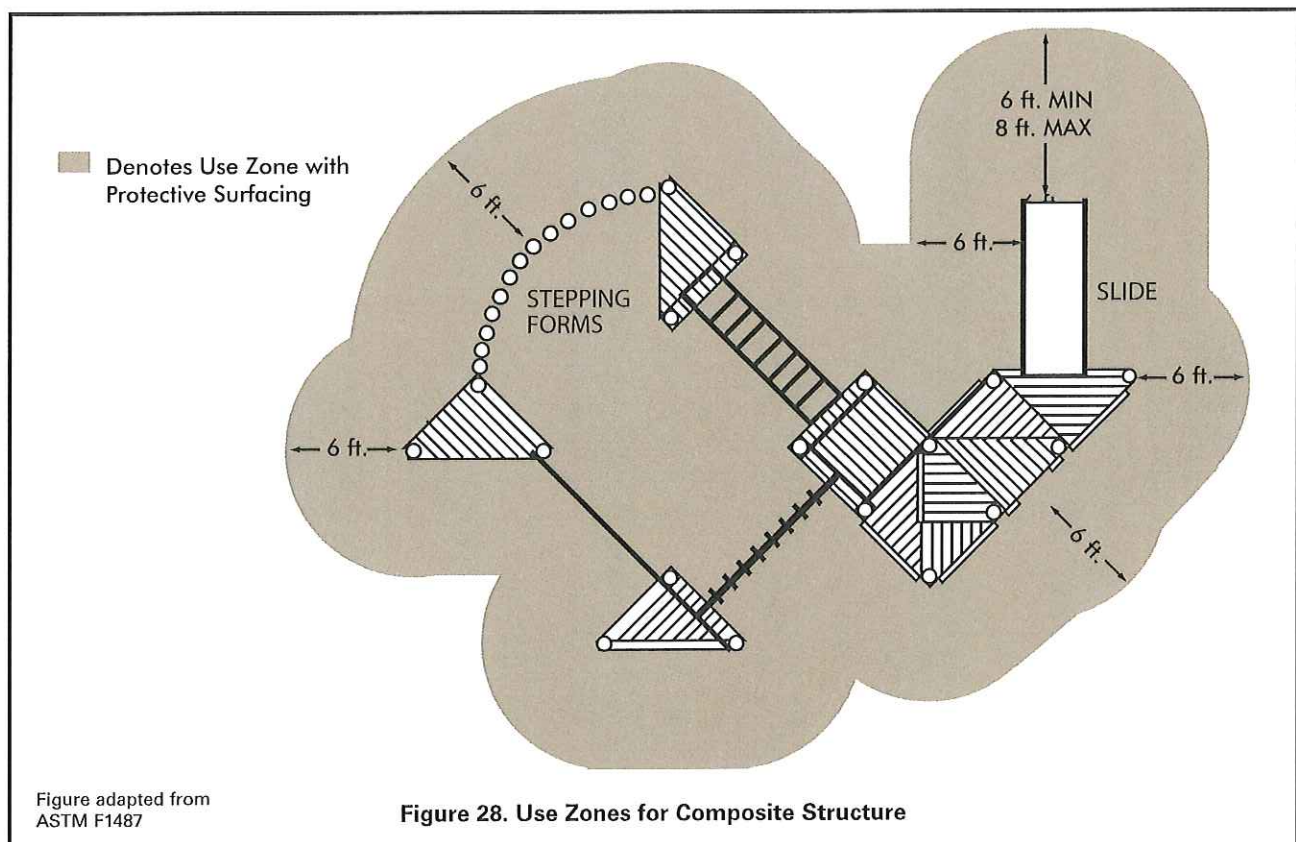
5.3.9 Fall height and use zones for composite structure

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).

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

NOTES:

DATE OF INSPECTION:

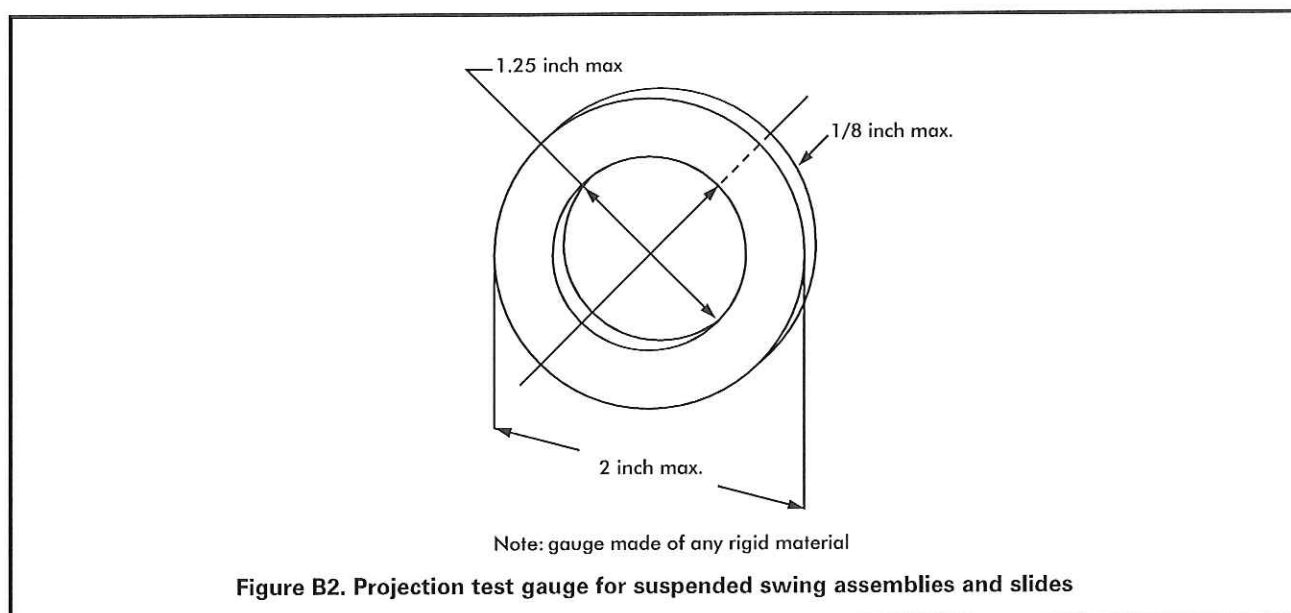
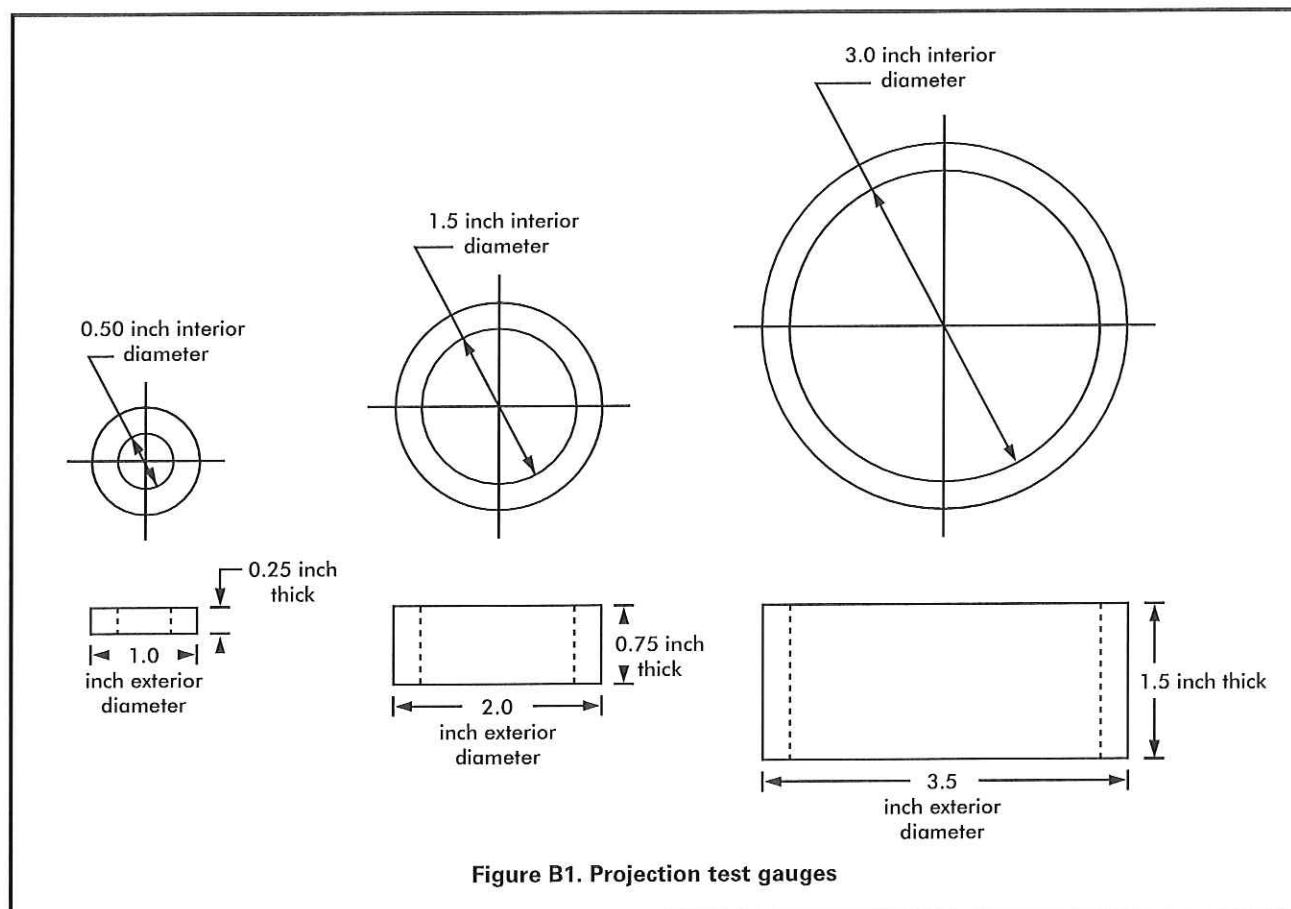
INSPECTION BY:

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



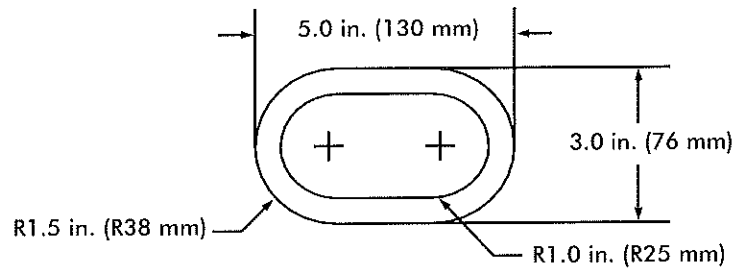


Figure B3. Toddler small torso template

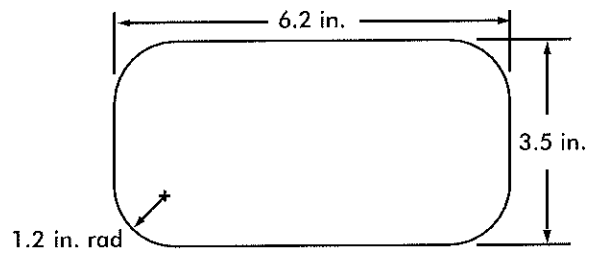


Figure B4. Preschool- and school-age small torso template

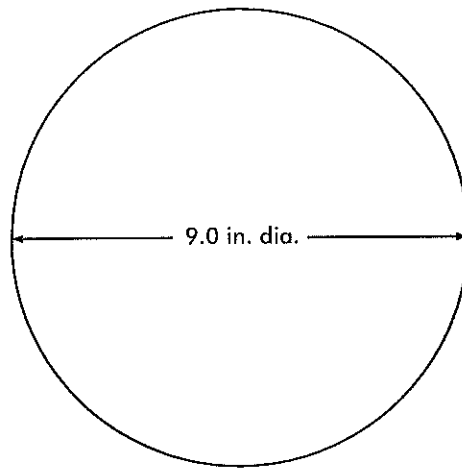
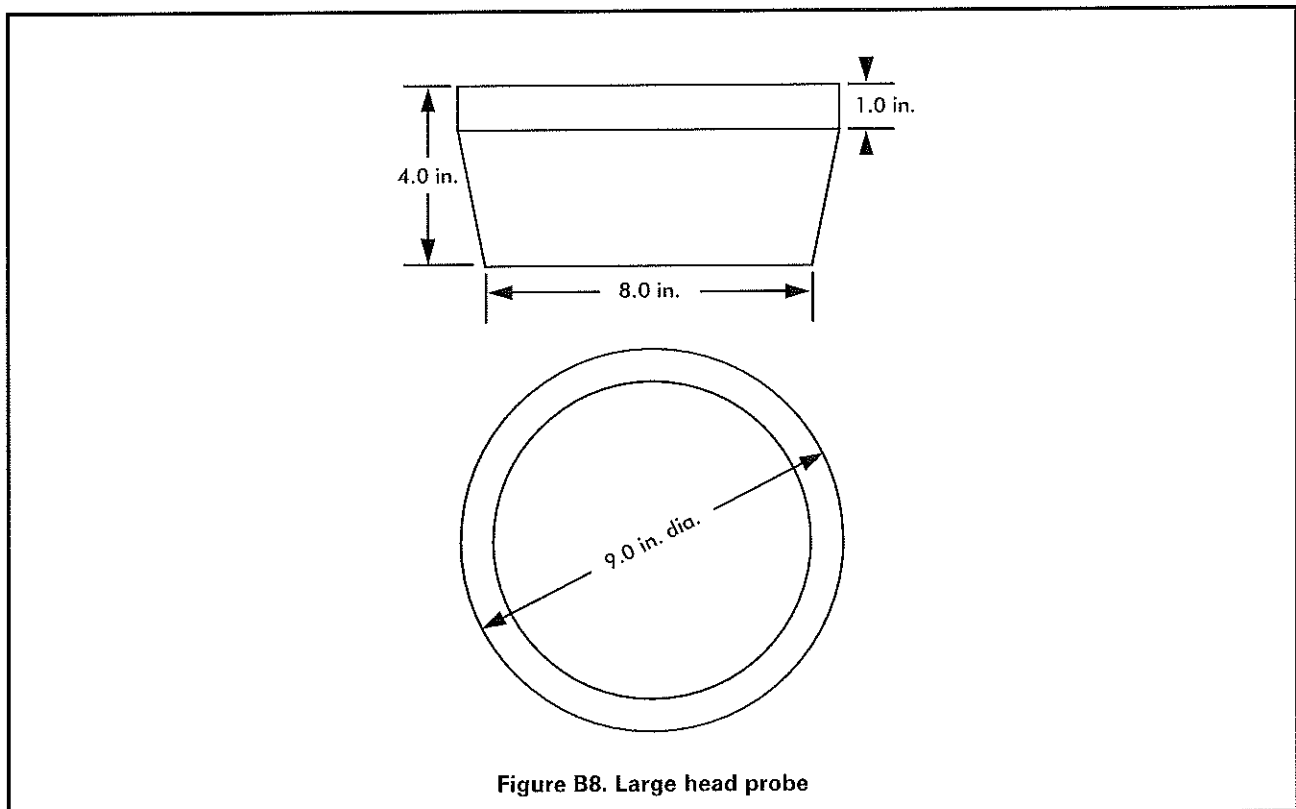
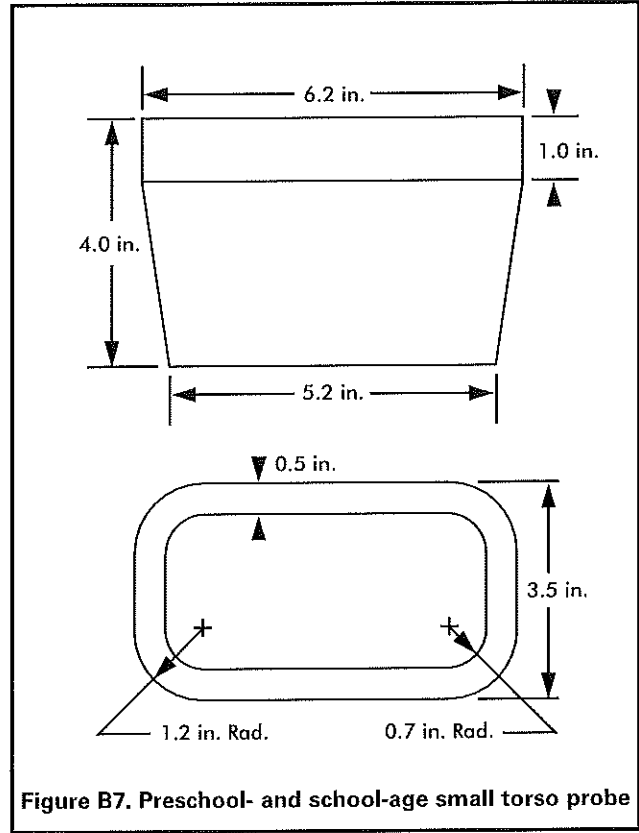
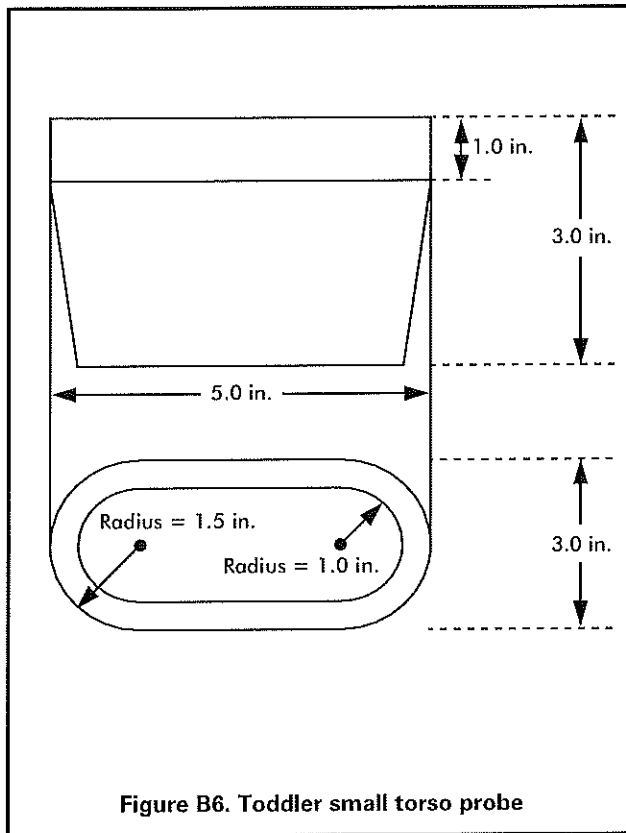


Figure B5. Large head template



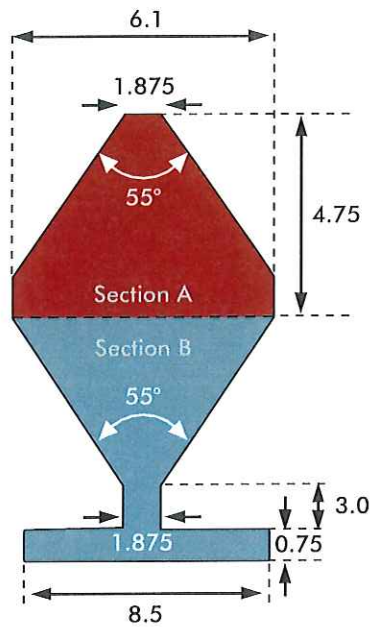


Figure B9. Preschool/School-age partially bound probe (dimensions in inches, template is 0.75 inches thick)

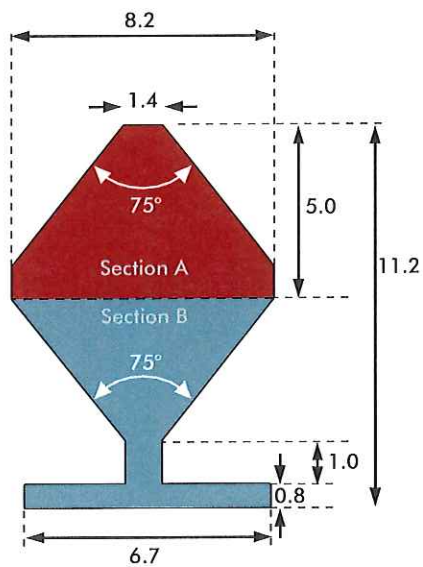


Figure B10. Toddler partially bound probe (dimensions in inches, template is 0.60 inches thick)

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.

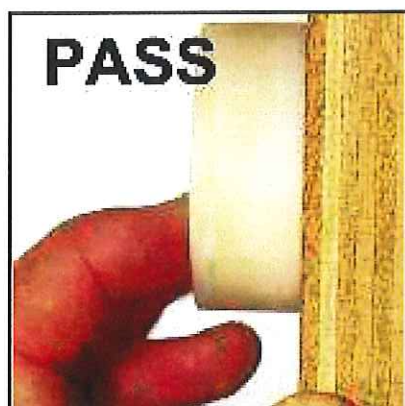


Figure B11. Determining whether a projection is a protrusion

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).

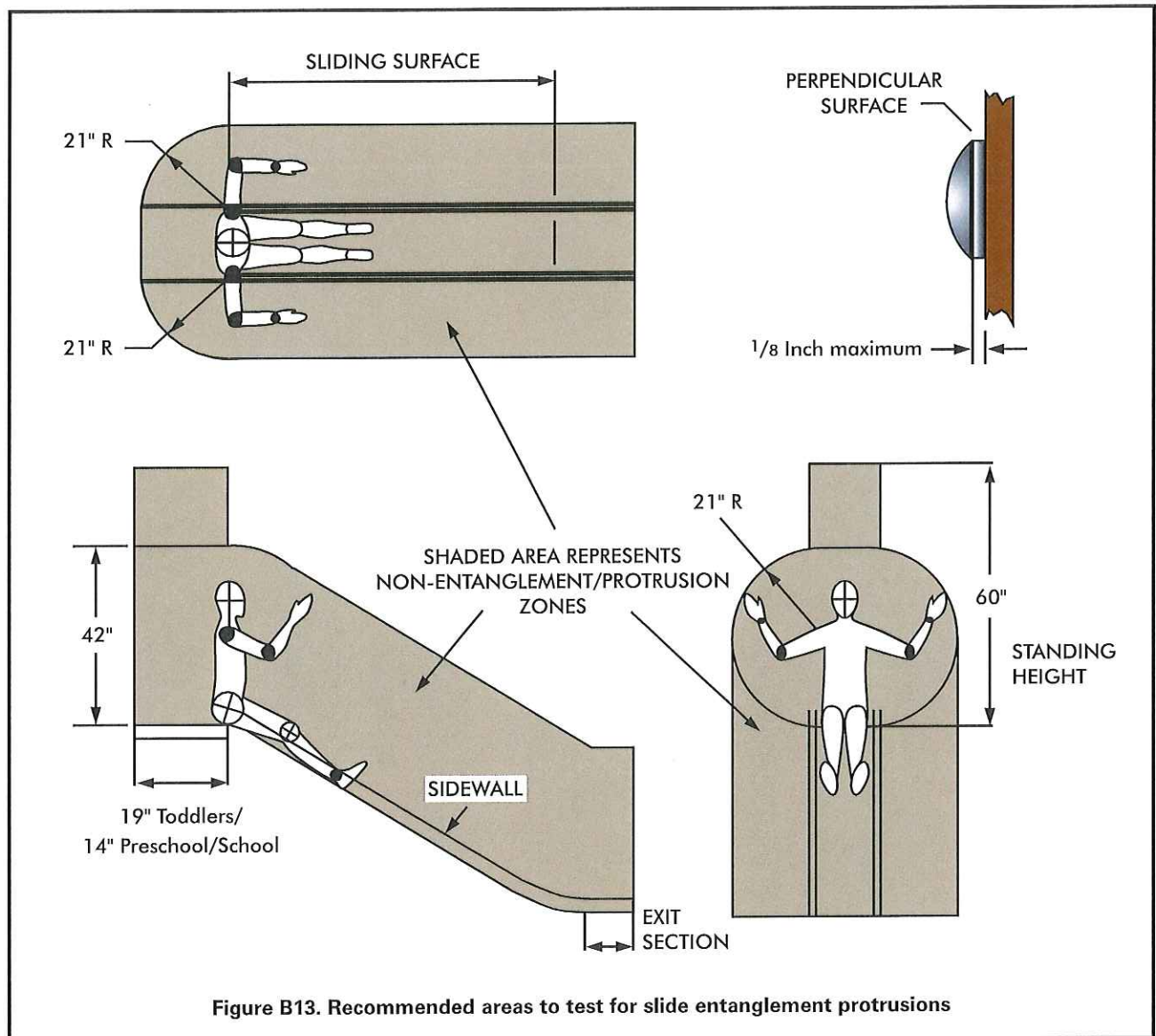
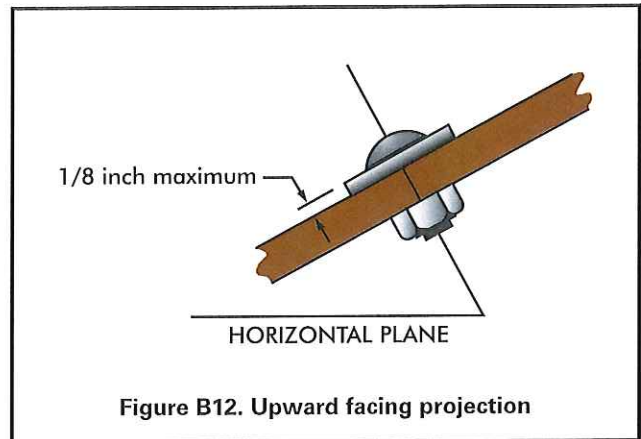
Step 3: Place the swing and slide projection gauge (Figure B2) next to the projection to check the height of the projection.

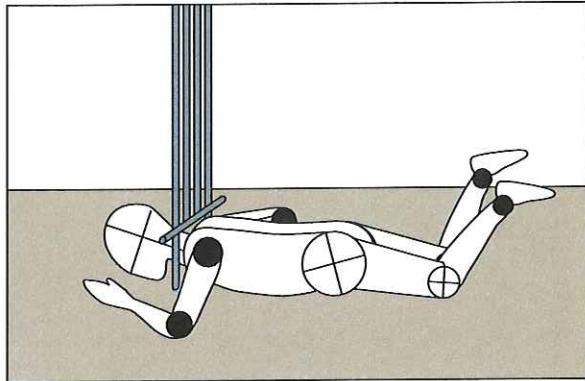
Step 4: Visually determine if the projection extends beyond the face of the slide projection gauge.

Pass: A projection that does not extend beyond the face of the gauge passes.

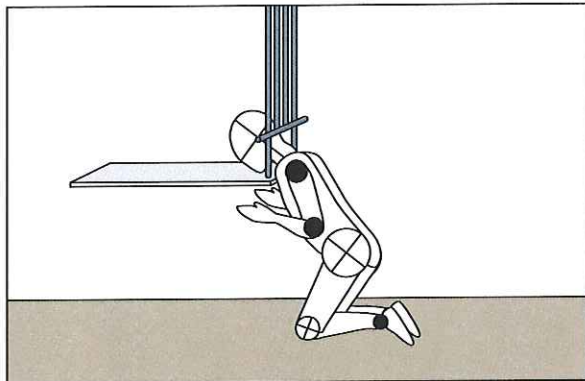
Fail: A projection that extends beyond the face of the gauge is considered a hazardous protrusion and should be eliminated.

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.

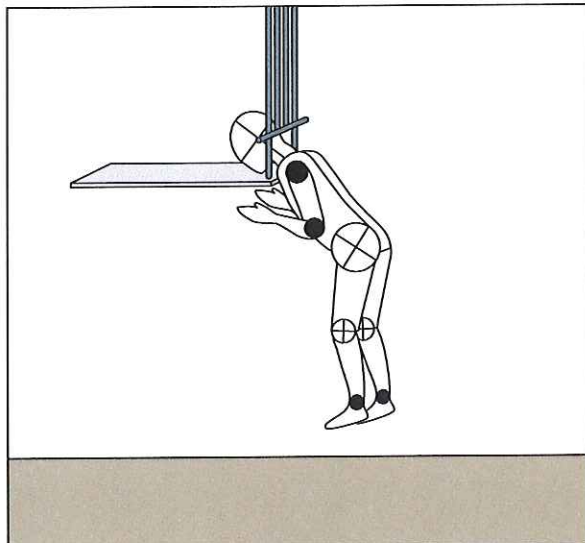




Ground-bounded: Not subject to entrapment recommendations.



Low entrapment



High entrapment

Figure B14. Examples of completely bounded openings

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.

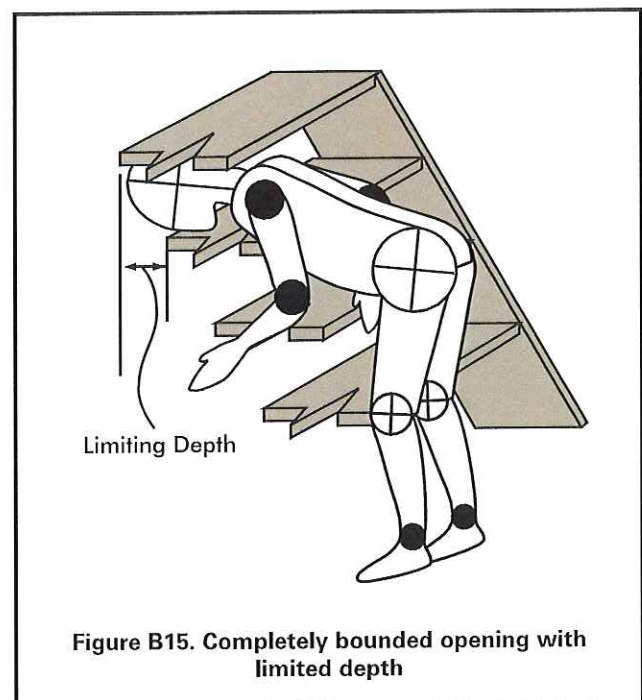


Figure B15. Completely bounded opening with limited depth

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

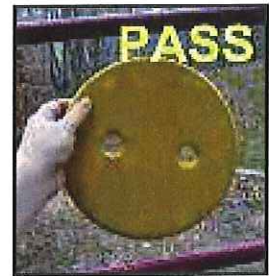
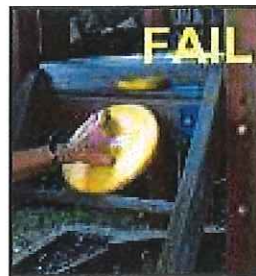
Yes: Continue



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

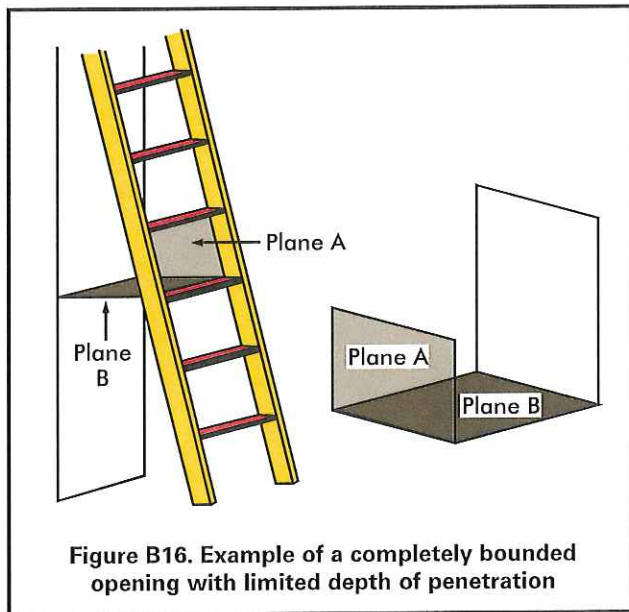
Fail: The opening admits the small torso template but does not admit the large head template.



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.

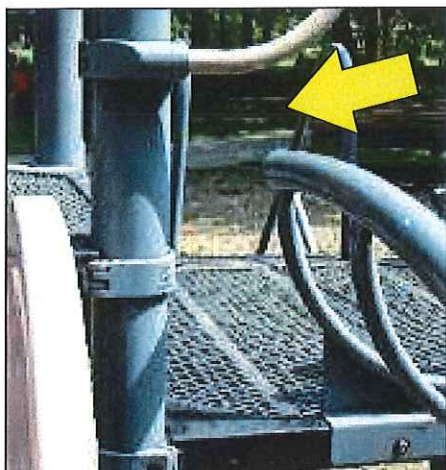
Identifying partially bound openings varies depending on the age range of the playground. Openings that should be tested include any opening where:

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:

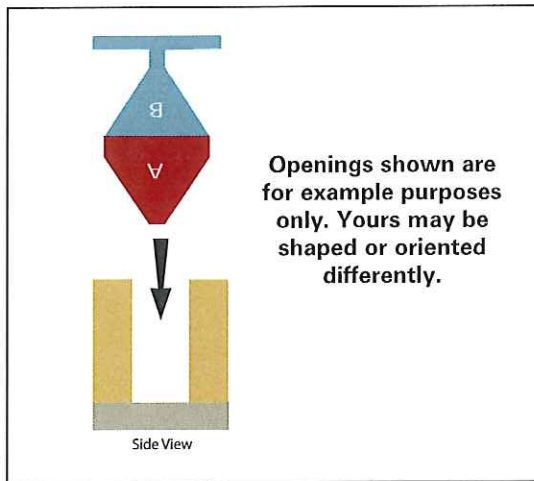
- The perimeter of the opening is not closed
- The lowest leg of the opening is tilted upward (i.e. above horizontal)



Examples of partially bound openings. Note, these examples are intended to illustrate the principle of partially bound openings and may or may not require testing.

B.2.5.6.1 Test procedure

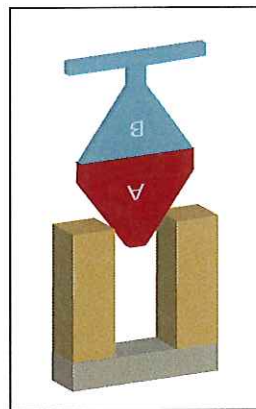
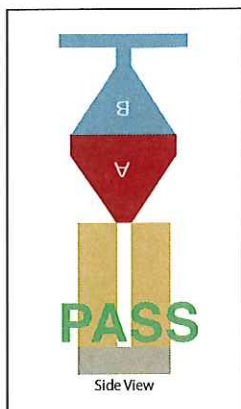
- Step 1: Select the appropriate Partially Bound Template based on the intended users of the playground (Figure B10 for toddler playgrounds, Figure B9 for preschool and school-age playground).
- Step 2: Identify partially bound openings.
- Step 3: Align the template so that the face of the template is 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

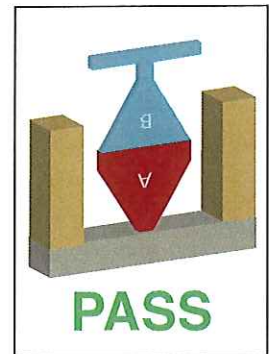
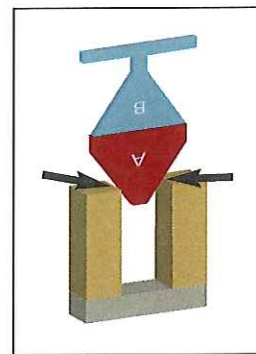
No: continue



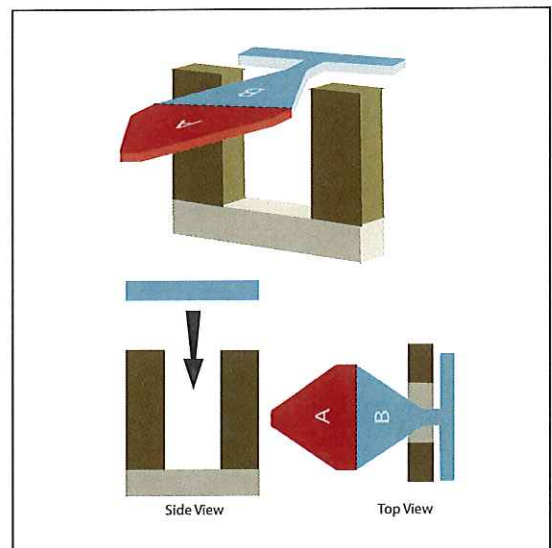
- Step 6: While still inserted as far as possible, determine if there is simultaneous contact between both of the angled sides of section A and the sides of the opening.

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



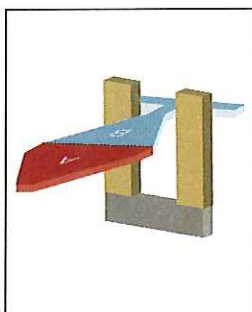
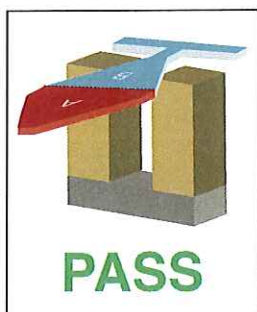
- Step 7: Remove the template and turn the template so that the face of the template is perpendicular to the opening.
- Step 8: Following the plane of the opening, insert the B portion of the template into the opening so that the narrow part of the B portion is between the sides of the opening.



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

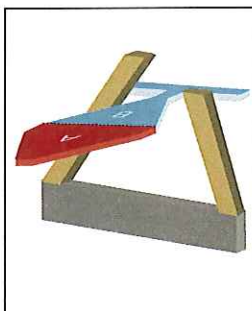
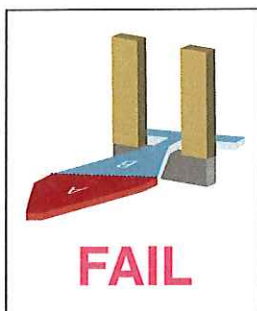
Yes: Toddlers:
Fail. Stop
Preschool and
School-age:
Continue



Step 10: Determine if the B portion can reach a point where the opening increases in size.

No: Fail. Stop

Yes: continue



Step 11: Determine if the Large Head Template passes freely through the larger opening.

Yes: Pass

No: Fail

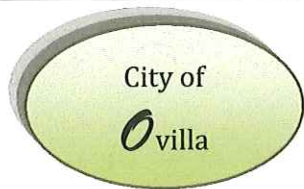


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Ovilla City Council

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. Dooley

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

Fax: (972) 515-3221

105 S. Cockrell Hill Rd.

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"/>
	Fence <input type="checkbox"/>	Flatwork <input type="checkbox"/>	Electrical <input type="checkbox"/>
			Irrigation <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>469-446-4677</u>	Mobile Number: <u>SAME</u>
Fax Number: _____	

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: _____

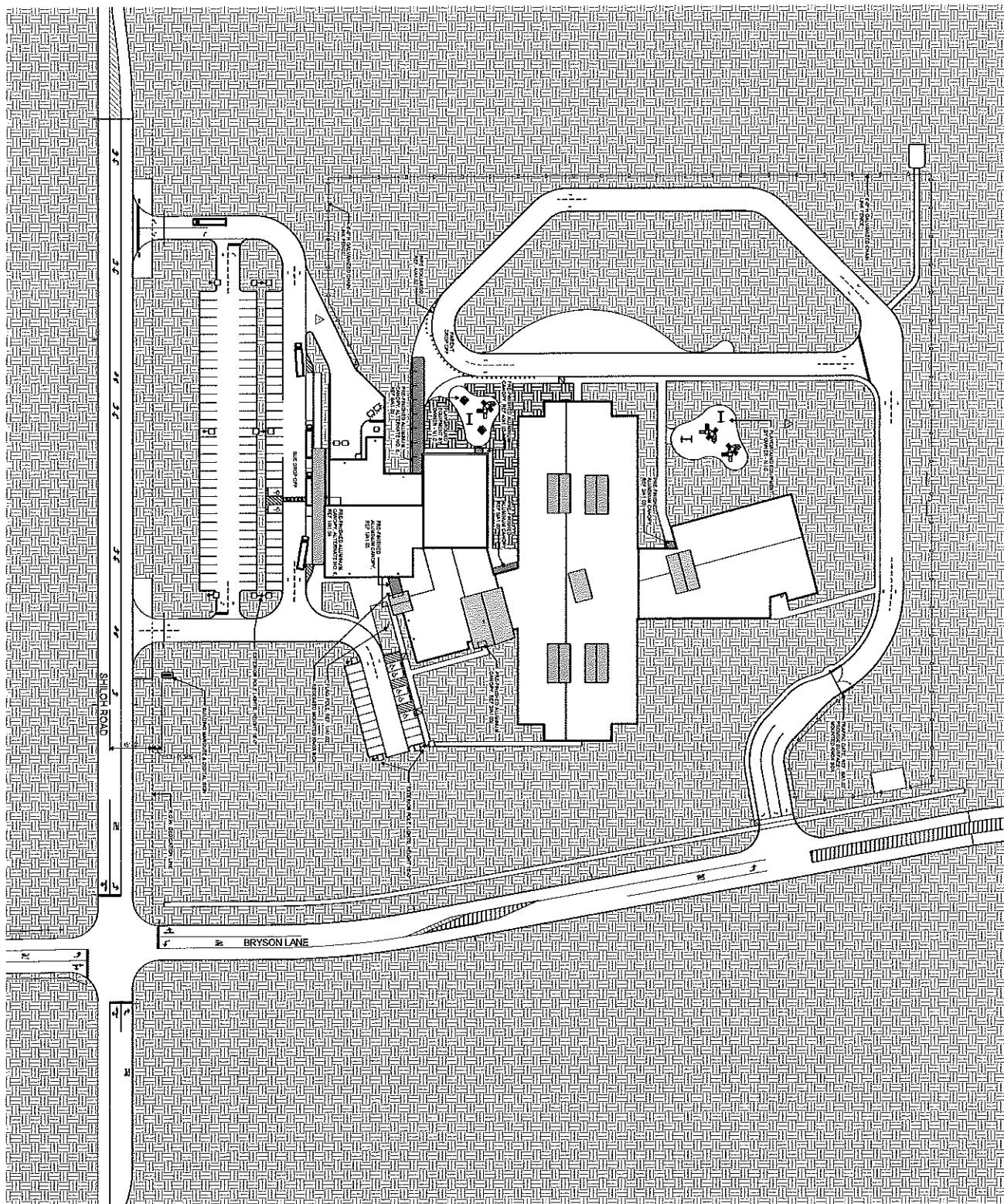
Plan Review Fee: _____
 Building Permit Fee: _____
 Capital Recovery Fee: _____
 Fire Meter: _____
 Water Meter Cost: _____
 Water Impact: _____
 Sewer Connection Fee: _____
 Sewer Impact: _____
 Fire Fee: _____

REC # _____

Permit Fees: _____
 Issued Date: _____
 Issued By: _____

**PERMIT APPLICATION
 DENIED PER ORDINANCE
 CHAPTER 3, SEC. 3.06.007(3)
 + 8.1.2016**

BV Project # _____



LED CANOPY,
3

ALUMINUM
MATE NO. 6,

FLAG POLE, REF. 1/A1.02

RECESSED MOUNTED KNOX BOX

EXTERIOR POLE LIGHTS, HEIGHT 18-0"

BUILDING MARQUEE & DIGITAL SIGN

R.O.W. DEDICATION LINE

10'-0" (MIN.)

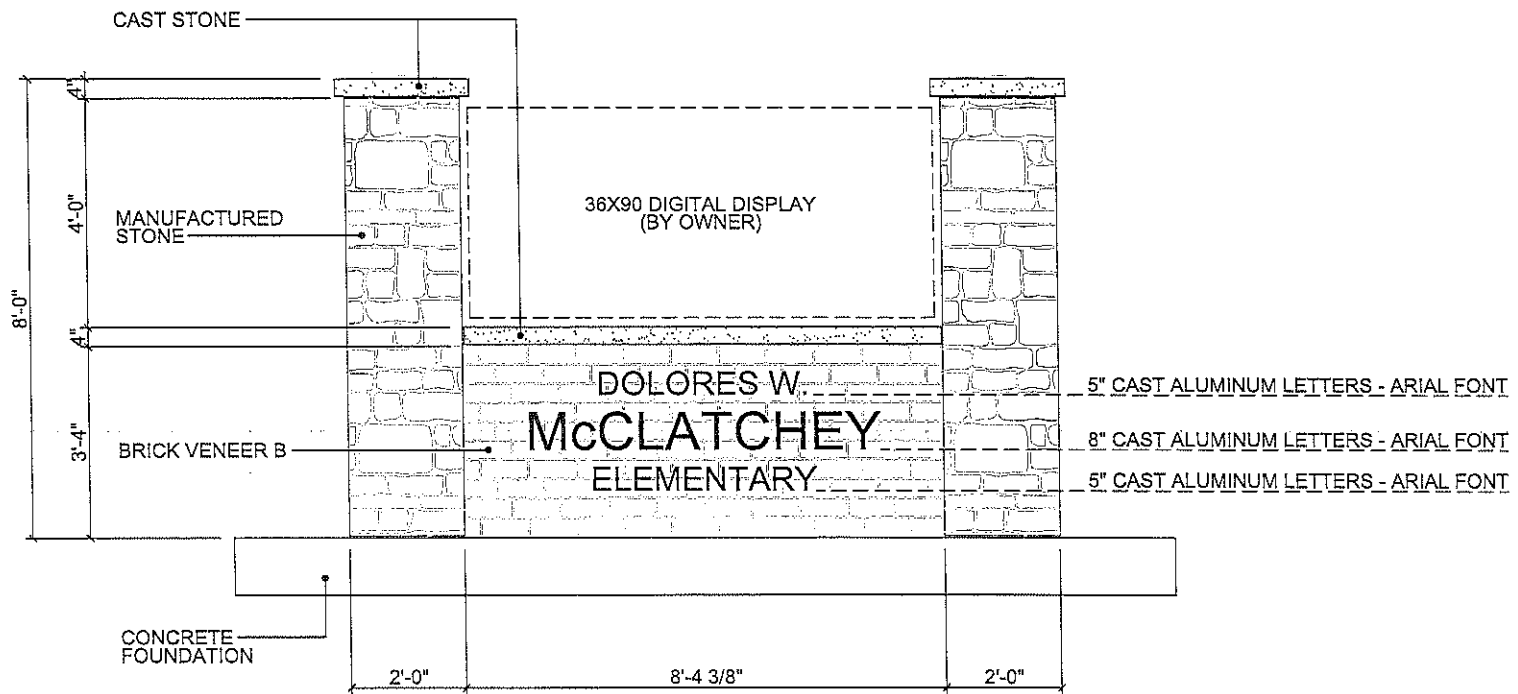
45'-0"

SHILOH ROAD

BRYSON LANE

ONLY

ONLY



MARQUEE SIGN

SCALE: 1/2" = 1'-0"

Drawn By
RR

ISSUE DATE

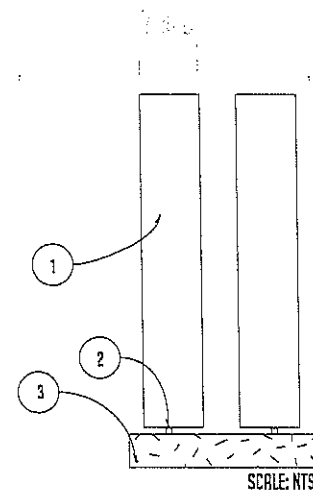
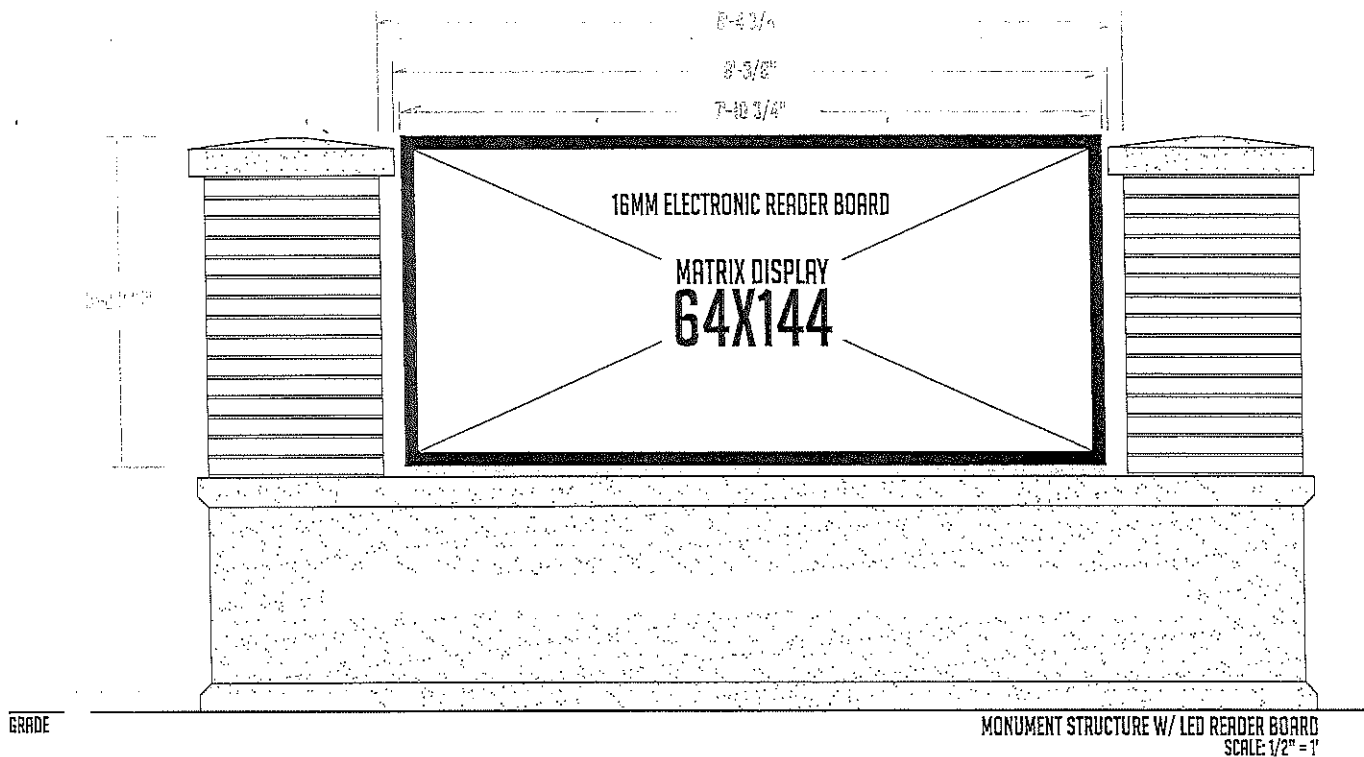
08.02.2016

PROJECT NO.

1419.00

SHEET NO.

SA--



- 1-1 1/2" SPACER
- 2-LED READER BOARDS
- 3-EXISTING STRUCTURE

RUSSELL
BYRUM
SIGNS

DATE:
04/06/2016

CHECK:

MIDLOTHIAN ISD

PROJECT:

DOLORES W. MCCLATCHEY

LOCATION:

100 WALTER STEPHENSON, MIDLOTHIAN, TX

FILE NAME:

DW100M-COMP-MONUMENTSIGN01.RAI

PROJECTED BY:

JKP

NOTE: IF ELECTRICAL SERVICE IS REQUIRED, IT WILL BE UP TO YOU THE CUSTOMER TO PROVIDE DEDICATED 120 VOLT, 60 HZ PRIMARY/S, INCLUDING GROUND WIRING DIRECTLY FROM PANEL BOX TO WITHIN SIGN 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

NOT APPROVED W/ NOT

PLEASE REVISE

1006 JOHNSON LANE, MIDLOTHIAN, TX 76065 - WWW.RBSIGNS.NET



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 Texas)
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

Total Cost: \$ 14,990.00

Payment Schedule:

1st payment due to start project: \$ 7,495.00

2nd 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: 

Accountant Review: (Initials): 

City Administrator Only
MANAGER

Comments:

Approved ☒ Not Approved ☐

City Administrator:
Form revised 07/11/14

MANAGER

Date: 7.19.2016

POSTED

EXCERPT : POLICY & PROCEDURE GUIDE TO PURCHASING

D. Budget Revision Request (Non-budgeted Purchases)

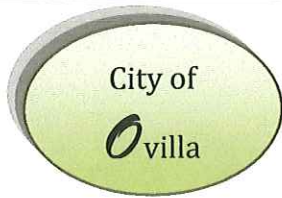
The department has the responsibility to see that budget accounts are not overspent. If the category lacks a sufficient balance, the requisition will be sent back to the using department. The Department Head may then:

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 8th 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

<u>REVENUE</u>		<u>EXPENSES</u>		<u>REVENUE LESS EXPENSES</u>
BUDGET	\$ 9,000	BUDGET	\$8,000	
ACTUAL REVENUE	\$ 21,623	ACTUAL EXPENSES	\$13,530	\$8,093

REVENUE DETAIL

BOOTH	\$ 3,626
MERCHANDISE	\$ 947
SPONSORS	\$ 17,050
	<u>\$ 21,623</u>

EXPENSE DETAIL

ADVERTISING	\$6,035
GENERAL EXPENSES	\$5,245
ENTERTAINMENT	<u>\$2,250</u>
	<u>\$13,530</u>

City of Ovilla General Fund
Transaction Detail By Account
HERITAGE DAY AS OF OCTOBER 23, 2015

Type	Date	Num	Name	Memo	Debit	Credit	Balance
4000810 · Heritage Day							
BOOTH REVENUE							
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
						3,626.19	
MERCHANDISE							
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
						947.00	
SPONSORS							
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

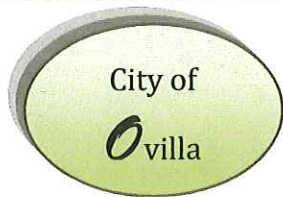
Bill	08/15/2015	83303	Now Magazines	HERITAGE DAY AD	495.00		(495.00)
Bill	08/20/2015	83695	Now Magazines	HERITAGE DAY AD	225.00		(720.00)
Bill	08/20/2015	83693	Now Magazines	HERITAGE DAY AD	225.00		(945.00)
Bill	08/20/2015	83694	Now Magazines	HERITAGE DAY AD	299.00		(1,244.00)
Bill	09/09/2015	47719	Vision 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)
					5,245.00		
ENTERTAINMENT							
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)
					2,250.00		
TOTAL EXPENSE / REVENUE / DIFFERENCE					13,529.85	21,623.19	8,093.34

	EXPENSE	REVENUE
BUDGET 2014-2015	\$8,000	\$9,000



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: _____

Attachments:

1.

Agenda Item / Topic:

ITEM 9. **DISCUSSION/ACTION** – Consideration of and action on any budget revision(s) from the August 04, 2016 Special Budget Workshop Meeting.

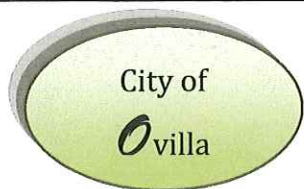
Discussion / Justification:

This item is presented to allow for Council direction and review of any revisions noted during the August 04, Budget Workshop.

Recommendation / Staff Comments:

Sample Motion(s):

I move to direct staff to...



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

Attachments:

Certified Executive Agenda

Agenda Item / Topic:

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

Discussion / Justification:

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.

Recommendation / Staff Comments:

N/A

Sample Motion(s):

I move to. . .