

# City of OVILLE 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, January 09, 2017

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 January 09, 2017 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.cityofvilla.org](http://www.cityofvilla.org), on the 06<sup>th</sup> day of January 2017 prior to 6:00 p.m., in compliance with Chapter 551, Texas Government Code.



  
Pamela Woodall, City Secretary

DATE OF POSTING: 1-6-2017 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.

# ***City of Ovilla City Council***

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*Michael Myers, Place Five*

*Dennis Burn, City Manager*

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

**Monday, January 09, 2017**

**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, January 09, 2017** at **6:30 P.M.** in the Ovilla Municipal Building, Council Chamber Room, 105 S. Cockrell Hill Road, Ovilla, Texas, 75154, for the purpose of considering the following items:

**I. CALL TO ORDER**

- Invocation
- Pledge of Allegiance

**II. COMMENTS, PRESENTATIONS & REPORTS**

▪ **Citizen Comments**

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

▪ **Department Activity Reports / Discussion**

• Police Department	Police Chief B. Windham
○ Monthly Report	
• Fire Department	Fire Chief B. Kennedy
○ Monthly Report	
• Public Works	Public Works Director B. Piland
○ Monthly Report	
1. Monthly Park Maintenance Reports	
• Finance Department	Accountant L. Harding
○ November 2016 Financials	
○ Bank Balances through January 03, 2017	
• 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

**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. November 2016 Financial Transactions over \$5,000
- C2. Briefing Session and Minutes of the December 12, 2016 Regular Council Meeting
- C3. Briefing Session and Minutes of the November 14, 2016 Regular Council Meeting

# *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*

## **IV. REGULAR AGENDA**

**ITEM 1.** *DISCUSSION/ACTION* – Review and consider the preparation of a Road Maintenance Plan for the City of Ovilla and direct staff as necessary.

**ITEM 2.** *DISCUSSION/ACTION* – Consideration of and action on enacting a City of Ovilla Citizens on Patrol Program and adopting an operating procedure for the program, directing staff to proceed and return with a program suitable for Ovilla for Council consideration.

**ITEM 3.** *DISCUSSION/ACTION* – Consideration of and Action on Ordinance 2017-01 of the City Council of the City of Ovilla, Texas, authorizing a general election to be held on May 06, 2017 for the purpose of electing Mayor and two council members (Places 2 and 4) for expired terms by the qualified voters of Ovilla; providing for the method of voting; providing for the appointment of the Early Voting Clerk; Presiding Election Judge, Early Voting Ballot Board; providing for the lease of election equipment and providing for publication, in accordance with the Texas Election Code {EC §3.004, 3.006, 41001-008, 85.004, 85.007} and providing an effective date.

*DISCUSIÓN/ACCIÓN* – Consideración de una Acción a partir de la Ordenanza 2017-01 del Gobierno Municipal de la Ciudad de Ovilla, Texas, donde se autoriza la organización de elecciones generales para el día 06 de mayo de 2017 con el objeto de firma del alcalde y elegir dos miembros del gobierno municipal (cargos 2, y 4) cuyo período ha expirado y por parte de votantes calificados de Ovilla; estipulando el método de votación; estipulando el nombramiento de la Secretaria de Votación Anticipada; el Juez de Elección Anticipada, el Consejo de Boletas de Votación Anticipada; estipulando el arriendo de equipamiento para elecciones y estipulando la publicación, en conformidad con el Código de Elecciones de Texas {EC §3.004, 3.006, 41001-008, 85.004, 85.007} y estipulando una fecha efectiva.

**ITEM 4.** *DISCUSSION/ACTION* – Consideration of and action on Resolution R2017-01 of the City Council of the City of Ovilla, Texas, appointing a deputy city secretary and providing an effective date.

**ITEM 5.** *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).*

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

## **VII. ADJOURNMENT**

THIS IS TO CERTIFY THAT A COPY OF THE NOTICE OF the January 09, 2017 Regular City Council Agenda was posted on the City Hall bulletin board, a place convenient and readily accessible to the general public at all times, and to the City's website, [www.cityofovilla.org](http://www.cityofovilla.org), on the 06<sup>th</sup> day of January 2017 prior to 6:00 p.m., in compliance with Chapter 551, Texas Government Code.

# *City of OVILLE City Council*

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Pamela Woodall, City Secretary

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

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

Subject: Police Department Monthly Activity Report

Calls For Service	December 2016	December 2016 YTD	December 2015	December 2015 YTD
Accident	3	36	2	30
Alarms	9	210	15	165
Arrest	8	41	3	31
Assault	1	4	0	5
Assists: Agency/Unit:68 EMS/Fire:3 Motorist:10	81	588	29	310
Building / House Security Check	1441	17011	1425	16232
Burglary	0	16	1	5
Burglary of Motor Vehicle	1	8	0	3
Criminal Mischief	2	15	1	9
Disturbance	18	112	12	85
Neighborhood Check	1584	17993	1553	17740
Other Calls for Service	48	1143	19293	1114
Suspicious Person	2	87	6	56
Suspicious Vehicle	17	167	3	102
Theft	0	16	2	22
Traffic Assignment	146	1318	42	223
<b>TOTAL CALLS FOR SERVICE</b>	<b>3361</b>	<b>38770</b>	<b>22387</b>	<b>36132</b>

Reserve Officer Hours	0	66	26,25	458.75
Average Response Time (Minutes)	5.17	5,1766667	6.08	4.32
Traffic Stop (Warnings)	196	1383	53	382
Traffic Stop (Citations)	74	1318	33	280
Total Citations & Warnings Combined	270	2701	86	662
<b>PERCENT OF STOPS RECEIVING CITATIONS</b>	<b>27.4</b>	<b>48.8</b>	<b>38.4</b>	<b>42.3</b>
Manual Average Response Time (Minutes)				

OVILLA PD VEHICLE MILEAGE						
May-16	Beginning	Ending	Accrued	Unit #	Beginning	Ending
Unit #	Beginning	Ending	Accrued	Unit #	Beginning	Ending
100	97861	98397	536	100	98397	98960
103	130190	131706	1516	103	131706	133064
104	87536	88888.2	1352.2	104	88888.2	90157
105	78828	79179	351	105	79179	80411
116	4635	6138	1503	116	6138	6626
July-16				August-16		
Unit #	Beginning	Ending	Accrued	Unit #	Beginning	Ending
100	98960	99588	628	100	99588	99845.6
103	133064	gone for repairs	#VALUE!	103	gone for repair	133983
104	90157	92498	2341	104	92498	94233.3
105	80411	81441	1030	105	81441	82510
116	6626	8675	2049	116	8675	10152
				216	0	533
September-16				October-16		
Unit #	Beginning	Ending	Accrued	Unit #	Beginning	Ending
100	99845.6	99845.6	0	100	99845.6	100132
103	133983	135675	1692	103	135675	137543
104	94233.3	95508	1274.7	104	95508	97140
105	82510	83277	767	105	83277	84715
116	10152	11525.7	1373.7	116	11525.7	12416
216	533	1072	539	216	1072	1667
November-16				December-16		
Unit #	Beginning	Ending	Accrued	Unit #	Beginning	Ending
100	100132	100448	316	100	100448	100448
103	137543	139238	1695	103	139238	139688
104	97140	98436.00	1296	104	98436	100371
105	84715	85488	773	105	85488	86822
116	12416	14719	2303	116	14719	18218
216	1667	2682	1015	216	2682	3267
				117	0	500.4
						500.4

# OVILLA FIRE DEPARTMENT



## MONTHLY REPORT

# OVILLA FIRE DEPARTMENT

City of Ovilla Calls for Service		2015 Totals	2016 Totals	
Fire	3		Fire	8
EMS	24	27	EMS	29
ESD #2 Calls for Service			2016 Totals	
Fire	10		Fire	9
EMS	12	22	EMS	18
ESD #4 Calls for Service			2016 Totals	
Fire	1		Fire	2
EMS	2	3	EMS	5
Mutual Aid Provided			2016 Totals	
Fire	11		Fire	12
EMS	1	12	EMS	1
Total Calls For Service / Month		64	84	
Total Calls For Service / YTD		714	750	

		Time from Notify to Time On Scene		Reaction Times	
		November	December	November	December
Average Response Times for City of Ovilla		5:19	5:41	E-701	2:06
Average Response Times for ESD # 2		9:23	8:11		2:09
Average Response Times for ESD # 4		8:39	8:01		

FLEET REPORT						
Year	Unit #	Beginning Mileage	Ending Mileage	Total	Maintenance	
2016	E701	2,735	2,929	194	\$ 257.58	
1998	XE701	113,540	113,541	1	\$ -	
2003	E702	25,163	25,346	183	\$ -	
2001	B701	54,694	54,815	121	\$ 54.03	
2011	B702	2,419	2,441	22	\$ -	
2005	R755	16,109	16,277	168	\$ 403.00	
1999	S701	131,323	131,323	0	\$ -	
2007	C702	89,848	90,020	172	\$ -	
2016	C701	5,000	5,712	712	\$ 17.75	

# 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)
- **29 / 40** Volunteer shifts were covered and these 29 shifts there were 4 personnel on the Engine
- **6 / 9** weekend day shifts were worked by a volunteer
  
- All Shifts in **December** were **100%** covered with 3 minimum

## From the Deputy Chief / Fire Marshal

2 - Foster Home Inspections  
1 - Inspections  
CQ Reports  
Issued 1 Commercial Occupancy

## Fire Department News For the Month

1. Locations have been decided on for sirens, now working on getting sealed bids.
2. C-701 responded to and was available for 9 calls.
3. C-702 responded to and was available for 14 calls.
4. Attended Monthly ESD #2 and ESD #4 Meeting
5. Hired 1 Firefighter Paramedic, Daniel Kennedy and 1 Firefighter EMT-Basic, Jake Goleman
6. 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

- Will be submitting paperwork in January for Insurance reimbursement Grant



Date: January 2017

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

**FROM:** Brad Piland Public Works Director

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

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- Sewer Lift Station Repairs-
  - Pulled pump 1 & 2 at Highland Meadows Lift Station
  - Removed pump 1 & 2 from Cumberland. Removed debris and replaced.
  - Pulled pump 1 and removed debris - Heritage
- Read water meters, serviced disconnects and reconnects
- Replaced meters
  - Cockrell Hill
  - E. Main St
- Street Repairs: Lariat Trail, Shadowwood, Oakwood, Bryson, Johnson Lane and Meadow Glenn.
- Install new signs: Johnson Lane, Water Street and Red Oak Creek.
- Repaired and replaced signs as needed.
- Updated marquee as needed.
- Daily water maintenance residual and pressure tests.
- Repaired manhole on Meadow Glenn.
- Tree and grass maintenance:
  - Heritage Park
  - Silver Spur Park
  - Baseball fields and Cindy Jones Park
  - Assisted Code Enforcement with mowing properties
- Paving of Water Street and Lariat Trail
- Christmas decorations at Heritage Park and city facilities
  - Serviced PD Units: 102, 104, 105
  - Service 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 parks**

## APPENDIX A: SUGGESTED GENERAL MAINTENANCE CHECKLISTS

### Surfacing (§2.4)

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

### Drainage (§2.4)

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

### General Hazards

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

### NOTES:

DATE OF INSPECTION:

12/6/16   12/20/16

### Security of Hardware (§2.5)

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

### 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 lead paint chips or accumulation of lead dust.
  - Mitigate lead paint hazards

### General Upkeep of Playgrounds (§4)

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

INSPECTION BY:

## SUGGESTED GENERAL MAINTENANCE CHECKLIST

*Silver Spur.*

### SURFACING

- 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

- 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.
- There are no missing or damaged protective caps or plugs.
- There are no hazardous protrusions.
- There are no potential clothing entanglement hazards, such as open S-hooks or protruding bolts.
- There are no crush and shearing points on exposed moving parts.
- There are no trip hazards, such as exposed footings or anchoring devices and rocks, roots, or any other obstacles in a use zone.

### SECURITY OF HARDWARE

- 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

- 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.

*Repainted and painted fence.*

### LEADED PAINT

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

### GENERAL UPKEEP OF PLAYGROUNDS

- 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:

*12/6/16 12/20/16*

#### INSPECTION BY:

## APPENDIX A: SUGGESTED GENERAL MAINTENANCE CHECKLISTS

### Surfacing (§2.4)

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

### Drainage (§2.4)

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

### General Hazards

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

### NOTES:

DATE OF INSPECTION:

12/6/16 12/20/16

### Security of Hardware (§2.5)

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

### Durability of Equipment (§2.5)

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

### Leaded Paint (§2.5.4)

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

### General Upkeep of Playgrounds (§4)

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

INSPECTION BY:



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**DATE:** January 9, 2017

**TO:** Honorable Mayor and Council Members  
Dennis Burn, City Manager

**FROM:** Linda Harding, City Accountant

**SUBJECT:** Accounting Department Report

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**November Financial Report Notes:**

The November is the second month of the new fiscal year.

The report will include Heritage Asphalt cost for 2" Type Asphalt Overlay for Lariat Trail (\$141,192) and Water Street (\$52,000).

FY 2016-2017 short list of budget objectives:

Posted advertisement for utility billing clerk  
Police and Fire Department radios have been received.  
Police Department has received patrol laptops and a desktop.  
Fire Department has received command vehicle  
Public works truck has been ordered  
Lariat Trail Improvements have been completed  
Water Street Improvements have been completed  
Concrete repairs in some locations have been completed  
Heritage Park restrooms have been ordered  
Plumbing upgrades in city hall and baseball concessions stand have been completed  
Fire Department has increased staff  
New Police Department patrol vehicle has been ordered.

**Audit update:**

**The auditing services are provided by Yeldell, Wilson and Co., P.C. are contracted for year-end 2015 and year-end 2016, with three (3) one-year optional extensions for the fiscal years ending through September 2019.**

**The draft of the final audit report has been received and is being reviewed.**

Department duties:

Council reports, A/P, P/R, A/R, EOM reports, various accounting obligations, and completed instructions given by City Manager. Examining the various funds, ordinances, resolutions, accounting files, filed required reports for state and federal.



DATE: January 9, 2017

TO: Honorable Mayor and Council Members

FROM:

Linda Harding, Accountant

SUBJECT: Financial Statements Through November 2016

**City of Ovilla General Fund**  
**Actual vs Budget Review**  
**FY October 2016 through September 2017**

	November 2016	'Oct - Nov 2016	Budget	\$ Over (Under)		% of Budget Thru November 17%
				Current	Year to Date	
<b>Revenues</b>						
4000100 · Taxes						
4000105 · Ad Valorem, Current	118,770	124,599	1,541,553		(1,416,954)	8%
4000106 · Ad Valorem, New & improvements	0	0	77,331		(77,331)	0%
4000110 · Ad Valorem, Delinquent	845	2,095	8,116		(6,021)	26%
4000113 · Interest/Penalties - Prop Tax	566	971	7,540		(6,569)	13%
4000120 · Sales Tax	20,555	34,375	191,118		(156,743)	18%
4000125 · Sales Tax - Street Improvement	5,139	8,594	47,778		(39,184)	18%
4000130 · Franchise Tax	9,597	9,601	150,000		(140,399)	6%
<b>Total 4000100 · Taxes</b>	<b>155,472</b>	<b>180,234</b>	<b>2,023,436</b>		<b>(1,843,202)</b>	<b>9%</b>
4000200 · Licenses and Permits						
4000210 · Residential Building Permits	3,799	9,986	150,100		(140,114)	7%
4000214 · Misc Building Permits	991	2,496	16,000		(13,504)	16%
4000230 · Plan Review Fee	789	2,026	35,750		(33,724)	6%
4000260 · Alarm Permits	190	390	2,604		(2,214)	15%
4000270 · Animal Tag Fees	84	156	3,706		(3,550)	4%
4000272 · Impound Fees	155	360	2,751		(2,391)	13%
4000290 · Misc Licenses and Permits	55	285	1,157		(872)	25%
<b>Total 4000200 · Licenses and Permits</b>	<b>6,063</b>	<b>15,700</b>	<b>212,068</b>		<b>(196,368)</b>	<b>7%</b>
4000400 · Charges for Services						
4000325 · ESD #2	0	0	190,000		(190,000)	0%
4000330 · ESD #4	0	0	55,628		(55,628)	0%
4000411 · Copies and Maps	0	1	100		(99)	1%
4000415 · Police Reports	0	6	150		(144)	4%
4000420 · Park Lights	0	0	1,000		(1,000)	0%
4000440 · Oak Leaf Animal Control	335	335	2,100		(1,765)	16%
4000450 · Subdivision Fees	0	0	6,400		(6,400)	0%
4000480 · Solid Waste (Garbage)	23,526	43,788	247,600		(203,812)	18%
4000485 · 50/50 Sidewalk Program	0	0	1,250		(1,250)	0%

**City of Ovilla General Fund**  
**Actual vs Budget Review**  
**FY October 2016 through September 2017**

	Current	Year to Date	Budget	\$ Over (Under)	\$ Over Budget
	November 2016	'Oct - Nov 2016			Thru November
4000490 · Misc Charges for Services	0	503	4,500	(3,997)	11%
Total 4000400 · Charges for Services	23,861	44,633	508,728	(464,095)	9%
4000500 · Fines and Forfeitures					
4000555 · Omni Warrant Revenue	240	306	2,304	(1,998)	13%
4000510 · Fines - Police	11,207	30,166	160,000	(129,834)	19%
4000520 · Fines - Animal Control	0	0	456	(456)	0%
4000525 · Fines - Code Enforcement	578	1,596	8,949	(7,353)	18%
4000550 · Municipal Court Technology	250	665	3,375	(2,710)	20%
4000551 · Municipal Court Security	187	499	2,531	(2,032)	20%
4000590 · Misc Fines and Forfeitures	-776	109	10	99	1,091%
Total 4000500 · Fines and Forfeitures	11,686	33,341	177,625	(144,284)	19%
4000800 · Other Revenue					
4000810 · Heritage Day	350	5,006	19,000	(13,994)	26%
4000818 · Lease Proceeds	0	0	1,165	(1,165)	0%
4000820 · Water Tower Lease	0	13,830	107,000	(93,170)	13%
4000840 · Interest Earned	720	1,144	6,000	(4,856)	19%
4000860 · Grant Proceeds	1,075	1,075	0	1,075	100%
4000885 · Proceeds from Sale of Assets	5,500	5,500	7,500	(2,000)	73%
4000887 · HOA Revenue	0	0	1,015	(1,015)	0%
4000890 · Misc Other Revenue	4	12	3,500	(3,488)	0%
Total 4000800 · Other Revenue	7,649	26,567	145,180	(118,613)	18%
4000900 · Transfers In					
4000925 · Admin.Rev. received from 4B-EDC	0	0	2,500	(2,500)	0%
4000926 · 4B-EDC Revenue: Restroom	0	0	75,000	(75,000)	0%
4000927 · 4B-EDC Revenue: Monument Signs	0	0	30,000	(30,000)	0%
4000928 · 4B-EDC Revenue: Consultant	0	0	10,000	(10,000)	0%
4000930 · Admin.Rev. Rec. From W&S Fund	0	0	32,788	(32,788)	0%
4000940 · Admin.Rev. Rec. from MDD Fund	0	0	500	(500)	0%

**City of Ovilla General Fund**  
**Actual vs Budget Review**  
**FY October 2016 through September 2017**

	Current	Year to Date	\$ Over (Under)	Budget	\$ Over (Under)	% of Budget
40000990 · Reduction in Fund Balance	0	0		95,000	(95,000)	0%
<b>Total 40000900 · Transfers In</b>	<b>0</b>	<b>0</b>		<b>245,788</b>	<b>(245,788)</b>	<b>0%</b>
<b>Total Revenues</b>	<b>204,729</b>	<b>300,475</b>		<b>3,312,825</b>	<b>(3,012,350)</b>	<b>9%</b>
<b>Gross Resources</b>	<b>204,729</b>	<b>300,475</b>		<b>3,312,825</b>	<b>(3,012,350)</b>	<b>9%</b>
<b>Expenditures</b>						
10 · Administration						
5101100 · Salaries & Wages						
5101110 · City Administrator	6,986	13,971		66,126	(52,155)	21%
5101115 · City Secretary	4,538	9,077		40,973	(31,896)	22%
5101117 · City Accountant	4,035	8,069		38,192	(30,123)	21%
5101120 · Admin. Support	2,773	5,546		22,978	(17,432)	24%
5101170 · Salary Increase	0	0		5,265	(5,265)	0%
5101180 · Merit Raises, Staff	0	0		5,207	(5,207)	0%
<b>Total 5101100 · Salaries &amp; Wages</b>	<b>18,332</b>	<b>36,663</b>		<b>178,741</b>	<b>(142,078)</b>	<b>21%</b>
5101400 · Support Staff						
5101490 · Overtime	0	0		350	(350)	0%
<b>Total 5101400 · Support Staff</b>	<b>0</b>	<b>0</b>		<b>350</b>	<b>(350)</b>	<b>0%</b>
5102100 · Employee Benefits						
5102110 · Group Insurance	2,463	5,102		29,461	(24,359)	17%
5102135 · TWRs	1,632	3,263		22,694	(19,431)	14%
5102160 · Worker's Compensation	0	151		606	(455)	25%
5102170 · Payroll Taxes	252	503		3,456	(2,953)	15%
5102180 · Unemployment Taxes	0	0		1,000	(1,000)	0%
5102196 · Indiv. Membership Dues	240	240		750	(510)	32%
<b>Total 5102100 · Employee Benefits</b>	<b>4,586</b>	<b>9,260</b>		<b>57,967</b>	<b>(48,707)</b>	<b>16%</b>
5102200 · Special Services						

**City of Ovilla General Fund**  
**Actual vs Budget Review**  
**FY October 2016 through September 2017**

	Current	Year to Date	Budget	\$ Over (Under)	Budget	\$ Over (Under)	% of Budget
	November 2016	'Oct - Nov 2016	Budget				Thru November 17%
<b>5102210 · Tax Assessing &amp; Collecting Fees</b>	0	0	1,570		(1,570)		0%
<b>5102220 · Tax Appraisal Fee</b>	188	188	16,003		(15,815)		1%
<b>5102230 · Legal Fees</b>	315	1,635	25,000		(23,365)		7%
<b>5102240 · Audit</b>	2,775	5,775	7,400		(1,625)		78%
<b>5102250 · Accounting</b>	0	0	1,000		(1,000)		0%
<b>5102260 · Engineering Fees</b>	2,278	2,404	6,000		(3,596)		40%
<b>Total 5102200 · Special Services</b>	5,556	10,002	56,973		(46,971)		18%
 5102300 · Contractual Services							
<b>5102310 · Consultant Fees</b>	120	1,678	20,000		(18,322)		8%
<b>5102325 · 4B-EDC Consulting</b>	0	0	10,000		(10,000)		0%
<b>Total 5102300 · Contractual Services</b>	120	1,678	30,000		(28,322)		6%
 5102500 · Operating Services							
<b>5102530 · Custodial Service Contract</b>	359	703	4,128		(3,425)		17%
<b>5102540 · IT - Computer Maintenance</b>	1,848	7,943	19,269		(11,326)		41%
<b>Total 5102500 · Operating Services</b>	2,207	8,646	23,397		(14,751)		37%
 5102600 · Special Expenses							
<b>5102610 · Election - Payroll</b>	0	0	850		(850)		0%
<b>5102620 · Election - Supplies</b>	118	118	2,500		(2,383)		5%
<b>5102630 · Election Meeting Expense</b>	0	0	100		(100)		0%
<b>5102650 · Codification Book Update</b>	0	0	4,100		(4,100)		0%
<b>Total 5102600 · Special Expenses</b>	118	118	7,550		(7,433)		2%
 5103100 · General Supplies							
<b>5103110 · Office Supplies</b>	370	1,225	8,000		(6,775)		15%
<b>5103140 · Uniforms</b>	45	119	250		(131)		48%
<b>Total 5103100 · General Supplies</b>	415	1,344	8,250		(6,906)		16%

**City of Ovilla General Fund**  
**Actual vs Budget Review**  
**FY October 2016 through September 2017**

	Current	Year to Date	\$ Over (Under)	% of Budget
	November 2016	'Oct - Nov 2016	Budget	Thru November 17%
<b>5103400 - Maintenance Supplies / Parts</b>				
<b>5103410 - Supplies - Custodial</b>	62	120	1,500 (1,380)	8%
<b>5103440 - Maintenance Agreement Expense</b>	0	0	400 (400)	0%
<b>5103460 - Miscellaneous</b>	178	188	400 (212)	47%
<b>Total 5103400 - Maintenance Supplies / Parts</b>	<b>240</b>	<b>308</b>	<b>2,300 (1,992)</b>	<b>13%</b>
<b>5104200 - Travel Expenses</b>				
<b>5104210 - Travel - Local</b>	0	0	500 (500)	0%
<b>5104220 - Professional Development</b>	20	20	5,500 (5,480)	0%
<b>5104222 - Professional Develop - Council</b>	0	975	1,200 (225)	81%
<b>5104225 - City Council Meal Expense</b>	94	158	1,400 (1,242)	11%
<b>5104230 - Professional Develop - In-House</b>	0	0	500 (500)	0%
<b>Total 5104200 - Travel Expenses</b>	<b>114</b>	<b>1,153</b>	<b>9,100 (7,947)</b>	<b>13%</b>
<b>5105200 - Data Processing Expenses</b>				
<b>5105240 - Data Processing - Software</b>	0	6,326	13,300 (6,974)	48%
<b>Total 5105200 - Data Processing Expenses</b>	<b>0</b>	<b>6,326</b>	<b>13,300 (6,974)</b>	<b>48%</b>
<b>5105300 - Printing Expense</b>				
<b>5105310 - Copier Expense</b>	440	881	3,300 (2,419)	27%
<b>5105320 - Printing - Newsletters</b>	0	0	5,108 (5,108)	0%
<b>5105330 - Printing - Forms</b>	0	0	1,500 (1,500)	0%
<b>Total 5105300 - Printing Expense</b>	<b>440</b>	<b>881</b>	<b>9,908 (9,027)</b>	<b>9%</b>
<b>5105400 - Utilities</b>				
<b>5105410 - Telephone</b>	107	217	1,404 (1,187)	15%
<b>5105415 - Cellular Phone</b>	121	240	1,464 (1,224)	16%
<b>5105417 - Internet</b>	99	200	2,409 (2,209)	8%
<b>5105420 - Wireless Cards</b>	38	76	912 (836)	8%

**City of Ovilla General Fund**  
**Actual vs Budget Review**  
**FY October 2016 through September 2017**

	Current	Year to Date	\$ Over (Under)	Budget	\$ Over (Under)	% of Budget
	November 2016	'Oct - Nov 2016		Budget		Thru November
5105450 · Electricity	344	755		4,635	(3,880)	16%
Total 5105400 · Utilities	709	1,488		10,824	(9,336)	14%
5105500 · Repairs & Bldg Improvements						
5105520 · Repairs - Buildings	3,300	3,985		4,000	(15)	100%
5105540 · Repairs - Machinery & Equipment	0	0		600	(600)	0%
5105590 · Repairs - Other	0	2,035		600	1,435	339%
Total 5105500 · Repairs & Bldg Improvements	3,300	6,020		5,200	820	116%
5105600 · Insurance						
5105610 · Insurance - Property	0	295		1,182	(887)	25%
5105620 · Insurance - Liability	0	169		678	(509)	25%
5105630 · Insurance - Fidelity Bond	0	0		300	(300)	0%
5105635 · Public Officials Surety Bonds	0	0		1,000	(1,000)	0%
Total 5105600 · Insurance	0	465		3,160	(2,695)	15%
5105700 · Other Expenses						
5105705 · Postage	680	1,005		6,756	(5,751)	15%
5105710 · Cash - Over/Short	0	0		10	(10)	0%
5105725 · Records Management Expense	1,060	1,060		3,600	(2,541)	29%
5105730 · City - Memberships	400	400		2,500	(2,100)	16%
5105740 · Legal Notices/Advertisement	488	561		9,000	(8,439)	6%
5105752 · Employment Screening	0	80		200	(120)	40%
5105753 · Solicitor Screening	0	0		200	(200)	0%
5105756 · FW 664	0	23,928		24,000	(72)	100%
5105760 · Bank Service Charge	0	10		100	(90)	10%
5105764 · Filing Fees	0	0		250	(250)	0%
5105765 · Miscellaneous	259	517		2,500	(1,983)	21%
Total 5105700 · Other Expenses	2,886	27,560		49,116	(21,556)	56%

**City of Ovilla General Fund**  
**Actual vs Budget Review**  
**FY October 2016 through September 2017**

	Current	Year to Date	\$ Over (Under)	% of Budget
	November 2016	'Oct - Nov 2016	Budget	Budget
				Thru November 17%
<b>5106400 - Minor Capital Outlay</b>				
<b>5106440 - Machinery &amp; Equipment</b>	0	0	1,000	(1,000) 0%
<b>5106465 - Furniture</b>	0	0	1,000	(1,000) 0%
<b>Total 5106400 - Minor Capital Outlay</b>	0	0	2,000	(2,000) 0%
<b>5107400 - Capitalized Assets</b>				
<b>5107440 - Machinery &amp; Equipment</b>	0	0	54,000	(54,000) 0%
<b>Total 5107400 - Capitalized Assets</b>	0	0	54,000	(54,000) 0%
<b>5109000 - Reserves</b>				
<b>5109001 - Reserve for Contingency</b>	0	0	2,390	(2,390) 0%
<b>5109015 - Reserve for FD &amp; PD Radios</b>	0	0	90,000	(90,000) 0%
<b>Total 5109000 - Reserves</b>	0	0	92,390	(92,390) 0
<b>Total 10 - Administration</b>	39,022	111,912	614,526	(502,614) 18%
<b>20 - Police</b>				
<b>5201100 - Salaries &amp; Wages</b>				
<b>5201120 - Police Chief</b>	5,711	11,422	70,000	(58,578) 16%
<b>5201143 - Command Staff</b>	4,408	8,817	53,560	(44,743) 16%
<b>5201150 - Certification Pay</b>	277	554	2,400	(1,846) 23%
<b>5201170 - Salary Increase</b>	0	0	4,160	(4,160) 0%
<b>5201180 - Merit Raises - Staff</b>	0	0	3,832	(3,832) 0%
<b>Total 5201100 - Salaries &amp; Wages</b>	10,396	20,792	133,952	(113,160) 16%
<b>5201400 - Support Salaries</b>				
<b>5201405 - Support Staff</b>	2,377	4,742	27,851	(23,109) 17%
<b>5201408 - Sergeant</b>	3,626	5,438	43,680	(38,242) 12%
<b>5201410 - Patrol</b>	19,241	38,281	224,723	(186,442) 17%
<b>5201412 - Patrol Part Time</b>	0	1,000	20,500	(19,500) 5%

**City of Ovilla General Fund**  
**Actual vs Budget Review**  
**FY October 2016 through September 2017**

	Current	Year to Date	Budget	\$ Over (Under)	Budget	\$ Over (Under)	% of Budget
	November 2016	'Oct - Nov 2016	Budget				Thru November
5201415 · Certification Pay	69	138	1,636		(1,498)		8%
5201470 · Salary Increase	0	0	16,640		(16,640)		0%
5201480 · Merit Raises	0	0	9,387		(9,387)		0%
5201490 · Overtime	580	1,574	16,000		(14,426)		10%
<b>Total 5201400 · Support Salaries</b>	<b>25,887</b>	<b>51,174</b>	<b>360,417</b>		<b>(309,243)</b>		<b>14%</b>
5202100 · Employee Benefits							
5202110 · Group Insurance	5,878	12,643	72,741		(60,098)		17%
5202135 · TWRs	3,229	6,405	44,740		(38,335)		14%
5202160 · Worker's Compensation	0	2,919	11,677		(8,758)		25%
5202170 · Payroll Taxes	502	995	8,381		(7,386)		12%
5202196 · Membership Dues	25	247	500		(253)		49%
<b>Total 5202100 · Employee Benefits</b>	<b>9,634</b>	<b>23,209</b>	<b>138,039</b>		<b>(114,830)</b>		<b>17%</b>
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	7,613	15,225		(7,613)		50%
5202385 · Jail Expense	0	0	1,000		(1,000)		0%
5202390 · Special Response Team	7,500	7,500	8,500		(1,000)		88%
5202395 · Contractual Services Other	0	0	1,000		(1,000)		0%
<b>Total 5202300 · Contractual Services</b>	<b>7,500</b>	<b>16,113</b>	<b>27,225</b>		<b>(11,113)</b>		<b>59%</b>
5202500 · Operating Services							
5202530 · Custodial Service Contract	235	470	2,820		(2,350)		17%
5202540 · Computer Maintenance	0	0	700		(700)		0%
5202560 · Internet Subscriptions	0	0	1,350		(1,350)		0%
<b>Total 5202500 · Operating Services</b>	<b>235</b>	<b>470</b>	<b>4,870</b>		<b>(4,400)</b>		<b>10%</b>
5202600 · Special Expenses							

**City of Ovilla General Fund**  
**Actual vs Budget Review**  
**FY October 2016 through September 2017**

	Current	Year to Date	\$ Over (Under)	Budget	Thru November 17%	% of Budget
	November 2016	'Oct - Nov 2016	Budget			
5202675 · National Night Out	0	434	550	(116)	79%	
<b>Total 5202600 · Special Expenses</b>	<b>0</b>	<b>434</b>	<b>550</b>	<b>(116)</b>	<b>79%</b>	
5203100 · General Supplies						
5203110 · Office Supplies	66	1,415	1,500	(85)	94%	
5203140 · Uniforms	16	105	8,000	(7,895)	1%	
5203170 · Evidence Gathering	33	83	700	(617)	12%	
<b>Total 5203100 · General Supplies</b>	<b>116</b>	<b>1,603</b>	<b>10,200</b>	<b>(8,597)</b>	<b>16%</b>	
5203400 · Maintenance Supplies & Parts						
5203410 · Supplies - Custodial	48	48	600	(552)	8%	
<b>Total 5203400 · Maintenance Supplies &amp; Parts</b>	<b>48</b>	<b>48</b>	<b>600</b>	<b>(552)</b>	<b>8%</b>	
5204200 · Travel Expenses						
5204210 · Travel - Local	0	0	1,000	(1,000)	0%	
5204220 · Professional Development	336	336	3,750	(3,414)	9%	
5204225 · Professional Dev - LEOSE	0	0	1,165	(1,165)	0%	
5204235 · Ammo	0	0	1,000	(1,000)	0%	
5204270 · Vehicle Expenses	1,561	2,906	24,000	(21,094)	12%	
<b>Total 5204200 · Travel Expenses</b>	<b>1,897</b>	<b>3,242</b>	<b>30,915</b>	<b>(27,673)</b>	<b>10%</b>	
5205200 · Data Processing Expenses						
5205240 · Data Processing - Software	0	17,851	18,000	(149)	99%	
<b>Total 5205200 · Data Processing Expenses</b>	<b>0</b>	<b>17,851</b>	<b>18,000</b>	<b>(149)</b>	<b>99%</b>	
5205300 · Printing Expenses						
5205310 · Copier Expense	87	174	1,500	(1,326)	12%	
5205330 · Printing - Forms	0	78	300	(222)	26%	
5205350 · Printing - Other	63	121	400	(279)	30%	
<b>Total 5205300 · Printing Expenses</b>	<b>150</b>	<b>373</b>	<b>2,200</b>	<b>(1,827)</b>	<b>17%</b>	

**City of Ovilla General Fund**  
**Actual vs Budget Review**  
**FY October 2016 through September 2017**

	Current	Year to Date	\$ Over (Under)	% of Budget Thru November
	November 2016	'Oct - Nov 2016	Budget	
<b>5205400 · Utilities</b>				
5205410 · Telephone	107	217	1,404	(1,187) 15%
5205415 · Cellular Phone	199	305	1,350	(1,045) 23%
5205417 · Internet - PD	99	200	2,409	(2,209) 8%
5205420 · Wireless Cards	230	458	2,750	(2,292) 17%
5205450 · Electricity	232	533	4,500	(3,967) 12%
<b>Total 5205400 · Utilities</b>	867	1,713	12,413	(10,700) 14%
<b>5205500 · Repairs &amp; Building Improvements</b>				
5205520 · Repairs - Building	0	0	5,000	(5,000) 0%
5205540 · Repairs- Machinery & Equipment	149	149	1,000	(851) 15%
5205550 · Repairs - Vehicles	345	2,231	8,000	(5,769) 28%
<b>Total 5205500 · Repairs &amp; Building Improvements</b>	494	2,379	14,000	(11,621) 17%
<b>5205600 · Insurance</b>				
5205610 · Insurance - Property	0	439	1,757	(1,318) 25%
5205620 · Insurance - Liability	0	2,081	8,499	(6,418) 24%
5205640 · Insurance - Vehicle	0	1,402	2,203	(801) 64%
<b>Total 5205600 · Insurance</b>	0	3,922	12,459	(8,537) 31%
<b>5205700 · Other Expenses</b>				
5205742 · Public Relations	0	219	200	19 109%
5205752 · Employment Screening	0	0	1,550	(1,550) 0%
5205765 · Miscellaneous	373	400	1,620	(1,220) 25%
<b>Total 5205700 · Other Expenses</b>	373	619	3,370	(2,751) 18%
<b>5206400 · Minor Capital Outlay</b>				
5206440 · Machinery & Equipment	2,784	5,380	6,200	(820) 87%
5206445 · Personal Protective Equipment	0	0	2,600	(2,600) 0%

**City of Ovillia General Fund**  
**Actual vs Budget Review**  
**FY October 2016 through September 2017**

	Current	Year to Date	\$ Over (Under)	% of Budget Thru November
	November 2016	'Oct - Nov 2016	Budget	
<b>5206450 · Vehicles</b>	0	-783	49,000	(49,783) (2%)
<b>Total 5206400 · Minor Capital Outlay</b>	2,784	4,597	57,800	(53,203) 8%
<b>Total 20 · Police</b>	60,381	148,540	827,010	(678,470) 18%
<b>25 · Municipal Court</b>				
<b>5251100 · Salaries &amp; Wages</b>	634	1,267	7,020	(5,753) 18%
<b>5251140 · Municipal Judge</b>	634	1,267	7,020	(5,753) 18%
<b>Total 5251100 · Salaries &amp; Wages</b>				
<b>5251400 · Support Staff</b>				
<b>5251405 · Support Staff</b>	2,669	5,338	33,676	(28,338) 16%
<b>5251470 · Salary Increase</b>	0	0	582	
<b>5251480 · Merit Raises</b>	0	0	1,011	(1,011) 0%
<b>5251490 · Overtime</b>	131	206	500	(294) 41%
<b>Total 5251400 · Support Staff</b>	2,800	5,544	35,769	(30,225) 16%
<b>5252100 · Employee Benefits</b>				
<b>5252110 · Group Insurance</b>	612	1,260	7,203	(5,943) 17%
<b>5252135 · TMRS</b>	249	493	3,304	(2,811) 15%
<b>5252160 · Worker's Compensation</b>	0	30	122	(92) 25%
<b>5252170 · Payroll Taxes</b>	89	177	1,085	(908) 16%
<b>5252196 · Membership Dues</b>	0	0	40	(40) 0%
<b>Total 5252100 · Employee Benefits</b>	951	1,961	11,754	(9,793) 17%
<b>5252300 · Contractual Services</b>				
<b>5251420 · Jury Fees</b>	0	0	200	(200) 0%
<b>5251425 · City Prosecutor</b>	135	1,070	6,000	(4,930) 18%
<b>5252375 · Comptroller - Warrant Fees</b>	35	35	41,500	(41,465) 0%
<b>Total 5252300 · Contractual Services</b>	170	1,105	47,700	(46,595) 2%

**City of Ovilla General Fund**  
**Actual vs Budget Review**  
**FY October 2016 through September 2017**

	Current	Year to Date		\$ Over (Under)	% of Budget
	November 2016	'Oct - Nov 2016	Budget	Budget	Thru November
<b>5252500 · Operating Services</b>					
5252540 · Computer Maintenance	0	0	75	(75)	0%
<b>Total 5252500 · Operating Services</b>	0	0	75	(75)	0%
<b>5253100 · General Supplies</b>					
5253110 · Office Supplies	0	78	175	(97)	45%
5253140 · Uniforms	0	20	50	(30)	40%
<b>Total 5253100 · General Supplies</b>	0	98	225	(127)	44%
<b>5254200 · Travel Expenses</b>					
5254210 · Travel - Local	0	0	25	(25)	0%
5254220 · Professional Development	0	0	50	(50)	0%
<b>Total 5254200 · Travel Expenses</b>	0	0	75	(75)	0%
<b>5255200 · Data Processing Expenses</b>					
5255240 · Data Processing - SW Maint.	0	2,050	2,050	0	100%
<b>Total 5255200 · Data Processing Expenses</b>	0	2,050	2,050	0	100%
<b>5255300 · Printing Expense</b>					
5255350 · Printing - Other	0	278	800	(522)	35%
<b>Total 5255300 · Printing Expense</b>	0	278	800	(522)	35%
<b>5255600 · Insurance</b>					
5255620 · Insurance - Liability	0	48	192	(144)	25%
<b>Total 5255600 · Insurance</b>	0	48	192	(144)	25%
<b>5255700 · Other Expenses</b>					
5255765 · Miscellaneous	0	0	50	(50)	0%
5255768 · Collection Agency Fees	394	932	7,000	(6,068)	13%

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

FY October 2016 through September 2017

	Current	Year to Date	\$ Over (Under)	% of Budget
	November 2016	'Oct - Nov 2016	Budget	Budget
				Thru November
5255772 · Warrant Fee - Omni	0	168	3,750	(3,582) 4%
Total 5255700 · Other Expenses	394	1,100	10,800	(9,700) 10%
Total 25 · Municipal Court	4,948	13,451	116,460	(103,009) 12%
30 · Fire				
5301100 · Salaries & Wages				
5301125 · Fire Chief	3,012	6,024	38,018	(31,994) 16%
5301135 · Deputy Chief/Fire November shall	1,698	3,395	21,424	(18,029) 16%
5301140 · Fire Captains	3,288	9,611	67,776	(58,165) 14%
5301150 · Officer in Charge & Holiday	816	1,560	12,648	(11,088) 12%
5301170 · Salary Increase	0	0	1,520	(1,520) 0%
5301180 · Merit Raises - Staff	0	0	3,863	(3,863) 0%
Total 5301100 · Salaries & Wages	8,813	20,590	145,249	(124,659) 14%
5301400 · Support Salaries				
5301440 · Firefighters	23,913	44,916	314,158	(269,242) 14%
5301470 · Salary Increase	0	0	4,500	(4,500) 0%
5301480 · Merit Raises	0	0	7,897	(7,897) 0%
5301485 · Volunteer Incentive Program	1,343	2,885	16,850	(13,965) 17%
Total 5301400 · Support Salaries	25,256	47,801	343,405	(295,604) 14%
5302100 · Employee Benefits				
5302135 · TWRs	430	849	5,831	(4,982) 15%
5302137 · Volunteer Retirement	108	108	500	(392) 22%
5302160 · Worker's Compensation	2,740	5,414	10,696	(5,282) 51%
5302170 · Payroll Taxes	2,204	4,420	32,297	(27,877) 14%
5302196 · Membership Dues	225	225	2,200	(1,975) 10%
Total 5302100 · Employee Benefits	5,707	11,016	51,524	(40,508) 21%
5302300 · Contractual Services				

**City of Ovilla General Fund**  
**Actual vs Budget Review**  
**FY October 2016 through September 2017**

	Current	Year to Date	Budget	\$ Over (Under)	Budget	\$ Over (Under)	% of Budget
	November 2016	'Oct - Nov 2016	Budget				Thru November
5302310 · Consultant Fees	0	0	1,500		(1,500)		0%
5302380 · Dispatch	0	7,613	15,225		(7,613)		50%
5302385 · Emergency Transport Service	0	0	66,257		(66,257)		0%
<b>Total 5302300 · Contractual Services</b>	<b>0</b>	<b>7,613</b>	<b>82,982</b>		<b>(75,370)</b>		<b>9%</b>
5302500 · Operating Services							
5302510 · Maintenance Agreements	0	0	10,000		(10,000)		0%
5302570 · Warning System Maintenance	0	0	780		(780)		0%
5302580 · Generator Maintenance	0	0	2,120		(2,120)		0%
<b>Total 5302500 · Operating Services</b>	<b>0</b>	<b>0</b>	<b>12,900</b>		<b>(12,900)</b>		<b>0%</b>
5302600 · Special Expenses							
5302675 · National Night Out	0	299	500		(201)		60%
<b>Total 5302600 · Special Expenses</b>	<b>0</b>	<b>299</b>	<b>500</b>		<b>(201)</b>		<b>60%</b>
5303100 · General Supplies							
5303110 · Office Supplies	0	162	1,000		(838)		16%
5303140 · Uniforms	0	53	5,000		(4,947)		1%
5303160 · Medical Supplies	940	1,758	8,000		(6,242)		22%
5303165 · Medical Support	0	0	1,000		(1,000)		0%
5303170 · Evidence Gathering	0	0	800		(800)		0%
5303175 · Education Aids	361	2,445	50		2,395		4,890%
<b>Total 5303100 · General Supplies</b>	<b>1,301</b>	<b>4,418</b>	<b>15,850</b>		<b>(11,432)</b>		<b>28%</b>
5303400 · Maintenance Supplies & Parts							
5303410 · Supplies - Custodial	0	378	2,000		(1,622)		19%
5303420 · Building Alarm Maintenance	0	0	420		(420)		0%
<b>Total 5303400 · Maintenance Supplies &amp; Parts</b>	<b>0</b>	<b>378</b>	<b>2,420</b>		<b>(2,042)</b>		<b>16%</b>
5304200 · Travel Expenses							

**City of Ovilla General Fund**  
**Actual vs Budget Review**  
**FY October 2016 through September 2017**

	Current	Year to Date	\$ Over (Under)	Budget	\$ Over (Under)	% of Budget
	November 2016	'Oct - Nov 2016		Budget		
	Year	Year		Year		
5304220 · Professional Development	0	1,125		7,500	(6,375)	15%
5304270 · Vehicle Expenses	604	1,315		7,500	(6,185)	18%
<b>Total 5304200 · Travel Expenses</b>	<b>604</b>	<b>2,440</b>		<b>15,000</b>	<b>(12,560)</b>	<b>16%</b>
5305200 · Data Processing Expenses	400	2,183		4,315	(2,132)	51%
5305240 · Data Processing - Software	400	2,183		4,315	(2,132)	51%
<b>Total 5305200 · Data Processing Expenses</b>	<b>400</b>	<b>2,183</b>		<b>4,315</b>	<b>(2,132)</b>	<b>51%</b>
5305300 · Printing Expense	503	503		3,100	(2,597)	16%
5305310 · Copier Expense	0	0		100	(100)	0%
<b>Total 5305300 · Printing Expense</b>	<b>503</b>	<b>503</b>		<b>3,200</b>	<b>(2,697)</b>	<b>16%</b>
5305400 · Utilities						
5305410 · Telephone	242	487		2,724	(2,237)	18%
5305415 · Cellular Phone	103	207		1,248	(1,041)	17%
5305417 · Internet - Fire Dept.	327	656		5,145	(4,489)	13%
5305430 · Natural Gas	52	112		2,000	(1,888)	6%
5305450 · Electricity	450	985		5,650	(4,665)	17%
<b>Total 5305400 · Utilities</b>	<b>1,174</b>	<b>2,448</b>		<b>16,767</b>	<b>(14,319)</b>	<b>15%</b>
5305500 · Repairs & Bldg Improvements						
5305520 · Repairs - Building	310	450		3,500	(3,050)	13%
5305540 · Repairs - Machinery & Equipment	1,435	2,647		19,000	(16,353)	14%
5305545 · Repairs - Apparatus	2,232	2,232		12,000	(9,768)	19%
5305550 · Repairs - Vehicles	355	1,148		3,500	(2,352)	33%
<b>Total 5305500 · Repairs &amp; Bldg Improvements</b>	<b>4,331</b>	<b>6,477</b>		<b>38,000</b>	<b>(31,523)</b>	<b>17%</b>
5305600 · Insurance						
5305620 · Insurance - Liability	0	217		3,569	(3,352)	6%
5305640 · Insurance - Vehicle	0	2,360		9,440	(7,080)	25%
<b>Total 5305600 · Insurance</b>	<b>0</b>	<b>2,577</b>		<b>13,009</b>	<b>(10,432)</b>	<b>20%</b>

**City of Ovilla General Fund**  
**Actual vs Budget Review**  
**FY October 2016 through September 2017**

	Current	Year to Date		\$ Over (Under)	% of Budget
	November 2016	'Oct - Nov 2016	Budget	Budget	Thru November 17%
<b>5305700 - Other Expenses</b>					
5305705 · Postage	16	16	50	(34)	33%
5305752 · Employment Screening	0	0	500	(500)	0%
5305765 · Flags & Miscellaneous	0	0	100	(100)	0%
<b>Total 5305700 - Other Expenses</b>	<b>16</b>	<b>16</b>	<b>650</b>	<b>(634)</b>	<b>3%</b>
<b>5306400 - Minor Capital Outlay</b>					
5306440 · Machinery & Equipment	0	756	10,300	(9,544)	7%
5306445 · Personal Protective Equipment	2,400	3,325	20,247	(16,922)	16%
<b>Total 5306400 - Minor Capital Outlay</b>	<b>2,400</b>	<b>4,081</b>	<b>30,547</b>	<b>(26,466)</b>	<b>13%</b>
<b>5307400 - Capitalized Assets</b>					
5307450 · Vehicle	0	53,272	55,000	(1,728)	97%
<b>Total 5307450 · Vehicle</b>	<b>0</b>	<b>53,272</b>	<b>55,000</b>	<b>(1,728)</b>	<b>97%</b>
<b>Total 30 · Fire</b>	<b>50,505</b>	<b>166,111</b>	<b>831,318</b>	<b>(665,207)</b>	<b>20%</b>
<b>40 · Community Services</b>					
<b>5401100 - Salaries &amp; Wages</b>					
5401135 · ACO/Code Enforcement Officer	3,674	7,347	46,364	(39,017)	16%
5401180 · Merit Raises - Staff	0	0	1,391	(1,391)	0%
5401190 · Overtime	448	1,412	7,500	(6,088)	19%
<b>Total 5401100 - Salaries &amp; Wages</b>	<b>4,121</b>	<b>8,759</b>	<b>55,255</b>	<b>(46,496)</b>	<b>16%</b>
<b>5402100 - Employee Benefits</b>					
5402110 · Group Insurance	390	810	7,291	(6,481)	11%
5402135 · TWRs	371	788	5,262	(4,474)	15%
5402160 · Worker's Compensation	0	89	356	(267)	25%
5402170 · Payroll Taxes	66	139	802	(664)	17%
5402190 · License	0	25	625	(600)	4%
<b>Total 5402100 - Employee Benefits</b>	<b>826</b>	<b>1,850</b>	<b>14,336</b>	<b>(12,486)</b>	<b>13%</b>

**City of Ovilla General Fund**  
**Actual vs Budget Review**  
**FY October 2016 through September 2017**

	Current	Year to Date	\$ Over (Under)	% of Budget
	November 2016	'Oct - Nov 2016	Budget	Budget
				Thru November 17%
5402300 - Contractual Services				
5402315 - Contract Building Inspections	5,896	13,092	50,000 (36,908)	26%
5402370 - Impound Fees	300	300	2,300 (2,000)	13%
<b>Total 5402300 - Contractual Services</b>	<b>6,196</b>	<b>13,392</b>	<b>52,300</b> <b>(38,908)</b>	<b>26%</b>
5402600 - Special Expenses				
5402680 - Environmental Testing	0	0	2,300 (2,300)	0%
5402683 - Septic Tank Fee to State	0	0	100 (100)	0%
5402685 - Clean up Day	0	0	100 (100)	0%
<b>Total 5402600 - Special Expenses</b>	<b>0</b>	<b>0</b>	<b>2,500</b> <b>(2,500)</b>	<b>0%</b>
5403100 - General Supplies				
5403110 - Office Supplies	0	0	50 (50)	0%
5403120 - Animal Care	0	0	150 (150)	0%
5403122 - Pet Supplies	31	31	600 (569)	5%
5403140 - Uniforms	333	333	600 (267)	55%
<b>Total 5403100 - General Supplies</b>	<b>364</b>	<b>364</b>	<b>1,400</b> <b>(1,036)</b>	<b>26%</b>
5403400 - Maintenance Supplies & Parts				
5403460 - Miscellaneous	0	0	200 (200)	0%
<b>Total 5403400 - Maintenance Supplies &amp; Parts</b>	<b>0</b>	<b>0</b>	<b>200</b> <b>(200)</b>	<b>0%</b>
5404200 - Travel Expenses				
5404210 - Travel - Local	0	0	25 (25)	0%
5404220 - Professional Development	0	0	200 (200)	0%
5404270 - Vehicle Expenses	103	157	3,000 (2,843)	5%
<b>Total 5404200 - Travel Expenses</b>	<b>103</b>	<b>157</b>	<b>3,225</b> <b>(3,068)</b>	<b>5%</b>
5405300 - Printing Expense				
5405330 - Printing - Forms	0	0	400 (400)	0%
<b>Total 5405300 - Printing Expense</b>	<b>0</b>	<b>0</b>	<b>400</b> <b>(400)</b>	<b>0%</b>

**City of Ovilla General Fund**  
**Actual vs Budget Review**  
**FY October 2016 through September 2017**

	Current	Year to Date		\$ Over (Under)	% of Budget
	November 2016	'Oct - Nov 2016	Budget	Budget	Thru November 17%
<b>5405400 · Utilities</b>					
5405415 · Cellular Phone	89	179	1,074	(895)	17%
<b>Total 5405400 · Utilities</b>	89	179	1,074	(895)	17%
 5405600 · Insurance					
5405610 · Insurance - Property	0	2	9	(7)	24%
5405620 · Insurance - Liability	0	32	130	(98)	25%
5405640 · Insurance - Vehicle	0	61	245	(184)	25%
<b>Total 5405600 · Insurance</b>	0	96	384	(288)	25%
 5405700 · Other Expenses					
5405765 · Miscellaneous	0	0	100	(100)	0%
<b>Total 5405700 · Other Expenses</b>	0	0	100	(100)	0%
 5406400 · Minor Capital Outlay					
5406440 · Machinery & Equipment	222	234	1,000	(766)	23%
<b>Total 5406400 · Minor Capital Outlay</b>	222	234	1,000	(766)	23%
 Total 40 · Community Services	11,922	25,031	132,174	(107,143)	19%
 45 · Solid Waste					
5455400 · Utilities					
5455465 · Solid waste Pickup (Garbage)	17,992	35,867	221,676	(185,809)	16%
<b>Total 5455400 · Utilities</b>	17,992	35,867	221,676	(185,809)	16%
 Total 45 · Solid Waste	17,992	35,867	221,676	(185,809)	16%
 50 · Streets					
5501400 · Support Staff					
5501415 · Maintenance Crew	1,000	2,394	23,400	(21,006)	10%

**City of Ovilla General Fund**  
**Actual vs Budget Review**  
**FY October 2016 through September 2017**

	Current	Year to Date	Budget	\$ Over (Under)	% of Budget Thru November
	November 2016	'Oct - Nov 2016	Budget	Budget	17%
5501470 - Salary Increase	0	0	2,080	(2,080)	0%
5501480 - Merit Raises	0	0	765	(765)	0%
5501490 - Overtime	0	0	1,500	(1,500)	0%
5501500 - Streets - On Call	0	0	600	(600)	0%
<b>Total 5501400 - Support Staff</b>	<b>1,000</b>	<b>2,394</b>	<b>28,345</b>	<b>(25,951)</b>	<b>8%</b>
5502100 - Employee Benefits					
5502110 - Group Insurance	1,135	1,135	7,146	(6,011)	16%
5502135 - TMRs	89	213	2,642	(2,429)	8%
5502160 - Worker's Compensation	0	426	1,705	(1,279)	25%
5502170 - Payroll Taxes	15	35	403	(368)	9%
5502190 - License	0	0	122	(122)	0%
<b>Total 5502100 - Employee Benefits</b>	<b>1,239</b>	<b>1,809</b>	<b>12,018</b>	<b>(10,209)</b>	<b>15%</b>
5502200 - Special Services					
5502280 - NCTCOG- SWMP Fees	0	0	3,360	(3,360)	0%
<b>Total 5502200 - Special Services</b>	<b>0</b>	<b>0</b>	<b>3,360</b>	<b>(3,360)</b>	<b>0%</b>
5502600 - Special Expenses					
5502620 - Emergency Clean Up	0	0	2,000	(2,000)	0%
<b>Total 5502600 - Special Expenses</b>	<b>0</b>	<b>0</b>	<b>2,000</b>	<b>(2,000)</b>	<b>0%</b>
5503100 - General Supplies					
5503110 - Office Supplies	0	0	100	(100)	0%
5503140 - Uniforms	0	193	600	(407)	32%
<b>Total 5503100 - General Supplies</b>	<b>0</b>	<b>193</b>	<b>700</b>	<b>(507)</b>	<b>28%</b>
5503400 - Maintenance Supplies & Parts					
5503405 - Drainage Maintenance	0	0	500	(500)	0%
5503420 - Supplies - Street Signs	0	183	3,000	(2,817)	6%

**City of Ovilla General Fund**  
**Actual vs Budget Review**  
**FY October 2016 through September 2017**

	Current	Year to Date		\$ Over (Under)	% of Budget
	November 2016	'Oct - Nov 2016	Budget	Budget	Thru November
5503460 · Miscellaneous	0	2	300	(298)	17%
Total 5503400 · Maintenance Supplies & Parts	0	185	3,800	(3,615)	5%
5504200 · Travel Expenses					
5504220 · Professional Development	0	0	500	(500)	0%
5504270 · Vehicle Expenses	344	776	6,500	(5,724)	12%
Total 5504200 · Travel Expenses	344	776	7,000	(6,224)	11%
5505300 · Printing Expense					
5505350 · Printing - Other	0	0	350	(350)	0%
Total 5505300 · Printing Expense	0	0	350	(350)	0%
5505400 · Utilities					
5505450 · Electricity	3,921	7,888	47,000	(39,112)	17%
Total 5505400 · Utilities	3,921	7,888	47,000	(39,112)	17%
5505500 · Repairs & Bldg Improvements					
5405520 · Repairs - Building	0	0	500	(500)	0%
5505540 · Repairs - Machinery & Equipment	429	1,645	3,000	(1,355)	55%
5505550 · Repairs - Vehicles	322	322	2,500	(2,178)	13%
5505560 · Repairs -Street Maint.& Repairs	933	933	50,000	(49,067)	2%
5505565 · Repairs - Infrastructure Drainage	0	0	3,000	(3,000)	0%
5505575 · Repairs - 50/50 Sidewalk Program	0	0	2,500	(2,500)	0%
5505590 · Repairs - Other	87	87	1,500	(1,413)	6%
Total 5505500 · Repairs & Bldg Improvements	1,771	2,987	63,000	(60,013)	5%
5505600 · Insurance					
5505620 · Insurance - Liability	0	173	694	(521)	25%
5505640 · Insurance - Vehicle	0	805	3,221	(2,416)	25%
Total 5505600 · Insurance	0	978	3,915	(2,937)	25%

**City of Ovilla General Fund**  
**Actual vs Budget Review**  
**FY October 2016 through September 2017**

	November 2016	'Oct - Nov 2016	Budget	\$ Over (Under)	% of Budget
	Current	Year to Date		Budget	Thru November
5505700 · Other Expenses	0	106	150	(44)	71%
5505752 · Employment Screening	0	106	150	(44)	71%
<b>Total 5505700 · Other Expenses</b>	<b>0</b>	<b>106</b>	<b>150</b>	<b>(44)</b>	<b>71%</b>
5506400 · Minor Capital Outlay	0	0	2,500	(2,500)	0%
5506440 · Machinery & Equipment	0	0	300	(300)	0%
5506445 · Personal Protective Equipment	39	39	500	(461)	8%
5506490 · Other	39	39	3,300	(3,261)	1%
<b>Total 5506400 · Minor Capital Outlay</b>	<b>39</b>	<b>39</b>	<b>3,300</b>	<b>(3,261)</b>	<b>1%</b>
5507400 · Capitalized Assets	0	0	10,000	(10,000)	0%
5507440 · Machinery & Equipment	193,192	193,192	234,600	(41,408)	82%
5507460 · Infrastructure	193,192	193,192	244,600	(51,408)	79%
<b>Total 5507400 · Capitalized Assets</b>	<b>201,505</b>	<b>210,547</b>	<b>419,538</b>	<b>(208,991)</b>	<b>50%</b>
60 · Parks					
5602400 · Rentals					
5602490 · Rental - Other	210	629	3,000	(2,371)	21%
<b>Total 5602400 · Rentals</b>	<b>210</b>	<b>629</b>	<b>3,000</b>	<b>(2,371)</b>	<b>21%</b>
5602500 · Operating Services	0	0	1,200	(1,200)	0%
5602530 · Custodial Service Contract	0	0	1,200	(1,200)	0%
<b>Total 5602500 · Operating Services</b>	<b>0</b>	<b>0</b>	<b>1,200</b>	<b>(1,200)</b>	<b>0%</b>
5602600 · Special Expenses					

**City of Ovilla General Fund**  
**Actual vs Budget Review**  
**FY October 2016 through September 2017**

	Current	Year to Date	Budget	\$ Over (Under)	% of Budget
	November 2016	'Oct - Nov 2016			Thru November
5602680 · Heritage Day	33	438	14,300	(13,862)	3%
5602690 · Special Events	980	1,641	4,500	(2,859)	36%
<b>Total 5602600 · Special Expenses</b>	<b>1,013</b>	<b>2,079</b>	<b>18,800</b>	<b>(16,721)</b>	<b>11%</b>
5603400 · Maintenance Supplies & Parts					
5303410 · Supplies - Custodial	0	0	100	(100)	0%
5603460 · Miscellaneous	44	112	300	(188)	37%
<b>Total 5603400 · Maintenance Supplies &amp; Parts</b>	<b>44</b>	<b>112</b>	<b>400</b>	<b>(288)</b>	<b>28%</b>
5605400 · Utilities					
5605450 · Electricity	637	1,349	8,300	(6,951)	16%
<b>Total 5605400 · Utilities</b>	<b>637</b>	<b>1,349</b>	<b>8,300</b>	<b>(6,951)</b>	<b>16%</b>
5605500 · Repairs & Bldg Improvements					
5605520 · Repairs - Building	0	0	2,500	(2,500)	0%
5605530 · REPAIRS-IMP OTHER THAN BLDGS	47	47	1,000	(953)	5%
<b>Total 5605500 · Repairs &amp; Bldg Improvements</b>	<b>47</b>	<b>47</b>	<b>3,500</b>	<b>(3,453)</b>	<b>1%</b>
5605600 · Insurance					
5605610 · Insurance - Property	0	30	122	(92)	25%
5605620 · Insurance - Liability	0	73	294	(221)	25%
5605640 · Insurance - Vehicle	0	52	207	(155)	25%
<b>Total 5605600 · Insurance</b>	<b>0</b>	<b>155</b>	<b>623</b>	<b>(468)</b>	<b>25%</b>
5605700 · Other Expenses					
5605765 · Miscellaneous	283	316	300	16	105%
<b>Total 5605700 · Other Expenses</b>	<b>283</b>	<b>316</b>	<b>300</b>	<b>16</b>	<b>105%</b>
5606400 · Minor Capital Outlay					
5606410 · Land Improvements	120	120	1,000	(880)	12%

**City of Ovilla General Fund**  
**Actual vs Budget Review**  
**FY October 2016 through September 2017**

	Current	Year to Date		\$ Over (Under)	% of Budget
	November 2016	'Oct - Nov 2016	Budget	Budget	Thru November
<b>5606440 - Machinery &amp; Equipment</b>	0	0	2,000	(2,000)	17%
<b>Total 5606440 - Minor Capital Outlay</b>	120	120	3,000	(2,880)	0%
					4%
<b>5607400 - Capitalized Assets</b>					
<b>5607410 - 4B EDC Restroom Land Improvements</b>	0	0	75,000	(75,000)	0%
<b>5607415 - 4B EDC Monument Signs</b>	0	0	30,000	(30,000)	0%
<b>5607440 - Machinery &amp; Equipment</b>	0	0	6,000	(6,000)	0%
<b>Total 5607400 - Capitalized Assets</b>	0	0	111,000	(111,000)	0%
<b>Total 60 - Parks</b>	2,353	4,807	150,123	(145,316)	3%
<b>Total Expenditures</b>	388,627	716,266	3,312,825	(2,596,559)	22%
<b>Net Change in Fund Balance</b>	<b>-183,898</b>	<b>-415,791</b>	<b>0</b>	<b>(415,791)</b>	<b>100%</b>

**Ovilla W&S Utility Fund**  
**Actual vs Budget Review**  
**FY October 2016 through September 2017**

Resources	November 2016	Oct - Nov 2016	Budget	\$ Over (Under)		% of Budget Thru November 17%
				Current	Year to Date	
4000400 · Charges for Services						
4000460 · Water Sales	80,007	165,187	959,305	(794,118)	17%	
4000461 · Sewer Service	40,678	74,095	396,500	(322,405)	19%	
4000465 · Water & Sewer Penalties	1,582	3,011	18,000	(14,989)	17%	
4000471 · Reconnect Fees	185	783	5,400	(4,617)	15%	
4000472 · Meters	2,075	2,075	3,700	(1,625)	56%	
4000473 · Connect Fees	250	425	4,400	(3,975)	10%	
4000478 · Infrastructure Improvement Fee	6,095	11,341	66,550	(55,209)	17%	
4000480-Solid Waste Fees (Garbage)	29	0	0	0	0%	
Total 4000400 · Charges for Services	130,900	256,916	1,453,855	(1,196,939)	18%	
4000800 · Other Revenue						
4000880 · Capital Rec Fee	3,750	7,500	81,250	(73,750)	9%	
4000840 · Interest Earned	203	402	2,900	(2,498)	14%	
Total 4000800 · Other Revenue	3,953	7,902	84,150	(76,248)	9%	
Total Resources	134,853	264,818	1,538,005	(1,273,187)	17%	
Expense						
70 · Administration						
5701100 · Salaries & Wages						
5701110 · City Administrator	0	0	22,042	(22,042)	0%	
5701115 · City Secretary	0	0	13,658	(13,658)	0%	
5701117 · Finance Accountant	0	0	12,731	(12,731)	0%	
5701120 · Part Time Admin. Support	0	0	7,660	(7,660)	0%	
5701130 · Public Works Director	4,440	8,880	53,960	(45,080)	16%	
5701170 · Salary Increase	0	0	3,835	(3,835)	0%	
5701180 · Merit Raises, Staff	0	0	3,414	(3,414)	0%	
Total 5701100 · Salaries & Wages	4,440	8,880	117,300	(108,420)	8%	

**Ovilla W&S Utility Fund**  
**Actual vs Budget Review**  
**FY October 2016 through September 2017**

	Current	Year to Date	\$ Over (Under)	% of Budget
	November 2016	Oct - Nov 2016	Budget	Budget
<b>5702100 · Employee Benefits</b>				
5702110 · Group Insurance	613	1,262	7,358	(6,096) 17%
5702135 · TMRS	399	799	5,497	(4,698) 15%
5702170 · Payroll Taxes	64	128	837	(709) 15%
<b>Total 5702100 · Employee Benefits</b>	<b>1,076</b>	<b>2,188</b>	<b>13,692</b>	<b>(11,504) 16%</b>
<b>5702200 · Special Services</b>				
5702240 · Audit	7,400	7,400	7,400	0 100%
5702250 · Accounting	0	0	500	(500) 0%
<b>Total 5702200 · Special Services</b>	<b>7,400</b>	<b>7,400</b>	<b>7,900</b>	<b>(500) 94%</b>
<b>5702300 · Contractual Services /Personnel</b>				
5702310 · Consultant Fees	0	0	3,500	(3,500) 0%
<b>Total 5702300 · Contractual Services /Personnel</b>	<b>0</b>	<b>0</b>	<b>3,500</b>	<b>(3,500) 0%</b>
<b>5703100 · General Supplies</b>				
5703110 · Office Supplies	0	73	800	(727) 9%
<b>Total 5703100 · General Supplies</b>	<b>0</b>	<b>73</b>	<b>800</b>	<b>(727) 9%</b>
<b>5703400 · Maintenance Supplies / Parts</b>				
5703410 · Supplies - Custodial	0	0	200	(200) 0%
<b>Total 5703400 · Maintenance Supplies / Parts</b>	<b>0</b>	<b>0</b>	<b>200</b>	<b>(200) 0%</b>
<b>5704200 · Travel Expenses</b>				
5704210 · Travel - Local	0	0	200	(200) 0%
5704220 · Professional Development	0	0	750	(750) 0%
<b>Total 5704200 · Travel Expenses</b>	<b>0</b>	<b>0</b>	<b>950</b>	<b>(950) 0%</b>
<b>5705200 · Data Processing Expenses</b>				
5705230 · Data Processing - Maintenance & Repair	0	0	1,300	(1,300) 0%

**Ovilla W&S Utility Fund**  
**Actual vs Budget Review**  
**FY October 2016 through September 2017**

	Current	Year to Date	\$ Over (Under)	% of Budget
	November 2016	Oct - Nov 2016	Budget	Thru November
<b>Total 5705200 · Data Processing Expenses</b>	<b>0</b>	<b>0</b>	<b>1,300</b>	<b>(1,300)</b> <b>0%</b>
<b>5705300 · Printing Expense</b>	<b>0</b>	<b>0</b>	<b>250</b>	<b>(250)</b> <b>0%</b>
<b>5705350 · Printing - Other</b>	<b>0</b>	<b>0</b>	<b>250</b>	<b>(250)</b> <b>0%</b>
<b>Total 5705300 · Printing Expense</b>	<b>0</b>	<b>0</b>	<b>250</b>	<b>(250)</b> <b>0%</b>
<b>5705400 · Utilities</b>				
<b>5705410 · Telephone</b>	107	217	1,404	(1,187) 15%
<b>5705415 · Cellular Phone</b>	113	226	1,690	(1,464) 13%
<b>5705417 · Internet</b>	99	200	2,409	(2,209) 8%
<b>Total 5705400 · Utilities</b>	<b>319</b>	<b>643</b>	<b>5,503</b>	<b>(4,860)</b> <b>12%</b>
<b>5705700 · Other Expenses</b>				
<b>5705705 · Postage</b>	500	1,000	8,000	(7,000) 13%
<b>5705740 · Advertising</b>	0	0	100	(100) 0%
<b>5705760 · Bank Service Charge</b>	0	0	200	(200) 0%
<b>5705765 · Miscellaneous</b>	0	0	100	(100) 0%
<b>5705775 · Credit Card Transaction Fee</b>	100	200	0	200 100%
<b>Total 5705700 · Other Expenses</b>	<b>600</b>	<b>1,200</b>	<b>8,400</b>	<b>(7,200)</b> <b>14%</b>
<b>5706400 · Minor Capital Outlay</b>				
<b>5706440 · Machinery &amp; Equipment</b>	0	0	500	(500) 0%
<b>Total 5706400 · Minor Capital Outlay</b>	<b>0</b>	<b>0</b>	<b>500</b>	<b>(500)</b> <b>0%</b>
<b>5709000 · Reserve</b>				
<b>5708215 · Admin. Exp. to General Fund</b>	0	0	32,788	(32,788) 0%
<b>5709002 · Capital Improv. Water/Sewer Reserve</b>	0	0	58,700	(58,700) 0%
<b>5709010 · Administrative Reserves</b>	0	0	2,747	(2,747) 0%
<b>Total 5709000 · Reserve</b>	<b>0</b>	<b>0</b>	<b>94,235</b>	<b>(94,235)</b> <b>0%</b>
<b>Total 70 · Administration</b>	<b>13,835</b>	<b>20,384</b>	<b>254,530</b>	<b>(234,146)</b> <b>8%</b>

**Ovilla W&S Utility Fund**  
**Actual vs Budget Review**  
**FY October 2016 through September 2017**

	Current	Year to Date		\$ Over (Under)	% of Budget
	November 2016	Oct - Nov 2016	Budget	Budget	Thru November
	16%	17%			
<b>75 - Water</b>					
5751100 - Salaries & Wages					
5751133 - Superintendent	3,510	7,021	43,260	(36,239)	16%
5751170 - Salary Increase	0	0	1,040	(1,040)	0%
5751180 - Merit Raises - Staff	0	0	1,329	(1,329)	0%
5751190 - Overtime	230	757	2,000	(1,243)	38%
Total 5751100 - Salaries & Wages	3,741	7,778	47,629	(39,851)	16%
5751400 - Support Salaries					
5751405 - Support Staff	3,397	6,792	50,264	(43,472)	14%
5751415 - Maintenance Crew	4,538	9,075	80,766	(71,691)	11%
5751430 - Seasonal Crew	0	0	3,000	(3,000)	0%
5751450 - Certification Pay	92	185	1,200	(1,015)	15%
5751470 - Salary Increase	0	0	5,159	(5,159)	0%
5751480 - Merit Raises	0	0	3,522	(3,522)	0%
5751490 - Overtime	128	701	4,000	(3,299)	18%
5751500 - Water - On Call	150	300	1,550	(1,250)	19%
Total 5751400 - Support Salaries	8,305	17,053	149,461	(132,408)	11%
5752100 - Employee Benefits					
5752110 - Group Insurance	2,182	4,522	43,175	(38,653)	10%
5752135 - TMRS	1,068	2,202	19,846	(17,644)	11%
5752160 - Worker's Compensation	0	2,050	8,200	(6,150)	25%
5752170 - Payroll Taxes	176	363	3,021	(2,658)	12%
5752190 - Licenses	0	0	222	(222)	0%
Total 5752100 - Employee Benefits	3,426	9,137	74,464	(65,327)	12%
5752300 - Contractual Services/Personnel					
5752350 - Contract Labor - Company	1,000	1,000	1,500	(500)	67%
5752380 - Dispatch	0	6,525	13,050	(6,525)	50%

**Ovilla W&S Utility Fund**  
**Actual vs Budget Review**  
**FY October 2016 through September 2017**

	Current	Year to Date	\$ Over (Under)	% of Budget
	November 2016	Oct - Nov 2016	Budget	Thru November
<b>Total 5752300 - Contractual Services/Personnel</b>	1,000	7,525	14,550	(7,025) 17%
 5752400 - Rentals	 0	 0	 250	 (250) 0%
<b>5752420 - Rental - Machinery &amp; Equipment</b>				
<b>Total 5752400 - Rentals</b>	0	0	250	(250) 0%
 5752500 - Operating Services	 0	 0	 250	 (250) 0%
<b>5752580 - Water Testing</b>	136	221	4,000	(3,779) 6%
<b>5752590 - TCEQ Fees</b>	3,129	3,129	3,500	(371) 89%
<b>Total 5752500 - Operating Services</b>	3,265	3,350	7,500	(4,150) 45%
 5753100 - General Supplies	 670	 1,396	 1,700	 (305) 82%
<b>5753140 - Uniforms</b>				
<b>Total 5753100 - General Supplies</b>	670	1,396	1,700	(305) 82%
 5753400 - Maintenance Supplies & Parts	 0	 0	 0	 0 0%
<b>5753460 - Miscellaneous</b>	180	266	300	(34) 89%
<b>Total 5753400 - Maintenance Supplies &amp; Parts</b>	180	266	300	(34) 89%
 5754200 - Travel Expenses	 0	 0	 750	 (750) 0%
<b>5754220 - Professional Development</b>				
<b>5754270 - Vehicle Expenses</b>	294	384	10,000	(9,616) 4%
<b>Total 5754200 - Travel Expenses</b>	294	384	10,750	(10,366) 4%
 5755200 - Data Processing Expenses	 0	 0	 3,700	 (3,700) 0%
<b>5755240 - Data Processing - Software</b>				
<b>Total 5755200 - Data Processing Expenses</b>	0	0	3,700	(3,700) 0%
 5755300 - Printing Expenses	 0	 0	 3,000	 (3,000) 0%
<b>5755310 - Copier Expense</b>				
<b>5755350 - Printing - Other</b>	1,261	1,261	2,000	(739) 63%

**Ovilla W&S Utility Fund**  
**Actual vs Budget Review**  
**FY October 2016 through September 2017**

	Current	Year to Date	\$ Over (Under)		% of Budget
			Budget	Budget	
<b>Total 5755300 · Printing Expenses</b>	1,261	1,261	5,000	(3,739)	25%
<b>5755400 · Utilities</b>					
5755415 · Cellular Phone	50	100	1,500	(1,400)	7%
5755450 · Electricity	1,880	3,793	27,000	(23,207)	14%
5755460 · Water, wholesale	0	67,344	425,062	(357,718)	16%
<b>Total 5755400 · Utilities</b>	1,930	71,237	453,562	(382,325)	16%
<b>5755500 · Repairs &amp; Building Improvements</b>					
5755540 · Repairs- Machinery & Equipment	0	672	4,000	(3,328)	17%
5755550 · Repairs - Vehicles	236	251	2,000	(1,749)	13%
5755570 · Inventory Expense	865	954	9,000	(8,046)	11%
5755580 · Water Chemical Expense	312	2,243	8,000	(5,757)	28%
5755590 · Repairs - Other	101	101	3,000	(2,899)	3%
<b>Total 5755500 · Repairs &amp; Building Improvements</b>	1,514	4,220	26,000	(21,780)	16%
<b>5755600 · Insurance</b>					
5755610 · Insurance - Property	0	712	2,848	(2,136)	25%
5755620 · Insurance - Liability	0	242	970	(728)	25%
5755640 · Insurance - Vehicle	0	576	2,304	(1,728)	25%
<b>Total 5755600 · Insurance</b>	0	1,530	6,122	(4,592)	25%
<b>5755700 · Other Expenses</b>					
5755752 · Employment Screening	0	0	150	(150)	0%
<b>Total 5755700 · Other Expenses</b>	0	0	150	(150)	0%
<b>5756400 · Minor Capital Outlay</b>					
5756440 · Machinery & Equipment	0	0	1,000	(1,000)	0%
5756490 · Other	0	0	500	(500)	0%
<b>Total 5756400 · Minor Capital Outlay</b>	0	0	1,500	(1,500)	0%

**Ovilla W&S Utility Fund**  
**Actual vs Budget Review**  
**FY October 2016 through September 2017**

	Current	Year to Date	\$ Over (Under)	% of Budget
	November 2016	Oct - Nov 2016	Budget	Budget
<b>5757400 - Capitalized Assets</b>				
5757440 - Machinery & Equipment	0	0	10,000	(10,000)
5757470 - Infrastructure - Water	3,508	4,167	4,000	167
5757475 - FM 664 Relocate Waterline	0	0	9,000	(9,000)
<b>Total 5757400 - Capitalized Assets</b>	<b>3,508</b>	<b>4,167</b>	<b>23,000</b>	<b>(18,833)</b>
<b>5757900 - Long-Term Debt</b>				
5758225 - Admin. Expense to Debt Fund	0	0	59,248	(59,248)
<b>Total 5757900 - Long-Term Debt</b>	<b>0</b>	<b>0</b>	<b>59,248</b>	<b>(59,248)</b>
<b>75 - Water</b>				
29,094		129,304	884,886	(755,582)
<b>Total 75 - Water</b>	<b>29,094</b>			15%
<b>80 - Sewer</b>				
5801400 - Support Salaries	0	0	16,754	(16,754)
5801405 - Support Staff	2,883	5,766	34,278	(28,512)
5801415 - Maintenance Crew	92	185	1,210	(1,025)
5801450 - Certification Pay	0	0	2,122	(2,122)
5801470 - Salary Increase	0	0	1,408	(1,408)
5801480 - Merit Raises	0	0	3,000	(2,486)
5801490 - Overtime	216	514	3,000	(2,486)
5801500 - Sewer - On Call	50	100	600	(500)
<b>Total 5801400 - Support Salaries</b>	<b>3,242</b>	<b>6,565</b>	<b>59,372</b>	<b>(52,807)</b>
<b>5802100 - Employee Benefits</b>				11%
5802110 - Group Insurance	602	1,228	7,221	(5,993)
5802135 - TMRs	284	576	3,856	(3,280)
5802160 - Worker's Compensation-Sewer	0	342	1,367	(1,025)
5802170 - Payroll Taxes	46	93	588	(495)
5802190 - Licenses	0	0	150	(150)
<b>Total 5802100 - Employee Benefits</b>	<b>932</b>	<b>2,238</b>	<b>13,182</b>	<b>(10,944)</b>

**Ovilla W&S Utility Fund**  
**Actual vs Budget Review**  
**FY October 2016 through September 2017**

	Current	Year to Date	\$ Over (Under)	% of Budget
	November 2016	Oct - Nov 2016	Budget	Budget
58022300 · Contractual Services/Personnel	0	0	5,000	(5,000)
5802350 · Contract Labor - Company				0%
<b>Total 5802300 · Contractual Services/Personnel</b>	<b>0</b>	<b>0</b>	<b>5,000</b>	<b>(5,000)</b>
5802500 · Operating Services				0%
5802515 · Sardis Collection Expense	1,383	2,281	9,054	(6,773)
5802550 · TCEQ Fees - Sewer	0	0	100	(100)
<b>Total 5802500 · Operating Services</b>	<b>1,383</b>	<b>2,281</b>	<b>9,154</b>	<b>(6,873)</b>
5803100 · General Supplies				25%
5803140 · Uniforms	683	1,036	1,200	(164)
<b>Total 5803100 · General Supplies</b>	<b>683</b>	<b>1,036</b>	<b>1,200</b>	<b>(164)</b>
5803400 · Maintenance Supplies & Parts				0%
5803460 · Miscellaneous	0	0	500	(500)
<b>Total 5803400 · Maintenance Supplies &amp; Parts</b>	<b>0</b>	<b>0</b>	<b>500</b>	<b>(500)</b>
5804200 · Travel Expenses				0%
5804220 · Professional Development	0	13	500	(487)
5804270 · Vehicle Expense	289	558	1,200	(642)
<b>Total 5804200 · Travel Expenses</b>	<b>289</b>	<b>571</b>	<b>1,700</b>	<b>(1,129)</b>
5805400 · Utilities				34%
5805450 · Electricity	144	281	3,000	(2,719)
5805463 · TRA Wastewater Treatment	0	22,567	285,955	(263,388)
<b>Total 5805400 · Utilities</b>	<b>144</b>	<b>22,848</b>	<b>288,955</b>	<b>(266,107)</b>
5805500 · Repairs & Bldg Improvements				8%
5805510 · Repairs - Land Improvements	0	0	300	(300)
5805540 · Repairs - Machinery & Equipment	0	2,522	6,000	(3,478)
5805570 · Inventory Expense	487	1,223	2,000	(777)

**Ovilla W&S Utility Fund**  
**Actual vs Budget Review**  
**FY October 2016 through September 2017**

	Current	Year to Date	Budget	\$ Over (Under)	% of Budget
	November 2016	Oct - Nov 2016	Budget	Budget	Thru November
<b>5805590 · Repairs - Other</b>	0	44	600	(556)	17%
<b>Total 5805500 · Repairs &amp; Bldg Improvements</b>	487	3,789	8,900	(5,111)	43%
 5805600 · Insurance					
5805610 · Insurance - Property	0	15	60	(45)	25%
5805620 · Insurance - Liability	0	99	224	(125)	44%
5805640 · Insurance - Vehicle	0	36	142	(106)	25%
<b>Total 5805600 · Insurance</b>	0	150	426	(276)	35%
 5805700 · Other Expenses					
5805752 · Employment Screening	0	0	200	(200)	0%
<b>Total 5805700 · Other Expenses</b>	0	0	200	(200)	0%
 5807400 · Capitalized Assets					
5807440 · Machinery & Equipment	0	0	10,000	(10,000)	0%
<b>Total 5807400 · Capitalized Assets</b>	0	0	10,000	(10,000)	0%
 Total 80 · Sewer	7,159	39,477	398,589	(359,112)	10%
 Total Expense	50,088	189,165	1,538,005	(1,348,840)	12%
 Net Change in Fund Balance	84,765	75,654	0	75,654	100%

**Ovilla Debt Service**  
**Actual vs Budget Review**  
**FY October 2016 through September 2017**

	Current	Year to Date	\$ Over (Under)	% of Budget
	November 2016	Oct - Nov 2016	Budget	Budget 17%
<b>Revenues</b>				
4000100 · Taxes				
4000107 · Ad Valorem, Current I & S	37,506	39,347	486,807	(447,460) 8%
4000106 · Ad Valorem, Current I&S New and Imp	-	-	24,420	(24,420) 0%
4000111 · Ad Valorem, Delinquent I & S	330	729	-	729 100%
4000114 · Interest/Penalties - I & S	211	339	-	339 100%
<b>Total 4000100 · Taxes</b>	<b>38,047</b>	<b>40,415</b>	<b>511,227</b>	<b>(470,812)</b> 8%
4000800 · Other Revenue				
4000840 · Interest Earned	9	15	550	(535) 3%
4000930 · Admin.Rev.Rec.Fr Water & Sewer	-	-	59,248	(59,248) 0%
<b>Total 4000800 · Other Revenue</b>	<b>9</b>	<b>15</b>	<b>59,798</b>	<b>(59,783)</b> 0%
<b>Total Revenues</b>	<b>38,056</b>	<b>40,430</b>	<b>571,025</b>	<b>(530,595)</b> 7%
<b>Expenditures</b>				
5157900 · Long-Term Debt				
5157930 · Paying Agent Fees	-	-	500	(500) 0%
51579349 · 2011 Bond Issue Principle	-	-	375,000	(375,000) 0%
5157940 · 2011 Bond Issue Interest	-	-	195,525	(195,525) 0%
<b>Total 5157900 · Long-Term Debt</b>	<b>-</b>	<b>-</b>	<b>571,025</b>	<b>(571,025)</b> 0%
<b>Total Expenditures</b>	<b>-</b>	<b>-</b>	<b>571,025</b>	<b>(571,025)</b> 0%
<b>Net Change in Fund Balance</b>	<b>38,056</b>	<b>40,430</b>	<b>-</b>	<b>40,430</b> 100%

**City of Ovilla Capital Projects Fund**  
**Actual vs Budget Review**  
**FY October 2016 through September 2017**

	Current	Year to Date	\$ Over (Under)	% of Budget
	November 2016	Oct - Nov 2016	Budget	Budget
<b>Revenues</b>				
4000800 · Other Revenue				
4000845 · Interest Earned - Texstar	1	1	0	111%
4000850 · Interest Earned - Prosperity	21	43	(217)	17%
4000990 - Reduction In Fund Balance	0	0	(50,000)	0%
Total 4000800 · Other Revenue	22	45	(50,261)	0%
Total Revenues	22	45	(50,261)	0%
<b>Expense</b>				
5879000 · Reserves				
5879010 · Admin Reserves	0	0	261	(261)
Total 5879000 · Reserves	0	0	261	(261)
5857400 · Capitalized Assets				
5857470 · Water Line	1,628	1,628	50,000	(48,373)
Total 5879000 · Reserves	1,628	1,628	50,000	(48,373)
Total Expense	1,628	1,628	50,261	(48,634)
Change in Net Position	(1,606)	(1,583)	0	(1,583)
				100%

Ovilla Park Impact Fund  
Actual vs Budget Review

FY October 2016 through September 2017

		Current	Year to Date	\$ Over (Under)	% of Budget
		November 2016	'Oct - Nov 2016	Budget	Thru Sept 17%
<b>Revenues</b>					
4000400 · Charges for Services		335	1,338	13,381	(12,043) 10%
4000460 · Park Impact		335	1,338	13,381	(12,043) 10%
<b>Total 4000400 · Charges for Services</b>					
4000800 · Other Revenue		15	30	142	(113) 21%
4000840 · Interest Earned		15	30	142	(113) 21%
<b>Total 4000800 · Other Revenue</b>					
<b>Total Revenues</b>		349	1,368	13,523	(12,155) 10%
<b>Expenditures</b>					
5607400 · Capitalized Assets		0	0	5,000	(5,000) 0%
5607440 · Capital Machinery & Equipment		0	0	5,000	(5,000) 0%
<b>Total 5607400 · Capitalized Assets</b>					
5609000 · Reserves		0	0	8,523	(8,523) 0%
5609035 · Park Impact Reserves		0	0	8,523	(8,523) 0%
<b>Total 5609000 · Reserves</b>					
<b>Total Expenditures</b>		0	0	13,523	(13,523) 0%
<b>Net Change in Fund Balance</b>		349	1,368	0	1,368 100%

**Ovilla W&S Impact Fee Fund**  
**Actual vs Budget Review**  
**FY October 2016 through September 2017**

	Current	Year to Date	\$ Over (Under)	% of Budget
	November 2016	'Oct - Nov 2016	Budget	Thru November 17%
<b>Revenues</b>				
4000400 - Charges for Services				
4000476 - Water Impact Fee	0	0	3,100	(3,100)
4000477 - Sewer Impact Fee	1,400	4,200	56,000	(51,800)
<b>Total 4000400 - Charges for Services</b>	1,400	4,200	59,100	(54,900)
4000800 - Other Revenue				
4000840 - Interest Earned	18	36	230	(194)
4000880 - Transfer In - Water Impact	0	0	50,000	(50,000)
<b>Total 4000800 - Other Revenue</b>	18	36	50,230	(50,194)
<b>Total Revenues</b>	1,418	4,236	109,330	(105,094)
<b>Expense</b>				
5102300 - Contractual Services				
5102310 - Consultant Fees	3,540	5,900	11,800	(5,900)
<b>Total 5102300 - Contractual Services</b>	3,540	5,900	11,800	(5,900)
5357400 - Capitalized Assets				
5857470 - Water Lines	0	0	50,000	(50,000)
<b>Total 5357400 - Capitalized Assets</b>	0	0	50,000	(50,000)
5359000 - Reserves				
5359030 - Sewer Impact Fees Reserve	0	0	47,530	(47,530)
<b>Total 5359000 - Reserves</b>	0	0	47,530	(47,530)
<b>Total Expense</b>	3,540	5,900	109,330	(103,430)
<b>Change in Net Position</b>	<b>(2,122)</b>	<b>(1,664)</b>	<b>0</b>	<b>100%</b>

**Ovilla 4B Economic Development Corporation**  
**Actual vs Budget Review**  
**FY October 2016 through September 2017**

	Current	'Oct - Nov 2016	Year to Date	\$ Over (Under)	% of Budget
	November 2016	Budget	Budget	Budget	Thru November 17%
<b>Revenues</b>					
4000100 · Taxes					
4000120 · Sales tax	10,277	17,188	98,307	(81,119)	17%
<b>Total 4000100 · Taxes</b>	<b>10,277</b>	<b>17,188</b>	<b>98,307</b>	<b>(81,119)</b>	<b>17%</b>
4000800 · Other Revenue					
4000840 · Interest Income	152	309	1,340	(1,031)	23%
4000990 - Reduction in Fund Balance	0	0	115,000	(115,000)	0%
<b>Total 4000800 · Other Revenue</b>	<b>152</b>	<b>309</b>	<b>116,340</b>	<b>(116,031)</b>	<b>0%</b>
<b>Total Revenues</b>	<b>10,430</b>	<b>17,497</b>	<b>214,647</b>	<b>(197,150)</b>	<b>8%</b>
<b>Expenditures</b>					
8102200 · Special Services					
8102230 · Legal Fees	0	0	500	(500)	0%
8102240 · Audit	0	0	1,600	(1,600)	0%
<b>Total 8102200 · Special Services</b>	<b>0</b>	<b>0</b>	<b>2,100</b>	<b>(2,100)</b>	<b>0%</b>
8102300 · Consultant Services					
8102310 · Consultant Fees	0	0	10,000	(10,000)	0%
<b>Total 8102300 · Consultant Services</b>	<b>0</b>	<b>0</b>	<b>10,000</b>	<b>(10,000)</b>	<b>0%</b>
8103100 · General Supplies					
8103110 · Office Supplies	0	0	100	(100)	0%
<b>Total 8103100 · General Supplies</b>	<b>0</b>	<b>0</b>	<b>100</b>	<b>(100)</b>	<b>0%</b>
8104200 · Travel Expense					
8104210 · Travel Expense	0	0	1,000	(1,000)	0%
8104220 · Professional Development	0	0	2,300	(2,300)	0%
<b>Total 8104200 · Travel Expense</b>	<b>0</b>	<b>0</b>	<b>3,300</b>	<b>(3,300)</b>	<b>0%</b>

**Ovilla 4B Economic Development Corporation**  
**Actual vs Budget Review**  
**FY October 2016 through September 2017**

	Current	Year to Date	\$ Over (Under)	% of Budget
	November 2016	'Oct - Nov 2016	Budget	Budget
8105300 - Printing	0	0	300	(300)
8105320 - Printing Expense	0	0	300	(300)
<b>Total 8105300 - Printing</b>	<b>0</b>	<b>0</b>	<b>300</b>	<b>(300)</b>
8105600 - Insurance	0	37	147	(110)
8105620 - Insurance - Liability	0	37	147	(110)
<b>Total 8105600 - Insurance</b>	<b>0</b>	<b>37</b>	<b>147</b>	<b>(110)</b>
8105700 - Other Expenses	0	0	100	(100)
8105705 - Postage	0	0	3,350	(3,350)
8105730 - Memberships	0	0	5,300	(5,300)
8105740 - Advertising	0	0	8,750	(8,750)
<b>Total 8105700 - Other Expenses</b>	<b>0</b>	<b>0</b>	<b>8,750</b>	<b>(8,750)</b>
816400 - Minor Capital Outlay	0	0	75,000	(75,000)
8106420 - Buildings	0	0	30,000	(30,000)
8107490 - Other Signs	0	0	105,000	(105,000)
<b>Total 8106400 - Minor Capital Outlay</b>	<b>0</b>	<b>0</b>	<b>105,000</b>	<b>(105,000)</b>
8109000 - Reserves	0	0	82,450	(82,450)
8109015 - Administrative Reserves	0	0	2,500	(2,500)
8109215 - Admin. Expense to General Fund	0	0	84,950	(84,950)
<b>Total 8109000 - Reserves</b>	<b>0</b>	<b>0</b>	<b>84,950</b>	<b>(84,950)</b>
<b>Total Expenditures</b>	<b>0</b>	<b>37</b>	<b>214,647</b>	<b>(214,610)</b>
<b>Net Change in Fund Balance</b>	<b>10,430</b>	<b>17,460</b>	<b>0</b>	<b>17,460</b>
				<b>100%</b>

**Ovilla Municipal Development District**  
**Actual vs Budget Review**  
**FY October 2016 through September 2017**

	Current	Year to Date	\$ Over (Under)	% of Budget
	November 2016	'Oct - Nov 2016	Budget	Budget
<b>Revenues</b>				
4000100 · Taxes				
4000120 · Sales tax	4,311	8,233	41,515	(33,282) 20%
Total 4000100 · Taxes	4,311	8,233	41,515	(33,282) 20%
40000800 · Other Revenue				
40000840 · Interest Income	49	99	476	(377) 21%
Total 40000800 · Other Revenue	49	99	476	(377) 21%
<b>Total Revenues</b>	4,360	8,332	41,991	(33,660) 20%
<b>Expenditures</b>				
9102200 · Special Services				
9102240 · Audit	0	0	1,600	(1,600) 0%
Total 9102200 · Special Services	0	0	1,600	(1,600) 0%
9103100 · General Supplies				
9103110 · Office Supplies	0	0	100	(100) 0%
Total 9103100 · General Supplies	0	0	100	(100) 0%
9105600 · Insurance				
9105620 · Insurance - Liability	0	37	147	(110) 25%
Total 9105600 · Insurance	0	37	147	(110) 25%
9109000 · Reserves				
9109015 · Administrative Reserves	0	0	39,644	(39,644) 0%
9109215 · Admin. Expense to General Fund	0	0	500	(500) 0%
Total 9109000 · Reserves	0	0	40,144	(40,144) 0%
<b>Total Expenditures</b>	0	37	41,991	(41,954) 0%
<b>Net Change in Fund Balance</b>	4,360	8,295	0	8,295 100%

**Ovilla Employee Benefit Trust**  
**Actual vs Budget Review**  
**FY October 2016 through September 2017**

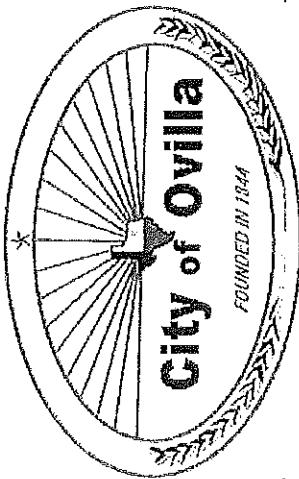
	Current	Year to Date	\$ Over (Under) Budget	% of Budget Thru November 17%
	November 2016	'Oct - Nov 2016	Budget	
<b>Revenues</b>				
4000991 · Insurance Contributions				
4000991 Insurance Contributions	16,373	34,311	0	34,311 100%
Total 4000991 · Insurance Contributions	16,373	34,311	0	34,311 100%
4000800 - Other Income				
4000840 - Interest Income	0	2	0	2 100%
Total Revenues	16,373	34,314	0	34,314 100%
<b>Expenditures</b>				
5902110 · Benefit Premiums				
5902110 · Benefit Premiums	16,373	34,311	0	34,311 100%
Total 5902110 · Insurance	16,373	34,311	0	34,311 100%
Total Expenditures				
Net Change in Fund Balance	0	2	0	2 100%

**Ovilla Fire Department Auxiliary**  
**Actual vs Budget Review**  
**FY October 2016 through September 2017**

	Current	Year to Date	\$ Over (Under)	% of Budget
	November 2016	'Oct - Nov 2016	Budget	Thru November 17%
<b>Revenues</b>				
40000800 · Other Revenue	0	0	0	0%
40000815 · Gifts	0	0	0	0%
<b>Total 40000800 · Other Revenue</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
 <b>Total Revenues</b>	 <b>0</b>	 <b>0</b>	 <b>0</b>	 <b>0%</b>
 <b>Expenditures</b>	 	 	 	 
5333400 · Maintenance Supplies and Parts	0	0	0	0%
5333460 · Supplies - Miscellaneous	0	0	0	0%
<b>Total 5333400 · Maintenance Supplies and Parts</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
 <b>Total Expenditures</b>	 <b>0</b>	 <b>0</b>	 <b>0</b>	 <b>0%</b>
 <b>Net Change in Fund Balance</b>	 <b>0</b>	 <b>0</b>	 <b>0</b>	 <b>0%</b>

**Ovilla Police Department Special Fund**  
**Actual vs Budget Review**  
**FY October 2016 through September 2017**

	Current	Year to Date	\$ Over (Under)	% of Budget
	November 2016	'Oct - Nov 2016	Budget	\$ Over Budget
<b>Revenues</b>				
40000800 · Other Revenue	50	80	0	100.0%
40000815 · Gifts	50	80	0	100.0%
<b>Total 40000800 · Other Revenue</b>	<b>50</b>	<b>80</b>	<b>0</b>	<b>100.0%</b>
<b>Total Revenues</b>	<b>50</b>	<b>80</b>	<b>0</b>	<b>100.0%</b>
<b>Expenditures</b>				
5232600 · Special Expenses	0	0	0	0.0%
5232690 · Special Expenses - Other	0	0	0	0.0%
<b>Total 5232600 · Special Expenses</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>
<b>Total Expenditures</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>
<b>Net Income</b>	<b>50</b>	<b>80</b>	<b>0</b>	<b>100%</b>



DATE: January 9, 2017

TO: Honorable Mayor and Council Members

FROM:

Linda Harding, Accountant

SUBJECT: Bank Balances as of January 3, 2017

	Name	Account #	Previous Balance	NEW BALANCE	As Of
<u>Debt Fund</u>		0291	173,965.84	179,022.65	1/3/2017
<u>General Fund Reserve</u>		608	55,958.55	55,958.55	1/3/2017
<u>GF Reserve CD</u>		0694	246,723.74	246,723.74	1/3/2017
<u>Water Impact</u>		2322	81,071.32	81,088.49	1/3/2017
<u>4B EDC</u>		3691	530,160.27	530,317.43	1/3/2017
<u>Fire Dept. Auxil.</u>		3909	1,050.00	1,050.00	1/3/2017
<u>Water Money Market</u>		4323	188,859.16	188,891.15	1/3/2017
<u>MDD Fund</u>		7451	176,961.78	177,013.96	1/3/2017
<u>Water Credit Card</u>		7531	139.10	139.14	1/3/2017
<u>GF Reserves Money Mkt.</u>		7583	127,915.83	127,937.50	1/3/2017
<u>GF Money Market</u>		7605	230,039.76	230,078.73	1/3/2017
<u>Park Fund Money Mkt.</u>		7613	70,794.72	70,809.71	1/3/2017
<u>Capital Projects Money Mkt.</u>		7648	130,357.65	130,379.73	1/3/2017
<u>W&amp;S Impact-Sewer</u>		8699	42,225.10	42,251.64	1/3/2017
<u>employee benefit trust</u>		8777	19.67	15,783.62	1/3/2017
<u>GF Operating</u>		9437	1,041,610.54	824,387.32	1/3/2017
<u>W&amp;S Fund Operating</u>		9445	646,265.93	650,737.56	1/3/2017
<u>Police Special Fund</u>		9792	18.76	18.76	1/3/2017
<b>SUB TOTAL</b>			<b>3,744,137.72</b>	<b>3,552,589.68</b>	
TexPool - CAPITAL PROJECT		1878	308.16	308.16	1/3/2017
TexStar - GENERAL FUND		1110	3,739.73	3,739.73	1/3/2017
TexStar - GENERAL FUND		1120	932.28	932.28	1/3/2017
TexStar - W&S IMPACT		3540	3,163.26	3,163.26	1/3/2017
TexStar - CAPITAL PROJECT		5340	1,400.45	1,400.45	1/3/2017
TexStar - W&S FUND		5350	1,148.68	1,148.68	1/3/2017
Bryson Manor - GENERAL FUND		8662	197,368.13	197,426.64	1/3/2017
<b>TOTAL BANK BALANCES</b>			<b>3,952,198.41</b>	<b>3,760,708.88</b>	



**To:** Honorable Mayor and Council Members  
**From:** Dennis Burn, City Manager  
**Subject:** Information Report - December 26, 2016 through December 30, 2016

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This report is to provide you an overview of City Manager information items for the week ending December 30, 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 or some other form of written communication.

1. Edge striping of a portion of Silverwood and Shadowwood Trail, Lariat Trail and Water Street. Staff will be receiving quotes for this work next week.
2. Vegetation removal in the southeast corner of Bryson Lane and Shiloh Road for improved view of traffic. **Project complete.**
3. Get a letter from ESD No. 4 guaranteeing full payment that is stated in our contract. I sent a letter to ESD No. 4 dated December 13 that was included in the December 16 Activity Report. I have received no response.

#### **New Year's Holiday City Offices Closure**

City offices will be closed on Monday, January 2.

#### **Planning and Zoning Commission (P&Z)/Park Board**

There will **not** be a P&Z meeting or a Park Board meeting on Tuesday, January 3.

#### **Audit**

Staff has received a draft copy of our audit for Fiscal Year ending September 30, 2016 from Yeldell, Wilson, Wood and Reeve, P.C. Staff will review the audit and meet with the auditor prior to placing the item on the February agenda.

#### **New Staff Position**

The new staff position (customer service representative) approved by the City Council has been posted on the City web-site and will be advertised in the Red Oak Record in their Thursday, January 5 and Thursday, January 12 editions of the newspaper.



### Trash Pick Up

Some of our roadways are getting littered with trash, especially Shiloh Road. Staff has contacted Ellis County to schedule adult probationers to have a weekend trash pickup day (maybe more than one day) for FM 664 and Cockrell Hill Road. This will be scheduled to happen sometime in February. However, there will be an individual adult probationer that will pick up trash on Shiloh Road on Saturday, December 31 for seven hours beginning at 8:00 AM. Remember that we did this in the past with good results.

### Highland Meadows Lift Station

The lift station has two pumps. One pump is in place and operating sufficiently to handle the flow. The other pump is not in good shape and is being rebuilt. The two discharge elbows will be bolted to a new plate that will be installed at the base of the wet well to provide more stability. The two guide rails will also be reattached and secured. The piping in the wet well will be replaced and secured.



**To:** Honorable Mayor and Council Members  
**From:** Dennis Burn, City Manager  
**Subject:** Information Report - December 19, 2016 through December 23, 2016

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This report is to provide you an overview of City Manager information items for the week ending December 23, 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 or some other form of written communication.

1. Edge striping of a portion of Silverwood and Shadowwood Trail, Lariat Trail and Water Street. Staff is receiving quotes for this work. Staff is discussing with Dallas County their striping of Lariat Trail utilizing our interlocal agreement.
2. Vegetation removal in the southeast corner of Bryson Lane and Shiloh Road. City staff has removed a portion of the vegetation. More removal is required.
3. Get a letter from ESD No. 4 guaranteeing full payment that is stated in our contract. I sent a letter to ESD No. 4 last week and am waiting on their response.

#### **Christmas Holiday City Offices Closures**

City offices will be closed on Friday, December 23 and Monday, December 26.

#### **Street Lights**

Staff is working with Hilco Electric to get new street lights installed at East Highland and FM 664, Shiloh Road and Bryson Lane and on Shiloh Road across from the east entrance at the church.

#### **Rezoning**

Staff is working with the owner of the property at the southwest corner of Cockrell Hill Road and Johnson Lane to have the property rezoned. The property is 2.5 acres. The owner wants to divide the tract into a 1 acre parcel and a 1.5-acre parcel so that another house can be built on the tract of land. The property is zoned RC, Residential 5-acre minimum. The new zoning classification, if approved, would be RE Residential 1 acre minimum.



**To:** Honorable Mayor and Council Members  
**From:** Dennis Burn, City Manager  
**Subject:** Information Report - December 12, 2016 through December 16, 2016

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This report is to provide you an overview of City Manager information items for the week ending December 16, 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 or some other form of written communication.

1. Edge striping of a portion of Silverwood and Shadowwood Trail, Lariat Trail and Water Street. Staff is receiving quotes for this work. Staff is discussing with Dallas County their striping of Lariat Trail utilizing our interlocal agreement.
2. Vegetation removal in the southeast corner of Bryson Lane and Shiloh Road. City staff has removed a portion of the vegetation. More removal is required.
3. Get a letter from ESD No. 4 guaranteeing full payment that is stated in our contract. I sent a letter to ESD No. 4 this week **(copy attached)**.

#### **4B Economic Development Corporation (EDC) /Zoning Board of Adjustments (BOA)**

The EDC will have a meeting at 6:00 PM on Monday, December 19. The BOA will not have a meeting.

#### **Christmas Holiday City Offices Closures**

City offices will be closed on Friday, December 23 and Monday, December 26.

#### **Christmas Lunch**

There will be a Christmas Luncheon provided by Campuzano on Tuesday, December 20 at 12:00 noon in the City Council Chambers. This date and time is tentative and may change.

#### **Meadow Glen Lane**

Concrete repair work on the curb and gutter, pavement and drop inlets is complete.



### Sirens

The Fire Chief and I are reviewing pricing and locations for outdoor audible sirens. I will have a report for you soon.

### Warrant Collections

Currently in effect: Any person can walk into City Hall and pay a warrant with cash, money order or debit/credit card. They also have the option of paying a bond. This will clear the warrant and set them for a court date, in which they can make further payment arraignments.

Two options we are considering for additional warrant payments include:

Ovilla can create an online payment option on the city website. Our collection agency sent us the name of three companies that could provide this service. The service would be free for us, but the defendant would pay a service charge. With this, anyone can get online and make a payment. A defendant could call the collection agency and the collection agency could get onto our website and enter in the card information for the defendant over the phone. It could be possible for these companies to include a disclaimer which would allow a guilty plea and waiver of jury trial.

The collection agency has the option of taking card payments over the phone. They would process the card on their payment system, but be out the 3% service fee their system charges them. There would not be any option for entering a plea. They would send us an email once payment has been received for us to clear the warrant. At the end of each week they would mail a check to the city including all payments received that week. They would send us the full payment, we would then send them their 30% the following month.

### Altitude Valve at Pump Station

The diaphragm on the 18" altitude valve is approximately 13 years old and is "worn out". The diaphragm is what opens and closes the valve allowing water from Dallas Water Utilities to fill our ground storage tank. Staff has been manually opening and closing an upstream gate valve to insure the tank is full but not too full. This week a new diaphragm has been installed. Final adjustments to the valve are being made to make sure it works satisfactorily.



## FM 664

Staff had a meeting at TxDOT offices in Waxahachie regarding the widening of FM 664. As a reminder, FM 664 will be widened to a 6-lane facility from west of Westmoreland to the west right-of-way line of IH 35E. By the end of this month all right-of-way parcels will have been acquired. All entities that have utilities that are affected by the widening are relocating their facilities or in the design/bid phase to accomplish the relocations. Before the construction project is let, all affected utilities must be relocated. AT&T has indicated that their relocation efforts will begin in February 2017 and will take two years to complete. TxDOT does not think it will take this long but that is what AT&T is saying. Ovilla will begin the relocation of our water line along the south side of FM 664 at Westmoreland soon and will be complete well in advance of actual roadway construction. TxDOT did confirm that a traffic signal at Westmoreland is included in the project.



**To:** Honorable Mayor and Council Members

**From:** Dennis Burn, City Manager

**Subject:** Information Report - December 5, 2016 through December 9, 2016

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This report is to provide you an overview of City Manager information items for the week ending December 9, 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 or some other form of written communication.

1. Edge striping of a portion of Silverwood and Shadowwood Trail, Lariat Trail and Water Street. Staff is receiving quotes for this work. Staff is discussing with Dallas County their striping of Lariat Trail utilizing our interlocal agreement.
2. Vegetation removal in the southeast corner of Bryson Lane and Shiloh Road. City staff has removed a portion of the vegetation this week.
3. Cockrell Hill Road Dallas County portion pavement crack sealing. Dallas County crack sealed the pavement this week.

#### **City Council**

There will be a City Council meeting on December 12 starting at 6:00 PM with the Briefing Session followed by the the Regular Session at 6:30 PM.

#### **Christmas in the Park**

I cancelled the presentation of the movie, The Polar Express, on Saturday. I had to wait for cancellation till the day of the event so as not to lose our deposit.

#### **Christmas Lunch**

There will be a Christmas Luncheon provided by the Ali Sharaf family on Friday, December 16 at 12:00 noon in the City Council Chambers.

#### **Meadow Glen Lane**

Concrete repair work on the curb and gutter, pavement and drop inlets began this week. The areas to be repaired have been saw cut, concrete removed and rebar set. They should pour concrete on Monday.



### Heritage Park Waterline

Our City Engineer has submitted plans to staff for review. The review is complete. The revised plans will be handed off to our Engineer for modification.

### Midlothian/Ovilla (Extra Territorial Jurisdiction) ETJ

Staff had a meeting with the City Manager and his staff concerning both city's ETJ. Currently a portion of Shiloh Forest Estates is within Ovilla's ETJ. Midlothian wants Ovilla to exchange that ETJ to them for an area south of Ovilla to us that runs along both sides of Bryson Lane. I told Midlothian that I am not necessarily interested in this exchange but, of course, ultimately this is a City Council decision. I have requested that they submit to me a map that specifically shows the area(s) that they propose to be exchanged. There may be merit in an ETJ exchange, however, as it would have to be "value for value".

### Sirens

The Fire Chief and I are reviewing pricing and locations for outdoor audible sirens. I will have a report for you soon.

## Ovilla Municipal Court Report

FY-2016-2017	Total Traffic Cases Filed	State Law Cases Filed	Parking Cases Filed	Penal Code Cases Filed	City Ordinance Cases Filed	Trials Filed	Total Revenue	City to State	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	135	2	0	1	3	0	\$11,603.02	\$6,494.25	\$5,108.77	0	0	
December	88	3	0	1	0	0	\$20,907.30	\$11,604.30	\$9,303.00	22	22	
January												
February												
March												
April												
May												
June												
July												
August												
September												
<b>Totals</b>	<b>361</b>	<b>6</b>	<b>0</b>	<b>3</b>	<b>12</b>	<b>0</b>	<b>\$50,426.22</b>	<b>\$28,152.65</b>	<b>\$22,273.57</b>	<b>43</b>	<b>43</b>	

## 2015-2016 FY

December	36	1	0	0	0	0	\$4,249.52	\$2,462.16	\$1,787.36	5
<b>FY Totals</b>	<b>78</b>	<b>1</b>	<b>6</b>	<b>2</b>	<b>1</b>	<b>1</b>	<b>\$17,095.92</b>	<b>\$11,797.97</b>	<b>\$5,297.95</b>	<b>29</b>

FY-2016-2017	Total # of Warrants	Total Amount of Warrants	Warrants Cleared	Warrants Amount
October	470	\$168,187.57	9	\$1,620.70
November	456	\$162,532.67	14	\$3,453.52
December	464	\$166,215.29	14	\$3,827.60
January				
February				
March				
April				
May				
June				
July				
August				
September				
<b>Totals</b>			<b>37</b>	<b>\$8,901.82</b>

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

To: Mayor Richard Dormier  
 Ovilla City Council  
 Dennis Burn

Subject: **Code Enforcement Monthly Report**

Calls For Service	Dec. 2016	Dec .2016 YTD	Dec .2015	
Complaint (Nuis 18,Permit 9,Parking 9)	36	123	45	
Follow Up (Nuis 18 Permit-13, Parking-10)	41	133	48	
Door Notice (Nui -10, Permit-6, Parking-9)	25	92	39	
Mail Notice ( Parking 7 grass 4 nuisance 3)	14	61	22	
Posted Property (Grass 4, nuis 3)	7	18	4	
Court (9 postponed, 1 Dismissed , 1 FTA)	\$0	\$169	\$0.00	
Citizen Contacts	46	161	63	
Permits Reviewed	18	44	15	
Permits Issued	11	31	11	
Inspections	22	55	14	
Nuisance Abated by City (0)	0	4	0	
Nuisance Signs (Garage sale-11 business 18)	29	101	30	
Board of Adjustment 0	0	4	2	

**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**

	Dec. 2016	Dec 2016 YTD	Dec. 2015	
Calls For Service				
Complaint (Regist-30 At Large9 Bark 5)	44	120	42	
Follow up 56	56	149	48	
Door Notice (Regis-22, Bark 5 at large 1)	28	102	30	
Impounded Animal (Dog 8 )	8	25	13	
Animal welfare check	11	18	9	
Impound Results (Return-2, Transport 6)	8	25	13	
Impound fee collected	\$80.00	\$400.00	780	
Court( )	\$0.00	\$0.00	0	
Citizen Contacts	38	121	44	
Animal Registration (\$192)	16	35	23	
Registration Letter issued	18	60	23	
Nuisance Letter Mailed 1 Barking	1	7	4	
Animals released (2 Skunk)	2	2	3	
Deceased Removed	17	61	18	
Oak Leaf	0	3	1	
Traps Checked Out	2	7	7	

**CONSENT ITEMS C1 – C3**

**Meeting Date:** January 09, 2017

**Department:** Administration/Finance

**Discussion**  **Action**

**YES**  **NO**  **N/A**

**Submitted by:** Staff

**Amount:** N/A

**Attachments:**

- C1. November 2016 Financial Transactions over \$5,000
- C2. Briefing Session and Minutes of the December 12, 2016 Regular Council Meeting
- C3. Briefing Session and Minutes of the November 14, 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: January 9, 2017

TO: Honorable Mayor and Council Members

FROM:

Linda Harding, Accountant

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

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

Date	Check#	General Fund Payee	Description	Amount
11/4/2016	ach	Quick Books Payroll Service	Payroll	\$ 45,401.67
11/4/2016	45751	US Treasury	Payroll Taxes	\$ 8,285.98
11/4/2016	45761	T.M.R.S.	Retirement	\$ 13,999.69
11/4/2016	45768	Gexa	Electricity	\$ 5,388.68
11/10/2016	45802	Progressive Waste Solutions	Solid Waste	\$ 17,875.00
11/4/2016	45758	Bureau Veritas North America	Inspections	\$ 53,272.00
11/10/2016	45814	Freedom Chevrolet	2016 Chev. Tahoe - Fire Dept	\$ 7,196.10
11/10/2016	45796	City Of Midlothian	Emergency Medical Transport	\$ 15,225.00
11/10/2016	45809	Quick Books Payroll Service	SRRG / SRT Membership	\$ 7,500.00
11/17/2016	45819	US Treasury	Payroll	\$ 47,178.16
11/17/2016	45831	Blackboard Inc	Payroll Taxes	\$ 8,391.00
11/23/2016	45856	Technology and Beyond	Software	\$ 5,349.00
11/23/2016	45845	Birkhoff, Hendricks & Carter, LLP	2 Laptops, and 1 Desktop , Set up and Installation	\$ 6,379.20
11/30/2016	45862	United Health Care	Engineering Fee	\$ 5,752.82
			Health Insurance	\$ 11,866.98

Total General Fund Transactions \$5,000 and Over

Date	Check#	Water & Sewer Fund Payee	Description	Amount
11/4/2016	16495	City of Ovilla General Fund	Payroll 11 4 2016	\$ 10,766.92
11/10/2016	16507	City of Midlothian	Dispatch	\$ 6,525.00
11/18/2016	16510	City of Ovilla General Fund	Payroll 11 18 16	\$ 10,044.51
11/18/2016	16513	City of Dallas	Water	\$ 29,743.09
11/21/2016	16517	City of Ovilla General Fund	Solid Waste	\$ 20,262.05

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

\$ 77,341.57

# CITY OF OVILLA MINUTES

**Monday, December 12, 2017**

***City Council Briefing Session***

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

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

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The following City Council Members were present:

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

Mayor Dormier announced all Council members were present, thus constituting a quorum. 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 each item on the agenda. There were no questions or requests for discussion.

## **ADJOURNMENT**

Mayor Dormier adjourned the Briefing Session of the Ovilla City Council at 6:04 p.m.

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ATTEST:

Richard A. Dormier, Mayor

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Pamela Woodall, City Secretary

*Approved January 09, 2017*

# CITY OF OVILLA MINUTES

**Monday, December 12, 2016**

**Regular City Council Meeting**

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

---

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

---

The following City Council Members were present:

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

Mayor Dormier announced that all Council members were present, thus constituting a quorum. 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. Pat Cox – 3710 Shiloh Trail - An extraterritorial jurisdiction (ETJ) resident voiced concern with Shiloh Forest Estates being annexed by Midlothian vs. Ovilla.
2. Ms. Dani Muckleroy - 608 Green Meadow Lane – Noted the speed limit on Westmoreland to be 30 mph. She asked Council's consideration to increase the speed limit to 35 mph on that road.

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

#### **Police Department**

Monthly Report was reviewed.

Police Chief B. Windham

#### **Fire Department**

Monthly Report was reviewed.

Fire Asst. Chief K. Lindsey

#### **Public Works**

Monthly Report was reviewed.

Public Works Director B. Piland

1. Monthly Park Maintenance sheets were reviewed.

#### **Finance Department reports were reviewed:**

City Manager D. Burn

1. October 2016 Financials.
2. Bank balances as of December 5, 2016.
3. Updated Council that audit is coming soon.
4. Heritage Day detail report as of October 4, 2016 was shared.

#### **Administration**

City Manager D. Burn

#### **City Manager Reports**

1. Council requested that the Emergency Services District #4 provide the City a letter guaranteeing full payment to the City as stated in the contract.

Monthly Municipal Court Report was reviewed.

City Manager D. Burn

Monthly Code/Animal Control Reports were reviewed.

Code/AC Officer M. Dooly

**CONSENT AGENDA**

C1. October 2016 Financial Transactions over \$5,000

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

*No oppositions, no abstentions.*

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

**REGULAR AGENDA**

**ITEM 1. DISCUSSION/ACTION** – Receive recommendation from the Planning and Zoning Commission Advisory Committee for the consideration of and action on setting a public hearing date of the City Council for the update of the City of Ovilla Land Use Assumptions and Water and Wastewater Impact Fee and Capital Improvement Plan.

The City Council received a recommendation from the Planning & Zoning Advisory Committee to discuss setting the City Council's regular meeting date of February 13, 2017, as the proposed date for the Public Hearing for the update of the Land Use Assumptions and Water and Wastewater Impact Fee and Capital Improvement Plan.

Mayor Pro Tem Griffin moved to approve the discussed date for the Public Hearing for the update of the Land Use Assumption and Water & Wastewater Impact Fee and Capital Improvement Plan to be held on the February 13, 2017 Regular City Council meeting, seconded by PL1 Huber.

*No oppositions, no abstentions.*

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

**ITEM 2. DISCUSSION/ACTION** – Consideration of and action on a proposed rate change for the fee to be charged by Progressive Waste Management for monthly residential solid waste collection as provided for in the contract between Progressive Waste Management and the City of Ovilla.

Representative Jimmy Vines with Progressive Waste Management was in attendance to answer questions from Council. After much discussion on the proposed rate increase from \$13 to \$13.26 per month, per resident, the Council's consensus was in agreement to the increase. This increase was based on a 2.03% CPI (Consumer Price Index) and fuel rate adjustment as allowed in the contract. The City will absorb this increase and not pass it onto the customer.

PL2 Stevenson moved to approve the change in fee to be charged by Progressive Waste Management for monthly residential solid waste collection as provided for in the contract agreement between the City of Ovilla and Progressive Waste Management, seconded by PL5 Myers.

*No oppositions, no abstentions.*

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

**ITEM 3. DISCUSSION** – Review and discuss the Master Contract Plan between the City of Ovilla and Bureau Veritas and direct staff as necessary.

Certain members of Council were interested in the logistics of the permit process, especially the tracking/logging from the initial request of the permit, to all inspections that take place throughout the process of building. There were many suggestions made for specific wording to add to the permit applications.

***No Action, discussion only.***

**ITEM 4. DISCUSSION/ACTION** – Consideration of and action on Resolution R2016-10 of the City Council of the City of Ovilla, Texas, adopting the publication of the United States Consumer Product Safety Commission entitled *Public Playground Safety Handbook* and providing an effective date.

*Richard Dormier, Mayor*

*Rachel Huber, Place One*

*Larry Stevenson, Place Two*

Mr. Burn reiterated that this Resolution was brought before the Council at the August 08, 2016 meeting, where Council took no action.

Mayor Pro Tem Griffin moved that Council approve the Resolution R2016-10 and adopt the publication of the United States Consumer Product Safety Commission entitled *Public Playground Safety Handbook* and providing an effective date as presented, seconded by PL2 Stevenson.

*No oppositions, no abstentions.*

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

**ITEM 5. DISCUSSION/ACTION** – Consideration of and action on the adoption of Ordinance No. 2016-21; repealing Ordinance No. 2016-19, and approving and establishing a new official newspaper of the City of Ovilla, Texas.

During the Regular Council meeting of October 11, 2016, Council approved Ordinance 2016-19, adopting the Waxahachie Daily Light as the City's official newspaper. Mr. Burn stated that staff was asked to bring this item back to reconsider the adoption of an official newspaper of the City due to two Council members being absent at the October Council meeting. There was discussion of two newspapers; The Red Oak Record and the Waxahachie Daily Light, each being considered. Discussion included meeting the legal notice deadlines, the distribution of paper to all of Ovilla's citizens and doing so in a timely manner, and the overall circulation of each newspaper.

PL4 Hunt moved to approve the adoption of Ordinance No. 2016-21; repealing Ordinance No. 2016-19, and approving and establishing a new official newspaper of the City of Ovilla as the Red Oak Record, and establishing an effective date of January 1, 2017, seconded by PL5 Myers. PL2 Stevenson opposed.

*One opposition, no abstentions.*

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

**ITEM 6. DISCUSSION/ACTION** – Consideration of any item(s) pulled from the Consent Agenda above for individual consideration and action.

**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 Dormier announced that at 8:12 pm, Mayor, Council and City Manager Dennis Burn would meet in Executive Session for discussion and consideration pursuant to §551.072 of the Texas Government Code.

**ITEM 7. 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 8:25 pm.

No action was taken.

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

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

**ADJOURNMENT**

PL2 Stevenson moved to adjourn the December 12, 2016 Council Meeting, seconded by Mayor Pro Tem Griffin. There being no further business, Mayor Dormier adjourned the meeting at 8:25 p.m.

ATTEST:

Richard Dormier, Mayor

Pamela Woodall, City Secretary

*Approved January 09, 2017*

*Executive Session filed separately.*

# CITY OF OVILLA MINUTES

**Monday, November 14, 2016**

***City Council Briefing Session***

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

---

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

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The following City Council Members were present:

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

Mayor Dormier announced all Council members were present, thus constituting a quorum. 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 each item on the agenda. Under the Consent Agenda, Council Member PL5 Myers made mention of a scrivener's error on the minutes – a correction to the Council's vote listed under Item 6.

**ADJOURNMENT**

Mayor Dormier adjourned the Briefing Session of the Ovilla City Council at 6:10 p.m.

ATTEST:

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Richard A. Dormier, Mayor

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Pamela Woodall, City Secretary

*Approved January 09, 2017*

# CITY OF OVILLA MINUTES

**Monday, November 14, 2016**

**Regular City Council Meeting**

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

---

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

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The following City Council Members were present:

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

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

## CALL TO ORDER

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

## COMMENTS, PRESENTATIONS & REPORTS

### Presentations

1. Representatives from Farmers Insurance Group presented appreciation plaques to the Ovilla Police and Fire Departments and \$75 gift cards to each department for the Toys-for-Tots Christmas 2016.
2. Melissa Pace and David Crawford both with Perdue, Brandon, Fielder, Collins & Mott, LLP (Municipal Court collection agency for Ovilla) reviewed the current collection process for Ovilla.
3. Mayor Dormier presented and read the Municipal Court Week Proclamation.

### Citizen Comments

1. Mr. Paul Garcia, representative with Lillian Homes, asked for Council's consideration to allow a variance for the continued construction of a home with a front facing garage. Mr. Garcia left his phone number 214-680-9319 with the city manager.
2. Mr. Dean Oberg, 2014 Oakwood Lane, voiced concerns over a late assessment fee to his water bill and the delay of pulling from the drop-box to the city hall. Also, he questioned if daily bank deposits were made due to the lengthy time it took for his check to clear.
3. Ms. Dani Muckleroy, 608 Green Meadows, spoke on behalf of the Salvation Army. She thanked those that had volunteered to "ring the bell" in the past and asked everyone present to volunteer to work a shift at the Red Oak Walmart this holiday season.

### Department Activity Reports / Discussion

#### Police Department

Monthly Report was reviewed.

Police Chief B. Windham

1. Chief Windham announced the promotion of Sgt. Seif; academy graduate, Officer Breedlove and the recent appointment of John Matthews, part-time Commander of the Police Department.

#### Fire Department

Fire Chief B. Kennedy

1. Monthly Report was reviewed.

#### Public Works

Public Works Director B. Piland

Monthly Report was reviewed.

1. Monthly Park Maintenance sheets were reviewed.
2. Discussion of fire hydrant replacements and annually testing.

Finance Department

1. Expecting the annual audit report sometime in December 2016.

Administration

City Manager Reports were reviewed.

1. Advised he will continue to work on and send status reports on his Council assignment list.
2. Will address with staff the vegetation growing on Bryson Lane and Judy Drive.
3. Council voiced concerns regarding inspection errors made by Bureau Veritas and asked the city manager to review contract for penalties.

Monthly Municipal Court Report was reviewed.

City Secretary P. Woodall

Monthly Code/Animal Control Reports were reviewed.

Code/AC Officer M. Dooly

**CONSENT AGENDA**

- 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

PL5 Myers requested that Consent Items C3 and C5 be pulled for review prior to approval. Mayor Dormier placed the two pulled items under Item 11. Mayor Dormier labeled each item for review 11(A) and 11(B), respectively.

PL4 Hunt moved to approve Consent Items C1, C2, and C4 as presented, seconded by PL1 Huber.

*No oppositions, no abstentions.*

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

**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.

Staff, along with Birkhoff, Hendricks & Cater, LLP began work on the update of the City's Five-Year Water and Waste Impact Fee Study following the Council's June 2016 appointment of ad-hoc member Mr. Bill Crouch to the Planning and Zoning Advisory Committee. Mr. Crouch recently advised staff that he is no longer able to serve on this committee.

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. Since no such representative is a member of the Planning and Zoning Commission and with the resignation of Mr. Crouch, then one may be appointed as an ad hoc voting member of the Planning and Zoning Commission when acting as the Advisory Committee. As a replacement, staff presented Ms. Karen Tucker, 303 Willow Creek Lane for Council consideration.

PL2 Stevenson moved that Council appoint Ms. Karen Tucker as the 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, seconded by PL4 Hunt. *No oppositions, no abstentions.*

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

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

At the request of Council, staff returned this item for discussion and possible direction. Resolution 2016-10 was presented to Council during their August 08, 2016 meeting, for consideration to adopt the Public Safety Handbook to use as a guideline in an effort to maintain safe parks. At that time, Council did not approve the resolution, which would have adopted 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. Mayor Pro Tem Griffin recommended that the adoption of the guideline be brought back for Council consideration and action at the next meeting.

PL2 Stevenson directed staff to return with a resolution to adopt the Public Safety Handbook at the next meeting, seconded by PL4 Hunt. *No oppositions, no abstentions.*

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

**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.

Place 2 John Knight resigned from the BOA during the 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 voiced his interest to serve in the permanent position if Council so allows.

Mayor Pro Tem Griffin moved that Council appoint Ozzie Molina to fill the permanent member vacancy to serve the remaining term of Place 2, Board of Adjustment and directed staff to advertise for a Board pool, 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 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.

The Municipal Development District Board (MDD) is comprised of five (5) volunteer Directors, each whom shall be appointed by the City Council. Each Director shall be a resident of either the City of Ovilla or its extraterritorial jurisdiction (ETJ), serving a two-year term or until a successor is appointed. Those with expiring terms in November 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 Langenheder, who resigned and moved from the City and its ETJ, after the December 2015 tornado. Council's consensus was to relieve Mr. Scivally and not renew his MDD appointment since he is already serving on the Economic Development Board and direct staff to post notice for both positions.

PL2 Stevenson moved that Council direct staff to post notice accepting Board applications for a volunteer Board pool to fill vacancies on the MDD and bring this item back with applications for Council consideration, seconded by PL1 Huber.

*No oppositions, no abstentions.*

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

**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.

City Manager Dennis Burn presented an Engineering Services Agreement between the City and Ovilla's City Engineer, Birkhoff, Hendricks & Carter, LLP. The 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 work will be provided by a third party. Funds for this agreement were budgeted. The city attorney has approved the agreement as to legal form. Mayor, Council and staff discussed specifics with staff answering certain questions with regard to the restroom having cold water only (no heat), insulated pipes, lighting and fans. Mayor Dormier noted recommended revisions to the agreement:

1. Exclude field notes but show cost.
2. Correct/review completion schedule.

PL4 Hunt moved that Council approve an engineering services agreement with Birkhoff, Hendricks and Carter, LLP, for the preparation of bid documents for Heritage Park restrooms with the Mayor's noted revisions and authorize the Mayor to execute said document, seconded by PL1 Huber.

*No oppositions, no abstentions.*

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

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

At the request of Council, staff brought this item 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. Several Council members affirmed their preference of the Red Oak Record, stating that it covered and published more information about Ovilla than did the Waxahachie Daily Light.

Staff also inquired about the service fees from the Red Oak Record and the Waxahachie Daily Light. Both were comparable. Staff was directed to return to the next Council meeting with an agenda item for action to consider changing the City's selected newspaper.

**Discussion Only. No Action.**

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

At the request of PL5 Myers, staff and Council discussed the future use of reading water meters with the capability of radio transmitted readings that are more accurate, instead of the time-consuming manual readings currently performed by the Ovilla's Public Works crews. PL5 Myers suggestion was to introduce and use this new, efficient, and yet, costly method with each new subdivision and eventually have all city-wide water meters utilizing this program. Meters currently installed by the Ovilla Public Works Department are capable of this conversion.

**Discussion Only. No Action.**

**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.

PL4 Hunt shared concerns with regard to charging garbage collection fees while a new home is under construction and stated that his recommendation was to begin assessing the garbage collection fee when the new owner takes possession of the home. He suggested revising the ordinance.

City Manager Dennis Burn advised Council of the City's current process for garbage collection for new homes 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.

Staff and Council reviewed excerpts of the Ovilla Code of Ordinances pertaining to the time at which these fees are assessed.

**Discussion Only. No Action.**

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

Currently Public Works repairs potholes, clean ditches and culverts and repairs reported problems. Mayor Pro Tem Griffin voiced his concerns on delayed maintenance and asked staff to return with a long-range written plan of how, when and the method for maintaining ditches and culverts, as well as maintaining tools and equipment in the public works shop and storage areas. Also mentioned was to consider outsourcing the mowing to enable work crews additional time for other maintenance duties. Staff was asked to return with a plan at the January 2017 Council meeting.

**Discussion Only. No Action.**

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

Heritage Day was again, another successful event. PL4 Hunt was commended for his coordination and overall involvement resulting in the success of Heritage Day. A detailed report of the expenses and revenue was reviewed disclosing over \$13,000 was collected.

**Discussion Only. No Action.**

**ITEM 11. DISCUSSION/ACTION** – Consideration of any item(s) pulled from the Consent Agenda above for individual consideration and action.

Two items under consent (C3 and C5) were pulled for discussion, explanation and/or correction and labeled Items 11(A) and 11(B) by Mayor Dormer.

**Consent Item C3.** Committed Fund Report ending September 30, 2016.

**Item 11(A):**

Following review and discussion, PL4 Hunt moved to approve Consent Item C3 as presented, seconded by PL2 Stevenson.

*No oppositions, no abstentions.*

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

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

5

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

Consent Item C5. Briefing Session and Minutes of the October 11, 2016 Regular Council Meeting.

Item 11(B)

PL5 Myers noted a scrivener's error and the correction to the error completed under Consent Item C3.

Mayor Pro Tem Griffin moved to approve Consent Item C5 as corrected, seconded by PL1 Huber.

*No oppositions, no abstentions.*

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

#### EXECUTIVE SESSION

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.

Mayor Dormier announced that at 9:30 pm, Mayor, Council and City Manager Dennis Burn would meet in Executive Session as stated under Item 12, pursuant to Section § 551.072 of the Texas Government Code.

Council reconvened into open session at 10:06 pm.

No action was taken.

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

1. Mayor Dormier	None
2. PL1 Huber	None
3. PL2 Stevenson	Review of Bureau Veritas/search penalty clause in their contract with Ovilla
4. PL3 Griffin	Review of Bureau Veritas/discuss another qualified company for inspections
5. PL4 Hunt	None
6. PL5 Myers	Staff to develop a financial briefing with overview of revenue and expenses
7. City Manager	None

#### ADJOURNMENT

PL Huber moved to adjourn the November 14, 2016 Council Meeting, seconded by PL2 Stevenson. There being no further business, Mayor Dormier adjourned the meeting at 10:09 p.m.

ATTEST:

Richard Dormier, Mayor

Pamela Woodall, City Secretary

*Approved January 09, 2017*

*Executive Session filed separately.*

## AGENDA ITEM REPORT Item 1

Meeting Date: January 9, 2017

Department: Public Works

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: Brad Piland, PW Director

### Attachments:

None

### Agenda Item / Topic:

ITEM 1. *DISCUSSION/ACTION* – Review and consider the preparation of a Road Maintenance Plan for the City of Ovilla and direct staff as necessary.

### Discussion / Justification:

Staff is in the process of preparing a Road Maintenance Plan. At this time, an actual plan has not been finalized for presentation to the City Council. Some of the important areas that will be part of the plan are:

1. Warranties. Inspect roadway improvements provided by contract companies prior to the expiration of the warranty. Current projects under warranty and their expiration dates are: (1) Bryson Manor Phase I (May 2, 2018), (2) Ovilla Oaks Subdivision streets (December 1, 2017), Cockrell Hill Road (August 25, 2018), Water Street (December 20, 2018) and Lariat Trail (December 20, 2018).
2. Subdivisions. Inspect contractor work as the project progresses.
3. Road Inventory/Rating. Review and update the 10 Year Paving Capital Improvement Program and rate roadways on a scale of satisfactory (rated 1) to unsatisfactory (rated 5).
4. Road Repairs. Continue pothole patching, as potholes appear, by driving along the roadways and determining needs before the problem gets worse.
5. Check List. Maintain a check list (similar to the Park check list) to note roadway conditions.
6. Major Repairs and Rehabilitation. Contract with Dallas County, Ellis County and private contractors for projects that are beyond the capabilities of City staff.

### Recommendation / Staff Comments:

### Sample Motion(s):

## AGENDA ITEM REPORT

### Item 2

Meeting Date: January 9, 2017

Discussion  Action

Submitted By: Dennis Burn, CM

Reviewed By:  City Manager  City Secretary  City Attorney

Accountant

Department: Police

Budgeted Expense:  YES  NO  N/A

Amount: N/A

Other: Brian Windham, Chief of Police

#### Attachments:

1. Example: City of DeSoto Citizens on Patrol Program

#### Agenda Item / Topic:

**ITEM 2. DISCUSSION/ACTION** – Consideration of and action on enacting a City of Ovilla Citizens on Patrol Program and adopting an operating procedure for the program, directing staff to proceed and return with a program suitable for Ovilla for Council consideration.

#### Discussion / Justification:

The Police Department would like to begin a Citizens on Patrol Program (COP). Basically, the program involves citizens taking some responsibility for their community and working with the police to make it a better, safer place. Some of their duties would include:

- Patrolling in a city police vehicle with the appropriate Citizens on Patrol signage.
- Reporting suspicious behavior to the on-duty police officers.
- Conducting vacation house checks
- Assisting with traffic direction/control at accident scenes and road closures such as Heritage Day.
- Providing assistance at events such as Lords Acre.
- Providing PR assistance at local events.
- Providing code enforcement assistance in identification of violations.

These are just some of the basic services a team of COP's can provide. This program involves minimal public contact and is not designed to replace police officers or to put citizens in harm's way. It is designed to get the citizens involved in the preservation of their community and to assist police in the day to day duties of officers. We currently have two individuals that have expressed interest in starting the program and I have another individual that is an experienced COP leader that has offered to assist us as we start a program. Attached are COP rules from DeSoto so you can see what is commonplace in the law enforcement community. This would by no means be unique to our city as these programs are well established across the North Texas area. It is our understanding that their activities are well covered under volunteers with TML so insurance and liability coverage should not be a problem. We would be expending a small amount of money for some proper shirts and some signage for vehicles. I think the investment is minimal for what we would be receiving in return. Community support is very much in demand these days and this is another way to build a community support organization.

#### Recommendation / Staff Comments:

Staff recommends approval

#### Sample Motion(s):



**CITIZENS ON PATROL**



# **Citizen On Patrol**

## **(C.O.P)**

**DeSoto Police Department**

**Standard Operating Procedure**

## **DeSoto Police Department Citizens on Patrol (C.O.P)**

The City of DeSoto Police Department operates a Citizen on Patrol (C.O.P) organization that functions directly for and at the discretion of the department. The leadership of the C.O.P organization is appointed by the department and reports directly to the Community Policing/Crime Prevention function of the department. The C.O.P organization is derived in part from the Citizens Police Academy (CPA) and the Citizens Police Academy Alumni Association (CPAAA). However, the two organizations, C.O.P and CPAAA, operate exclusive of each other and membership/participation in one is not a requirement of the other. The C.O.P organization is an extension of the DeSoto Police Department and as it is necessary to maintain discipline and order within the organization as a whole, disruptive influences and organizational strife to the point it becomes a hindrance to the effectiveness of the organization will not be tolerated.

### **REQUIREMENTS FOR PARTICIPATION**

The requirements for participation in the C.O.P program are listed below. Other requirements may be added at the discretion of the department.

- 21 years of age or older
- Pass a criminal background check
- Be of good moral character
- Able to sit/stand/bend/and lift medium weight objects
- Able to hear and see as required by the department
- Able to safely lift 35 pounds
- Pass hearing and eye tests as determined by the department
- Successful completion of departmental CPA within 1 year

### **REQUIREMENTS FOR CONTINUED AFFILIATION**

Requirements for continued affiliation with the C.O.P are inclusive of the participation prerequisites but make addition of the following requirements. Other conditions may be applied according to the needs of the department.

- Twelve (12) hours of C.O.P duties a quarter
- Participation in required training
- Proper wearing of uniform
- Appropriate Conduct and Professional Demeanor
- Ability and Willingness to follow Commands, Instructions and DoSoto PD Rules & Requirements

### **DUTIES**

The C.O.P organization operates as a support unit to the department as a whole and is present to assist in achieving department wide missions. However, by name, the organizations prime mission is to function as a patrol support element. All members will be expected to fulfill requirements directly related to that mission. Other areas of assistance to the department will be classified as CPAAA duties.

- To assist the department in high visibility patrols throughout the city
- To assist the department in patrol duties including house checks, directed patrols, extra patrols, and traffic direction.
- To assist code enforcement in issuing door hangers for code violations
- To assist the department in graffiti abatement
- To assist the department in special operations activities such as parades and festivals

## **CAUSES FOR DISCIPLINE/REMOVAL**

The department must maintain standards of order and discipline within the entire DeSoto Police Department. All issues of order/discipline will be addressed through the chain of command of the C.O.P organization starting with the designated leader and followed by the departments Community Policing chain of command. Causes for discipline/removal from the organization are as follows but not all inclusive: (NOTE: All matters of concern are of the sole discretion of the Police Department and are not appealable to any person or entity)

- Continual disruptive behavior and strife within the organization
- Carrying of weapons of any kind other than a functional utility knife or multi-tool
- Abuse directed at any member of the department
- Continual degrading of any member of the organization, department, department function or unit
- Abuse of departmental or organization equipment
- Failure to meet all COP requirements

Volunteers shall be afforded due process rights regarding complaints alleged against them. The volunteer coordinator(s) and/or Chief of Police shall handle the investigation of any complaints against C.O.P. members. The Chief of Police shall make any final determinations if the alleged violation adversely affects the reputation or integrity of the Police Department.

## **STATEMENT OF PURPOSE**

The DeSoto Police Department Citizens on Patrol program is established to bring together interested residents of the City of DeSoto who wish to be more aware of and involved in law enforcement procedures in their community. The program is designed to inform these individuals about problems unique to their community and to assist in developing a community patrol group.

The C.O.P program operates under guidance and command of, and is formed to assist the Police Department, as well as the community as a whole, in helping reduce crime in the community. This is done by observation and recording activities, by reporting suspicious or criminal activity, by active patrol, and being visible. In addition to these functions, the C.O.P program is designed to increase cooperation between citizens of DeSoto and members of the Police Department. Improved communication and interaction between the citizenry and police is anticipated as a result of the C.O.P program.

## **COMMUNITY POLICING PROGRAMS**

Members of the C.O.P program are valuable assets to the Police Department. Members are often involved in events such as traffic direction and control at special events or accident scenes, disaster operations, neighborhood patrols, and code enforcement. Members who become involved in these programs are required to attend training sessions and/or training updates before the events are held.

## **RECRUITMENT**

Recruiting is vital to maintaining the program and number of volunteers involved in the program. Members will be selected from graduates of the DeSoto Citizen Police Academy Alumni Association (DCPAAA). The program will be in compliance with all EEOC guidelines and the requirements of the ADA, and in compliance with City and Departmental Rules, SOP and Standards of Operation.

## **RULES OF CONDUCT**

1. C.O.P Personnel are not Police Officers and are not empowered to any degree above that of any other civilian.
2. Violation of any of the Rules of Conduct, Departmental directives, general orders, standard operating procedures or other written or verbal directives may be cause for dismissal from the program. The Volunteer Coordinator(s) and/or Chief of Police shall resolve violations or conflicts.
3. C.O.P members shall adhere to the CITY OF DESOTO policy regarding drug screening and all other issues prior to operating city vehicles.
4. C.O.P member conduct must remain ethical and above reproach. Members may not accept any remuneration or favor for conduct or activities performed during their duties as a departmental volunteer.
5. C.O.P members shall remain objective and shall not show favoritism to citizens while in their capacity as a departmental volunteer.
6. C.O.P members shall not divulge any information to any person that they may have received, overheard or obtained while in their capacity as a departmental volunteer.
7. C.O.P members shall observe and obey all lawful orders, state and federal laws, and directives while acting as a departmental volunteer.

#### **UNIFORM**

Citizen on Patrol personnel will wear the designated uniform during all C.O.P functions unless otherwise instructed by the Volunteer Coordinator(s). The C.O.P shall provide their uniform and maintain the uniform at their expense. The uniform shall be clean and neatly pressed.

The C.O.P uniform consists of:

#### **SHIRT / BLOUSE:**

Blue Shirt - Button front closure shirt. The shirt shall have the C.O.P logo embroidered on the left & right sleeves, starting 2 ½ inches from the shoulder seam, centered. A silver cloth badge containing the words "Citizens Patrol" will be centered over the left pocket, above the pocket seam. The uniform shirt shall not have any additional pins or paraphernalia worn on it. It is optional for the C.O.P member to wear the long or short sleeve shirt. A "Black" T-Shirt shall be worn underneath shirt at all times.

#### **NAMETAG**

Each C.O.P shall wear a nametag in brushed silver finish, centered ¼ inch above the seam of the right pocket.

#### **PANTS / TROUSERS**

The uniform pant shall be dark navy blue. A black smooth belt will be worn with the pants. The belt may not have a large and/or gaudy buckle. The belt buckle shall be silver in color.

#### **FOOTWEAR**

The uniform footwear will be a smooth rounded toe black leather shoe or boot. The footwear will be clean and polished. The athletic style shoe will be acceptable if it is smooth rounded toe style and clean. Dark blue or black socks shall be worn with the uniform pant.

#### **OPTIONAL ATTIRE**

#### **HAT**

The uniform cap shall be a dark navy ball cap with the C.O.P. logo on the front. The cap may not have any pins or other paraphernalia worn on it. No other cap shall be worn with either uniform.

#### **JACKET**

The uniform jacket shall be a dark navy windbreaker with lining. The jacket will have the C.O.P logo embroidered on both left & right sleeves, starting 2 ½ inches from the shoulder seam, centered. A silver cloth patch “badge” containing the words “Citizens Patrol” will be centered over the left pocket, above the pocket seam.

#### **PREPARATION FOR PATROL, AND PATROL PROCEDURES**

1. C.O.P members shall wear the designated uniform when on patrol in the City owned vehicle.
2. C.O.P members shall patrol in pairs (with another C.O.P.) during the hours of darkness.
3. C.O.P members should retrieve all equipment and sign out the equipment in the designated sign-in book.
4. C.O.P members should check departmental “Hot Sheets”; pass on boards, and other informational sources. Use this information to help determine the area of patrol. C.O.P. members may determine their area of patrol unless advised of a specific problem area by the volunteer coordinator or shift supervisor. It is mandatory that C.O.P. teams meet with or make phone contact with the shift supervisor when the team arrives to go on patrol. However, it is not recommended that contact be made with the supervisor until approximately 30 minutes after his/her shift briefing.
5. C.O.P members shall check into service via radio when initiating a patrol watch and notify the dispatcher at the end of their shift. It is mandatory that C.O.P. contact the watch commander prior to checking into service.
6. C.O.P patrol teams shall keep an activity log. The information should include license plate numbers, vehicle descriptions, time/location of activity and other information that causes the C.O.P member to become suspicious.
7. Firearms or other weapons **shall not** be carried by any C.O.P while operating as a DeSoto Police Department Volunteer.
8. C.O.P members will refrain from the consumption of alcoholic beverages or any illegal substances and/or medications that can potentially affect mental alertness for a minimum of four (4) hours prior to and during any patrol shift.
9. C.O.P members **shall not** approach suspects or suspect vehicles. Furthermore, members may approach a vehicle that is obviously unattended in order to obtain necessary information to provide to police personnel. C.O.P shall not attempt to chase, catch up to or follow a vehicle if doing so causes them to violate any traffic law.
10. When on patrol, all traffic laws will be obeyed. Excessive traffic violations will be cause for removal from the program.
11. C.O.P members are not to place themselves or others in danger at any time.

12. C.O.P members may observe activity occurring in any public place or any private area with the permission of the property owner or person in control of the property.
13. The Watch Commander or Shift Supervisor may establish the allowable number of C.O.P members on patrol at any time.
14. C.O.P members shall carry their official identification while on patrol.
15. C.O.P members shall patrol in pairs during the hours of darkness. An experienced member may patrol singularly during daylight hours only.
16. C.O.P members will not engage in ANY form of pursuit/chase. The C.O.P member may follow at a safe distance and shall obey the speed limit to obtain information and direction of travel. At the first sign of any attempt to evade, the C.O.P member will halt any contact with the violator. C.O.P members must obey traffic laws at all times.
17. C.O.P members shall not approach and/or interfere with a crime scene, accident scene or other police call unless directed to do so by a police officer.
18. A police officer or supervisor shall have total control over a crime scene, accident scene or other police call and C.O.P must not distract or interfere with the officer(s) in any way, unless and until instructed to do so by the *officer in charge*.
19. If a C.O.P member observes any criminal offense in progress he/she shall contact dispatch utilizing the radio or telephone (972) 223-6111.

#### **VEHICLE OPERATIONS**

Members shall follow all departmental guidelines, state and federal laws, and city ordinances when operating either the city owned vehicle or their personal vehicle during C.O.P functions. If the city vehicle is involved in an accident, members shall follow departmental and city guidelines.

C.O.P vehicle is not considered an emergency vehicle as defined by the Texas Transportation Code. C.O.P members shall **never** use their personal or the C.O.P vehicle to block, ram, slow, or otherwise impede traffic during the normal course of their duties, or while assisting in police emergencies. Members are only authorized to drive at posted speeds.

Any accident, incident or other occurrence which involves the designated C.O.P vehicle, or an individual's vehicle in use during a C.O.P function, shall be immediately reported to the on duty watch commander, and a written information sheet shall be turned in to the volunteer coordinator.

#### **TRAFFIC DIRECTION AND CONTROL**

C.O.P may be used to assist in traffic management during a police emergency or a special event. (i.e., traffic congestion, accident scenes, parades and other traffic related problems). C.O.P members will be trained to direct traffic during the C.O.P course.

C.O.P members must wear a reflective vest at all times while directing traffic.

***C.O.P members will not direct traffic except at the direction of a sworn police officer.***

#### **SPECIAL EVENTS**

C.O.P members may assist in city special events, (i.e. parades, city festivals, security for city-sponsored events, etc.)

Members may be used as security, traffic control, and otherwise as needed.

**Note:** Members may be instructed to attend a briefing prior to these events in order to be given special instructions and duty assignments.

C.O.P members may be asked to perform special functions from time to time by the police department. These functions may include many aspects of police related duties i.e., surveillance of a suspect or a location, etc.

The department shall not ask the C.O.P members to perform any duties that will place the members in danger.

#### **HOUSE-CHECKS**

The DESOTO POLICE DEPARTMENT has a policy that offers DeSoto residence the service of the police department checking their homes if the resident is going to be out of town.

C.O.P personnel have been authorized to do house-checks as a part of their regular patrol duties.

C.O.P members should pick up the house-check books in the patrol briefing room. Members should check to ensure that the house-check is current and not expired.

Upon arrival at the residence, C.O.P members shall give their call number and say, "house-check." When the dispatcher acknowledges, the C.O.P member shall give the house check number.

C.O.P members shall then walk around the house to ensure all doors and windows are secure. If it appears that a door or window has been tampered with, the C.O.P member shall ask for the assistance of a patrol element. If someone is at the residence, the C.O.P shall ask for a patrol element.

When the house-check is complete, the C.O.P shall write the date, time, and their initials and I.D. number in the appropriate place in the house-check book.

After the house check has been completed on the last day of the house-check, the C.O.P member shall take the house-check page out of the book and place in the paperwork to be checked tray in the patrol room.

#### **DISASTER OPERATIONS**

The C.O.P members may be used during times of disaster. Their role is defined in the CITY OF DESOTO, EMERGENCY OPERATIONS manual.

All C.O.P members shall immediately report to the police department after a disaster, (i.e. tornado, flood, earthquake, explosion, any event that would cause a call-in of all personnel).

Potential Duties:

- Barricade Guard

Personnel assigned to barricades shall not allow any person into the cordoned off area unless they have a pass issued by the police department.

- Telephone Assistants

Personnel assigned to assist in answering telephones shall answer all non-emergency telephone lines at police dispatch (and Town Center upon request). Personnel shall use the supplied call sheet forms to

record the information given. These forms shall be passed on to the designated police personnel to assimilate information to the proper agency and calls for service for the police and fire departments.

- **Disaster area Pass Assistants**

These personnel will be assigned to the Town Center. If the Town Center is affected by the disaster, personnel will be directed to the proper location.

Personnel will have each person requesting entry into the disaster area to complete an Entry into Declared Disaster Area registration form. If the person(s) have a legitimate reason for needing entry into the area, a pass will be issued.

Personnel will stamp the provided pass with the proper number and issue it to the recipient. The recipient will be instructed to place it on the dash of their vehicle. Upon completion of the reason for entry into the area, the recipient shall return the pass to the Town Center. Passes may be kept for several days.

## **SEARCH**

Upon completion of training in search techniques, C.O.P members may assist the DESOTO POLICE DEPARTMENT, or other area law enforcement agencies search procedures missing or lost persons or other search related situations. If assistance is needed, Citizen on Patrol members will be asked to assemble at a briefing area or command post. Personnel shall wear their issued C.O.P safety vest!

Members will be assigned to a team and given a quadrant or area to search. Members will search and report back to the command post of their findings and wait for further instructions. Members shall not disturb, move, or remove evidence.

## **CITIZEN ON PATROL – ASSISTANT(S)**

The C.O.P coordinator will be designated by the Chief of Police. The coordinator may appoint a C.O.P member(s) as assistant(s) or form a steering committee to help guide the program. This position(s) may be held by a C.O.P member for a period of time to be determined by the volunteer coordinator(s).

The duties of the Assistant(s) or committee members will be to work with the coordinator in the day to day operations of the program, maintenance and upkeep of equipment.

The assistant(s) or committee members shall help ensure that procedures are being followed as well as making recommendations on changes, amendments or deletions of program procedures.

Print: Last Name,

First Name,

Middle Initial

I acknowledge that I have received and read this Standard Operating Procedure (SOP) regarding the program obligations, responsibilities and duties of the DeSoto "Citizen On Patrol (C.O.P) Program;

I acknowledge that I understand the requirements and will comply with these requirements, and acknowledge that my retention on the C.O.P program is contingent that I complete the training requirements and duty obligations and responsibilities for the program; and

Understand and acknowledge that if I fail, choose, or am unable to adhere and/or comply with the rules and requirements of the program, that I can be removed from the C.O.P program and will then surrender all police equipment items issued to me.

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

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

Witnessed by: \_\_\_\_\_

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

## AGENDA ITEM REPORT Item 3

Meeting Date: January 9, 2017

Department: Administration

Discussion  Action

Budgeted Expense:  YES  NO  N/A

Submitted By: Pam Woodall, City Secretary

Amount: N/A

Reviewed By:  City Manager  City Secretary  City Attorney  
 Accountant  Other: Glennell Miller

### Attachments:

1. Ordinance 2017-01 and Order
2. Election Calendar

### Agenda Item / Topic:

ITEM 3. **DISCUSSION/ACTION** – Consideration of and Action on Ordinance 2017-01 of the City Council of the City of Ovilla, Texas, authorizing a general election to be held on May 06, 2017 for the purpose of electing Mayor and two council members (Places 2 and 4) for expired terms by the qualified voters of Ovilla; providing for the method of voting; providing for the appointment of the Early Voting Clerk; Presiding Election Judge, Early Voting Ballot Board; providing for the lease of election equipment and providing for publication, in accordance with the Texas Election Code {EC §3.004, 3.006, 41001-008, 85.004, 85.007} and providing an effective date.

**DISCUSIÓN/ACCIÓN** – Consideración de una Acción a partir de la Ordenanza 2017-01 del Gobierno Municipal de la Ciudad de Ovilla, Texas, donde se autoriza la organización de elecciones generales para el día 06 de mayo de 2017 con el objeto de firma del alcalde y elegir dos miembros del gobierno municipal (cargos 2, y 4) cuyo período ha expirado y por parte de votantes calificados de Ovilla; estipulando el método de votación; estipulando el nombramiento de la Secretaría de Votación Anticipada; el Juez de Elección Anticipada, el Consejo de Boletas de Votación Anticipada; estipulando el arriendo de equipamiento para elecciones y estipulando la publicación, en conformidad con el Código de Elecciones de Texas {EC §3.004, 3.006, 41001-008, 85.004, 85.007} y estipulando una fecha efectiva.

### Discussion / Justification:

State Law requires the City Council to authorize the Order of General Election. May 06, 2017 is uniform Election Day. The prepared ordinance calls the election and outlines procedures consistent with the TX Election Code; designating the polling place for early voting and Election Day, the method of voting, appointment of the early voting clerk, appointment of the Ballot Board and Presiding Election Judge and the lease of election equipment.

Early Voting takes place from April 24, 2017, through May 02, 2017 at the Ovilla Municipal Building, same location as in past years. Election Day voting will be held in the Council Chamber Room.

Method of Voting: Paper ballots

Early Voting Clerk: City Secretary

Presiding Election Judge: Charlie Morton  
Alt. Presiding Election Judge: Helen Morton  
Ballot Board: Presiding Judge and his designated election clerks  
Lease of Equipment: Ellis County Elections Administrator

A lease agreement from Ellis County for the Auto Mark (election equipment) will be presented to Council at a later meeting when it becomes available from the County.

Law requires that two of those days during early voting by personal appearance have extended hours from 7:00 A.M. to 7:00 P.M., on designated dates. The recommended two days for 12-hour early voting for the May 06, 2017 General Election are Monday, May 01, 2017 and Tuesday, May 02, 2017.

**Recommendation / Staff Comments:**

Staff recommends approval.

**Sample Motion(s):**

*I move that Council approve Ordinance 2017-01 of the City Council of the City of Ovilla, Texas, authorizing a general election to be held on May 06, 2017 for the purpose of electing a mayor and two council members (Places 2 and 4) for expired terms by the qualified voters of Ovilla; providing for the method of voting; providing for the appointment of the Early Voting Clerk; Presiding Election Judge, Early Voting Ballot Board; providing for the lease of election equipment and providing for publication, in accordance with the Texas Election Code {EC §3.004, 3.006, 41001-008, 85.004, 85.007} and providing an effective date.*

## ORDINANCE 2017- 01

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF OVILLA, TEXAS, AUTHORIZING A GENERAL ELECTION TO BE HELD ON MAY 06, 2017 FOR THE PURPOSE OF ELECTING MAYOR AND TWO COUNCIL MEMBERS, (PLACES 2 & 4) FOR EXPIRED TERMS BY THE QUALIFIED VOTERS OF OVILLA; PROVIDING FOR THE METHOD OF VOTING; PROVIDING FOR THE APPOINTMENT OF THE EARLY VOTING CLERK, PRESIDING ELECTION JUDGE, EARLY VOTING BALLOT BOARD; PROVIDING FOR THE LEASE OF ELECTION EQUIPMENT AND PROVIDING FOR PUBLICATION, IN ACCORDANCE WITH THE TEXAS ELECTION CODE {EC §3.004, §3.006, §4.001-008, §85.004, §85.007} AND PROVIDING AN EFFECTIVE DATE.

**WHEREAS**, by this Ordinance, it is the intention of the City Council of Ovilla to call the General Election in accordance with state law, to declare the Texas Election Code is applicable to said election, and this Ordinance establishes procedures consistent with the Code, and designates the Election Day and main early voting polling place for the General Election; and

**WHEREAS**, May 06, 2017 is a uniform election date; and

**WHEREAS**, the City Council calls to Order the General Election of May 6, 2017 to elect Mayor, Place Two and Place Four of the City Council as required by the Texas Election Code:

**WHEREAS**, the Order of Election must be written in English and Spanish as required by the Texas Election Code:

**WHEREAS**, the City intends to enter into a contract with Ellis County to lease voting equipment.

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

### Section One

**General Election Called.** That a General Election is hereby called by the City Council to elect a Mayor and City Council Places 2 and 4, to serve until May 2017 or until their successors are duly elected and qualified. Such election shall take place on the 6<sup>th</sup> day of May 2017, between the hours of 7:00 a.m. and 7:00 p.m.

### Section Two

**Candidates for General Election.** Qualified persons may file as candidates for the General Election by filing an application with the City Secretary at City Hall, 105 S. Cockrell Hill Road, Ovilla, TX 75154, between the hours of 8:00 a.m. and 4:30 p.m., Monday through Friday, beginning January 18, 2017 through February 17, 2017. The City Secretary's office will remain open on February 17, 2017 until 5:00 p.m. as required by the TX Election Code. All applications for candidacy shall be on a form as prescribed by the Texas Election Code.

## ORDINANCE 2017- 01

### Section Three

**Method of Voting.** The City Secretary is hereby authorized and instructed to provide and furnish all necessary election supplies to conduct the General Election in accordance with this ordinance. Voting at the General Election shall be by paper ballot. The official ballot for the General Election shall be prepared in accordance with the Texas Election Code and the ballots shall include such provisions, markings and language as required by law.

### Section Four

**Election Day Polling Place.** The Election Day polling place for the General Election is designated pursuant to Section 271.002 of the Texas Election Code, and the Council finds that the following location can most adequately and conveniently serve the voters in this election, and that this location will facilitate the orderly conduct of the election:

Ovilla City Hall  
105 S. Cockrell Hill Road, Ovilla, Texas 75154  
between the hours of 7:00 a.m. and 7:00 p.m.

### Section Five

**Early Voting.** The City Secretary, City of Ovilla, 105 S. Cockrell Hill Road, Ovilla, Texas 75154, is hereby appointed as Early Voting Clerk and she may appoint the necessary deputy clerks as required for early voting. Early voting by personal appearance will be conducted each weekday, which is not a Saturday or Sunday or an official State Holiday, at City Hall, 105 S. Cockrell Hill Road, Texas, to be held between the hours of 8:00 a.m. and 4:30 p.m., beginning on Monday, April 24, 2017 and ending on Tuesday, May 2, 2017.

Extended hours for early voting by personal appearance will be conducted at City Hall at the same location, on Monday, May 1, 2017 and Tuesday, May 2, 2017, between the hours of 7:00 a.m. and 7:00 p.m. as required in the Texas Election Code. Applications for voting by mail shall be delivered to the Early Voting Clerk at 105 S. Cockrell Hill Road, Ovilla, Texas 75154, no later than April 25, 2017 at the close of the business day. Early voting, both by personal appearance and by mail, shall be by the paper ballot method and shall be canvassed by the Early Voting Ballot Board, which is hereby created.

### Section Six

**Appointment of Presiding Election Judge and Alternate Election Judge and Early Voting Ballot Board.** The following named individuals are hereby appointed to serve as Presiding Election Judge and Alternate Presiding Judge, respectively, at the election.

Presiding Election Judge: Charlie Morton  
Alternate Presiding Judge: Christy Odom

The Presiding Election Judge and Alternate Presiding Judge shall be qualified voters of the City. The City Secretary shall, in accordance with Section 32.009 of the Texas Election Code, deliver

## ORDINANCE 2017- 01

to the Presiding Election Judge and the Alternate Presiding Judge notice of their appointments not later than twenty (20) days from the effective date of this Ordinance. The Presiding Election Judge and the Alternate Presiding Judge appointed herein shall serve as the presiding officer and the alternate presiding officer, respectively, of the Early Voting Ballot Board. The other election officers serving at the election shall serve as the other members of the Early Voting Ballot Board for the election.

### Section Seven

**Appointment of Clerks.** The Presiding Election Judge for the polling place shall appoint Election Clerks and as many additional Clerks as are necessary for the proper conduct of the election. Provided, however, four (4) clerks shall be the maximum number of Clerks which may be appointed to serve at the polling place.

### Section Eight

**Governing Law and Qualified Voters.** The General Election shall be held in accordance with the Constitution of the State of Texas and the Texas Election Code, and all resident qualified voters of the City shall be eligible to vote at the election.

### Section Nine

**Publication and Posting of Notice of Election.** Notice of the election shall be given by posting a substantial copy of this Ordinance ordering an election in English and Spanish translations at City Hall on the official bulletin board used for posting notices of the meeting of the City Council. A copy of this Ordinance's caption shall also be published in English and in Spanish in the City's official newspaper of general circulation published in the City.

### Section Ten

**Delivery of Returns.** In accordance with the Code, immediately after the closing of the polls on the day of the election, the election officers named in this ordinance shall make and deliver the returns of the election in triplicate as follows: one copy shall be retained by the Presiding Election Judge; one copy shall be delivered to the Mayor of the City; and one copy of the returns, together with the ballot boxes and all election supplies, shall be delivered to the City Secretary. All election records and supplies shall be preserved by the City Secretary in accordance with the Code.

### Section Eleven

**Lease of Election Equipment Authorized.** The City Secretary or his/her designee is hereby authorized and directed to enter into an election services agreement for said elections with Ellis County, and to execute such agreement. The agreement will provide for the voting equipment to be used for the General Election during early voting and on Election Day, as well as the compensation for lease of the voting equipment.

## ORDINANCE 2017- 01

### Section Twelve

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

### Section Thirteen

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

The *Order of Election* shall be posted to read as shown on Exhibit "A" attached:  
*(Headings only)*

### ORDER OF ELECTION FOR THE CITY OF OVILLA ORDEN DE ELECCION PARA OVILLA

**PASSED, ADOPTED AND APPROVED** on this the 09<sup>th</sup> day of January 2017.

---

Richard Dormier, Mayor

Attest:

---

Pam Woodall, City Secretary

**APPROVED AS TO FORM:**

---

Ron G. MacFarlane, Jr., City Attorney

*Attachments Exhibit A: Order of Election / Orden De Eleccion*



# ORDER OF ELECTION FOR THE CITY OF OVILLA

An election is hereby ordered to be held on MAY 6, 2017 for the purpose of:

**Mayor  
City Council, Place 2  
City Council, Place 4**

**Early voting by personal appearance will be conducted each weekday at  
105 S. Cockrell Hill Road, Ovilla, TX 75154**

**Between the hours of 8:00 a.m. and 4:30 p.m. beginning on Monday, April 24, 2017  
And ending on Tuesday, May 02, 2017.**

Additional early voting hours will be held as follows:

**Monday, May 01, 2017 and Tuesday, May 02, 2017  
7:00 AM until 7:00 PM at the same location.**

Applications for ballot by mail shall be mailed to:

**Pamela Woodall, City Secretary  
105 South Cockrell Hill Road  
Ovilla, Texas 75154**

Applications for ballots by mail must be received no later than the close of business on  
**Tuesday, April 25, 2017**. (Received application by mail for a ballot)

**Issued this the 09<sup>th</sup> day of January 2017.**

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**Signature of Mayor Dormier**

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**Signature of Mayor Pro-Tem PL 3 Griffin**

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**Signature of Councilperson PL 1 Huber**

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**Signature of Councilperson PL 2 Stevenson**

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**Signature of Councilperson PL 4 Hunt**

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**Signature of Councilperson PL 5 Myers**

*Instruction Note: A copy of this election order must be delivered to the County Clerk/Elections Administrator and Voter Registrar not later than 60 days before Election Day. AWI-2 --Prescribed by Secretary of State  
Sections 3.004, 3.006, 4.008, 85.004, 85.007 Texas Election Code*



# ORDEN DE ELECCIÓN PARA LA CIUDAD DE OVILLA

Por la presente se ordena que se llevará a cabo una elección el 6 DE MAYO DE 2017 con la finalidad de elegir a:

**Firma del alcalde**  
**Miembro del Consejo, Posición 2**  
**Miembro del Consejo, Posición 4**

**Las votaciones anticipadas en persona se llevarán a cabo de lunes a viernes en  
105 S. Cockrell Hill Road, Ovilla, TX 75154**

**Entre las 8:00 a.m. y 4:30 p.m. comenzando el lunes, 24 de abril de 2017  
y finalizando el martes, 2 de mayo 2017.**

Horas de votación anticipada adicionales:

**Lunes, 1 de mayo de 2017 y martes, 2 de mayo de 2017  
de 7:00am a 7:00 pm en el mismo lugar.**

Las solicitudes para obtener boletas deberán enviarse por correo a:

**Pamela Woodall, Secretaria de la ciudad  
105 South Cockrell Hill Road  
Ovilla, Texas 75154**

Las solicitudes para obtener boletas deberán recibirse a más tardar al final del día hábil el **martes, 25 del abril 2017**. (Solicitudes recibidas para obtener boletas)

**Emitida a los 09 días del mes de enero de 2017.**

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**Firma del alcalde Dormier**

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**Firma del alcalde Pro-Tem PL 3 Griffin**

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**Firma del concejal PL 1 Huber**

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**Firma del concejal PL 2 Stevenson**

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**Firma del concejal PL 4 Hunt**

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**Firma del concejal PL 5 Myers**

*Instrucciones: Se debe entregar una copia de la presente orden de elección al Secretario del Condado/Administrador de Elecciones y al Registrador de Votantes 60 días antes de la jornada electoral. AWI-2 --Estipulado por el Secretario de Estado Secciones 3.004, 3.006, 4.008, 85.004, 85.007 del Código Electoral de Texas*

**ORD.2017.01 Anexo A**

# Election Calendar

## For a City's General Election on

### May 6, 2017

This calendar indicates the dates for actions necessary in a general election of city officers to be held on May 6, 2017. It includes all major actions for which the Election Code prescribes a specific date or deadline for performance, but it does not include all actions (e.g., preparation of ballot boxes and other election equipment and of sets of precinct election forms) for which the beginning date for performance can vary from one city to another depending on local factors. Each city secretary should use the chart in M §9.02 of the *Texas Municipal Election Law Manual* in conjunction with this calendar to fill in those dates on the city secretary's personal election calendar created in accordance with local conditions [see M §9.03]. The city secretary's personal calendar should also reflect dates that the city secretary prefers in place of the discretionary dates recommended in this calendar.

Column 5 indicates the time interval between the date of the action and election day. For example, the notation 50<sup>th</sup> in the entry for March 17 means that the day for beginning mandatory office hours is the 50<sup>th</sup> day before election day; the notation “+5” in the entry for May 11 means that the last day for receiving a ballot from outside the United States is the 5<sup>th</sup> day after election day.

When there is a statutory provision prescribing the **last day** for the performance of an act, the number in Column 5 reflects that day. If the statutory day must be moved because of a Saturday, Sunday, or state or national holiday, the resulting date is designated in Columns 1 and 2, and Column 5 indicates, in parentheses and italics, the actual number of days measured from election day.

In preparing a personal calendar, the city secretary should remember the rule in EC §1.006 that if the last day for performance of an action falls on a Saturday, Sunday, or a state or national holiday, the deadline date is usually extended to the next regular business day whether the day is a city holiday or not [see M §2.16(a)]. When a deadline is extended for this reason, the extended date is used for determining other dates that are calculated in relation to the event of the extended date. Exceptions are noted in this calendar.

Major steps are in ALL CAPS. Steps for early voting are in *ITALICS*.

Date	Action	By or With Whom Taken	Manual Ref. §	Column 5
Mon Dec 19	LAST DAY to begin posting on bulletin board the notice of the dates of the filing period for the general election. (30 days before first day to file application for a place on the ballot). SOS has ruled that notice must contain location where applications will be received.	City Secretary	11.05(f)	138 <sup>th</sup>
Mon Jan 2	Obtain a supply of the following forms: candidate's application for place on ballot; appointment of campaign treasurer (candidate and specific-purpose committee); report of contributions and expenditures (candidate-officeholder and specific-purpose committee); application for mail ballot, and a set of administrative forms if ordered from a supply house. (Set up schedule for ordering precinct sets and other forms if they are to be ordered later.)	City Secretary	7.11 et seq. 18.10	*124 <sup>th</sup>

\*An asterisk in Column 5 indicates the time stated is not required by statute.

Date	Action	By or With Whom Taken	Manual Ref. §	Column 5
Mon Jan 2- Fri Jan 27	Review recommendation for following steps listed in M §9.02 for possible needed or desired action: Steps 1 through 5 (revising election precincts; designating polling places; changing method of voting if equipment is available but not adopted for use or if acquisition of equipment by city is desired); Step 12 (establishing or changing terms of election judges).	City Secretary and City Council	9.02 14.03	*124 <sup>th</sup> thru *99 <sup>th</sup>
Tue Jan 17	Last day for timely filing of semi-annual report of contributions and expenditures. Jan 15 is a Sun, Jan 16 is Martin Luther King Jr. Day, a state holiday. This deadline is extended to Tue, Jan 17.	City Secretary	18.05	Jan 15 (Jan 17)
Wed Jan 18	<b>GENERAL ELECTION</b> <b>FIRST DAY FOR FILING APPLICATION</b> for place on ballot. This is the 30 <sup>th</sup> day before filing deadline.	City Secretary	11.05	108 <sup>th</sup>
Jan 18	<b>FIRST DAY FOR FILING DECLARATION OF WRITE-IN CANDIDACY.</b>	City Secretary	11.10	108 <sup>th</sup>
Mon Jan 23- Tue Feb 7	Recommended period for <b>CALLING ELECTION AND POSTING NOTICE OF ELECTION</b> on bulletin board.	Mayor <sup>[1]</sup>	10.02 10.03 10.12	*103 <sup>rd</sup> thru *88 <sup>th</sup>
Mon Feb 6	LAST DAY for small city in small county to provide secretary of state notice of intent to use exception to accessibility requirements or show undue burden, if required. 90 <sup>th</sup> day is on Sun. This action is extended to Mon, Feb 6 (89 <sup>th</sup> day).	City Secretary	7.07(d),(e), (f)	90 <sup>th</sup> (89 <sup>th</sup> )
Tue Feb 7	Recommended LAST DAY FOR ORDER DESIGNATING ELECTION PRECINCTS AND POLLING PLACES.	City Council	3.07	*88 <sup>th</sup>
Tue Feb 14	Remove candidate's name from ballot if the candidate dies on or before Feb 14 (day before the 2 <sup>nd</sup> day before filing deadline).	City Secretary	11.25(a)	81 <sup>st</sup>
Fri Feb 17	<b>GENERAL ELECTION</b> STATUTORY LAST DAY FOR ORDERING ELECTION. <sup>[2]</sup>	Mayor <sup>[1]</sup>	10.04	78 <sup>th</sup>
Feb 17	<b>LAST DAY FOR FILING APPLICATION FOR PLACE ON BALLOT</b> (must be received by 5 p.m.). City Secretary's office should stay open until 5 p.m.	City Secretary	11.05(a) 11.06	78 <sup>th</sup>
Mon Feb 20	Recommended beginning date for preliminary work on appointment of election judges.	City Secretary	4.08	*75 <sup>th</sup>
Feb 20	Recommended first day to POST NOTICE OF DRAWING for order of names on ballot. Must be posted at least 72 hours preceding the time of the drawing. Posting on this date would enable the drawing as early as Feb 23, if 72 hours have passed between posting and drawing.	City Secretary	8.06	*75 <sup>th</sup>

\*An asterisk in Column 5 indicates the time stated is not required by statute.

Date	Action	By or With Whom Taken	Manual Ref. §	Column 5
Tue Feb 21	LAST DAY FOR A WRITE-IN CANDIDATE to declare candidacy in the GENERAL and SPECIAL election. (If a special election has not been called by this date, and a write-in declaration is received for a special election, contact the secretary of state for advice.)	City Secretary	11.10(b)	74 <sup>th</sup>
Wed Feb 22	First day that an election may be cancelled if all filing deadlines have passed and each candidate in the election is unopposed. <b>Note:</b> For a city in which an office on the ballot has a four-year term, the filing deadline for that office is the 57 <sup>th</sup> day if no one has filed by the 78 <sup>th</sup> day.	City Secretary	10.22	73 <sup>rd</sup>
Thur Feb 23- Mon Feb 27	Recommended days to CONDUCT DRAWING FOR ORDER OF NAMES ON BALLOT. The deadlines for withdrawal and ineligibility will have passed by Feb 27 if the city secretary prefers to wait until after these deadlines. Prepare ballot format and send it to printer.	City Secretary	8.06	*72 <sup>nd</sup> thru *68 <sup>th</sup>
Fri Feb 24	LAST DAY for a ballot candidate to withdraw (withdrawal request must be received by 5 p.m.).	City Secretary	8.05(b) 11.22 11.23 11.24	71 <sup>st</sup>
Feb 24	LAST DAY that a declaration of ineligibility of candidate causes omission of candidate's name from ballot. City secretary's office should stay open until 5 p.m.	City Secretary	11.22(b)	71 <sup>st</sup>
Feb 24	LAST DAY for a write-in candidate to withdraw and have name removed from write-in list. The statute does not state a time, but the SOS considers 5:00 p.m. the deadline.	City Secretary	11.22(b)	71 <sup>st</sup>
Sat Feb 25	LAST DAY to order a SPECIAL ELECTION to fill a vacancy so that the filing deadline will be the 62 <sup>nd</sup> day before election day. This date remains on Sat because it is not the last day to order a special election.	City Council City Secretary	13.06	70 <sup>th</sup>
Mon Mar 6	If a SPECIAL ELECTION to fill a vacancy is held in conjunction with the general election, and the SPECIAL ELECTION was called on or before the 70 <sup>th</sup> day before the election, <b>this is the LAST DAY FOR FILING AN APPLICATION for a place on the ballot in the SPECIAL ELECTION.</b> 62 <sup>nd</sup> day is on Sunday. This action is extended to Mon, Mar 6, the 61 <sup>st</sup> day. <b>Note:</b> The deadline for a write-in candidate to file for this special election is Feb 21, the 74 <sup>th</sup> day.	City Secretary	13.06	62 <sup>nd</sup> (61 <sup>st</sup> )
Tue Mar 7	LAST DAY TO DELIVER NOTICE TO THE COUNTY CLERK AND VOTER REGISTRAR of each county in which the election will be held.	City Council (City Secretary)	10.16	60 <sup>th</sup>
Mar 7	First day of the period Texas Ethics Commission will defer investigation until after election (or runoff) if an allegation is filed.	City Secretary/ Texas Ethics Commission	18.01	60 <sup>th</sup>
Fri Mar 10	Extended deadline to file for a place on the ballot in a city office having a 4-year term if no one has filed by 5 p.m. on Feb 17 (must be received by 5 p.m.).	City Secretary	11.05	57 <sup>th</sup>

\*An asterisk in Column 5 indicates the time stated is not required by statute.

Date	Action	By or With Whom Taken	Manual Ref. §	Column 5
Mar 10	If a <b>SPECIAL ELECTION</b> to fill a vacancy is held in conjunction with the general election, and the <b>SPECIAL ELECTION</b> was called on or before the 70 <sup>th</sup> day before the election, <b>this is the LAST DAY</b> for a candidate in the <b>special</b> election to withdraw (withdrawal request must be received by 5 p.m.).	City Secretary	8.05(b) 11.22	57 <sup>th</sup>
Mar 10	<b>LAST DAY</b> that a declaration of ineligibility of a candidate for a <b>special</b> election called before the 70 <sup>th</sup> day, causes omission of candidate's name from ballot.	City Secretary	11.24	57 <sup>th</sup>
Mon Mar 13- Fri Mar 24	Recommended period for <b>APPOINTING ELECTION JUDGES</b> . <sup>[2]</sup> (Schedule for first council meeting after period if no meeting during period.) See M §10.15 on giving notice to election judges. Notice of appointment must be given within 20 days after appointment.	City Council <sup>[1]</sup>	4.03 4.04 4.05	*54 <sup>th</sup> thru *43 <sup>rd</sup>
Thur Mar 16	<b>RECOMMENDED DATE TO PRINT BALLOTS</b> which have been prepared earlier.	City Secretary	8.16	*51 <sup>st</sup>
Fri Mar 17	Beginning date of period for mandatory office hours. City Secretary must keep office open for at least 3 hours a day during regular office hours on regular business days.	City Secretary	2.15	50 <sup>th</sup>
Tue Mar 21	Last day to order a <b>SPECIAL ELECTION</b> to fill a vacancy unless a law outside the EC provides for an earlier date.	City Secretary	13.06	46 <sup>th</sup>
Mar 21	The SOS recommends conducting the first test of automatic tabulating equipment and the first logic and accuracy test on precinct scanners and DREs on this day. Notice of these tests must be published 48 hours before the testing.	City Secretary		*46 <sup>th</sup>
Wed Mar 22	<b>FIRST DAY TO MAIL EARLY BALLOTS, IF AVAILABLE.</b> Note the roster of persons mailed ballots is not available to the public until the first business day after election day [See M §16.56(g)].	City Secretary	16.57	45 <sup>th</sup>
Mon Mar 27	If a <b>SPECIAL ELECTION</b> to fill a vacancy is held in conjunction with the general election, and the <b>SPECIAL ELECTION</b> was called after the 70 <sup>th</sup> day before the election, <b>this is the LAST DAY FOR FILING AN APPLICATION</b> for a place on the ballot in the <b>SPECIAL ELECTION</b> . Note: The deadline for a write-in candidate for this special election is Feb 21, the 74 <sup>th</sup> day.	City Council	13.06(a)(2)	40 <sup>th</sup>
Wed Mar 29	<i>Last day to mail balloting materials for early voting by mail, to persons whose applications were accepted 8 days or more before the 45<sup>th</sup> day.</i>	City Secretary	16.57	38 <sup>th</sup>
Sat Apr 1	<b>LAST DAY</b> for a candidate in a <b>SPECIAL ELECTION</b> with a filing deadline of the 40 <sup>th</sup> day, to withdraw or be declared ineligible and have name removed from the ballot. (5 <sup>th</sup> day after 40 <sup>th</sup> day) The 35 <sup>th</sup> day is Sat, but this deadline is not extended.	City Secretary	11.24(b) & (c)	35 <sup>th</sup>
Thur Apr 6	Due date for filing first report of campaign contributions and expenditures by opposed candidates and specific-purpose committees supporting or opposing opposed candidates by 5 p.m. or midnight if filed electronically. City secretary's office should stay open until 5 p.m.	City Secretary	18.06	30 <sup>th</sup>

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Date	Action	By or With Whom Taken	Manual Ref. §	Column 5
Apr 6	Last day for submitting voter registration application in time to vote at the election or for requesting transfer of registration in time to vote in new precinct not in the same county and territory.	Registrar	6.23(g) 6.25(b)	30 <sup>th</sup>
Apr 6-Wed Apr 26	PERIOD FOR PUBLISHING NOTICE OF ELECTION. Must be published at least once in a newspaper during this period.	Mayor <sup>(1)</sup>	10.12 20.04	30 <sup>th</sup> thru 10 <sup>th</sup>
Apr 6	Minimum 10 <sup>th</sup> day to begin posting continuous notice if signature verification committee meets Apr 16.	City Secretary	16.72	30 <sup>th</sup>
Apr 6	Recommended last day to notify presiding judges of duty to hold election.	Mayor	10.15	*30 <sup>th</sup>
Apr 6	Recommended last day to request voter registrar to prepare lists of registered voters and furnish statement of residence forms to be used in conducting the election.	City Secretary	6.32(d) 6.35 7.42	*30 <sup>th</sup>
Fri Apr 14	Recommended last day to check the SOS website to determine if a waiver has been issued for the partial manual recount of electronically counted ballots. The requirement for partial manual recount does not apply to DRE equipment.	City Secretary	9.45	*22 <sup>nd</sup>
Apr 14-Thur Apr 27	<i>Possible period for posting notice amending notice of branch early voting polling places.</i>	City Secretary	16.22(k)	22 <sup>nd</sup> thru 9 <sup>th</sup>
Sat Apr 15 (Apr 14 Recommended)	LAST DAY for POSTING NOTICE OF ELECTION on bulletin board for posting notices of city council meetings. The 21 <sup>st</sup> day is on Sat. Technically, the notice can be delayed until Mon, Apr 17, but it is better practice to post no later than Fri, Apr 14, which is the 22 <sup>nd</sup> day before the election.	City Secretary <sup>(1)</sup>	10.12(c)	21 <sup>st</sup>
Sun Apr 16	<i>First day a signature verification committee may begin work.</i>	City Secretary	16.72	20 <sup>th</sup>
Mon Apr 17	<i>Last day for unregistered applicant to submit a federal postcard application and be eligible to vote a full ballot. (The 20<sup>th</sup> day before the election is Sun, Apr 16. The deadline is extended so that if the application is placed in the mail by Mon, Apr 17, it is timely.)</i>	City Secretary	17.02(a) & (d)	20 <sup>th</sup> (19 <sup>th</sup> )
Tue Apr 18	<i>Last day for publication of notice of the test of automatic tabulating and DRE equipment to be used in early voting if the test is on Apr 21. See the entry for Apr 21 for complications with San Jacinto Day. (Notice for tabulating equipment must be 48 hours before date of test. Notice for DRE equipment must be 48 hours before test begins.) Because of the complications with Apr 21, it is strongly recommended that this notice be given earlier for an earlier test date.</i>	City Secretary	7.38(d) 7.40	18 <sup>th</sup>
Apr 18	<i>Last day early voting clerk, upon receipt of defective early voting application, must mail 2<sup>nd</sup> application with explanation of defects and instructions.</i>	City Secretary	16.53(c)	18 <sup>th</sup>

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Date	Action	By or With Whom Taken	Manual Ref. §	Column 5
Wed Apr 19	<i>Last day to begin posting continuous notice of schedule for branch early voting polling places. (5<sup>th</sup> day before beginning of early voting by personal appearance.)</i>	City Secretary	16.22(k)	17 <sup>th</sup>
Thur Apr 20	<i>Last day to receive application from voter delivered in person for a ballot to be voted by mail (by close of business). Fri, Apr 21 is San Jacinto Day, a state holiday; Therefore, Thurs, Apr 20 appears to be the last business day before the start of early voting by personal appearance. If your office will be open on Apr 21, consult the secretary of state about which will be the last day.</i>	City Secretary	16.51(e)(5)	16 <sup>th</sup>
Fri Apr 21	<i>Last day for conducting first test of automatic tabulating and DRE equipment to be used for early voting (at least 48 hours before it is used). Fri, Apr 21 is San Jacinto Day, a state holiday, but this deadline may not be extended and still meet the 48 hours requirement; therefore, if the city secretary's office is closed for San Jacinto Day, the test should be conducted before this day. For notice requirements, see the entry for Apr 18.</i>	City Secretary	7.38(d) 7.40(c) & (d)	15 <sup>th</sup> or (earlier if office is closed)
Sun Apr 23	<i>First day cities holding joint election with county having population of 100,000 or more may convene the early voting ballot board to process mail ballots. 24-hour notice must be posted for each delivery of voting materials made before election day. If notice requirements have been followed, the board may process the materials but not count the ballots until after the end of the period of early voting by personal appearance. (9<sup>th</sup> day before end of early voting by personal appearance is the 13<sup>th</sup> day before election.)</i>	City Secretary	16.74(a)	13 <sup>th</sup>
Mon Apr 24	<b>STATUTORY DEADLINE FOR NOTIFYING JUDGES OF DUTY TO HOLD THE ELECTION.</b> Fri, Apr 21 is San Jacinto Day, a state holiday. This deadline is extended to Mon, Apr 24, the 12 <sup>th</sup> day.	Mayor	10.15(a)	15 <sup>th</sup> (12 <sup>th</sup> )
Apr 24	Last day to challenge write-in candidate for compliance. Fri, Apr 21 is San Jacinto Day, a state holiday. This deadline is extended to Mon, Apr 24, the 12 <sup>th</sup> day.	City Secretary	11.10(h)	15 <sup>th</sup> (12 <sup>th</sup> )
Apr 24	<b>FIRST DAY FOR EARLY VOTING BY PERSONAL APPEARANCE.</b> If voting will be conducted on Sat or Sun, Apr 29 or 30, notice of schedule must be posted at least 72 hours before first hour of the weekend voting. (The city council must also designate 2 weekdays that early voting will be conducted for 12 hours.)	City Secretary	16.21 16.22(d) & (i)	12 <sup>th</sup>
Apr 24	First day for new illness or disability allowing late application for late (emergency) early voting.	Voter	17.16	12 <sup>th</sup>
Tue Apr 25	Last day to receive application by mail for a ballot to be voted by mail, including an FPCA, by 12 noon or close of business, whichever is later.	City Secretary	16.51(d) 17.02(b)	11 <sup>th</sup>
Wed Apr 26	<b>LAST DAY FOR PUBLICATION OF NOTICE OF ELECTION.</b>	Mayor <sup>(1)</sup>	10.12	10 <sup>th</sup>

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Date	Action	By or With Whom Taken	Manual Ref. §	Column 5
Apr 26	Last day to post notice if early voting will be conducted on Sat, Apr 29. Must be posted 72 hours before voting begins.	City Secretary	16.22(k)	10 <sup>th</sup>
Thur Apr 27	Last day to post notice if early voting will be conducted on Sun, Apr 30. Must be posted 72 hours before voting begins.	City Secretary	16.22(k)	9 <sup>th</sup>
Fri Apr 28	Due date for filing second report of campaign contributions and expenditures by 5 p.m. or midnight if filed electronically.	City Secretary	18.06(c) 18.08(a) & (c)	8 <sup>th</sup>
Sun Apr 30	Recommended last day for publication of notice of first test of automatic tabulating equipment to be used at a <b>polling place</b> if the first test is on May 3. Notice must be published at least 48 hours before date of test.	City Secretary	7.40(d)	*6 <sup>th</sup>
Apr 30	Recommended last day for publication of notice of first test of DRE equipment to be used at a <b>polling place</b> if the first test is on May 3. Notice must be published at least 48 hours before <b>test begins</b> for DRE's. To assure 48 hours before test begins, notice should be published by 3 <sup>rd</sup> day before date of test.  <b>NOTE:</b> Even though Apr 30 is a Sun, these deadlines are not extended because these notices are contingent on testing being conducted on May 3. Tests and notices could be delayed, but this is not advisable.	City Secretary	7.38(d)	*6 <sup>th</sup>
Mon May 1	Last day for publication of notice of first test of automatic tabulating equipment to be used at a central counting station if the first test is on May 4. (48 hours before date of test.)	City Secretary	7.40(b) & (d)	5 <sup>th</sup>
May 1	<i>First day for death in family to qualify for late (emergency) early voting.</i>	City Secretary	17.31	5 <sup>th</sup>
Tue May 2	<b>LAST DAY OF REGULAR EARLY VOTING BY PERSONAL APPEARANCE.</b>	City Secretary	16.21(c)	4 <sup>th</sup>
May 2	Recommended day for first test of automatic tabulating equipment to be used at a <b>polling place</b> or <b>central counting station</b> and DRE equipment to be used at a polling place. If tests are conducted on this recommended day, make sure all notices have been published. See entries for Apr 30 and May 1 for deadlines for notice publication.	City Secretary	7.40(d)	*4 <sup>th</sup>
May 2- Sat May 6	<i>As soon as early voting is over, and until 7:00 p.m. May 6, early voting materials may be delivered to the early voting ballot board if notice requirements have been followed. (Continuous notice posted for 24 hours before delivery.) The board may process the materials but may not count the ballots until polls open on election day; unless, the election is held jointly with a county with population of 100,000 or more, in which case, ballots may be counted.</i>	City Secretary	16.74(a) & (c)	4 <sup>th</sup> thru close of polls
Wed May 3	<i>Last day to receive an application to cancel mail ballot without also returning the ballot..</i>	City Secretary	16.59(a)	3 <sup>rd</sup>

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Date	Action	By or With Whom Taken	Manual Ref. §	Column 5
May 3	Last day for conducting first test of automatic tabulating equipment to be used at a <b>polling place</b> (at least 48 hours before used for counting on election day). To assure 48 hours before 7 a.m. of election day, test must be by 3 <sup>rd</sup> day before. Notice must be published at least 48 hours before date of test.	City Secretary	7.40(c) & (d)	3 <sup>rd</sup>
May 3	Last day for conducting first test of DRE equipment to be used at a <b>polling place or central counting station</b> (at least 48 hours before voting begins on election day). To assure 48 hours before 7 a.m. of election day, test must be by 3 <sup>rd</sup> day before. Notice must be published at least 48 hours before test begins for DREs.	City Secretary	7.38(d)(1) & (2)	3 <sup>rd</sup>
May 3- Fri May 5	<i>Recommended time to prepare list of registered voters for early voting ballot board if more than one early voting polling place. A new law for 2016 requires the early voting clerk to mark the names on the list of registered voters of persons who voted early before this list is delivered to the precinct election judges.</i>	City Secretary	16.76 16.83(a)	*3 <sup>rd</sup> thru 1 <sup>st</sup>
May 3- Fri May 5	<i>Period to apply for late (emergency) early voting because of death in family May 1 or later. Requires absence from county on election day.</i>	City Secretary	17.33	3 <sup>rd</sup> thru 1 <sup>st</sup>
May 3- Sat May 6	<i>Period to apply for late (emergency) early voting because of illness or disability originating on or after Apr 24.</i>	City Secretary	17.17	3 <sup>rd</sup> thru Election Day, 5 p.m.
Thur May 4	Last day for first test of automatic tabulating equipment to be used at a <b>central counting station</b> . Test must be conducted at least 48 hours before the equipment is used for counting ballots. Notice must be published at least 48 hours before date of test.	Presiding Judge	7.40(b)	2 <sup>nd</sup>
Fri May 5	<i>Last day to deliver precinct list of registered voters with the early voting voters marked, to presiding judges and recommended date for delivery of supplies to presiding judges.</i>	City Secretary	7.47(b) 16.83(j)	1 <sup>st</sup>
May 5	Recommended date for delivery of equipment to polling places (statutory deadline is 6 a.m. on election day).	City Secretary	7.48	*1 <sup>st</sup>
May 5	RECOMMENDED DAY TO POST NOTICE OF COUNCIL MEETING to canvass the returns if canvass will be on 3 <sup>rd</sup> day after election. Notice must be posted at least 72 hours before time of meeting.	City Secretary	9.42(b)	*1 <sup>st</sup>
May 5	<i>Last day to submit an application (by close of business) for and vote a ballot by personal appearance due to death in immediate family that occurred May 1 or later.</i>	City Secretary	17.33(b)	1 <sup>st</sup>

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Date	Action	By or With Whom Taken	Manual Ref. §	Column 5
Sat May 6	<b>ELECTION DAY.</b> Polls are open 7 a.m. to 7 p.m. Voting by sick or disabled voters at main early voting place, 7 a.m. to 7 p.m., where electronic voting systems are used at precinct polling place.	City Secretary	17.41	E Day
May 6	<i>7 a.m. to 7 p.m. early voting clerk's office must remain open for early voting activities.</i>	City Secretary	9.23	E Day
May 6	<i>7 a.m. to 7 p.m. early voting clerk may receive marked mail ballots from the voter in-person, upon showing of one of the accepted forms of identification. The ballot must be inside the sealed carrier envelope with the voter's signature across the flap.</i>	City Secretary	16.58(c)	E Day
May 6	<i>5 p.m. deadline for late applications for ballots from voters who became ill or disabled Apr 24 or later.</i>	City Secretary	17.16 17.17	E Day
May 6	<i>Deliver early voting ballots, etc., to early voting ballot board. Second key to ballot box is delivered by chief of police or marshal.</i>	City Secretary	16.73(a)	E Day
May 6	<i>7 pm deadline for receiving ballots from voters who became ill or disabled Apr 24 or later.</i>	City Secretary	17.17	E Day
May 6	<i>7 pm deadline for receiving early voting mail ballots. After regular mail delivery, check mail box for early voting mail ballots.</i>	City Secretary	9.23(c) 16.58(a)	E Day
May 6	Receive precinct records, voted ballots, etc. (Chief of police or marshal receives keys to ballot boxes containing voted ballots.)	City Secretary Mayor	9.33(d) 9.34	E Day
May 6	UNOFFICIAL TABULATION OF RESULTS.	City Secretary	9.35	E Day
Mon May 8	<i>First day for public access to early voting by mail roster and applications and for mailed early voting ballot materials. <b>EXCEPTION:</b> Roster and materials for voters who submitted an annual ABBM are not available for public access until after the last election for which the annual application applies.</i>	City Secretary	9.49(d) 16.56(g) 16.522(f)	+2
May 8	<i>Last day to deliver provisional ballots to Voter Registrar of each county in which city is located.</i>	City Secretary	9.41(a)	+2
Tue May 9	Provide Official STATEMENT OF ELECTED OFFICER NOT APPOINTED BY THE GOVERNOR and OATH OF OFFICE to candidates who appear to have won, or may win. These are now <b>Secretary of State Forms 2201 and 2204</b> . These are provided at this time for information. They must be signed after the canvass.	City Secretary	12.32(d)	*+3
May 9	First day elected officials may take office in a city that cancelled its election; except in a Type A general law city. For Type A general law cities, see the entry for May 12.	City Council/ City Secretary	10.24(d)	+3

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Date	Action	By or With Whom Taken	Manual Ref. §	Column 5
May 9- Mon May 15	<i>Period during which early voting ballot board may meet to count ballots received from outside the United States if the early voting clerk certifies that all ballots mailed from outside the United States have been received.</i>	Early Voting Ballot Board	16.74(f)(1)	+3 thru +9
May 9- Wed May 17	PERIOD FOR OFFICIAL CANVASS. Mayor sets exact day and hour. City secretary records results in election register as soon as practicable after canvass. [Canvass may occur before 11 <sup>th</sup> day only if all FPCA ballots have been received and the EVVB has completed the count of provisional ballots.]	City Council/ City Secretary	9.42(b) 9.44	+3 thru +11
May 9- Wed May 17	<i>Completion before canvass of report of early votes cast for each candidate or measure, by election precinct.</i>	City Secretary	16.87	+3 thru +11
May 9- Wed May 17	AFTER CANVASS, ISSUE CERTIFICATE OF ELECTION. A certificate of election may not be issued in a race if a recount is requested that involves the winning candidate in that race, until the recount is completed.	Mayor	12.23	+3 thru +11
May 9- Tue May 30	Partial manual count of electronically counted ballots if waiver not obtained from secretary of state, must begin not later than 72 hours after polls close and be completed by the +21 <sup>st</sup> day. +21 <sup>st</sup> day is Sat, May 27. The date is extended to Tue, May 30 (+24 <sup>th</sup> day), because Mon, May 29 is Memorial Day.	City Secretary	9.45	+3 thru +21 (+24)
Thur May 11	<i>Last day for receiving a ballot from outside the United States.</i>	City Secretary	16.58(b)	+5
Fri May 12	Last day for provisional voter to present ID to voter registrar or execute required affidavit.	Voter Registrar	16.261(g)	+6
May 12	<i>Early voting ballot board (EVBB) convenes to count early voting ballots received by Fri, May 12, from outside the United States, if the early voting clerk did not certify that all ballots mailed from outside the United States had been received earlier. (Provisional ballots may be processed at this time.)</i>	Early Voting Ballot Board	16.74(f)	+6
May 12	Last day for voter registrar to complete the review of provisional ballots.	Voter Registrar	9.41(d)	+6
May 12	Last day for general custodian of election records or presiding judge of the early voting ballot board to retrieve the provisional ballots from the voter registrar unless the voter registrar designates a time on the +7 day.	City Secretary	9.41(d) TAC §81.175 (d)(3)	+6
May 12	Type A elected officials may qualify and assume duties of office [LGC §22.006]. The statute states 5 <sup>th</sup> day after election, excluding Sundays. The resulting day is the 6 <sup>th</sup> day after. Officials may not take office until the canvass is complete unless the election was cancelled.	Candidate with City Secretary	12.34	+6
Sun May 14- Mon May 22	ORDERING OF RUNOFF ELECTION, if necessary, not later than 5 <sup>th</sup> day after canvass.	City Council or Mayor <sup>111</sup>	14.04	+8 thru +16

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Date	Action	By or With Whom Taken	Manual Ref. §	Column 5
Mon May 15	Last day for the EVBB to convene for counting the provisional ballots and any ballots received from outside the U.S. by Thur, May 11, if not already counted.	Early Voting Ballot Board	16.77(b)	+9
Tue May 16	Last day for presiding judge of EVBB to mail notices of rejected mail ballots to voters.	Presiding Judge of EVBB	16.78	+10
Wed May 17	LAST DAY for conducting the official canvass of the election.	City Council	9.42(b)	+11
Fri May 19- Tue May 30	Period during which notice of disposition of provisional ballots must be mailed to voters. If 10 <sup>th</sup> day is Sat or Sun (May 20-21), last day is Mon, May 22. If 10 <sup>th</sup> day is Sat, May 27, last day is Tue, May 30, because Mon, May 29 is Memorial Day.	Presiding Judge of EVBB	16.77(e)	By 10 <sup>th</sup> day after canvass
Mon May 29- Mon Jul 3	POSSIBLE PERIOD FOR RUNOFF ELECTION, depending on date of official canvass, unless a charter provides for a later date. If 45 <sup>th</sup> day after the last day to canvass is Sat, Jul 1, the deadline is extended to 47 <sup>th</sup> day, Mon, Jul 3.	City Secretary/ City Council	14.03	20 <sup>th</sup> -45 <sup>th</sup> day after canvass (20 <sup>th</sup> - 47 <sup>th</sup> )
Tue May 30	Last day for mailing results of manual count to secretary of state, if no waiver is obtained. +21 <sup>st</sup> day is Sat. The deadline is extended to Tue, May 30 (+24 <sup>th</sup> day) because Mon, May 29, is Memorial Day.	City Secretary	9.45	+21 (+24)
Mon Jun 5	Last day to transmit election results by city precinct in electronic form to secretary of state.	Mayor (Presiding Officer of the Canvassing Committee)	9.44	+30
Thur Jun 15	LAST DAY OF MANDATORY OFFICE HOURS.	City Secretary	2.15	+40
Thur July 6	First day for transfer of voted ballots from the locked ballot box to another secure container.	City Secretary	9.50(g)	+61
Mon July 17	Last day for timely filing of semiannual report of contributions and expenditures. July 15 is a Sat. The deadline is extended to Mon, July 17.	City Secretary	18.05	July 15 (July 17)
Mon Nov 6, 2017	Last day of preservation period for ballots and other precinct election records of city election.	City Secretary	9.50(g)	+6 months

#### Endnotes

[1] Follow home-rule city's charter provision, if any.

[2] The city's governing body may choose to conduct a mock student election under EC §276.007. The major steps taken for a general election should be taken for a student election. The student election may be held on the first day before the election, but results must not be published until after the polls close on election day.

#### NOTE ON CALENDAR FOR SPECIAL OR RUNOFF ELECTION

To prepare a calendar for a special election to fill a vacancy in office, see M §13.02; for a special election on a measure, see M §15.02; for a runoff election, see M §14.03.

#### NOTE ON CONTEXT

When reading a section of the Election Code, remember to read the chapter and subchapter titles to determine if the section you are reading applies to cities.

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## AGENDA ITEM REPORT

### Item 4

Meeting Date: January 9, 2017

Discussion  Action

Submitted By: Dennis Burn, CM.

Reviewed By:  City Manager  City Secretary  City Attorney  
 Accountant  Other: Glennell Miller

Department: Administration

Budgeted Expense:  YES  NO  N/A

Amount: N/A

#### Attachments:

1. Resolution R2017-01

#### Agenda Item / Topic:

ITEM 4. **DISCUSSION/ACTION** – Consideration of and action on Resolution R2017-01 of the City Council of the City of Ovilla, Texas, appointing a deputy city secretary and providing an effective date.

#### Discussion / Justification:

In the recent month the city secretary was unexpectedly absent for an extended period including during the December 12, Ovilla Council Meeting. It would benefit staff and Council to have a deputy city secretary appointed to be able to act in complete and official capacity as the city secretary in the event of an emergency absence. This requires Council to make an appointment.

Glennell Miller has been with Ovilla since 2012 as an assistant to the city secretary. With Council's approval and appointment of Ms. Miller as Deputy City Secretary, the city manager will revise her job description. There will not be a monetary change for this position.

Ovilla's legal counsel prepared the resolution.

#### Recommendation / Staff Comments:

Staff recommends approval.

#### Sample Motion(s):

I move to approve Resolution R2107-01 of the City Council of the City of Ovilla, Texas, appointing Glennell Miller as Deputy City Secretary, effective January 09, 2017.

## RESOLUTION NO. R2017-01

### A RESOLUTION OF THE CITY COUNCIL OF THE CITY OVILLA, TEXAS, APPOINTING A DEPUTY CITY SECRETARY AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Ovilla, Texas, has previously created and currently maintains an office of City Secretary; and

WHEREAS, in the absence of the City Secretary, there is no authority to attest or sign on behalf of the City or serve in that official capacity; and

WHEREAS, the City Council has determined that there is a need to have a Deputy City Secretary to during an absence of the City Secretary.

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

**SECTION 1.** Glennell Miller is hereby appointed Deputy City Secretary of the City of Ovilla, Texas. During an absence of the City Secretary, the Deputy City Secretary shall perform the duties, and shall have the powers, of the office of the City Secretary. The Deputy City Secretary shall report directly to the City Secretary.

**SECTION 2.** This resolution shall be in force and effect immediately upon passage and approval.

RESOLVED, PASSED and APPROVED, this 9<sup>th</sup> day of January 2017.

**CITY OF OVILLA, TEXAS**

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Richard Dormier, Mayor

ATTEST:

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Pamela Woodall, City Secretary

AGENDA ITEM REPORT  
Item 5 – Items pulled from Consent

Meeting Date: January 09, 2017

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 ...