

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

Monday, November 14, 2016

6:00 P.M.

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. ADJOURNMENT

THIS IS TO CERTIFY THAT A COPY OF THE NOTICE OF the November 14, 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 10th day of November 2016 prior to 6:00 p.m., in compliance with Chapter 551, Texas Government Code.




Pamela Woodall, City Secretary

DATE OF POSTING: 11-10-16 TIME: 11:00 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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Monday, November 14, 2016
105 S. Cockrell Hill Road, Ovilla, TX 75154
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, November 14, 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

• Presentations

1. Farmers Insurance Company
2. Collection Agency – Perdue, Brandon, Fielder, Collins and Mott, LLP
3. Proclamation for Municipal Court Week

▪ 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 Reports | |
| • Finance Department | Accountant L. Harding |
| ○ September 2016 Financials | |
| • Administration | City Manager D. Burn |
| ○ City Manager Reports | |
| ○ 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. September 2016 Financial Transactions over \$5,000
- C2. Quarterly Investment Report ending September 30, 2016
- C3. Committed Fund Report ending September 30, 2016
- C4. Minutes of the October 28, 2016 Special Council Meeting
- C5. Briefing Session and Minutes of the October 11, 2016 Regular Council Meeting

City of *OVILLA* City Council

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IV. REGULAR AGENDA

- ITEM 1. *DISCUSSION/ACTION* – Consideration of and action on an Ad-Hoc member replacement to the Planning and Zoning Commission Advisory Committee for the purpose of the Water and Wastewater Impact Fee Study and Update for the City of Ovilla.
- ITEM 2. *DISCUSSION/ACTION* – Consideration of and action on Park Maintenance Guidelines, directing staff as necessary.
- ITEM 3. *DISCUSSION/ACTION* – Consideration of and action on an appointment to fill a permanent member vacancy to serve the remaining term of Place 2, Board of Adjustment and directing staff as necessary to advertise for a Board pool.
- ITEM 4. *DISCUSSION/ACTION* – Consideration of and action on nominations and appointments/reappointment to serve volunteer terms on the Municipal Development District Board of Directors and direct staff as necessary to advertise for a Board pool.
- ITEM 5. *DISCUSSION/ACTION* – Consideration of and action on an engineering services agreement with Birkhoff, Hendricks and Carter, LLP, for the preparation of bid documents for Heritage Park restrooms and authorize the Mayor to execute said document.
- ITEM 6. *DISCUSSION* – Review and discuss the requirements of a selected newspaper in a general law city and direct staff as necessary.
- ITEM 7. *DISCUSSION* – Review and consider water meters in new subdivisions.
- ITEM 8. *DISCUSSION* – Review and discuss the current fee schedule, Article A7.001 Garbage Collection Fees, and consider amending the time at which the fees shall be assessed for new residential properties.
- ITEM 9. *DISCUSSION* – Review and discuss the current and future maintenance plan for pavement, ditches and culverts.
- ITEM 10. *DISCUSSION* – Review and discuss the success of Heritage Day 2016.
- ITEM 11. *DISCUSSION/ACTION* – Consideration of any item(s) pulled from the Consent Agenda above for individual consideration and action.

V. EXECUTIVE SESSION

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

- ITEM 12. *DISCUSSION/ACTION* – Closed session called pursuant to § 551.072 of the Texas Government Code to deliberate the purchase, exchange, lease, or value of real property.

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

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*

VII. ADJOURNMENT

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PROCLAMATION

IN RECOGNITION OF MUNICIPAL COURT WEEK

November 7-11, 2016

A RESOLUTION RECOGNIZING THE IMPORTANCE OF MUNICIPAL COURTS, THE RULE OF LAW, AND THE FAIR AND IMPARTIAL ADMINISTRATION OF JUSTICE

WHEREAS, municipal courts play a significant role in preserving public safety and promoting quality of life in Texas;

WHEREAS, more people come in contact with municipal courts than all other Texas courts combined and public impression of the Texas judicial system is largely dependent upon the public's experience in municipal court;

WHEREAS, the City of Ovilla hosts the Ovilla Municipal Court since 1986 and established the Ovilla Municipal Court of Record in 2007;

WHEREAS, state law authorizes a municipality to either appoint or elect a municipal judge for a term of office, the Ovilla Municipal Court is a state court and its judges are members of the state judiciary;

WHEREAS, the procedures for the Ovilla Municipal Court operations are set forth in the Texas Code of Criminal Procedure and other laws of the State of Texas;

WHEREAS, the City of Ovilla is committed to the notion that our legal system is based on the principle that an independent, fair, and competent judiciary will interpret and apply the laws that govern us and that judges and court personnel should comply with the law and act in a manner that promotes public confidence in the integrity and impartiality of the judiciary;

WHEREAS, Ovilla Municipal Judges are not policy makers for the City of Ovilla but are bound by the law and the Canons of Judicial Conduct and are required to make decisions independent of the governing body of the City Council, city officials, and employees;

WHEREAS, the City Council recognizes that the Constitution and laws of the State of Texas contain procedural safeguards in criminal cases for all defendants, including indigent defendants, and supports the Ovilla Municipal Court in complying with such legal requirements.

NOW, THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF OVILLA, TEXAS THAT THE WEEK OF NOVEMBER 7 – 11, 2016 IS HEREBY RECOGNIZED AS MUNICIPAL COURT WEEK IN RECOGNITION OF THE FAIR AND IMPARTIAL JUSTICE OFFERED TO OUR CITIZENS BY THE MUNICIPAL COURT OF THE CITY OF OVILLA.

IN WITNESS WHEREOF, I hereby affix my signature this 14th day of November in the year of our Lord two thousand sixteen.

Richard A. Dormier, Mayor

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	October 2016	October 2016 YTD	October 2015	October 2015 YTD
Accident	2	27	1	23
Alarms	11	185	16	139
Arrest	4	27	2	23
Assault	1	3	1	4
Assists: Agency/Unit:45 EMS/Fire:3 Motorist:7	55	452	14	267
Building / House Security Check	1275	14300	992	13928
Burglary	0	16	0	2
Burglary of Motor Vehicle	1	7	0	3
Criminal Mischief	0	12	1	8
Disturbance	14	87	10	65
Neighborhood Check	1500	14921	1105	16643
Other Calls for Service	50	1045	77	1038
Suspicious Person	7	77	1	45
Suspicious Vehicle	7	141	6	93
Theft	1	14	1	19
Traffic Assignment	101	1062	0	168
TOTAL CALLS FOR SERVICE	3029	32376	2227	32468

Reserve Officer Hours	0	66	42	413.5
Average Response Time (Minutes)	5.29	4.972	5.39	4.07
Traffic Stop (Warnings)	199	976	21	304
Traffic Stop (Citations)	111	1110	12	218
Total Citations & Warnings Combined	310	2086	33	522
PERCENT OF STOPS RECEIVING CITATIONS	35.8	53.2	36.4	41.8

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	99588	99845.6	257.6
103	133064	gone for repairs	#VALUE!	103	gone for repair	133983	#VALUE!
104	90157	92498	2341	104	92498	94233.3	1735.3
105	80411	81441	1030	105	81441	82510	1069
116	6626	8675	2049	116	8675	10152	1477
				216	0	533	533
September-16				October-16			
Unit #	Beginning	Ending	Accrued	Unit #	Beginning	Ending	Accrued
100	99845.6	99845.6	0	100	99845.6	100132	286.4
103	133983	135675	1692	103	135675	137543	1868
104	94233.3	95508	1274.7	104	95508	97140	1632
105	82510	83277	767	105	83277	84715	1438
116	10152	11525.7	1373.7	116	11525.7	12416	890.3
216	533	1072	539	216	1072	1667	595
November-16				December-16			

OVILLA FIRE DEPARTMENT



MONTHLY REPORT

OVILLA FIRE DEPARTMENT

City of Ovilla Calls for Service	2015 Totals		2016 Totals
Fire 6		Fire 8	
EMS 20	26	EMS 22	30
ESD #2 Calls for Service			
Fire 4		Fire 4	
EMS 6	10	EMS 6	10
ESD #4 Calls for Service			
Fire 1		Fire 0	
EMS 7	8	EMS 4	4
Mutual Aid Provided			
Fire 15		Fire 8	
EMS 0	15	EMS 1	9
Total Calls For Service / Month	59		53
Total Calls For Service / YTD	601		609

	Time from Notify to Time On Scene			Reaction Times	
	<u>September</u>	<u>October</u>		<u>September</u>	<u>October</u>
Average Response Times for City of Ovilla	6:09	5:19			
			E-701	1:58	1:58
Average Response Times for ESD # 2	9:14	8:20			
Average Response Times for ESD # 4	8:46	7:33			

<u>FLEET REPORT</u>					
<u>Year</u>	<u>Unit #</u>	<u>Beginning Mileage</u>	<u>Ending Mileage</u>	<u>Total</u>	<u>Maintenance</u>
2016	E701	1,895	2,449	554	
1998	XE701	113,436	Not Working		\$ -
2003	E702	24,965	25,028		\$ -
2001	B701	54,529	54,529	63	
				IN THE SHOP FOR TRANSMISION	
2011	B702	2,377	2,406	0	\$ -
2005	R755	16,038	16,083	29	\$ -
1999	S701	131,133	131,275	45	\$ 400.00
2007	C701	88,834	89,455	142	\$ 392.69
1989	E703	116,998	116,998	621	
				0	For Sale

MONTHLY REPORT OCTOBER 2016

OVILLA FIRE DEPARTMENT

STAFFING REPORT

- 7 days a week we have 3 - 24 hour position (0800 - 0800)
- 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)
- **38 / 41** Volunteer shifts were covered and these 38 shifts there were 4 personnel on the Engine
- **8 / 10** weekend day shifts were worked by a volunteer and the other still had 3 paid personnel on the Engine.

- All Shifts in **October** were **100%** covered with 3 minimum

From the Deputy Chief / Fire Marshal

2 - Consultation
2 - Meetings
3 - Public Education Events
CQ Reports
Working on AFG Grant

Fire Department News For the Month

1. Working with 4 vendors on proposed siren locations and cost, still waiting on 3 of them to send info.
2. C-701 responded to and was available for 8 calls.
3. C-702 responded to and was available for 4 calls.
4. Working on AFG Grant for SCBA purchase.
5. Attended Monthly ESD #2 and ESD #4 Meeting
6. New Command Vehicle is in
7. Current staffing, 2-Chiefs, 4-Captains, 27-Part Time Firefighter EMT-P,
7-Part Time Firefighter EMT-B, 10-Volunteer Firefighters, Total F.D. Staff = 50

Grant Report

- Chief Kennedy and Chief Lindsey are working on an AFG Grant for SCBA's
- The SCBA's that we currently have are becoming outdated and getting very expensive to fix
- To replace all the SCBA's that we have will cost well over \$100,000
- Currently gathering a lot of information to put into the application and this will be a long process
- The City received approximately \$1500 from Texas Forestry Service for Insurance reimbursement

OVILLA FIRE DEPARTMENT

TRAINING ACTIVITY



MONTHLY REPORT OCTOBER 2016

OVILLA FIRE DEPARTMENT

GRACE FALL FESTIVAL



MONTHLY REPORT OCTOBER 2016



Date: November 2016

TO: Honorable Mayor and City Council Members

FROM: Brad Piland Public Works Director

TOPIC: Public Works Monthly Report for Octo

- Sewer Lift Station Repairs-
 - Pulled pump 1&2 at Highland Meadows Lift Station
 - Removed pump 1 from Cumberland
 - Pulled pump 1 and removed debris Heritage
- Read water meters, serviced disconnects and reconnects
- Replaced meters
- Street Repairs: Joe Wilson, Ovilla Oaks Dr., 204 Thorntree, Cockrell Hill
- Install new signs for new MISD
- Repaired and replaced Signs as needed
- Updated marquee as needed
- Daily water maintenance residual and pressure tests
- Repaired water leak, Replaced fire hydrant 160 Water street
- Tree and grass maintenance:
 - Heritage Park
 - Silver Spur Park
 - Baseball fields and Cindy Jones Park
 - Cut cane from creek at Pickard bridge
 - Assist Code Enforcement with mowing properties
- Culverts on Cockrell Hill Road
 - Serviced PD Units: 102,104,105
 - Serviced 2008 Chev public works truck

****Flushed Hydrants**

- Collected water samples for TCEQ reporting
- Water Maintenance – routine flushing mains and hydrant
- Meter box repairs and replaced 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: _____
- ☒ 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: *Replaced bolts and tighten.*
- ☒ 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. *Replace tarp.*

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:

(10-5-16.) (10-26-16.)

INSPECTION BY:

DR

APPENDIX A: SUGGESTED GENERAL MAINTENANCE CHECKLISTS**Surfacing (§2.4)**

- ☒ Adequate protective surfacing under and around the equipment.
 - ☐ Install/replace surfacing
- ☒ Surfacing materials have not deteriorated.
 - ☐ Replace surfacing
 - ☐ Other maintenance: _____
- ☒ 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
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General Hazards

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- ☒ There are no crush and shearing points on exposed moving parts (§3.1).
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NOTES:

DATE OF INSPECTION:

10/5/16 10/27/16.

Security of Hardware (§2.5)

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- ☒ There are no damaged fences, benches, or signs on the playground.
- ☒ All equipment is securely anchored.

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Replace Boards on fence and paint.
INSPECTION BY: MOW & WEED
Dr.

APPENDIX A: SUGGESTED GENERAL MAINTENANCE CHECKLISTS**Surfacing (§2.4)**

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 - ☐ Clean playground
- ☒ There are no missing trash receptacles.
 - ☐ Replace trash receptacle
- ☒ Trash receptacles are not full.
 - ☒ Empty trash

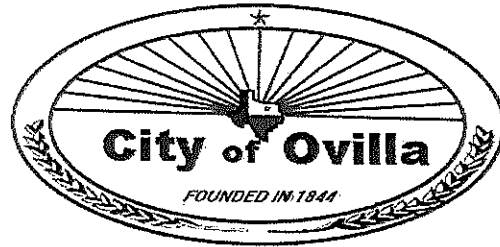
NOTES:

DATE OF INSPECTION:

10/5/16, 10/27/16,

INSPECTION BY:

Mow & weed eat.



DATE: November 14, 2016

TO: Honorable Mayor and Council Members

FROM:
Linda Harding, Accountant

SUBJECT: Financial Statements Through September 2016

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

	Current	Year to Date		\$ Over	% of Budget
	September 2016	Oct 2015 - Sept 2016	Budget	(Under)	Thru September
				Budget	100%
Revenues					
4000100 · Taxes					
4000105 · Ad Valorem, Current	93	1,467,864	1,481,056	(13,192)	99%
4000110 · Ad Valorem, Delinquent	234	8,553	12,366	(3,813)	69%
4000113 · Interest/Penalties - Prop Tax	32	6,581	4,833	1,748	136%
4000120 · Sales Tax	13,376	188,311	188,676	(365)	100%
4000125 · Sales Tax - Street Improvement	3,344	47,078	47,919	(841)	98%
4000130 · Franchise Tax	4,163	163,564	150,000	13,564	109%
Total 4000100 · Taxes	21,242	1,881,951	1,884,850	(2,899)	100%
4000200 · Licenses and Permits					
4000208 · Building Permits					
4000210 · Residential Building Permits	9,568	77,784	100,000	(22,216)	78%
4000213 · Fire Inspection Permits	0	5,400	7,150	(1,750)	76%
4000212 · Commercial Building Permits	0	0	2,968	(2,968)	0%
4000214 · Misc Building Permits	1,816	23,056	16,070	6,986	143%
Total 4000208 · Building Permits	11,384	106,239	126,188	(19,949)	84%
4000230 · Plan Review Fee	5,284	28,218	26,940	1,278	105%
4000260 · Alarm Permits	110	2,479	2,400	79	103%
4000270 · Animal Tag Fees	240	3,103	2,900	203	107%
4000272 · Impound Fees	45	2,115	1,700	415	124%
4000290 · Misc Licenses and Permits	80	1,705	1,000	705	171%
Total 4000200 · Licenses and Permits	17,143	143,860	161,128	(17,268)	89%
4000400 · Charges for Services					
4000325 · ESD #2	51,100	164,600	160,000	4,600	103%
4000330 · ESD #4	18,543	55,628	55,628	0	100%
4000411 · Copies and Maps	4	64	100	(36)	64%
4000415 · Police Reports	18	72	150	(78)	48%
4000420 · Park Lights	0	0	1,000	(1,000)	0%

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

	Current	Year to Date		\$ Over	% of Budget
	September 2016	Oct 2015 - Sept 2016	Budget	(Under)	Thru September
				Budget	100%
4000440 · Oak Leaf Animal Control	0	2,265	1,600	665	142%
4000450 · Subdivision Fees	9,938	31,038	14,000	17,038	222%
4000480 · Solid Waste (Garbage)	38,044	260,828	253,793	7,035	103%
4000485 · 50/50 Sidewalk Program	0	2,756	5,000	(2,244)	55%
4000490 · Misc Charges for Services	275	5,215	4,500	715	116%
Total 4000400 · Charges for Services	117,922	522,466	495,771	26,695	105%
4000500 · Fines and Forfeitures					
4000535 · Omni Warrant Revenue	88	2,037	800	1,237	255%
4000510 · Fines - Police	17,412	186,905	112,000	74,905	167%
4000520 · Fines - Animal Control	0	266	1,000	(734)	27%
4000525 · Fines - Code Enforcement	25	6,104	9,330	(3,226)	65%
4000550 · Municipal Court Technology	371	4,069	1,300	2,769	313%
4000551 · Municipal Court Security	278	3,052	1,000	2,052	305%
4000590 · Misc Fines and Forfeitures	0	11	400	(389)	3%
Total 4000500 · Fines and Forfeitures	18,176	202,444	125,830	76,614	161%
4000800 · Other Revenue					
4000810 · Heritage Day	8,975	25,335	19,000	6,335	133%
4000818 · Lease Proceeds	0	1,155	1,165	(10)	99%
4000820 · Water Tower Lease	6,855	96,948	100,000	(3,052)	97%
4000840 · Interest Earned	490	8,632	6,000	2,632	144%
4000870 · Insurance Proceeds	0	37,014	35,000	2,014	106%
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	0	8,023	4,000	4,023	201%
Total 4000800 · Other Revenue	16,320	192,232	186,180	6,052	103%
4000900 · Transfers In					
4000925 · Admin.Rev. received from 4B-EDC	625	2,500	2,500	0	100%
4000930 · Admin. Rev. Rec. From W&S Fund	24,118	92,583	92,583	0	100%

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

	Current	Year to Date		\$ Over	% of Budget
	September 2016	Oct 2015 - Sept 2016	Budget	(Under)	Thru September
				Budget	100%
4000940 · Admin.Rev. Rec. from MDD Fund	125	500	500	0	100%
4000990 · Reduction in Fund Balance	0	0	716,707	(716,707)	0%
Total Revenues	215,669	3,038,535	3,666,049	(627,514)	83%
Gross Resources	215,669	3,038,535	3,666,049	(627,514)	83%
Expenditures					
10 · Administration					
5101100 · Salaries & Wages					
5101110 · City Administrator	848	65,294	61,800	3,494	106%
5101115 · City Secretary	2,101	43,317	39,398	3,919	110%
5101117 · City Accountant	979	39,343	37,080	2,263	106%
5101120 · Admin. Support	589	23,671	22,308	1,363	106%
5101180 · Merit Raises, Staff	0	0	8,706	(8,706)	0%
Total 5101100 · Salaries & Wages	4,518	171,625	169,292	2,333	101%
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	2,270	28,100	32,665	(4,565)	86%
5102135 · TMRS	1,630	19,993	19,892	101	101%
5102160 · Worker's Compensation	0	680	790	(110)	86%
5102170 · Payroll Taxes	250	3,058	3,238	(180)	94%
5102180 · Unemployment Taxes	0	2,790	2,790	0	100%
5102196 · Indiv. Membership Dues	75	608	1,800	(1,192)	34%
Total 5102100 · Employee Benefits	4,225	55,229	61,175	(5,946)	90%
5102200 · Special Services					
5102210 · Tax Assessing & Collecting Fees	0	2,004	1,570	434	128%

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

	Current	Year to Date		\$ Over	% of Budget
	September 2016	Oct 2015 - Sept 2016	Budget	(Under)	Thru September
				Budget	100%
5102220 · Tax Appraisal Fee	188	14,817	14,000	817	106%
5102230 · Legal Fees	2,370	17,040	25,000	(7,960)	68%
5102240 · Audit	0	7,150	7,150	0	100%
5102250 · Accounting	0	474	2,000	(1,526)	24%
5102260 · Engineering Fees	1,747	11,609	5,000	6,609	232%
Total 5102200 · Special Services	4,305	53,095	54,720	(1,625)	97%
5102300 · Contractual Services					
5102310 · Consultant Fees	480	13,370	20,000	(6,630)	67%
Total 5102300 · Contractual Services	480	13,370	20,000	(6,630)	67%
5102500 · Operating Services					
5102530 · Custodial Service Contract	344	4,128	4,128	0	100%
5102540 · IT - Computer Maintenance	2,115	25,679	27,740	(2,062)	93%
Total 5102500 · Operating Services	2,459	29,807	31,868	(2,062)	94%
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	3,185	4,100	(915)	78%
Total 5102600 · Special Expenses	0	3,415	4,330	(915)	79%
5103100 · General Supplies					
5103110 · Office Supplies	715	8,194	8,000	194	102%
5103140 · Uniforms	0	60	250	(190)	24%
Total 5103100 · General Supplies	715	8,253	8,250	3	100%
5103400 · Maintenance Supplies / Parts					
5103410 · Supplies - Custodial	22	1,168	1,500	(332)	78%

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

	Current	Year to Date		\$ Over	% of Budget
	September 2016	Oct 2015 - Sept 2016	Budget	(Under)	Thru September
				Budget	100%
5103440 · Maintenance Agreement Expense	0	270	400	(130)	68%
5103460 · Miscellaneous	0	452	200	252	226%
Total 5103400 · Maintenance Supplies / Parts	22	1,890	2,100	(210)	90%
5104200 · Travel Expenses					
5104210 · Travel - Local	0	318	500	(182)	64%
5104220 · Professional Development	20	2,987	5,000	(2,013)	60%
5104222 · Professional Develop - Council	144	1,292	1,200	92	108%
5104225 · City Council Meal Expense	79	1,014	1,400	(386)	72%
5104230 · Professional Develop - In-House	0	0	500	(500)	0%
Total 5104200 · Travel Expenses	242	5,611	8,600	(2,989)	65%
5105200 · Data Processing Expenses					
5105230 · Data Proc-Maintenance & Repair	0	884	885	(1)	100%
5105240 · Data Processing - Software	0	9,111	13,300	(4,189)	69%
Total 5105200 · Data Processing Expenses	0	9,995	14,185	(4,190)	70%
5105300 · Printing Expense					
5105310 · Copier Expense	-1,439	1,880	3,300	(1,420)	57%
5105320 · Printing - Newsletters	807	4,443	6,000	(1,557)	74%
5105330 · Printing - Forms	146	1,320	1,500	(180)	88%
Total 5105300 · Printing Expense	-486	7,643	10,800	(3,157)	71%
5105400 · Utilities					
5105410 · Telephone	110	1,312	1,400	(88)	94%
5105415 · Cellular Phone	122	1,388	2,680	(1,292)	52%
5105417 · Internet	101	1,211	1,609	(398)	75%
5105420 · Wireless Cards	76	912	1,100	(188)	83%
5105450 · Electricity	434	4,279	4,635	(356)	92%
Total 5105400 · Utilities	843	9,101	11,424	(2,323)	80%

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

	Current	Year to Date		\$ Over	% of Budget
	September 2016	Oct 2015 - Sept 2016	Budget	(Under)	Thru September
				Budget	100%
5105500 · Repairs & Bldg Improvements					
5105520 · Repairs - Buildings	198	5,353	4,000	1,353	134%
5105540 · Repairs - Machinery & Equipment	0	540	500	40	108%
5105590 · Repairs - Other	543	1,229	500	729	246%
Total 5105500 · Repairs & Bldg Improvements	740	7,122	5,000	2,122	142%
5105600 · Insurance					
5105610 · Insurance - Property	0	1,109	1,110	(1)	100%
5105620 · Insurance - Liability	0	1,204	1,205	(1)	100%
5105630 · Insurance - Fidelity Bond	0	300	300	0	100%
5105635 · Public Officials Surety Bonds	0	900	1,000	(100)	90%
Total 5105600 · Insurance	0	3,512	3,615	(103)	97%
5105700 · Other Expenses					
5105756 · FM 664	0	23,928	24,000	(72)	100%
5105705 · Postage	744	6,763	7,000	(237)	97%
5105710 · Cash - Over/Short	0	0	10	(10)	0%
5105725 · Records Management Expense	0	7,130	7,167	(37)	99%
5105730 · City - Memberships	0	1,890	2,500	(610)	76%
5105740 · Legal Notices/Advertisement	1,108	9,618	9,000	618	107%
5105752 · Employment Screening	0	42	400	(358)	11%
5105760 · Bank Service Charge	0	81	60	21	135%
5105764 · Filing Fees	126	654	500	154	131%
5105765 · Miscellaneous	151	2,415	2,767	(352)	87%
Total 5105700 · Other Expenses	2,129	52,521	53,404	(883)	98%
5106400 · Minor Capital Outlay					
5106440 · Machinery & Equipment	0	246	2,000	(1,754)	12%
5106465 · Furniture	0	2,936	1,700	1,236	173%

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

	Current	Year to Date		\$ Over (Under)	% of Budget
	September 2016	Oct 2015 - Sept 2016	Budget	Budget	Thru September 100%
Total 5106400 · Minor Capital Outlay	0	3,182	3,700	(518)	86%
5107400 - Capitalized Assets					
5107420 - Buildings	0	34,720	35,000	(280)	99%
Total 5107400 - Capitalized Assets	0	34,720	35,000	(280)	99%
5109000 · Reserves					
Total 5109000 · Reserves	0	0	5,096	(5,096)	0%
Total 10 · Administration	20,192	470,158	503,184	(33,026)	93%
20 · Police					
5201100 · Salaries & Wages					
5201120 · Police Chief	5,385	70,000	70,000	0	100%
5201143 · Command Staff	4,979	54,419	52,000	2,419	105%
5201150 · Certification Pay	185	2,469	2,400	69	103%
5201180 · Merit Raises - Staff	0	0	3,660	(3,660)	0%
Total 5201100 · Salaries & Wages	10,548	126,888	128,060	(1,172)	99%
5201400 · Support Salaries					
5201405 · Support Staff	2,142	27,851	27,040	811	103%
5201410 · Patrol	27,597	242,124	268,590	(26,466)	90%
5201412 · Patrol Part Time	1,600	14,275	20,500	(6,225)	70%
5201415 · Certification Pay	69	900	1,636	(736)	55%
5201480 · Merit Raises	0	0	1,281	(1,281)	0%
5201490 · Overtime	652	13,052	16,600	(3,548)	79%
Total 5201400 · Support Salaries	32,060	298,202	335,647	(37,445)	89%
5202100 · Employee Benefits					
5202110 · Group Insurance	5,423	66,241	72,813	(6,572)	91%
5202135 · TMRS	3,429	36,010	38,775	(2,765)	93%
5202160 · Worker's Compensation	0	11,620	11,126	494	104%

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

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	September 2016	Oct 2015 - Sept 2016	Budget	(Under)	Thru September
				Budget	100%
5202170 · Payroll Taxes	665	6,922	7,926	(1,004)	87%
5202196 · Membership Dues	0	235	315	(80)	75%
Total 5202100 · Employee Benefits	9,517	121,028	130,955	(9,927)	92%
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	2,820	2,820	0	100%
5202540 · Computer Maintenance	0	1,276	1,150	126	111%
5202560 · Internet Subscriptions	0	317	900	(583)	35%
Total 5202500 · Operating Services	235	4,413	4,870	(457)	91%
5202600 · Special Expenses					
5202675 · National Night Out	100	100	500	(400)	20%
Total 5202600 · Special Expenses	100	100	500	(400)	20%
5203100 · General Supplies					
5203110 · Office Supplies	12	901	1,400	(499)	64%
5203140 · Uniforms	1,990	8,746	9,000	(254)	97%
5203170 · Evidence Gathering	163	700	700	0	100%
Total 5203100 · General Supplies	2,165	10,348	11,100	(752)	93%
5203400 · Maintenance Supplies & Parts					

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

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	September 2016	Oct 2015 - Sept 2016	Budget	(Under)	Thru September
				Budget	100%
5203410 · Supplies - Custodial	197	567	600	(33)	94%
Total 5203400 · Maintenance Supplies & Parts	197	567	600	(33)	94%
 5204200 · Travel Expenses					
5204210 · Travel - Local	0	1,010	1,000	10	101%
5204220 · Professional Development	590	2,709	3,750	(1,041)	72%
5204225 · Professional Dev - LEOSE	0	960	2,000	(1,040)	48%
5204235 - Ammo	0	987	1,000	(13)	99%
5204270 · Vehicle Expenses	1,369	15,549	24,000	(8,451)	65%
Total 5204200 · Travel Expenses	1,959	21,214	31,750	(10,536)	67%
 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	1,023	1,500	(477)	68%
5205330 · Printing - Forms	0	300	300	0	100%
5205350 · Printing - Other	0	400	400	(0)	100%
Total 5205300 · Printing Expenses	87	1,723	2,200	(477)	78%
 5205400 · Utilities					
5205410 · Telephone	110	1,312	1,600	(288)	82%
5205415 · Cellular Phone	106	1,276	1,350	(74)	94%
5205417 · Internet - PD	101	1,211	1,610	(399)	75%
5205420 · Wireless Cards	228	2,735	2,750	(15)	99%
5205450 · Electricity	303	3,777	4,500	(723)	84%
Total 5205400 · Utilities	848	10,311	11,810	(1,499)	87%
 5205500 · Repairs & Building Improvements					

City of Ovilla General Fund
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October 2015 through September 2016

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	September 2016	Oct 2015 - Sept 2016	Budget	(Under)	Thru September
				Budget	100%
5205520 · Repairs - Building	7,495	16,040	16,532	(492)	97%
5205540 · Repairs- Machinery & Equipment	279	618	1,200	(582)	52%
5205550 · Repairs - Vehicles	276	11,222	8,000	3,222	140%
Total 5205500 · Repairs & Building Improvements	8,050	27,880	25,732	2,148	108%
5205600 · Insurance					
5205610 · Insurance - Property	0	1,649	1,650	(1)	100%
5205620 · Insurance - Liability	0	5,513	5,515	(2)	100%
5205640 · Insurance - Vehicle	0	2,430	2,430	(0)	100%
Total 5205600 · Insurance	0	9,591	9,595	(4)	100%
5205700 · Other Expenses					
5205742 · Public Relations	0	134	200	(66)	67%
5205752 · Employment Screeing	0	995	1,550	(555)	64%
5205765 · Miscellaneous	937	1,476	1,620	(144)	91%
Total 5205700 · Other Expenses	937	2,605	3,370	(765)	77%
5206400 · Minor Capital Outlay					
5206440 · Machinery & Equipment	95	5,261	5,424	(163)	97%
5206445 · Personal Protective Equipment	0	2,960	2,600	360	114%
5206450 · Vehicles	0	80,198	82,000	(1,802)	98%
Total 5206400 · Minor Capital Outlay	95	88,418	90,024	(1,606)	98%
Total 20 · Police	66,798	765,165	830,738	(65,573)	92%
25 · Municipal Court					
5251100 · Salaries & Wages					
5251140 · Municipal Judge	585	7,020	7,000	20	100%
Total 5251100 · Salaries & Wages	585	7,020	7,000	20	100%
5251400 · Support Staff					

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

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	September 2016	Oct 2015 - Sept 2016	Budget	(Under)	Thru September
				Budget	100%
5251405 · Support Staff	2,590	33,675	32,692	983	103%
5251420 · Jury Fees	0	0	200	(200)	0%
5251425 · City Prosecutor	808	5,267	8,500	(3,233)	62%
5251480 · Merit Raises	0	0	981	(981)	0%
5251490 · Overtime	0	522	1,400	(878)	37%
Total 5251400 · Support Staff	3,398	39,465	43,773	(4,308)	90%
5252100 · Employee Benefits					
5252110 · Group Insurance	568	7,191	8,166	(975)	88%
5252135 · TMRS	231	3,047	3,000	47	102%
5252160 · Worker's Compensation	0	185	186	(1)	99%
5252170 · Payroll Taxes	38	496	488	8	102%
5252196 · Membership Dues	60	60	100	(40)	60%
Total 5252100 · Employee Benefits	896	10,979	11,940	(961)	92%
5252300 · Contractual Services					
5252375 · Comptroller - Warratn Fees	22,761	72,037	34,270	37,767	210%
Total 5252300 · Contractual Services	22,761	72,037	34,270	37,767	210%
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	30	30	50	(20)	60%
Total 5253100 · General Supplies	30	190	200	(10)	95%
5254200 · Travel Expenses					
5254210 · Travel - Local	0	0	25	(25)	0%

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

	Current	Year to Date		\$ Over (Under)	% of Budget Thru September
	September 2016	Oct 2015 - Sept 2016	Budget	Budget	100%
Total 5254200 · Travel Expenses	0	0	25	(25)	0%
5255200 · Data Processing Expenses					
5255240 · Data Processing - SW Maint.	0	2,252	1,955	297	115%
Total 5255200 · Data Processing Expenses	0	2,252	1,955	297	115%
5255300 · Printing Expense					
5255350 · Printing - Other	0	770	800	(30)	96%
Total 5255300 · Printing Expense	0	770	800	(30)	96%
5255600 · Insurance					
5255620 · Insurance - Liability	0	341	341	(0)	100%
Total 5255600 · Insurance	0	341	341	(0)	100%
5255700 · Other Expenses					
5255765 · Miscellaneous	0	0	100	(100)	0%
5255768 · Collection Agency Fees	1,140	7,775	6,000	1,775	130%
5255772 · Warrant Fee - Omni	1,741	5,908	2,000	3,908	295%
Total 5255700 · Other Expenses	2,881	13,683	8,100	5,583	169%
Total 25 · Municipal Court	30,551	146,736	108,479	38,257	135%
30 · Fire					
5301100 · Salaries & Wages					
5301125 · Fire Chief	2,924	38,017	36,909	1,108	103%
5301135 · Deputy Chief/Fire September shall	1,700	21,280	20,000	1,280	106%
5301140 · Fire Captains	5,033	64,726	97,246	(32,520)	67%
5301180 · Merit Raises - Staff	0	0	4,624	(4,624)	0%
Total 5301100 · Salaries & Wages	9,657	124,023	158,779	(34,756)	78%
5301400 · Support Salaries					

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

	Current	Year to Date		\$ Over	% of Budget
	September 2016	Oct 2015 - Sept 2016	Budget	(Under)	Thru September
				Budget	100%
5301440 · Firefighters	20,965	257,123	230,246	26,877	112%
5301480 · Merit Raises	0	0	6,907	(6,907)	0%
5301485 · Volunteer Incentive Program	1,175	13,695	15,600	(1,905)	88%
Total 5301400 · Support Salaries	22,140	270,818	252,753	18,065	107%
 5302100 · Employee Benefits					
5302135 · TMRS	267	3,449	3,387	62	102%
5302137 · Volunteer Retirement	0	540	500	40	108%
5302160 · Worker's Compensation	0	10,602	9,984	618	106%
5302170 · Payroll Taxes	2,156	26,758	28,154	(1,396)	95%
5302196 · Membership Dues	150	2,509	1,900	609	132%
Total 5302100 · Employee Benefits	2,574	43,858	43,925	(67)	100%
 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	63,559	66,257	(2,698)	96%
Total 5302300 · Contractual Services	0	79,584	82,282	(2,698)	97%
 5302500 · Operating Services					
5302510 · Maintenance Agreements	929	5,402	10,000	(4,598)	54%
5302540 · Computer Maintenance	0	2,468	2,500	(32)	99%
5302570 · Warning System Maintenance	0	780	780	0	100%
5302580 · Generator Maintenance	0	2,656	2,120	536	125%
Total 5302500 · Operating Services	929	11,306	15,400	(4,094)	73%
 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 September 2016

	Current	Year to Date		\$ Over	% of Budget
	September 2016	Oct 2015 - Sept 2016	Budget	(Under)	Thru September
				Budget	100%
5303100 · General Supplies					
5303110 · Office Supplies	0	736	1,600	(864)	46%
5303140 · Uniforms	3,594	7,201	5,000	2,201	144%
5303160 · Medical Supplies	455	4,409	8,000	(3,591)	55%
5303165 · Medical Support	280	780	1,000	(220)	78%
5303170 · Evidence Gathering	0	50	50	(0)	100%
5303175 · Education Aids	0	0	50	(50)	0%
Total 5303100 · General Supplies	4,328	13,175	15,700	(2,525)	84%
5303400 · Maintenance Supplies & Parts					
5303410 · Supplies - Custodial	284	2,049	2,500	(451)	82%
5303420 · Building Alarm Maintenance	0	420	420	0	100%
Total 5303400 · Maintenance Supplies & Parts	284	2,469	2,920	(451)	85%
5304200 · Travel Expenses					
5304220 · Professional Development	285	6,571	6,300	271	104%
5304270 · Vehicle Expenses	887	6,892	9,665	(2,773)	71%
Total 5304200 · Travel Expenses	1,172	13,463	15,965	(2,502)	84%
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	515	3,038	3,100	(62)	98%
5305330 · Printing - Forms	0	0	100	(100)	0%
Total 5305300 · Printing Expense	515	3,038	3,200	(162)	95%
5305400 · Utilities					

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

	Current	Year to Date		\$ Over	% of Budget
	September 2016	Oct 2015 - Sept 2016	Budget	(Under)	Thru September
				Budget	100%
5305410 · Telephone	246	2,811	2,350	461	120%
5305415 · Cellular Phone	104	878	1,237	(359)	71%
5305417 · Internet - Fire Dept.	329	3,947	4,345	(398)	91%
5305430 · Natural Gas	57	1,479	2,400	(921)	62%
5305450 · Electricity	565	5,589	5,562	27	100%
Total 5305400 · Utilities	1,301	14,703	15,894	(1,191)	93%
5305500 · Repairs & Bldg Improvements					
5305520 · Repairs - Building	80	3,404	2,800	604	122%
5305540 · Repairs - Machinery & Equipment	3,154	17,471	19,000	(1,529)	92%
5305545 · Repairs - Apparatus	215	39,908	12,000	27,908	333%
5305550 · Repairs - Vehicles	76	4,221	3,500	721	121%
Total 5305500 · Repairs & Bldg Improvements	3,525	65,004	37,300	27,704	174%
5305600 · Insurance					
5305620 · Insurance - Liability	0	3,552	5,660	(2,108)	63%
5305640 · Insurance - Vehicle	0	9,467	10,415	(948)	91%
Total 5305600 · Insurance	0	13,019	16,075	(3,056)	81%
5305700 · Other Expenses					
5305705 · Postage	0	47	50	(3)	95%
5305752 · Employment Screening	164	592	500	92	118%
5305765 · Flags & Miscellaneous	0	0	100	(100)	0%
Total 5305700 · Other Expenses	164	639	650	(11)	98%
5306400 · Minor Capital Outlay					
5306440 · Machinery & Equipment	7,931	11,652	10,300	1,352	113%
5306445 · Personal Protective Equipment	4,183	12,288	20,247	(7,959)	61%
Total 5306400 · Minor Capital Outlay	12,114	23,940	30,547	(6,607)	78%
Total 30 · Fire	58,703	683,350	695,090	(11,740)	98%
40 · Community Services					

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

	Current	Year to Date		\$ Over	% of Budget
	September 2016	Oct 2015 - Sept 2016	Budget	(Under)	Thru September
				Budget	100%
5401100 · Salaries & Wages					
5401135 · ACO/Code Enforcement Officer	4,458	47,188	45,000	2,188	105%
5401180 · Merit Raises - Staff	0	0	1,350	(1,350)	0%
5401190 · Overtime	619	8,210	7,500	710	109%
Total 5401100 · Salaries & Wages	5,077	55,397	53,850	1,547	103%
5402100 · Employee Benefits					
5402110 · Group Insurance	350	4,200	6,177	(1,977)	68%
5402135 · TMRS	456	4,990	4,011	979	124%
5402160 · Worker's Compensation	0	364	310	54	118%
5402170 · Payroll Taxes	79	873	653	220	134%
5402190 · License	0	165	625	(460)	26%
Total 5402100 · Employee Benefits	885	10,592	11,776	(1,184)	90%
5402300 · Contractual Services					
5402315 · Contract Building Inspections	4,346	62,510	115,000	(52,490)	54%
5402370 · Impound Fees	250	2,400	2,300	100	104%
Total 5402300 · Contractual Services	4,596	64,910	117,300	(52,390)	55%
5402600 · Special Expenses					
5402680 · Environmental Testing	0	686	2,300	(1,614)	30%
5402685 · Clean up Day	0	36	100	(64)	36%
Total 5402600 · Special Expenses	0	722	2,400	(1,678)	30%
5403100 · General Supplies					
5403110 · Office Supplies	0	0	50	(50)	0%
5403120 · Animal Care	0	0	150	(150)	0%
5403122 · Pet Supplies	179	833	600	233	139%
5403140 · Uniforms	0	450	600	(150)	75%
Total 5403100 · General Supplies	179	1,282	1,400	(118)	92%

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October 2015 through September 2016

	Current	Year to Date		\$ Over	% of Budget
	September 2016	Oct 2015 - Sept 2016	Budget	(Under)	Thru September
				Budget	100%
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	130	1,408	3,000	(1,592)	47%
Total 5404200 · Travel Expenses	130	1,480	3,225	(1,745)	46%
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	90	1,074	950	124	113%
Total 5405400 · Utilities	90	1,074	950	124	113%
5405600 · Insurance					
5405610 · Insurance - Property	0	8	9	(1)	90%
5405620 · Insurance - Liability	0	230	230	(0)	100%
5405640 · Insurance - Vehicle	0	270	230	40	118%
Total 5405600 · Insurance	0	508	469	39	108%
5405700 · Other Expenses					
5405765 · Miscellaneous	0	30	100	(70)	30%

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

	Current	Year to Date		\$ Over	% of Budget
	September 2016	Oct 2015 - Sept 2016	Budget	(Under)	Thru September
				Budget	100%
Total 5405700 · Other Expenses	0	30	100	(70)	30%
5406400 · Minor Capital Outlay					
5406440 · Machinery & Equipment	726	943	1,000	(57)	94%
Total 5406400 · Minor Capital Outlay	726	943	1,000	(57)	94%
Total 40 · Community Services	11,682	137,362	194,150	(56,788)	71%
45 · Solid Waste					
5455400 · Utilities					
5455465 · Solidwaste Pickup (Garbage)	18,083	196,469	226,356	(29,887)	87%
Total 5455400 · Utilities	18,083	196,469	226,356	(29,887)	87%
Total 45 · Solid Waste	18,083	196,469	226,356	(29,887)	87%
50 · Streets					
5501400 · Support Staff					
5501415 · Maintenance Crew	1,800	23,451	23,400	51	100%
5501490 · Overtime	219	1,291	1,500	(209)	86%
5501500 · Streets - On Call	50	450	600	(150)	75%
Total 5501400 · Support Staff	2,069	25,192	25,500	(308)	99%
5502100 · Employee Benefits					
5502110 · Group Insurance	568	7,191	8,170	(979)	88%
5502135 · TMRS	184	2,245	2,148	97	105%
5502160 · Worker's Compensation	0	1,847	1,750	97	106%
5502170 · Payroll Taxes	29	355	350	5	101%
5502190 · License	0	61	122	(61)	50%
Total 5502100 · Employee Benefits	781	11,698	12,540	(842)	93%
5502200 · Special Services					

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

	Current	Year to Date		\$ Over	% of Budget
	September 2016	Oct 2015 - Sept 2016	Budget	(Under)	Thru September
				Budget	100%
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	266	266	2,250	(1,984)	12%
Total 5502600 · Special Expenses	266	266	2,250	(1,984)	12%
5503100 · General Supplies					
5503110 · Office Supplies	0	0	100	(100)	0%
5503140 · Uniforms	281	575	600	(25)	96%
Total 5503100 · General Supplies	281	575	700	(125)	82%
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	62	291	300	(9)	97%
Total 5503400 · Maintenance Supplies & Parts	62	2,787	5,300	(2,513)	53%
5504200 · Travel Expenses					
5504220 · Professional Development	0	75	500	(425)	15%
5504270 · Vehicle Expenses	581	4,995	6,500	(1,505)	77%
Total 5504200 · Travel Expenses	581	5,070	7,000	(1,930)	72%
5505300 · Printing Expense					
5505350 · Printing - Other	0	0	350	(350)	0%
Total 5505300 · Printing Expense	0	0	350	(350)	0%
5505400 · Utilities					
5505450 · Electricity	3,934	45,862	45,000	862	102%

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

	Current	Year to Date		\$ Over	% of Budget
	September 2016	Oct 2015 - Sept 2016	Budget	(Under)	Thru September
				Budget	100%
Total 5505400 · Utilities	3,934	45,862	45,000	862	102%
5505500 · Repairs & Bldg Improvements					
5405520 · Repairs - Building	0	0	500	(500)	0%
5505540 · Repairs - Machinery & Equipment	0	2,923	3,000	(77)	97%
5505550 · Repairs - Vehicles	44	2,333	2,500	(167)	93%
5505560 · Repairs -Street Maint.& Repairs	244	28,130	50,000	(21,870)	56%
5505565 · Repairs - Infrastruct Drainage	0	2,458	3,000	(542)	82%
5505575 · Repairs - 50/50 Sidewalk Program	0	5,512	10,000	(4,488)	55%
5505590 · Repairs - Other	14	337	1,500	(1,163)	22%
Total 5505500 · Repairs & Bldg Improvements	302	41,694	70,500	(28,806)	59%
5505600 · Insurance					
5505620 · Insurance - Liability	0	1,232	1,235	(3)	100%
5505640 · Insurance - Vehicle	0	3,553	3,554	(1)	100%
Total 5505600 · Insurance	0	4,785	4,789	(4)	100%
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	56	704	850	(146)	83%
Total 5506400 · Minor Capital Outlay	56	1,530	3,650	(2,120)	42%
5507400 · Capitalized Assets					
5507440 · Machinery & Equipment	0	6,000	6,000	0	100%
5507460 · Infrastructure	0	844,560	870,814	(26,254)	97%
Total 5507400 · Capitalized Assets	0	850,560	876,814	(26,254)	97%

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Actual vs Budget Review
October 2015 through September 2016

	Current	Year to Date		\$ Over	% of Budget
	September 2016	Oct 2015 - Sept 2016	Budget	(Under)	Thru September
				Budget	100%
Total 50 · Streets	8,332	993,373	1,060,943	(67,570)	94%
60 · Parks					
5602400 · Rentals					
5602490 · Rental - Other	210	2,775	3,000	(225)	93%
Total 5602400 · Rentals	210	2,775	3,000	(225)	93%
5602600 · Special Expenses					
5602680 · Heritage Day	9,523	14,106	13,000	1,106	109%
5602690 · Special Events	0	2,899	4,500	0	64%
Total 5602600 · Special Expenses	9,523	17,005	17,500	1,106	97%
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	566	7,389	8,300	(911)	89%
Total 5605400 · Utilities	566	7,389	8,300	(911)	89%
5605500 · Repairs & Bldg Improvements					
5605520 · Repairs - Building	0	0	250	(250)	0%
5605530 · REPAIRS-IMP OTHER THAN BLDGS	0	649	1,000	(351)	65%
Total 5605500 · Repairs & Bldg Improvements	0	649	1,250	(601)	52%
5605600 · Insurance					
5605610 · Insurance - Property	0	114	115	(1)	99%
5605620 · Insurance - Liability	0	521	521	(0)	100%
5605640 · Insurance - Vehicle	0	228	230	(2)	99%

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

	Current	Year to Date		\$ Over (Under)	% of Budget
	September 2016	Oct 2015 - Sept 2016	Budget	Budget	Thru September 100%
Total 5605600 · Insurance	0	863	866	(3)	100%
5605700 · Other Expenses					
5605765 · Miscellaneous	32	240	300	(60)	80%
Total 5605700 · Other Expenses	32	240	300	(60)	80%
5606400 · Minor Capital Outlay					
5606410 · Land Improvements	0	13,699	14,093	(394)	97%
5606440 · Machinery & Equipment	180	2,025	500	1,525	405%
Total 5606400 · Minor Capital Outlay	180	15,724	14,593	1,131	108%
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	10,510	45,964	47,109	(1,145)	98%
Total Expenditures	224,852	3,438,578	3,666,049	(227,471)	94%
Net Change in Fund Balance	-9,183	-400,042	0	(400,042)	100%

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

	Current	Year to Date		\$ Over	% of Budget
	September 2016	Oct 2015 - Sept 2016	Budget	(Under)	Thru September
				Budget	100%
Resources					
4000400 · Charges for Services					
4000460 · Water Sales	125,710	880,854	1,004,932	(124,078)	88%
4000461 · Sewer Service	15,810	336,345	411,770	(75,425)	82%
4000465 · Water & Sewer Penalties	1,644	16,810	19,000	(2,190)	88%
4000471 · Reconnect Fees	357	5,750	5,400	350	106%
4000472 · Meters	0	3,650	3,700	(50)	99%
4000473 · Connect Fees	275	2,850	4,400	(1,550)	65%
4000478 · Infrastructure Improvement Fee	4,271	61,970	70,133	(8,163)	88%
4000480-Solid Waste Fees (Garbage)	(21,414)	29	0	29	100%
Total 4000400 · Charges for Services	126,653	1,308,257	1,519,335	(211,078)	86%
4000800 · Other Revenue					
4000880 · Capital Rec Fee	1,250	38,750	62,500	(23,750)	62%
4000840 · Interest Earned	205	2,766	3,100	(334)	89%
4000890 · Misc Other Revenue	0	158,888	160,800	(1,912)	99%
Total 4000800 · Other Revenue	1,455	200,404	226,400	(25,996)	89%
Total Resources	128,108	1,508,661	1,745,735	(237,074)	86%
Expense					
70 · Administration					
5701100 · Salaries & Wages					
5701110 · City Administrator	5,934	21,765	21,765	(0)	100%
5701115 · City Secretary	3,152	12,365	13,264	(899)	93%
5701117 · Finance Accountant	2,938	11,580	12,360	(780)	94%
5701120 · Part Time Admin. Support	1,768	6,967	7,435	(468)	94%
5701130 · Public Works Director	4,151	53,960	52,388	1,572	103%
5701180 · Merit Raises, Staff	0	0	3,177	(3,177)	0%
Total 5701100 · Salaries & Wages	17,942	106,637	110,389	(3,752)	97%

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

	Current	Year to Date		\$ Over	% of Budget
	September 2016	Oct 2015 - Sept 2016	Budget	(Under) Budget	Thru September 100%
5702100 · Employee Benefits					
5702110 · Group Insurance	568	7,853	8,166	(313)	96%
5702135 · TMRS	374	4,862	4,808	54	101%
5702170 · Payroll Taxes	60	775	783	(8)	99%
Total 5702100 · Employee Benefits	1,001	13,490	13,757	(267)	98%
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	0	587	800	(213)	73%
Total 5703100 · General Supplies	0	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	0	61	750	(689)	8%
Total 5704200 · Travel Expenses	0	61	950	(889)	6%
5705200 · Data Processing Expenses					

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

	Current	Year to Date		\$ Over	% of Budget
	September 2016	Oct 2015 - Sept 2016	Budget	(Under)	Thru September
				Budget	100%
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	110	1,312	1,250	62	105%
5705415 · Cellular Phone	38	456	850	(394)	54%
5705417 · Internet	101	1,211	1,610	(399)	75%
Total 5705400 · Utilities	249	2,979	3,710	(731)	80%
5705700 · Other Expenses					
5705705 · Postage	500	6,056	8,900	(2,844)	68%
5705740 · Advertising	0	0	300	(300)	0%
5705760 · Bank Service Charge	0	210	200	10	105%
5705765 · Miscellaneous	0	150,008	150,100	(92)	100%
5705775 · Credit Card Transaction Fee	100	2,166	3,000	(834)	72%
Total 5705700 · Other Expenses	600	158,440	162,500	(4,060)	98%
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	24,118	92,583	92,583	0	100%
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 September 2016

	Current	Year to Date		\$ Over	% of Budget
	September 2016	Oct 2015 - Sept 2016	Budget	(Under) Budget	Thru September 100%
Total 5709000 · Reserve	24,118	92,583	202,038	(109,455)	46%
Total 70 · Administration	43,910	383,208	507,755	(124,547)	75%
75 · Water					
5751100 · Salaries & Wages					
5751133 · Superintendent	3,328	43,260	42,000	1,260	103%
5751180 · Merit Raises - Staff	0	0	1,260	(1,260)	0%
Total 5751100 · Salaries & Wages	3,328	43,260	43,260	0	100%
5751400 · Support Salaries					
5751405 · Support Staff	113	30,369	30,593	(224)	99%
5751415 · Maintenance Crew	2,304	72,853	78,395	(5,542)	93%
5751430 · Seasonal Crew	0	0	3,000	(3,000)	0%
5751450 · Certification Pay	92	1,200	1,200	0	100%
5751480 · Merit Raises	0	0	3,666	(3,666)	0%
5751490 · Overtime	307	4,857	4,000	857	121%
5751500 · Water - On Call	50	1,400	1,550	(150)	90%
Total 5751400 · Support Salaries	2,867	110,679	122,404	(11,725)	90%
5752100 · Employee Benefits					
5752110 · Group Insurance	1,485	29,016	41,115	(12,099)	71%
5752135 · TMRS	825	14,703	14,792	(89)	99%
5752160 · Worker's Compensation	0	3,998	3,385	613	118%
5752170 · Payroll Taxes	137	2,459	2,408	51	102%
5752190 · Licenses	0	111	222	(111)	50%
Total 5752100 · Employee Benefits	2,447	50,288	61,922	(11,635)	81%
5752300 · Contractual Services/Personnel					
5752350 · Contract Labor - Company	0	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 September 2016

	Current	Year to Date		\$ Over	% of Budget
	September 2016	Oct 2015 - Sept 2016	Budget	(Under) Budget	Thru September 100%
Total 5752300 · Contractual Services/Personnel	0	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	276	1,982	4,000	(2,018)	50%
5752590 · TCEQ Fees	0	2,984	3,500	(516)	85%
Total 5752500 · Operating Services	276	4,966	7,500	(2,534)	66%
5753100 · General Supplies					
5753140 · Uniforms	0	1,560	1,700	(140)	92%
Total 5753100 · General Supplies	0	1,560	1,700	(140)	92%
5753400 · Maintenance Supplies & Parts					
5753460 · Miscellaneous	138	272	300	(28)	91%
Total 5753400 · Maintenance Supplies & Parts	138	272	300	(28)	91%
5754200 · Travel Expenses					
5754220 · Professional Development	0	780	750	30	104%
5754270 · Vehicle Expenses	192	5,248	10,000	(4,752)	52%
Total 5754200 · Travel Expenses	192	6,028	10,750	(4,722)	56%
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	1,880	4,759	3,000	1,759	159%

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

	Current	Year to Date		\$ Over	% of Budget
	September 2016	Oct 2015 - Sept 2016	Budget	(Under)	Thru September
				Budget	100%
5755350 · Printing - Other	0	2,184	2,000	184	109%
Total 5755300 · Printing Expenses	1,880	6,943	5,000	1,943	139%
5755400 · Utilities					
5755415 · Cellular Phone	50	653	1,500	(847)	44%
5755450 · Electricity	1,886	23,662	26,000	(2,338)	91%
5755460 · Water, wholesale	44,931	367,708	391,500	(23,792)	94%
Total 5755400 · Utilities	46,868	392,023	419,000	(26,977)	94%
5755500 · Repairs & Building Improvements					
5755540 · Repairs- Machinery & Equipment	66	3,992	4,000	(8)	100%
5755550 · Repairs - Vehicles	630	2,176	2,000	176	109%
5755570 · Inventory Expense	235	9,899	9,000	899	110%
5755580 · Water Chemical Expense	100	8,321	8,000	321	104%
5755590 · Repairs - Other	211	2,367	3,000	(633)	79%
Total 5755500 · Repairs & Building Improvements	1,243	26,754	26,000	754	103%
5755600 · Insurance					
5755610 · Insurance - Property	0	2,672	2,672	(0)	100%
5755620 · Insurance - Liability	0	1,724	1,724	(0)	100%
5755640 · Insurance - Vehicle	0	632	633	(1)	100%
Total 5755600 · Insurance	0	5,027	5,029	(2)	100%
5755700 · Other Expenses					
5755752 · Employment Screening	16	32	150	(118)	21%
Total 5755700 · Other Expenses	16	32	150	(118)	21%
5756400 · Minor Capital Outlay					
5756440 · Machinery & Equipment	0	158	1,000	(842)	16%
5756490 · Other	0	469	500	(31)	94%
Total 5756400 · Minor Capital Outlay	0	627	1,500	(873)	42%

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

	Current	Year to Date		\$ Over	% of Budget
	September 2016	Oct 2015 - Sept 2016	Budget	(Under) Budget	Thru September 100%
5757400 · Capitalized Assets					
5757440 · Machinery & Equipment	0	995	2,500	(1,505)	40%
5757470 · Infrastructure - Water	0	5,512	4,000	1,512	138%
Total 5757400 · Capitalized Assets	0	6,507	6,500	7	100%
5757900 · Long-Term Debt					
5758225 · Admin. Expense to Debt Fund	25,697	102,786	102,786	0	100%
Total 5757900 · Long-Term Debt	25,697	102,786	102,786	0	100%
Total 75 · Water	84,950	776,369	833,638	(57,269)	93%
80 · Sewer					
5801400 · Support Salaries					
5801405 · Support Staff	3,119	11,652	10,197	1,455	114%
5801415 · Maintenance Crew	3,296	35,036	33,280	1,756	105%
5801450 · Certification Pay	92	1,200	1,210	(10)	99%
5801480 · Merit Raises	0	0	998	(998)	0%
5801490 · Overtime	148	2,076	3,000	(924)	69%
5801500 · Sewer - On Call	50	600	600	0	100%
Total 5801400 · Support Salaries	6,706	50,565	49,285	1,280	103%
5802100 · Employee Benefits					
5802110 · Group Insurance	568	7,853	8,451	(598)	93%
5802135 · TMRS	315	3,414	3,054	360	112%
5802160 · Worker's Compensation-Sewer	0	3,998	3,385	613	118%
5802170 · Payroll Taxes	51	548	497	51	110%
5802190 · Licenses	0	0	150	(150)	0%
Total 5802100 · Employee Benefits	933	15,813	15,537	276	102%
5802300 · Contractual Services/Personnel					

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

	Current	Year to Date		\$ Over	% of Budget
	September 2016	Oct 2015 - Sept 2016	Budget	(Under)	Thru September
				Budget	100%
5802350 · Contract Labor - Company	0	34,435	37,000	(2,565)	93%
Total 5802300 · Contractual Services/Personnel	0	34,435	37,000	(2,565)	93%
5802500 · Operating Services					
5802515 · Sardis Collection Expense	0	7,537	9,618	(2,081)	78%
5802590 · TCEQ Fees - Sewer	0	10	100	(90)	10%
Total 5802500 · Operating Services	0	7,547	9,718	(2,171)	78%
5803100 · General Supplies					
5803140 · Uniforms	285	1,368	1,200	168	114%
Total 5803100 · General Supplies	285	1,368	1,200	168	114%
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	0	127	500	(373)	25%
5804270 · Vehicle Expense	0	1,003	1,200	(197)	84%
Total 5804200 · Travel Expenses	0	1,130	1,700	(570)	66%
5805400 · Utilities					
5805450 · Electricity	144	2,935	3,000	(65)	98%
5805463 · TRA Wastewater Treatment	22,567	276,933	270,806	6,127	102%
Total 5805400 · Utilities	22,711	279,868	273,806	6,062	102%
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	790	2,373	2,000	373	119%
5805590 · Repairs - Other	183	462	600	(138)	77%
Total 5805500 · Repairs & Bldg Improvements	973	4,315	8,900	(4,585)	48%

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

	Current	Year to Date		\$ Over	% of Budget
	September 2016	Oct 2015 - Sept 2016	Budget	(Under)	Thru September
				Budget	100%
5805600 · Insurance					
5805610 · Insurance - Property	0	56	56	(0)	99%
5805620 · Insurance - Liability	0	398	400	(2)	99%
5805640 · Insurance - Vehicle	0	39	40	(1)	98%
Total 5805600 · Insurance	0	493	496	(3)	99%
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	31,607	401,076	404,342	(3,266)	99%
Total Expense	160,467	1,560,653	1,745,735	(185,082)	89%
Net Change in Fund Balance	(32,359)	(51,993)	0	(51,993)	100%

Ovilla Debt Service
Actual vs Budget Review
October 2015 through September 2016

	Current	Year to Date		\$ Over	% of Budget
	September 2016	Oct 2015 - Sept 2016	Budget	(Under)	Thru September
				Budget	100%
Revenues					
4000100 · Taxes					
4000107 · Ad Valorem, Current I & S	30	463,452	467,702	(4,250)	99%
4000111 · Ad Valorem, Delinquent I & S	85	3,106	4,122	(1,016)	75%
4000114 · Interest/Penalties - I & S	10	2,085	1,611	474	129%
Total 4000100 · Taxes	125	468,643	473,435	(4,792)	99%
4000800 · Other Revenue					
4000840 · Interest Earned	2	553	700	(147)	79%
4000900 · Reduction of Reserve Fund Bal.	-	-	1,604	(1,604)	0%
4000930 · Admin.Rev.Rec.Fr Water & Sewer	25,697	102,786	102,786	-	100%
Total 4000800 · Other Revenue	25,699	103,339	105,090	(1,751)	98%
Total Revenues	25,824	571,982	578,525	(6,543)	99%
Expenditures					
5157900 · Long-Term Debt					
5157930 · Paying Agent Fees	-	400	500	(100)	80%
51579349 - 2011 Bond Issue Principle	-	375,000	375,000	-	100%
5157940 · 2011 Bond Issue Interest	-	203,025	203,025	-	100%
Total 5157900 · Long-Term Debt	-	578,425	578,525	(100)	100%
Total Expenditures	-	578,425	578,525	(100)	100%
Net Change in Fund Balance	25,824	(6,443)	-	(6,443)	100%

City of Ovilla Capital Projects Fund

Actual vs Budget Review

October 2015 through September 2016

	Current	Year to Date		\$ Over	% of Budget
	September 2016	Oct 2015 - Sept 2016	Budget	(Under)	Thru September
				Budget	100%
Revenues					
4000800 · Other Revenue					
4000845 · Interest Earned - Texstar	1	4	1	3	403%
4000850 · Interest Earned - Prosperity	21	261	255	6	102%
Total 4000800 · Other Revenue	22	265	256	9	103%
Total Revenues	22	265	256	9	103%
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	265	0	265	100%

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

	Current	Year to Date		\$ Over	% of Budget
	Sept 2016	Oct 2015 - Sept 2016	Budget	(Under)	Thru Sept
				Budget	100%
Revenues					
4000400 · Charges for Services					
4000460 · Park Impact	3,011	14,719	16,726	(2,007)	88%
Total 4000400 · Charges for Services	3,011	14,719	16,726	(2,007)	88%
4000800 · Other Revenue					
4000840 · Interest Earned	13	149	100	49	149%
Total 4000800 · Other Revenue	13	149	100	49	149%
Total Revenues	3,024	14,868	16,826	(1,958)	88%
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	0	6,000	6,000	0	100%
Total 5607400 · Capitalized Assets	0	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	0	6,000	16,826	(10,826)	36%
Net Change in Fund Balance	3,024	8,868	0	8,868	100%

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

	Current	Year to Date		\$ Over	% of Budget
	September 2016	Oct 2015 - Sept 2016	Budget	(Under)	Thru September
				Budget	100%
Revenues					
4000400 · Charges for Services					
4000476 · Water Impact Fee	0	12,357	3,100	9,257	399%
4000477 · Sewer Impact Fee	1,400	33,180	70,000	(36,820)	47%
Total 4000400 · Charges for Services	1,400	45,537	73,100	(27,563)	62%
4000800 · Other Revenue					
4000840 · Interest Earned	34	235	200	35	117%
4000880 · Transfer In - Water Impact	0	0	0	0	0%
Total 4000800 · Other Revenue	34	235	200	35	117%
Total Revenues	1,434	45,772	73,300	(27,528)	62%
Expense					
5859000 · Reserves					
5859020 · Water Impact Consultant Fee	11,800	11,800	40,600	(28,800)	29%
5859030 · Sewer Impact Fees Reserve	0	0	32,700	(32,700)	0%
Total 5859000 · Reserves	11,800	11,800	73,300	(61,500)	16%
Total Expense	11,800	11,800	73,300	(61,500)	16%
Change in Net Position	(10,366)	33,972	0	33,972	100%

Ovilla 4B Economic Development Corporation

Actual vs Budget Review

October 2015 through September 2016

	Current	Year to Date		\$ Over	% of Budget
	September 2016	Oct 2015 - Sept 2016	Budget	(Under)	Thru September
			Budget	Budget	9100%
Revenues					
4000100 · Taxes					
4000120 · Sales tax	6,688	94,116	81,838	12,278	115%
Total 4000100 · Taxes	6,688	94,116	81,838	12,278	115%
4000800 · Other Revenue					
4000840 · Interest Income	150	1,645	1,200	445	137%
4000990 · Reduction in Fund Balance			55,685	(55,685)	0%
Total 4000800 · Other Revenue	150	1,645	56,885	(55,240)	3%
Total Revenues	6,838	95,761	138,723	(42,962)	69%
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	7,000	7,000	20,000	(13,000)	35%
Total 8102300 · Consultant Services	7,000	7,000	20,000	(13,000)	35%
8103100 · General Supplies					
8103110 · Office Supplies	0	29	100	(71)	29%
Total 8103100 · General Supplies	0	29	100	(71)	29%
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 September 2016

	Current	Year to Date		\$ Over	% of Budget
	September 2016	Oct 2015 - Sept 2016	Budget	(Under)	Thru September
				Budget	9100%
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	261	261	(0)	100%
Total 8105600 - Insurance	0	261	261	(0)	100%
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	2,500	2,500	0	100%
Total 8109000 - Reserves	625	2,884	5,412	(2,528)	53%
Total Expenditures	7,625	19,734	138,723	(118,989)	14%
Net Change in Fund Balance	(787)	76,027	0	76,027	100%

Ovilla Municipal Development District

Actual vs Budget Review

October 2015 through September 2016

	Current	Year to Date		\$ Over	% of Budget
	September 2016	Oct 2015 - Sept 2016	Budget	(Under) Budget	Thru September 100%
Revenues					
4000100 · Taxes					
4000120 · Sales tax	3,960	42,654	40,919	1,735	104%
Total 4000100 · Taxes	3,960	42,654	40,919	1,735	104%
4000800 · Other Revenue					
4000840 · Interest Income	48	509	300	209	170%
Total 4000800 · Other Revenue	48	509	300	209	170%
Total Revenues	4,008	43,163	41,219	1,944	105%
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 September 2016

	Current	Year to Date		\$ Over (Under)	% of Budget Thru September
9105600 · Insurance					
9105620 · Insurance - Liability	0	261	261	(0)	100%
Total 9105600 · Insurance	0	261	261	(0)	100%
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	500	500	0	100%
Total 9109000 · Reserves	125	500	37,949	(37,449)	1%
Total Expenditures	125	2,361	41,219	(38,858)	6%
Net Change in Fund Balance	3,883	40,802	0	40,802	100%

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

	Current	Year to Date		\$ Over	% of Budget
	September 2016	Oct 2015 - Sept 2016	Budget	(Under) Budget	Thru September 100%
Revenues					
4000991 - Insurance Contributions					
4000991 Insurance Contributions	13,245	174,318	0	174,318	100%
Total 4000991 - Insurance Contributions	13,245	174,318	0	174,318	100%
4000800 - Other Income					
4000840 - Interest Income	2	8	0	8	100%
Total Revenues	13,247	174,327	0	174,327	100%
Expenditures					
5902110 - Benefit Premiums					
5902110 - Benefit Premiums	13,245	174,566	0	174,566	100%
Total 5902110 - Insurance	13,245	174,566	0	174,566	100%
Total Expenditures	13,245	174,566	0	174,566	100%
Net Change in Fund Balance	2	(239)	0	(239)	100%

Ovilla Fire Department Auxiliary
Actual vs Budget Review
October 2015 through September 2016

	Current	Year to Date		\$ Over	% of Budget
	September 2016	Oct 2015 - Sept 2016	Budget	(Under)	Thru September
				Budget	100%
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 September 2016

	Current	Year to Date		\$ Over (Under)	% of Budget
	September 2016	Oct 2015 - Sept 2016	Budget	\$ Over Budget	Thru September 100%
Revenues					
4000800 · Other Revenue					
4000815 · Gifts	0	370	170	200	217.65%
Total 4000800 · Other Revenue	0	370	170	200	217.65%
Total Revenues	0	370	170	200	217.65%
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	211	0	211	100%



To: Honorable Mayor and Council Members
From: Dennis Burn, City Manager
Subject: Information Report - October 31, 2016 through November 4, 2016

This report is to provide you an overview of City Manager information items for the week ending November 4, 2016. Each of these reports are included in the City Council regular agenda packets under the heading "Administration Activity Report".

City Council "To Do" List for City Manager

This list does not include current/future agenda items (future agenda items requested by City Council members at a regular meeting) that are already in the works. To make this list, I am requesting that each council member follow up their verbal request and/or text request with an e-mail.

1. Edge striping of Brookwood Drive.
2. Vegetation removal in the southeast corner of Bryson Lane and Shiloh Road.
3. Cockrell Hill Road Dallas County portion pavement crack sealing.
4. Review HOA related language on building permit application forms.
5. Get a letter from ESD No. 4 guaranteeing full payment that is stated in our contract.
6. Review the Bureau Veritas contract to see if there is a clause to reduce payment to them when/if they miss a review item that violates City Ordinances.

Park Board

There will be a meeting of the Park Board at 5:00 PM on Monday, November 7.

Planning and Zoning Commission

The P&Z will not meet on Monday, November 7.

Veteran's Day Holiday

The City offices will be closed on Friday, November 11 in observance of Veteran's Day.

Water Street

At approximately 1:00 AM Sunday, October 30 an individual ran over and destroyed a fire hydrant on Water Street. The fire hydrant was replaced on Monday. Though a lot of water was released, the Public Works Department shut down the flow quickly and it appears the pavement was not damaged nor undermined.



Lariat Trail/Water Street

Both projects have been delayed because of the rain this week. Ellis County did begin reclamation work on Lariat Trail today.

Daylight Saving Time

Daylight Saving Time ends on Sunday, November 6. 2:00 AM becomes 1:00 AM.

Wreath Laying

At 2:00 PM on Sunday, November 6 there will be a Veteran's Celebration at Heritage Park. The event is sponsored by the Old Chisholm Trail Chapter of the National Society of the Daughters of the American Revolution. There will be a wreath laying and a brief ceremony. Public Works has treated the fire ant mounds, mowed, picked up branches and power washed the concrete paths/brick pavers/monument.

Meadow Glen

Included in the budget is money to perform concrete repairs on the roadway, curb and gutter and to repair the connection point of the pavement and a curb inlet. The curb inlet has separated from the pavement providing a place where storm water does not reach the inlet as the water flows along the curb line. We have secured one quote for this work and hope to get two more quotes. Repair work will begin soon.

Ovilla Road Baptist Church (ORBC)

Staff met with representatives of ORBC to review plans they are preparing to build a baseball/softball field, football/soccer field, a field house, walking trails, parking and access to those facilities. They are preparing a site plan that will be part of a Specific Use Permit application.



To: Honorable Mayor and Council Members
From: Dennis Burn, City Manager
Subject: Information Report - October 24, 2016 through October 28, 2016

This report is to provide you an overview of City Manager information items for the week ending October 28, 2016. Each of these reports are included in the City Council regular agenda packets under the heading "Administration Activity Report".

City Council Special Called Meeting

There will be a Special Called meeting of the City Council on Friday, October 28 at 4:00 PM. The purpose of the meeting is to review/discuss/take action on the reconstruction of Lariat Trail and the paving overlay of South Cockrell Road and Water Street.

Ovilla Parc Home Owners Association (HOA)

The Ovilla Parc HOA has invited representatives of the Police Department and Fire Department to attend the annual Halloween Block Party. The event is from 4:00 PM to 6:00 PM on Saturday, October 29 along the dead-end portion of Savannah Drive.

Permit Application

As I have told you in previous reports, per our City Attorney's advice, we have added a line to our permit applications regarding Home Owner's Associations. I have attached the Residential Building Permit Application to show you the placement and language.

Garbage Collection

I have been questioned as to why home builders are charged for solid waste services while a home is under construction. Per our ordinance "Each residential property having a water meter shall be assessed a fee of \$14.92...". So, when a building permit is issued and either Sardis, Glenn Heights or the City (depending on the CCN) installs a water meter that triggers solid waste collection and the invoices the property owner receives for that service. Staff sends to Progressive Waste a monthly list of all residential water meters in the City.

Hidden Valley Estates

As you know, the City Council at their October 11 meeting denied a variance request for two story homes to be built with 50% living area on the ground floor and second floor. Since the denial, the developer has informed me that without this variance the project will go away. I told them that if some of the two-story houses are 50/50 and some of the houses are 60/40 then this may be acceptable. I told them that would have to be specific with what two story houses would be constructed on what lots. They would have to provide elevations of all sides of the house (not just the front) and to include actual, representative house plans. If



acceptable to the City Council, then the specifics would have to be stated in a Development Agreement between the developer and the City.

Bryson Manor Phase 2

Staff met with the developer, his engineer, his attorney and our City engineer to review the comments we have on their construction plans. They submitted a final plat for first review. The project is moving forward with potentially a December Planning and Zoning Commission meeting and a City Council meeting to act on the final plat. We have directed the developer to cut the vegetation growing along the northeast quadrant of Bryson Lane and Judy Drive as this impairs visibility of on-coming traffic and could cause an accident.

ESD No. 4

It has been requested of me to get a letter from ESD No. 4 stating that our revenue will not be reduced based on fewer calls than anticipated. Per our contract with ESD No. 4 we are paid a \$14,000.00 base amount plus 73 calls times \$575.58 per call. This amount (\$56,017.34) for our current fiscal year will not change. The 73 calls we are being paid for this fiscal year were based on actual calls in calendar year 2015. Next year's contract amount will be based on the actual number of calls in calendar year 2016 plus a base amount.



To: Honorable Mayor and Council Members

From: Dennis Burn, City Manager

Subject: Information Report - October 17, 2016 through October 21, 2016

This report is to provide you an overview of City Manager information items for the week ending October 21, 2016. Each of these reports are included in the City Council regular agenda packets under the heading "Administration Activity Report".

The following are items I am working on. I will provide you additional information in subsequent reports.

1. **Hidden Valley Estates.** The developer is still desiring consideration of a variance to our 60% first floor/40% second floor new home construction ordinance. They want the issue considered in a Developer's Agreement.
2. **AT&T.** AT&T wants to renegotiate their lease agreement for their use of our elevated water storage tank. Their letter is worded in a somewhat "strong" manner.
3. **City Engineer.** I am reviewing their proposals for them to provide engineering services to us to prepare bid documents for the construction of restrooms in Heritage Park and for providing geotechnical services to determine the paving section for Lariat Trail.
4. **Lariat Trail/Water Street.** The City Council approved an agreement with Heritage Asphalt Company for paving improvements to Lariat Trail and Water Street. Due to item number 3 above and because both projects were included in a single proposal, I have not signed the agreement approved by the City Council. Heritage has provided me with a separate proposal for Water Street which I will place on the November City Council agenda. Heritage will not be able to proceed with Water Street until March 2017.
5. **City Council Room Audio/Visual System.** I am reviewing a second proposal I have received.
6. **Water Bills.** Some residents have expressed concerns as to why they cannot receive their bills earlier. Here is the timing: 7th-10th of each month Ovilla reads our meters. 15th-19th of each month Sardis reads their meters. 25th of each month Sardis sends their readings to Ovilla. 26th of each month Ovilla determines sewer amount. End of the month the bills go out. The above dates may not apply exactly to each and every month due to weekends and holidays.
7. **MISD/Ovilla Interlocal Agreement.** In our agreement the total cost for the Bryson Lane Improvements is approximately \$476,625.00. MISD is to contribute \$381,876.93 to the cost with Ovilla being responsible for the remainder. The total cost to MISD is \$443,703.00. Therefore, Ovilla has a \$61,826.07 obligation to MISD. MISD has indicated that at this time they are not requesting payment but may be interested in a cost sharing agreement to finish the Shiloh Road improvements. What remains to be built is an



approximate 11-foot-wide widening of Shiloh Road along the school frontage and reconstruction of the Shiloh Road/Bryson Lane intersection.

8. **Permits.** Per our attorney's recommendation and per information I provided to you in my September 19 through September 23 Activity Report, I will be adding the following language to our permit applications. No other language regarding HOA compliance will be included.

While your project may be approved and permitted by the City, you should check your deed restrictions and HOA requirements before applying for a permit. Obtaining a permit from the City does not ensure your right to commence a project. The City does not reference or enforce HOA restrictions and/or requirements.



To: Honorable Mayor and Council Members
From: Dennis Burn, City Manager
Subject: Information Report - October 3, 2016 through October 7, 2016

This report is to provide you an overview of City Manager information items for the week ending October 7, 2016. Each of these reports are included in the City Council regular agenda packets under the heading "Administration Activity Report".

Holiday

City offices will be closed on Monday, October 10 for Columbus Day.

City Council

There will be City Council meeting on Tuesday, October 11 beginning with the Briefing Session at 6:00 PM followed by the Regular Session at 6:30 PM.

National Night Out

Ovilla's National Night Out was held Tuesday at the baseball fields behind City Hall. The event was well attended with plenty of food for all. It was a good turn out with approximately 150 attendees.

Park Board

The Park Board met Monday night and approved Christmas Tree Lighting in Heritage Park on Saturday, December 3 beginning at 6:30 PM followed by the movie, The Polar Express, at approximately 7:00 PM.

Planning and Zoning Commission

The Planning and Zoning Commission has a joint meeting as the Advisory Committee for the Water and Sewer Impact Fee Study on Monday. Our City Engineer made a presentation of land use assumptions and impact fees.

Heritage Day

The FY 2015-2016 Heritage Day Budget was: Revenue-\$19,000 (actual \$21,015) and Expenditures-\$13,000 (Actual \$12,643). Therefore, actual revenue less actual expenditures are \$8,372. It is incumbent for anyone that has outstanding receipts to turn them in now.



Cockrell Hill Road

The culverts on the west side of Cockrell Hill Road from Lariat Trail to Silverwood have been cleaned of all debris, silt and rocks. The same is true for the culverts across from City Hall. Staff will continue with the cleaning of culverts for the remainder of Cockrell Hill Road from Lariat Trail to the bridge on the west side of the intersection with FM 664. Rock piles along the roadway will be picked up by either staff or the contractor that paved the roadway.



To: Honorable Mayor and Council Members
From: Dennis Burn, City Manager
Subject: Information Report - October 10, 2016 through October 14, 2016

This report is to provide you an overview of City Manager information items for the week ending October 14, 2016. Each of these reports are included in the City Council regular agenda packets under the heading "Administration Activity Report". Because this week is so short with me being at work only two days, this will be a brief report.

Water System Tool

I went to a residence here in Ovilla on Monday, October 10 and was given an old pipe threader used by the Water Department many years ago. I have it here in my office should you be interested in a piece of our past.

4B Economic Development Corporation (4B EDC)

There will not be a meeting of the 4B EDC on Monday, October 17.

City Engineer

The City Engineer is working on the following:

1. Second review of the construction plans for Bryson Manor Phase 2.
2. Preparation of bid documents for the construction of the 12" water line through Heritage Park.
3. Water and Sewer Impact Fee Study.
4. Preparation of a proposal to prepare the bid documents for the restrooms in Heritage Park.

City Attorney

The City Attorney is preparing a development agreement between Ovilla and Alluvium Development for Hidden Valley Estates.

Ovilla Municipal Court Report

FY-2016-2017	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	138	1	0	1	9	0	\$17,915.90	\$10,054.10	\$7,861.80	21	21
November											
December											
January											
February											
March											
April											
May											
June											
July											
August											
September											
Totals	138	1	0	1	9	0	\$17,915.90	\$10,054.10	\$7,861.80	21	21

2015-2016 FY

October	12	0	0	1	0	1	\$6,503.40	\$4,829.79	\$1,673.61	18
FY Totals	12	0	0	1	0	0	\$6,503.40	\$4,829.79	\$1,673.61	18

FY-2016-2017	Total # of Warrants	Total Amount of Warrants	Warrants Cleared	Warrants Amount
October	470	\$168,187.57	9	\$1,620.70
November				
December				
January				
February				
March				
April				
May				
June				
July				
August				
September				
Totals			9	\$1,620.70

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**

	Oct. 2016	Oct. 2016 YTD	Oct. 2015	
Calls For Service				
Complaint (Nuis 28, Permit 15, Parking 8)	41	447	37	
Follow Up (Nuis 30 Permit-15, Parking-10)	45	505	39	
Door Notice (Nui -20, Permit-3, Parking-8)	31	330	29	
Mail Notice (Parking 10 grass 13 nuisance 5)	28	279	22	
Posted Property (Grass 4 nuisan 6)	9	80	2	
Court (1grass guilty 1 probation)	\$169	\$862	\$4,122	
Citizen Contacts	52	306	67	
Permits Reviewed	12	153	14	
Permits Issued	9	107	11	
Inspections	15	173	22	
Nuisance Abated by City (3 grass)	3	33	30	
Nuisance Signs (Garage sale-15 business 20)	35	28	14	
Board of Adjustment 1 approved 1 denied	2	12	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**

	Oct. 2016	Oct.2016 YTD	Oct. 2015	
Calls For Service				
Complaint (Regist-15 At Large-9 Bark 6)	30	362	26	
Follow up 41	41	221	28	
Door Notice (Regis-25, Bark 9 at large 4)	38	259	22	
Impounded Animal (Dog 6 cat 2)	8	59	4	
Animal welfare check	3	50	7	
Impound Results (Return-3, Transport 6)	9	51	5	
Impound fee collected	\$125	\$1,261	105	
Court()	\$0	\$266	0	
Citizen Contacts	31	388	52	
Registration Tags issued \$84	7	415	11	
Registration Letter issued	18	219	16	
Nuisance Letter Mailed 4 Barking	4	35	2	
Animals released (1 skunk,1 raccoon ,)	3	27	3	
Deceased Removed	16	232	28	
Oak Leaf	2	17	2	
Traps Checked Out	3	42	8	



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 2016-2017:

Total Homes = 2

Total Other = 15

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

- October 2016 – New home construction: 2 / Other: 15



villa City Council

CONSENT ITEMS C1 – C5

Meeting Date: November 14, 2016

Department: Administration/Finance

☒ Discussion ☒ Action

Budgeted Expense: ☐ YES ☐ NO ☒ N/A

Submitted by: Staff

Amount: N/A

Attachments:

- C1. September 2016 Financial Transactions over \$5,000
- C2. Quarterly Investment Report ending September 30, 2016
- C3. Committed Fund Report ending September 30, 2016
- C4. Minutes of the October 28, 2016 Special Council Meeting
- C5. Briefing Session and Minutes of the October 11, 2016 Regular Council Meeting

Discussion / Justification:

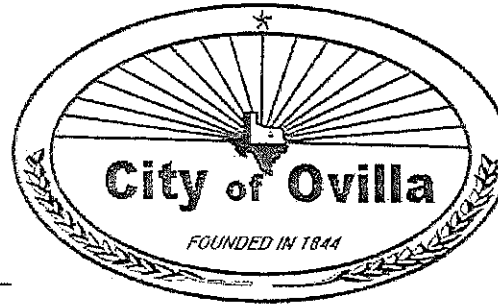
All consent items are attached for Council consideration.

Recommendation / Staff Comments:

Staff recommends approval.

Sample Motion(s):

I move to approve the consent items as presented.



DATE: November 14, 2016

TO: Honorable Mayor and Council Members

FROM:
Linda Harding, Accountant

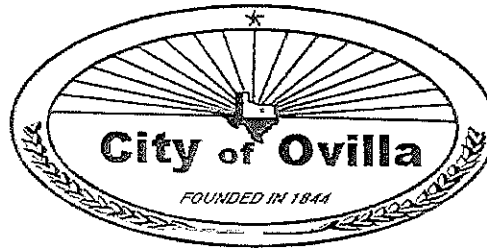
SUBJECT: Transactions Over \$5,000 For September 2016

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

Date	Check#	General Fund Payee	Description	Amount
9/2/2016	45505	Gexa	Electricity	\$ 5,570.84
9/8/2016	ach	Quick Books Payroll Service	Payroll	\$ 42,371.03
9/9/2016	45516	US Treasury	Payroll Taxes	\$ 7,637.12
9/9/2016	45521	Bureau Veritas North America	Inspections	\$ 15,552.70
9/9/2016	45529	Progressive Waste Solutions	Solid Waste August	\$ 14,079.00
9/9/2016	45539	T.M.R.S.	Retirement	\$ 12,404.61
9/9/2016	45527	OldCastle	Cockrell Hill Rd (County to 664)	\$ 454,000.00
9/16/2016	45543	Birkhoff, Hendricks, & Carter	Engineering	\$ 13,547.32
9/16/2016	45571	Ovilla - EDC	Due to EDC	\$ 15,188.96
9/16/2016	45551	Orasi	2nd Installment - Strategic Plan EDC	\$ 7,000.00
9/16/2016	45569	United Health Care	Health Insurance	\$ 9,875.90
9/23/2016	ach	Quick Books Payroll Service	Payroll	\$ 47,758.31
9/23/2016	45578	US Treasury	Payroll Taxes	\$ 8,617.44
9/23/2016	45595	Total Highway Maint.	Cockrell Hill Rd Pav. Marking	\$ 13,305.60
9/29/2016	45631	Citibank	Credit Card Payment	\$ 5,298.42
9/30/2016	45627	Gexa	Electricity	\$ 5,309.37
9/30/2016	45620	Ridgeline General Contractor	Final Payment for PD remodel	\$ 7,495.00
Total General Fund Transactions \$5,000 and Over				\$ 685,011.62

Date	Check#	Water & Sewer Fund Payee	Description	Amount
9/9/2016	16429	City of Ovilla General Fund	pr 9 9 16	\$ 8,898.16
9/16/2016	16440	Trinity River Authority	Sewer	\$ 22,567.00
9/23/2016	16442	City of Ovilla General Fund	pr 9 23 16	\$ 9,536.64
9/23/2016	16447	City of Ovilla General Fund	Solid Waste August	\$ 21,442.79
9/30/2016	16451	City of Dallas	Water	\$ 44,931.49
9/30/2016	16462	City of Ovilla General Fund	due to General Fund	\$ 44,840.68
9/30/2016	16460	City of Ovilla - I & S	Due to debt service	\$ 25,696.50

Total Water & Sewer Fund Transactions \$5,000 and Over \$ 177,913.26



DATE: November 14, 2016

TO: Honorable Mayor and Council Members

FROM:

Linda Harding, Accountant

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

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

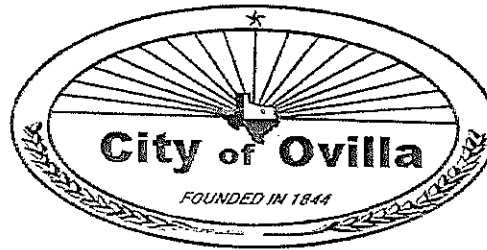
Fund	Bank	Investment Type	Description	Bank Account Number	Quick Books Account #	Inception Date	Maturity Date	Rate	Beginning Market Value 6-30-2016	Activity During Quarter	Ending Market Value 9/30/2016	Book Value 9/30/2016	Difference
GENERAL FUND													
GF	Prosperity Bank	Operating	General	6602109437	1012500	N/A	N/A	0.3500%	\$ 1,795,023.04	Interest Earned	\$ 1,376.62		
										Net Deposit	\$ 1,110,576.15		
										Net Withdrawals	\$ 1,811,847.26		
										Ending Balance		\$1,095,128.55	\$1,095,128.55 \$0.00
GF	Texstar Investment		Pool	701711110	1012525	N/A	N/A	0.3927%	\$ 3,734.71	Interest Earned	\$ 3.73		
										Withdrawal	\$ -		
										Ending Balance		\$ 3,738.44	\$3,738.44 \$0.00
GF	Prosperity Bank		Money Market	9307605	1012520	3/2/11	N/A	0.2000%	\$229,847.52	Interest Earned	\$ 115.57		
										Withdrawal	\$ -		
										Ending Balance		\$229,963.09	\$229,963.09 \$0.00
GF	Texstar Investment		Pool	701711120	1011625	N/A	N/A	0.3927%	\$ 931.05	Interest Earned	\$0.92	\$931.97	\$931.97 (\$0.00)
GF	Prosperity Bank		Money Market	9307583	1012250	N/A	N/A	0.2000%	\$ 127,808.94	Interest Earned	\$ 64.26		
		\$240,000 Moved to Citizens National Bank On 8/18/11								Net Deposit	\$ -		
										Net Withdrawals	\$ -		
										Ending Balance		\$ 127,873.20	\$127,873.20 \$0.00
GF	Prosperity Bank		CD	670010694	1012260	2/25/14	2/25/15	0.0350%	\$ 246,042.95	Interest Earned	\$ 340.16		
		2/25/14 Transferred 243997.77 to Prosperity Bank account 670010694								Net Deposit	\$ -		
										Net Withdrawals	\$ -		
										Ending Balance		\$ 246,383.11	\$246,383.11 \$0.00
GF	Prosperity Bank		CD	670010608	1012290	10/17/12	10/17/13	0.3000%	\$ 55,833.05	Interest Earned	\$ 83.33	\$55,916.38	\$55,916.38 \$0.00
GF	Prosperity Bank			216188662	1012295	6/25/15	n/a	0.3500%	\$ 197,079.61	Interest Earned	\$ 173.43	\$197,253.04	\$197,253.04 (\$0.00)
Total General Fund										Total General Fund Balance		\$1,957,187.78	\$1,957,187.78 \$0.00
DEBT SERVICE													
Debt	Prosperity Bank	Savings Account	Sinking Fund	6606020291	1010000	N/A	N/A	0.2000%	\$ 422,897.31	Interest Earned	\$ 119.27		
										Deposits	\$ 106,429.94		
										Deductions	\$ 476,932.66		
										Ending Balance		\$52,513.86	\$52,513.86 \$0.00
Water & Sewer Utility Fund													
W&S	Prosperity Bank	Operating	Utility	6602109445	1021500	N/A	N/A	0.3500%	\$ 640,072.16	Interest Earned	\$ 533.22		
										Net Deposit	\$ 432,523.23		
										Net Withdrawals	\$ 562,990.19		
												\$510,138.42	\$510,138.42 \$0.00

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

Fund	Bank	Investment Type	Description	Bank Account Number	Quick Books Account #	Inception Date	Maturity Date	Rate	Beginning Market Value 6-30-2016	Activity During Quarter		Ending Market Value 9/30/2016	Book Value 9/30/2016	Difference
W&S	Texstar Investment		Pool	701705350	1021525	N/A	N/A	0.3927%	\$ 1,147.27	Interest Earned	\$ 1.05			
										Net Deposit	\$ -			
										Withdrawals	\$ -			
										Ending Balance		\$1,148.32	\$1,148.32	\$0.00
W&S	Prosperity Bank		Utility	4547531	1021800	N/A	N/A	0.3500%	\$ 138.90	Interest Earned	\$ 0.12			
										Net Deposit	\$ -			
										Net Withdrawals	\$ -	\$139.02	\$139.02	\$0.00
W&S	Prosperity Bank		Money Mkt.	18004323	1020500	N/A	N/A	0.2000%	\$ 188,701.33	Interest Earned	\$ 94.89			
										Net Deposit	\$ -			
										Net Withdrawals	\$ -	\$ 188,796.22	\$188,796.22	\$0.00
Total W&S Utility Fund										Total W&S Fund		\$700,221.98	\$700,221.98	\$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%	\$ 1,398.37	Interest Earned	\$ 1.51			
										Deposits	\$ -			
										Withdrawals	\$ -			
										Ending Balance		\$1,399.88	\$1,399.88	(\$0.00)
CP	Prosperity Bank		Money Market	9307648	1024000	N/A	N/A	0.2000%	\$130,248.71	Interest Earned	\$ 65.49			
										Deposits	\$ -			
										Withdrawals	\$ -			
										Ending Balance		\$130,314.20	\$130,314.20	\$0.00
Total Capital Projects												\$132,022.24	\$132,022.24	\$0.00
W&S IMPACT FEE														
W&S Impact	Prosperity Bank		Water Impact	6604032322	8510100	N/A	N/A	0.2500%	\$ 79,817.51	Interest Earned	\$ 50.04			
		Money Market								Net Deposit	\$ 1,170.00			
										Net Withdrawals	\$ -			
										Ending Balance		\$ 81,037.55	\$81,037.55	(\$0.00)
W&S Impact	Texstar Investment		Sewer Impact	701713540	8520155	N/A	N/A	0.3927%	\$ 3,160.17	Interest Earned	\$ 3.09			
										Net Deposits	\$ -			
										Net Withdrawals	\$ -			
										Ending Balance		\$3,163.26	\$3,163.26	\$0.00
W&S Impact	Prosperity Bank		Sewer Impact	301668699	8520160	N/A	N/A	0.2500%	\$26,041.89	Interest Earned	\$ 16.21			
		Money Market								Net Deposit	\$ 16,167.00			
										Net Withdrawals	\$ -			
										Ending Balance		\$42,225.10	\$42,225.10	\$0.00
Total W&S Impact Fund												\$126,425.91	\$126,425.91	\$0.00

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

Fund	Bank	Investment Type	Description	Bank Account Number	Quick Books Account #	Inception Date	Maturity Date	Rate	Beginning Market Value 6-30-2016	Activity During Quarter		Ending Market Value 9/30/2016	Book Value 9/30/2016	Difference
PARK IMPROVEMENT														
Park	Prosperity Bank		Money Market	9307613	1010200	3/16/11	N/A	0.2500%	\$ 62,996.01	Interest Earned	\$ 39.65			
										Deposits	\$ 7,729.56			
										Withdrawals	\$ -			
										Ending Balance		\$70,765.22	\$70,765.22	\$0.00
Total Park Improvement Fund												\$70,765.22	\$70,765.22	\$0.00
Ovilla 4B EDC														
4B EDC	Prosperity Bank	Operating		4553691	1012500	N/A	N/A	0.3500%	\$ 514,833.48	Interest Earned	\$ 453.71			
										Net Deposit	\$ 15,188.96			
										Net Withdrawals	\$ 625.00			
										Ending Balance		\$ 529,851.15	\$529,851.15	\$0.00
Municipal Development District														
MDD	Prosperity Bank	Operating		6457451	1012501	N/A	N/A	0.3500%	\$ 155,290.77	Interest Earned	\$ 142.20			
										Net Deposit	\$ 11,894.08			
										Net Withdrawals	\$ 2,295.42			
										Ending Balance		\$165,031.63	\$165,031.63	(\$0.00)
Police Dept. Special Fund														
Police Special	Prosperity Bank	Operating		11039792	1001010	N/A	N/A	0.0000%	\$ 30.76	Interest Earned	\$ -			
										Net Deposit	\$ 180.00			
										Net Withdrawals	\$ -			
										Ending Balance		\$210.76	\$210.76	\$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												\$3,735,295.44	\$3,735,295.44	(\$0.00)
This report is prepared in accordance with Chapter 225S of the Public Funds Investment Act (PFIA). Section 2256.023(a) of the PFIA states that "not less than quarterly, the investment officer shall prepare and submit to the governing body of the entity														
Dennis M. Burn, City Manager														



DATE: November 14, 2016

TO: Honorable Mayor and Council Members

FROM:
Linda Harding, Accountant

SUBJECT: Committed Fund Balance Report Ending September 30, 2016
Fiscal Year 2015-2016

City of Ovilla
Committed Fund Balance Report
for General Fund
as of SEPTEMBER 30, 2016

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

Description	Account Number	Budget Amount
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 8/04/2016		
Prosperity Bank (Operationing Acct 9437)	1012500	\$ 1,095,128.55
Prosperity Money Market (Acct #9307605)	1012520	\$ 229,963.09
TexStar Reserves (Acct.#07017-1112)	1012525	\$ 3,738.44
TexStar Money Market (Acct 1112)	1011525	\$ 931.97
Prosperity Money Market Reserve (Acct. #9307583)	1012250	\$ 127,873.20
Prosperity CD (Acct. #670010694)	1012260	\$ 246,383.11
Prosperity Bank CD (Acct. #670010608)	1012290	\$ 55,916.38
ALL BANK ACCOUNTS Total Unassigned Fund Balance in General Fund		\$ 1,759,934.74
REQUIRED UNASSIGNED FUND BALANCE IN GENERAL FUND		\$ 871,345.50
Excess in Unassigned Fund Balance in ALL ACCOUNTS		\$ 888,589.24
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)		\$ 791,366.34

CITY OF OVILLA MINUTES

Friday, October 28, 2016

Special City Council Meeting

105 S. Cockrell Hill Road, Ovilla, TX 75154

Mayor Dormier called the Special Council Meeting of the Ovilla City Council to order at 4:05 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.*

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

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

CALL TO ORDER

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

COMMENTS, PRESENTATIONS & REPORTS

Citizen Comments

1. None

REGULAR AGENDA

ITEM 1. DISCUSSION/ACTION – Consideration of and action to rescind Council action regarding the agreement between the City of Ovilla and Heritage Asphalt Company (Ellis County) for road reconstruction and paving on Lariat Trail and Water Street/Cockrell Hill Road, that was approved by Council effective October 11, 2016.

Council asked staff to bring this item back to acquire additional information. Ellis County Precinct #4 offered to provide some of the work at a lower price than Heritage Asphalt. Council asked to reconsider and look at all options and agreed to the following:

1. Heritage Asphalt Company will perform the 2" HMA overlay pavement on Water Street and the portion of Cockrell Hill Road from the south side of the fire Station to Water Street.
2. Ellis County will manage the cement stabilization of Lariat Trail
3. Heritage Asphalt Company will do a 2" HMA overlay pavement on Lariat Trail
4. The City Public Works Department will set out door hangers.
5. Heritage Asphalt Company and Ellis County will clean all ditches following the paving.

The FY 2016-2017 Budget includes \$225,000.00 for the work described above so the \$224,992.00 expenditure for these roadway projects is within budget.

Mayor Pro Tem Griffin moved that Council approve to rescind Council action regarding the agreement between the City of Ovilla and Heritage Asphalt Company (contractor for Ellis County) for road reconstruction and paving on Lariat Trail and Water Street/Cockrell Hill Road, which was approved by Council effective October 11, 2016, seconded by PL2 Stevenson.

No oppositions, no abstentions.

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

- ITEM 2. DISCUSSION/ACTION** – Consideration of and action on Resolution R2016-13, authorizing Ellis County through the Interlocal Agreement, to rehabilitate and reclaim Lariat Trail from Cockrell Hill Road to Westmoreland Road, effective October 28, 2016, authorizing the Mayor to execute.

Council reiterated discussion from Item 1 and Ellis County Precinct #4 responsibilities to rehabilitate and reclaim Lariat Trail from Cockrell Hill Road to Westmoreland Road through the Interlocal Agreement.

PL4 Hunt moved that Council approve Resolution R2016-13, authorizing Ellis County through the Interlocal Agreement, to rehabilitate and reclaim Lariat Trail from Cockrell Hill Road to Westmoreland Road, effective October 28, 2016, authorizing the Mayor to execute, seconded by PL2 Stevenson.

No oppositions, no abstentions.

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

- ITEM 3. DISCUSSION/ACTION** – Consideration of and action on Resolution R2016-14, approving a paving project Agreement between the City of Ovilla and Heritage Asphalt Company to install 2" thick pavement on Lariat Trail, from Cockrell Hill Road to Westmoreland Road, effective October 28, 2016, authorizing the Mayor to execute.

Council reiterated discussion from Item 1, agreeing with the presented paving Agreement with Heritage Asphalt Company to install 2" thick pavement on Lariat Trail from Cockrell Hill Road to Westmoreland Road.

PL1 Hunt moved that Council approve Resolution R2016-14, approving a paving project Agreement between the City of Ovilla and Heritage Asphalt Company to install 2" thick pavement on Lariat Trail, from Cockrell Hill Road to Westmoreland Road, effective October 28, 2016, authorizing the Mayor to execute, seconded by PL2 Stevenson.

No oppositions, no abstentions.

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

- ITEM 4. DISCUSSION/ACTION** – Consideration of and action on Resolution R2016-15, approving a paving project Agreement between the City of Ovilla and Heritage Asphalt Company to install 2" thick pavement on south Cockrell Hill Road and Water Street, effective October 28, 2016, authorizing the Mayor to execute.

Council reiterated discussion from Item 1, agreeing with the presented paving Agreement with Heritage Asphalt Company to install 2" thick pavement on south Cockrell Hill Road and Water Street.

PL2 Stevenson moved that Council approve Resolution R2016-15, approving a paving project Agreement between the City of Ovilla and Heritage Asphalt Company to install 2" thick pavement on south Cockrell Hill Road and Water Street, effective October 28, 2016, authorizing the Mayor to execute, seconded by PL5 Myers.

No oppositions, no abstentions.

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

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).

REQUESTS FOR FUTURE AGENDA ITEMS AND/OR ANNOUNCEMENTS

- | | |
|------------------|---|
| 1. Mayor Dormier | None |
| 2. PL1 Huber | None |
| 3. PL2 Stevenson | None |
| 4. PL3 Griffin | Would like to visit a plan for road maintenance in the future and what plans will be for keeping ditches cleaned. |
| 5. PL4 Hunt | Revisit city's selected newspaper. Review solid waste services for new homes under construction. |
| 6. PL5 Myers | Would like to discuss electronic water meters in new home subdivisions. |
| 7. City Manager | None |

ADJOURNMENT

PL4 Hunt moved to adjourn the October 28, 2016 Special Council Meeting, seconded by PL1 Huber. There being no further business, Mayor Dormier adjourned the meeting at 5:07 p.m.

ATTEST:

Richard A. Dormier, Mayor

Pamela Woodall, City Secretary

Approved November 14, 2016

CITY OF OVILLA MINUTES
Tuesday, October 11, 2016
City Council Briefing Session
105 S. Cockrell Hill Road, Ovilla, TX 75154

In the absence of Mayor Dormier, Mayor Pro Tem Griffin 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 Pro Tem Griffin 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
Michael Myers	Council Member, Place 5

Absent Doug Hunt Council Member, Place 4

Mayor Pro Tem Griffin announced present Council members, thus constituting a quorum and recognized the absence of Mayor Dormier and PL4 Hunt. Various department directors and staff were also present. Staff presented Council with future agenda items and/or 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.

Council, Mr. Burn and staff reviewed items on the agenda, clarifying that the September financials were not ready and identified a payroll expense in the water/sewer fund monthly financial transactions. Each agenda item was reviewed.

ADJOURNMENT

Mayor Pro Tem Griffin adjourned the Briefing Session of the Ovilla City Council at 6:28 p.m.

ATTEST:

Pamela Woodall, City Secretary

David Griffin, Mayor Pro Tem

Approved November 14, 2016

CITY OF OVILLA MINUTES

Tuesday, October 11, 2016

Regular City Council Meeting

105 S. Cockrell Hill Road, Ovilla, TX 75154

In the absence of Mayor Dormier, Mayor Pro Tem Griffin assumed chair and called the Regular Council Meeting of the Ovilla City Council to order at 6:33 p.m., with notice of the meeting duly posted. Mayor Pro Tem Griffin 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

Larry Stevenson

David Griffin

Michael Myers

Council Member, Place 1

Council Member, Place 2

Mayor Pro Tem, Place 3

Council Member, Place 5

Absent

Doug Hunt

Council Member, Place 4

Mayor Pro Tem Griffin announced present Council members, thus constituting a quorum and recognized the absence of Mayor Dormier and PL4 Hunt. City Manager Dennis Burn, various department directors and staff were also present.

CALL TO ORDER

PL5 Myers gave the Invocation and PL1 Huber led the recitation of the Pledge of Allegiance.

COMMENTS, PRESENTATIONS & REPORTS

Citizen Comments

1. Mr. Dean Oberg signed up to speak during Item 1.
2. Ms. Carol Lynch signed up to speak during Items 1 and 9.

Presentations

Chief Kennedy acknowledged and honored departing volunteers and a part-time employee for their years of service with the Fire Department. Photos were taken.

Department Activity Reports / Discussion

Police Department

Police Chief B. Windham

Monthly Report was reviewed.

Fire Department

Fire Chief B. Kennedy

Monthly Report was reviewed.

Public Works

Public Works Director B. Piland

Monthly Report was reviewed.

1. Monthly Park Maintenance sheets were reviewed.

Finance Department

Accountant L. Harding

1. Expected the September financials to be under budget.

Administration

City Manager D. Burn

City Manager Reports

1. The FM 664 improvements have been postponed a year.
2. He is in the process of obtaining quotes for new TV screen/mount in Council Chamber room.
3. Discussed a potential Home Owner Association (HOA) statement to be placed on permits.

Monthly Municipal Court Report was reviewed.

City Secretary P. Woodall

Monthly Code/Animal Control Reports

Code/AC Officer M. Dooly

1. Fifty new home permits were submitted during the fiscal year.

CONSENT AGENDA

- C1. August 2016 Financial Transactions over \$5,000
- C2. Briefing Session Minutes of the August 08, 2016 Council Meeting
- C3. Briefing Session and Regular Minutes of the September 12, 2016 Council Meeting

PL1 Huber moved to approve the consent items as presented, seconded by PL2 Stevenson.

No oppositions, no abstentions.

VOTE: The motion to approve carried unanimously: 4-0.

REGULAR AGENDA

- ITEM 1. DISCUSSION/ACTION** – Consideration of and action on a request from applicant, Alluvium Development, Inc., for a variance to Section 10.02.130 (b) of the Ovilla Code of Ordinances for the Hidden Valley Estates Subdivision regarding 2-story residential square footage requirements.

Alluvium Development Inc., the developer of the Hidden Valley Estates Subdivision, submitted a request for a variance to Section 10.02.130 of the Subdivision Ordinance. The developer, Mr. Terrance Jobe was present and shared his desire for approval from Council to build two story houses with 50% of the living area on the first floor and 50% of the living area on the second floor. Staff reminded Council that on August 08, 2016 the Council had already approved the preliminary plat for this subdivision and approved a variance request for no curb and gutter, no sidewalks, no enclosed storm sewer system and no concrete-lined open channels.

Staff shared an excerpt from Section 10.02.130 (b) of the Ovilla Code of Ordinances that states a minimum of sixty percent (60%) of the total living area for a residential house or building shall be on the first story or ground level of a residential house of building for new homes constructed.

Mayor Pro Tem Griffin allowed comments from two residents:

- 1. Ms. Carol Lynch – voiced opposition of the requested variance.
- 2. Mr. Dean Oberg – voiced opposition of the requested variance.

PL2 Stevenson moved to deny applicant, Alluvium Development, Inc. a variance to Section 10.02.130 (b) of the Ovilla Code of Ordinances for the Hidden Valley Estates Subdivision regarding 2-story residential square footage requirements, seconded by PL5 Myers.

No oppositions, no abstentions.

VOTE: The motion to deny variance request carried unanimously: 4-0.

- ITEM 2. DISCUSSION/ACTION** – Consideration of and action on the annual Ellis County Interlocal Cooperative Contract Agreement by and between the City of Ovilla and Ellis County for the fiscal year 2016-2017 and to authorize the Mayor to execute said Agreement.

The annual Interlocal Cooperation Contract between the County of Ellis and the City of Ovilla allows Ovilla to use services and supplies already obtained by Ellis County through their competitive purchasing procedures. The City Attorney has approved this contract as to legal form.

PL5 Myers moved to approve the annual Ellis County Interlocal Cooperative Contract Agreement by and between the City of Ovilla and Ellis County for the fiscal year 2016-2017 and to authorize the Mayor to execute said Agreement, seconded by PL2 Stevenson.

No oppositions, no abstentions.

VOTE: The motion to approve carried unanimously: 4-0.

ITEM 3. DISCUSSION/ACTION – Consideration of and action on a price proposal between the City of Ovilla and Heritage Asphalt Company (Ellis County) for road reconstruction and paving on Lariat Trail and Water Street/Cockrell Hill Road, effective October 11, 2016 and to authorize the City Manager to execute said proposal.

City Manager Dennis Burn advised Council that Heritage Asphalt Company submitted a price proposal for the following:

1. Cement stabilization and 2" HMAC overlay pavement on Lariat Trail.
2. Two inch HMAC overlay pavement on Water Street and the portion of Cockrell Hill Road from the south side of the Fire Station to Water Street.

Ovilla would be contracting with Heritage Asphalt Company through their contract with Ellis County. Ms. Rachel Sackett with Heritage Asphalt was present and responded to Council's questions, assuring that cleaning of the ditches would be done as part of the project. The FY 2016-2017 Budget includes \$225,000.00 for the work described above so the \$224,992 expenditure for these roadway projects is within budget.

PL2 Stevenson moved that Council approve the price proposal between the City of Ovilla and Heritage Asphalt Company (Ellis County) for road reconstruction and paving on Lariat Trail and Water Street/Cockrell Hill Road, effective October 11, 2016, and to authorize the City Manager to execute said proposal, seconded by PL1 Huber.

No oppositions, no abstentions.

VOTE: The motion to approve carried unanimously: 4-0.

ITEM 4. 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 Logan Garrett, representative of the Ovilla Road Baptist Church/Ovilla Christian School to replace their existing sign for a new 11'5" x 3'6" LED cabinet sign on concrete base at the same location of 3251 Ovilla Road, Ovilla, TX., authorizing the City Manager to execute said permit.

Applicant, Logan Garrett, representative of the Ovilla Road Baptist Church/Ovilla Christian School applied to replace their existing sign with a LED cabinet sign at the same location at the church/school, 3251 Ovilla Road. Setbacks and placement are compliant with Ovilla Code. Staff presented Council with two Code issues for the sign replacement:

1. Materials required for a monument sign
2. Illusion of movement

Sign description: 11'5" X 3'6"

Materials: Concrete base, metal/steel cabinet

Sign Type: LED sign, which creates the illusion of movement. (Not a reader-board)

Duration: This sign is for permanent placement.

Current Zoning: CG – General Commercial

Staff shared excerpts from the Ovilla Code of Ordinances with regard to sign materials, prohibited signs and the allowance for Council to grant a meritorious exceptions. (Sections 3.04, 3.06.007 and 3.06.012)

PL2 Stevenson moved that Council approve a Meritorious Exception, as permitted by Section 3.06.012 in the Ovilla Code of Ordinances, filed by Logan Garrett, representative of the Ovilla Road Baptist Church/Ovilla Christian School to replace their existing sign for a new 11'5" x 3'6" LED cabinet sign on concrete base at the same location of 3251 Ovilla Road, Ovilla, TX., authorizing the City Manager to execute said permit, seconded by PL5 Myers.

No oppositions, no abstentions.

VOTE: The motion to approve carried unanimously: 4-0.

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

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

- ITEM 5. DISCUSSION/ACTION** – Consideration of and action on an Interlocal Agreement for providing emergency services effective October 1, 2016, by and between Ellis County Emergency Services District No. 2 and the City of Ovilla, authorizing the Mayor to execute said Agreement.

Staff presented the Interlocal Agreement for Providing Emergency Services between Ovilla and ESD No.2 during the September 12, 2016 Council meeting. No action was taken pending clarification to Section 3.03 B of the agreement regarding insurance coverage. The City of Ovilla and ESD No. 2 both insure the building and it is the responsibility of the City to maintain coverage. ESD No. 2 informed the City Manager that the ESD No. 2 will discontinue their coverage and has requested that the City provide them with a certificate of insurance showing ESD No. 2 as loss payee of the building and the new fire engine. Ovilla's city attorney approved the agreement as to legal form. Representative and President of the ESD 2, Mr. Ray Reed, compromised with Council, agreeing to amend Section 5.02 B (penalty amount), lowering the amount from \$360 to \$180.

PL5 Myers moved to approve an Interlocal Agreement for providing emergency services effective October 1, 2016, by and between Ellis County Emergency Services District No. 2 and the City of Ovilla, to include the amended amount in Section 5.02 B to \$180, authorizing the Mayor to execute said Agreement, seconded by PL2 Stevenson.

No oppositions, no abstentions.

VOTE: The motion to approve carried unanimously: 4-0.

- ITEM 6. DISCUSSION/ACTION** – Consideration of and action on Ordinance 2016-19 of the City of Ovilla, Texas amending Chapter 1, Section 1.02.002 of the Code of Ordinances declaring an official city newspaper and declaring an effective date.

Chapter 1, Article 1, Section 1.02.002 of the Ovilla Code of Ordinances and Section 52.004 of the Local Government Code states the municipality shall declare an official newspaper annually for required publications. The Waxahachie Daily Light is the city's current official newspaper on file. Staff uses the newspaper for postings of the annual budget and tax rate, to include publications of legal notices and documents.

PL2 Stevenson moved that Council approve Ordinance 2016-19 of the City of Ovilla, Texas amending Chapter 1, Section 1.02.002 of the Code of Ordinances declaring the Waxahachie Daily Light as the official city newspaper and declaring an effective date, seconded by PL1 Huber.

No oppositions, no abstentions.

VOTE: The motion to approve carried unanimously: 4-0.

- ITEM 7. DISCUSSION/ACTION** – Consideration of and action on Ordinance 2016-20 of the City of Ovilla, Texas, establishing 20 mile-per-hour school zones along Shiloh Road from a point 50 feet east of Bryson Lane to a point 50 feet west of the west property line of the Dolores W. McClatchey Elementary School and along Bryson Lane from a point 50 feet south of Judy Lane to the south side of the intersection of Shiloh Road, within the city limits of the City of Ovilla; providing for penalties; providing a savings clause; providing a severance clause; providing an effective date; and providing for publication.

The presented ordinance establishes 20 mph speed limits for the two school zone areas at the Dolores W. McClatchey Elementary School. The two school zones are along Bryson Lane and Shiloh Trail.

Mayor Pro Tem Griffin moved to approve Ordinance 2016-20 of the City of Ovilla, Texas, establishing 20 mile-per-hour school zones along Shiloh Road from a point 50 feet east of Bryson Lane to a point 50 feet west of the west property line of the Dolores W. McClatchey Elementary School and along Bryson Lane from a point 50 feet south of Judy Lane to the south side of the intersection of Shiloh Road, within the city limits of the City of Ovilla;

providing for penalties; providing a savings clause; providing a severance clause; providing an effective date; and providing for publication, seconded by PL2 Stevenson.

No oppositions, no abstentions.

VOTE: The motion to approve carried unanimously: 4-0.

ITEM 8. DISCUSSION/ACTION – Consideration of and action on Resolution R2016-12, for a Municipal Equipment Lease-Purchase Agreement #23985 between Motorola Solutions and the City of Ovilla and authorize the City Manager to execute said Agreement.

The lease-purchase agreement provides all new radio equipment with a one-year warranty, required by the Fire Department and Police Department. The first payment of \$93,769.60 is due on or before September 30, 2017 and the second payment of \$93,769.59 is due on or before September 30, 2018. Both payments are interest free. After the second payment is made, the radios and all related equipment become the property of Ovilla. Legal counsel has approved the agreement as to legal form.

The FY 2016-2017 Budget includes \$90,000.00 towards the payment of the first installment. The balance of \$3,769.60 will be funded through either a budget amendment or from funds in other account(s).

FY – 2016-2017 \$93,769.60

FY – 2017-2018 \$93,769.60

PL5 Myers moved to approve Resolution R2016-12, for a Municipal Equipment Lease-Purchase Agreement #23985 between Motorola Solutions and the City of Ovilla and authorize the City Manager to execute said Agreement, seconded by PL2 Stevenson.

No oppositions, no abstentions.

VOTE: The motion to approve carried unanimously: 4-0.

ITEM 9. DISCUSSION/ACTION – Consideration of and action on the status and updates of the Strategic Guide 2013-2018, and direct staff as necessary.

Staff and Council reviewed updates of the 2013-2018 Strategic Guide. Staff shared with Council that the Ovilla Park Board also reviewed and addressed new updates to Goal Statement 2 during their October 03 Park Board Meeting.

Mayor Pro Tem Griffin allowed Ms. Carol Lynch to speak. Ms. Lynch thanked Council for sharing and reviewing this item in open forum.

Discussion only.

ITEM 10. DISCUSSION/ACTION – Consideration of and action on an engineering services Agreement by and between Birkhoff, Hendricks & Carter, LLP and the City of Ovilla for the Red Oak Creek 12" Water Line Project, authorizing the City Manager to execute said Agreement.

The presented Agreement with Ovilla's City Engineer Birkhoff, Hendricks & Carter, L.L.P, is for the design, bidding and construction for a 12-inch waterline through Heritage Park and across Red Oak Creek connecting to an existing waterline in the FM 664 right-of-way. Funds for this project were included in the FY 2016-2017 Budget in the Water and Sewer Impact Fund and the Capital Projects Fund. Ovilla's legal counsel approved this agreement as to legal form.

PL2 Stevenson moved to approve an engineering services Agreement by and between Birkhoff, Hendricks & Carter, LLP and the City of Ovilla for the Red Oak Creek 12" Water Line Project, authorizing the City Manager to execute said Agreement, seconded by PL1 Huber.

No oppositions, no abstentions.

VOTE: The motion to approve carried unanimously: 4-0.

- ITEM 11. DISCUSSION** – Review and discuss the status of Cockrell Hill Road culverts, including ditch grading and revegetation.

City Manager Dennis Burn advised Council that the culverts on the west side of Cockrell Hill Road from Lariat Trail to Silverwood were cleaned of all debris, silt and rocks. The same was true for the culverts across from City Hall. Staff will continue with the cleaning of culverts for the remainder of Cockrell Hill Road from Lariat Trail to the bridge on the west side of the intersection of FM 664. Rock piles along the roadway will be picked up by either staff or the contractor that paved the roadway.

Discussion only.

- ITEM 12. DISCUSSION** – Review and discuss the success of Heritage Day 2016.

This item was postponed until the November 14 Council meeting.

No discussion.

- ITEM 13. DISCUSSION/ACTION** – Consideration of any item(s) pulled from the Consent Agenda above for individual consideration and action.

Not applicable, no action.

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).

Mayor Pro Tem Griffin announced that at 8:47 pm, Council and City Manager Dennis Burn would meet in Executive Session.

- ITEM 14. DISCUSSION/ACTION** – Closed session called pursuant to §551.072 of the Texas Government Code to deliberate the purchase, exchange, lease, or value of real property.

Council reconvened into open session at 9:19 pm.

No action was taken.

REQUESTS FOR FUTURE AGENDA ITEMS AND/OR ANNOUNCEMENTS

- | | |
|------------------|-------------------------------------|
| 1. Mayor Dormier | Absent |
| 2. PL1 Huber | None |
| 3. PL2 Stevenson | None |
| 4. PL3 Griffin | Safety Handbook Guideline for Parks |
| 5. PL4 Hunt | Absent |
| 6. PL5 Myers | Water meters in new subdivisions |
| 7. City Manager | None |

ADJOURNMENT

PL2 Stevenson moved to adjourn the October 11, 2016 Council Meeting, seconded by PL5 Myers. There being no further business, Mayor Pro Tem Griffin adjourned the meeting at 9:21 p.m.

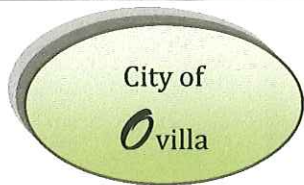
ATTEST:

David Griffin, Mayor Pro Tem

Pamela Woodall, City Secretary

Executive Session filed separately.

Approved November 14, 2016



Ovilla City Council

AGENDA ITEM REPORT

Item 1

Meeting Date: November 14, 2016

Department: Water & Sewer Impact

☒ Discussion ☒ Action

Budgeted Expense: ☒ YES ☐ NO ☐ N/A

Submitted By: Staff

Amount: \$23,600 (total for FY 15/16 & 16/17)

Reviewed By: ☒ City Manager ☒ City Secretary ☐ City Attorney

☐ Accountant

☐ Other: Staff

Attachments:

1. Excerpt of Chapter 395, Local Government Code
2. Scope of Services from Agreement with Birkhoff
3. Email resignation from Mr. Crouch

Agenda Item / Topic:

ITEM 1. DISCUSSION/ACTION – Consideration of and action on an Ad-Hoc member replacement to the Planning and Zoning Commission Advisory Committee for the purpose of the Water and Wastewater Impact Fee Study Update for the City of Ovilla.

Discussion / Justification:

The City's current Five-Year Water and Wastewater Impact Fee Study was completed in June 2011 and due for an update. In September 2015, the City entered into an agreement with Birkhoff, Hendricks & Carter, LLP, to review the last impact fee report and prepare updates based on capital projects, population and updated land use (completion of the Comprehensive Land Use Plan) to develop a new impact fee review.

Under Chapter 395 of the Local Government Code, the Ovilla City Council shall appoint an Advisory Committee for this update, which permits the City's Planning & Zoning Commission to act in the Advisory Committee capacity. This also requires at least one representative of the real estate, development, or building industry who is not an employee or an official of a political subdivision or government entity. If no such representative is a member of the Planning and Zoning Commission, then one may be appointed as an ad hoc voting member of the Planning and Zoning Commission when acting as the Advisory Committee.

Council appointed Mr. Bill Crouch to serve as the ad-hoc member for this advisory committee at their June 13, 2016 Council meeting. Mr. Crouch recently advised staff that he is no longer able to serve on this committee. Staff is presenting two names that are willing to serve. (only one appointee is necessary)

MS Karen Tucker, 303 Willow Creek Lane
MS Donna Byers, 322 Willow Creek Lane

Recommendation / Staff Comments:

Sample Motion(s):

I move that Council APPOINT _____ as the ad hoc member Ad-Hoc member to the Planning and Zoning Commission Advisory Committee for the purpose of the Water and Wastewater Impact Fee Study Update for the City of Ovilla.

Sec. 395.055. NOTICE OF HEARING ON AMENDMENTS TO LAND USE ASSUMPTIONS, CAPITAL IMPROVEMENTS PLAN, OR IMPACT FEE. (a) The notice and hearing procedures prescribed by Sections 395.044(a) and (b) apply to a hearing on the amendment of land use assumptions, a capital improvements plan, or an impact fee.

(b) The notice of a hearing under this section must contain the following:

(1) a headline to read as follows:

"NOTICE OF PUBLIC HEARING ON AMENDMENT OF IMPACT FEES"

(2) the time, date, and location of the hearing;

(3) a statement that the purpose of the hearing is to consider the amendment of land use assumptions and a capital improvements plan and the imposition of an impact fee; and

(4) a statement that any member of the public has the right to appear at the hearing and present evidence for or against the update.

Added by Acts 1989, 71st Leg., ch. 1, Sec. 82(a), eff. Aug. 28, 1989. Amended by Acts 2001, 77th Leg., ch. 345, Sec. 7, eff. Sept. 1, 2001.

Sec. 395.056. ADVISORY COMMITTEE COMMENTS ON AMENDMENTS. The advisory committee created under Section 395.058 shall file its written comments on the proposed amendments to the land use assumptions, capital improvements plan, and impact fee before the fifth business day before the date of the public hearing on the amendments.

Added by Acts 1989, 71st Leg., ch. 1, Sec. 82(a), eff. Aug. 28, 1989.

Sec. 395.057. APPROVAL OF AMENDMENTS REQUIRED. (a) The political subdivision, within 30 days after the date of the public hearing on the amendments, shall approve or disapprove the amendments of the land use assumptions and the capital improvements plan and modification of an impact fee.

(b) An ordinance, order, or resolution approving the amendments to the land use assumptions, the capital improvements plan, and imposition of an impact fee may not be adopted as an emergency measure.

Added by Acts 1989, 71st Leg., ch. 1, Sec. 82(a), eff. Aug. 28, 1989.

Sec. 395.058. ADVISORY COMMITTEE. (a) On or before the date on which the order, ordinance, or resolution is adopted under Section **395.042**, the political subdivision shall appoint a capital improvements advisory committee.

(b) The advisory committee is composed of not less than five members who shall be appointed by a majority vote of the governing body of the political subdivision. Not less than 40 percent of the membership of the advisory committee must be representatives of the real estate, development, or building industries who are not employees or officials of a political subdivision or governmental entity. If the political subdivision has a planning and zoning commission, the commission may act as the advisory committee if the commission includes at least one representative of the real estate, development, or building industry who is not an employee or official of a political subdivision or governmental entity. If no such representative is a member of the planning and zoning commission, the commission may still act as the advisory committee if at least one such representative is appointed by the political subdivision as an ad hoc voting member of the planning and zoning commission when it acts as the advisory committee. If the impact fee is to be applied in the extraterritorial jurisdiction of the political subdivision, the membership must include a representative from that area.

(c) The advisory committee serves in an advisory capacity and is established to:

- (1) advise and assist the political subdivision in adopting land use assumptions;
- (2) review the capital improvements plan and file written comments;
- (3) monitor and evaluate implementation of the capital improvements plan;
- (4) file semiannual reports with respect to the progress of the capital improvements plan and report to the political subdivision any perceived inequities in implementing the plan or imposing the impact fee; and

(5) advise the political subdivision of the need to update or revise the land use assumptions, capital improvements plan, and impact fee.

(d) The political subdivision shall make available to the advisory committee any professional reports with respect to developing and implementing the capital improvements plan.

(e) The governing body of the political subdivision shall adopt procedural rules for the advisory committee to follow in carrying out its duties.

EXHIBIT "A"

SCOPE OF SERVICES

1. Review the last impact fee report and ordinance and update capital projects eligible for recovery in the impact fee program.
2. Develop water impact fee models for the years 2016 and 2026. Based on population and land use absorption provided by the City and/or the City's Planner. Water models will be run on an extended period simulation over a 72-hour modeling period for maximum daily demand conditions.
3. Update Wastewater Master Plan using the major trunk system in formulation of the wastewater impact fee.
4. Development of a 10-year capital improvement program including cost estimates and implementation schedule. The 10-year capital improvement program will be based on land use and growth assumptions provided by the City and/or the City's Planner.
5. Inventory new and existing water and wastewater projects eligible for the impact fee program.
6. For each water project identified, analyze the capacity currently utilized, total capacity available, the capacity utilized over the impact fee period.
7. Review of the existing living unit equivalent (LUE) for the water impact fee. Update water meter equivalency based on latest AWWA Standards.
8. Calculate the water and wastewater impact fee based on the list of projects eligible for recovery, actual construction cost of existing projects, projected cost of projects on the 10-year C.I.P, living unit equivalent and the utilized capacity of the facilities during the 10-year period.
9. Complete a water and wastewater impact fee report that includes capital improvements, opinions of probable costs, capacity tabulations, and capital improvement program maps.
10. Coordinate information and findings with city staff.
11. Attend meetings to discuss project approach, study findings, interim reports and final conclusions and recommendations
12. Make presentation to Impact Fee Advisory Committee.
13. Make presentation to City Council for adoption of an Impact Fee.
14. All scheduling meetings and publishing of public notices shall be completed by the City.

Glennell Miller

From: bwcrouch@
Sent: Friday, October 21, 2016 6:22 PM
To: Glennell Miller
Subject: Re: Advisory Committee

I will b deer hunting. Is there anyway u could find a replacement for me. It seems like I have plans or will b out of town each time this is scheduled. I am truly sorry

Sent from my LG Escape2, an AT&T 4G LTE smartphone

----- Original message-----

From: Glennell Miller
Date: Thu, Oct 20, 2016 3:16 PM
To: bwcrouch@att.net;
Subject: Advisory Committee

Good afternoon Mr. Crouch,

I am contacting you to let you know the Planning & Zoning Advisory Committee has scheduled the additional meeting needed in order to move forward on the Impact Fee Study. We will be meeting on Monday, November 7, 2016 @ 7:00 pm. Please respond of you available attendance ASAP.

Please let me know if you have any questions or there is anything I can help you with.

Thank you for your service,

G

Glennell Miller

City Secretary Assistant

City of Ovilla

Ph: 972.617.7262

Fax: 972.515.3221

AGENDA ITEM REPORT

Item: 2

Meeting Date: November 14, 2016

Department: Administration

☒ Discussion ☒ Action

Budgeted Expense: ☒ YES ☐ NO ☐ N/A

Submitted by: Dennis Burn, CM

Amount: N/A

Reviewed By: ☒ City Manager ☒ City Secretary ☒ City Attorney

☐ Accountant

☐ Other

Attachments:

1. Resolution 2016-10
2. Public Playground Safety Handbook

Agenda Item / Topic:

ITEM 2. *DISCUSSION/ACTION* – Consideration of and action on Park Maintenance Guidelines, directing staff as necessary.

Discussion / Justification:

At the request of Council, staff is bringing this item back for discussion and possible direction. Councilman Place 3, David Griffin, will lead the discussion.

Resolution 2016-10 to adopt the Public Safety Handbook to use as a guideline in an effort to maintain safe parks was presented to Council during their August 08, 2016 meeting. Council did not approve the resolution, adopting the handbook. The Loss Prevention Group of the Texas Municipal League (TML), Ovilla's insurer, recommended that Ovilla use the "Public Playground Safety Handbook" published by the U.S. Consumer Product Safety Commission to evaluate our parks.

Recommendation / Staff Comments:

None

Sample Motion(s):

I move that Council direct staff to...

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.

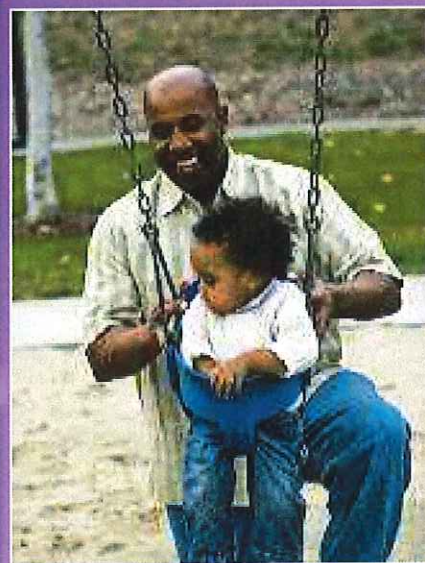
CITY OF OVILLA, TEXAS

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.	Could a child inadvertently run into a nearby hazard? Could younger children easily wander off toward the hazard?	Provide a method to contain children within the playground. For example, a dense hedge or a fence. The method should allow for observation by supervisors. If fences are used, they should conform to local building codes and/or ASTM F-2049.
Sun exposure	Is sun exposure sufficient to heat exposed bare metal slides, platforms, steps, & surfacing enough to burn children?	Bare metal slides, platforms, and steps should be shaded or located out of direct sun. Provide warnings that equipment and surfacing exposed to intense sun can burn.
	Will children be exposed to the sun during the most intense part of the day?	Consider shading the playground or providing shaded areas nearby.
Slope and drainage	Will loose fill materials wash away during periods of heavy rain?	Consider proper drainage re-grading to prevent wash outs.

2.1.1 Shading considerations

According to the American Academy of Dermatology, research indicates that one in five Americans will develop some form of skin cancer during their lifetime, and five or more sunburns double the risk of developing skin cancer. Utilizing existing shade (e.g., trees), designing play structures as a means for providing shading (e.g., elevated platforms with shaded space below), or creating more shade (e.g., man-made structures) are potential ways to design a playground to help protect children's skin from the sun. When trees are used for shade, additional maintenance issues arise, such as the need for cleaning up debris and trimming limbs.

2.2 Playground Layout

There are several key factors to keep in mind when laying out a playground:

- Accessibility
- Age separation
- Conflicting activities
- Sight lines
- Signage and/or labeling
- Supervision

2.2.1 Accessibility

Special consideration should be given to providing accessible surfaces in a play area that meets the *ASTM Standard Specification for Determination of Accessibility of Surface Systems Under and Around Playground Equipment*, ASTM F1951.

Equipment selection and location along with the type of protective surfacing are key components to ensuring the opportunity for children with disabilities to play on the playground.

2.2.2 Age separation

For playgrounds intended to serve children of all ages, the layout of pathways and the landscaping of the playground should show the distinct areas for the different age groups. The areas should be separated at least by a buffer zone, which could be an area with shrubs or benches. This separation and buffer zone will reduce the chance of injury from older, more active children running through areas filled with younger children with generally slower movement and reaction times.

2.2.3 Age group

In areas where access to the playground is unlimited or enforced only by signage, the playground designer should recognize that since child development is fluid, parents and caregivers may select a playground slightly above or slightly below their child's abilities, especially for children at or near a cut-off age (e.g., 2-years old and 5-years old). This could be for ease of supervising multiple children, misperceptions about the hazards a playground may pose to children of a different age, advanced development of a child, or other reasons. For this reason, there is an overlap at age 5. Developmentally a similar overlap also exists around age 2; however, due to the differences in ASTM standards and entrapment testing tools, this overlap is not reflected in the handbook. Playgrounds used primarily by children under the supervision of paid, trained professionals (e.g., child-care centers and schools) may wish to consider separating playgrounds by the facility's age groupings. For example, a child-care facility may wish to limit a playground to toddlers under 2 exclusively and can draw information from this guide and ASTM F2373. A school, on the other hand, may have no children under 4 attending, and can likewise plan appropriately. Those who inspect playgrounds should use the intended age group of the playground.

2.2.4 Conflicting activities

The play area should be organized into different sections to prevent injuries caused by conflicting activities and children running between activities. Active, physical activities should be separate from more passive or quiet activities. Areas for playground equipment, open fields, and sand boxes should be located in different sections of the playground. In addition, popular, heavy-use pieces of equipment or activities should be dispersed to avoid crowding in any one area.

Different types of equipment have different use zones that must be maintained. The following are general recommendations for locating equipment within the playground site. Specific use zones for equipment are given in §5.3.

- Moving equipment, such as swings and merry-go-rounds, should be located toward a corner, side, or edge of the play area while ensuring that the appropriate use zones around the equipment are maintained.
- Slide exits should be located in an uncongested area of the playground.
- Composite play structures have become increasingly popular on public playgrounds. Adjacent components on composite structures should be complementary. For example, an access component should not be located in a slide exit zone.

2.2.5 Sight lines

Playgrounds that are designed, installed, and maintained in accordance with safety guidelines and standards can still present hazards to children. Playgrounds should be laid out to allow parents or caregivers to keep track of children as they move throughout the playground environment. Visual barriers should be minimized as much as possible. For example, in a park situation, playground equipment should be as visible as possible from park benches. In playgrounds with areas for different ages, the older children's area should be visible from the younger children's area to ensure that caregivers of multiple children can see older children while they are engaged in interactive play with younger ones.

2.2.6 Signage and/or labeling

Although the intended user group should be obvious from the design and scale of equipment, signs and/or labels posted in the playground area or on the equipment should give some guidance to supervisors as to the age appropriateness of the equipment.

2.2.7 Supervision

The quality of the supervision depends on the quality of the supervisor's knowledge of safe play behavior. Playground designers should be aware of the type of supervision most likely for their given playground. Depending on the location and nature of the playground, the supervisors may be paid professionals (e.g., childcare, elementary school or park and recreation personnel), paid seasonal workers (e.g., college or high school students), volunteers (e.g., PTA members), or unpaid caregivers (e.g., parents) of the children playing in the playground.

Parents and playground supervisors should be aware that not all playground equipment is appropriate for all children who may use the playground. Supervisors should look for posted



signs indicating the appropriate age of the users and direct children to equipment appropriate for their age. Supervisors may also use the information in Table 1 to determine the suitability of the equipment for the children they are supervising. Toddlers and preschool-age children require more attentive supervision than older children; however, one should not rely on supervision alone to prevent injuries.

Supervisors should understand the basics of playground safety such as:

- Checking for broken equipment and making sure children don't play on it.
- Checking for and removing unsafe modifications, especially ropes tied to equipment, before letting children play.
- Checking for properly maintained protective surfacing.
- Making sure children are wearing foot wear.

TABLE 1. EXAMPLES OF AGE APPROPRIATE EQUIPMENT

 Toddler — Ages 6-23 months • Climbing equipment under 32" high • Ramps • Single file step ladders • Slides* • Spiral slides less than 360° • Spring rockers • Stairways • Swings with full bucket seats	 Preschool — Ages 2-5 years • 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	 Grade School — Ages 5-12 years • 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
* See §5.3.6	** See §5.3.2	*** See §5.3.2.5

- 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.

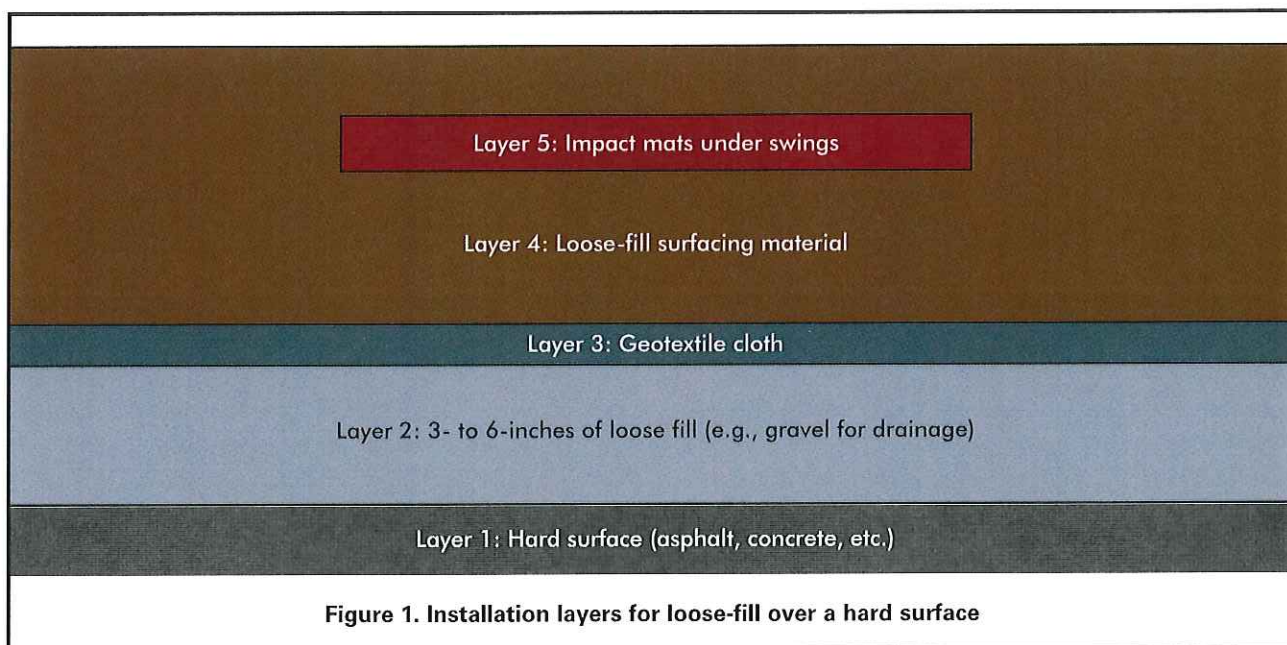
2.5 Equipment Materials

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.				



- 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:

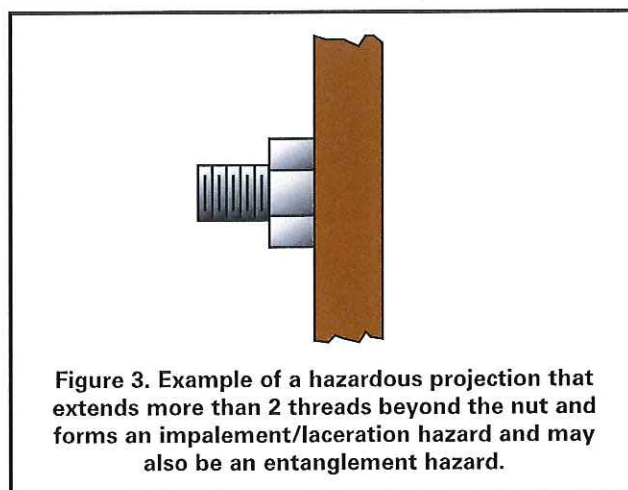
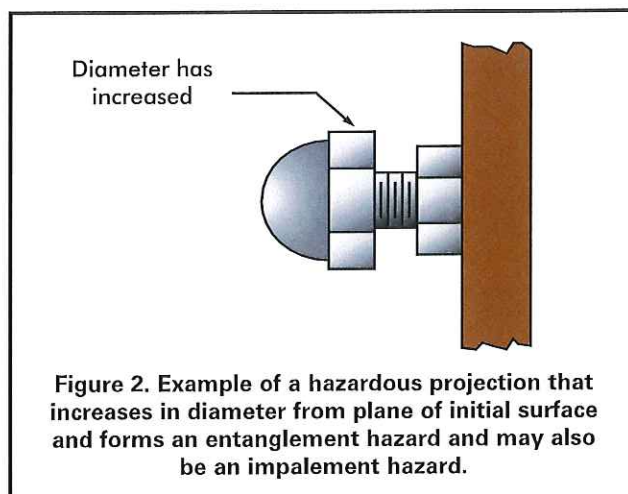
- The diameter of a projection should not increase in the direction away from the surrounding surface toward the exposed end (see Figure 2).
- Bolts should not expose more than two threads beyond the end of the nut (see Figure 3).
- All hooks, such as S-hooks and C-hooks, should be closed (see also §5.3.8.1).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



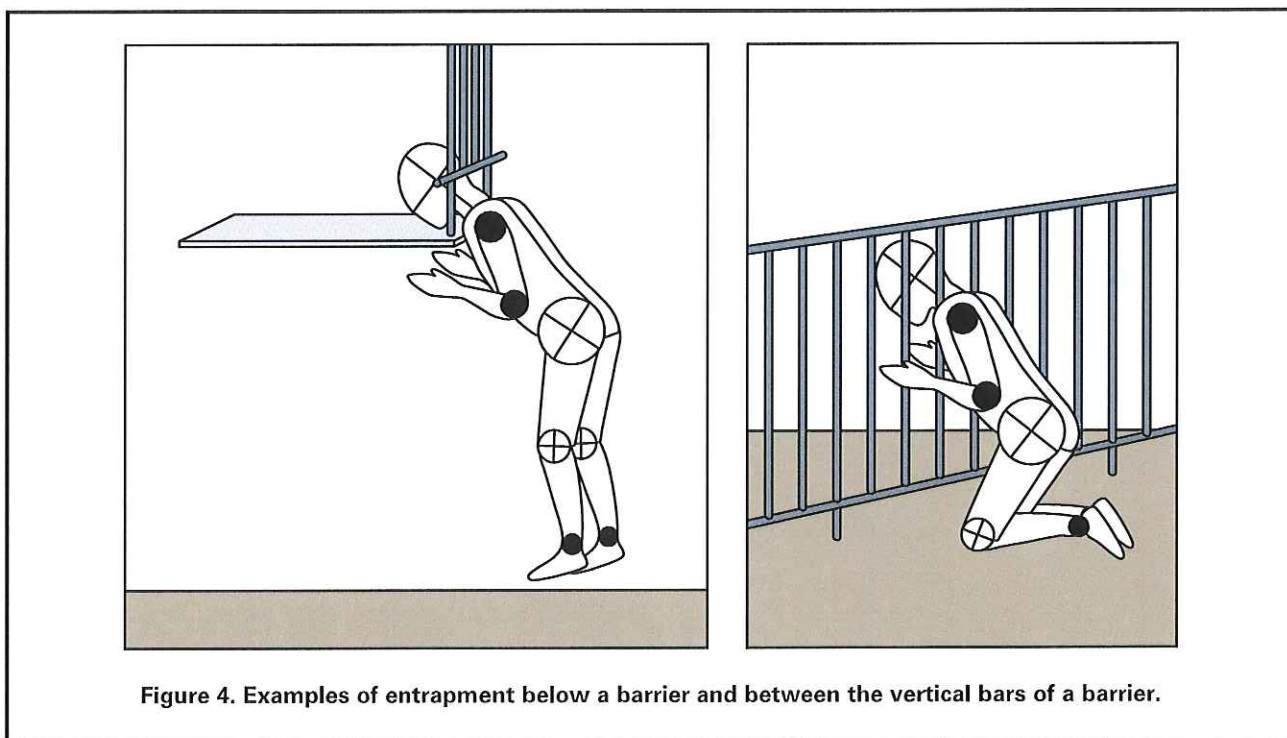
3.3 Entrapment

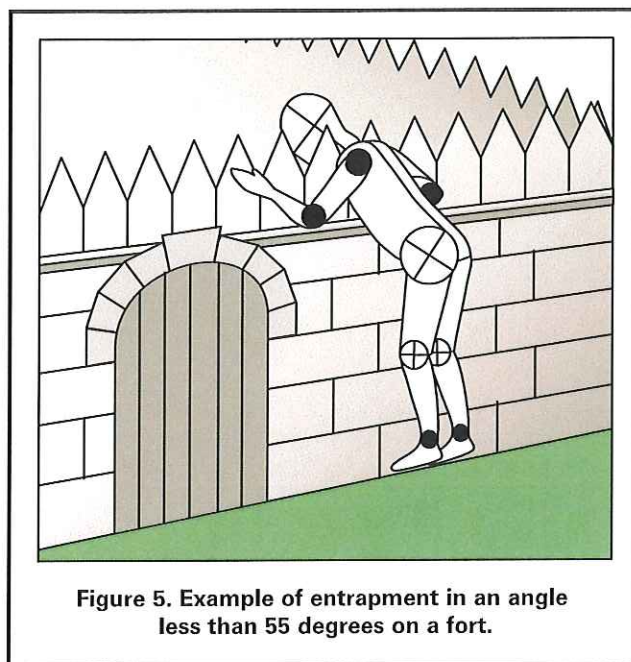
3.3.1 Head entrapment

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.





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

- | | |
|--------------------------|--|
| ☐ | 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 |

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).

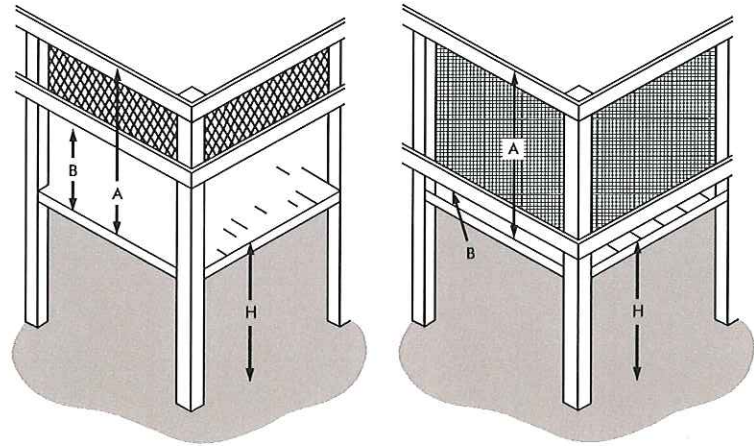
Guardrails or protective barriers should be provided on elevated platforms, walkways, landings, stairways, and transitional surfaces. In general, the younger the child, the less coordination and balance they have, therefore the more vulnerable they are to unintentional falls. Toddlers are the most vulnerable,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

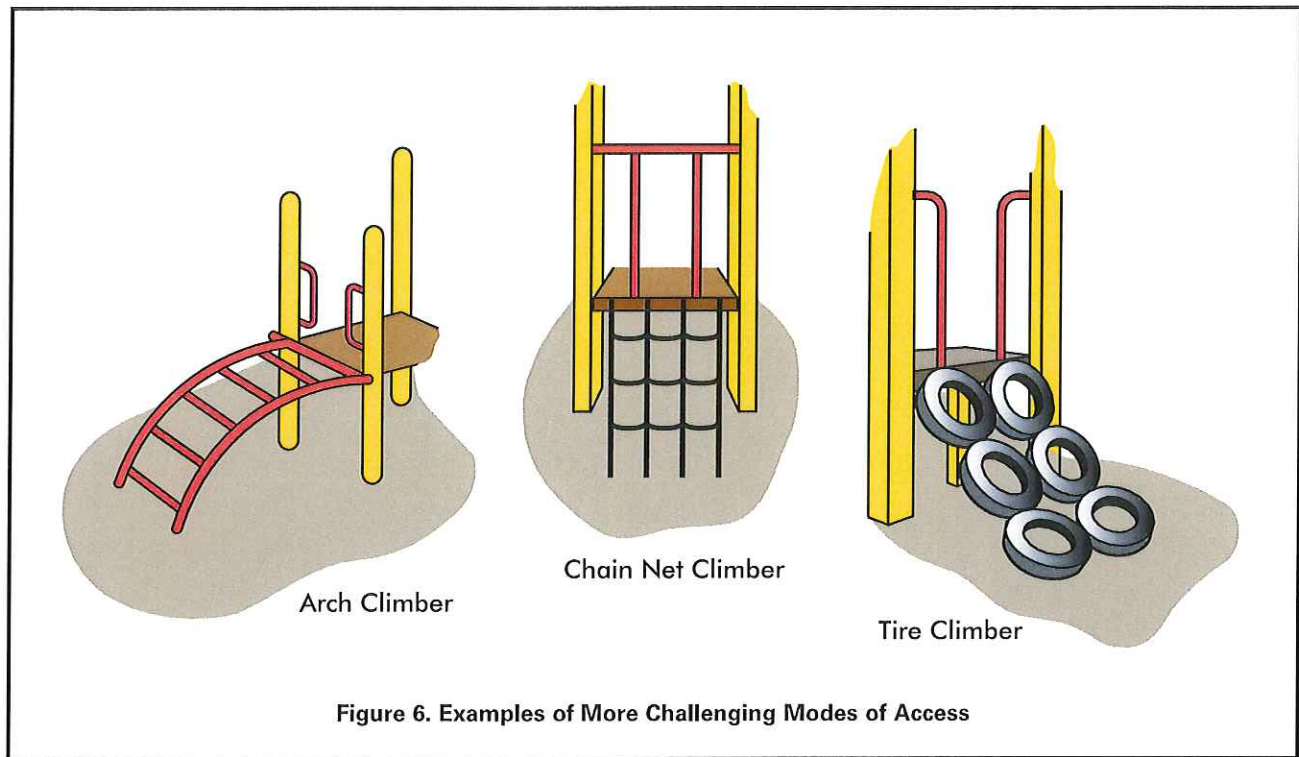
Guardrail and barrier recommendations are shown in Table 4. However, the recommendations do not apply if the guardrail or barrier would interfere with the intended use of the equipment, such as:

- 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:

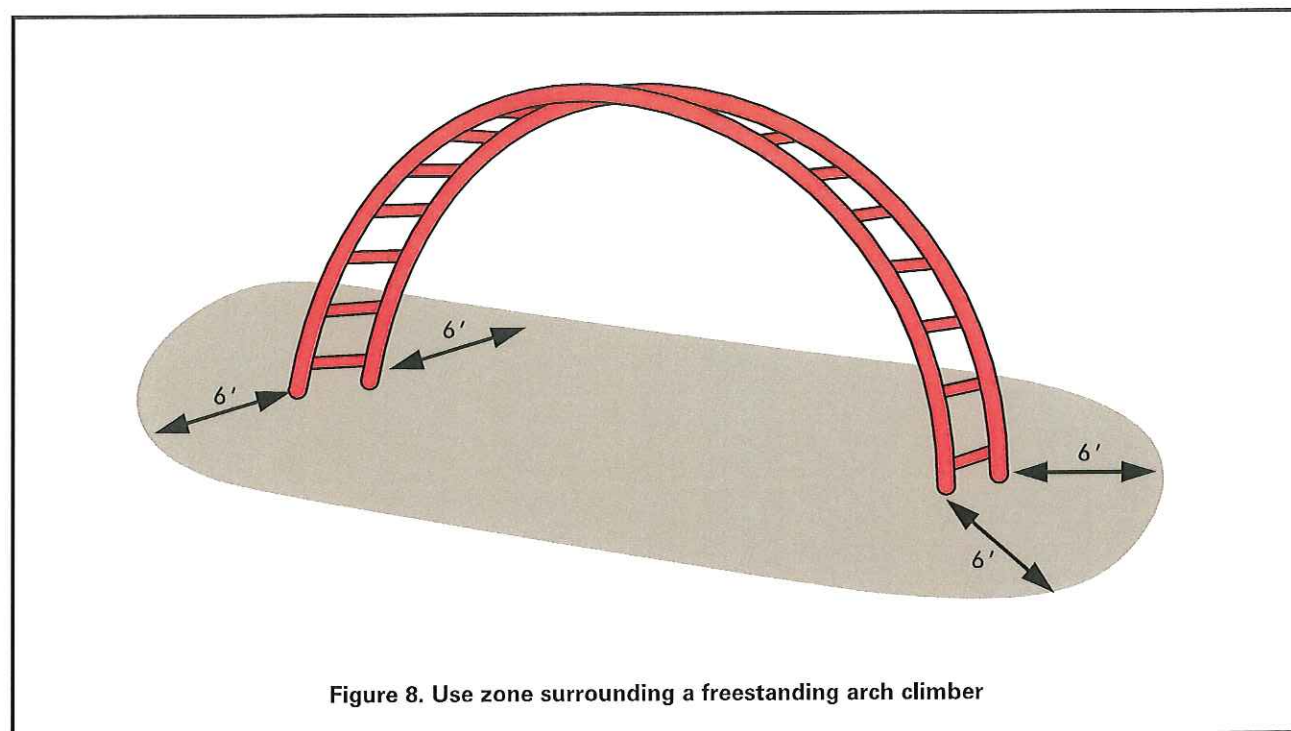
- Unless otherwise specified in this section, the fall height for climbers is the distance between the highest part of the climbing component and the protective surfacing beneath it.
- If the climber is part of a composite structure, the fall height is the distance between the highest part of the climber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

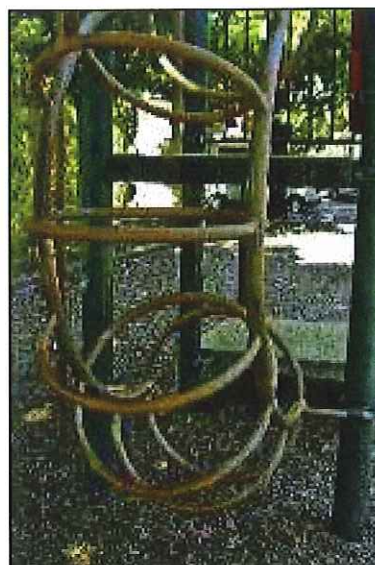


Figure 9: Climber with rigid structural components that DOES NOT meet 5.3.2.1.5

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.

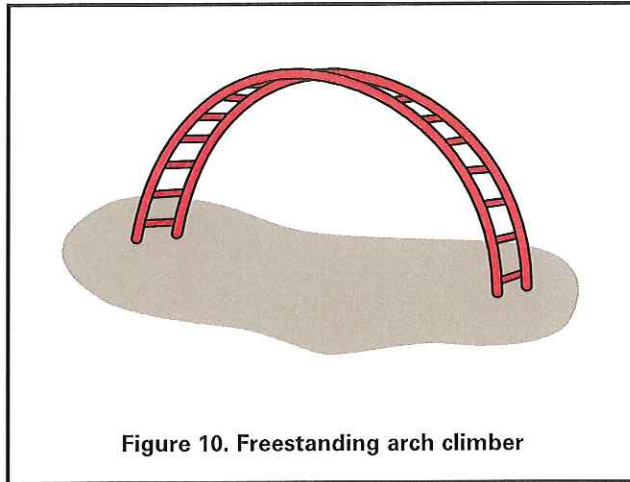


Figure 10. Freestanding arch climber

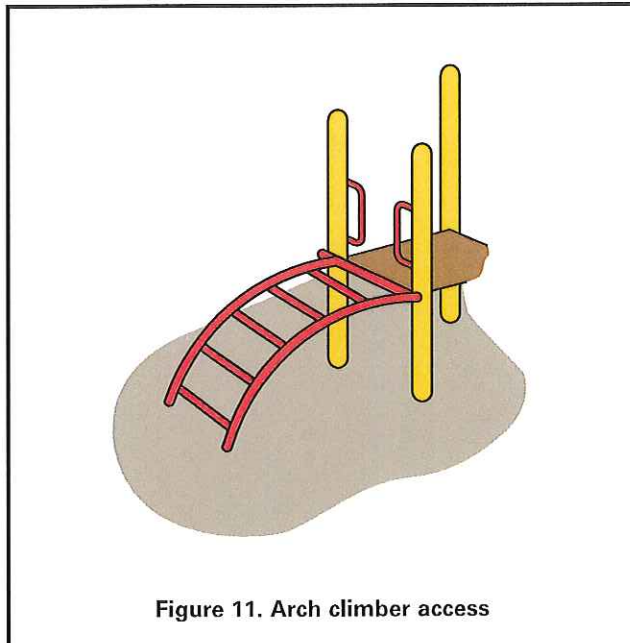


Figure 11. Arch climber access

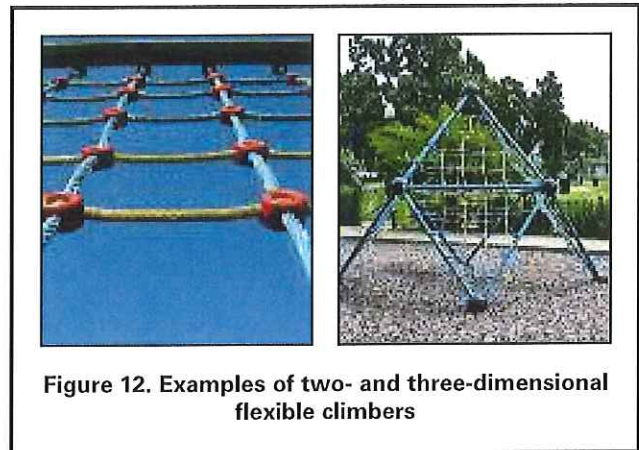


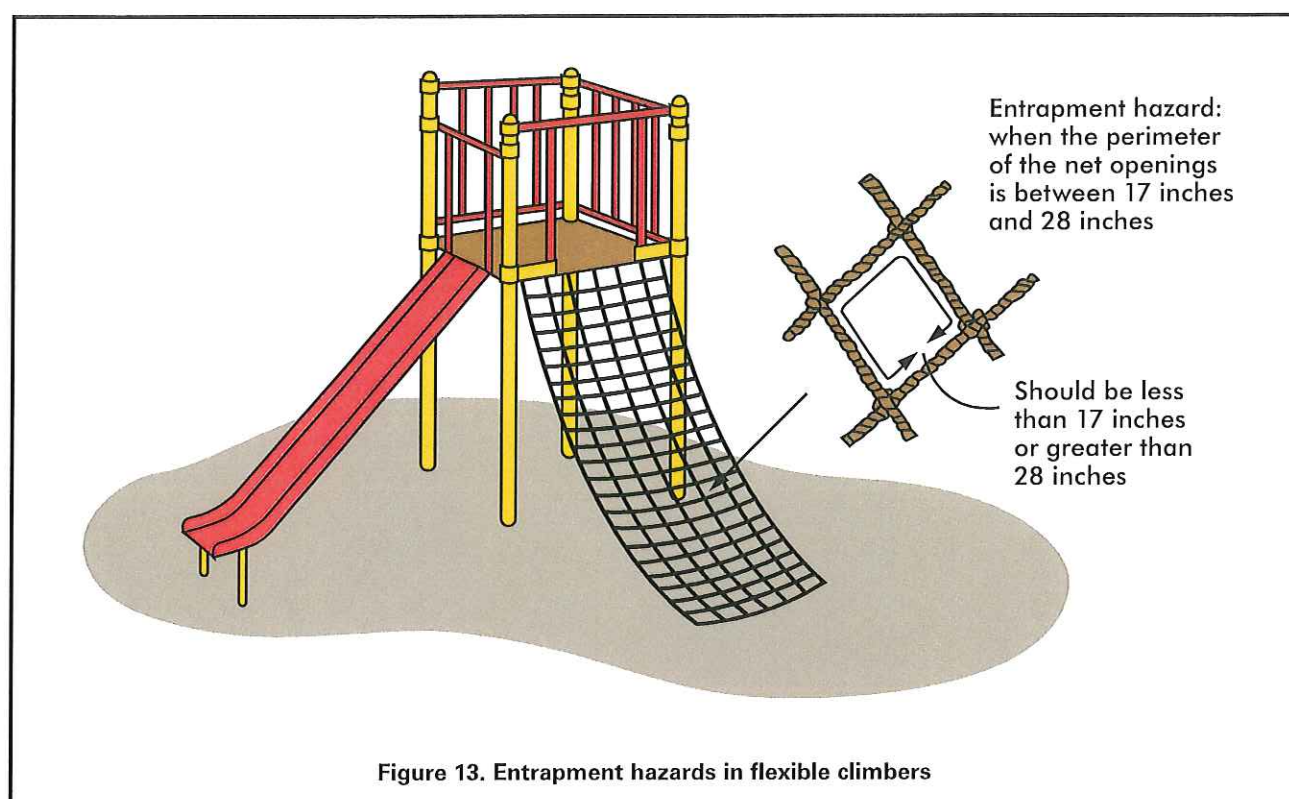
Figure 12. Examples of two- and three-dimensional flexible climbers

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.

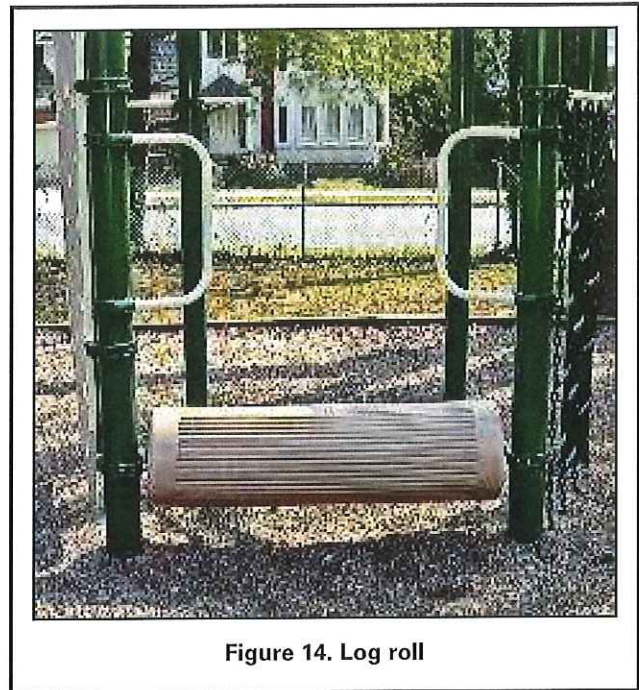


Figure 14. Log roll

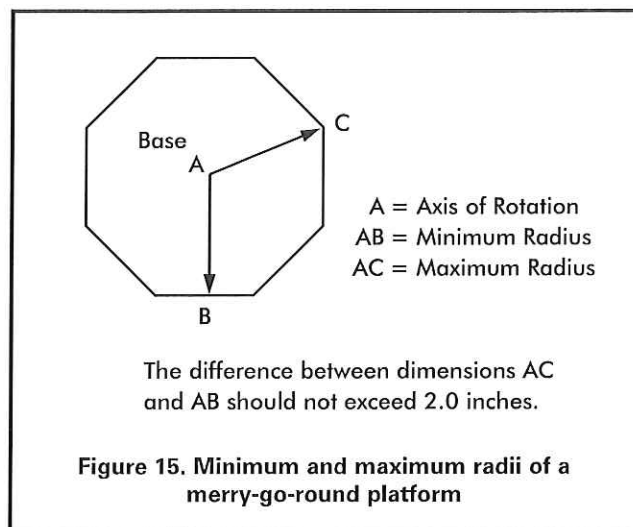
5.3.4 Merry-go-rounds

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.

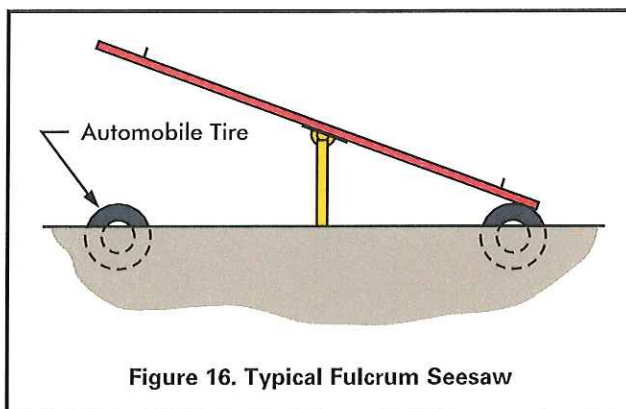
5.3.4.2 Fall height

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

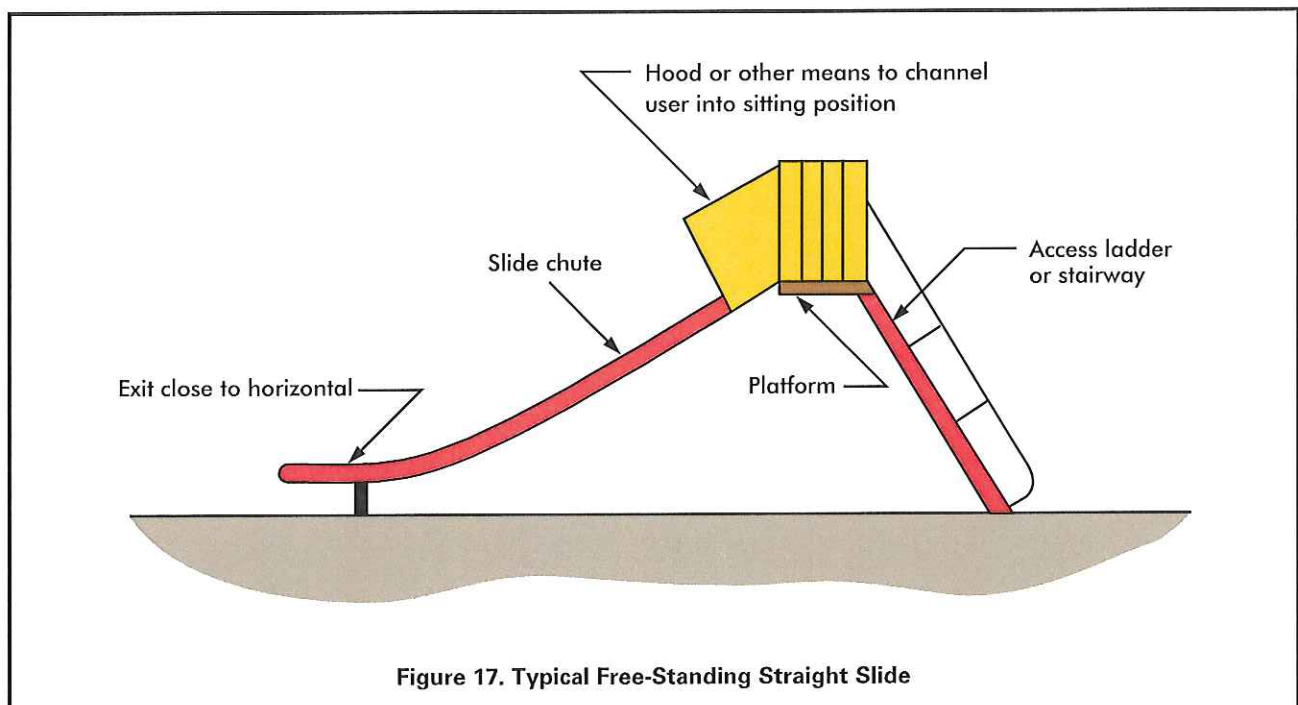
Children can be expected to descend slide chutes in many different positions, rather than always sitting and facing forward as they slide. These other positions should be discouraged at all times to minimize injuries.



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

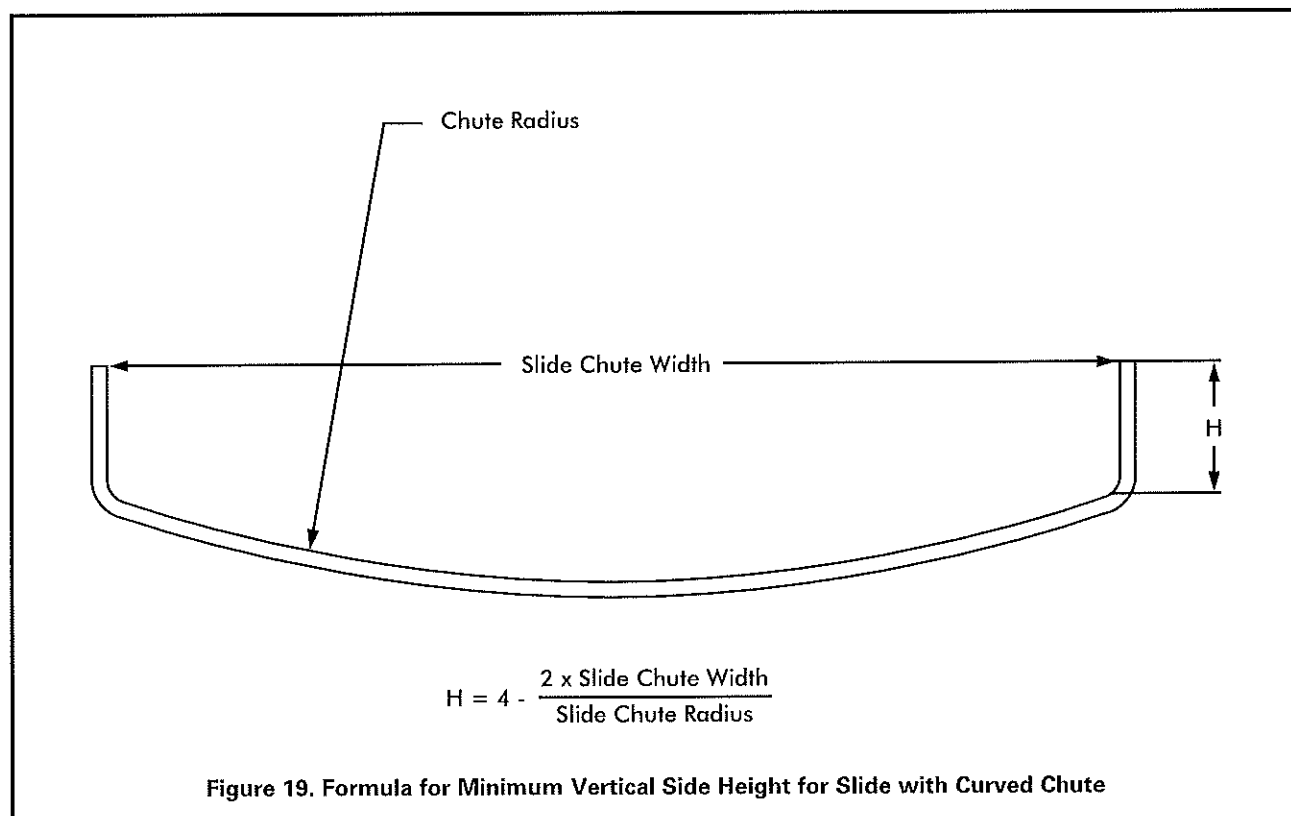
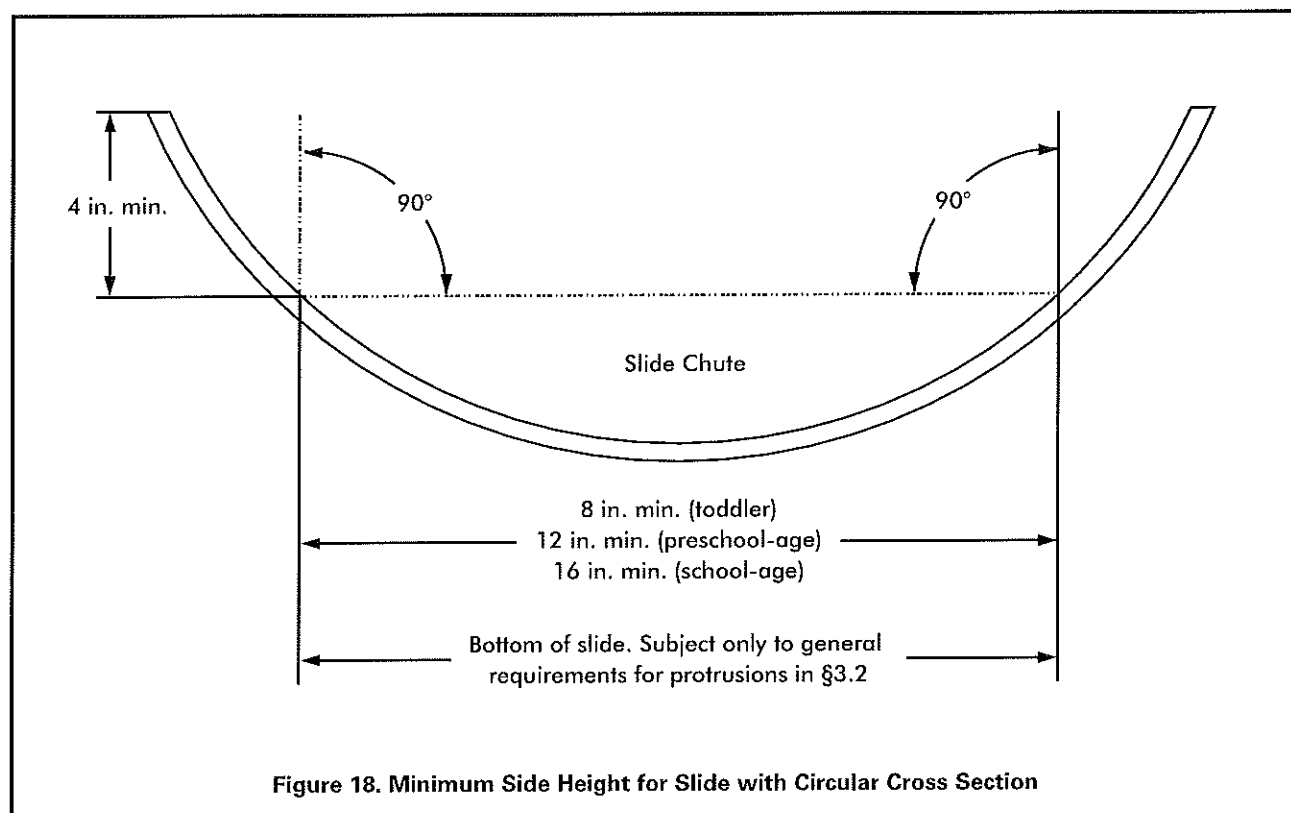
- Roller slides should meet applicable recommendations for other slides (e.g., side height, slope, use zone at exit, etc.).
- The space between adjacent rollers and between the ends of the rollers and the stationary structure should be less than 3/16 inch.
- Frequent inspections are recommended to insure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

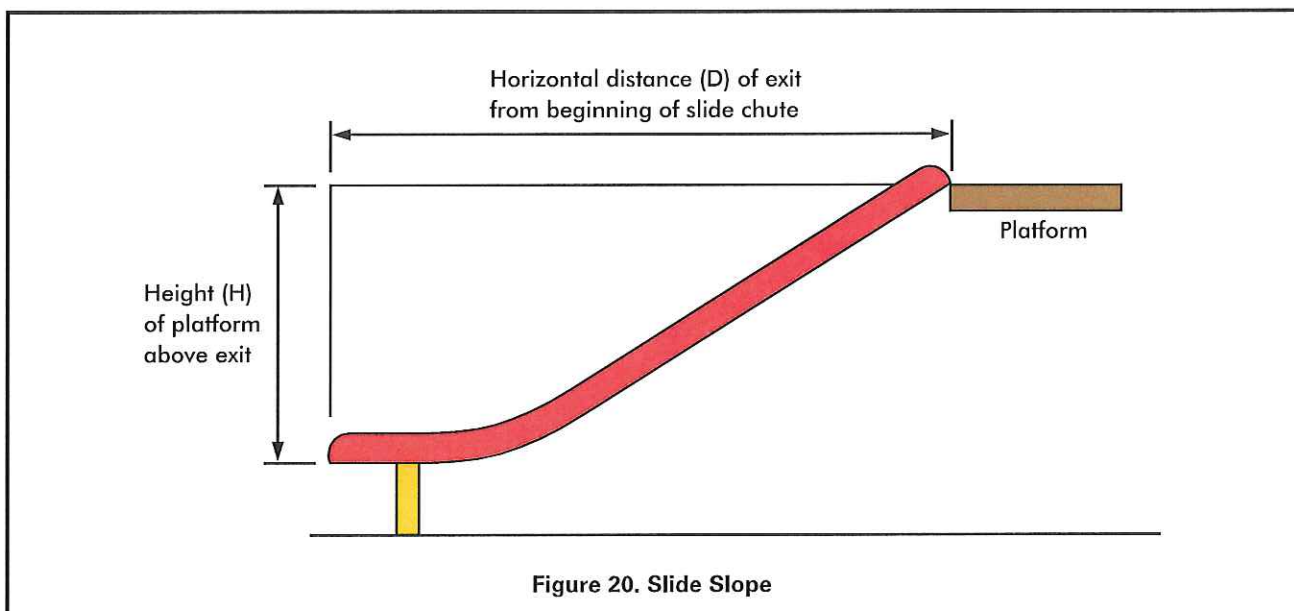
5.3.6.3.5 Tube slides

- 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:

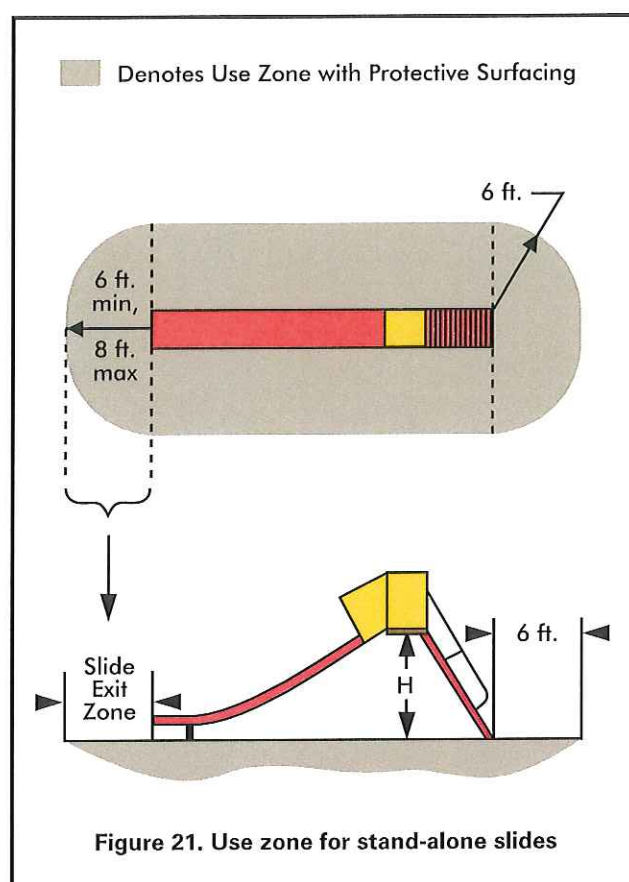


Figure 21. Use zone for stand-alone slides

- 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.

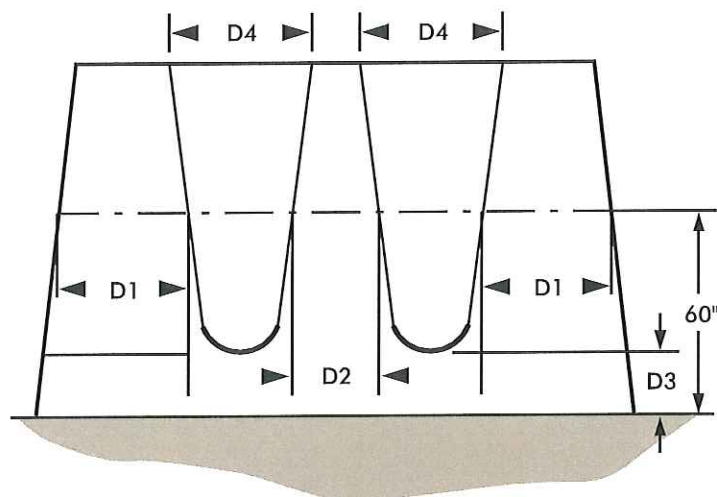


Figure 23. Minimum Clearances for Single-Axis Swings

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.
- 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.

5.3.8.3.2 Full bucket seat swings

Full bucket seat swings are similar to single-axis swings since they move in a to-fro direction. However, full bucket seat swings are intended for children under 4 years of age to use with adult assistance.

- The seats and suspension systems of these swings, including the related hardware, should follow all of the criteria for conventional single axis swings.
- Full bucket seats are recommended to provide support on all sides of a child and between the legs of the occupant (see Figure 24).



Figure 24. Example of full bucket seat swings

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

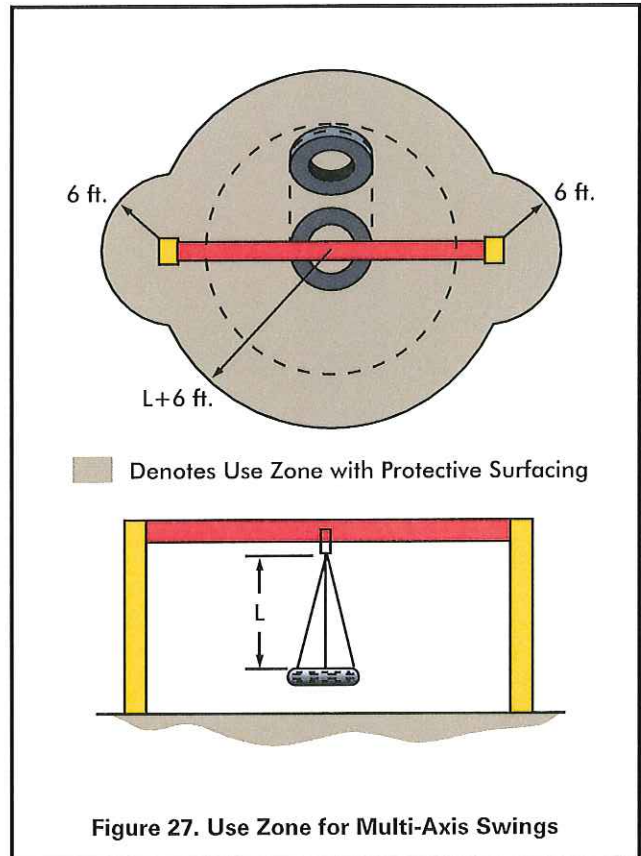
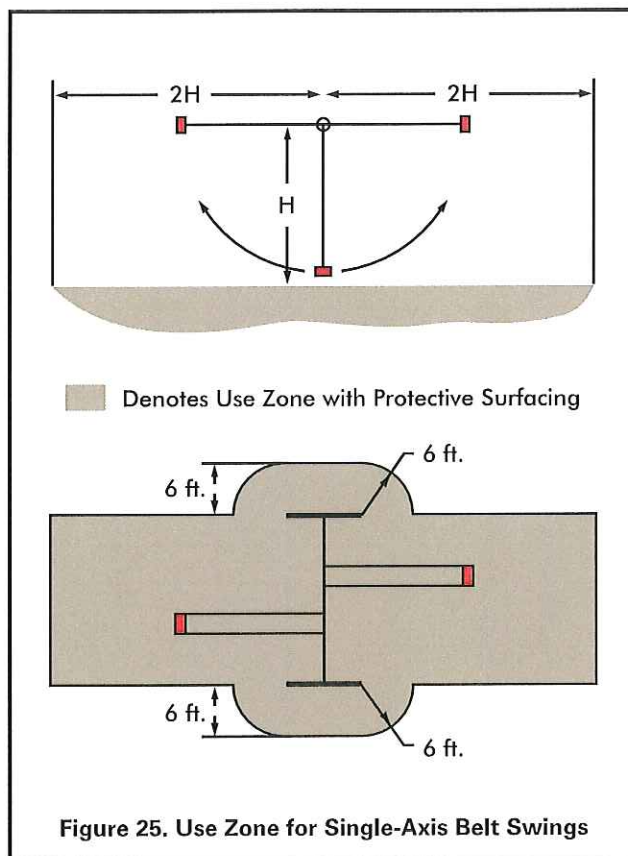
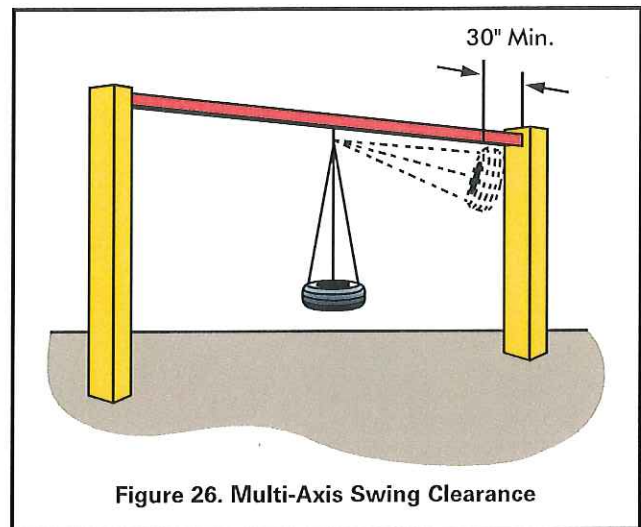
Tire swings are usually suspended in a horizontal orientation using three suspension chains or cables connected to a single swivel mechanism that permits both rotation and swinging motion in any axis.

- 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.

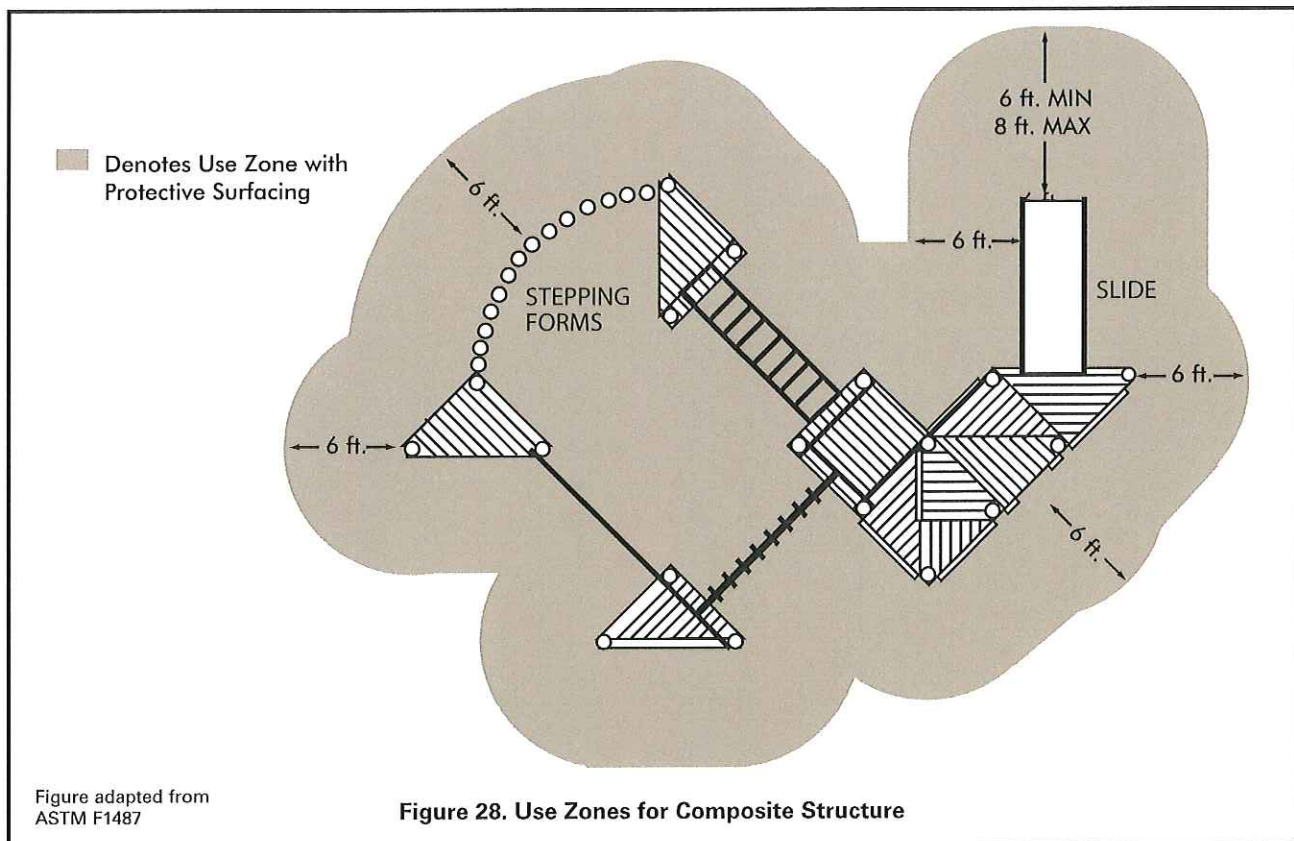
5.3.9 Fall height and use zones for composite structure

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:

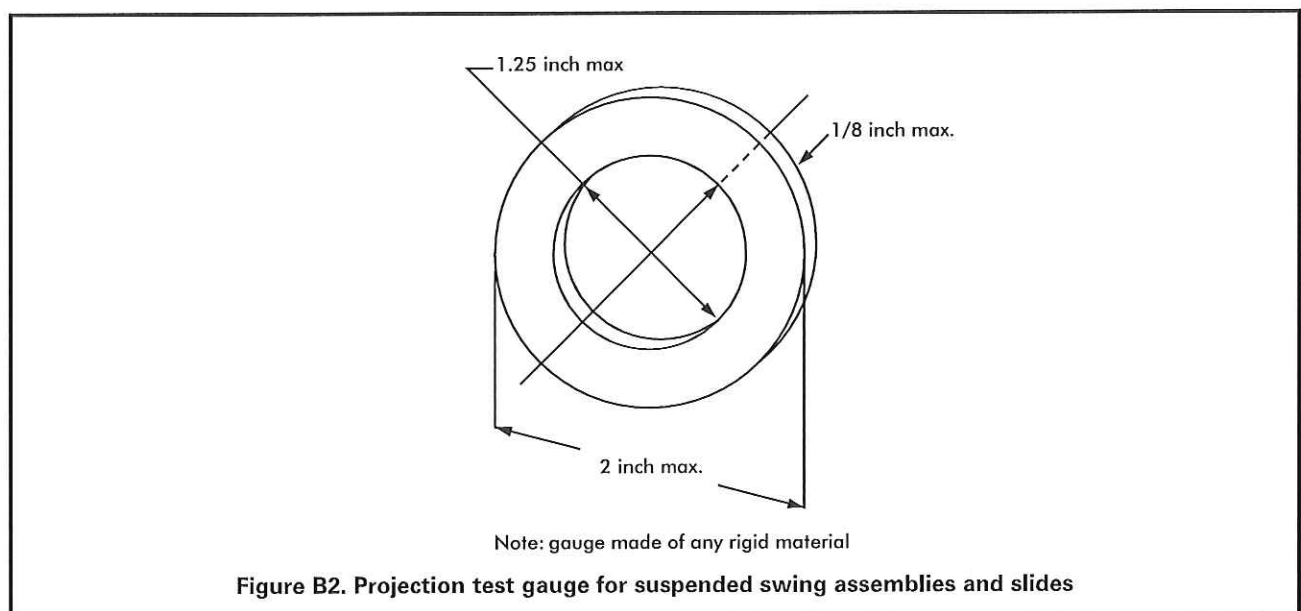
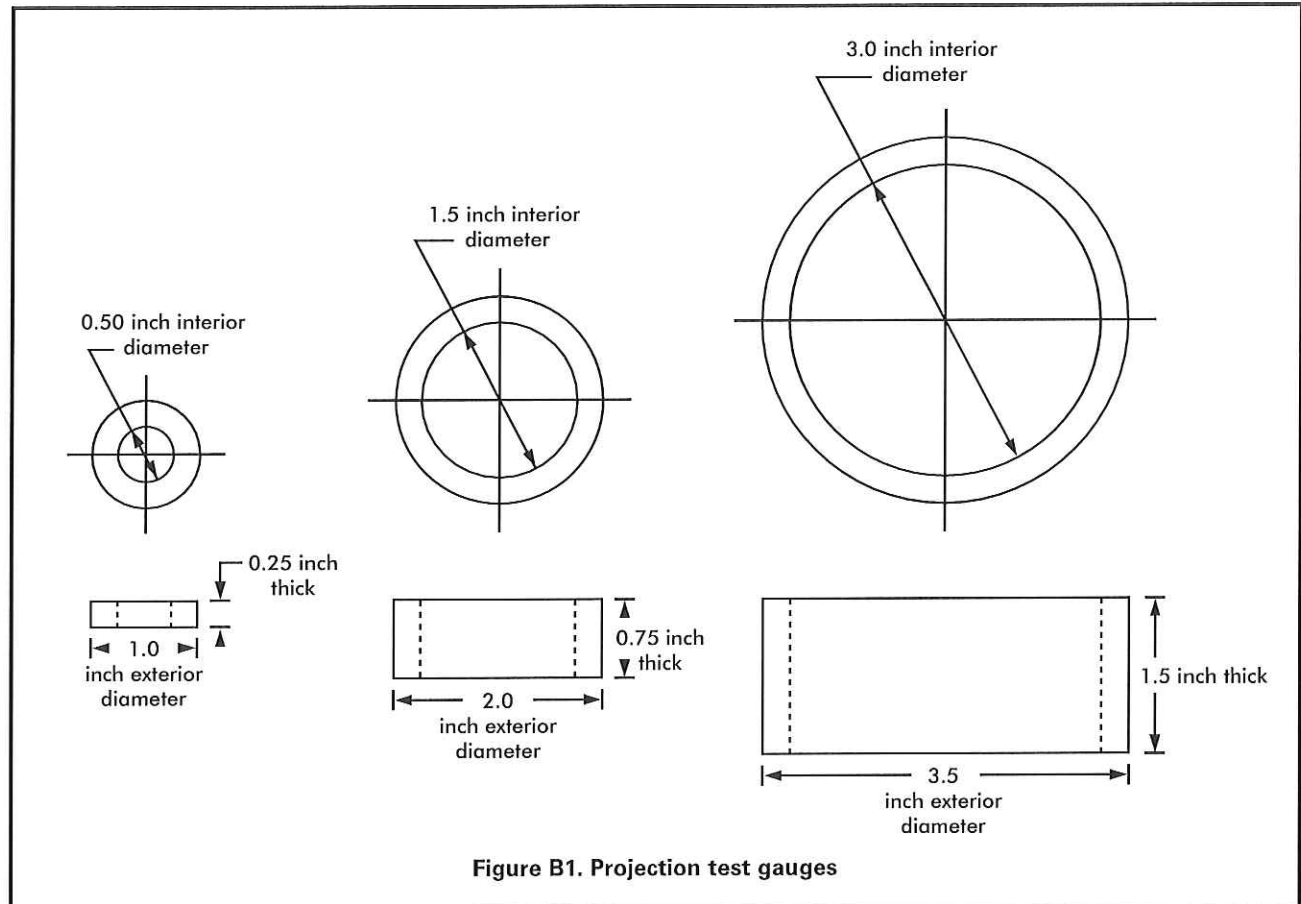
INSPECTION BY:

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



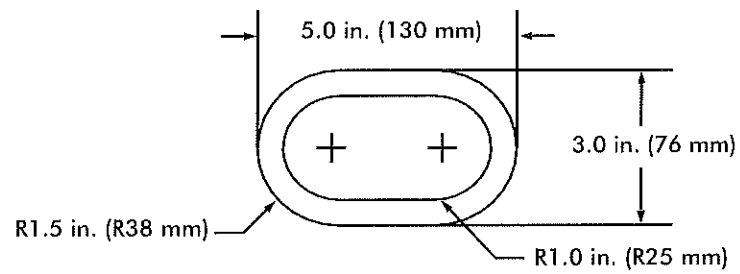


Figure B3. Toddler small torso template

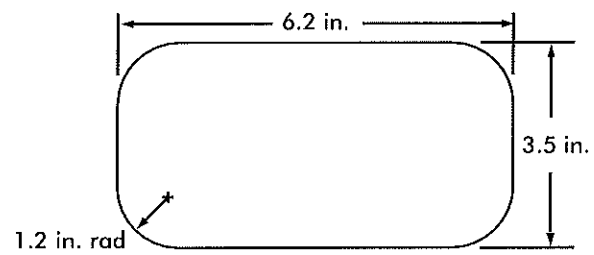


Figure B4. Preschool- and school-age small torso template

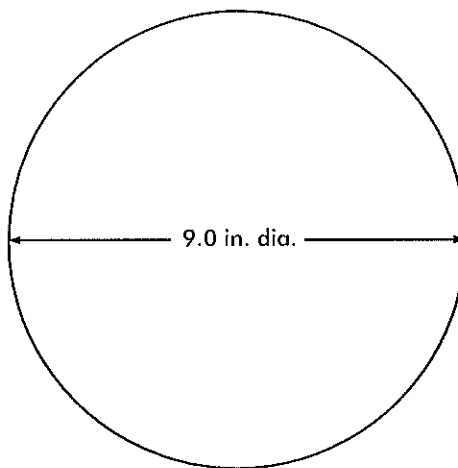
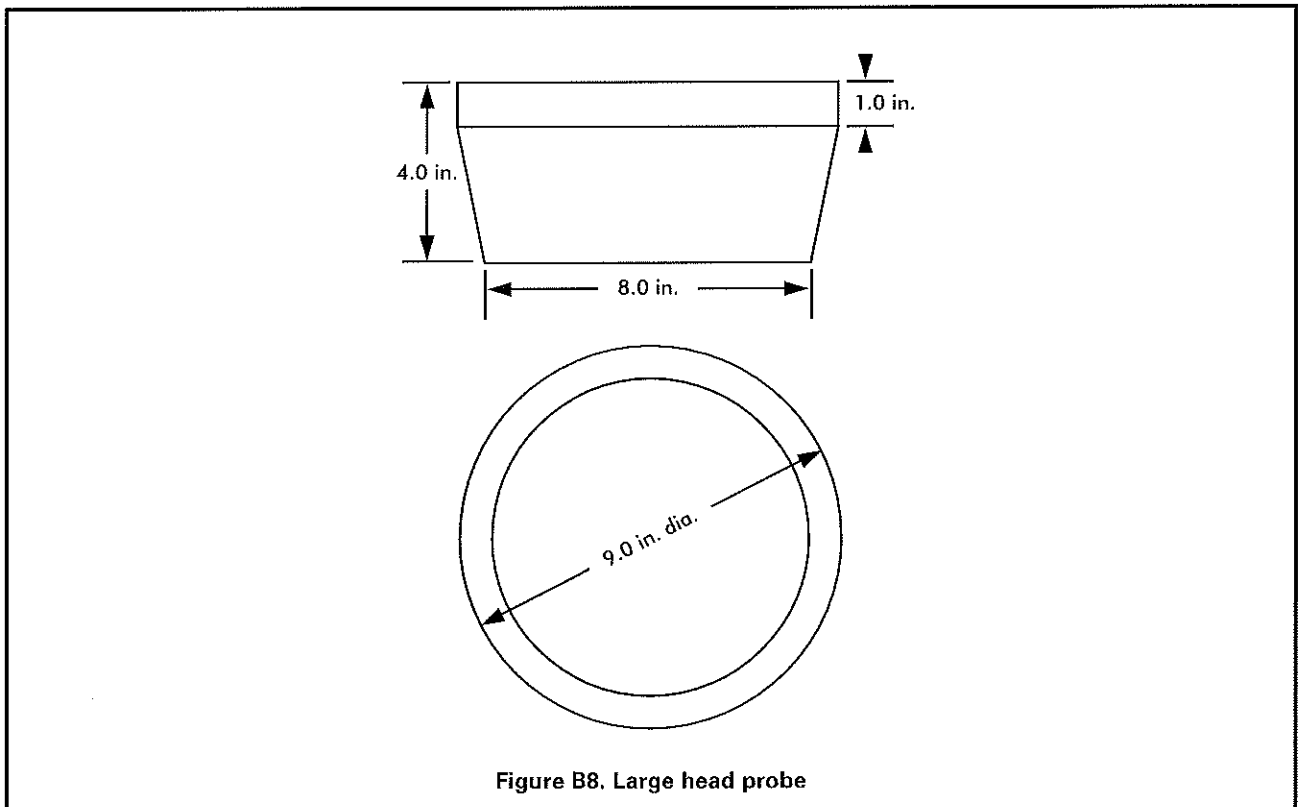
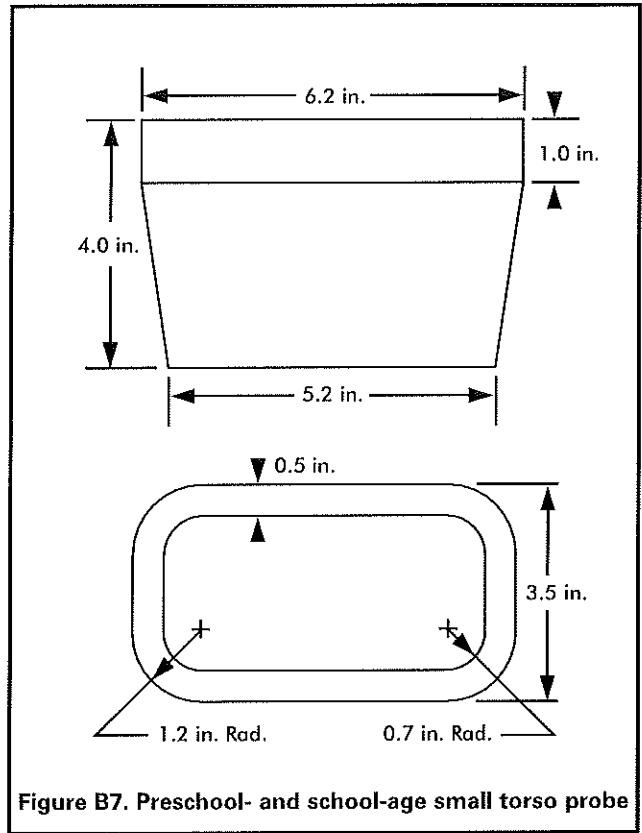
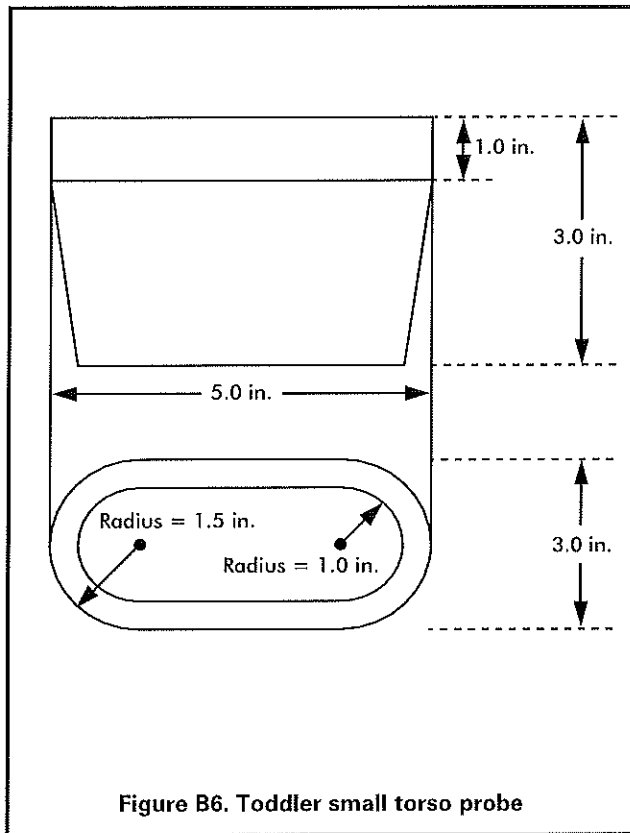


Figure B5. Large head template



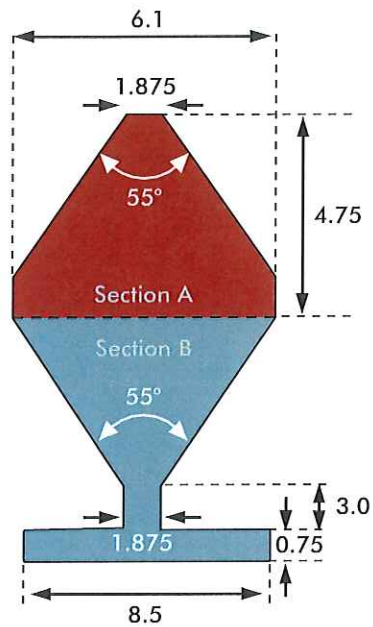


Figure B9. Preschool/School-age partially bound probe (dimensions in inches, template is 0.75 inches thick)

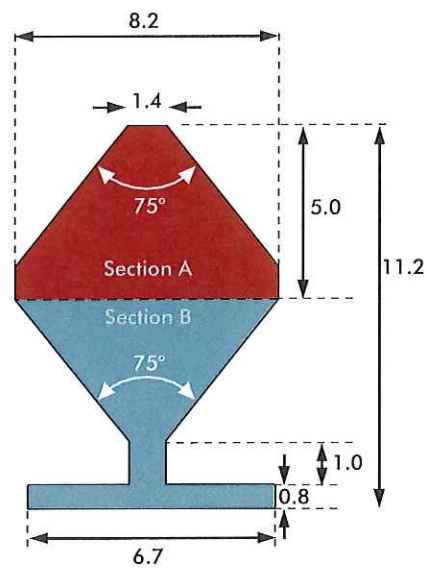


Figure B10. Toddler partially bound probe (dimensions in inches, template is 0.60 inches thick)

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.

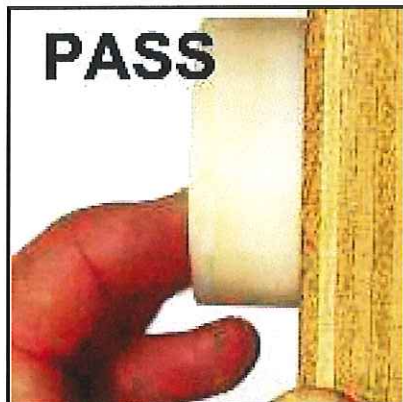


Figure B11. Determining whether a projection is a protrusion

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).

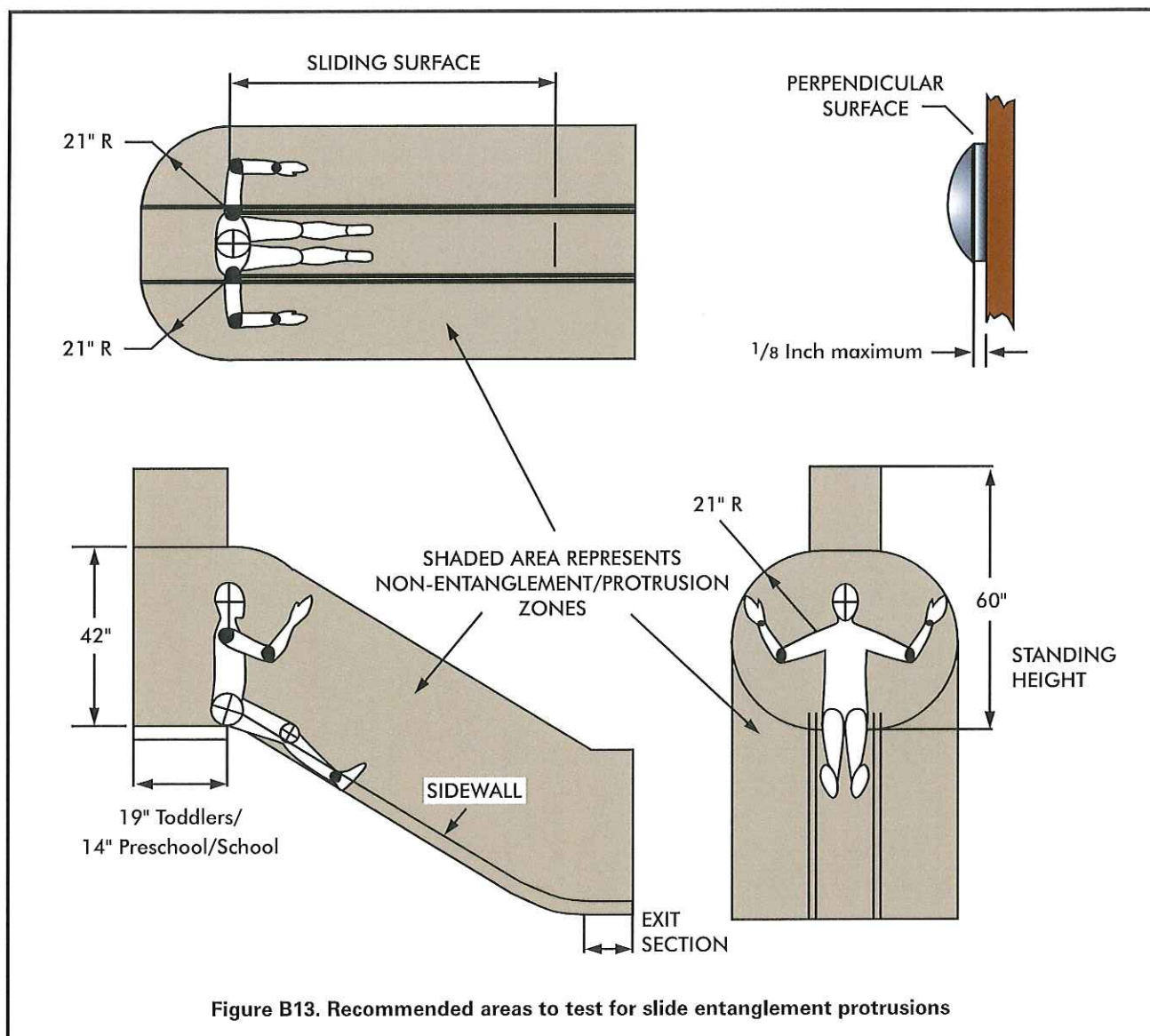
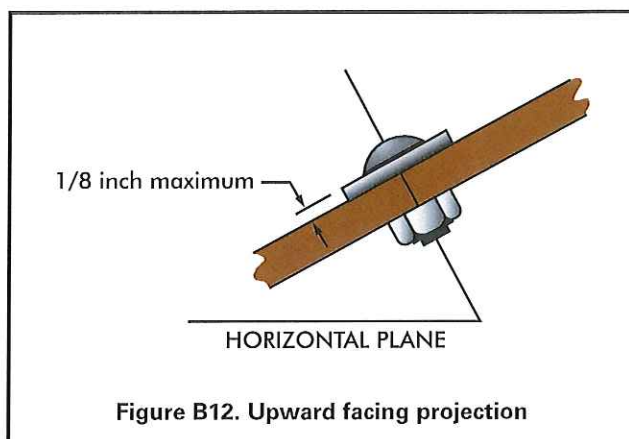
Step 3: Place the swing and slide projection gauge (Figure B2) next to the projection to check the height of the projection.

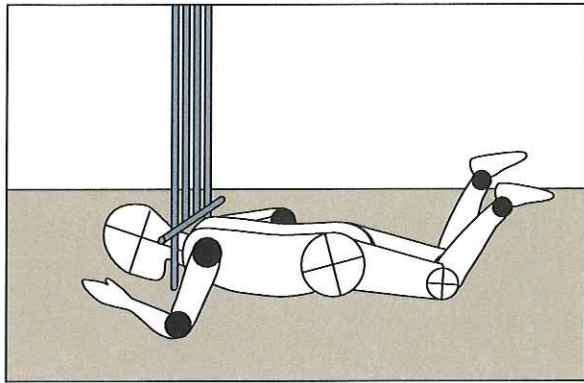
Step 4: Visually determine if the projection extends beyond the face of the slide projection gauge.

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

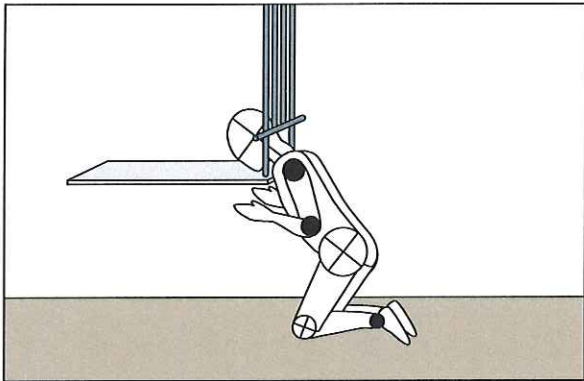
Fail: A projection that extends beyond the face of the gauge is considered a hazardous protrusion and should be eliminated.

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.

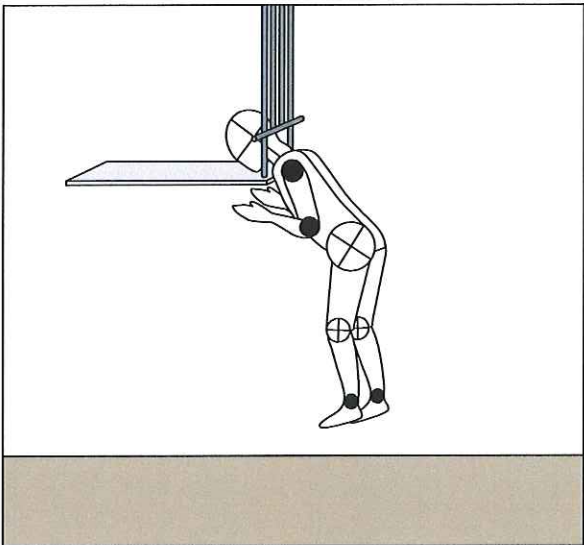




Ground-bounded: Not subject to entrapment recommendations.



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.

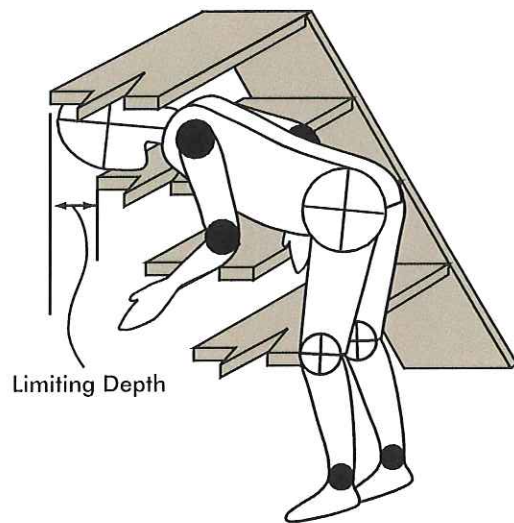


Figure B15. Completely bounded opening with limited depth

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

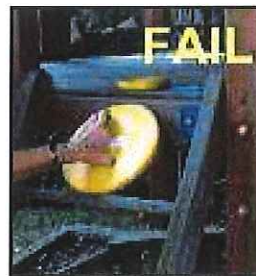
Yes: Continue



- 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.2.5.6 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.

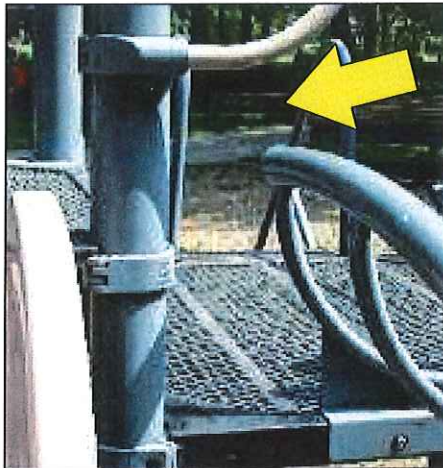
Identifying partially bound openings varies depending on the age range of the playground. Openings that should be tested include any opening where:

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:

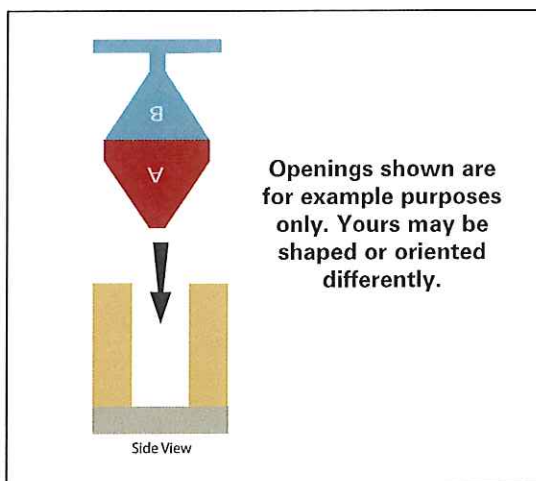
- The perimeter of the opening is not closed
- The lowest leg of the opening is tilted upward (i.e. above horizontal)



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

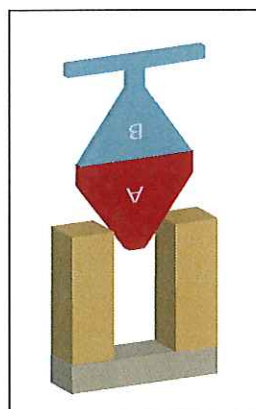
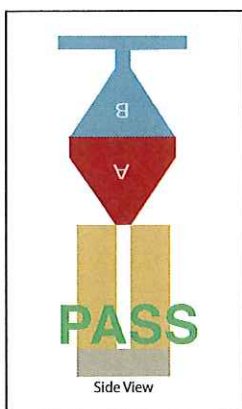
- Step 1: Select the appropriate Partially Bound Template based on the intended users of the playground (Figure B10 for toddler playgrounds, Figure B9 for preschool and school-age playground).
- Step 2: Identify partially bound openings.
- Step 3: Align the template so that the face of the template is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

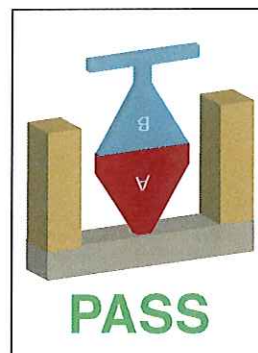
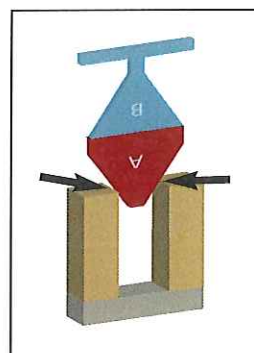
No: continue



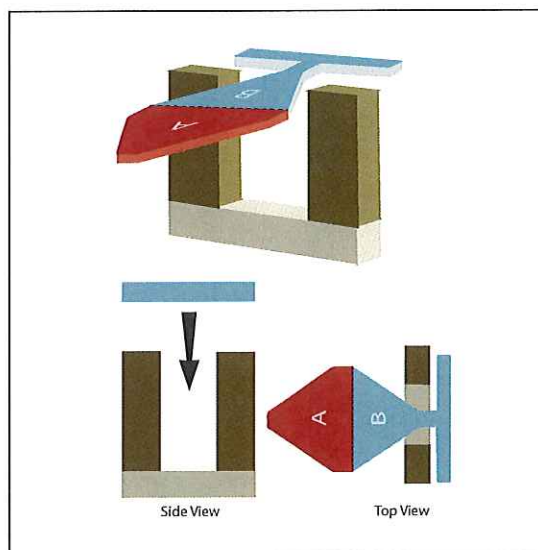
- Step 6: While still inserted as far as possible, determine if there is simultaneous contact between both of the angled sides of section A and the sides of the opening.

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.

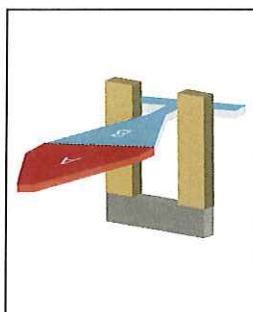
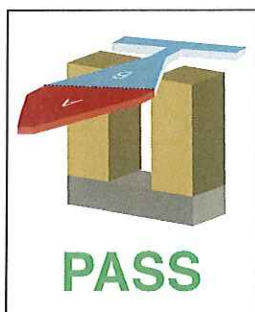


Step 9: Once inserted as far as possible, determine if the B portion is completely past the points where contact was made on the sides of the opening with the A portion.

No: Pass. Stop

Yes: Toddlers:
Fail. Stop

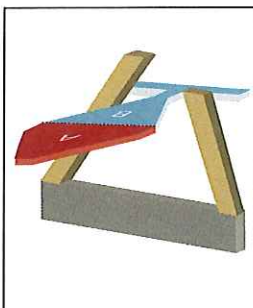
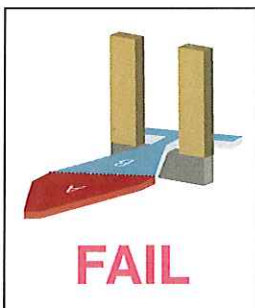
Preschool and
School-age:
Continue



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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AGENDA ITEM REPORT

Item: 3

Meeting Date: November 14, 2016

Department: Administration

☒ Discussion ☒ Action

Budgeted Expense: ☐ YES ☐ NO ☒ N/A

Submitted by: Dennis Burn, CM

Amount: N/A

Reviewed By: ☒ City Manager ☒ City Secretary ☐ City Attorney

☐ Accountant

☒ Other: G. Miller, City Secretary Assistant

Attachments:

1. BOA Member list
2. Resignation from John Knight

Agenda Item / Topic:

ITEM 3. *DISCUSSION/ACTION* – Consideration of and action on an appointment to fill a permanent member vacancy to serve the remaining term of Place 2, Board of Adjustment and directing staff as necessary to advertise for a Board pool.

Discussion / Justification:

Place 2 John Knight resigned from the BOA during their last BOA meeting of October 17. Alternate member Place 6 Ozzie Molina was present and filled the vacancy for the remaining of the meeting. He is interested to serve in the permanent position if Council so allows.

Staff seeks permission to advertise for a Board pool for either the permanent or alternate position.

Recommendation / Staff Comments:

None

Sample Motion(s):

I move that Council appoint _____ to fill the permanent member vacancy to serve the remaining term of Place 2, Board of Adjustment and directing staff as necessary to advertise for a Board pool.

BOA Information Sheet



Personal- Do not Give Out!

MEMBERS:	
RICHTSMEIER, Carol 2017 PL1	XXXXXXXXXX 2018 PL2
925 Red Oak Creek Dr.	114 Nob Hill Ln.
Ovilla, TX 75154	Ovilla, TX 75154
Hm: XXXXXXXXXX	Hm: N/A
Wk: N/A	Wk: N/A
Cell: N/A	Cell: XXXXXXXXXX
E-Mail: XXXXXXXXXX	E-Mail: XXXXXXXXXX
BETIK, Barbara CHAIR 2017 PL3	CAWLEY, Sandra - 2018 PL4
601 Buckboard Trail	711 Buckboard St.
Red Oak, TX 75154	Ovilla, TX 75154
Hm: 972-917-3992	Hm: XXXXXXXXXX
Wk: N/A	Wk: N/A
Cell: N/A	Cell: N/A
E-Mail: XXXXXXXXXXXXXX	E-Mail: XXXXXXXXXXXXXX
Ware, Richard Vice Chair (Lisa) 2017 PL5	
116 Water Street	
Ovilla, TX 75154	
Hm: XXXXXXXXXX	
Wk: XXXXXXXXXX	
Cell: N/A	
E-Mail: XXXXXXXXXXXXXX	
ALTERNATES	
MOLINA, Ozzie 2017 PL6	HEIMBUCH, Stephanie 2018 PL7
224 Lariat Trail	613 William Dr.
Ovilla, TX 75154	Ovilla, TX 75154
Hm: XXXXXXXXXX	Hm: XXXXXXXXXX
Wk: Retired	Wk: XXXXXXXXXX
Cell: N/A	Cell: N/A
Email: XXXXXXXXXXXXXX	Email: XXXXXXXXXXXXXX

Last update 07.2016

Pam Woodall

From: John Knight <johnkn_@cityofbozeman.gov>
Sent: Monday, October 17, 2016 8:53 PM
To: Pam Woodall
Subject: My resignation from BOA

Good evening Glenell,

I am writing this email as written confirmation of my resignation from the BOA.

When faced with the tough decision to either sit by and watch a terrible miscarriage of justice go unchecked, or resign, a tough decision got very easy.

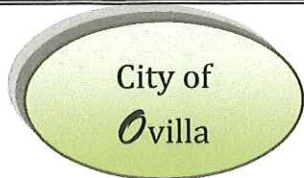
I will always value my first amendment rights over any service and felt this was my only option.

I do appreciate all that you have done for me, and your exceptional service to our city over the last nine years.

If you need anything else from me to make this official please let me know.

Best Regards,
John Knight

Sent from my iPhone



AGENDA ITEM REPORT

Item: 4

Meeting Date: November 14, 2016

Department: Administration

☒ Discussion ☒ Action

Budgeted Expense: ☐ YES ☐ NO ☒ N/A

Submitted by: Dennis Burn, CM

Amount: N/A

Reviewed By: ☒ City Manager ☒ City Secretary ☐ City Attorney

☐ Accountant

☐ Other

Attachments:

1. MDD Member list

Agenda Item / Topic:

ITEM 4. **DISCUSSION/ACTION** – Consideration of and action on nominations and appointments/reappointment to serve volunteer terms on the Municipal Development District Board of Directors and direct staff as necessary to advertise for a Board pool.

Discussion / Justification:

The Municipal Development District Board (MDD) is comprised of five (5) volunteer Directors, each whom shall be appointed by the City Council. Each of the Directors shall be a resident of either the City of Ovilla or its extraterritorial jurisdiction, serving a two-year term or until a successor is appointed. Those with expiring terms are:

Place 2, James Scivally

Place 4, Vacant

Mr. Scivally is also the vice-president of the Economic Development Corporation Board – appointed by Council in June 2016. Place 4 was served by Mr. Ron Langenheader, who resigned after the December 2015 tornado.

Recommendation / Staff Comments:

None

Sample Motion(s):

I move that Council appoint/reappoint _____ and _____ to serve volunteer terms as Place 2 and Place 4 Municipal Development District Directors.

OR

I move that Council appoint/reappoint _____ as Place ____ and direct staff to advertise for a Board pool to fill a vacancy.

OR

I move that Council direct staff to post advertisement for a volunteer Board pool to fill vacancies on the MDD and bring this item back with applications for Council consideration.



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

**INFORMATION
SHEET**
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MUNICIPAL DEVELOPMENT DISTRICT – EST. 11.03.2009	
2y Term EXP. 11.2017	2y Term EXP. 11.2018
HUBER, Rachel – PL1	*SCIVALLY, James – PL2 (PRESIDENT)
201 Willow Wood	229 Lariat Tr.
Ovilla, TX 75154	Ovilla, TX 75154
Hm: 972.617.3029	Hm: 972.765.6237
Wk:	Wk: 972.617.3029
Cell:	Cell: 972.765.6237
Personal E-Mail: place1huber@cityofovill.org	Personal Email: jay.scivally@cityofovill.org XXXXXXXXXXXX
TERM 2 YR – EXP. 11.2017	TERM 2 YR – EXP. 11.2018
DORMIER, Richard - PL3	VACANT PL4
504 Edgewood Lane	
Ovilla, TX 75154	Ovilla, TX 75154
Hm: 972.217.1147	Hm:
WK: 214.503.0555 X106	WK:
Cell: 972.488.6523	Cell:
Personal E-Mail: mayordormier@cityofovilla.org	Personal E-Mail: @
TERM 2 YR – EXP. 11.2017	
WARE, Lisa – PL5 (VICE PRESIDENT)	
116 Water Street	
Ovilla, TX 75154	
Hm: 214.552.0776	
WK:	
Cell:	
Personal email: XXXXXXXXXXXX	

(*) DO NOT RELEASE PERSONAL EMAIL ADDRESS



Ovilla City Council

AGENDA ITEM REPORT

Item 5

Meeting Date: November 14, 2016

Department: EDC

☒ Discussion ☒ Action

Budgeted Expense: ☒ YES ☐ NO ☐ N/A

Submitted By: Dennis Burn, CM

Amount: N/A

Reviewed By: ☒ City Manager ☒ City Secretary ☐ City Attorney

☐ Accountant

☒ Other: City Engineer

Attachments:

1. Engineering Services Agreement

Agenda Item / Topic:

ITEM 5. **DISCUSSION/ACTION** – Consideration of and action on an engineering services agreement with Birkhoff, Hendricks and Carter, LLP, for the preparation of bid documents for Heritage Park restrooms and authorize the Mayor to execute said document.

Discussion / Justification:

Attached to this agenda item is an Engineering Services Agreement between the City and our City Engineer, Birkhoff, Hendricks & Carter, L.L.P. This agreement is for the preparation of specifications to be used by the City in advertising and receiving sealed bids for a precast, pre-engineered restroom facility to be installed in Heritage Park.

Water and sewer service will be installed by the City. Electrical will be provided by a third party. Funds for this agreement are budgeted. Our city attorney has approved the agreement as to legal form.

Recommendation / Staff Comments:

Sample Motion(s):

I move that Council approve/deny an engineering services agreement with Birkhoff, Hendricks and Carter, LLP, for the preparation of bid documents for Heritage Park restrooms as presented and authorize the Mayor to execute said document.

ENGINEERING SERVICES AGREEMENT

THIS AGREEMENT is made and entered into by and between the **City of Ovilla, Texas**, hereinafter referred to as "City", and **Birkhoff, Hendricks & Carter, L.L.P.**, hereinafter referred to as "Engineer", to be effective from and after the date as provided herein.

WITNESSETH:

WHEREAS, the City desires to engage the services of the Engineer to prepare bidding documents for a pre-engineered toilet facility for the **City Park Toilets**, located in the City of Ovilla, Texas, hereinafter referred to as the "Project"; and

WHEREAS, the Engineer desires to render such engineering services for the City under the terms and conditions provided herein.

NOW, THEREFORE, KNOW ALL MEN BY THESE PRESENTS:

That for and in consideration of the covenants contained herein, and for the mutual benefits to be obtained hereby, the parties hereto agree as follows:

I. Employment of the Engineer

The City hereby agrees to retain the Engineer to perform professional engineering services in connection with the Project; Engineer agrees to perform such services in accordance with the terms and condition of this Agreement.

II. Scope of Services

The parties agree that Engineer shall perform such services as are set forth and described in Exhibit "A", which is attached hereto and thereby made a part of this Agreement. The parties understand and agree that deviations or modifications, in the form of written changes may be authorized from time to time by the City.

III. Schedule of Work

The Engineer agrees to commence services immediately upon execution of this Agreement, and to proceed diligently with said service to completion as described in the Completion Schedule attached hereto as Exhibit "B" and thereby made a part of this Agreement.

IV. Compensation and Method of Payment

The parties agree that Engineer shall be compensated for all services provided pursuant to this Agreement in the amount and manner described and set forth in the Payment Schedule attached hereto as Exhibit "C" and thereby made a part of this Agreement. Engineer further agrees that it will prepare and present such monthly progress reports and itemized statements as are described in said Exhibit "C". City agrees to pay invoices upon receipt.

V. Indemnification and Insurance

Engineer shall indemnify, save, hold harmless and defend City, its officers, agents and employees with respect to any claims or demands, actions, damages, costs and expenses, including, without limitation, attorneys' fees and costs of litigation, arising from the death or injury of any person whomsoever, or any loss, damage or destruction of any property whatsoever, resulting directly or indirectly from any intentional, negligent or grossly negligent act, error or omission of the Engineer, its agents, servants, employees or other persons acting on Engineer's behalf and arising from or related to Engineer's performance under this Agreement.

Engineer further agrees to obtain and keep in force, at its sole cost and expense, throughout the term of this Agreement, and in a form and with a company satisfactory to the City, the following policies of insurance:

- A. Commercial General Liability insurance with combined single limits of not less than \$1,000,000.00;
- B. Contractual Liability insurance underwriting the indemnification, hold harmless and insurance provisions of this Agreement with combined single limits of not less than \$1,000,000.00;
- C. Automobile Liability insurance providing coverage for owned, non-owned, hired and leased vehicles of Consultant with combined single limits for injury or damage in any one (1) accident of \$1,000,000.00;
- D. Worker's Compensation insurance in the amounts required by applicable laws of the State of Texas; and
- E. Professional Liability Insurance in the amount of \$2,000,000.00.

Engineer further agrees to name the City as an additional insured on the Commercial General Liability, Contractual Liability and Automobile Liability policies. Such insurance policies shall contain provisions to the effect that the naming of the City as an additional insured shall not affect any recovery to which the City would be entitled under the policy if the City were not so named, and that the insurance is primary and shall be without contribution from any similar insurance available to the City.

VI. Independent Contractor

In the performance of work or services under this Agreement, the Engineer shall be deemed an independent contractor of the City, and any and all of Engineer's employees performing work or services hereunder shall be deemed to be employees of the Engineer or its contractors and not employees of the City. In no event shall this Agreement be deemed or interpreted as creating a principal-agent or joint venture relationship between the parties hereto.

VII. Assignment and Subletting

The Engineer agrees that neither this Agreement nor the services to be performed hereunder will be assigned or sublet without the prior written consent of the City. The Engineer further agrees that the assignment or subletting of any portion or feature of the work or materials required in the performance of this Agreement shall not relieve the Engineer from its full obligations to the City as provided by this Agreement.

VIII. Audits and Records

The Engineer agrees that at any time during normal business hours and as often as City may deem necessary, Engineer shall make available to representatives of the City for examination all of its records with respect to all matters covered by this Agreement, and will permit such representatives of the City to audit, examine, and make excerpts or transcripts from such records, and to make audits of all contracts, invoices, materials, payrolls, records of personnel, conditions of employment and other data relating to all matters covered by this Agreement, all for a period of one year from the date of final settlement of this Agreement or for such other or longer period, if any, as may be required by applicable statute or other lawful requirement.

IX. Contract Termination

The parties agree that City or the Engineer shall have the right to terminate this Agreement without cause upon thirty (30) days written notice to the other. In the event of such termination without cause, Engineer shall deliver to City all finished or unfinished documents, data, studies, surveys, drawings, maps, models, reports photographs or other items prepared by Engineer in connection with

this Agreement. Engineer shall be entitled to compensation for any and all services completed to the satisfaction of City in accordance with the provisions of this Agreement prior to termination.

X. Engineer's Opinion of Cost

The parties recognize and agree that any and all opinions of cost prepared by Engineer in connection with the Project represent the best judgment of Engineer as a design professional familiar with the construction industry, but that the Engineer does not guarantee that any bids solicited or received in connection with the Project will not vary from the opinion by the Engineer.

XI. Ownership of Documents

Original drawings, specifications and reports are the property of the Engineer; however, the Project is the property of the City. City shall be furnished with such reproductions of drawings, specifications and reports. Upon completion of the services or any earlier termination of this Agreement under Article X, Engineer will revise drawings to reflect changes made during construction as reported by the City and contractor, and he will furnish the City with one (1) complete set of reproducible and two blue-line sets of record prints. Additional prints shall be furnished at cost, as an additional service, at any other time requested by City.

XII. Complete Contract

This Agreement, including the exhibits hereto numbered "A" through "C" constitutes the entire agreement by and between the parties regarding the subject matter hereof.

XIII. Mailing of Notices

Unless instructed otherwise in writing, Engineer agrees that all notices or communications to City permitted or required under this Agreement shall be addressed to City at the following address:

Mr. Dennis Burn, P.E.
City Manager
City of Ovilla
105 S. Cockrell Hill Rd.
Ovilla, Texas 75154

City agrees that all notices or communications to Engineer permitted or required under this Agreement shall be addressed to Engineer at the following address:

John W. Birkhoff, P.E.
Birkhoff, Hendricks & Carter, L.L.P.
11910 Greenville Ave., Suite 600
Dallas, Texas 75243
Phone: (214) 361-7900
Fax: (214) 461-8390
jbirkhoff@bhcllp.com

All notices or communications required to be given in writing by one party or the other shall be considered as having been given to the addressee on the date such notice or communication is posted by the sending party.

XIV. Contract Amendments

This Agreement may be amended only by the mutual agreement of the parties expressed in writing.

XV. Effective Date

This Agreement shall be effective from and after execution by both parties hereto.

WITNESS OUR HANDS AND SEALS on the date indicated below.

CITY OF OVILLA, TEXAS

**BIRKHOFF, HENDRICKS & CARTER, L.L.P.
PROFESSIONAL ENGINEERS**

By: _____

By: 
John W. Birkhoff, P.E., Partner

Date: _____

Date: 11/9/16

ATTEST

By: _____

EXHIBIT "A"

SCOPE OF SERVICES

CITY PARK TOILETS

I. DESIGN PHASE

A. Prepare specifications for a pre-engineered toilet facility. Specifications to include the following:

- 1) Size of Facility
- 2) Wall Type
- 3) Roof Type
- 4) Fixture Material
- 5) Floor Type
- 6) Door at Frame Type
- 7) Wall Color
- 8) Interior Wall Finish
- 9) Partition Material
- 10) Compliance to ADA Requirements
- 11) Sidewalk Requirements
- 12) Elevation Required Above Natural Ground
- 13) Lighting in Each Restroom and Pipe Chase Room
- 14) Exterior Wall Pack Lights
- 15) Coordination with ONCOR for Electrical Service

B. Services will NOT include the following:

- 1) Design to connect to sewer lines or water lines. City will complete all connections and provide water and sewer service prior to setting building or constructing foundation.

- 2) Site plan locating structure within the park.
- 3) Design of odor control or HVAC systems.
- 4) Architectural or Engineering design.
- C. Prepare bidding documents that include a pre-engineered toilet building.
- D. Submit two sets of preliminary plans (11" x 17" size paper) to the City for review.
- E. Meet with the City to discuss bidding documents and specifications.
- F. Revise preliminary documents incorporating comments from the City.
- G. Finalize bidding documents and specifications.
- H. Submit one set of bidding document in hard copy and PDF format.

II. BIDDING PHASE

No bidding services are included. All bidding phase tasks will be completed by the City.

III. CONSTRUCTION PHASE

- A. City will complete construction administration phase tasks.
- B. Consultant will review shop drawings and other submittal information which the Contractor submits. This review is for the benefit of the Owner and covers only general conformance with information given by the Contract Documents. The contractor is to review and stamp their approval on submittals prior to submitting to the Engineer. Review by the Engineer does not relieve the Contractor of any responsibilities, safety measures or the necessity to construct a complete and workable facility in accordance with the Contract Documents. All shop drawings will be reviewed and transmitted as electronic files in .PDF format via email.
- C. Provide responses to requests for information or clarification to Contractor.

IV. ADDITIONAL SERVICES

Reproduction: Cost associated with printing of preliminary, final documents for review and during review of shop drawings.

Field Note Description: Complete deed research, prepare an electrical easement for ONCOR service line. Field notes and exhibit to be tied to two known property corners, to be sealed, signed and dated by public land surveyor registered in the State of Texas.

V. EXCLUSIONS

The intent of this scope of services is to include only the services specifically listed herein and none others. Services specifically excluded from this scope of services include, but are not necessarily limited to the following:

- A. Certification that work is in accordance with plans and specifications.
- B. Design plans.
- C. Environmental impact statements and assessments.
- D. Fees for permits or advertising.
- E. Fiduciary responsibility to the Client
- F. Field notes and exhibits preparation for easement acquisition.
- G. On-site safety precautions, programs and responsibility.
- H. Phasing of Contractor's work.
- I. Quality control and testing services during construction.
- J. Revisions and/or change orders as a result of revisions after completion of original design (unless to correct error on plans).

EXHIBIT "B"

COMPLETION SCHEDULE

Notice to Proceed	November 16, 2016
Submit Preliminary Documents to City	December 16, 2016
Receive Comments Back From City	December 30, 2016
Complete Final Bidding Documents & Specifications	January 13, 2016
Advertise Project	January 19, 2017
Open Bids	February 2, 2017
Award Contract	February, 2017
Notice to Proceed	February, 2017
Project Completion	March, 2017

EXHIBIT "C"

PAYMENT SCHEDULE

BASIC SERVICES

Payment for Engineering Services described under Exhibit "A", shall be based on salary cost times 2.40, with expenses at actual invoice cost times 1.15. Services will be invoiced on a monthly basis, based on actual hourly expenditures. Payment is due upon receipt of invoice.

Basic Services.....	\$6,000.00
Field Notes	<u>\$2,500.00</u>
	\$8,500.00

AGENDA ITEM REPORT

Item: 6

Meeting Date: November 14, 2016

Department: Administration

☒ Discussion ☐ Action

Budgeted Expense: ☒ YES ☐ NO ☐ N/A

Submitted by: Dennis Burn, CM

Amount: N/A

Reviewed By: ☒ City Manager ☒ City Secretary ☒ City Attorney

☐ Accountant

☐ Other

Attachments:

1. Ordinance 2016-19
2. Pricing from Dallas, Red Oak Record & Waxahachie Daily Light

Agenda Item / Topic:

ITEM 6. *DISCUSSION* – Review and discuss the requirements of a selected newspaper in a general law city and direct staff as necessary.

Discussion / Justification:

At the request of Council, staff is bringing this item back for discussion.

Chapter 1, Article 1, Section 1.02.002 of the Ovilla Code of Ordinances and Section 52.004 of the Local Government Code states the municipality shall declare an official newspaper annually for required publications. During the October 11, 2016 Regular Council Meeting, the Council approved and adopted Ordinance 2016-19 declaring the Waxahachie Daily Light as the City's official newspaper for the year.

Staff also inquired the service fees from the Red Oak Record and the Waxahachie Daily Light. Both are comparable and about the same.

Excerpt from the Local Government Code, Section 52.

Sec. 52.004. OFFICIAL NEWSPAPER. (a) As soon as practicable after the beginning of each municipal year, the governing body of the municipality shall contract, as determined by ordinance or resolution, with a public newspaper of the municipality to be the municipality's official newspaper until another newspaper is selected.

(b) The governing body shall publish in the municipality's official newspaper each ordinance, notice, or other matter required by law or ordinance to be published.

Recommendation / Staff Comments:

None

Sample Motion(s):

Discussion only.

ORDINANCE 2016-19

AN ORDINANCE OF THE CITY OF OVILLA, TEXAS AMENDING CHAPTER 1, SECTION 1.02.002 OF THE CODE OF ORDINANCES DECLARING AN OFFICIAL CITY NEWSPAPER AND DECLARING 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, section 52.004 Texas Local Government Code requires the governing body of a municipality to determine, by ordinance or resolution, which public newspaper shall be the municipality's official newspaper, as soon as practicable after the beginning of each municipal year.

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

SECTION ONE

That Chapter 1, Section 1.02.002 of the Code of Ordinances, City of Ovilla, Texas is hereby amended to read as follows:

The Waxahachie Daily Light, a daily newspaper, is hereby declared the official newspaper of the City of Ovilla, for required publications by the City.

SECTION TWO

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

PASSED AND APPROVED on the 11th day of October 2016.

APPROVED:



Richard A. Dormier, MAYOR

ATTEST:

Pamela Woodall, CITY SECRETARY

Pam Woodall

From: Linda Harding
Sent: Wednesday, October 12, 2016 3:11 PM
To: Pam Woodall
Subject: FW: Legal notices

Dallas Morning News was much higher than Waxahachie Daily rate.
Contracted prices are significantly lower than the \$14.00 per line usual cost.
\$10,000 yearly contract will work out to \$2.66 per line (14 lines per inch of print)
per Lynda Black with Dallas Morning News 214-977-7819. Lynda is the contact person for
Legal Notices at DMN.

Linda

From: Rexrode, Sharon [mailto:srexrode@waxahachietx.com]
Sent: Wednesday, October 12, 2016 11:15 AM
To: Linda Harding <lharding@cityofovilla.org>
Subject: Re: Legal notices

We charge \$1.51 per line, per day

Each legal notice runs in the Waxahachie Daily Light AND on our website (the #1 site in Ellis County).

Thanks ;)

Sharon Rexrode
Multi-Media Sales Executive

**WAXAHACHIE
MEDIA GROUP**

WAXAHACHIE DAILY LIGHT | MIDLOTHIAN MIRROR
ELLIS COUNTY TRADING POST | PROPEL MARKETING

direct 469-517-1501

fax 972-937-1139

email srexrode@waxahachietx.com

On Wed, Oct 12, 2016 at 11:06 AM, Linda Harding <lharding@cityofovilla.org> wrote:

Red Oak Record

Charles D. Hatfield, Jr.
Publisher

October 7, 2016

Mayor, City Council
City of Ovilla
105 S Cockrell Hill Rd
Ovilla, TX 75154

To the Mayor and City Council:

It has been an honor and pleasure for the Red Oak Record to be part of the Ovilla community. We hope to continue in serving in that relationship.

It is also our hope you would consider the Red Oak Record as the paper of record for the great City of Ovilla.

Red Oak Record is a newspaper of general circulation in Ellis County and the area encompassing the City of Red Oak, Texas and further state as follows:

Pursuant to Section 2051.044 of the Texas Local Government Code, Red Oak Record devotes not less than 25% of its total column lines to general interest items.

Red Oak Record is published at least once a week.

Red Oak Record is entered as periodical postal matter in Ellis County, its county of publication, and within the City of Red Oak, Texas.

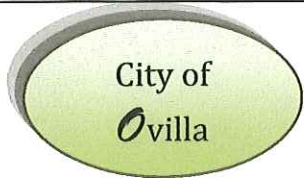
Red Oak Record has been published regularly and continuously for at least 12 months.

Red Oak Record was first published on Dec. 7, 2006 and has been published without interruption since that time.

1.50 per word
1.50 per line
30 words per column inch
\$10 affidavit fee

Respectfully,





AGENDA ITEM REPORT

Item: 7

Meeting Date: November 14, 2016

Department: Water

☒ Discussion ☐ Action

Budgeted Expense: ☐ YES ☒ NO ☒ N/A

Submitted by: Dennis Burn, CM

Amount: N/A

Reviewed By: ☒ City Manager ☒ City Secretary ☐ City Attorney

☐ Accountant

☐ Other

Attachments:

1. None

Agenda Item / Topic:

ITEM 7. *DISCUSSION* – Review and consider water meters in new subdivisions.

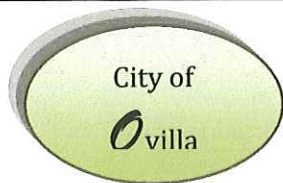
Discussion / Justification:

Councilmember Place 5 Mike Myers will lead the discussion on this item.

None

Sample Motion(s):

Discussion only.



Ovilla City Council

AGENDA ITEM REPORT

Item 8

Meeting Date: November 14, 2016

Department: Solid Waste

☒ Discussion ☐ Action

Budgeted Expense: ☐ YES ☐ NO ☐ N/A

Submitted By: Dennis Burn, CM

Amount: N/A

Reviewed By: ☒ City Manager ☒ City Secretary ☐ City Attorney

☐ Accountant

☐ Other:

Attachments:

1. None

Agenda Item / Topic:

ITEM 8. *DISCUSSION* – Review and discuss the current fee schedule, Article A7.001 Garbage Collection Fees, and consider amending the time at which the fees shall be assessed for new residential properties.

Discussion / Justification:

The process for garbage collection for new homes is as follows:

1. Builder applies for a new home construction permit.
2. Builder is issued a permit after the application is approved and the fees are paid.
3. When the water meter is set, the account is set up for billing.
4. The City's contractor automatically picks up garbage in existing neighborhoods.
If it is a new neighborhood, then staff tells the contractor to pick up in that neighborhood.
5. Staff charges each residence for garbage collection. The funds that are collected by the City are then used to pay the contractor's invoice.
6. The City's contractor charges Ovilla based on the total meter count in the City regardless of what city/entity the meter belongs to.
7. On a monthly basis City staff provides the contractor a meter/house count.

Below is an excerpt from Ovilla's Code of Ordinances.

Sec. **A7.001** Garbage collection fees

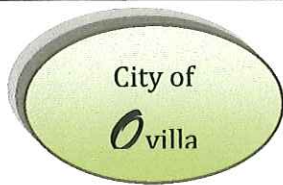
- (a) Residential. Each residential property having a water meter shall be assessed a fee of \$14.92; provided however if one of the record property owners is over the age of 65 years, such residential property having a water meter shall be assessed a fee of \$12.22.

Councilman Place 4, Doug Hunt, will lead the discussion.

Recommendation / Staff Comments:

Sample Motion(s):

Discussion only.



Ovilla City Council

AGENDA ITEM REPORT

Item 9

Meeting Date: November 11, 2016

Department: Street

☒ Discussion ☐ Action

Budgeted Expense: ☐ YES ☐ NO ☐ N/A

Submitted By: Dennis Burn, CM

Amount: N/A

Reviewed By: ☒ City Manager ☒ City Secretary ☐ City Attorney

☐ Accountant ☐ Other:

Attachments:

1. None

Agenda Item / Topic:

ITEM 9. *DISCUSSION* – Review and discuss the current and future maintenance plan for pavement, ditches and culverts.

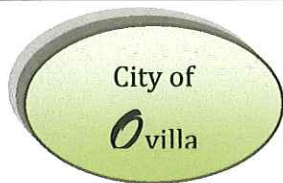
Discussion / Justification:

Currently Public Works repairs potholes, clean ditches and culverts and repair reported problems. City Councilman Place 3, David Griffin, will lead the discussion.

Recommendation / Staff Comments:

Sample Motion(s):

Discussion only.



Ovilla City Council

AGENDA ITEM REPORT

Item 10

Meeting Date: November 14, 2016

Department: All departments

☒ Discussion ☐ Action

Budgeted Expense: ☐ YES ☐ NO ☒ N/A

Submitted By: Dennis Burn, CM

Amount: N/A

Reviewed By: ☒ City Manager ☒ City Secretary ☐ City Attorney

☒ Accountant

☒ Other: Staff

Attachments:

1. Expenses and expenditures report
2. Transaction Detail report

Agenda Item / Topic:

ITEM 10. *DISCUSSION* – Review and discuss the success of Heritage Day 2016.

Discussion / Justification:

Heritage Day was again, another successful event. Staff welcomes comments from Council.

Recommendation / Staff Comments:

None

Sample Motion(s):

Discussion only.

HERITAGE DAY
SEPTEMBER 24, 2016
FY 2015-2016 BUDGET

<u>REVENUE</u>		<u>EXPENSES</u>		<u>REVENUE LESS EXPENSES</u>
BUDGET	\$ 19,000	BUDGET	\$13,000	
ACTUAL REVENUE	\$ 25,731	ACTUAL EXPENSES	\$13,280	\$12,451
REVENUE DETAIL		EXPENSE DETAIL		
BOOTH	\$ 2,980	ADVERTISING	\$5,385	
MERCHANDISE	\$ 651	MERCHANDISE	\$97	
SPONSORS	\$ 22,100	GENERAL EXPENSES	\$5,448	
	\$ 25,731	ENTERTAINMENT	\$2,350	
			\$13,280	

City of Ovilla General Fund
Transaction Detail By Account
HERITAGE DAY AS OF OCTOBER 4, 2016

Type	Date	Num	Name	Memo	Debit	Credit	Balance
4000810 - Heritage Day							
BOOTH REVENUE							
Deposit	07/29/2016			BOOTH - KEN ROBINSON		50.00	50.00
Deposit	08/05/2016	6365990	Costco	HERITAGE DAY - BOOTH		50.00	100.00
Deposit	08/05/2016			HERITAGE DAY - CC		60.00	160.00
Deposit	08/10/2016			HERITAGE DAY credit card		120.00	280.00
Deposit	08/12/2016	1963	K Tucker Construction	HERITAGE DAY		50.00	330.00
Deposit	08/12/2016	6124	Complete Auto Repair	HERITAGE DAY		240.00	570.00
Deposit	08/12/2016	7053	Rachel Huber	HERITAG DAY		60.00	630.00
Deposit	08/12/2016	1065	Donna Hunt	HERITAGE DAY		60.00	690.00
Deposit	08/26/2016	1110	PARK LANE JEWELRY	HERITAGE DAY		50.00	740.00
Deposit	08/26/2016		OFF THE FENCE	HERITAGE DAY		60.00	800.00
Deposit	09/01/2016		Kretlow, Richard S.	HERITAGE DAY		60.00	860.00
Deposit	09/01/2016	79927933	Chick-fil-a	HERITAGE DAY		60.00	920.00
Deposit	09/01/2016	3551	GRACE CHURCH	HERITAGE DAY		120.00	1,040.00
Deposit	09/08/2016			HERITAGE DAY CC- LASHARON JOHNSON		60.00	1,100.00
Deposit	09/09/2016	6014	GEN 2 GEN	HERITAGE DAY		50.00	1,150.00
Deposit	09/09/2016		DUCT TAPE LADY	HERITAGE DAY		60.00	1,210.00
Deposit	09/09/2016			MARK CASTILLO - CREDIT CARD		110.00	1,320.00
Deposit	09/13/2016			HERITAGE DAY-RITA FLORES - C CARD		50.00	1,370.00
Deposit	09/14/2016			HERITAGE DAY NOWETA BENNETT CCARD		50.00	1,420.00
Deposit	09/16/2016			HERITAGE DAY BOOTHS		660.00	2,080.00
Deposit	09/16/2016			HERITAGE DAY-C CARD		50.00	2,130.00
Deposit	09/19/2016			ASHLEY HERRON C CARD		60.00	2,190.00
Deposit	09/19/2016			LORRIE STANGL - C CARD		50.00	2,240.00
Deposit	09/21/2016			HERITAGE DAY JAMES PENA		60.00	2,300.00
Deposit	09/23/2016			PATRICIA		100.00	2,400.00
Deposit	09/23/2016			HERITAGE DAY BOOTHS		470.00	2,870.00
	09/30/2016	73840428	LIBERTY MUTUAL	HERITAGE DAY BOOTH		60.00	2,930.00
Deposit	10/07/2016			HERITAGE DAY BOOTH		50.00	2,980.00
							2,980.00
MERCHANDISE							
					sale of t-shirts	495.00	3,475.00
					SALE OF T SHIRTS AT NATIONAL NIGHT OUT	151.00	3,626.00
					OFFICE SALE OF T SHIRT	5.00	3,631.00
							651.00
SPONSORS							
Deposit	07/25/2016	63576	Victron Energy Inc.	HERITAGE DAY DONATION		1,000.00	4,631.00
Deposit	08/02/2016	3051	The Clint Walling Insurance Agency	HERITAGE DAY		350.00	4,981.00
Deposit	08/02/2016	11577	John Houston Custom Homes	HERITAGE DAY		450.00	5,431.00
Deposit	08/04/2016	67386	Waxahachie Ford	HERITAGE DAY DONATION		2,000.00	7,431.00

City of Ovilla General Fund
Transaction Detail By Account
HERITAGE DAY AS OF OCTOBER 4, 2016

Type	Date	Num	Name	Memo	Debit	Credit	Balance
Deposit	08/05/2016	2176	Rock Tech	HERITAGE DAY		350.00	7,781.00
Deposit	08/05/2016	11050	Animal Hospital of Ovilla	HERITAGE DAY		450.00	8,231.00
Deposit	08/11/2016	496936	Methodist Charlton Medical Center	HERITAGE DAY		2,000.00	10,231.00
Deposit	08/16/2016	184057	Red Oak ISD	HERITAGE DAY		1,000.00	11,231.00
Deposit	08/26/2016	7503121479	Baylor Scott & White	HERITAGE DAY		2,000.00	13,231.00
Deposit	08/26/2016	14850	Shiloh Cumberland Presbyterian Church	HERITAGE DAY		350.00	13,581.00
Deposit	08/26/2016	1494	Freedom Heating	HERITAGE DAY		1,000.00	14,581.00
Deposit	08/30/2016	14327	Ovilla United Methodist Church.	HERITAGE DAY		350.00	14,931.00
Deposit	09/01/2016	3602	Access Self Storage Red Oak, LP	HERITAGE DAY		1,000.00	15,931.00
Deposit	09/06/2016	6516	Mastercraft Body Works, Inc.	HERITAGE DAY		350.00	16,281.00
Deposit	09/08/2016	9240	Exhibit Trader	HERITAGE DAY		350.00	16,631.00
Deposit	09/08/2016			HERITAGE DAY CC-PAUL HANEY		1,000.00	17,631.00
Deposit	09/08/2016	15094	CREEKSIDE MIRROR & GLASS	HERITAGE DAY		650.00	18,281.00
Deposit	09/12/2016	12148	Atkinson Toyota	HERITAGE DAY		350.00	18,631.00
Deposit	09/19/2016	7098	Carlisle Chevy	HERITAGE DAY		1,000.00	19,631.00
Deposit	09/21/2016	3173	State Farm Insurance	heritage day - Andrea Farm		300.00	19,931.00
Deposit	09/23/2016	629297	Frost Bank	HERITAGE DAY		1,000.00	20,931.00
Deposit	09/23/2016	20969	Freeman-Millican	HERITAGE DAY		350.00	21,281.00
Deposit	10/06/2016	339369	Linebarger Goggan Blair & Sampson	Heritage Day		1,000.00	22,281.00
	10/07/2016		VERITAL CHURCH	HERITAGE DAY		2,000.00	24,281.00
	10/17/2016	2255188	PROGRESSIVE WASTE	HERITAGE DAY		1,000.00	25,281.00
	10/26/2016	1493346	ATMOS	HERITAGE DAY		450.00	25,731.00
						22,100.00	
						TOTAL DEPOSITS	25,731.00

5602680 - Heritage Day EXPENSES

ADVERTISING

Bill	08/16/2016	93372	Now Magazines	HERITAGE DAY SEPTEMBER NO ELLIS COUNTY	510.00		25,221.00
Bill	08/19/2016	93759	Now Magazines	HERITAGE DAY SEPTEMBER MIDLOTHIAN	250.00		24,971.00
Bill	08/19/2016	93760	Now Magazines	HERITAGE DAY SEPTEMBER WAXAHACHIE	265.00		24,706.00
Bill	08/19/2016	93761	Now Magazines	HERITAGE DAY SEPTEMBER SOUTHWEST	375.00		24,331.00
	09/15/2016	94499	Now Magazines	HERITAGE DAY CREATIVE SERVICES	90.00		24,241.00
Bill	09/21/2016	47906	Vision Printing Inc	Heritage Day Post Cards - postage	1,549.50		22,691.50
Bill	09/21/2016	47908	Vision Printing Inc	Heritage Day Post Cards	2,200.00		20,491.50
	08/09/2016	US POSTMASTER	Citibank	POSTAGE TO SHIP BANNER FOR NUMBER REPL	9.90		20,481.60
Bill	08/15/2016	DIXIE FLAG	Citibank	BANNER DATE CHANGE	136.00		20,345.60
						5,385.40	
Bill	08/03/2016	BIG D RENTALS	American Express	MISTER	264.75		20,080.85
Bill	08/03/2016	misting tent 1/2 fee	Big D Party Rentals	MISTING TENT	264.75		19,816.10
Bill	08/04/2016	3501	COMPLETE LOGO SOURCE	HERITAGE DAY SHIRTS	648.75		19,167.35
Bill	08/20/2016	500596664	ASCAP	License Fee - HERITAGE DAY	50.00		19,117.35

City of Ovilla General Fund
Transaction Detail By Account
HERITAGE DAY AS OF OCTOBER 4, 2016

Type	Date	Num	Name	Memo	Debit	Credit	Balance
Bill	08/25/2016	QUOTE	UNITED SITE SERVICES OF Texas, Inc.	HBI-05767- Portable Restrooms for HERITAGE DAY	248.38		18,868.97
Bill	09/07/2016	HOME DEPOT	Citibank	HERITAGE DAY SUPPLIES	205.88		18,663.09
Bill	09/15/2016	HOME DEPOT	Citibank	ANNUALS	225.00		18,438.09
Bill	09/15/2016	106438	KEITH HARDWARE	PAINT	139.77		18,298.32
Bill	09/15/2016	106439	KEITH HARDWARE	PIPE	5.19		18,293.13
Bill	09/19/2016	HOME DEPOT	Citibank	HERITAGE DAY	293.37		17,999.76
Bill	09/19/2016	HOME DEPOT	Citibank	HERITAGE DAY	44.34		17,955.42
Bill	09/19/2016	HOME DEPOT	Citibank	HERITAGE DAY	(31.94)		17,987.36
BILL	09/19/2016	LIVING EARTH	LIVING EARTH	MULCH	82.20		17,905.16
Bill	09/22/2016	CONTRACT	Alexander Tent Rentals, Inc	tent, table & Chair rental	1,833.50		16,071.66
Bill	09/22/2016	Walmart	Citibank	Candy	369.67		15,701.99
Bill	09/23/2016	SAMS	DAVID GRIFFIN	Candy	225.34		15,927.33
BILL	10/05/2016	42 BALES @2.00	SCOTT STANFILL	HAY	84.00		15,843.33
BILL	09/23/2016	106602	KEITH HARDWARE	BUCKETS FOR CANDY	21.55		15,821.78
BILL	09/14/2016	106412	KEITH HARDWARE		10.70		15,811.08
	09/22/2016	Walmart	Citibank	PUMPKINS, DÉCOR	109.14		15,701.94
	09/23/2016	petty cash	Petty Cash	drinks	32.99		15,668.95
	10/05/2016	10744	All Sports	Key to City	55.00		15,723.95
	10/18/2016	25826	SIGNAGE SYSTEMS	SIGNS	265.60		15,458.35
					5,447.93		
MERCHANDISE							
Bill	08/30/2016	3541	COMPLETE LOGO SOURCE	HERITAGE DAY T SHIRTS	97.00		15,361.35
						0.00	
ENTERTAINMENT							
Bill	07/25/2016	HERITAGE DAY	A One of a kind Pony party	HERITAGE DAY 2016	200.00		15,161.35
Bill	09/08/2016	HERITAGE DAY	Jeanette Sanders	DUSTI THE CLOWN	100.00		15,061.35
Bill	09/24/2016	HERITAGE DAY	She Dances Band	HERITAGE DAY	400.00		14,661.35
Bill	09/16/2016	HERITAGE DAY	WAXAHACHIE MUSIC REVIEW	HERITAGE DAY	1,650.00		13,011.35
					<u>2,350.00</u>		
				TOTAL EXPENSE / REVENUE / DIFFERENCE	13,280.33	25,731.00	12,450.67



villa City Council

AGENDA ITEM REPORT

Item 11 – Items pulled from Consent

Meeting Date: November 14, 2016

Department: Administration/Finance

☒ Discussion ☒ Action

Budgeted Expense: ☐ YES ☐ NO ☒ N/A

Submitted by: Staff

Amount: N/A

Discussion / Justification:

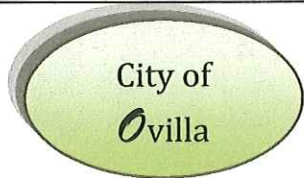
All consent items are attached for Council consideration. Any items pulled from the Consent agenda will be reviewed under this item.

Recommendation / Staff Comments:

Staff recommends approval.

Sample Motion(s):

I move to approve ...



Ovilla City Council

AGENDA ITEM REPORT

Item 12

Meeting Date: November 14, 2016

Department: Administration

☒ Discussion ☒ Action

Budgeted Expense: ☐ YES ☐ NO ☒ N/A

Submitted by: Dennis Burn, CM

Amount: N/A

Reviewed By: ☒ City Manager ☐ City Secretary ☐ City Attorney

☐ Accountant

☐ Other:

ITEM 12. DISCUSSION/ACTION – Closed session called pursuant to § 551.072 of the Texas Government Code to deliberate the purchase, exchange, lease, or value of real property.

Discussion / Justification:

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).

No Action will be taken in the Executive Session.