

City of Ovilla City Council

Rachel Huber, Place One

Dean Oberg, Place Two

David Griffin, Place Three, Mayor Pro Tem

Richard Dormier, Mayor

Doug Hunt, Place Four

Michael Myers, Place Five

John R. Dean, Jr. City Manager

NOTICE OF CITY COUNCIL BRIEFING SESSION 105 S. Cockrell Hill Road, Ovilla, TX 75154

Monday, March 12, 2018

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 March 12, 2018 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, on the 09th day of March 2018 prior to 6:00 p.m., in compliance with Chapter 551, Texas Government Code.



A handwritten signature in blue ink that appears to read "Pamela Woodall".

Pamela Woodall, City Secretary

DATE OF POSTING: 3-9-2018 TIME: 6:00 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

Rachel Huber, Place One

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Michael Myers, Place Five

John R. Dean, Jr. City Manager

105 S. Cockrell Hill Road, Ovilla, TX 75154

Monday, March 12, 2018

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, March 12, 2018** 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
- US. Pledge of Allegiance and TX Pledge

II. COMMENTS, PRESENTATIONS

▪ **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.

▪ **Presentations**

1. Proclamation: Meals on Wheels
2. Service League presentation to the Fire Department (results from benefit dinner)

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. January 2018 Financial Transactions over \$5,000
- C2. Interlocal Cooperation Agreement with Ellis County Elections office for the lease of the Auto-Mark.
- C3. DPS Interlocal Contract
- C4. Minutes of the February 12, 2018 Briefing Session and Regular Council Meeting.

IV. REGULAR AGENDA

ITEM 1. DISCUSSION/ACTION – Consideration of and action on Resolution R2018-10 accepting the Annual Financial Audit Report prepared by Yeldell, Wilson, Wood and Reeve, P.C., for the year ended September 30, 2017.

ITEM 2. DISCUSSION/ACTION – Consideration of and action on engaging Yeldell, Wilson, Wood and Reeve, P.C., to prepare the Annual Financial Audit Report for the fiscal year ending September 30, 2018 and authorizing the Mayor to execute said documents.

ITEM 3. DISCUSSION/ACTION – Consideration of and action on Ordinance 2018-04 of the City of Ovilla, Texas, approving a tariff authorizing an annual rate review mechanism (RRM) as a substitution for the annual interim rate adjustment process defined by Section 104.301 of the Texas Utilities Code, and as negotiated between ATMOS Energy Corp, Mid-tex Division and the Steering Committee of Cities served by ATMOS; requiring the company to reimburse cities' reasonable ratemaking expenses; providing a savings clause; providing a severance clause; providing an effective date; providing for publication; and requiring delivery of this ordinance to the Company and legal counsel for the Steering Committee.

City of OVILLE City Council

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ITEM 4. *DISCUSSION/ACTION* – Receive presentation from Oncor representative, Mr. Kenneth Govan to consider and act on new lighting tariff LED Streetlights Maintenance Program offered through Oncor Electric Delivery Company, LLC, authoring the city manager to execute said streetlight maintenance authorization for LED replacement documents.

ITEM 5. *DISCUSSION/ACTION* – Consideration of and action on a Site Plan Application submitted by Grace Church of Ovilla, 519 Westmoreland Road, Ovilla, Texas, for the construction of an educational building, authorizing the issuance of a building permit.

ITEM 6. *DISCUSSION/ACTION* – Consideration of and action on NetGenius Report of Findings and General Assessment of IT Infrastructure.

ITEM 7. *DISCUSSION/ACTION* – Consideration of and action on Resolution R2018-11 approving a proposal from Ellis County Precinct #4 to reclaim/rehabilitate Ovilla Oaks authorizing the Mayor to execute said documents.

ITEM 8. *DISCUSSION/ACTION* – Consideration of and action on Resolution R2018-12, approving a proposal from Ellis County Precinct #4 to reclaim/rehabilitate Suburban Drive authorizing the Mayor to execute said documents.

ITEM 9. *DISCUSSION/ACTION* – Consideration of and action on Resolution R2018-13 of the City of Ovilla, Texas for a Master Interlocal Agreement made and entered into pursuant to the Texas Interlocal Cooperation Act, Chapter 791, Texas Government Code, by and between the North Central Texas Council of Governments (NCTCOG) and the City of Ovilla to provide one or more governmental functions and services, authorizing the Mayor to execute said documents.

ITEM 10. *DISCUSSION/ACTION* – Consideration of and action on Ordinance 2018-05 of the City of Ovilla, Texas, to amend Chapter 13, Article 13.03, Section 13.03.123 of the Code of Ordinances of the City of Ovilla establishing requirement for making billing adjustment for water leakage and; amend Chapter 13, Article 13.03.121 of the Code of Ordinances of the City of Ovilla establishing acceptable methods of payment of bills; repeal Chapter 13, Article 13.03, Section 13.03.115 of the Code of Ordinances of the City of Ovilla; and providing a savings clause; providing a severance clause; providing for incorporation into the Ovilla Code of Ordinances; providing for immediate effect; and providing for publication.

ITEM 11. *DISCUSSION/ACTION* – Discuss and consider to direct staff to prepare a Request for Qualifications (RFQ) for city engineering services and to solicit responses for council consideration.

ITEM 12. *DISCUSSION/ACTION* – Consideration of and action on the need for a three-way stop at Johnson Lane and Duncanville Road, directing staff to return with an ordinance for execution.

ITEM 13. *DISCUSSION/ACTION* – Receive recommendation from the Planning and Zoning Commission to consider and take action on the amendment to the text of Article 6, Section 53.1 of the Ovilla Comprehensive Zoning Ordinance No. 2010.013, providing a definition of the term "Dwelling Guesthouse" and direct staff as necessary to prepare an ordinance and meet legal requirements for adoption.

ITEM 14. *DISCUSSION/ACTION* – Consideration of and action on Resolution R2018-14, repealing Resolution R2012-006 in its entirety, which established a policy of Rules of Governance, and adopting a new policy on the governing body's Governance Process and Rules of Procedure and providing an effective date.

PROCLAMATION



March for Meals Month

WHEREAS, on March 22, 1972, President Richard Nixon signed into law a measure that amended the Older Americans Act of 1965 and established a national nutrition program for seniors 60 years and older;

WHEREAS, Meals on Wheels America established the National March for Meals Campaign in March 2002 to recognize the historic month, the importance of Older Americans Act Nutrition Programs – both congregate and home-delivered – and raise awareness about the escalating problem of senior hunger in America;

WHEREAS, the 2017 observance of the March for Meals campaign provides an opportunity to support Meals on Wheels programs that deliver vital and critical services by donating, volunteering and raising awareness about senior hunger and isolation;

WHEREAS, Older Americans Act Nutrition Programs – both congregate and home-delivered – in TEXAS have served our communities admirably for more than 40 years; and

WHEREAS, volunteer drivers for Meals on Wheels programs in TEXAS are the backbone of the program and they not only deliver nutritious meals to homebound seniors and individuals with disabilities, but also caring concern and attention to their welfare;

WHEREAS, Meals on Wheels programs in TEXAS provide nutritious meals to seniors throughout the State and help them maintain their health and independence and avoid unnecessary hospitalizations and/or premature institutionalization;

WHEREAS, Meals on Wheels programs in TEXAS provide a powerful socialization opportunity for millions of seniors to help combat loneliness and isolation;

WHEREAS, Meals on Wheels programs in OVILLA, TEXAS deserve recognition for the contributions they have made and will continue to make to local communities, our State and our Nation; and

NOW THEREFORE, I RICHARD DORMIER, MAYOR OF OVILLA, TEXAS do hereby proclaim March 2018 as March for Meals Month.

The governing body of the City of Ovilla urges every citizen to take time this month to honor our Meals on Wheels programs, the seniors they serve and the volunteers who care for them. Our recognition of, and involvement in, the national 2017 March for Meals campaign can enrich our entire community and help combat senior hunger and isolation in America.

Dated this 12 DAY of MARCH 2018

Richard Dormier, MAYOR OF OVILLA



CONSENT ITEMS C1 – C4

Meeting Date: March 12, 2018

Department: Administration/Finance

Discussion Action

Budgeted Expense: YES NO N/A

Submitted by: Staff

Amount: N/A

Attachments:

- C1. January 2018 Financial Transactions over \$5,000
- C2. Interlocal Cooperation Agreement with Ellis County Elections office.
- C3. DPS Interlocal Contract
- C4. Minutes of the February 12, 2018 Briefing Session and Regular Council Meeting.

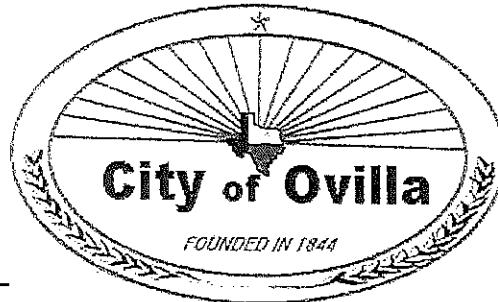
Discussion / Justification:

Recommendation / Staff Comments:

Staff recommends approval.

Sample Motion(s):

I move to approve the consent items as presented.



DATE: March 12, 2018

TO: Honorable Mayor and Council Members

FROM:
Linda Harding, Accountant

SUBJECT: Transactions Over \$5,000 For January 2018

**City of Ovilla Expenditures Over \$5,000
for the Month of JANUARY 2018**

Date	Check#	General Fund Payee	Description	Amount
01/05/2018	47282	T. M. R. S.	RETIREMENT	22,575.90
01/05/2018	47285	Gexa Energy	Electricity	5,171.20
01/05/2018	47295	Progressive / Waste Connections of Texas	SOLID WASTE	19,691.10
01/11/2018	DRAFT	QuickBooks Payroll Service	Created by Payroll Service	52,473.09
01/12/2018	47298	United States Treasury	75-1399345	10,350.50
01/12/2018	47324	Net Genius	I.T.	6,590.00
01/12/2018	47316	State Comptroller	State Crime Quarterly Report	20,212.95
01/12/2018	47318	Texas Municipal League	Insurance, Quarterly Payment	18,631.50
01/19/2018	47335	U.S. Bank	Bond Interest Payment	93,075.00
01/25/2018	DRAFT	QuickBooks Payroll Service	Created by Payroll Service	54,170.24
01/26/2018	47363	United States Treasury	75-1399345	8,925.24
1/31/2018	47391	City of Midlothian	Emergency Service	15,889.75
01/31/2018	47394	United Health Care	HEALTH INSURANCE FEBRUARY	12,320.35

Total General Fund Transactions \$5,000 and Over

\$ 340,076.82

Date	Check#	Water & Sewer Fund Payee	Description	Amount
1/18/2018	17046	City of Ovilla General Fund	Payroll	\$ 10,286.49
1/19/2018	17047	City of Ovilla General Fund	Solid Waste	\$ 21,854.95
1/19/2018	17043	City of Dallas	Water	\$ 24,820.40
1/26/2018	17054	City of Ovilla General Fund	Payroll	\$ 11,046.39
1/31/2018	17064	Trinity River Authority	Waste	\$ 20,473.20

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

\$ 88,481.43

03.12.2018

Consent Item C2

To
**Honorable Mayor
and Council**

Comments: Interlocal Cooperation Agreement with Ellis County Elections office for the lease of the Auto-Mark

From
**John R. Dean, Jr.
Pam Woodall**

BACKGROUND AND JUSTIFICATION:

Background/History: The Election Code requires the entity use an ADA voting device in all elections. The City leases the Auto-Mark from the Ellis County Election Office annually.

CC
**Linda Harding, Finance
Department**

Findings/Current Activity: With the upcoming City election, it is again necessary to provide this mandatory equipment.

Re
Auto Mark

Financial Impact: This is a funded item and has remained the same cost for many years.

STAFF RECOMMENDATION:

Staff recommends executing the contract for the lease of the Auto-Mark voting equipment and authorizes the expenditure (\$324.17) payable to Ellis County Elections Office.

City of Ovilla

Tel 972-617-7262

105 S. Cockrell Hill Road
Ovilla, Texas 75154

www.cityofovilla.org
jdean@cityofovilla.org





ELLIS COUNTY ELECTIONS

Jana Onyon
Elections Administrator

March 5, 2018

TO: Pamela Woodall, City of Ovilla
FROM: Jana Onyon, Elections Administrator
SUBJECT: Lease Agreement for AutoMark ADA Voting Device

Enclosed is the approved lease agreement between Ellis County and City of Ovilla for use of the AutoMark voting device for the Saturday, May 5, 2018 election. Please sign and return the agreement by Monday, April 9, 2018. Please return 1 copy and you can keep 1 copy. Agreement and payment can be mailed to:

Ellis County Elections
Attn: Jana Onyon
204 E Jefferson Street
Waxahachie, TX 75165

Check made payable to: "Ellis County Treasurer" with the note "for election lease" included with check documentation.

In order for the elections department to prepare the AutoMark for use, you are requested to provide the programming flashcard and 2-5 ballots by Monday, April 9, 2018. **You will need to contact Election Systems and Software to program your ballot and flashcard asap after ballot drawing. ESS contact is Ariela Matravers at 469-675-8954 or ariela.matravers@essvote.com.**

The AutoMark and list of registered voters for your jurisdiction will be available for pick up on Thursday, April 19, 2019 after the meeting.

A training course on the use of the AutoMark and an overview of the voter qualification procedures will be conducted on Thursday, April 19, 2018 at 2:00 PM at the elections department, 204 E Jefferson, Waxahachie, TX 75165. Please let me know if you will be attending the class or just picking up the automark.

If you have any questions concerning the above matter, please do not hesitate to contact us at 972-825-5195.

**INTERLOCAL COOPERATION CONTRACT FOR THE LEASE
OF VOTING MACHINES BETWEEN ELLIS COUNTY, TEXAS AND
CITY OF OVILLA**

THIS AGREEMENT is entered into on this _____ day of _____ 2018, by and between the County of Ellis, a local government as defined by Article 791.003(4) of the Texas Government Code (herein "County") and City of Ovilla, a local government as defined by Article 791.003(4) of the Texas Government Code, hereinafter referred to as Lessee.

RECITALS:

WHEREAS: Article 123.032(b) of the Texas Election Code provides that a political subdivision may lease equipment from a county in which the political subdivision is wholly or partly situated; and

WHEREAS: Article 123.032(c) of the Texas Election Code provides, with some limitations, that if a political subdivision desires to lease equipment owned by a county in which the political subdivision is wholly or partly situated, the county shall lease the equipment to the political subdivision under the terms agreed to by the parties; and

WHEREAS: County is the owner of certain voting machines identified as AutoMark Model A-100-00; and

WHEREAS: The purpose of Interlocal Agreements is to increase the efficiency and effectiveness of local governments by authorizing them to contract, to the greatest possible extent, with one another and with agencies of the state; and

WHEREAS: The sharing of voting machines constitutes a "governmental function and service," as defined in Article 791.003(3) (N) of the Texas Government Code, in which the contracting parties are mutually interested; and

WHEREAS: The lease constitutes a contract or agreement described in Article 791.011(c) (2) of the Texas Government Code to provide a governmental function or service that each party to the contract is authorized to perform individually; and

WHEREAS: Lessee has expressed its desire to contract with County for the rental of the herein above described voting machines and certifies under Article 791.011(d) (3) of the Texas Government Code, that sufficient funds from current revenues are available to pay the obligation set out herein, in an amount, as required by Article 791.011(e), that fairly compensates County; and

WHEREAS: County is willing to contract with Lessee to enter into an agreement for the lease of said machines upon the terms and conditions set out hereinafter.

AGREEMENT:

NOW THEREFORE, for value received and in consideration of the covenants, conditions, and premises herein contained, the parties agree as follows;

1. County agrees to lease to Lessee the Voting Machines for a fee of **\$324.17** per machine paid in advance. Said payment is for a period of **April 19, 2018** through **May 9, 2018** and is **due by 2:00 p.m. the tenth day before the lease period begins**. Lessee agrees to pay the contract amount, prior to receiving the equipment, and no later than 10 days before the beginning of the lease period. Check made payable to: "Ellis County Treasurer" with the note "for election lease" included with check documentation.

2. In the event the equipment leased from County to Lessee pursuant to this lease is stolen, lost, damaged, vandalized, destroyed or rendered inoperable, whether intentional or not, Lessee agrees to reimburse County for the full cost of replacement or repair of such equipment. The repair cost shall be determined by the equipment service vendor. The Lessee's payment for repair or replacement costs for damaged or lost equipment, or service cost resulting from same shall be remitted to County by Lessee within thirty (30) days of written notice of loss sent by County to Lessee.

3. County shall supply the Lessee with **ONE (1)** AutoMark Model A-100-00 machines.

4. Lessee is responsible for the following actions or functions:
 - A. Contacting Election System and Software, Inc., herein ES&S, for coding of AutoMark voting machines.
 - B. Ordering Optical Scan Ballots and Flashcard for the AutoMark.
 - C. Pick-Up of equipment from the Elections Administrator's Office.
 - D. Return of equipment to Elections Administration Office by 4:00 p.m. on the next business day after the election.
 - E. Reasonable care to prevent theft of or damage to the AutoMark voting machines.

5. Lessee shall designate individuals at each location to be in charge of operations who will oversee the receipt, care, custody, and control of the machines ("Designated Individuals"). Prior to delivery of the machines, Lessee shall obtain any training necessary for the proper operation and care of the machines for the Designated Individuals.

6. Lessee must designate Individuals for training in the proper operation of the AutoMark machines. ES&S may periodically provide training in the proper use of the AutoMark machines. Designated Individuals should attend such training. The Elections Administrator will also provide training to Lessees and its Designated Individuals. The Lessee shall pay any costs of training Designated Individuals, as well as other personnel it may need to properly and lawfully conduct an election. The Elections Administrator must be satisfied that the Lessee is adequately

trained in the operation of the AutoMark machines prior to Lessee or its agent picking up any machines.

7. Lessee assumes full liability for the safekeeping of the Voting Machine(s) and all associated items such as inventory and supplies furnished by Ellis County. The Ellis County Elections Administrator will notify Lessee in writing of any damaged, missing, and unaccounted for machines or associated items and Lessee shall have up to thirty (30) days to research and rectify any discrepancies before payment is due. The Lessee agrees to pay for any destroyed, damaged, or missing machines or associated items.

8. Lessor is not responsible for the operation or accuracy of the machines or for the failure of the machines to operate in a proper or accurate manner. Lessee shall not be responsible for the failure of Lessee or its employees, its Designated Individual, or other agents or representatives to operate the machines properly. Lessee agrees to defend, indemnify, and hold harmless Ellis County from and against any election contest and from and against any and all claims made by any party regarding the accuracy, operation or use of the voting machines in recording or failing to record votes or for any purpose whatsoever or the training or lack of training in the proper use of the machines.

9. Lessee hereby agrees to indemnify and hold harmless County and its officers, officials, and employees from and against any loss, including claims, demands and causes of action and which loss, claim, demand or cause of action resulted from the performance or non-performance of Lessee or its agents, representatives or employees pursuant to the terms of this agreement.

10. This Agreement is entire as to all of the performance to be rendered under it. Breach of any material obligation to be performed by either party shall constitute a breach of the entire Agreement and shall give either party the right to immediately terminate this Agreement.

11. Lessee agrees to notify County of any change in the Designated Individuals within 14 calendar days of such change and will be responsible to assure the proper training of such individuals.

12. Either party hereto may voluntarily terminate this Agreement at any time upon sixty (60) days prior written notice to the other party sent as provided herein. Within seven (7) days after the date of termination, the Lessee shall return to County all Voting Machines, together with associated equipment and supplies.

13. Notice given pursuant to this Agreement shall be in writing and shall be given by United States certified mail, postage prepaid, addressed to the appropriate party as set forth below:

COUNTY: Jana Onyon, Ellis County Elections Administrator
204 E Jefferson Street
Waxahachie, Texas 75165

LESSEE:	Name of Entity	CITY OF OVILLA
	Name of Contact	PAMELA WOODALL
	Address for Notice	105 S. COCKRELL HILL RD.
		OVILLA, TEXAS 75154

The person and address to which notices are to be given may be changed at any time upon written notice to the other party.

14. The term of this Agreement shall continue in full force and effect for one year from the date of the Agreement. However, the agreement may expire at an earlier time through the complete fulfillment of the obligations set forth herein by all parties hereto.

15. This Agreement shall be construed under and in accordance with the laws of the State of Texas. Exclusive venue for any action taken relative to this agreement shall be Ellis County, Texas.

16. Neither party shall assign its rights, nor delegate its duties under this Agreement without prior written consent of the other party. Such unauthorized assignment and/or delegation shall, at the option of the non-assigning and/or non-delegating party be a material breach for which the non-assigning and/or non-delegating party may void this Agreement.

17. The provisions of this Agreement are not intended to create, nor shall they be in any way construed to create, a joint venture, a partnership, agency, or any other similar relationship between the parties. The Lessee acknowledges that it is an independent contractor and that it will be acting as an independent contractor in performing its obligations under this Agreement.

18. Ellis County is not obligated nor is it expected to file, defend the filing of, intervene into, or otherwise join or participate in any way in any litigation that may be filed by or against Lessee relating in any way either directly or indirectly to the use of the leased equipment or any training relating thereto. Should litigation be instituted by any other person or entity, Lessee shall, to the extent permitted by law, hold harmless and indemnify Ellis County against all claims, costs and expenses, including attorney's fees, arising from the use of the leased equipment and/or any training relating thereto, as well as any other action filed against Lessee or Ellis County or the Ellis County Elections Office's actions associated with this agreement.

19. This Agreement shall supersede any and all other agreements for services specified hereunder, whether oral or written.

20. This Agreement shall not be amended or modified, except in writing signed by authorized representatives of the Lessee, County, and the County Elections Office.

21. This agreement replaces all other agreements or contracts, if any, by and between the Parties hereto as they pertain to lease of voting machines.

22. This agreement shall become effective after the authorization and approval of the governing body of Lessee acting through its presiding officer or official and upon approval by the Commissioners Court of Ellis County, Texas, as Lessor, acting through its County Judge.

IN WITNESS WHEREOF, the parties have executed this Agreement on the date and year first written above.

County of Ellis, State of Texas:

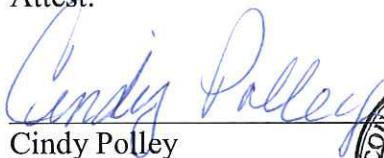
Lessee:



Carol Bush
Ellis County Judge

By: _____
Signature of Authorized Representative

Attest:



Cindy Polley
Ellis County Clerk
2-27-2018



Printed Name and Title of Authorized Representative of Lessee (City, School, or Special District)


Jana Onyon
Ellis County Elections Administrator

Name of Lessee (City, School District, or Special District)

Telephone: _____

E-Mail: _____

Signed Agreement and payment for lease shall be mailed to:

Ellis County Elections

Attn: Jana Onyon

204 E Jefferson Street

Waxahachie, TX 75165

Check made payable to: "Ellis County Treasurer" with the note "for election lease" included with check documentation.

To
Honorable Mayor
and Council

Comments:

From
John R. Dean, Jr.
Brian Windham

BACKGROUND AND JUSTIFICATION:

Background/History: The Texas Department of Public Safety sells necessary items for processing certain evidence. Specifically, they sell alcohol blood test kits needed for the prosecution of a DWI arrest. These kits are sent to the lab for testing in order to determine blood alcohol concentration. In addition, DPS sells other items such as DWI paperwork, gunshot residue kits and syringe transport tubes.

CC
Linda Harding, Finance
Department

Findings/Current Activity: The Ovilla Police Department currently purchases these items from DPS. An updated contract is in order according to DPS.

Re
DPS Contract

Financial Impact: No additional impact.

STAFF RECOMMENDATION:

Staff recommends executing the new contract in order to continue business.

City of Ovilla

Tel 972-617-7262

105 S. Cockrell Hill Road
Ovilla, Texas 75154

www.cityofovilla.org
jdean@cityofovilla.org



TEXAS DEPARTMENT OF PUBLIC SAFETY

5805 N LAMAR BLVD • BOX 4087 • AUSTIN, TEXAS 78773-0001

512/424-2000

www.dps.texas.gov



STEVEN C. McCRAW
DIRECTOR
DAVID G. BAKER
ROBERT J. BODISCH, SR.
SKYLOR HEARN
DEPUTY DIRECTORS

COMMISSION
STEVEN P. MACH, CHAIRMAN
MANNY FLORES
A. CYNTHIA LEON
JASON K. PULLIAM
RANDY WATSON

August 1, 2017

To Whom It May Concern:

The Department of Public Safety Interlocal Cooperation Contract for General Stores supplies will expire August 31, 2017. Enclosed is the revised contract, which is effective as of the date of the last party to sign the contract and ends on August 31, 2021.

This year, all purchases require a current contract on file before DPS can process your order. This includes printed materials as well as intoxilyzer mouthpieces, alcohol blood test kits, gunshot residue kits, urine specimen kits, or syringe transport tubes.

Sincerely,

Michael Iffla, Director,
General Services Bureau

EQUAL OPPORTUNITY EMPLOYER
COURTESY • SERVICE • PROTECTION

**INTERLOCAL COOPERATION CONTRACT
DPS GENERAL STORES
P.O. BOX 15999
AUSTIN, TEXAS 78761-5999**

STATE OF TEXAS

TRAVIS COUNTY

THIS CONTRACT is entered into between the Department of Public Safety (DPS) and the Local Governmental Entity listed in Section I (Contracting Parties) under the authority of the Texas Government Code Chapter 791 (the Interlocal Cooperation Act) and in furtherance of the responsibilities of DPS as provided in Texas Government Code Chapter 411.

I. CONTRACTING PARTIES

Department of Public Safety

and

Local Governmental Entity: _____

Complete Address: _____ Street Address _____ City and State _____ Zip Code _____

Email Address:

II. STATEMENT OF SERVICE

DPS will provide certain forms, manuals, gunshot residue kits, and other supplies for the Local Governmental Entity to use in the Breath Testing and Laboratory Alcohol and Drug Testing Program. The purpose and objective of this Contract is to facilitate the use of uniform and consistent procedures, paperwork, printed materials, and supplies.

III. BASIS FOR CALCULATING COSTS

Costs will be in accordance with the DPS General Stores' non-DPS users price sheet.

IV. PAYMENT FOR SUPPLIES

Local Governmental Entity must submit full payment to DPS at the time of order. Payment will be made from the Local Governmental Entity's current revenues.

V. TERM OF CONTRACT

This Contract is effective as of the date of the last party to sign the contract and ends on August 31, 2021.

THE UNDERSIGNED CONTRACTING PARTIES bind themselves to the faithful performances of this Contract and have full authority to enter into this Contract on behalf of the respective parties.

If the governing body of a party is required to approve this Contract, it will not become effective until approved by the governing body of that party. In that event, this Contract will be executed by the duly authorized official of the party as expressed in the approving resolution or order of the governing body of said party, a copy of which must be attached to this Contract.

Name of Local Governmental Entity

DEPARTMENT OF PUBLIC SAFETY

Name of Agency

By: _____
Authorized Signature

By: _____
Authorized Signature

Title

Title

Date: _____

Date: _____

CITY OF OVILLA MINUTES

Monday, February 12, 2018

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 6:05 p.m., with notice of the meeting duly posted. Mayor Dormier made the following public announcement asking all individuals to be cognizant of the two signs at the entrance to the Council Chamber room referencing Sections 30.06 and 30.07 of the *Penal Code, persons licensed under Subchapter H, Chapter 411, Government Code may not enter this property with a concealed handgun nor enter this property with a handgun that is carried openly.*

The following City Council Members were present:

Rachel Huber	Council Member, Place 1
Dean Oberg	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, constituting a quorum. City Manager John R. Dean, Jr., including department directors, and staff were also present.

CALL TO ORDER

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

City Manager John Dean gave a brief review of each item on the agenda and discussed Consent items C3 and C5.

ADJOURNMENT

Mayor Dormier adjourned the Briefing Session of the Ovilla City Council at 6:20 p.m.

ATTEST:

Pamela Woodall, City Secretary

Richard Dormier, Mayor

Approved March 12, 2018

CITY OF OVILLA MINUTES

Monday, February 12, 2018

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
Dean Oberg	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 John R. Dean, Jr., department directors and various staff were also present.

CALL TO ORDER

PL2 Oberg gave the Invocation. PL1 Huber led the recitation of the Pledge of Allegiance and the recitation of the Pledge to the Texas Flag.

COMMENTS & PRESENTATIONS

Citizen Comments

1. Ms. Dani Muckleroy, 608 Green Meadows Lane: Inquired about a recent police report listed in the Monthly Police Report; Commented that the Annual Service League Spaghetti Dinner Benefit should be posted on the City's website; thanked Council members that participated the annual Salvation Army Christmas "ring bell" event, that helped raise over \$8k. Additionally, Ms. Muckleroy offered her personal view to Item 1 – her vote is no.
2. Pamilee Koval, owner of the new Pickard's House advised the building refurbishment was complete and invited Council to visit.

CONSENT AGENDA

- C1. December 2017 Financial Transactions over \$5,000
- C2. Quarterly Investment Report through December 2017
- C3. Committed Fund Balance through December 2017
- C4. Approve April 21 as official City Clean-up Day.
- C5. Approve *Movie Night in the Park* event
- C6. Minutes of the January 08, 2018 Briefing Session and Regular Council Meeting.

PL1 Huber moved to approve the Consent Items as presented, seconded by PL2 Oberg.

No oppositions, no abstentions.

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

PUBLIC HEARING

A public hearing was conducted regarding an appeal filed by Mr. Danny Giron on the denial of a solicitor's permit.

Mayor Dormier opened the hearing 6:38 pm
 There was no one to speak.
 Mayor Dormier closed the hearing at 6:39 pm.

REGULAR AGENDA

ITEM 1. DISCUSSION/ACTION – Consideration of and action on an appeal filed by Mr. Danny Giron to the City Council on the denial of a solicitor's permit as provided in Section 4.02.034 of the Ovilla Code of Ordinances.

Staff received a completed solicitor's application from Mr. Danny Giron, Inca Roofing Company, on January 26, 2018. Following the standard background investigation and finding inconsistency with the application and background information, staff contacted police personnel to review the documents. Following review with Ovilla Police Chief Windham and Lt. Bennett, it was recommended and determined that the permit be denied based on unsatisfactory results. Mr. Giron was notified in person on February 01, 2018 by the city secretary, which Mr. Giron inquired about his options. He chose to appeal. Mr. Giron was notified by letter on February 05, 2018 of his appeal hearing and was present at the Council meeting advising them that the grounds for the appeal were that he misunderstood a specific question on the application. Chief Windham also informed Council that Mr. Giron had been stopped twice by Ovilla PD for soliciting without a permit.

PL4 Hunt moved to support staff's denial of the solicitor's permit application to Mr. Danny Giron based on Section 4.02.033 and 4.02.038 of the Ovilla Code, seconded by Mayor Pro Tem Griffin.

No oppositions, no abstentions.

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

ITEM 2. DISCUSSION/ACTION – Consideration of and action on Ordinance 2018-03 of the City of Ovilla, amending Appendix "A" (Fee Schedule), Section A7.001 (Garbage Collection Fees) of the City of Ovilla Code of Ordinances, providing amended residential garbage collection fees; providing a savings clause; providing a severance clause; providing for incorporation into the Ovilla Code of Ordinances; providing for immediate effect; and providing for publication.

City Manager reviewed and found that the City's refuse company, Waste Connections, Inc., charges the City \$13.68 monthly per customer for solid waste service. The City charges its residents \$14.92 except Seniors. The Senior rate has been \$12.22 since at least 2013. The City Attorney has advised that the City cannot charge a customer less than what the City is charged for a service, therefore, the fee schedule requires amendment.

PL4 Hunt moved to approve Ordinance 2018-03 of the City of Ovilla, amending Appendix "A" (Fee Schedule), Section A7.001 (Garbage Collection Fees) of the City of Ovilla Code of Ordinances, providing amended residential garbage collection fees; providing a savings clause; providing a severance clause; providing for incorporation into the Ovilla Code of Ordinances; providing for immediate effect; and providing for publication, seconded by PL5 Myers.

No oppositions, no abstentions.

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

ITEM 3. DISCUSSION/ACTION – Consideration of and action to amend the text of Article 6, Section 53.1 of the Ovilla Comprehensive Zoning Ordinance No. 2010.013, providing a definition of the term "Dwelling Guesthouse" and direct staff as necessary for review, action and recommendation from the Planning and Zoning Commission and to return to Council for consideration.

*Richard Dormier, Mayor
 Rachel Huber, Place One
 Dean Oberg, Place Two*

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

Staff asked for Council direction regarding the addition of a definition for the word "temporary" to better clarify or omit questions when used in the "guesthouse" definition. With confirmation from legal counsel staff recommended that when referring to "temporary" 90-days is reasonable. The issue of course is enforcement and how important such enforcement is to the City. Staff was directed to take this item to the Planning & Zoning Commission for review and to return with recommendation.

No Action.

ITEM 4. DISCUSSION/ACTION – Consideration of and action on the review and revision to Chapter 10, Article 10, Section 10.02.423 of the Code of Ordinances regarding maintaining rights-of-way and direct staff as necessary.

Council and staff discussed the options to consider mowing the rights of way. The consensus was to make an amendment to the Code and bring an ordinance to Council for consideration.

No Action.

ITEM 5. DISCUSSION/ACTION – Consideration of and action on Resolution R2018-07 approving a First Amendment to the Water Tower Lease Agreement with Rise Broadband, authorizing the Mayor to execute said Agreement.

A representative from Rise Broadband was present to answer question about the current a lease and equipment on our water tower as well as the proposed amendment. Upon staff review, it was discovered that the company has had multiple name changes since the initial agreement. Staff requested an amendment be prepared to specifically identify the current name of the company.

- The changes were reviewed by the PW Director.
- The amendment was reviewed by the City Attorney.
- These changes will amount to an increase in revenue by \$17,013 annually.

PL2 Oberg moved to approve Resolution R2018-07 approving a First Amendment to the Water Tower Lease Agreement with Rise Broadband, authorizing the Mayor to execute said Agreement, seconded by PL1 Huber.

No oppositions, no abstentions.

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

ITEM 6. DISCUSSION/ACTION – Consideration of and action on Resolution R2018-08 for the selection of and approval of an Agreement by and between the City of Ovilla and Fund Accounting Solutions Technologies, Inc. (FAST) to provide the City's Enterprise Resource Planning Software, authorizing the Mayor to execute said Agreement.

Staff solicited proposals for an integrated software system to consolidate the City's financial and other operations into a single system. The City currently uses multiple systems. Fund Accounting Solutions Technologies, Inc. (FAST) gives the ability to merge these and several of our other systems into one platform. NetGenius (City's IT) and FAST staff have discussed the system and the city's capability to run it, including the security of the system. NetGenius had no issues or concerns with moving to this system. The annual maintenance cost is \$24,625.00. This would require a budget amendment at mid-year.

PL2 Oberg moved to approve Resolution R2018-08, for the selection of and approval of an Agreement by and between the City of Ovilla and Fund Accounting Solutions Technologies, Inc. (FAST) to provide the City's Enterprise Resource Planning Software, authorizing the Mayor to execute said Agreement documents, seconded by PL5 Myers.

No oppositions, no abstentions.

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

ITEM 7. **DISCUSSION/ACTION** – Consideration of and action on Resolution R2018-09 of the City Council of the City of Ovilla, Texas, repealing Resolution R09-009, and providing an effective date.

Mayor Pro Tem Griffin moved to approve Resolution R2018-09 of the City Council of the City of Ovilla, Texas, repealing Resolution R09-009, and providing an effective date, seconded by PL2 Oberg.
No oppositions, no abstentions.

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

ITEM 8. **DISCUSSION/ACTION** – Consideration of and action on review and revision of the Council Rules of Governance and direct staff to return with an amended Council Rules of Governance and resolution for adoption.

Staff conducted a review of the rules of Governance and found several items in need of consideration for change.

- The rules list multiple monthly regular meetings. City Council only meets regularly once a month.
- The rules define that the Mayor “prepares” the agenda. Currently the City Secretary prepares the agenda with direction from the City Manager and review/approval of the Mayor.
- There are a few grammatical errors such as a wrong word used.
- Administrator instead of Manager is used several places regarding the City Manager.
- The rules specify that regular City Council meetings will be held at the specific City hall address. I believe this should be the norm, but it does not allow for flexibility if something happens and the building cannot be used for a regularly scheduled meeting.

Additionally, certain language used to be included that pertained to the placement of agenda items as well as a timeline for those items. Staff was directed to make the corrections noted, and to include specific guidelines for agenda placement.

No Action.

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

N/A. No Action.

DEPARTMENT REPORTS

- Department Activity Reports / Discussion
 - Police Department
 - Monthly Report – reviewed.
 - Texas Law Enforcement Agency (Ovilla) Racial Profiling Report Submitted to TCOLE
 - Fire Department
 - Monthly Report - reviewed.
 - Public Works
 - Monthly Report – reviewed.
 - 1. Monthly Park Maintenance Reports
 - 2. Street Maintenance Report
 - Finance Department
 - December 2017 Financials – reviewed.
 - Bank Balances through February 07, 2018
 - Administration
 - City Manager Reports - reviewed.

<ol style="list-style-type: none"> 1. Monthly Report 2. Bridge Inspection Report <ul style="list-style-type: none"> • Monthly Municipal Court Report - reviewed • Monthly Code/Animal Control Reports - reviewed 	City Secretary P. Woodall City/AC Officer M. Dooly
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VI. EXECUTIVE SESSION

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

None.

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

<ol style="list-style-type: none"> 1. Mayor Dormier 2. PL1 Huber 3. PL2 Oberg 4. PL3 Griffin 5. PL4 Hunt 6. PL5 Myers 7. City Manager 	Reminder: Spaghetti Benefit dinner 02/16/2018 at 6 pm. None None None Review other engineering firms Research contract for special rates for residents to use landfill None
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ADJOURNMENT

PL2 Oberg moved to adjourn the meeting of February 12, 2018, seconded by PL1 Huber. There being no further business, Mayor Dormier adjourned the meeting at 8:34 p.m.

ATTEST:

Richard Dormier, Mayor

Pamela Woodall, City Secretary

Approved March 12, 2018

AGENDA ITEM REPORT

Item: 1

Meeting Date: March 12, 2018

Department: Administration/Finance

Discussion Action

YES NO N/A

Submitted By: John R. Dean, Jr., CM

Amount: \$N/A

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

Attachments:

1. Resolution R2018-10
2. Annual Financial Report FY 2016-2017

Agenda Item / Topic:

ITEM 1. **DISCUSSION/ACTION** – Consideration of and action on Resolution R2018-10 accepting the Annual Financial Audit Report prepared by Yeldell, Wilson, Wood and Reeve, P.C., for the year ended September 30, 2017.

Discussion / Justification:

Danny Strunc, with Yeldell, Wilson, Wood and Reeve, P.C., will present, review and answer questions on the Annual Financial Report for the City's fiscal year ended September 30, 2017.

Recommendation / Staff Comments:

Sample Motion(s):

I move that Council approve Resolution R2018-10, accepting the Annual Financial Audit Report for the year ended September 30, 2017, prepared by Yeldell, Wilson, Wood and Reeve, P.C.

RESOLUTION NO. R2018-10

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OVILLA, TEXAS ACCEPTING THE ANNUAL FINANCIAL AUDIT REPORT FOR THE YEAR ENDED SEPTEMBER 30, 2017, PREPARED BY YELDELL, WILSON, WOOD AND REEVE, P.C.

WHEREAS, Section 103.001. of the Local Government Code requires a municipality to have its records and accounts audited annually and shall have an annual financial statement prepared based on the audit, and;

WHEREAS, Section. 1.05.003. Audit of City Funds. The Code of Ordinances of the City of Ovilla in accordance to the Local Government Code, Section 103.001, requires the city audit to be performed by a licensed certified public accountant and filed with the city secretary within one hundred and twenty (120) days after the last day of each fiscal year.

WHEREAS, the City of Ovilla has an agreement with Yeldell, Wilson, Wood and Reeve, PC, to conduct and manage their annual audits and prepare financial statements.

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF OVILLA:

Section 1.

The City Council of the City of Ovilla hereby approves and accepts the Annual Financial Audit Report for the year ended September 30, 2017, prepared by Yeldell, Wilson, Wood and Reeve, P.C.

Section 2.

A copy of the said Annual Financial Audit Report is attached hereto as Exhibit "A" and made a part hereof for all purposes.

PASSED, APPROVED, AND RESOLVED this _____ day of _____ 2018.

APPROVED: _____

Richard Dormier, **MAYOR**

ATTEST: _____

Pamela Woodall, **CITY SECRETARY**

AGENDA ITEM REPORT

Item: 2

Meeting Date: March 12, 2018

Department: Administration/Finance

Discussion Action

Budgeted Expense: YES NO N/A

Submitted By: John R. Dean, Jr., CM

Amount: \$N/A

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

Attachments:

1. Engagement Letter

Agenda Item / Topic:

ITEM 2. **DISCUSSION/ACTION** – Consideration of and action on engaging Yeldell, Wilson, Wood and Reeve, P.C., to prepare the Annual Financial Audit Report for the fiscal year ending September 30, 2018 and authorizing the Mayor to execute said documents.

Discussion / Justification:

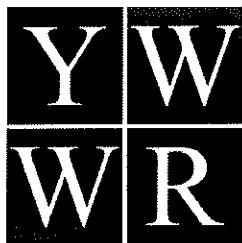
Council has the option under the current agreement to engage Yeldell, Wilson, Wood and Reeve, P.C., to prepare the Annual Financial Audit Report for the fiscal year ending September 30, 2018.

Recommendation / Staff Comments:

It is staff's recommendation to engage Yeldell, Wilson, Wood and Reeve, P.C., to prepare the Annual Financial Audit Report for the fiscal year ending September 30, 2018.

Sample Motion(s):

I move that Council approve engaging Yeldell, Wilson, Wood and Reeve, P.C., to prepare the Annual Financial Audit Report for the fiscal year ending September 30, 2018 and authorizing the Mayor to execute said documents.



YELDELL, WILSON, WOOD & REEVE, P.C.

CERTIFIED PUBLIC ACCOUNTANTS

Greer Yeldell, CPA | Glen Wilson, CPA | Tracie Wood, CPA | Joyce Reeve, CPA
Glenda Valek, CPA | Caitlyn Keller, CPA

February 15, 2018

To the Honorable Mayor and City Council of
City of Ovilla, Texas

We are pleased to confirm our understanding of the services we are to provide City of Ovilla, Texas for the year ended September 30, 2018. We will audit the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements of City of Ovilla, Texas as of and for the year ended September 30, 2018. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement City of Ovilla, Texas' basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to City of Ovilla, Texas' RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis.
- 2) Budgetary Comparison Information.
- 3) Schedule of Changes in Net Pension Liability and Related Ratios.
- 4) Schedule of Contributions.

We have also been engaged to report on supplementary information other than RSI that accompanies City of Ovilla, Texas' financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and we will provide an opinion on it in relation to the financial statements as a whole, in a report combined with our auditor's report on the financial statements:

- 1) Combining and Individual Fund Statements and Schedules.
- 2) Component Unit Financial Statements.
- 3) Supplementary Financial Data.

Honorable Mayor and City Council
City of Ovilla, Texas
Page Two

Audit Objective

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and will include tests of the accounting records and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit of City of Ovilla, Texas' financial statements. Our report will be addressed to the Honorable Mayor and City Council of City of Ovilla, Texas. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or may withdraw from this engagement.

Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards. In addition, an audit is not designed to detect immaterial misstatements, or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

Honorable Mayor and City Council
City of Ovilla, Texas
Page Three

Audit Procedures—Internal Control

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of City of Ovilla, Texas' compliance with the provisions of applicable laws, regulations, contracts, and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

Other Services

We will also assist in preparing the financial statements of City of Ovilla, Texas in conformity with U.S. generally accepted accounting principles based on information provided by you. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

We will also assist with any bookkeeping necessary to generate auditable balances and reconciliations of amounts to supporting documentation as needed.

Management Responsibilities

Management is responsible for designing, implementing, and maintaining effective internal controls, including monitoring ongoing activities; for the selection and application of accounting principles; and for the preparation and fair presentation of the financial statements in conformity with U.S. generally accepted accounting principles.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

Honorable Mayor and City Council
City of Ovilla, Texas
Page Four

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your

knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws and regulations.

You are responsible for the preparation of the supplementary information in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon or make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

You agree to assume all management responsibilities for financial statement preparation services and any other nonattest services we provide; oversee the services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing. If such assistance is provided by our audit staff, such services will be billed based on the actual time spent at our standard hourly rates, ranging from \$75 to \$225.

The audit documentation for this engagement is the property of Yeldell, Wilson, Wood & Reeve, P.C. and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to various agencies or its designee. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Yeldell, Wilson, Wood & Reeve, P.C. personnel. Furthermore, upon request, we may provide copies of selected audit documentation to various agencies or its designee. The various agencies or its designee may intend or decide to distribute the copies or information contained therein to others, including other governmental agencies.

Tracie Wood, CPA is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

Honorable Mayor and City Council
City of Ovilla, Texas
Page Five

Our fee for the audit, assistance with preparation of the financial statements and budget to accrual conversions will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.) and is estimated to be \$19,500. Our fees for bookkeeping time necessary to generate auditable balances and reconciliations of amounts to supporting documentation will be based on the actual time spent at our standard hourly rates. Our standard hourly rates, ranging from \$75 to \$225, vary according to the degree of responsibility involved and the experience level of the personnel assigned to perform the services. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 60 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate.

We appreciate the opportunity to be of service to City of Ovilla, Texas and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

Yeldell, Wilson, Wood & Reeve, P.C.

Yeldell, Wilson, Wood & Reeve, P.C.
Certified Public Accountants

RESPONSE:

This letter correctly sets forth the understanding of City of Ovilla, Texas.

Management signature: _____

Title: _____

Date: _____

Governance signature: _____

Title: _____

Date: _____

AGENDA ITEM REPORT

Item: 3

Meeting Date: March 12, 2018

Department: Administration

Discussion Action

Budgeted Expense: YES NO N/A

Submitted By: John R. Dean, Jr., CM

Amount: \$N/A

Reviewed By: City Manager City Secretary City Attorney

Accountant

Other:

Attachments:

1. Ordinance 2018-04 and Exhibit A
2. Atmos Energy Corporation Report

Agenda Item / Topic:

ITEM 3. **DISCUSSION/ACTION** – Consideration of and action on Ordinance 2018-04 of the City of Ovilla, Texas, approving a tariff authorizing an annual rate review mechanism (RRM) as a substitution for the annual interim rate adjustment process defined by Section 104.301 of the Texas Utilities Code, and as negotiated between ATMOS Energy Corp, Mid-tex Division and the Steering Committee of Cities served by ATMOS; requiring the company to reimburse cities' reasonable ratemaking expenses; providing a savings clause; providing a severance clause; providing an effective date; providing for publication; and requiring delivery of this ordinance to the Company and legal counsel for the Steering Committee.

Discussion / Justification:

BACKGROUND AND SUMMARY / Model Staff Report

The City, along with 171 other Mid-Texas Cities Served by Atmos Energy Corporation, Mid-Tex Division ("Atmos Mid-Tex" or "Company"), is a member of the Steering Committee of Cities Served by Atmos ("Cities"). In 2007, the Cities and Atmos Mid-Tex settled a rate application filed by the Company pursuant to Section 104.301 of the Texas Utilities Code for an interim rate adjustment commonly referred to as a GRIP filing (arising out of the Gas Reliability Infrastructure Program legislation). That settlement created a substitute rate review process, referred to as Rate Review Mechanism ("RRM"), as a substitute for future filings under the GRIP statute.

Since 2007, there have been several modifications to the original RRM Tariff. The Ordinance that resolved the Company's application under the RRM Tariff in 2017 also terminated the existing RRM Tariff and required a renegotiation of the terms of that tariff. Negotiations have taken place over the past several months, and have resulted in a revised RRM Tariff that has been agreed to by the Company. The Cities' Executive Committee has recommended acceptance of the revised RRM Tariff, which is attached to the Ordinance.

CITIES' OBJECTION TO THE SECTION 104.301 GRIP PROCESS

Cities strongly opposed the GRIP process because it constitutes piecemeal ratemaking by ignoring declining expenses and increasing revenues and rewarding the Company for increasing capital investment. The GRIP process does not allow any review of the reasonableness of capital investment and does not allow cities to participate in the Railroad Commission's review of annual GRIP filings or recover their rate case expenses. The Railroad Commission undertakes a mere administrative review of GRIP filings (instead of a full hearing) and rate increases go into effect without

any material adjustments. In the Steering Committee's view, the GRIP process unfairly raises customers' rates without any regulatory oversight. In contrast, the RRM process has allowed for a more comprehensive rate review and annual evaluation of expenses and revenues, as well as capital investment.

CHANGES TO THE RRM TARIFF

The RRM Tariff on which the 2017 rates were based allowed a rate of return on equity of 10.50%. The revised RRM Tariff reduces that to 9.8%. The revised RRM Tariff also captures the reduction in federal income tax rates from 35% to 21%, and should result in a rate reduction effective by mid-March, 2018. Prior RRM tariffs allowed Cities only three months to review the Company's filing. The new revised Tariff expands that time period by two months. New applications by the Company should be made on or about April 1 of each year, with new rates effective October 1. A rate order from the Railroad Commission in an Atmos Texas Pipeline rate case adopted the position of Cities with regard to incentive compensation related to Atmos' Shared Services Unit that reduced allowed expenses, and that reduced level of expenses will be applicable under the new RRM Tariff.

EXPLANATION OF "BE IT ORDAINED" PARAGRAPHS

1. This section approves all findings in the Ordinance.

This section adopts the attached RRM Tariff and finds the adoption of the Tariff to be just, reasonable, and in the public interest. The prior tariff expired by its own terms.

This section requires the Company to reimburse the City for expenses associated with adoption of the Ordinance and RRM Tariff and in processing future applications pursuant to the Ordinance.

This section repeals any resolution or ordinance that is inconsistent with this Ordinance.

This section finds that the meeting was conducted in compliance with the Texas Open Meetings Act, Texas Government Code, Chapter 551.

This section is a savings clause, which provides that if any section is later found to be unconstitutional or invalid, that finding shall not affect, impair, or invalidate the remaining provisions of this Ordinance. This section further directs that the remaining provisions of the Ordinance are to be interpreted as if the offending section or clause never existed.

This section provides for an effective date upon passage.

This section directs that a copy of the signed Ordinance be sent to a representative of the Company and legal counsel for the Steering Committee.

Recommendation / Staff Comments:

Sample Motion(s):

I move that Council approve/deny Ordinance 2018-04, of the City of Ovilla, Texas, approving a tariff authorizing an annual rate review mechanism (RRM) as a substitution for the annual interim rate adjustment process defined by Section 104.301 of the Texas Utilities Code, and as negotiated between ATMOS Energy Corp, Mid-tex Division and the Steering Committee of Cities served by ATMOS; requiring the company to reimburse cities' reasonable ratemaking expenses; providing a savings clause; providing a severance clause; providing an effective date; providing for publication; and requiring delivery of this ordinance to the Company and legal counsel for the Steering Committee.

ORDINANCE NO. 2018-04

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF OVILLA, TEXAS, APPROVING A TARIFF AUTHORIZING AN ANNUAL RATE REVIEW MECHANISM ("RRM") AS A SUBSTITUTION FOR THE ANNUAL INTERIM RATE ADJUSTMENT PROCESS DEFINED BY SECTION 104.301 OF THE TEXAS UTILITIES CODE, AND AS NEGOTIATED BETWEEN ATMOS ENERGY CORP., MID-TEX DIVISION ("ATMOS MID-TEX" OR "COMPANY") AND THE STEERING COMMITTEE OF CITIES SERVED BY ATMOS; REQUIRING THE COMPANY TO REIMBURSE CITIES' REASONABLE RATEMAKING EXPENSES; PROVIDING A SAVINGS CLAUSE; PROVIDING A SEVERANCE CLAUSE; PROVIDING AN EFFECTIVE DATE; PROVIDING FOR PUBLICATION; AND REQUIRING DELIVERY OF THIS ORDINANCE TO THE COMPANY AND LEGAL COUNSEL FOR THE STEERING COMMITTEE.

WHEREAS, the City of Ovilla, Texas ("City") is a gas utility customer of Atmos Energy Corp., Mid-Tex Division ("Atmos Mid-Tex" or "Company"), and a regulatory authority with an interest in the rates and charges of Atmos Mid-Tex; and

WHEREAS, the City and similarly-situated Mid-Tex municipalities created the Steering Committee of Cities Served by Atmos to efficiently address all rate and service matters associated with delivery of natural gas; and

WHEREAS, the Steering Committee formed an Executive Committee to direct legal counsel and to recommend certain specific actions to all aligned Mid-Tex Cities through resolution or ordinance; and

WHEREAS, pursuant to the terms of a November 2007 agreement between the Steering Committee and Atmos Mid-Tex that settled the Company's interim rate filing under Section 104.301 of the Texas Utilities Code (a "GRIP" rate case), the Steering Committee and the Company collaboratively developed a Rate Review Mechanism ("RRM") Tariff, ultimately authorized by the City in 2008, that allows for an expedited rate review process as a substitute for the GRIP process; and

WHEREAS, the City has kept some form of a RRM Tariff in place until 2017 when it adopted an ordinance approving an RRM Tariff filing settlement and specifically calling for termination of the existing RRM Tariff and negotiation of a replacement RRM Tariff following the Railroad Commission's decision in a then-pending Atmos Texas Pipeline case (GUD No. 10580); and

WHEREAS, the Steering Committee's Executive Committee has recently approved a settlement with the Company on the attached RRM Tariff that contains certain notable improvements, from a consumer perspective, over the prior RRM Tariff, including a reduced rate of return on equity, acceptance of certain expense adjustments made by the Railroad Commission in the Order in GUD No. 10580, and the addition of two months to the time for processing a RRM Tariff application; and

ORDINANCE NO. 2018-04

WHEREAS, the RRM Tariff contemplates reimbursement of Cities' reasonable expenses associated with RRM Tariff applications; and

WHEREAS, the Steering Committee's Executive Committee recommends that all Steering Committee member cities adopt this ordinance and the attached RRM Tariff; and

WHEREAS, the attached RRM Tariff is just, reasonable and in the public interest.

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

- SECTION 1.** That the findings set forth in this Ordinance are hereby in all things approved.
- SECTION 2.** That the attached RRM Tariff re-establishing a form of Rate Review Mechanism is just and reasonable and in the public interest, and is hereby adopted.
- SECTION 3.** That Atmos Mid-Tex shall reimburse the Cities' reasonable expenses associated with adoption of this Ordinance and the attached RRM Tariff and in processing future RRM Tariff applications filed pursuant to the attached tariff.
- SECTION 4.** That to the extent any resolution or ordinance previously adopted by the City is inconsistent with this Ordinance, it is hereby repealed.
- SECTION 5.** That if any one or more sections or clauses of this Ordinance is adjudged to be unconstitutional or invalid, such judgment shall not affect, impair or invalidate the remaining provisions of this Ordinance, and the remaining provisions of this Ordinance shall be interpreted as if the offending section or clause never existed.
- SECTION 6.** That this Ordinance shall become effective immediately upon the passage and approval of same.
- SECTION 7.** That a copy of this Ordinance shall be sent to Atmos Mid-Tex, care of Chris Felan, Vice President of Rates and Regulatory Affairs, Atmos Energy Corporation, Mid-Tex Division, 5420 LBJ Freeway, Suite 1862, Dallas, Texas 75240, and to Geoffrey Gay, General Counsel to Mid-Tex Cities, at Lloyd Gosselink Rochelle & Townsend, P.C., 816 Congress Avenue, Suite 1900, Austin, Texas 78701.

ORDINANCE NO. 2018-04

PASSED, APPROVED and ADOPTED this _____ day of _____, 2018.

By: _____
Richard Dormier, Mayor

ATTEST:

Pamela Woodall, City Secretary

APPROVED AS TO FORM:

Ron G. MacFarlane, Jr., City Attorney

ATMOS ENERGY CORPORATION
MID-TEX DIVISION

RATE SCHEDULE:	RRM – Rate Review Mechanism	
APPLICABLE TO:	ALL CITIES IN THE MID-TEX DIVISION AS IDENTIFIED IN EXHIBIT A TO THIS RATE SCHEDULE	
EFFECTIVE DATE:	Bills Rendered on and after 04/01/2018	PAGE: 1

I. Applicability

Applicable to Residential, Commercial, Industrial, and Transportation tariff customers within the city limits of cities identified in Exhibit A that receive service from the Mid-Tex Division of Atmos Energy Corporation ("Company"). This Rate Review Mechanism ("RRM") provides for an annual adjustment to the Company's Rate Schedules R, C, I and T ("Applicable Rate Schedules"). Rate calculations and adjustments required by this tariff shall be determined on a System-Wide cost basis.

II. Definitions

"Test Period" is defined as the twelve months ending December 31 of each preceding calendar year.

The "Effective Date" is the date that adjustments required by this tariff are applied to customer bills. The annual Effective Date is October 1.

Unless otherwise provided in this tariff the term Final Order refers to the final order issued by the Railroad Commission of Texas in GUD No. 10170 and elements of GUD No. 10580 as specified in Section III below.

The term "System-Wide" means all incorporated and unincorporated areas served by the Company.

"Review Period" is defined as the period from the Filing Date until the Effective Date.

The "Filing Date" is as early as practicable, but no later than April 1 of each year.

III. Calculation

The RRM shall calculate an annual, System-Wide cost of service ("COS") that will be used to adjust applicable rate schedules prospectively as of the Effective Date. The Company may request recovery of its total cost of service but will include schedules showing the computation of any adjustments. The annual cost of service will be calculated according to the following formula:

$$\text{COS} = \text{OM} + \text{DEP} + \text{RI} + \text{TAX} + \text{CD}$$

Where:

OM = all reasonable and necessary operation and maintenance expenses from the Test Period adjusted for known and measurable items and prepared

ATMOS ENERGY CORPORATION
MID-TEX DIVISION

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consistent with the rate making treatments approved in the Final Order. Incentive compensation (Management Incentive Plan, Variable Pay Plan and Long Term Incentive Plan) related to Atmos' Shared Services Unit will be applied consistent with treatment approved in GUD 10580. Additionally, O&M adjustments will be incorporated and applied as modified by a final order, not subject to appeal, issued by the Railroad Commission of Texas in subsequent rate cases involving the Atmos Mid-Tex or West Texas divisions. Known and measurable adjustments shall be limited to those changes that have occurred prior to the Filing Date. OM may be adjusted for atypical and non-recurring items. Shared Services allocation factors shall be recalculated each year based on the latest component factors used during the Test Period, but the methodology used will be that approved in the Final Order in GUD 10580.

DEP = depreciation expense calculated at depreciation rates approved by the Final Order. Additionally, if depreciation rates are approved in a subsequent final order, not subject to appeal, issued by the Railroad Commission of Texas for the Mid-Tex division those rates would be applicable for subsequent RRM filings.

RI = return on prudently incurred investment calculated as the Company's pretax return multiplied by rate base at Test Period end. Rate base is prepared consistent with the rate making treatments approved in the Final Order, and as in GUD 10580 as specifically related to capitalized incentive compensation (Management Incentive Plan, Variable Pay Plan and Long Term Incentive Plan) for Atmos' Shared Services Unit. However, no post Test Period adjustments will be permitted. Additionally, adjustments will be incorporated and applied as modified by a final order, not subject to appeal, issued by the Railroad Commission of Texas in subsequent rate cases involving the Atmos Mid-Tex or West Texas divisions. Pretax return is the Company's weighted average cost of capital before income taxes. The Company's weighted average cost of capital is calculated using the methodology from the Final Order including the Company's actual capital structure and long term cost of debt as of the Test Period end (adjusted for any known and measurable changes that have occurred prior to the filing date) and the return on equity of 9.8%. However, in no event will the percentage of equity exceed 58%. Regulatory adjustments due to prior regulatory rate base adjustment disallowances will be maintained. Cash working capital will be calculated using the lead/lag days approved in the Final Order. With respect to pension and other postemployment benefits, the Company will record a regulatory asset or liability for these costs until the amounts are included in the next annual rate adjustment implemented under this tariff. Each year, the Company's filing under this Rider RRM will clearly state the level of pension

ATMOS ENERGY CORPORATION
MID-TEX DIVISION

RATE SCHEDULE:	RRM – Rate Review Mechanism	
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EFFECTIVE DATE:	Bills Rendered on and after 04/01/2018	PAGE: 3

and other postemployment benefits recovered in rates.

TAX = income tax and taxes other than income tax from the Test Period adjusted for known and measurable changes occurring after the Test Period and before the Filing Date, and prepared consistent with the rate making treatments approved in the Final Order. Atmos Energy shall comprehensively account for, including establishing a regulatory liability to account for, any statutory change in tax expense that is applicable to months during the Test Period in the calculation to ensure recovery of tax expense under new and old income tax rates.

CD = interest on customer deposits.

IV. Annual Rate Adjustment

The Company shall provide schedules and work papers supporting the Filing's revenue deficiency/sufficiency calculations using the methodology accepted in the Final Order. The result shall be reflected in the proposed new rates to be established for the effective period. The Revenue Requirement will be apportioned to customer classes in the same manner that Company's Revenue Requirement was apportioned in the Final Order. For the Residential Class, 50% of the increase may be recovered in the customer charge. However, the increase to the Residential customer charge shall not exceed \$0.60 per month in the initial filing and \$0.70 per month in any subsequent year. The remainder of the Residential Class increase not collected in the customer charge will be recovered in the usage charge. For all other classes, the change in rates will be apportioned between the customer charge and the usage charge, consistent with the Final Order. Test Period billing determinants shall be adjusted and normalized according to the methodology utilized in the Final Order.

V. Filing

The Company shall file schedules annually with the regulatory authority having original jurisdiction over the Company's rates on or before the Filing Date that support the proposed rate adjustments. The schedules shall be in the same general format as the cost of service model and relied-upon files upon which the Final Order was based. A proof of rates and a copy of current and proposed tariffs shall also be included with the filing. The filing shall be made in electronic form where practical. The Company's filing shall conform to Minimum Filing Requirements (to be agreed upon by the parties), which will contain a minimum amount of information that will assist the regulatory authority in its review and analysis of the filing. The Company and regulatory authority will endeavor to hold a technical conference regarding the filing within twenty (20) calendar days after the Filing Date.

ATMOS ENERGY CORPORATION
MID-TEX DIVISION

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A sworn statement shall be filed by an Officer of the Company affirming that the filed schedules are in compliance with the provisions of this Rate Review Mechanism and are true and correct to the best of his/her knowledge, information, and belief. No testimony shall be filed, but a brief narrative explanation shall be provided of any changes to corporate structure, accounting methodologies, allocation of common costs, or atypical or non-recurring items included in the filing.

VI. Evaluation Procedures

The regulatory authority having original jurisdiction over the Company's rates shall review and render a decision on the Company's proposed rate adjustment prior to the Effective Date. The Company shall provide all supplemental information requested to ensure an opportunity for adequate review by the relevant regulatory authority. The Company shall not unilaterally impose any limits upon the provision of supplemental information and such information shall be provided within seven (7) working days of the original request. The regulatory authority may propose any adjustments it determines to be required to bring the proposed rate adjustment into compliance with the provisions of this tariff.

The regulatory authority may disallow any net plant investment that is not shown to be prudently incurred. Approval by the regulatory authority of net plant investment pursuant to the provisions of this tariff shall constitute a finding that such net plant investment was prudently incurred. Such finding of prudence shall not be subject to further review in a subsequent RRM or Statement of Intent filing.

During the Review Period, the Company and the regulatory authority will work collaboratively and seek agreement on the level of rate adjustments. If, at the end of the Review Period, the Company and the regulatory authority have not reached agreement, the regulatory authority shall take action to modify or deny the proposed rate adjustments. The Company shall have the right to appeal the regulatory authority's action to the Railroad Commission of Texas. Upon the filing of an appeal of the regulatory authority's order relating to an annual RRM filing with the Railroad Commission of Texas, the regulatory authority having original jurisdiction over the Company's rates shall not oppose the implementation of the Company's proposed rates subject to refund, nor will the regulatory authority advocate for the imposition of a third party surety bond by the Company. Any refund shall be limited to and determined based on the resolution of the disputed adjustment(s) in a final, non-appealable order issued in the appeal filed by the Company at the Railroad Commission of Texas.

ATMOS ENERGY CORPORATION
MID-TEX DIVISION

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In the event that the regulatory authority and Company agree to a rate adjustment(s) that is different from the adjustment(s) requested in the Company's filing, the Company shall file compliance tariffs consistent with the agreement. No action on the part of the regulatory authority shall be required to allow the rate adjustment(s) to become effective on October 1. To the extent that the regulatory authority does not take action on the Company's RRM filing by September 30, the rates proposed in the Company's filing shall be deemed approved effective October 1. Notwithstanding the preceding sentence, a regulatory authority may choose to take affirmative action to approve a rate adjustment under this tariff. In those instances where such approval cannot reasonably occur by September 30, the rates finally approved by the regulatory authority shall be deemed effective as of October 1.

To defray the cost, if any, of regulatory authorities conducting a review of the Company's annual RRM filing, the Company shall reimburse the regulatory authorities on a monthly basis for their reasonable expenses incurred upon submission of invoices for such review. Any reimbursement contemplated hereunder shall be deemed a reasonable and necessary operating expense of the Company in the year in which the reimbursement is made. A regulatory authority seeking reimbursement under this provision shall submit its request for reimbursement to the Company no later than December 1 of the year in which the RRM filing is made and the Company shall reimburse regulatory authorities in accordance with this provision on or before December 31 of the year the RRM filing is made.

To the extent possible, the provisions of the Final Order shall be applied by the regulatory authority in determining whether to approve or disapprove of Company's proposed rate adjustment.

This Rider RRM does not limit the legal rights and duties of a regulatory authority. Nothing herein shall abrogate the jurisdiction of the regulatory authority to initiate a rate proceeding at any time to review whether rates charged are just and reasonable. Similarly, the Company retains its right to utilize the provisions of Texas Utilities Code, Chapter 104, Subchapter C to request a change in rates. The provisions of this Rider RRM are implemented in harmony with the Gas Utility Regulatory Act (Texas Utilities Code, Chapters 101-105).

The annual rate adjustment process set forth in this tariff shall remain in effect during the pendency of any Statement of Intent rate filing.

ATMOS ENERGY CORPORATION
MID-TEX DIVISION

RATE SCHEDULE:	RRM – Rate Review Mechanism	
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VII. Reconsideration, Appeal and Unresolved Items

Orders issued pursuant to this mechanism are ratemaking orders and shall be subject to appeal under Sections 102.001(b) and 103.021, et seq., of the Texas Utilities Code (Vernon 2007).

VIII. Notice

Notice of each annual RRM filing shall be provided by including the notice, in conspicuous form, in the bill of each directly affected customer no later than forty-five (45) days after the Company makes its annual filing pursuant to this tariff. The notice to customers shall include the following information:

- a) a description of the proposed revision of rates and schedules;
- b) the effect the proposed revision of rates is expected to have on the rates applicable to each customer class and on an average bill for each affected customer;
- c) the service area or areas in which the proposed rates would apply;
- d) the date the annual RRM filing was made with the regulatory authority; and
- e) the Company's address, telephone number and website where information concerning the proposed rate adjustment can be obtained.

ATMOS ENERGY CORPORATION**MID-TEX DIVISION**

RATE SCHEDULE:	RRM – Rate Review Mechanism		
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Exhibit A**ACSC Cities**

Abilene	Cleburne	Frost	Lincoln Park
Addison	Clyde	Gainesville	Little Elm
Albany	College Station	Garland	Lorena
Allen	Colleyville	Garrett	Madisonville
Alvarado	Colorado City	Grand Prairie	Malakoff
Angus	Comanche	Grapevine	Mansfield
Anna	Commerce	Groesbeck	Mckinney
Argyle	Coolidge	Gunter	Melissa
Arlington	Coppell	Haltom City	Mesquite
Aubrey	Copperas Cove	Harker Heights	Midlothian
Azle	Corinth	Haskell	Murphy
Bedford	Crandall	Haslet	Newark
Bellmead	Crowley	Hewitt	Nocona
Benbrook	Dalworthington Gardens	Highland Park	North Richland Hills
Beverly Hills	Denison	Highland Village	Northlake
Blossom	Denton	Honey Grove	Oak Leaf
Blue Ridge	Desoto	Hurst	Ovilla
Bowie	Draper	Hutto	Palestine
Boyd	Duncanville	Iowa Park	Pantego
Bridgeport	Eastland	Irving	Paris
Brownwood	Edgecliff Village	Justin	Parker
Buffalo	Emory	Kaufman	Pecan Hill
Burkburnett	Ennis	Keene	Petrolia
Burleson	Euless	Keller	Plano
Caddo Mills	Everman	Kemp	Ponder
Canton	Fairview	Kennedale	Pottsboro
Carrollton	Farmers Branch	Kerens	Prosper
Cedar Hill	Farmersville	Kerrville	Quitman
Celeste	Fate	Killeen	Red Oak
Celina	Flower Mound	Krum	Reno (Parker County)
Centerville	Forest Hill	Lake Worth	Rhome
Cisco	Forney	Lakeside	Richardson
Clarksville	Fort Worth	Lancaster	Richland
	Frisco	Lewisville	Richland Hills

ATMOS ENERGY CORPORATION**MID-TEX DIVISION**

RATE SCHEDULE:	RRM – Rate Review Mechanism	
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River Oaks	Temple
Roanoke	Terrell
Robinson	The Colony
Rockwall	Trophy Club
Roscoe	Tyler
Rowlett	University Park
Royse City	Venus
Sachse	Vernon
Saginaw	Waco
Sansom Park	Watauga
Seagoville	Waxahachie
Sherman	Westlake
Snyder	Westover Hills
Southlake	Westworth Village
Springtown	White Settlement
Stamford	Whitesboro
Stephenville	Wichita Falls
Sulphur Springs	Woodway
Sweetwater	Wylie

AGENDA ITEM REPORT

Item: 4

Meeting Date: March 12, 2018

Department: Administration/Finance

Discussion Action

YES NO N/A

Submitted By: John R. Dean, Jr., CM

Amount: \$ cost less

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

Attachments:

1. Streetlight Maintenance Authorization
2. LED Streetlight Overview

Agenda Item / Topic:

ITEM 4. **DISCUSSION/ACTION** – Receive presentation from ONCOR representative, Mr. Kenneth Govan to consider and act on new lighting tariff LED Streetlights Maintenance Program offered through ONCOR Electric Delivery Company, LLC, authoring the city manager to execute said streetlight maintenance authorization for LED replacement documents.

Discussion / Justification:

Mr. Kenneth Govan will be present to discuss the program and answer questions.

Recommendation / Staff Comments:

Sample Motion(s):

I move that Council approve/deny the streetlight maintenance authorization for LED replacements as presented, authorizing the city manager to execute said documents.

Streetlight Maintenance Authorization for LED Replacements

The City of _____ (City) authorizes Oncor Electric Delivery Company LLC (Company) to make the following blanket change from an existing non-working* streetlight fixture which requires a replacement to a light-emitting diode (LED) streetlight fixture:

Replacement Schedule:

Mercury Vapor Wattage	LED Replacement Wattage
175	0 - 55
400	101 - 140
1,000	181 - 265

Metal Halide / HPS Wattage	LED Replacement Wattage
100	0 - 55
150	56 - 100
175	56 - 100
200	101 - 140
250	141 - 180
400	181 - 265
1000	181 - 265

*A “non-working” streetlight constitutes a failed component within the streetlight fixture. A burned-out lamp or failed photo-control device does not constitute a “non-working” streetlight fixture for this purpose.

Please select all that may apply:

All Cobra Head Rectangular Post Top Historical

- For each streetlight changed to an LED fixture, City agrees to pay the appropriate LED streetlight rate in accordance with Oncor's Tariff for Retail Delivery Service, Street Lighting Service, as it currently exists or may be changed in the future.

Based on this blanket authorization from City, when conducting normal maintenance work, Company will not be required to obtain a supplemental agreement signed by City for each individual streetlight replacement. This blanket authorization will remain in place until cancelled in writing by City.

City of _____

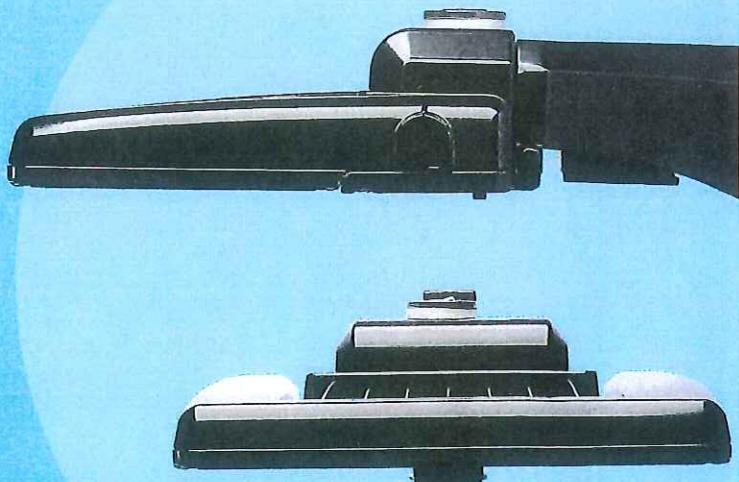
By: _____

Title: _____

Date: _____

RECTANGULAR*

LAMP	WATTAGE	KWH	SCHEDULE A
LED	0-55	15	\$25.91
LED	56-100	30	\$26.78
LED	101-140	45	\$28.11



*MANUFACTURER AND WATTAGE ARE SUBJECT TO CHANGE

POST TOP*

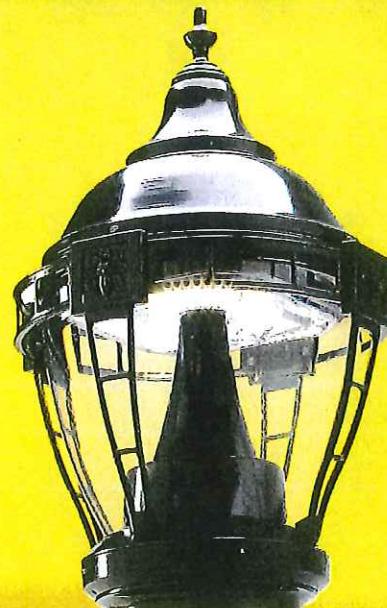


LAMP	WATTAGE	KWH	SCHEDULE A
LED	0-55	15	\$14.34
LED	56-100	30	\$14.74

*MANUFACTURER AND WATTAGE ARE SUBJECT TO CHANGE

HISTORICAL

LAMP	WATTAGE	KWH	SCHEDULE A
LED	0-55	15	\$29.46
LED	56-100	30	\$30.67





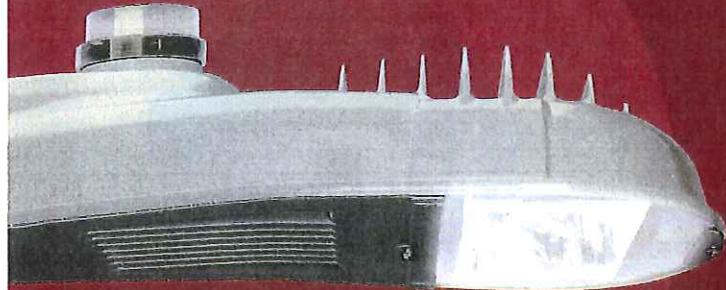
Oncor LED Streetlight Fixture Offerings

AND

Monthly Cost Breakdown

Effective April 1, 2018, Oncor will be offering LED lighting options for cities interested in installing and/or replacing streetlight fixtures under the new Lighting Tariff.

RA HEAD*



LAMP	WATTAGE	KWH	SCHEDULE A
LED	0-55	15	\$11.87
LED	56-100	30	\$12.27
LED	101-140	45	\$13.10
LED	141-180	55	\$13.71
LED	181-265	80	\$15.87

LED Streetlight Overview



February 2018

WE DELIVER.

ONCOR.

Agenda

New Lighting Tariff

LED Streetlights:

- Available Options
- Maintenance Agreement
- Serve New Impact
- Proactive Conversions



New Lighting Tariff

Highlights

Mercury Vapor (Closed)

- Closed to new installs
- Lights being phased out due to EP Act of 2005

Metal Halide (Closed)

- Closed to new installs
- LED fixtures now offer comparable aesthetics (white light)
- The rapid implementation of LED across the country has resulted in manufacturers discontinuing parts and products for Metal Halide.
- **High Pressure Sodium (Open)**
- Available for new installs & maintenance

LED (Open)

- Available beginning April 1, 2018
- See flyer for options and pricing

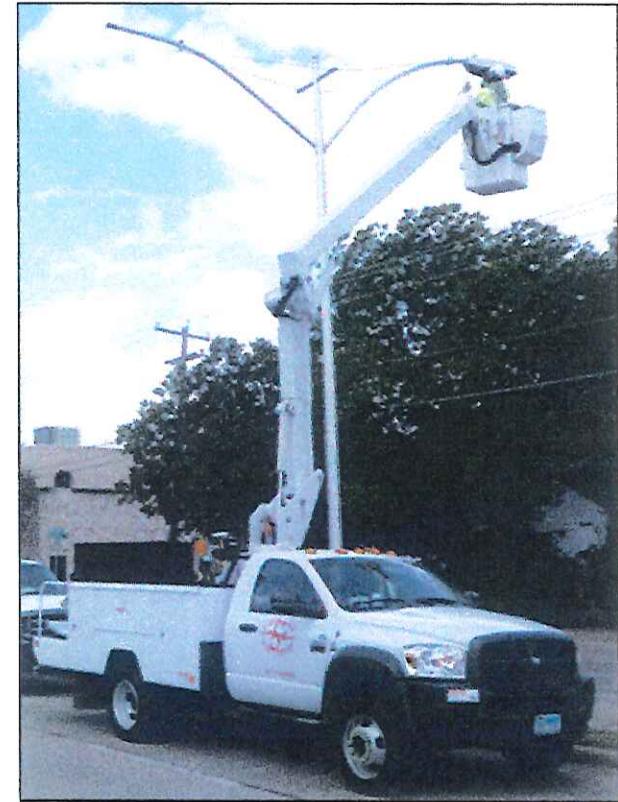


Considerations

Streetlight Maintenance

Maintenance Authorization Form:

- Immediately begin replacing non-working fixtures with LED fixtures
- Cost is included in monthly rate
- Once LED is installed, new monthly charges will go into effect



Considerations

Maintenance Replacements

Monthly Billing Impact at \$0.05 kwh

Schedule A					
	HPS		LED		Tariff Impact
	Wattage	Total	Wattage	Total	Per Light
Cobra Head	100	\$ 12.62	0 - 55	\$ 12.62	0.00
	150	\$ 14.69	56 - 100	\$ 13.77	(0.92)
	200	\$ 15.32	101 - 140	\$ 15.35	0.03
	250	\$ 16.55	141 - 180	\$ 16.46	(0.09)
	400	\$ 20.98	181 - 265	\$ 19.87	(1.11)
	1000	\$ 33.98	181 - 265	\$ 19.87	(14.11)
Rectangular	100	\$ 12.62	0 - 55	\$ 26.66	14.04
	150	\$ 14.69	56 - 100	\$ 28.28	13.59
	200	\$ 15.32	101 - 140	\$ 30.36	15.04
	250	\$ 20.23	101 - 140	\$ 30.36	10.13
Post Top	100	\$ 12.62	0 - 55	\$ 15.09	2.47
	150	\$ 14.69	56 - 100	\$ 16.24	1.55
Historical	100	\$ 12.62	0 - 55	\$ 30.21	17.59
	150	\$ 14.69	56 - 100	\$ 32.17	17.48

Considerations

Maintenance Replacements

Monthly Billing Impact at \$0.06 kwh

Schedule A					
	HPS		LED		Tariff Impact
	Wattage	Total	Wattage	Total	Per Light
Cobra Head	100	\$ 13.02	0 - 55	\$ 12.77	(0.25)
	150	\$ 15.39	56 - 100	\$ 14.07	(1.32)
	200	\$ 16.12	101 - 140	\$ 15.80	(0.32)
	250	\$ 17.55	141 - 180	\$ 17.01	(0.54)
	400	\$ 22.58	181 - 265	\$ 20.67	(1.91)
	1000	\$ 37.73	181 - 265	\$ 20.67	(17.06)
Rectangular	100	\$ 13.02	0 - 55	\$ 26.81	13.79
	150	\$ 15.39	56 - 100	\$ 28.58	13.19
	200	\$ 16.12	101 - 140	\$ 30.81	14.69
	250	\$ 21.23	101 - 140	\$ 30.81	9.58
Post Top	100	\$ 13.02	0 - 55	\$ 15.24	2.22
	150	\$ 15.39	56 - 100	\$ 16.54	1.15
Historical	100	\$ 13.02	0 - 55	\$ 30.36	17.34
	150	\$ 15.39	56 - 100	\$ 32.47	17.08

Considerations

Maintenance Replacements

Monthly Billing Impact at \$0.07 kwh

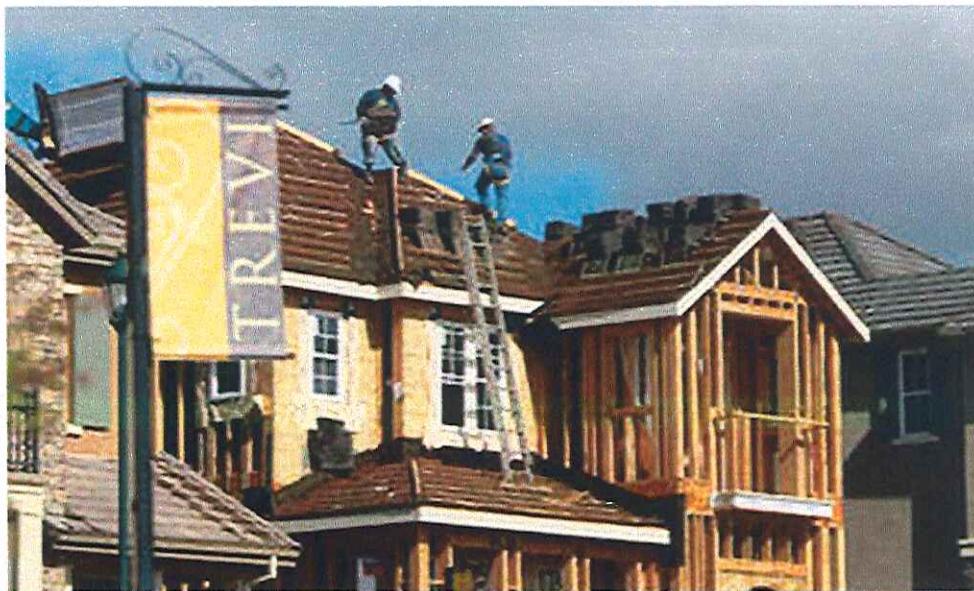
Schedule A					
	HPS		LED		Tariff Impact
	Wattage	Total	Wattage	Total	Per Light
Cobra Head	100	\$ 13.42	0 - 55	\$ 12.92	(0.50)
	150	\$ 16.09	56 - 100	\$ 14.37	(1.72)
	200	\$ 16.92	101 - 140	\$ 16.25	(0.67)
	250	\$ 18.55	141 - 180	\$ 17.56	(0.99)
	400	\$ 24.18	181 - 265	\$ 21.47	(2.71)
	1000	\$ 41.48	181 - 265	\$ 21.47	(20.01)
Rectangular	100	\$ 13.42	0 - 55	\$ 26.96	13.54
	150	\$ 16.09	56 - 100	\$ 28.88	12.79
	200	\$ 16.92	101 - 140	\$ 31.26	14.34
	250	\$ 22.23	101 - 140	\$ 31.26	9.03
Post Top	100	\$ 13.42	0 - 55	\$ 15.39	1.97
	150	\$ 16.09	56 - 100	\$ 16.84	0.75
Historical	100	\$ 13.42	0 - 55	\$ 30.51	17.09
	150	\$ 16.09	56 - 100	\$ 32.77	16.68



Considerations

Serve New

- Normal WR Process
- HPS & LED Only
- Metal Halide & Mercury Vapor ****CLOSED****



Considerations

Proactive Conversions

- **Replacement of fully functional fixtures with LED fixtures**
- **Conversion fee applicable**
 - Removal costs + unamortized investment based on vintage year
- **Limited Availability**
 - See tariff
 - A follow up meeting will be scheduled to further discuss proactive conversions in more detail at a later date



**Tariff for Retail Delivery Service
Oncor Electric Delivery Company LLC**

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6.1.1.8 Lighting Service

Street Lighting Service

AVAILABILITY

Applicable to Competitive Retailer for street lighting, pedestrian walkway lighting, and overhead sign lighting service to governmental entities in areas served by Company. Overhead sign lighting is available only under the provisions of Schedule D of the Monthly Rate - Unmetered Facilities or the Monthly Rate - Metered Facilities - Non-Company-Owned provisions or the appropriate Secondary Service or Primary Service Rate Schedule.

TYPE OF SERVICE

Single or three phase, 60 hertz, at any of the Company's standard secondary or primary service voltages as required by Competitive Retailer. Where existing distribution facilities are not adjacent to the point of delivery, additional charges and special contract arrangements may be required prior to its being furnished. If service is provided at primary voltage, Company may at its option meter service on the secondary side of the governmental entity's transformers and adjust for transformer losses in accordance with Company's Tariff for Retail Delivery Service.

MONTHLY RATE

I. Unmetered Facilities

Points of Delivery (POD) Charge: \$58.00 per governmental entity served by the Competitive Retailer.

Lamp	Watts	Lumens	kWh	Schedule			Rectangular*	Post-Top*
				A	B*	C* and D		
Mercury Vapor* (See Note 1)	175	7,900	70	\$10.97	\$15.38	\$1.57	\$27.34	\$10.54
	400	21,000	150	\$12.22	\$20.30	\$3.19	N.A.	N.A.
	1,000	63,000	370	\$15.46	\$24.45	\$7.65	N.A.	N.A.
Sodium Vapor	100	9,500	40	\$10.62	\$15.29	\$0.97	\$26.76	\$10.17
	150	16,000	70	\$11.19	\$17.21	\$1.57	N.A.	N.A.
	200	22,000	80	\$11.32	\$19.98	\$1.78	N.A.	N.A.
	250	27,500	100	\$11.55	\$20.23	\$2.18	\$26.76	N.A.
	400	50,000	160	\$12.98	\$22.93	\$3.40	N.A.	N.A.
	1,000*	140,000	375	\$15.23	\$24.44	\$7.75	N.A.	N.A.
Metal Halide *	150	14,000	65	\$12.80	N.A.	\$1.47	N.A.	N.A.
	175 (see note 2)	14,000	65	\$12.80	\$19.92	\$1.47	N.A.	N.A.
	250	25,000	100	\$14.58	\$23.23	\$2.18	N.A.	N.A.
	400	36,000	160	\$15.04	\$23.23	\$3.40	\$37.29	N.A.
	1,000*	110,000	370	\$18.40	\$26.55	\$7.65	\$41.40	N.A.

Other:				
Lamp	Watts	Lumens	kWh	
Incandescent *	All			\$10.62
Historical*				
Mercury Vapor	175	7,900	70	\$10.96
Sodium Vapor	100	9,500	40	\$10.62
Sodium Vapor	150	16,000	70	\$11.19
Metal Halide	175	14,000	65	\$12.85

* Closed to new street lighting installations.

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LED Street Lighting Options

Lamp	Wattage Range	kWh	Schedule A LED Street Lighting				Schedule D LED Street Lighting
			Cobra Head (See Note 3)	Rectangular (See Note 4)	Post - Top (See Note 4)	Historical (See Note 4)	
LED	0 - 55	15	\$11.87	\$25.91	\$14.34	\$29.46	\$0.46
LED	56 - 100	30	\$12.27	\$26.78	\$14.74	\$30.67	\$0.76
LED	101 - 140	45	\$13.10	\$28.11	N/A	N/A	\$1.07
LED	141 - 180	55	\$13.71	N/A	N/A	N/A	\$1.27
LED	181 - 265	80	\$15.87	N/A	N/A	N/A	\$1.78

Note 1: Mercury Vapor options are closed to new installations. Company will continue to maintain existing Mercury Vapor lamps as long as replacement lamps are available. When replacement lamps are no longer available or existing fixtures are damaged or fail and must be replaced, Retail Customer will have the option to switch its service to the lamp type as specified in Mercury Vapor and Metal Halide Fixture Replacement Schedule below or to cancel service at no cost. Existing 250 Watt Mercury Vapor lighting will be billed at same rate as 175 Watt Mercury Vapor.

Note 2: Metal Halide option is closed to new installations. Company will continue to maintain existing metal halide lamps as long as replacement lamps are available. When replacement lamps are no longer available or existing fixtures are damaged or fail and must be replaced, Retail Customer will have the option to switch its service to the lamp type as specified in Mercury Vapor and Metal Halide Fixture Replacement Schedule below or to cancel service at no cost.

Note 3: Schedule A Cobra Head LED Street Lighting applies to:

Company installed, owned, operated, and maintained street lights mounted on wood poles with a cobra head arm and served overhead.

Company installed, owned, operated, and maintained street lights mounted on wood, steel, or ornamental poles of a type normally used by Company, and served overhead or underground, and Retail Customer has contributed to Company an amount equivalent to the difference between the total installed cost of such street lighting and the Standard Allowance for the Cobra Head Street Lighting Option.

Note 4: Schedule A Rectangular, Post-Top, and Historical LED Street Lighting applies to:

Company installed, owned, operated, and maintained street lights mounted on wood, steel, or ornamental poles of a type normally used by Company, and served overhead or underground, and Retail Customer has contributed to Company an amount equivalent to the difference between the total installed cost of such street lighting and the Standard Allowance for the applicable LED Street Lighting Option.

II. Nuclear Decommissioning Charge: See Rider NDC per kWh

III. Transmission Cost Recovery Factor: See Rider TCRF

IV. Energy Efficiency Cost Recovery Factor: See Rider EECRF

Other Charges or Credits

V. Rate Case Expense Surcharge: See Rider RCE per kWh

VI. Remand Surcharge See Rider RS per kWh

DEFINITIONS

Pedestrian Walkway Lighting:

Pedestrian walkway lighting is used to illuminate sidewalks along municipally-owned streets and roads and within municipally-owned parks and recreational areas.

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Standard Allowance:

An amount equal to the average installed cost of a street light of a type normally used by Company and served either overhead or underground. For LED Street Lighting Options, the standard allowance is equal to the installed cost of the following:

Cobra Head - an LED street light mounted on a 35' wooden pole, with a cobra head arm, served overhead.
Rectangular - a Rectangular LED street light mounted on a 20' steel anchor-based pole, served underground.
Post-Top - a Post-Top LED street light mounted on a 20' fiberglass pole, served underground.
Historical - a Historical LED street light mounted on a 11' aluminum anchor-based historical pole, served underground.

Repair and Maintenance:

Repair consists of the repair or replacement of any individual component associated with the pole or fixture that allows the facility to operate safely and effectively. Maintenance includes photocell replacement and cleaning of lens at the time of bulb replacement. Repair and Maintenance do not include painting or straightening of poles unless Company determines that safety or operation is adversely affected.

Replacement:

Replacement includes only the complete replacement of the street light luminaire and pole caused by impacts related to weather, construction, or traffic accidents.

For street lights installed after the effective date of this revision, Schedules A and D are defined as follows:

Schedule A applies to Company installed, owned, operated, and maintained street lights of the types and sizes provided in the chart under Section I. Unmetered Facilities.

Schedule D applies to Retail Customer owned, operated and maintained street lights and overhead sign lights or where such lights are installed by a governmental entity for the use of Retail Customer, and Company supplies distribution service to Retail Customer for the operation of the street lights or overhead sign lights. Company does not provide maintenance to Schedule D lights in accordance with this tariff.

For street lights installed prior to the effective date of this revision, Schedules A, B, C, and D are defined as follows:

Schedule A applies to:

Company installed, owned, operated, and maintained street lights mounted on wood poles and served overhead.

Company installed, owned, operated, and maintained street lights mounted on wood, steel, or ornamental poles of a type normally used by Company, and served overhead or underground, and Retail Customer has contributed to Company an amount equivalent to the difference between the total installed cost of such street lighting and the total installed cost of an equivalent lighting system mounted on wood poles and served overhead.

Schedule B applies to:

Company installed, owned, operated, and maintained street lights mounted on steel or other ornamental poles of a type normally used by Company and served overhead. If the number of steel and/or other ornamental poles exceeds the number of such poles on which lights are mounted, there will be an additional charge of \$5.34 per month for each such excess pole. Where two street lights with lamps of the same size are mounted on the same steel and/or other ornamental pole, Schedule B applies to one of the lights and Schedule A to the other.

Company installed, owned, operated, and maintained street lights mounted on steel or other ornamental poles of a type normally used by Company and served underground, and Retail Customer has contributed to Company an amount equivalent to the difference between the total installed cost of the underground circuits serving the street lights and the total installed cost of overhead circuits. Where two street lights with lamps of the same size are mounted on the same steel and/or other ornamental pole, Schedule B applies to one of the lights and Schedule A to the other.

Schedule C applies to:

Street lights installed for the use of Retail Customer by Retail Customer or by a governmental subdivision. All equipment replacement and maintenance is performed by Retail Customer or the governmental subdivision. Company provides lamp replacement service only which includes lamp and labor (unless otherwise requested in writing by Retail Customer).

Company-owned street lights mounted on steel or other ornamental poles of a type not normally used by Company, and Retail Customer has contributed to Company an amount equivalent to the entire construction cost of the street lighting facilities including luminaires and circuits.

Company operates all street lights under Schedule C (must be of a type suitable for use with the lamp sizes provided for herein) and makes all normal lamp replacements which includes lamp and labor at its expense. All other maintenance will be billed to Retail Customer on the basis of actual costs including appropriate overhead expenses.

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Schedule D applies to:

Retail Customer operated and maintained street lights and overhead sign lights or where such lights are installed by a governmental subdivision for the use of Retail Customer, and Company supplies distribution service to Retail Customer for the operation of the street lights or overhead sign lights.

CONVERSION OR REPLACEMENT OF EXISTING FUNCTIONAL FACILITIES AT RETAIL CUSTOMER'S REQUEST

Company will convert or replace existing Company-owned, functional facilities (size or type of luminaire) to a different Company-offered size or type of luminaire upon request of and payment by Retail Customer of \$82 for each luminaire, to cover the cost of removal of existing facilities and an amount equal to the unamortized investment in the converted or replaced facilities, less the salvage value of the existing facilities. If the salvage value of the converted or replaced facilities is less than \$0, this negative salvage value will be treated as additional cost to be paid by the Retail Customer. Installation of new facilities requested by Retail Customer will be performed pursuant to the Standard Allowance described above.

Company will limit the conversion of fully operable mercury vapor, sodium vapor, and metal halide street lights to any LED Street Lighting Options to a maximum of 10,000 street lights per year. Additional conversions will be at the sole discretion of the Company.

Customer Requested Removal of Existing Facilities

Company will remove existing facilities upon request by Retail Customer if Customer pays an amount pursuant to Section 6.1.2.1, Charge No. SD16.

SPECIAL CONDITIONS

For billing purposes the monthly street lighting and overhead sign lighting burning hours are 333 hours per month and all connections and disconnections are assumed to have occurred at the beginning of the current month's billing period.

Retail Customer-owned unmetered lamps other than those of the lamp sizes shown under Schedule D existing prior to the effective date of this tariff are billed under the metered rate and the amount of monthly energy is determined by multiplying the connected load (including ballast) by the number of burning hours.

New Service provided to customer-owned street light other than the types and sizes provided in Schedule D will be provided under the appropriate Secondary Service or Primary Service Rate Schedule.

Company reserves the right to discontinue service at locations where excessive maintenance and/or lamp replacement occur, or Company may charge Retail Customer for such maintenance and/or lamp replacements. Company makes all connections and disconnections to its distribution system.

Company-owned, operated, and maintained lighting facilities shall be installed in accordance with National Electrical Safety Code standards.

AGREEMENT

An Agreement for Street Lighting Service with a term of not less than ten years is required.

NOTICE

This rate schedule is subject to the Company's Tariff and Applicable Legal Authorities.

MONTHLY RATE

I. Metered Facilities – Non-Company Owned

Applicable for distribution service supplied at one point of delivery and measured through one meter to Retail Customer owned, operated and maintained street and highway lighting, overhead sign lighting, and incidental safety lighting equipment which operates same hours as normal street lighting.

Customer Charge	\$3.62	per Retail Customer
Metering Charge	\$13.04	per Retail Customer
Distribution System Charge	\$0.019647	per kWh

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II. Nuclear Decommissioning Charge: See Rider NDC per kWh

III. Transmission Cost Recovery Factor: See Rider TCRF

IV. Energy Efficiency Cost Recovery Factor: See Rider EECRF

V. Competitive Meter Credit: See Rider CMC

Other Charges or Credits

VI. Rate Case Expense Surcharge: See Rider RCE per kWh

VII. Remand Surcharge See Rider RS per kWh

MONTHLY RATE

I. Metered Facilities - Company-Owned (Closed to new installations)

Customer Charge \$3.62 per Retail Customer

Metering Charge \$13.04 per Retail Customer

Distribution System Charge \$0.119647 per kWh

II. Nuclear Decommissioning Charge: See Rider NDC per kWh

III. Transmission Cost Recovery Factor: See Rider TCRF

IV. Energy Efficiency Cost Recovery Factor: See Rider EECRF

V. Competitive Meter Credit: See Rider CMC

Other Charges or Credits

VI. Rate Case Expense Surcharge: See Rider RCE per kWh

VII. Remand Surcharge See Rider RS per kWh

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MERCURY VAPOR AND METAL HALIDE FIXTURE REPLACEMENT SCHEDULE

For Company-owned lights, when existing mercury vapor or metal halide fixtures require replacement, Company will make such replacements with comparable high pressure sodium vapor or LED Cobra Head lighting at no cost, as specified below:

Existing Mercury Vapor Lighting :			Sodium Vapor Replacement :			Comparable LED Replacement :	
<u>Wattage</u>	<u>Lumens</u>	<u>kWh</u>	<u>Wattage</u>	<u>Lumens</u>	<u>kWh</u>	<u>Wattage Range</u>	<u>kWh</u>
175	7,900	70	100	9,500	40	0 – 55	15
400	21,000	150	200	22,000	80	101 – 140	45
1,000	63,000	370	400	50,000	160	181 – 265	80
Existing Metal Halide Lighting :			Sodium Vapor Replacement :			Comparable LED Replacement :	
<u>Wattage</u>	<u>Lumens</u>	<u>Wattage</u>	<u>Wattage</u>	<u>Lumens</u>	<u>kWh</u>	<u>Wattage Range</u>	<u>kWh</u>
150	14,000	65	150	16,000	70	56 – 100	30
175	14,000	65	150	16,000	70	56 – 100	30
250	25,000	100	250	27,500	100	141 – 180	55
400	36,000	160	400	50,000	160	181 – 265	80
1,000	110,000	370	400	50,000	160	181 – 265	80

Upon replacement, Retail Customer will be billed at the applicable facilities charge and associated kWh usage for the replacement lighting.

Upon request of the Retail Customer, Company will convert or replace existing mercury vapor or metal halide lighting to street lighting options other than those indicated above, as stated in "CONVERSION OR REPLACEMENT OF EXISTING FACILITIES."

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Outdoor Lighting Service (CLOSED)

AVAILABILITY

Applicable to Competitive Retailers for unmetered lighting service supplied exclusively to one or more existing outdoor lamps as specified below operating automatically from dusk to dawn.

Not applicable to street lighting.

MONTHLY RATE

I. Unmetered Facilities

Point of Delivery (POD) Charge: \$1.30 per premise.

Guard Lights

Type	Watts	kWh	Lumens	Facilities Charge
Mercury Vapor (See Note 1)	175	70	7,900	\$7.07
	400	150	21,000	\$10.78
Sodium Vapor	100	40	9,500	\$6.65
	200	80	22,000	\$9.42
LED (See Note 2)	0 - 55	15	Not Applicable	\$10.67
	56 - 100	30		\$12.27
	101 - 140	45		\$13.10
	141 - 180	55		\$13.71
	181 - 265	80		\$15.87

Flood Lights

Type	Watts	kWh	Lumens	Facilities Charge
Metal Halide	175	65	14,000	\$9.16
	250	100	25,000	\$12.46
	400	160	36,000	\$15.02
	1000	370	110,000	\$26.33
Sodium Vapor	100	40	9,500	\$9.05
	200	80	22,000	\$9.42
	250	100	27,000	\$11.62
	400	160	50,000	\$14.87
	1000	375	140,000	\$27.22
LED	0 - 55	15	Not Applicable	\$13.31
	56 - 100	30		\$14.31
	101 - 140	45		\$14.98
	141 - 180	55		\$15.69
	181 - 265	80		\$16.65

Note 1: Company will continue to maintain existing Mercury Vapor and Metal Halide installations as long as replacement lamps are available. As existing fixtures are damaged or fail and must be replaced, Retail Customer will have the option to switch its service to another lamp type as specified in Mercury Vapor and Metal Halide Fixture Replacement Schedule below or cancel service at no cost.

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Note 2: The 0-55W LED Guard Light is an open bowl LED light. The LED Guard Lights at wattages greater than 55W are LED Cobra Head Street Lights.

II. Nuclear Decommissioning Charge: See Rider NDC per kWh

III. Transmission Cost Recovery Factor: See Rider TCRF

IV. Energy Efficiency Cost Recovery Factor: See Rider EECRF

V. Competitive Meter Credit: See Rider CMC

Other Charges or Credits

VI. Rate Case Expense Surcharge: See Rider RCE per kWh

VII. Remand Surcharge See Rider RS per kWh

Extra Spans: Plus \$2.85 per span of secondary line installed hereunder in excess of one span per light.

MERCURY VAPOR AND METAL HALIDE FIXTURE REPLACEMENT SCHEDULE

When existing mercury vapor or metal halide fixtures require replacement, Company will make such replacements with comparable high pressure sodium vapor or LED lighting at no cost as specified below:

Existing Mercury Vapor Lighting :			Sodium Vapor Replacement :			Comparable LED Replacement :	
<u>Wattage</u>	<u>Lumens</u>	<u>kWh</u>	<u>Wattage</u>	<u>Lumens</u>	<u>kWh</u>	<u>Wattage Range</u>	<u>kWh</u>
175	7,900	70	100	9,500	40	0 – 55	15
400	21,000	150	200	22,000	80	101 – 140	45
Existing Metal Halide Lighting :			Sodium Vapor Replacement :			Comparable LED Replacement :	
<u>Wattage</u>	<u>Lumens</u>	<u>kWh</u>	<u>Wattage</u>	<u>Lumens</u>	<u>kWh</u>	<u>Wattage Range</u>	<u>kWh</u>
175	14,000	65	150	16,000	70	56 – 100	30
250	25,000	100	250	27,500	100	141 – 180	55
400	36,000	160	400	50,000	160	181 – 265	80
1,000	110,000	370	400	50,000	160	181 – 265	80

Retail Customer is not limited to the Comparable LED Replacement option listed above, but may choose from any LED Guard Light or Flood Light option shown in the Outdoor Lighting table. Upon replacement, Retail Customer will be billed at the applicable facilities charge and associated kWh usage for the replacement lighting.

MAINTENANCE OF FACILITIES

Company will maintain all facilities incidental to providing this service, including replacement of burned-out lamps.

Company reserves the right to discontinue service at locations where excessive maintenance and/or lamp replacements are, in Company's sole judgment, likely to or actually do occur.

REMOVAL OF EXISTING FACILITIES

Except as specified above, Company will replace existing Company-owned luminaires with any of the outdoor lighting options above or remove the existing luminaire upon request of and payment by Retail Customer in accordance with the Company's Standard Discretionary Service Charge, SD15 – Security Light Removal, for each luminaire to cover the labor cost of removal and Company's average unamortized investment in the existing luminaire. This charge is applicable to all replacements whether or not an outdoor lighting service is active or inactive or a customer change has taken or is taking place.

NOTICE

This rate schedule is subject to the Company's Tariff and Applicable Legal Authorities.

Ovilla

Kenneth Govan

<u>Account</u>	<u>Description</u>	<u>Current Count</u>
6000302	OVILLA, CITY OF (100,HP,A)	220
4407746	OVILLA, CITY OF (175,MV,A)	1
4407777	OVILLA, CITY OF (250,HP,A)	4
	Total	225

AGENDA ITEM REPORT

Item: 5

Meeting Date: March 12, 2018

Department: Administration/Public Works

Discussion Action

Budgeted Expense: YES NO N/A

Submitted By: John R. Dean, Jr., CM

Amount: \$ N/A

Reviewed By: City Manager City Secretary City Attorney

Accountant

Other: B. Piland / M. Dooly

Attachments:

1. Site Plan Application documents
2. City engineer comments.

Agenda Item / Topic:

ITEM 5. **DISCUSSION/ACTION** – Consideration of and action on a Site Plan Application submitted by Grace Church of Ovilla, 519 Westmoreland Road, Ovilla, Texas, for the construction of an educational building, authorizing the issuance of a building permit.

Discussion / Justification:

Site Plan Application

NAME: GRACE CHURCH OF OVILLA
AUTHORIZED AGENT OF RECORD: Barry Maners
SURVEYOR/ENGINEER: Cotter Associates, LLC
APPLICATION DATE: February 12, 2018
LOCATION: 519 Westmoreland Drive / 9.656 acres
UTILITIES: Ovilla water / septic system
ZONING: R-22
PROPOSED LAND USE: Educational use
MAJOR THOROUGHFARE: Highway 664 Ovilla Road

APPLICANT'S PROPOSAL: A request to construct an educational building as part of Grace Church. Construction and site plans have been reviewed by the city engineer are still under consideration.

Recommendation / Staff Comments:

Sample Motion(s):

I move that Council approve/deny a Site Plan Application submitted by Grace Church of Ovilla, 519 Westmoreland Road, Ovilla, Texas, for the construction of an educational building, authorizing the issuance of a building permit.



APPLICATION FOR SITE PLAN
Subject Property Information

Applicant Barry Manners Site Plan
Grace Church Ovilla Phone 214 668 8885

Mailing Address 519 Westmoreland Dr.

Property General Location Same

Current Zoning: R-22

Area in Subdivision: 9.656 Total Acres N/A Number of Lots N/A Average Lot Size

Engineer or Land Planner Coffey Assoc. Phone 817 919 4475

Company: Brian Coffey

Mailing Address 2004 Hill Country Court, Arlington, TX 76012

City Limits Extraterritorial Jurisdiction (ETJ)

Subdivision Name N/A

18.8 SITE PLAN REQUIRED

A site plan must be approved by the City Council, upon recommendation of the Planning and Zoning Commission and in accordance with [Section 26](#) Site Plan Requirements of the Ovilla Code of Ordinances.

24.4 REGULATIONS AND REQUIREMENTS

The following regulations and requirements shall apply in the Historical Overlay district. The regulations for the underlying zoning districts shall apply unless otherwise revised herein or in the motion approving the site plan.

- A. Massing. A building should be of appropriate human-scale, with mass and size similar to those in the adjacent block-face or within the historic overlay district.

B. Height. The height of finished floor from grade should be similar to traditional houses in the vicinity, and should be sufficient to suggest a traditional pier-and-beam foundation.

C. Roof Height. The height of the cornice and the roof ridge(s) should also fit within the range of dimensions of traditional or historic residences in the district.

D. Roof Form. Roof forms should be sloping, either hipped or gabled, with an eave overhang dimension that reflects traditional roof conditions.

E. Building Materials. Exterior building materials shall reflect the traditional materials of similar buildings in Ovilla: wood siding (horizontal lap or novelty siding); limestone or field stone in traditional dimensions and tooling, or brick in traditional dimensions.

F. Design. New buildings should be designed so that the façade's organization closely relates to surrounding or similar buildings.

G. Windows. Spacing and size of window and door openings should be similar to their historic counterparts, as should the proportion of window to wall space.

H. Historic Style. New designs should draw upon the traditions of historic styles and designs in the community, but should be seen as products of their own time while being compatible with the historic environment of the neighborhood or community.

Section 26 - Site Plan Requirements

26.1 GENERALLY

Whenever a site plan is required by this ordinance, the site plan must conform to the requirements of this section. Unless otherwise specified in this ordinance, all site plans must be approved by the City Council, upon recommendation of the Planning and Zoning Commission. The site plan submitted in support of an application must satisfy the requirements for site plan submittals as set forth by the city staff. Site plans shall be reviewed by the city staff, and comments shall be returned within a reasonable time after review.

26.2 REQUIRED PRIOR TO BUILDING PERMIT

When required by this ordinance, a site plan must be approved prior to the issuance of a building permit.

26.3 CHANGES TO THE SITE PLAN

- A. Approval Required. Except as otherwise provided in subsection C below, any site plan that is amended shall require approval of the City Council, upon recommendation of the Planning and Zoning Commission.
- B. Amendment Affecting Use. Changes to the site plan which will affect the use of the land may require either an amendment to a Planned Development or a rezoning of property, whichever applies.
- C. Minor Changes. Changes of details within a site plan which do not alter the basic physical relationship of the property to adjacent properties; do not alter the use permitted; and do not increase the density, floor area, height, or reduce the yards provided at the boundary of the site as indicated on the approved site plan, may be authorized by the Administrative Official. An aggrieved party may appeal the decision of the Administrative Official to the Zoning Board of Adjustment in accordance with the provisions of this ordinance.

26.4 COUNCIL APPROVAL

Upon City Council approval of a site plan that accompanies a zoning change request, the site plan shall become part of the amending ordinance.

26.5 SITE PLAN HEARING NOTICES

- A. Notice to Owners. The Administrative Official shall send notice to owners of record of property within two hundred (200) feet of the property under consideration of a site plan consideration by the Planning and Zoning Commission.
- B. Sign Required. The City Administrator shall cause at least one (1) sign to be erected on the property for which the site plan consideration of the Planning and Zoning Commission has been requested. The sign shall have total area of at least four (4) square feet and shall be located adjacent to the street. Such sign shall be erected on or before the first notice to property owners and shall be removed immediately after final action by the City Council, or when the applicant withdraws the request, whichever comes first. The sign shall contain a notice of hearing on a site plan and the telephone number of the public official from whom dates of public hearing may be obtained. The erection or continued maintenance of signs shall not be deemed a condition precedent to the granting of any site plan recommendation or approval or the holding of any public hearing.
- C. Site Plans with No Zoning Change Requested. City Council approval of a site plan required for the issuance of a building permit for a structure on a site for which no zoning change has been requested, or which is not in a planned development district shall not constitute an official public hearing as required by state law. Notice of the consideration of the site plan by the City Council

in the posted agenda of the Council shall be sufficient notice for the purposes of approving a site plan by City Council action for the issuance of a building permit.

26.6 SITE PLAN CONSIDERATION

In considering, granting, or denying an application for a site plan as provided for in this ordinance, the Planning and Zoning Commission and the City Council shall take into consideration the following factors:

- A. Ordinance Compliance. Compliance with the Zoning Ordinance, the Subdivision Ordinance, and all other ordinances of the City; and
- B. Public's Health, Safety and Welfare. Such other measures as will secure and protect public health, safety, morals, and general welfare.

26.7 SITE PLAN CONTENT

A. Requirements. The site plan shall contain the information:

1. The boundary lines and dimensions of the property, existing subdivision lots, available utilities, easements, roadways, sidewalks, emergency access easements, and public rights-of-way;
2. Topography of the property proposed for development in contours of not more than two feet, apart with any proposed grade elevations, if different from existing elevations. (Note: If the natural contour of the land is to be altered or changed in any location on the property more than four (4) feet, the site plan must provide detailed information on the proposed grading plan. This information shall include the correlation of the proposed grading plan to the surrounding properties and the use of those surrounding properties and shall include information indicating the drainage and the line of sight effect the proposed grading plan will have on the surrounding properties;
3. One-hundred year floodplains, water courses, marshes, drainage areas, and other significant environmental features including, but not limited to, rock outcroppings and major tree groupings. Topographic and drainage map information provisions may be waived by the reviewing body when the inclusion of such data would not materially contribute to the necessary evaluation of the project petition;
4. The location of existing trees, including notations of those trees to be preserved;
5. The location and proposed uses of all existing and proposed buildings or structures, including all refuse storage areas, and the minimum distance between buildings. Where building complexes are proposed, the location of each building and

the minimum distances between buildings, and between buildings and the property line, street line, and/or alley shall be submitted. For buildings more than one (1) story in height, elevations and/or perspective drawings shall be required in order that the relationship of the buildings to adjacent property, open spaces, and to other features of the development plan may be determined. The drawings must indicate the square footage, the height, number of floors and exposures for access, light, and air. A designation of the maximum building coverage of the site shall be indicated on the site plan;

6. Total number, location, and arrangement of off-street parking and loading spaces, where required. The plan should include a table of the required and proposed off-street parking and off-street loading spaces with the building area;
7. All points of vehicular ingress, egress, and circulation within the property and all special traffic regulation facilities proposed or required to assure the safe function of the circulation plan;
8. Setbacks, lot coverage, and when relevant, the relationship of the setbacks provided and the height of any existing or proposed building or structure;
9. The location, size, and arrangement of all outdoor signs, exterior auditory speakers, and lighting;
10. The type, location, and quantity of all plant material used for landscaping, and the type, location, and height of fences or screening and the plantings around them. When necessary to protect the public health, safety, or welfare, the City Council or the Planning and Zoning Commission may require landscaping and screening requirements to be in place prior to the start of construction pursuant to an approved site plan;
11. Where multiple types of land uses are proposed, a delineation of the specific areas to be devoted to various land uses;
12. Vicinity map, north point, scale, name of development, name of owner, name of planner, total acreage of project, and street address or common description of the property;
13. Current land uses and zoning district of the property and current land uses and zoning districts of contiguous properties and buildings on the exterior of the site and within twenty-five (25) feet of all property lines;
14. Existing buildings on the exterior of the site and within one hundred (100) feet of all property lines;

12.1 DESCRIPTION OF LAND USE TABLE CONDITIONS AND SPECIAL REGULATIONS

The following describe conditions and special regulations for uses listed in the Permitted Use Table. Additional requirements may be added to these herein by the Planning and Zoning Commission or City Council, as deemed necessary, to protect the health, safety, and general welfare of the citizens of Ovilla. No construction or occupancy shall commence for any permitted use until the conditions herein stated or required by the Planning and Zoning Commission and City Council have been met.

- A. A site plan will be required in accordance with [Section 26](#) Site Plan Requirements.
- B. A site plan, in accordance with [Section 26](#) Site Plan Requirements, will only be required in districts that require a Specific Use Permit.
- C. All storage shall be within completely enclosed buildings or effectively screened with screening not less than six feet nor more than eight feet in height, provided no storage located within 50 feet of such screening shall exceed the maximum height of such screening.
- D. Temporary buildings for construction purposes for a period not to exceed the duration of such construction.
- E. May not be located within 300 feet of any property zoned for a residential use or any property that is occupied by a church, public school, day care or nursing home. The measurement of distance shall be measured as a radius from the edge of the property line.
- F. Permitted on a temporary basis only, in accordance with [Section 32](#) Temporary Uses and Special Events.
- G. All outdoor lighting, including parking lot lighting, shall be directed away from any property zoned or developed for residential uses.

15. The location and size of existing and proposed surface and subsurface drainage facilities, including culverts, drains, and detention ponds, showing size and direction of flow;
16. The number of square feet of the property after construction which will constitute impervious area or impervious surface and vegetated areas;
17. Roadway speeds and distances of adjacent driveways from all proposed driveways and streets;
18. Architectural drawings, such as elevations, concept sketches or renderings depicting building types and other significant proposed improvements including the treatment and use of open spaces, etc., where the submission of such drawings would more clearly portray the nature and character of the applicant's land use and development proposals;
19. Legal description of the total site area proposed for rezoning, development or specific use permit;
20. Signature and title of the applicant, certifying the information presented in the plans, and supporting documents reflect a reasonably accurate portrayal of the nature and character of the applicant's proposals;
21. Any proposed dedications of land for public use, including easements, trails, parkland, open space and floodplain; and
22. The proposed name of the business or development.

B. Option for Single Drawing. Notwithstanding Subsection A, any or all of the required features may be incorporated on a single drawing if, in the sole discretion of the Building Official, the drawing is clear and capable of evaluation by the City Council and City Staff required to enforce and interpret this ordinance.

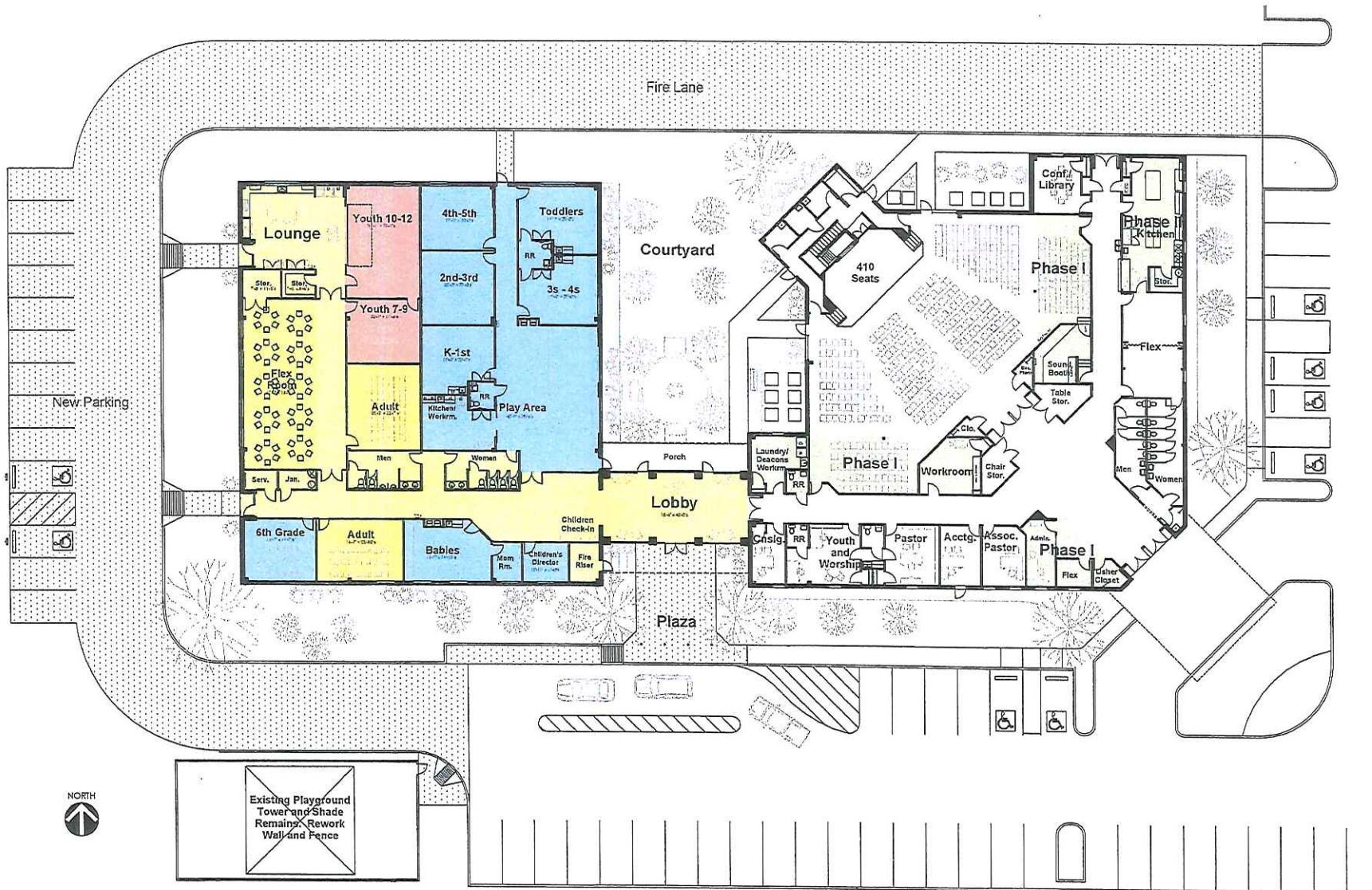
Plan Preparer's Acknowledgement:

I have reviewed the City of Ovilla's Code and have prepared the attached Site Plan / Development Plan in accordance with those regulations.

Received on 02-12-2018

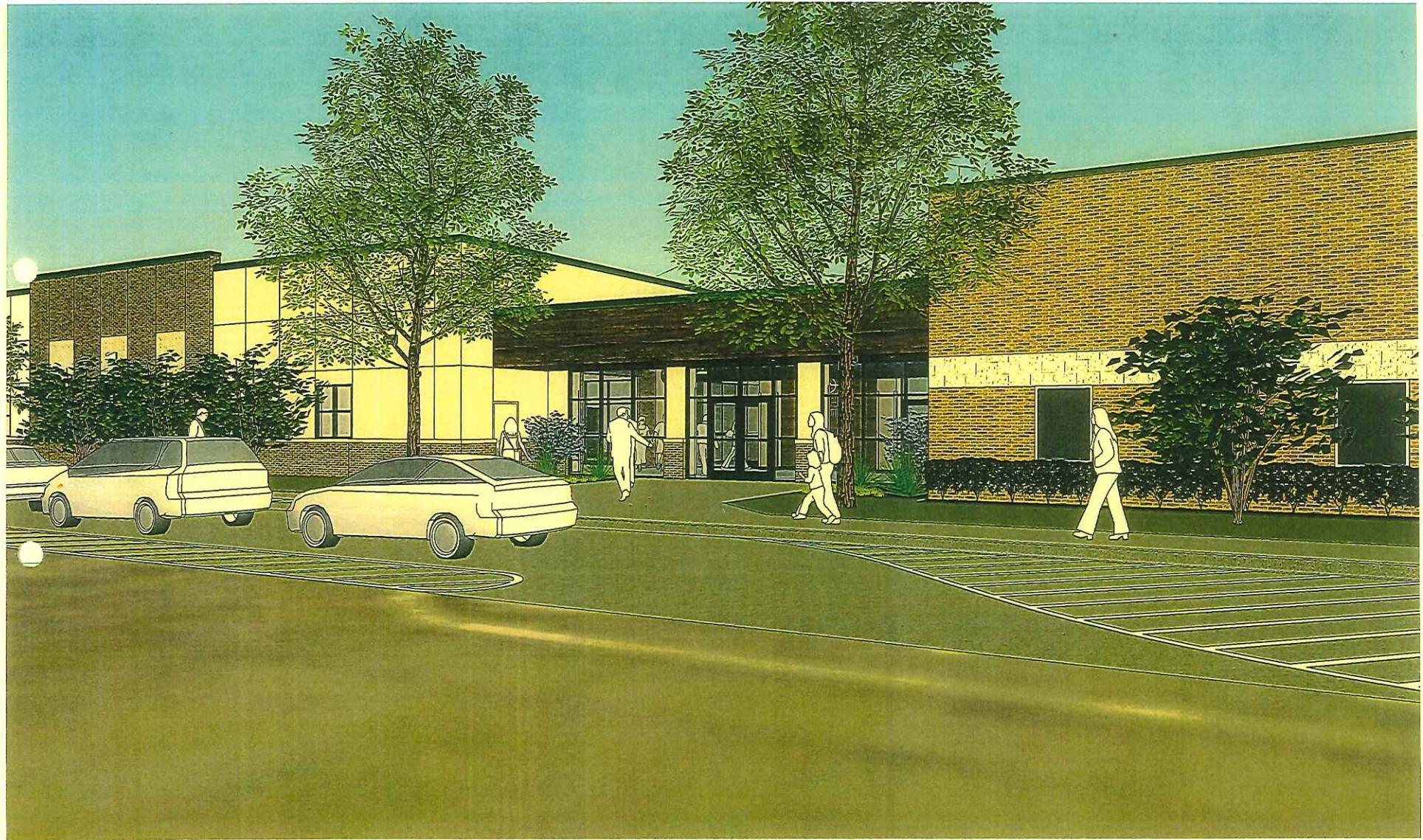
Official Filing Date _____

City of Ovilla
105 S. Cockrell Hill Road
Ovilla, TX 75154
972.617.7262
FAX: 972.515.3221



New Education Building





SITE / LANDSCAPE PLAN

**GRACE CHURCH OF OVILLA
5119 WESTMORELAND RD., OVILLA, TEXAS**

WESTMORELAND ROAD

COTTER & ASSOCIATES, LLC *G.A.DIXON & ASSOCIATES*
LAND PLANNING CONSULTANTS
LAND PLANNING, DESIGN, CONSULTING,
PERMITTING, REGULATORY, AND
ENVIRONMENTAL SERVICES
1000 N. BROADWAY, SUITE 1000
PHILADELPHIA, PA 19101-3101
(215) 546-1200 • FAX (215) 546-1201
E-MAIL: info@cotterassociates.com

DESIGN: 65C	2
DRAWN: AFC	OF
DATE: 2-14-18	26
REV'D: 3-07-18	
2015H45055224	

BENCHMARKS:
1) TOP OF GRASSY IRON ROAD AT THE S.E.C. OF GRACE CARRION SITE
ELEVATION = 562.42
2) CUT ON BACK OF CURB ALONG SOUTH PARKING
ELEVATION = 560.75

The logo for the 811 service. It features a stylized, jagged outline of the number '811' in a blocky font. Below the outline, the text 'KNOW WHAT'S BELOW' and 'CALL BEFORE YOU DIG' is written in a smaller, sans-serif font.

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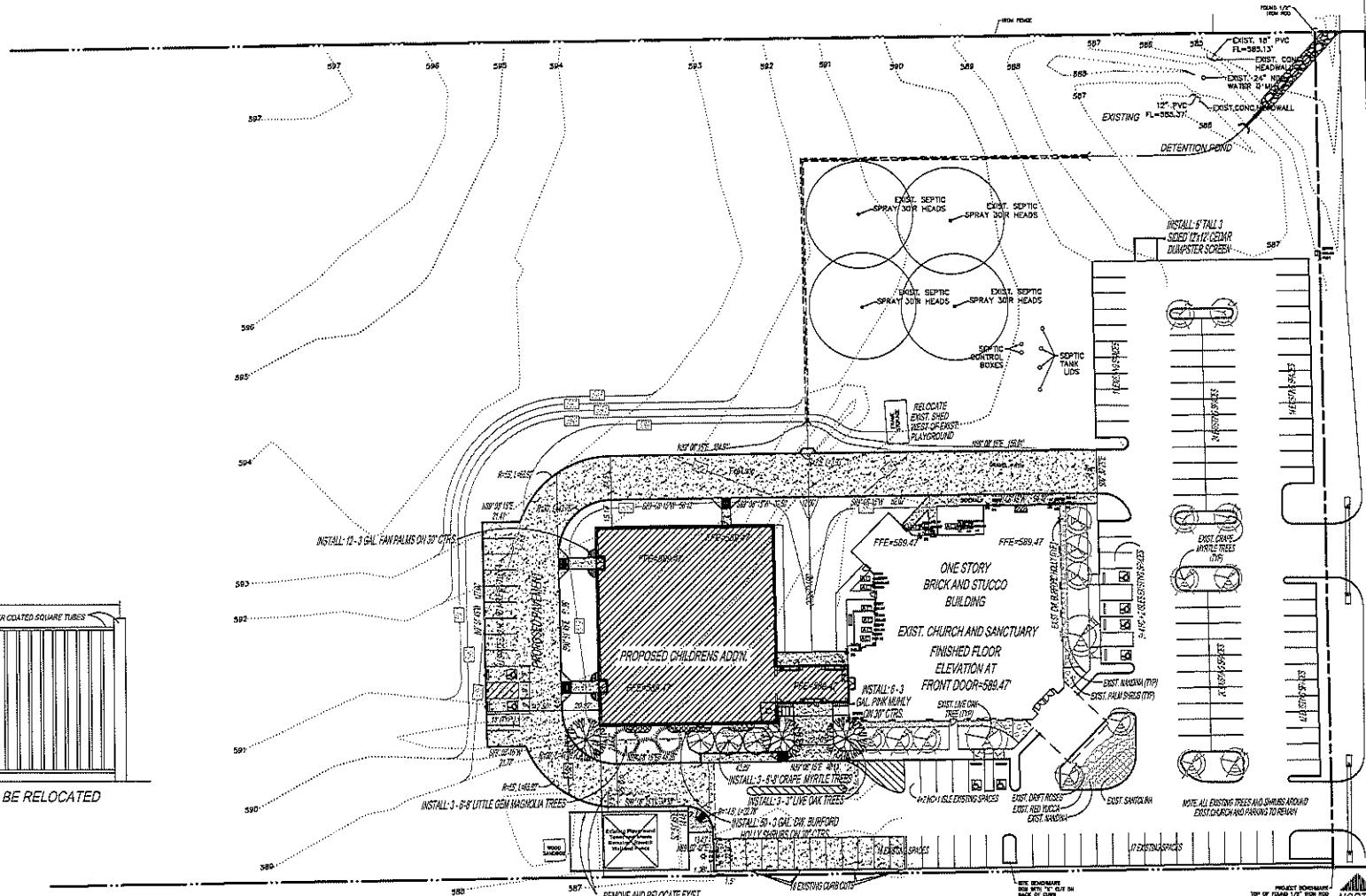
*DATA:
  T=455.4251 SF = 85.6250
  LISTING ROLLING AREA = 55.00 SF
  LISTING ROLLING AREA AND THICKNESS AREA = 54.50 SF
  EXISTING IMPERVIOUS SURFACE AREA = 87.00 SF = 10% OF SITE
  CROPPED SURFACE AREA = 1.00 SF
  CROPPED PAVING AND IMPERVIOUS AREA = 31.00 SF
  PUMPED SURFACE AREA = 20.00 SF
  TOTAL IMPERVIOUS SURFACE AREA = 87.00 SF = 10% OF SITE
*NUMBER OF CALCULATIONS
  LISTING CALCULATIONS = 400 / 10 = 40 SPACES REQUIRED
  PROMISED SPACES = 100 / 10 = 10 SPACES PROVIDED

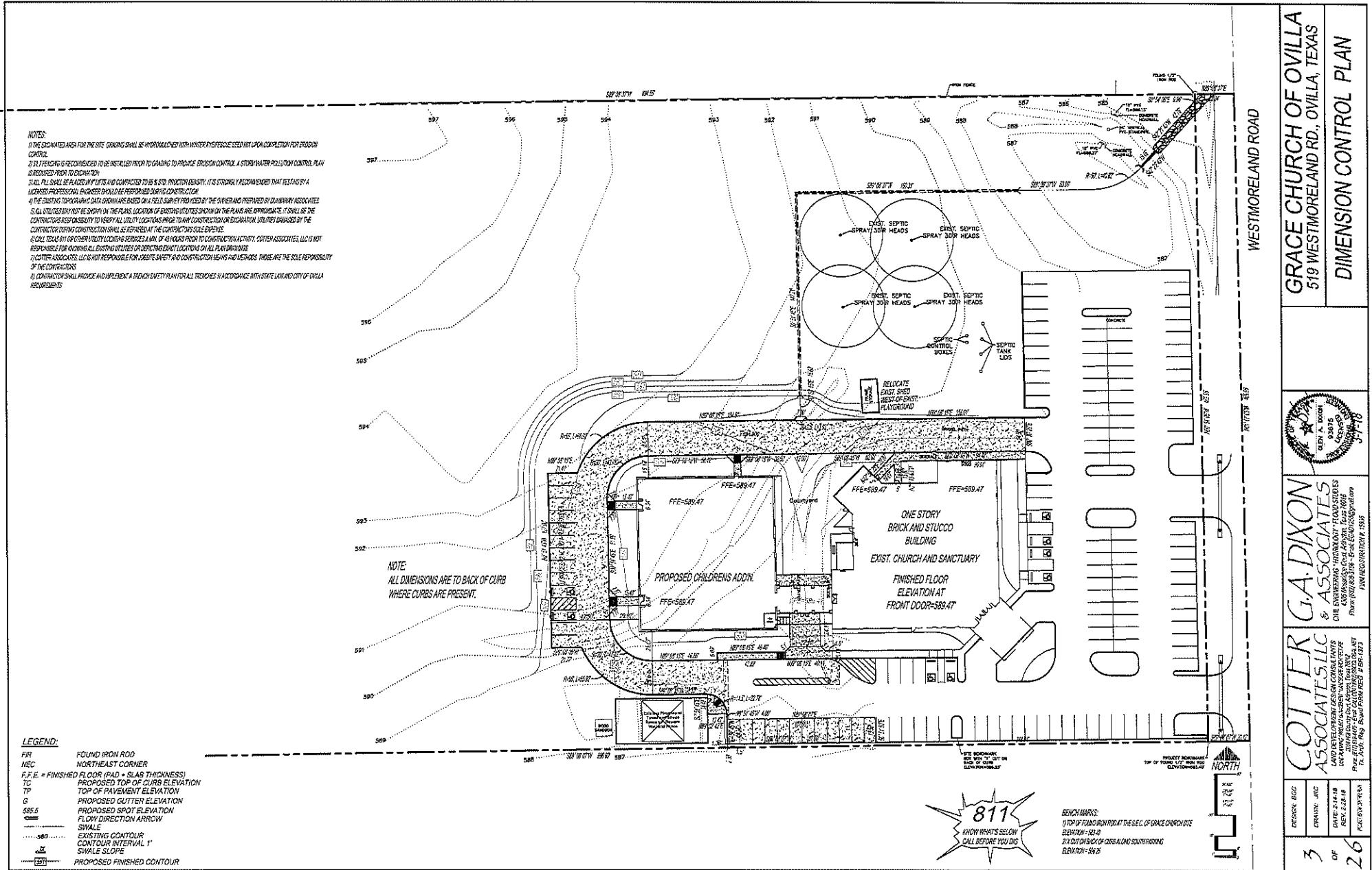
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Architectural drawing of a fence section. The overall width is 8' 0". A 4' wide opening is located on the left. The remaining 4' width is divided into four 1' wide panels. The height of the panels is 4' 0". The top of the fence is labeled "BLACK POWDER COATED SQUARE TUBES". A note at the bottom left says "EXIST. IRON FENCE TO BE RELOCATED".

LEGEND:

FIR FOUND IRON ROO
 NEC NORTHEAST CORNER
 F.F. FINISHED FLOOR (PAD + SLAB THICKNESS)
 P.C. PROPOSED CROWN ELEVATION
 T.C. TOTAL CONCRETE ELEVATION
 G PROPOSED GUTTER ELEVATION
 S.P.E. PROPOSED SPOT ELEVATION
 F.D.A. FLOW DIRECTION ARROW
 SWALE SWALE
 - - - - EXISTING CONTOUR
 CONTOUR INTERVAL 1'
 SWALE SLOPE
 PROPOSED FINISHED CONTOUR





PHASE 1 - INITIAL EARTHWORK, CLEARING, EXCAVATION AND RE-DISTRIBUTION OF ON-SITE MATERIAL: INSTALL PRIOR TO CONSTRUCTION & MAINTAIN THROUGHOUT PHASE THE CONSTRUCTION INGRESS/EGRESS POINT, TRASH CONTAINER W/ COVER, SEDIMENT BARRIERS. POST THE CONSTRUCTION SITE NOTICE SO AS TO BE VISIBLE FROM THE ROADWAY.

PHASE 2 - CONSTRUCTION OF UTILITIES AND PAVING AS SHOWN ON THE PLANS. PERIMETER EROSION PROTECTION SHALL UTILIZE EROSION CONTROL LOGS DOWNGRADE OF DISTURBED SITE AREA DURING CONSTRUCTION UNTIL SITE IS STABILIZED.

PHASE 3 - COMPLETION OF DEVELOPMENT CONSTRUCTION CONTRACTOR TO CLEANUP SITE OF ALL TRASH, ETC. AND REMOVE INGRESS/EGRESS POINT, SPILL PROTECTION BERM, TRASH CONTAINER, WASH BASIN, ROCK BERMS AND REVEGETATE & STABILIZE ALL DISTURBED AREAS.

ALL DREDGED MATERIAL
PHASE 4 - IF GENERAL CONTRACTOR WISHES TO PROVIDE THEIR OWN POLLUTION CONTROL MEASURES RATHER THAN MAINTAIN THIS SWPPP, THE GENERAL CONTRACTOR MUST SUBMIT AN APPROVED SWPPP TO THE CITY.

ALL WORKMANSHIP SHALL PROCEED IN AN ORDERLY AND WORKMAN LIKE FASHION. IN THE EVENT OF IMMINENT RAINFALL ALL DUE DILIGENCE TO STABILIZE EXCESS SEDIMENT SHALL BE TAKEN. AFTER EACH RAINFALL EVENT STABILIZATION OF EXISTING SEDIMENT DISCHARGE SHALL BE COMPLETED PRIOR TO COMMENCING ANY FURTHER EARTH DISTURBING ACTIVITIES AS DIRECTED IN THE STORM WATER POLLUTION PREVENTION PLAN.

QUALIFIED OPERATOR PERSONNEL MUST INSPECT THE SITE AT LEAST ONCE EVERY SEVEN DAYS AND WITHIN 24 HOURS OF A $\frac{1}{2}$ -INCH OR GREATER RAINFALL EVENT. THE INSPECTOR SHALL DOCUMENT THE RESULTS.

LEGEND:

The legend includes the following entries:

- PL 855.50**: PROPOSED SPOT ELEVATION
- 599**: PROPOSED CONTOUR
- EXIST. CONTOUR**
- ROCK FILTER DAM**: Represented by a hatched rectangle.
- DRAINAGE FLOW DIRECTION**: Represented by a thick arrow pointing right.
- SEDIMENT CONTROL LOGS**: Represented by a small rectangle with diagonal hatching.
- TEMPORARY CONSTRUCTION ENTRANCE**: Represented by a rectangle with a grid pattern.

F.F.E. = FINISHED FLOOR (PAD + SLAB THICKNESS)
TC = PROPOSED TOP OF CURE ELEVATION
TP = TOP OF PAVEMENT ELEVATION
G = PROPOSED GUTTER ELEVATION
335.5 = PROPOSED SLOP ELEVATION
===== = FLOW DIRECTION ARROW
SWALE = SWALE
----- = EXISTING CONTOURS
— = CONTOUR INTERVAL 1'
— = SWALE SLOPE
— = PROPOSED FINISHED CONTOUR

INSTALL 1,315 LF. SEDIMENT CONTROL EROSION LOGS. MAINTAIN PHASES I TO IV

INSTALL 14 LF. ROCK FILTER DAM MAINTAIN PHASES I TO IV

EXIST. DETENTION POND

RELOCATE EXIST. SHED

SEPTIC TANK & LIDS

EXIST. SEPTIC SPRAY DORN HEADS

SEPTIC CONTROL BOXES

PROPOSED CHILDREN'S ADDN.

EXIST. CHURCH AND SANCTUARY

FINISHED FLOOR ELEVATION AT FRONT DOOR = 589.47

CONTRACTOR TO INSTALL/MAINTAIN CONSTRUCTION INGRESS/EGRESS POINT, LOCATION MAY VARY

CONTRACTOR SHALL INSPECT WESTMORELAND ROAD AT LEAST DAILY AND REMOVE ALL SEDIMENT IN STREET WITH BROOM AND SHOVEL OR OTHER MEANS AS NECESSARY.

CONTRACTOR TO INSTALL/DISPLAY CONSTRUCTION SITE NOTICE VISIBLE FROM STREET. MAINTAIN PHASE I THROUGH V, LOCATION MAY VARY.

CONTRACTOR TO INSTALL/MAINTAIN TRASH BARREL WITH COVER FOR CONST. WORKER LUNCH ETC. TRASH DISPOSAL PHASE I THROUGH V LOCATION MAY VARY.

811 KNOW WHAT'S BELOW CALL BEFORE YOU DIG

BENCH MARKS
1110P OF ROAD ON ROAD AT THE SEC. OF GRACE CHURCH ELEVATION - 88.00
2400 ON SIDE OF BUILDING
2400 ON SIDE OF CARS ALONG SOUTH PARKING ELEVATION - 88.25

PROJECT BENCHMARK
TOP OF ROAD 1/2" PICK IND
ELEVATION - 88.00

NORTH

GRACE CHURCH OF OVILLA
519 WESTMORELAND RD., OVILLA, TEXAS

EROSION CONTROL PLAN

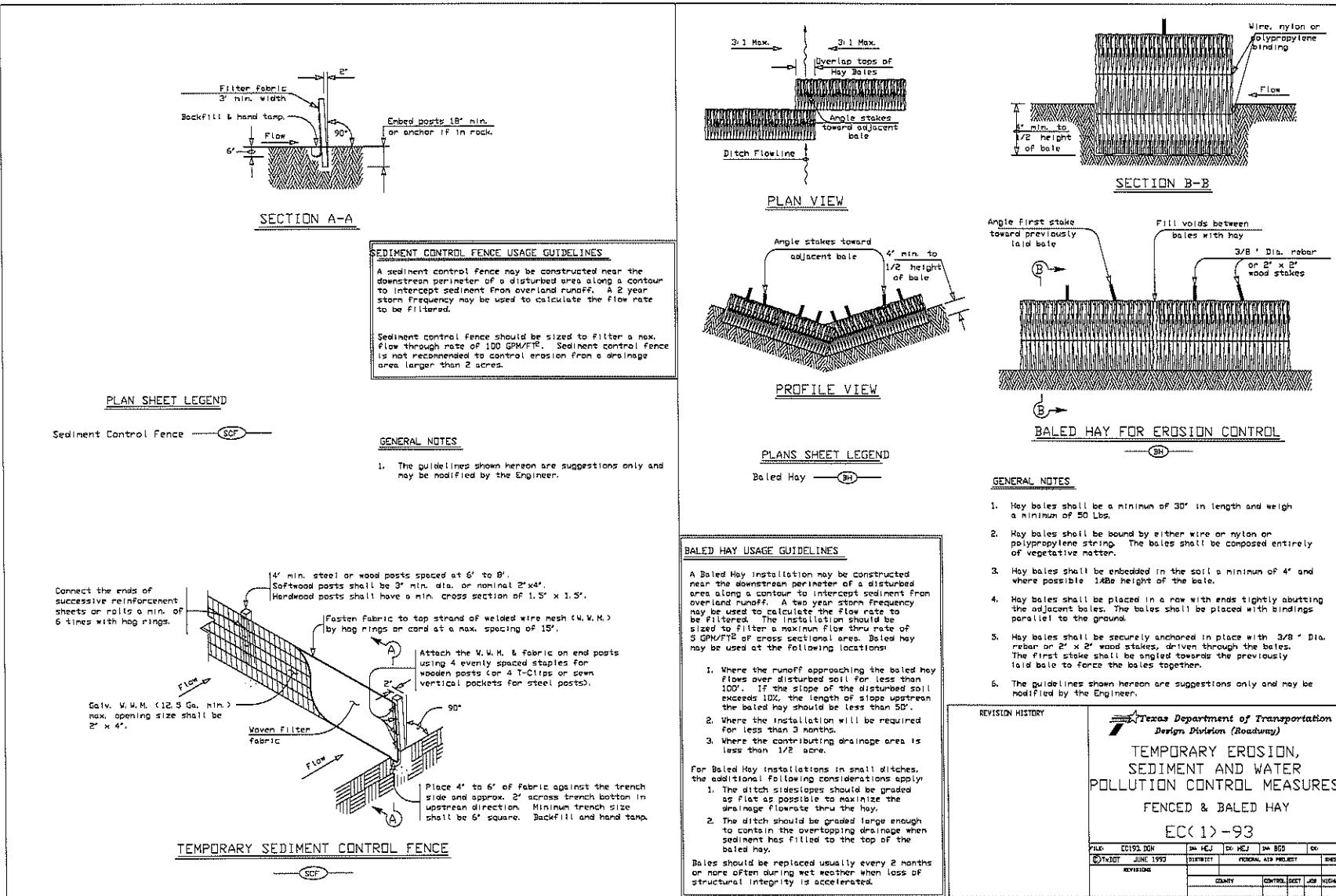
COTTER & ASSOCIATES, INC. G.A.DIXON & ASSOCIATES, INC. CIVIL ENGINEERING, HYDRAULIC, LANDSCAPE ARCHITECTURE, PLANNING, ENVIRONMENTAL, AND SPECIALTY SERVICES. 1000 BROADWAY, SUITE 1000, NEW YORK, NY 10036. 212/587-1200. FAX: 212/587-1212. TELEX: 23-72121. E-MAIL: GADIXON@AOL.COM WEB: WWW.GADIXON.COM

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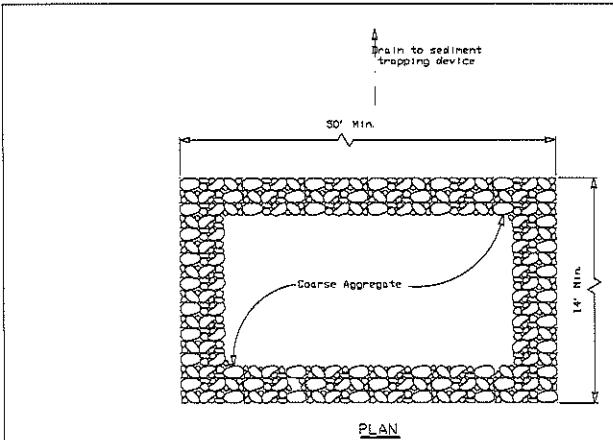
EROSION CONTROL PLAN

GRACE CHURCH OF OVILLA
519 WESTMORELAND RD., OVILLA, TEXAS

EROSION CONTROL PLAN



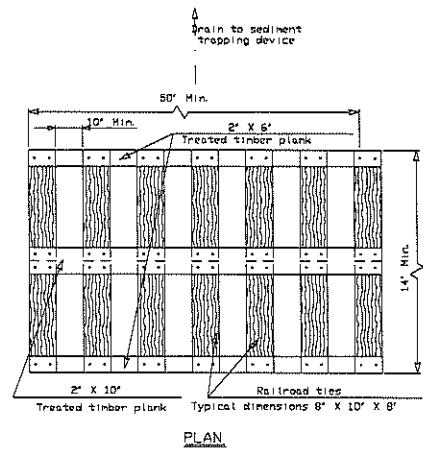
DESIGN: 600	COTTER & ASSOCIATES, LLC		G.A. DIXON
GRANBY, JRC			600-214-16
OFF			216
			EXTERNSITE
			1000



CONSTRUCTION EXIT (TYPE 1)

GENERAL NOTES

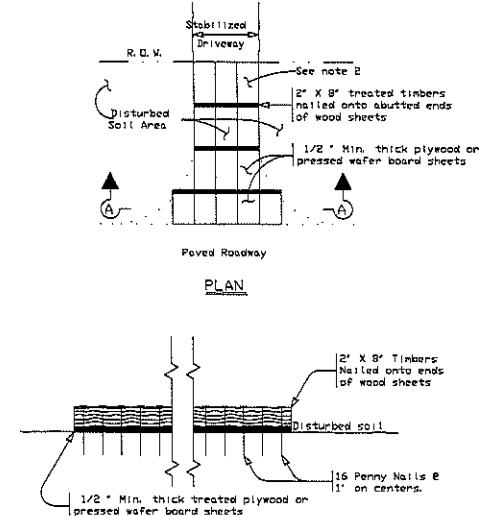
1. The length of the type 1 construction exit shall be as indicated on the plans, but not less than 50'.
2. The coarse aggregate should be open graded with a size of 4" to 8".
3. The approach transitions should be no steeper than 6:1 and constructed as directed by the Engineer.
4. The construction exit foundation course shall be flexible base, bituminous concrete, portland cement concrete or other material as approved by the Engineer.
5. The construction exit shall be graded to allow drainage to a sediment trapping device.
6. The guidelines shown herein are suggestions only and may be modified by the Engineer.



CONSTRUCTION EXIT (TYPE 2)

GENERAL NOTES

1. The length of the type 2 construction exit shall be as indicated on the plans, but not less than 50'.
2. The treated timber planks shall be attached to the railroad ties with 1/2" x 6" min. lag bolts. Other fasteners may be used as approved by the Engineer.
3. The treated timber planks shall be #2 grade min., and should be free from large and loose knots.
4. The approach transitions shall be no steeper than 6:1 and constructed as directed by the Engineer.
5. The construction exit foundation course shall be flexible base, bituminous concrete, portland cement concrete or other material as approved by the Engineer.
6. The construction exit should be graded to allow drainage to a sediment trapping device.
7. The guidelines shown herein are suggestions only and may be modified by the Engineer.



CONSTRUCTION EXIT (TYPE 3)

GENERAL NOTES

1. The length of the type 3 construction exit shall be as shown on the plans, or as directed by the Engineer.
2. The type 3 construction exit may be constructed from open graded crushed stone with a size of two to four inches spread a min. of 4" thick to the units shown on the plans.
3. The treated timber plank shall be #2 grade min., and should be free from large and dead knots.
4. The guidelines shown herein are suggestions only and may be modified by the Engineer.

REVISION HISTORY	 Texas Department of Transportation <i>Design Division (Roadway)</i>													
TEMPORARY EROSION, SEDIMENT AND WATER POLLUTION CONTROL MEASURES CONSTRUCTION EXITS														
EC(3)-93														
FILE	EDISON ID#	IN H.E.	ON H.E.	END	OP	SHEET								
	(2)TA017	JUNE 1993	DISTRICT	FEDERAL AID PROJECT										
REVISIONS														
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">COUNTY</td> <td style="width: 25%;">CONTROL</td> <td style="width: 25%;">SHEET</td> <td style="width: 25%;">REV.</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </table>							COUNTY	CONTROL	SHEET	REV.				
COUNTY	CONTROL	SHEET	REV.											

 Texas Department of Transportation
Design Division (Roadway)

TEMPORARY EROSION,
SEDIMENT AND WATER
POLLUTION CONTROL MEASURES
CONSTRUCTION EXITS

ECC(3)-93

GRACE CHURCH OF OVILLA
101 WESTMORELAND RD., OVILLA, TEXAS
EROSION CONTROL PLAN

8 of 26

NOTES:

1. THE EXCAVATED AREA FOR THE SITE GRAVING SHALL BE MONITORED DURING WORKS TO ENSURE SEAMLESS ROLL-ON/UPON COMPLETION FOR EROSION CONTROL.

2. THIS FENCE IS RECOMMENDED TO BE INSTALLED PRIOR TO GRAVING TO PROVIDE EROSION CONTROL. A MORE IN-DEPTH EROSION CONTROL PLAN IS REQUIRED PRIOR TO EXCAVATION.

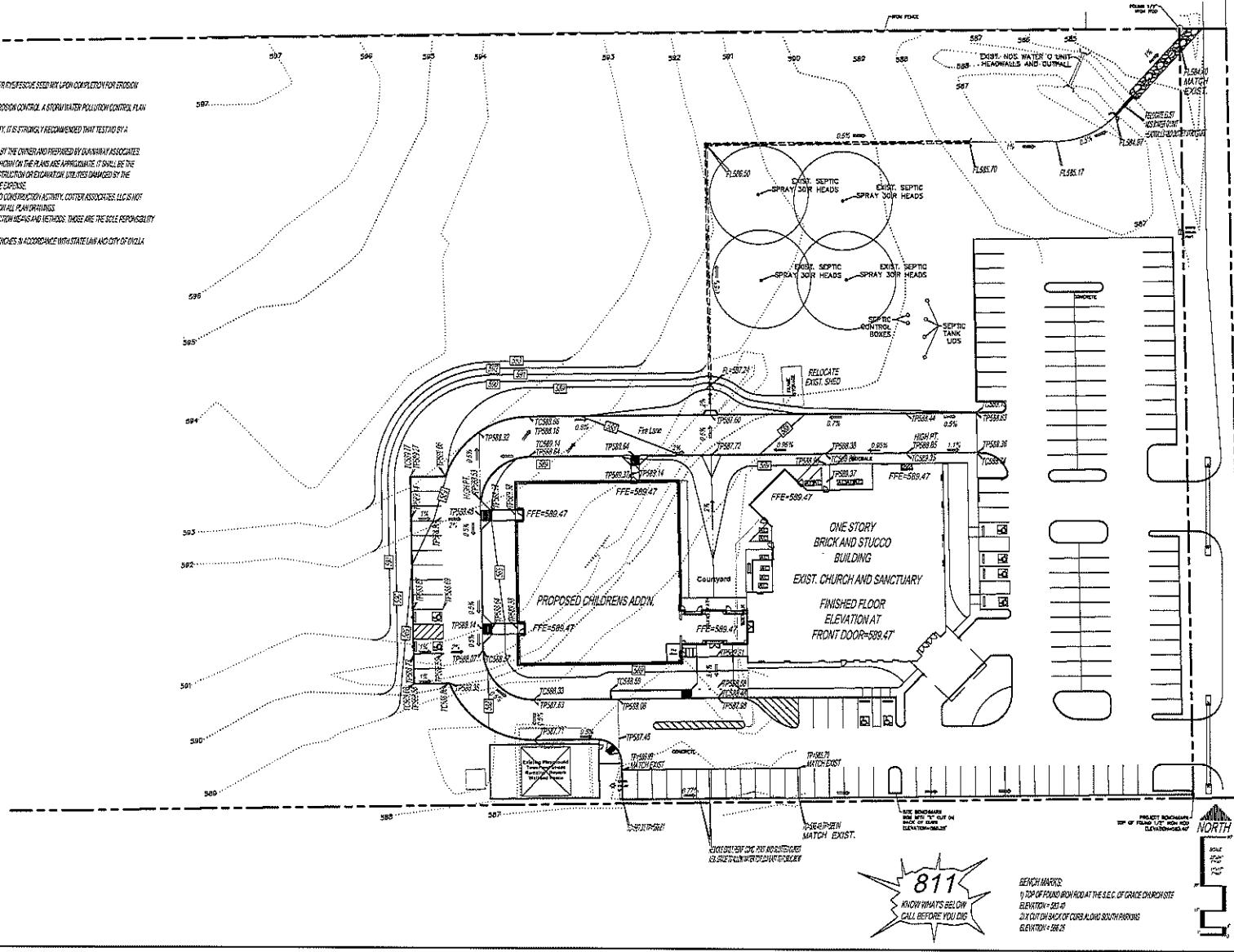
3. ALL DIRT SHALL BE PLACED IN TRUCKS AND SHIPPED TO A SITE APPROVED BY ESD. IT IS STRONGLY RECOMMENDED THAT TESTS BY A LOCAL ENGINEERING FIRM BE MADE ON THE DIRT TO ENSURE THAT IT IS APPROVED FOR USE IN EROSION CONTROL ACTIVITIES.

4. THE EXCAVATING EQUIPMENT SHALL BE BASED ON A FIELD SURVEY AND MONITORED BY THE OWNER AND APPROVED BY ESD/ASSOCIATE. THE EXCAVATOR IS RESPONSIBLE FOR ENSURING THAT THE EXCAVATION IS CONDUCTED IN A MANNER THAT IS APPROPRIATE FOR THE PLANE AND APPROPRIATE. IT SHALL BE THE EXCAVATOR'S RESPONSIBILITY TO NOTIFY ALL EXCAVATION CONTRACTORS AND TO PAY AN EXCAVATOR FOR EXCAVATION THAT IS DAMAGED BY THE CONTRACTOR OR BY THE EXCAVATOR DUE TO THE EXCAVATOR'S OWN NEGLIGENCE.

5. ALL TELECOM OR CABLES THAT ARE BURIED OR PLACED IN A LINE OF DIRT DUE TO CONSTRUCTION ACTIVITY, COTTER ASSOCIATES, LLC IS NOT RESPONSIBLE FOR ANY DAMAGE TO THESE LINES.

6. COTTER ASSOCIATES, LLC IS NOT RESPONSIBLE FOR JOBSITE SAFETY AND CONSTRUCTION METHODS. THOSE ARE THE SOLE RESPONSIBILITY OF THE CONTRACTOR.

7. CONTRACTOR SHALL FURNISH AND IMPLEMENT A JOBSITE SAFETY PLAN FOR ALL TRUCKS IN ACCORDANCE WITH STATE LAW AND CITY OF WILMINGTON REQUIREMENTS.



LEGEND:

FIR	FOUND IRON ROD
NEC	NORTHEAST CORNER
F.F.E.	FOUND FLOOR PAD + THICKNESS
TC	PROPOSED TOP OF CURB ELEVATION
TP	TOP OF PAVEMENT ELEVATION
G	PROPOSED GUTTER ELEVATION
585.5	PROPOSED SPOT ELEVATION
←→	FLOW DIRECTION ARROW
-----	SWALE
-----	EXISTING CONTOUR
2'	CONT. DIFFERENCE 1'
2"	SWALE SLOPE
---	PROPOSED FINISHED CONTOUR

BENCH MARKS
1) TOP OF IRON ROD AT THE S.E.C. OF GRACE CHURCH
ELEVATION = 331.0
2) CUT IN BACK OF CURSE ALONG SOUTH PARISH
ELEVATION = 330.2



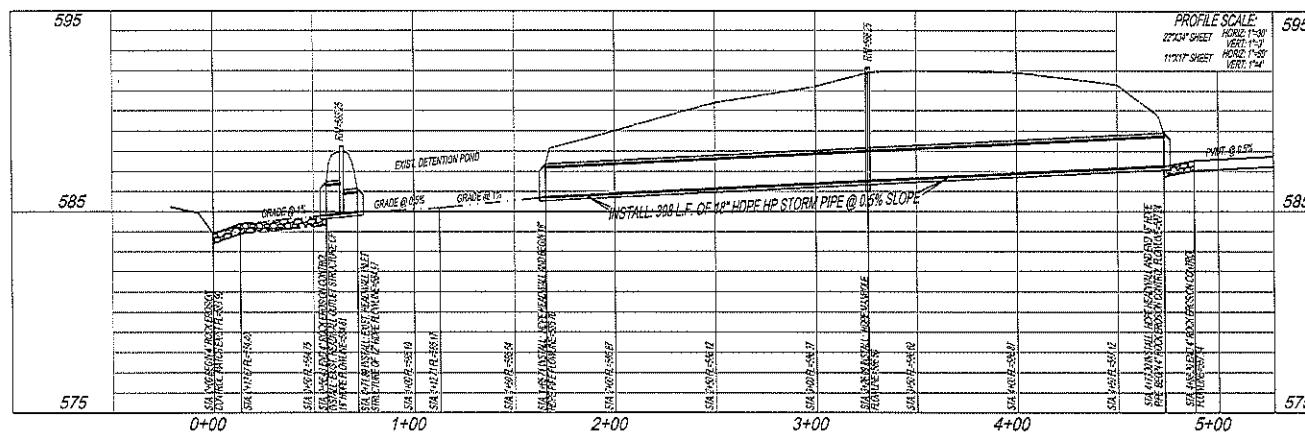
KNOW WHAT'S BELOW
CALL BEFORE YOU DIG

CALL BEFORE YOU DIG

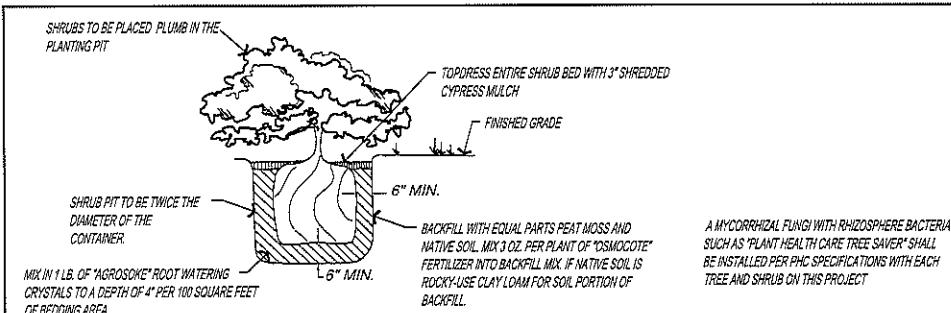
WESTMORELAND ROAD

GRACE CHURCH OF OVILLA
519 WESTMORELAND RD, OVILLA, TEXAS

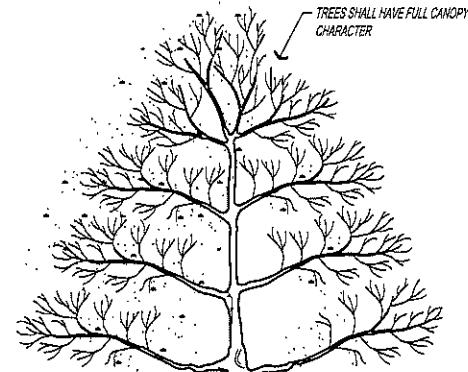
DRAINAGE PLAN / PROFILE



13
OF
26

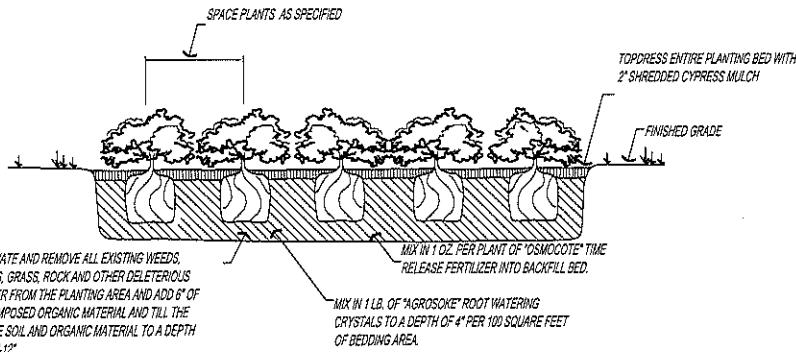


SHRUB PLANTING DETAILS

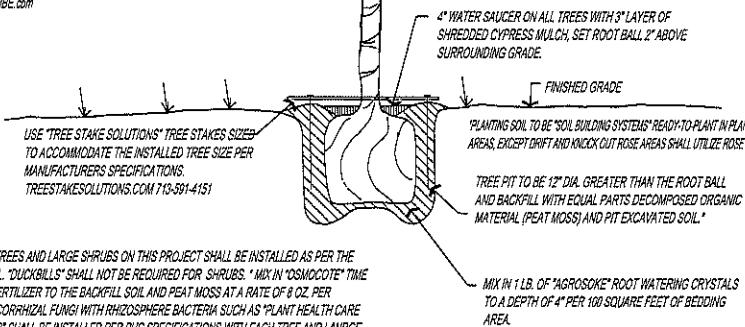


A MYCORRHIZAL FUNGI WITH RHIZOSPHERE BACTERIA SUCH AS "PLANT HEALTH CARE TREE SAVER" SHALL BE INSTALLED PER PHC SPECIFICATIONS WITH EACH TREE AND SHRUB ON THIS PROJECT

"PLANTING SOIL TO BE "SOIL BUILDING SYSTEMS" READY-TO-PLANT IN PLANTING AREAS, EXCEPT DRIFT AND KNOCK OUT ROSE AREAS SHALL UTILIZE ROSE MIX.



GROUNDCOVER AND PERENNIAL PLANTING DETAILS



EACH TREE PLANTED SHALL UTILIZE A TAN 25
GAL. "OOZE TUBE" PROFESSIONAL TREE
ESTABLISHMENT SOLUTION AS MANUFACTURED
BY ENGINEERING WATERING SOLUTIONS OF
ATLANTA, GEORGIA 770-924-4191 AT
www.OOZETUBE.com

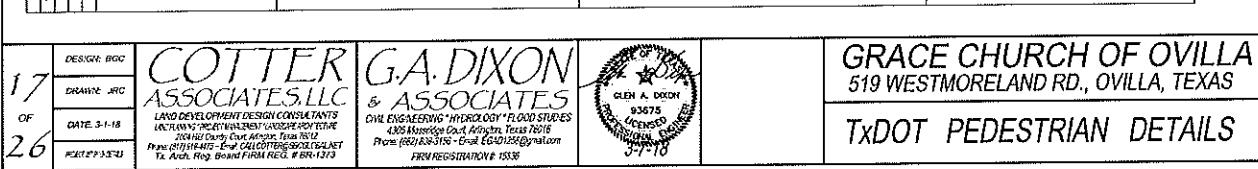
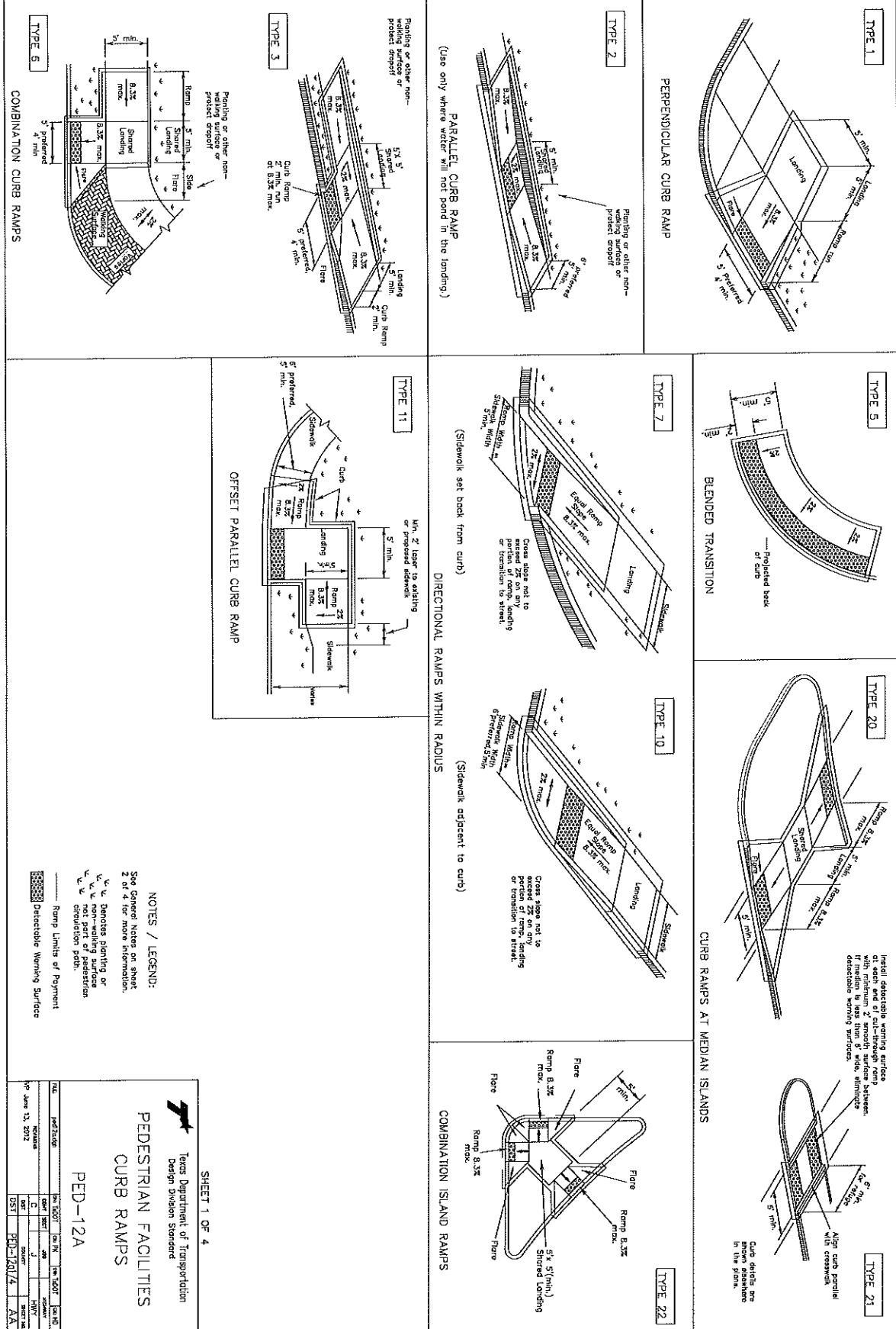
TREE PLANTING DETAILS



Typical Crossing Layouts

DISCLAIMER: The use of this standard is governed by the 'Terms Engineering Practice Ad'. No warranty of any kind is made by TECOT for my purpose whatsoever. TECOT assumes no responsibility for the conversion this standard to other formats or for intended results or damages resulting from its use.

DATE: 2024-01-01 TIME: 10:00 AM
FILE: REPORT-1 DOCUMENT NAME: REPORT-1



General Notes

Curb Ramps

1. Install a curb ramp or blended transition at each pedestrian street crossing.
2. All slopes shown are maximum allowable. Lesser slopes that will still drain properly should be used. Adjust curb ramp length or grade of approach sidewalks as directed.
3. The minimum sidewalk width is 5'. Where the sidewalk is adjacent to the back of curb, a 6' sidewalk width is desirable. Where a 5' sidewalk cannot be provided due to site constraints, sidewalk width may be reduced to 4' for short distances. 5' x 5' passing areas at intervals not to exceed 200' are required.
4. Landings shall be 5' x 5' minimum with a maximum 2% slope in any direction.
5. Maneuvering space at the bottom of curb ramps shall be a minimum of 4' x 4' wholly contained within the crosswalk and wholly outside the parallel vehicular travel path.
6. Maximum allowable cross slope on sidewalk and curb ramp surfaces is 2%.
7. Provide flared sides where the pedestrian circulation path crosses the curb ramp. Flared sides shall be sloped at 10% maximum, measured parallel to the curb. Returned curbs may be used only where pedestrians would not normally walk across the ramp, either because the adjacent surface is planted, substantially obstructed, or otherwise protected.
8. Additional information on curb ramp location, design, light reflective value and texture may be found in the current edition of the Texas Accessibility Standards (TAS) and 16 TAC 68.102.
9. To serve as a pedestrian refuge area, the median should be a minimum of 6' wide, measured from back of curbs. Medians should be designed to provide accessible passage over or through them.
10. Small channelization islands, which do not provide a minimum 5' x 5' landing at the top of curb ramps, shall be cut through level with the surface of the street.
11. Crosswalk dimensions, crosswalk markings and stop bar locations shall be as shown elsewhere in the plans. At intersections where crosswalk markings are not required, curb ramps shall align with theoretical crosswalks unless otherwise directed.
12. Handrails are not required on curb ramps. Provide curb ramps wherever an accessible route crosses (penetrates) a curb.
13. Curb ramps and landings shall be constructed and paid for in accordance with Item 531 "Sidewalks".
14. Place concrete at a minimum depth of 5" for ramps, flares and landings, unless otherwise directed.
15. Provide a smooth transition where the curb ramps connect to the street.
16. Curbs shown on sheet 1 within the limits of payment are considered part of the curb ramp for payment, whether it is concrete curb, gutter, or combined curb and gutter.
17. Existing features that comply with TAS may remain in place unless otherwise shown on the plans.

Detectable Warning Material

19. Curb ramps must contain a detectable warning surface that consists of raised truncated domes complying with Section 705 of the TAS. The surface must contrast visually with adjoining surfaces, including side flares. Furnish and install an approved cast-in-place dark brown or dark red detectable warning surface material adjacent to uncolored concrete, unless specified elsewhere in the plans.

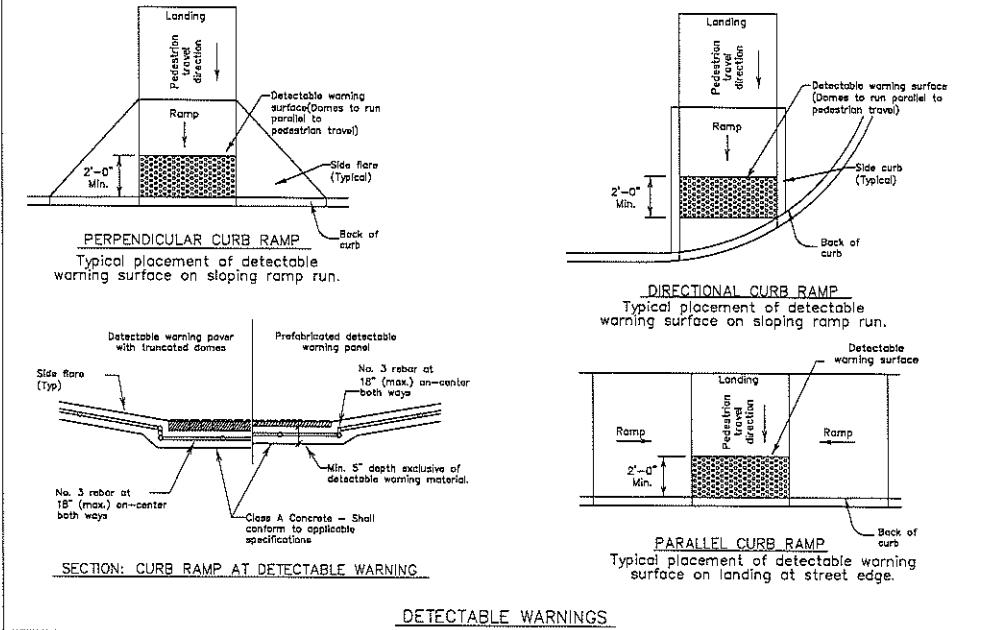
19. Detectable Warning Materials must meet TxDOT Departmental Materials Specification DMS 4350 and be listed on the Material Producer List. Install products in accordance with manufacturer's specifications.

20. Detectable warning surfaces must be slip resistant and not allow water to accumulate.

21. Detectable warning surfaces shall be a minimum of 24" in depth in the direction of pedestrian travel, and extend the full width of the curb ramp or landing where the pedestrian access route enters the street.

22. Detectable warning surfaces shall be located so that the edge nearest the curb line is at the back of curb. Align the rows of domes to be perpendicular to the grade break between the ramp run and the street. Detectable warning surfaces may be curved along the corner radius.

23. Shaded areas on Sheet 1 of 4 indicate the approximate location for the detectable warning surface for each curb ramp type.



DETECTABLE WARNINGS

Detectable Warning Pavers

24. Furnish detectable warning paver units meeting all requirements of ASTM C-938, C-33. Lay in a two by two unit basket weave pattern or as directed.

25. Lay full-size units first followed by closure units consisting of at least 25 percent of a full unit. Cut detectable warning paver units using a power saw.

Sidewalks

26. Provide clear ground space at operable parts, including pedestrian push buttons. Operable parts shall be placed within one or more reach ranges specified in TAS 308.

27. Place traffic signal or illumination poles, ground boxes, controller boxes, signs, drainage facilities and other items so as not to obstruct the pedestrian access route or clear ground space.

28. Street grades and cross slopes shall be as shown elsewhere in the plans.

29. Changes in level greater than 1/4 inch are not permitted.

30. The least possible grade should be used to maximize accessibility. The running slope of sidewalks and crosswalks within the public right of way may follow the grade of the parallel roadway. Where a continuous grade greater than 5% must be provided, handrails may be desirable to improve accessibility. Handrails may also be needed to protect pedestrians from potentially hazardous conditions. If provided, handrails shall comply with TAS 505.

SHEET 2 OF 4

Texas Department of Transportation
Project Public Information

PEDESTRIAN FACILITIES

CURB RAMPS

31. Handrail extensions shall not protrude into the usable landing area or into intersecting pedestrian routes.

32. Driveways and turnouts shall be constructed and paid for in accordance with Item "Intersections, Driveways and Turnouts". Sidewalks shall be constructed and paid for in accordance with Item, "Sidewalks".

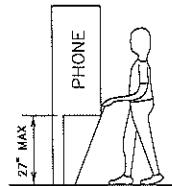
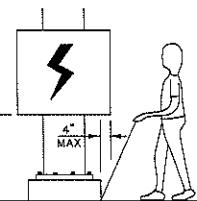
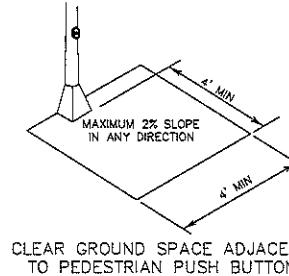
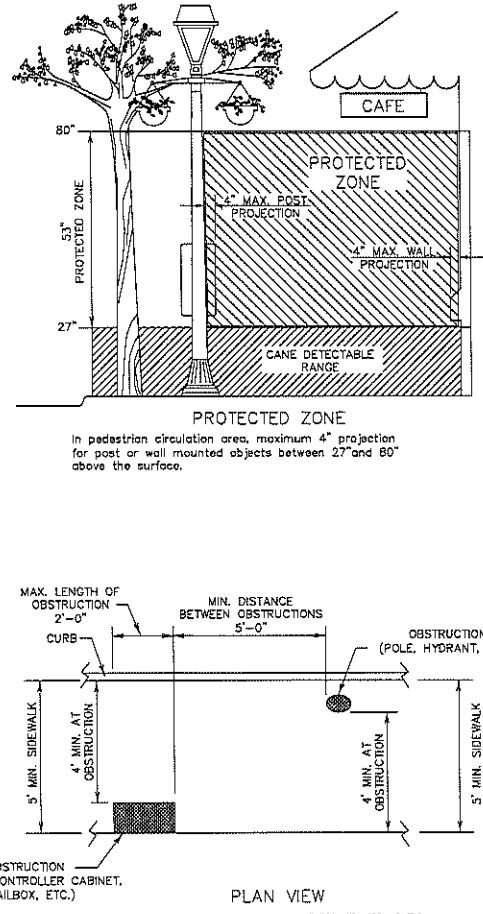
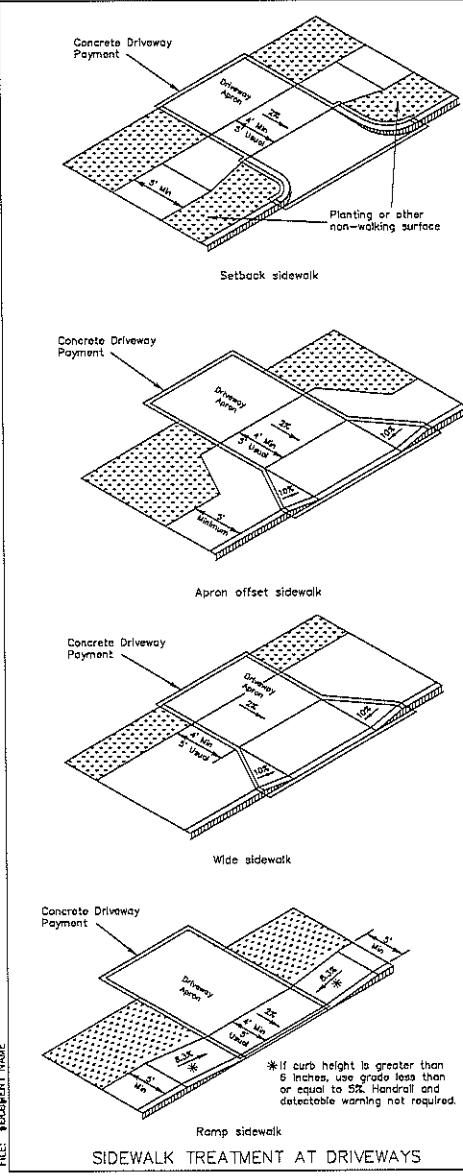
33. Sidewalk details are shown elsewhere in the plans.

FILE#	ped12a.dgp	ON_TWDOT	ON_PK	ON_TWDOT	ON_HD
		CONF	SECRET	TOP SECRET	HIGHWAY
PEDICTIONS		\$55			
VP June 13, 2012		ONST	COUNTY	SHORT NO.	
		PFO-12n2/4 AA			

GRACE CHURCH OF OVILLE
519 WESTMORELAND RD., OVILLE, TEXAS
TxDOT PEDESTRIAN DETAILS

COTTER ASSOCIATES, LLC	G.A.DIXON & ASSOCIATES	
	DESIGN CONSULTANTS DRIVE-IN DESIGN CONSULTANTS DRIVE-IN SYSTEMS INC. - TOWNE TOWNE DRIVE-IN SYSTEMS INC. - TOWNE TOWNE DRIVE-IN SYSTEMS INC. - TOWNE TOWNE	
DESIGN BSC	DATE: 3-1-16	OF:
DRIVE-IN	PER: 122	PER: 122
	PER: 122	PER: 122

DATE: NAME **ME** **TIME\$**
12/15/2007 10:00 AM



When an obstruction of a height greater than 27" from the surface would create a protrusion of more than 4" into the pedestrian circulation area, construct additional curb or foundation at the bottom to provide a maximum 4" overhang.

DETECTION BARRIER FOR
VERTICAL CLEARANCE <80'

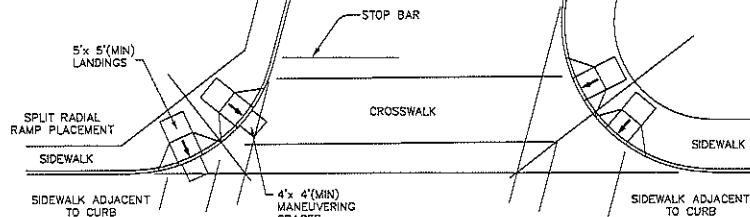
SHEET 3 OF

PEDESTRIAN FACILITIES
CURB RAMPS

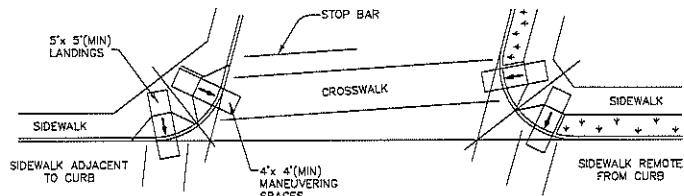
PFD-12A

m/s	ped12a.dgn	one TxDOT	one PK	one TxDOT	one HD
		CDOT	CDOT	CDOT	PROBATE
REVISIONS VP June 13, 2012		C		HWY	
		DEPT	COUNTY	SWEEET NO.	
		PED	1263/4	AA4	

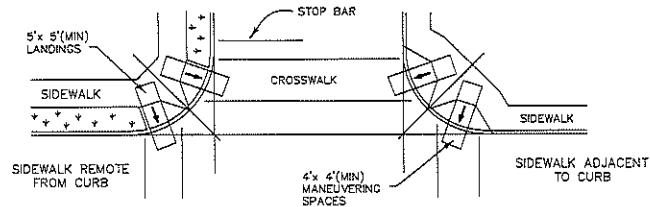
DATE: NAME & MEDIUM TIME WIFE



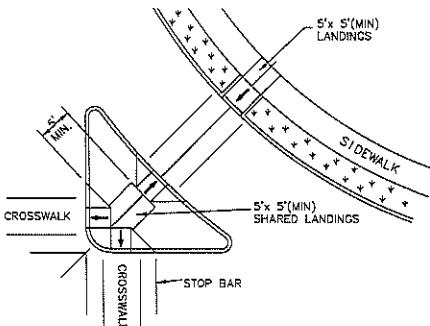
SKEWED INTERSECTION WITH "LARGE" RADIUS



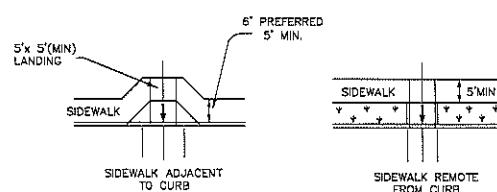
SKEWED INTERSECTION WITH "SMALL" RADIUS



NORMAL INTERSECTION WITH "SMALL" RADIUS



AT INTERSECTION
W/FREE RIGHT TURN & ISLAND



MID-BLOCK PLACEMENT PERPENDICULAR RAMPS

SHEET 4 OF 5

 Texas Department of Transportation
Design Division Standard

PEDESTRIAN FACILITIES
CURB RAMPS

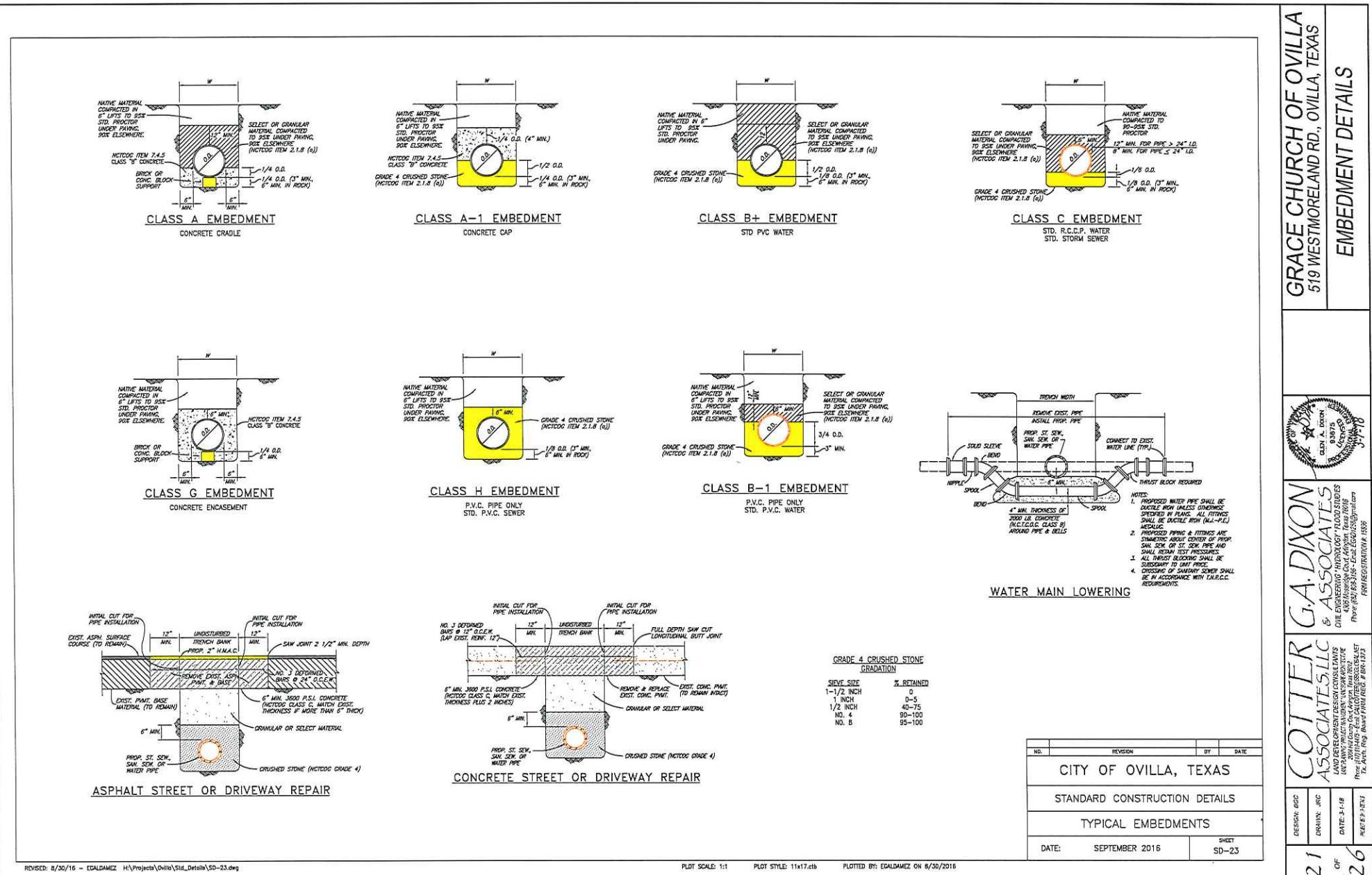
PED-12A

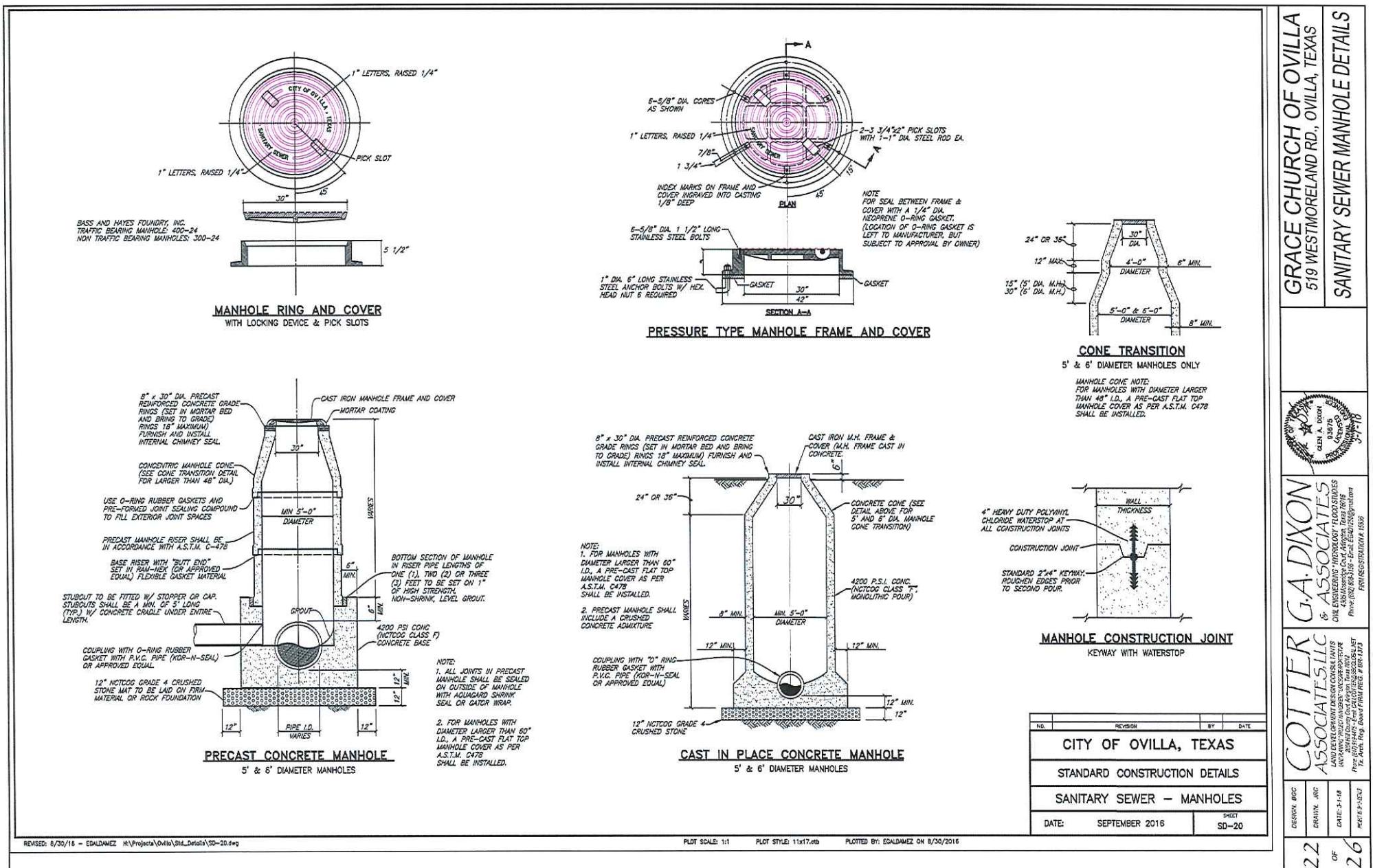
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REVISIONS		C	S	J	HWY#
VP June 13, 2012		REC#	COUNTY		REC# IN#
		PED-1204/4			AA3

**GRACE CHURCH OF OVILLA
519 WESTMORELAND RD., OVILLA, TEXAS**

TXDOT PEDESTRIAN DETAILS

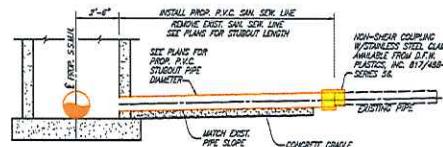
GOTTER & ASSOCIATES, LLC
200 CHERRY BLDG.
DRYRIDGE, KY 40034
DATE: 5-14-08
OFF: 276-2111
FAX: 276-2112
E-MAIL: info@gotterassociates.com





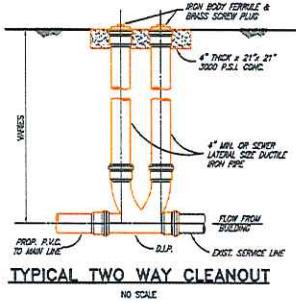
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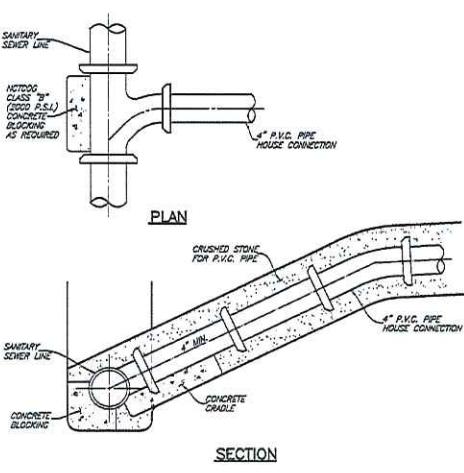


TYPICAL STUBOUT CONNECTION
NO SCALE

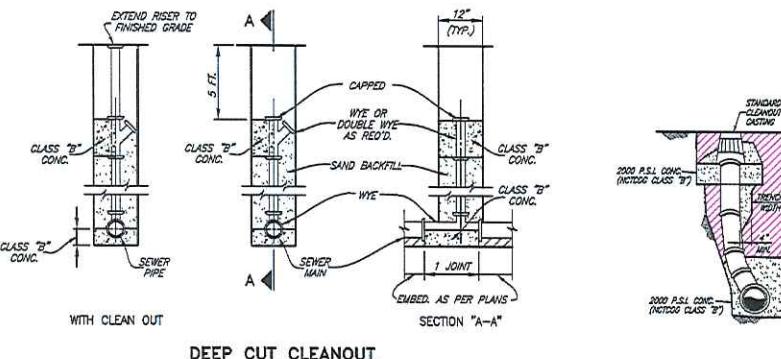
NOTE: MATCH SOFFITS UPSTREAM OF MANHOLE
MATCH FLOW LINES STREAMDOWN OF MANHOLE



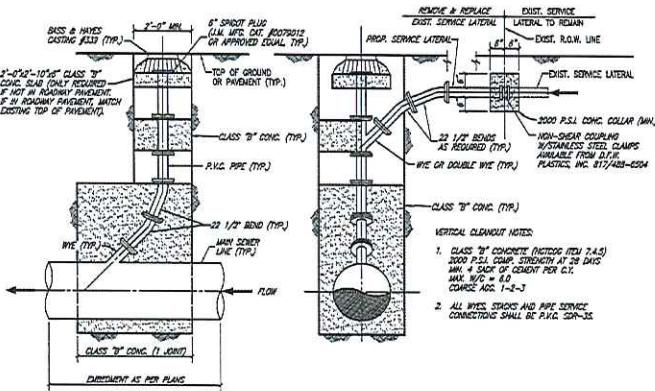
TYPICAL TWO WAY CLEANOUT
NO SCALE



**DEEP CUT CLEANOUT
GREATER THAN 10 FEET**



STANDARD CLEANOUT
NO SCALE



VERTICAL CLEANOUT CONNECTION
(CONNECTION, HYD. CONCRETE, BEADS, CASTING,
ETC. ALL SUBSIDIARY TO CLEANOUT)

COTTER & ASSOCIATES, LLC
LAND DEVELOPMENT/DESIGN/CONTRACTING
LAW OFFICES OF THE COTTER & ASSOCIATES, LLC
P.O. BOX 1373, 100 E. BURGESS, STE. 200, AUSTIN, TX 78764
TELEPHONE: 512.444.1373 FAX: 512.444.1374
E-MAIL: info@cotterassociates.com

GRACE CHURCH OF OVILLA
519 WESTMORELAND RD., OVILLA, TEXAS

SANITARY SEWER DETAILS

GLEN A. DIXON
P.E. #1373
OCTOBER 2016

23

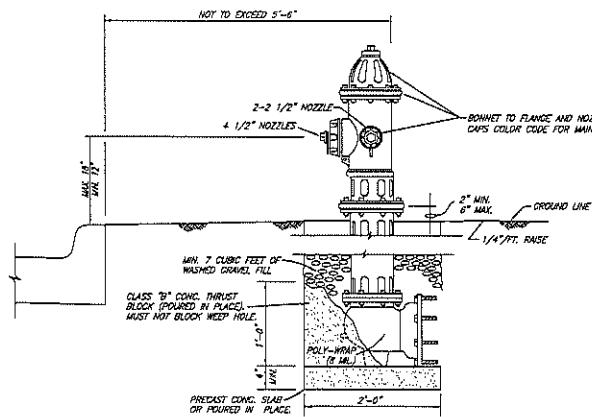
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PLOT SCALE: 1:1 PLOT STYLE: 11x17.dtb PLOTTED BY: EGALDAMEZ ON 8/30/2016

NO.	REVISION	BY	DATE
CITY OF OVILLA, TEXAS			
STANDARD CONSTRUCTION DETAILS			
SANITARY SEWER			
DATE:	SEPTEMBER 2016	SD-22	

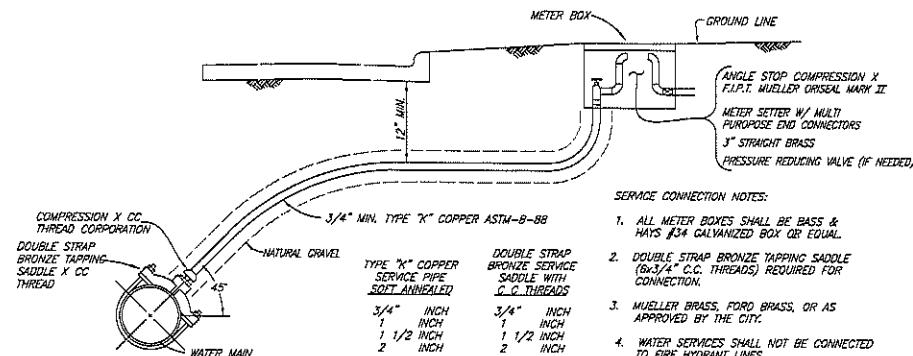
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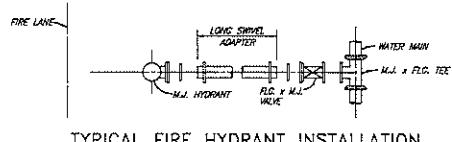


FIRE HYDRANT NOTES:

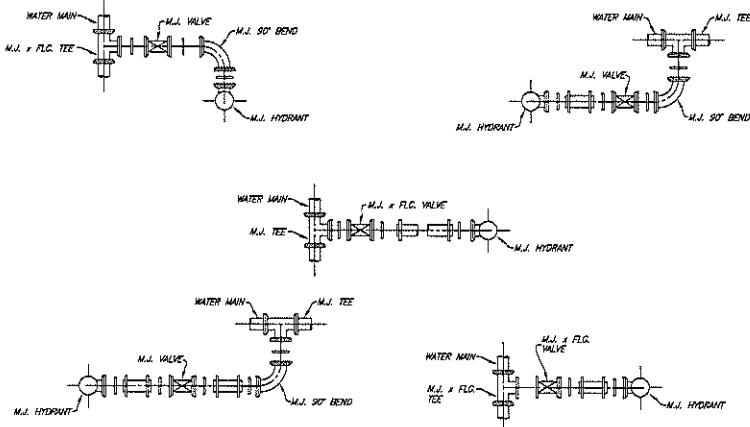
1. IN GENERAL ALL FIRE HYDRANTS SHALL CONFORM TO AMERICAN STANDARDS SPECIFICATIONS FOR FIRE HYDRANTS FOR ORDINARY WATER WORKS SERVICE FOR WATER AND SANITARY SEWER IMPROVEMENTS. FIRE HYDRANTS SHALL HAVE A 5-1/4" DIAMETER VALVE OPENING AND WITH A BONNET. THE BONNET SHALL BE 1-1/2" IN DIAMETER. ALL HYDRANTS SHALL BE EQUIPPED WITH A BREAKAWAY FLANGE. ALL HYDRANTS SHALL BE APPROVED BY THE CITY.
2. BONNET COLOR
BONNET MAIN CAP
COLOR
LESS THAN 300 GPM
RED
300-1,000 GPM
ORANGE
1,000-1,400 GPM
GREEN
1,500 & GREATER GPM
BLUE



TYPICAL SERVICE CONNECTION WITH METER BOX



TYPICAL FIRE HYDRANT INSTALLATION



TYPICAL FIRE HYDRANT INSTALLATION PLANS

<td style="width: 5

PART #	PIPE SIZE	A
1267AA	12 in	5.76 in
	(300 mm)	(145 mm)
1567AA	15 in	7.77 in
	(375 mm)	(195 mm)
1867AA	18 in	8.04 in
	(450 mm)	(205 mm)
2467AA	24 in	9.45 in
	(600 mm)	(240 mm)

PART #	PIPE SIZE	A
1201AN	12 in	11.52 in
	(300 mm)	(285 mm)
1501AN	15 in	12.98 in
	(375 mm)	(325 mm)
1801AN	18 in	13.40 in
	(450 mm)	(340 mm)
2401AN	24 in	12.60 in
	(600 mm)	(320 mm)
3001AN	30 in	12.36 in
	(750 mm)	(314 mm)
3601AN	36 in	15.50 in
	(900 mm)	(394 mm)
4201AN	42 in	15.57 in
	(1050 mm)	(395 mm)
4801AN	48 in	15.75 in
	(1200 mm)	(405 mm)
6001AN	60 in	18.00 in
	(1500 mm)	(460 mm)

PART #	PIPE SIZE	A	B
0312AA	3 in	4.00 in	4.00 in
	(75 mm)	(100 mm)	(100 mm)
0412AA	4 in	4.23 in	5.19 in
	(100 mm)	(105 mm)	(130 mm)
0512AA	5 in	4.30 in	6.25 in
	(125 mm)	(111 mm)	(155 mm)
0612AA	6 in	5.03 in	7.38 in
	(150 mm)	(121 mm)	(185 mm)
0812AA	8 in	6.00 in	10.00 in
	(200 mm)	(152 mm)	(250 mm)
1012AA	10 in	6.29 in	12.50 in
	(250 mm)	(165 mm)	(335 mm)

PART #	PIPE SIZE	A	B
0311AA	3 in	3.09 in	4.00 in
	(75 mm)	(79 mm)	(100 mm)
0411AA	4 in	3.73 in	5.13 in
	(100 mm)	(96 mm)	(120 mm)
0511AA	5 in	4.00 in	6.25 in
	(125 mm)	(102 mm)	(155 mm)
0811AA	8 in	4.00 in	7.38 in
	(200 mm)	(152 mm)	(185 mm)
0811AA*	8 in	6.00 in	10.00 in
	(200 mm)	(152 mm)	(250 mm)
1011AA*	10 in	5.50 in	12.50 in
	(250 mm)	(149 mm)	(315 mm)
1211AA	12 in	6.25 in	15.50 in
	(300 mm)	(215 mm)	(385 mm)

* DENOTED PARTS THAT CAN ALSO BE USED ON DUAL WALL PIPE

DUAL WALL SNAP COUPLING
8"-10" DIAMETER

PRO-LINK ST
12"-24" DIAMETER

NOTE: ALL DIMENSIONS ARE NOMINAL
MATERIAL: GASKET TO PREVENT SPECIFIED
JOINT PERFORMANCE

12"-24" DIAMETER

12", 15", 18", 24" DURASLOT® END CAP

18" DURASLOT® WITH 6" SLOT

12", 15", 18", 24" DURASLOT® END CAP

AGENDA ITEM REPORT

Item: 6

Meeting Date: March 12, 2018

Department: Administration/Finance

Discussion Action

Budgeted Expense: YES NO N/A

Submitted By: John R. Dean, Jr., CM

Amount: \$ 10,587

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

Attachments:

1. General Assessment and Report of Findings
2. Recommended upgrades

Agenda Item / Topic:

ITEM 6. *DISCUSSION/ACTION* – Consideration of and action on NetGenius Report of Findings and General Assessment of IT Infrastructure.

Discussion / Justification:

NetGenius representatives will present their findings on the IT Infrastructure of the City.

Recommendation / Staff Comments:

Sample Motion(s):

I move that...

Proposal To

City of Ovilla

From



(888) 250-NETG (o)
ben@netgeniusinc.com
www.netgeniusinc.com



Dear Mr. Dean,

In the General Assessment and Report of Findings, we recommended upgrades. Some of these upgrades involve work performed, for which there is no charge. However, some of the upgrades require the purchase of equipment. We have outlined the costs for that equipment in this document.

Please feel free to call us if you have any questions on this. We would be happy to attend council meetings to explain our findings and recommendations, at your direction.

Sincerely,

Ben Singleton
ben@netgeniusinc.com

Moeed Siddiqui
moeed@netgeniusinc.com

netGenius

Proposed Upgrades

Proposed Upgrades City of Ovilla Network

Estimate

Item	Total
WIFI Network Mapping	Inc.
Segmentation of city network (must purchase smart switch)	Inc.
Isolation of WIFI network (must purchase smart switch)	Inc.
Active Directory Cleanup (remove Admin privileges)	Inc.
Tech use policy review	Inc.
NIC Teaming (must purchase smart switch)	Inc.
VPN (must upgrade firewall firmware)	Inc.
Storage Appliance (PD videos) *will affect monthly mgmt fee	\$1,200.00
1 48 port smart switch	\$489.00
2U Server (replace PD Server)	\$4,000.00
Server Licensing	\$2,500.00
Firewall management contract	\$TBD
2 Enterprise-grade solid state drives (3.8 TB ea.)	\$2,398.00
Total	\$10,587.00

*Pricing is at cost, obtained at the time of the estimate, and subject to change based on supplier pricing. We source hardware from various online and retail suppliers based on pricing and availability. If you would like to purchase this hardware directly, please contact us so that we can assist you in sourcing the correct models and specs.

AGENDA ITEM REPORT

Item: 7

Meeting Date: March 12, 2018

Department: Administration/Public Works

Discussion Action

YES NO N/A

Submitted By: John R. Dean, Jr., CM

Amount: \$225,984.00

Reviewed By: City Manager City Secretary City Attorney
 Accountant Other: B. Piland

Attachments:

1. Resolution R2018-11
2. Proposal/Quote

Agenda Item / Topic:

ITEM 7. **DISCUSSION/ACTION** – Consideration of and action on Resolution R2018-11 approving a proposal from Ellis County Precinct #4 to reclaim/rehabilitate Ovilla Oaks authorizing the Mayor to execute said documents.

Discussion / Justification:

Included in the City of Ovilla's 10-year Capital Improvements Projects (CIP) for this fiscal year is the road reclaim and rehabilitation of Ovilla Oaks. This was a budget discussion and is a funded project for this fiscal year. The budgeted amount for this project was \$270,000.00. Staff is presenting a proposal from the Ellis County Precinct #4 for consideration.

Recommendation / Staff Comments:

Staff recommends approval of the resolution.

Sample Motion(s):

I move that Council approve/deny Resolution R2018-11, approving a proposal from Ellis County Precinct #4 to reclaim/rehabilitate Ovilla Oaks authorizing the Mayor to execute said documents.

RESOLUTION NO. R2018-11

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OVILLA, TEXAS, AUTHORIZING THE MAYOR TO EXECUTE, FOR AND ON BEHALF OF THE CITY OF OVILLA, TEXAS, A PROJECT AGREEMENT BY AND BETWEEN THE CITY OF OVILLA, TEXAS, AND ELLIS COUNTY PRECINCT 4 TO REHABILITATE AND RECLAIM OVILLA OAKS.

* * * * *

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF OVILLA:

Section 1. The City Council of the City of Ovilla hereby authorizes the Mayor to execute an Agreement for by and between the City of Ovilla, Texas, and Ellis County Precinct 4, to reclaim and rehabilitate roads in Ovilla Oaks for the City of Ovilla in the amount of \$225,984.00.

Section 2. The project Agreement shall commence on March 12, 2018 and shall remain in effect until the project is complete.

Section 3. A copy of said Agreement by and between the City of Ovilla, Texas and Ellis County Precinct 4 is attached hereto as Exhibit "A" and made a part hereof for all purposes.

PASSED, APPROVED, AND RESOLVED this 12 day of March 2018.

ATTEST: _____
Pamela Woodall, **CITY SECRETARY**

APPROVED: _____
Richard Dormier, **MAYOR**

QUOTE

**ELLIS COUNTY PRECINCT 4
1011 EASTGATE
MIDLOTHIAN, TX. 76065**

OFFICE: 972-825-5305

Date: February 9, 2018

Customer: City of Ovilla
105 S. Cockrell Hill Road
Ovilla, TX. 75154
972-617-7262

RE: Quotes

Pull shoulders, Haul Off, Reclaim/ Rehabilitate, Base as needed, Process Cement Slurry and Make Ready. **\$4.00 per SY – Texas Bit \$ 12.05 per SY Laydown**

Ovilla Oaks – 14080 SY County Price \$56,320.00 – Texas Bit \$169,664.00
Total = \$225,984.00 Average of roadway is 24' in all.

Bids are good thru September 1st 2018.

Contractor's price could vary to the County/City measurements of the roadway. The Contractor that is chosen will need to verify measurements before beginning. CITY will deal directly with the contractor and the COUNTY will help schedule time when our job is complete. You will also pay Contractor separately from the County.

Please return with signature of approval

City of Ovilla

By:

AGENDA ITEM REPORT

Item: 8

Meeting Date: March 12, 2018

Department: Administration/Public Works

Discussion Action

Budgeted Expense: YES NO N/A

Submitted By: John R. Dean, Jr., CM

Amount: \$114,752.00

Reviewed By: City Manager City Secretary City Attorney

Accountant

Other: B. Piland

Attachments:

1. Resolution R2018-12
2. Proposal/Quote

Agenda Item / Topic:

ITEM 8. **DISCUSSION/ACTION** – Consideration of and action on Resolution R2018-12, approving a proposal from Ellis County Precinct #4 to reclaim/rehabilitate Suburban Drive authorizing the Mayor to execute said documents.

Discussion / Justification:

Included in the City of Ovilla's 10-year Capital Improvements Projects (CIP) for this fiscal year is the road reclaim and rehabilitation of Suburban Drive. This was a budget discussion and expected to be a funded project for this fiscal year. Funds necessary to complete the project will be brought to Council during mid-year budget revisions. Staff is presenting a proposal from the Ellis County Precinct #4 for consideration.

Funding: There is approximately \$44,000 remaining from the budgeted expense for Ovilla Oaks that can be applied to the Suburban Project.

Approximately \$71,000 would need to be funded for this project at the mid-year budget revision.

Recommendation / Staff Comments:

Staff Recommends approval of the resolution.

Sample Motion(s):

I move that Council approve/deny Resolution R2018-12, approving a proposal from Ellis County Precinct #4 to reclaim/rehabilitate Suburban Drive authorizing the Mayor to execute said documents.

RESOLUTION NO. R2018-12

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OVILLA, TEXAS, AUTHORIZING THE MAYOR TO EXECUTE, FOR AND ON BEHALF OF THE CITY OF OVILLA, TEXAS, A PROJECT AGREEMENT BY AND BETWEEN THE CITY OF OVILLA, TEXAS, AND ELLIS COUNTY PRECINCT 4 TO REHABILITATE AND RECLAIM SUBURBAN DRIVE.

* * * * *

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF OVILLA:

Section 1. The City Council of the City of Ovilla hereby authorizes the Mayor to execute an Agreement for by and between the City of Ovilla, Texas, and Ellis County Precinct 4, to reclaim and rehabilitate Suburban Drive for the City of Ovilla in the amount of \$114,752.00.

Section 2. The project Agreement shall commence on March 12, 2018 and shall remain in effect until the project is complete.

Section 3. A copy of said Agreement by and between the City of Ovilla, Texas and Ellis County Precinct 4 is attached hereto as Exhibit "A" and made a part hereof for all purposes.

PASSED, APPROVED, AND RESOLVED this 12 day of March 2018.

ATTEST: _____
Pamela Woodall, **CITY SECRETARY**

APPROVED: _____
Richard Dormier, **MAYOR**

QUOTE

**ELLIS COUNTY PRECINCT 4
1011 EASTGATE
MIDLOTHIAN, TX. 76065**

OFFICE: 972-825-5305

Date: March 2, 2018

Customer: City of Ovilla
105 S. Cockrell Hill Road
Ovilla, TX. 75154
972-617-7262

RE: Quote for Suburban Dr.

Pull shoulders, Haul Off, Reclaim/ Rehabilitate, Base as needed, Process Cement Slurry and Make Ready. **\$4.00 per SY** (7040 sy) – Texas Bit **\$ 12.05 per SY**
Laydown

Suburban Dr. - 7040 SY County Price \$28,160.00 – Texas Bit \$84,832.00

Total = \$112,992.00 Average of roadway is 24' in all.

Additional:

Prime Seal - \$ 1,760.00

TOTAL \$ 114,752.00

Bids are good thru September 1st 2018.

Contractor's price could vary to the County/City measurements of the roadway. The Contractor that is chosen will need to verify measurements before beginning. CITY will deal directly with the contractor and the COUNTY will help schedule time when our job is complete. You will also pay Contractor separately from the County.

Please return with signature of approval

City of Ovilla

By:

AGENDA ITEM REPORT

Item: 9

Meeting Date: March 12, 2018

Department: Administration

Discussion Action

Budgeted Expense: YES NO N/A

Submitted By: John R. Dean, Jr., CM

Amount: \$N/A

Reviewed By: City Manager City Secretary City Attorney

Accountant

Other:

Attachments:

1. Resolution R2018-13
2. Master Interlocal Agreement

Agenda Item / Topic:

ITEM 9. **DISCUSSION/ACTION** – Consideration of and action on Resolution R2018-13 of the City of Ovilla, Texas for a Master Interlocal Agreement made and entered into pursuant to the Texas Interlocal Cooperation Act, Chapter 791, Texas Government Code, by and between the North Central Texas Council of Governments (NCTCOG) and the City of Ovilla to provide one or more governmental functions and services, authorizing the Mayor to execute said documents.

Discussion / Justification:

The City has the opportunity to enter into an interlocal agreement "SHARE Program" with the North Central Texas Council of Governments that could benefit the city with pavement management services. The service prices in this agreement are good through FY 2019.

Recommendation / Staff Comments:

Staff recommends approval of the resolution.

Sample Motion(s):

I move that Council approve/deny Resolution R2018-13 of the City of Ovilla, Texas for a Master Interlocal Agreement made and entered into pursuant to the Texas Interlocal Cooperation Act, Chapter 791, Texas Government Code, by and between the North Central Texas Council of Governments (NCTCOG) and the City of Ovilla to provide one or more governmental functions and services, authorizing the Mayor to execute said documents.

RESOLUTION R2018-13

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OVILLA, TEXAS, AUTHORIZING THE MAYOR TO EXECUTE, FOR AND ON BEHALF OF THE CITY OF OVILLA, TEXAS, A MASTER INTERLOCAL AGREEMENT BY AND BETWEEN THE CITY OF OVILLA, TEXAS, AND NORTH CENTRAL TEXAS COUNCIL OF GOVERNMENTS TO PROVIDE GOVERNMENTAL FUNCTIONS AND SERVICES.

* * * * *

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF OVILLA:

Section 1. The City Council of the City of Ovilla hereby authorizes the Mayor to execute a Master Interlocal Agreement by and between the City of Ovilla, Texas, and the North Central Texas Council of Governments (NCTCOG) to provide one or more government functions and services, to commence on March 12, 2018.

Section 2. A copy of said Mater Interlocal Agreement is attached hereto as Exhibit "A" and made a part hereof for all purposes.

PASSED, APPROVED, AND RESOLVED this 12 day of March 2018.

ATTEST: _____
Pamela Woodall, **CITY SECRETARY**

APPROVED: _____
Richard Dormier, **MAYOR**



For NCTCOG Use Only

ILA No: _____

MASTER INTERLOCAL PURCHASING AGREEMENT

THIS MASTER INTERLOCAL AGREEMENT ("ILA"), made and entered into pursuant to the Texas Interlocal Cooperation Act, Chapter 791, Texas Government Code (the "Act"), by and between the North Central Texas Council of Governments, hereinafter referred to as "NCTCOG," having its principal place of business at 616 Six Flags Drive, Arlington, TX 76011, and _____, a local government, a state agency, or a non-profit corporation created and operated to provide one or more governmental functions and services, hereinafter referred to as "Participant," having its principal place of business at 105 South Cockrell Hill Road, Ovilla, Texas 75154

WHEREAS, NCTCOG is a regional planning commission and political subdivision of the State of Texas operating under Chapter 391, Texas Local Government Code; and

WHEREAS, pursuant to the Act, NCTCOG is authorized to contract with eligible entities to perform governmental functions and services, including the purchase of goods and services; and

WHEREAS, in reliance on such authority, NCTCOG has instituted a cooperative purchasing program under which it contracts with eligible entities under the Act; and

WHEREAS, Participant has represented that it is an eligible entity under the Act, that it is authorized to enter into this Agreement on March 12th, 2018 (Date), and that it desires to contract with NCTCOG on the terms set forth below;

NOW, THEREFORE, NCTCOG and the Participant do hereby agree as follows:

ARTICLE 1: LEGAL AUTHORITY

The Participant represents and warrants to NCTCOG that (1) it is eligible to contract with NCTCOG under the Act for the purposes recited herein because it is one of the following: a local government, as defined in the Act (a county, a municipality, a special district, or other political subdivision of the State of Texas or any other state, or a combination of two or more of those entities, a state agency (an agency of the State of Texas as defined in Section 771.002 of the Texas Government Code, or a similar agency of another state), or a non-profit corporation created and operated to provide one or more governmental functions and services, and (2) it possesses adequate legal authority to enter into this Agreement.

ARTICLE 2: SCOPE OF SERVICES

The Participant appoints NCTCOG its true and lawful purchasing agent for the purchase of certain products and services ("Products" or "Services") through the North Texas SHARE program. Participant will access the Program through www.NorthTexasSHARE.org. All purchases under this Agreement shall comply with applicable Texas competitive bidding statutes as well as the specifications, contract terms and pricing applicable to such purchases. NCTCOG may also serve as a coordinating agent to administer the use of eligible Participant contracts to other participants of North Texas SHARE. The eligibility of such contracts will be determined by incorporation of coordinating agent authorization in Participant's solicitation documents. Title to all products purchased under the North Texas SHARE program shall be held by Participant unless otherwise agreed. Nothing in this Agreement shall preclude the Participant from purchasing Products and/or Services offered in the North Texas SHARE program directly from the vendor/supplier.

ARTICLE 3: PAYMENTS

Upon delivery of goods or services purchased and presentation of a properly documented invoice, the Participant shall promptly, and in any case within thirty (30) days, pay the contracted provider the full amount of the invoice. All payments for goods or services will be made from current revenues available to the paying party. In no event shall NCTCOG have any financial liability to the Participant for any goods or services Participant purchases through the North Texas SHARE program.

ARTICLE 4: PERFORMANCE PERIOD

This Agreement shall be effective when signed by the last party whose signing makes the Agreement fully executed and will remain in full force and effect for one (1) year. This Agreement shall automatically renew for successive one-year terms unless sooner terminated in accordance with Article 6 below. Any modification of this Agreement must comply with the requirements of Article 5 below.

ARTICLE 5: CHANGES AND AMENDMENTS

This Agreement may be amended only by a written amendment executed by both parties, except that any alterations, additions, or deletions to the terms of this Agreement which are required by changes in Federal and State law or regulations are automatically incorporated into this Agreement without written amendment hereto and shall become effective on the date designated by such law or regulation. NCTCOG reserves the right from time to time to make changes in the scope of products and services offered through the North Texas SHARE program.

ARTICLE 6: TERMINATION PROCEDURES

NCTCOG or the Participant may cancel this Agreement for any reason and at any time upon thirty (30) days written notice by certified mail to the other party to this Agreement. The obligation of the Participant to pay for any Service and/or Products purchased under this Agreement, shall survive such cancellation, as well as any other Participant costs incurred prior to the effective date of the cancellation.

ARTICLE 7: APPLICABLE LAWS

NCTCOG and the Participant agree to conduct all activities under this Agreement in accordance with all applicable rules, regulations, and ordinances and laws in effect or promulgated during the term of this Agreement.

ARTICLE 8: DISPUTE RESOLUTION

The parties to this Agreement agree to the extent possible and not in contravention of any applicable state or federal law or procedure established for dispute resolution, to attempt to resolve any dispute between them regarding this Agreement informally through voluntary mediation, arbitration or any other local dispute mediation process before resorting to litigation.

ARTICLE 9: MISCELLANEOUS

- a. This Agreement has been made under and shall be governed by the laws of the State of Texas. Venue and jurisdiction of any suit or cause of action arising under, or in connection with, this Agreement shall lie exclusively in Tarrant County, Texas.
- b. The persons executing this Agreement hereby represent that they have authorization to sign on behalf of their respective entities.
- c. This Agreement and the rights and obligations contained herein may not be assigned by either party without the prior written approval of the other party to this Agreement.



For NCTCOG Use Only

ILA No: _____

- d. All parties agree that should any provision of this Agreement be determined to be invalid or unenforceable, such determination shall not affect any other term of this Agreement, which shall continue in full force and effect.
- e. To the extent that either party to this Agreement shall be wholly or partially prevented from the performance within the term specified of any obligation or duty placed on such party by reason of or through strikes, stoppage of labor, riot, fire, flood, acts of war, insurrection, accident, order of any court, act of God, or specific cause reasonably beyond the party's control and not attributable to its neglect or nonfeasance, in such event, the time for the performance of such obligation or duty shall be suspended until such disability to perform is removed; provided, however, force majeure shall not excuse an obligation solely to pay funds.
- f. This Agreement and any attachments/addendums, as provided herein, constitute the complete agreement between the parties hereto, and supersede any and all oral and written agreements between the parties relating to matters herein.

THIS INSTRUMENT HAS BEEN EXECUTED IN TWO ORIGINALS BY THE PARTIES HERETO AS FOLLOWS:

North Central Texas Council of Governments
North Texas SHARE
616 Six Flags Drive, Arlington, Texas 76011

NCTCOG Executive Director or Designee

Signature of Executive Director or Designee

Date

City of Ovilla
Name of Participant Agency

105 South Cockrell Hill Road
Mailing Address

Ovilla TX 75154
City State Zip

Richard Dormier, Mayor
Name and Title of Authorized Official or Designee

Signature

Date

AGENDA ITEM REPORT

Item: 10

Meeting Date: March 12, 2018

Department: Administration/Finance

Discussion Action

Budgeted Expense: YES NO N/A

Submitted By: John R. Dean, Jr., CM

Amount: \$N/A

Reviewed By: City Manager City Secretary City Attorney
 Accountant Other: Utility Billing

Attachments:

1. Ordinance 2018-05

Agenda Item / Topic:

ITEM 10. DISCUSSION/ACTION – Consideration of and action on Ordinance 2018-05 of the City of Ovilla, Texas, to amend Chapter 13, Article 13.03, Section 13.03.123 of the Code of Ordinances of the City of Ovilla establishing requirement for making billing adjustment for water leakage and; amend Chapter 13, Article 13.03.121 of the Code of Ordinances of the City of Ovilla establishing acceptable methods of payment of bills; repeal Chapter 13, Article 13.03, Section 13.03.115 of the Code of Ordinances of the City of Ovilla; and providing a savings clause; providing a severance clause; providing for incorporation into the Ovilla Code of Ordinances; providing for immediate effect; and providing for publication.

Discussion / Justification:

This amendment accomplishes three things:

1. Establishes a written procedure for leak adjustments consistent with the current practice. The Code currently only allows for a billing adjustment if there is an error by the city or an issue with city equipment.
2. Establishes acceptable forms of payment. The Code currently does not allow a customer to pay by credit/debit card or other electronic means. It only allows for cash, check, or money order. This amendment allows for the city to accept payment methods consistent with current practice and the State.
3. Repeals a section of the Code concerning deposits. Currently the Code lists two separate deposit procedures. This amendment repeals the section of the Code that does not reflect current practice.

Recommendation / Staff Comments:

Sample Motion(s):

I move that Council approve/deny Ordinance 2018-05 of the City of Ovilla, Texas, to amend Chapter 13, Article 13.03, Section 13.03.123 of the Code of Ordinances of the City of Ovilla establishing requirement for making billing adjustment for water leakage and; amend Chapter 13, Article 13.03.121 of the Code of Ordinances of the City of Ovilla establishing acceptable methods of payment of bills; repeal Chapter 13, Article 13.03, Section 13.03.115 of the Code of Ordinances of the City of Ovilla; and providing a savings clause; providing a severance clause; providing for incorporation into the Ovilla Code of Ordinances; providing for immediate effect; and providing for publication.

ORDINANCE NO. 2018-05

AN ORDINANCE OF THE CITY OF OVILLA, TEXAS, TO AMEND CHAPTER 13, ARTICLE 13.03, SECTION 13.03.123 OF THE CODE OF ORDINANCES OF THE CITY OF OVILLA ESTABLISHING REQUIREMENTS FOR MAKING BILLING ADJUSTMENTS FOR WATER LEAKAGE AND; AMEND CHAPTER 13, ARTICLE 13.03.121 OF THE CODE OF ORDINANCES OF THE CITY OF OVILLA ESTABLISHING ACCEPTABLE METHODS OF PAYMENT OF BILLS; REPEAL CHAPTER 13, ARTICLE 13.03, SECTION 13.03.115 OF THE CODE OF ORDINANCES OF THE CITY OF OVILLA AND; PROVIDING A SAVINGS CLAUSE; PROVIDING A SEVERANCE CLAUSE; PROVIDING FOR INCORPORATION INTO THE OVILLA CODE OF ORDINANCES; PROVIDING FOR IMMEDIATE EFFECT; AND PROVIDING FOR PUBLICATION.

WHEREAS, the City Council has found that the current practice of making billing adjustments for water leakage is not consistent with the Code of Ordinances regarding billing adjustments; and

WHEREAS, the City Council of Ovilla wishes to establish a billing adjustment process that is reasonable for the City of Ovilla, Texas; and

WHEREAS, the City Council of Ovilla wishes to establish a billing adjustment process that is reasonable for the residents of the City of Ovilla, Texas that have experienced a water leak that was not reasonably detectable and would cause undue financial hardship on the resident; and

WHEREAS, the City Council of Ovilla has found that credit/debit cards and other forms of electronic payment are not authorized as acceptable forms of payment for collection of bills in the Code of Ordinances; and

WHEREAS, the City Council of Ovilla wishes to establish that credit/debit cards and other forms of electronic payment are acceptable forms of payment for collection of bills for the City of Ovilla, Texas; and

WHEREAS, the City Council of Ovilla has found conflicts within the Code of Ordinances regarding deposits for utility services; and

WHEREAS, the City Council of Ovilla wishes to eliminate the conflicts within the Code of Ordinances regarding utility deposits for the City of Ovilla, Texas;

WHEREAS, the City Council finds and determines it is in the best interest of the citizens of the City of Ovilla to amend the Code of Ordinances to establish a billing adjustment process; establish acceptable forms of payment for collection of bills; and establish a single method of utility deposits.

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

SECTION 1.

AMENDMENT OF CHAPTER 13, ARTICLE 13.03, SECTION 13.03.123 OF THE CODE OF ORDINANCES OF THE CITY OF OVILLA, TEXAS

CHAPTER 13, ARTICLE 13.03, SECTION 13.03.123 "Billing Adjustments" of the Code of Ordinances of the City of Ovilla, Texas, is hereby amended to read as follows:

The city may adjust a utility bill for overbilling or underbilling when any of the following occur: failure to read the meter, misreading a meter, application of an improper rate schedule, or typographical or computational errors.

Water leakage. When a customer experiences a substantial (30% or greater) increase in his or her water or wastewater usage from a hidden water leak, the department will adjust the amount up to one-half the total amount of the largest bill in the previous three (3) months. The department will adjust a bill only if a customer presents a plumber's statement which indicates:

- The water leak was not reasonably detectable from the surface;
- The leak has been repaired; and
- The type of repairs made.

The public works director may request additional information before determining if a water leak was reasonably detectable based upon the facts presented prior to his or her approval of the adjustment. A customer may receive one (1) adjustment during a twelve-month period, unless the city manager determines that extenuating circumstances justify allowing an additional adjustment.

AMENDMENT OF CHAPTER 13, ARTICLE 13.03, SECTION 13.03.121 OF THE CODE OF ORDINANCES OF THE CITY OF OVILLA, TEXAS

CHAPTER 13, ARTICLE 13.03, SECTION 13.03.121 "Acceptable Methods of Payment of Bills" of the Code of Ordinances of the City of Ovilla, Texas, is hereby amended to read as follows:

Bills may be paid by cash, check, credit/debit card, other electronic means or money order. The city may refuse payment by check if, through experience or other information, they have reason to believe the check will not be honored at the customer's bank.

REPEAL OF CHAPTER 13, ARTICLE 13.03, SECTION 13.03.115 OF THE CODE OF ORDINANCES OF THE CITY OF OVILLA, TEXAS

CHAPTER 13, ARTICLE 13.03, SECTION 13.03.115 "Deposit" of the Code of Ordinances of the City of Ovilla, Texas, is hereby repealed in its entirety.

SECTION 2. SAVINGS CLAUSE

In the event that any other Ordinance of the City of Ovilla, Texas, heretofore enacted is found to conflict with the provisions of the Ordinance, this Ordinance shall prevail.

SECTION 3. SEVERANCE CLAUSE

If any section, subsection, sentence, clause, phrase or portion of this Ordinance is for any reason held invalid or unconstitutional by any court or competent jurisdiction, such shall be deemed a separate, distinct and independent provision and such holding shall not affect the validity of the remaining portions thereof.

SECTION 4. INCORPORATION INTO THE CODE OF ORDINANCES

The provisions of this ordinance shall be included and incorporated in the City of Ovilla Code of Ordinances and shall be appropriately renumbered, if necessary, to conform to the uniform numbering system of the Code.

ORDINANCE NO. 2018-05

SECTION 5. EFFECTIVE DATE

Because of the nature of the interests and safeguards sought to be protected by this Ordinance and in the interest of the citizens of the City of Ovilla, Texas, this Ordinance shall take effect immediately after passage, approval and publication, as required by law.

SECTION 6. PUBLICATION

The City Secretary is hereby authorized and directed to cause publication of the descriptive caption and penalty clause hereof as an alternative method of publication provided by law.

PASSED, ADOPTED and APPROVED by the City Council of Ovilla, Texas, on this the 12th day of March 2018.

Richard Dormier, Mayor

ATTEST:

Pamela Woodall, City Secretary

APPROVED AS TO FORM:

Ron G. MacFarlane, Jr., City Attorney

AGENDA ITEM REPORT

Item: 11

Meeting Date: March 12, 2018

Department: Administration/Finance

Discussion Action

Budgeted Expense: YES NO N/A

Submitted By: John R. Dean, Jr., CM

Amount: \$N/A

Reviewed By: City Manager City Secretary City Attorney

Accountant

Other: B. Piland/M. Dooly

Attachments:

None

Agenda Item / Topic:

ITEM 11. **DISCUSSION/ACTION** – Discuss and consider to direct staff to prepare a Request for Qualifications (RFQ) for city engineering services and to solicit responses for council consideration.

Discussion / Justification:

Councilman Hunt requested this item be placed on the agenda for consideration.

Recommendation / Staff Comments:

Sample Motion(s):

I move that Council direct staff to prepare a Request for Qualifications (RFQ) for city engineering services and to solicit responses for council consideration.

AGENDA ITEM REPORT

Item: 12

Meeting Date: March 12, 2018

Department: Administration/Public Works

Discussion Action

YES NO N/A

Submitted By: John R. Dean, Jr., CM

Amount: \$N/A

Reviewed By: City Manager City Secretary City Attorney

Accountant

Other: B. Piland, M. Dooly, Chief Windham

Attachments:

1. None

Agenda Item / Topic:

ITEM 12. **DISCUSSION/ACTION** – Consideration of and action on the need for a three-way stop at Johnson Lane and Duncanville Road, directing staff to return with an ordinance for execution.

Discussion / Justification:

Staff has received a requested for a three-way stop at Johnson Lane and Duncanville Road. Staff has considered the request and the Police Chief believes that the request has merit.

Recommendation / Staff Comments:

Sample Motion(s):

I move that Council direct staff...

AGENDA ITEM REPORT

Item: 13

Meeting Date: March 12, 2018

Department: Administration/Code

Discussion Action

Budgeted Expense: YES NO N/A

Submitted By: John R. Dean, Jr., CM

Amount: \$N/A

Reviewed By: City Manager City Secretary City Attorney

Accountant

Other: M. Dooly

Attachments:

1. Recommendation from the Planning and Zoning Commission
2. Draft Ordinance
3. Family Chart

Agenda Item / Topic:

ITEM 13. DISCUSSION/ACTION – Receive recommendation from the Planning on Zoning Commission to consider and take action on the amendment to the text of Article 6, Section 53.1 of the Ovilla Comprehensive Zoning Ordinance No. 2010.013, providing a definition of the term “Dwelling Guesthouse” and direct staff as necessary to prepare an ordinance and meet legal requirements for adoption.

Discussion / Justification:

Background/History: Staff believes that adding a definition for the word “temporary” is a good idea and would better clarify or omit questions when used in the “guesthouse” definition. With confirmation from legal counsel staff recommends that when referring to “temporary” 90-days is reasonable. The issue of course is enforcement and how important such enforcement is to the City.

At the February 2018 Council meeting, staff was directed to send this item to the Planning and Zoning Commission for review and comment. Five members were present at their March 05, 2018 P & Z Meeting. Their recommendation to Council is attached.

Staff recommends that the term guest shall not include family within the first and second degree of either infinity or consanguinity.

EXCERPTS FROM THE CODE:

Sec. 3.08.003 Definitions

Dwelling Unit. A building or portion of a building which is arranged, occupied or intended to be occupied as living quarters for one family and including facilities for food preparation and sleeping.

Section 53 - Definitions

53.1 GENERAL DEFINITIONS

Dwelling, Guesthouse, A residential dwelling, which may include living, sleeping, bathing, and kitchen facilities but is secondary to the main dwelling structure and is used solely for habitation of guests on a **temporary** basis and with no compensation, either monetary or in-kind.

An amendment to the Zoning Ordinance would require legal notice and public hearings.

Recommendation / Staff Comments:

Staff recommends that Council direct staff to prepare an Ordinance and set dates for public hearings by the Planning and Zoning Commission and City Council for consideration and possible adoption.

Sample Motion(s):

I move to direct staff...



City of OVILLA Planning & Zoning Commission Recommendation

A request was made for consideration on revisions to the Zoning Code of Ordinance and are requested for amendment.

ITEM I. **DISCUSSION/ACTION** – Consideration of and action on the review and amendment to the text of Article 6, Section 53.1 of the Ovilla Comprehensive Zoning Ordinance No. 2010.013, providing a definition of the term “Dwelling Guesthouse” and directing staff as necessary to forward recommendation to Council for consideration.

Motion: Move to approve request and forward recommendation to City Council to define the use of the word “*Temporary*” to “90 days – per guest, per year” and homeowner must notify the City when someone occupies their dwelling guesthouse.

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

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

PL5 Zabojnik ABSENT
PL6 Hart ABSENT
PL7 Zimmermann AYE

5 **FOR**

0 **AGAINST**

0 **ABSTAIN**

C. Lynch
Presiding Officer of P&Z

3.5.2018
Date

J. Miller
Board Secretary

3.5.2018
Date

ORDINANCE NO. 2018-XX

AN ORDINANCE OF THE CITY OF OVILLA, TEXAS, AMENDING THE TEXT OF THE ARTICLE 6, SECTION 53.1 OF THE OVILLA COMPREHENSIVE ZONING ORDINANCE NO. 2010.013; PROVING A DEFINTION OF THE TERM "DWELLING, GUESTHOUSE;" PROVIDING A SAVINGS CLAUSE, PROVIDING A SEVERABILITY CLAUSE; PROVIDING AN EFFECTIVE DATE; AND PROVIDING FOR PUBLICATION.

WHEREAS, the City Council adopted Ordinance No. 2010.013 establishing comprehensive zoning regulations for the City of Ovilla on June 14, 2010 (herein the "Zoning Ordinance"); and

WHEREAS, Article 6 "Definitions" of the Zoning Ordinance contains Section 53.1 entitled "General Definitions" which provides a definition of "Dwelling, Guesthouse;" and

WHEREAS, a review of the definition of "Dwelling, Guesthouse" by City Staff and the City Attorney has revealed that it is incomplete and unclear; and

WHEREAS, the City Council desires to provide a complete and clear definition of the term "Dwelling, Guesthouse" in Section 53.1; and

WHEREAS, the City of Ovilla caused a notice of public hearings before the Planning & Zoning Commission and the City Council regarding adoption of this Ordinance to be published in the official newspaper for the City on _____, 2018; and

WHEREAS, the Planning and Zoning Commission held a public hearing regarding the adoption of this Ordinance on _____, 2018; and

WHEREAS, following its public hearing, the Planning and Zoning Commission forwarded its recommendation regarding this Ordinance to the City Council; and

WHEREAS, the City Council held a public hearing and accepted comments from the public regarding this Ordinance on _____, 2018.

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

SECTION 1. AMENDMENT TO ARTICLE 6, SECTION 53.1 OF THE ZONING ORDINANCE OF THE CITY OF OVILLA

Article 6, Section 53.1 of the Zoning Ordinance of the City of Ovilla is hereby amended to read as follows:

* * *

Dwelling, Guesthouse, A residential dwelling, which may include living, sleeping, bathing, and kitchen facilities but is secondary to the main dwelling structure and is used solely for habitation of guests with no compensation, either monetary or in-kind, for a period of no more than 90 days per guest, per year. Guest shall not include family within the first and second degree of either infinity or consanguinity.

* * *

ORDINANCE NO. 2018-XX

SECTION 2. SAVINGS CLAUSE

In the event that any other Ordinance of the City of Ovilla, Texas, heretofore enacted is found to conflict with the provisions of the Ordinance, this Ordinance shall prevail.

SECTION 3. SEVERANCE CLAUSE

If any section, subsection, sentence, clause, phrase or portion of this Ordinance is for any reason held invalid or unconstitutional by any court or competent jurisdiction, such shall be deemed a separate, distinct and independent provision and such holding shall not affect the validity of the remaining portions thereof.

SECTION 4. EFFECTIVE DATE

Because of the nature of interest and safeguard sought to be protected by this Ordinance and in the interest of the citizens of the City of Ovilla, Texas, this Ordinance shall take effect immediately after passage, approval and publication, as required by law.

SECTION 5. PUBLICATION

The City Secretary is hereby authorized and directed to cause publication of the descriptive caption and penalty clause hereof as an alternative method of publication provided by law.

PASSED, APPROVED and ADOPTED by the City Council of the City of Ovilla, Texas, on this the _____ day of _____ 2018.

Richard Dormier, Mayor

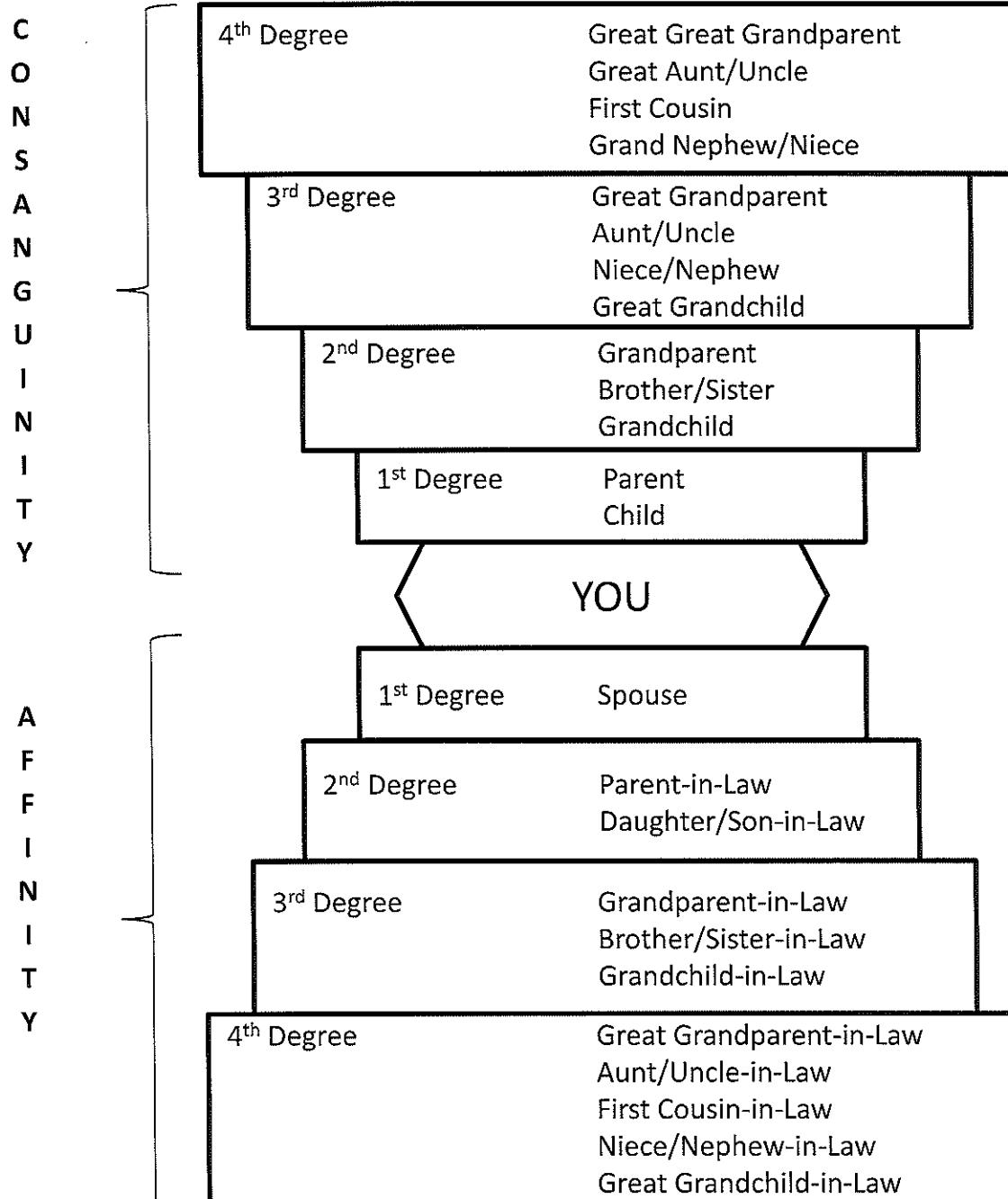
ATTEST:

Pamela Woodall, City Secretary

APPROVED AS TO FORM:

Ron G. MacFarlane, Jr., City Attorney

IMMEDIATE FAMILY MEMBERS



Note: Step relationships (step-brother, step-father, etc.) are considered to be the same as blood relationships.

AGENDA ITEM REPORT

Item: 14

Meeting Date: March 12, 2018

Department: Administration/Council

Discussion Action

Budgeted Expense: YES NO N/A

Submitted By: John R. Dean, Jr., CM

Amount: \$N/A

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

Attachments:

1. Resolution R2018-14
2. Policy on Governance Process and Rules of Procedure

Agenda Item / Topic:

ITEM 14. DISCUSSION/ACTION – Consideration of and action on Resolution R2018-14, repealing Resolution R2012-006 in its entirety, which established a policy of Rules of Governance, and adopting a new policy on the governing body's Governance Process and Rules of Procedure and providing an effective date.

Discussion / Justification:

During the February 12, 2018 Council Meeting, Council directed staff to make changes to the current Rules of Governance and return with a resolution to approve and adopt those revisions.

Recommendation / Staff Comments:

Sample Motion(s):

I move that Council approve/deny Resolution R2018-14, repealing Resolution R2012-006 in its entirety, which established a policy of Rules of Governance, and adopting a new policy on the governing body's Governance Process and Rules of Procedure and providing an effective date.

RESOLUTION 2018-14

A RESOLUTION OF THE CITY OF OVILLA, TEXAS REPEALING RESOLUTION 2012-006 IN ITS ENTIRETY, WHICH ESTABLISHED A POLICY ON RULES OF GOVERNANCE, AND ADOPTING A NEW POLICY ON THE GOVERNING BODY'S GOVERNANCE PROCESS AND RULES OF PROCEDURE; AND PROVIDING AN EFFECTIVE DATE.

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

WHEREAS, the City Council previously adopted Resolution 2012-006 **GOVERNANCE PROCESS AND RULES OF PROCEDURE**, for the City of Ovilla and its elected officials, appointed officials, and staff;

WHEREAS, the City Council determined that it was advisable to repeal the Rules of Procedure in its entirety with the adoption of a new Governance Process and Rules of Procedure; and

WHEREAS, the City Council has determined to adopt a new Resolution **CITY OF OVILLA POLICY OF GOVERNANCE PROCESS AND RULES OF PROCEDURE** for the City of Ovilla and its elected officials, appointed officials, and staff;

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

SECTION 1.

That the City Council hereby approves and adopts the **CITY OF OVILLA TEXAS, POLICY ON GOVERNANCE PROCESS AND RULES OF PROCEDURE** which is attached hereto, marked Exhibit "A" and made a part hereof by reference.

SECTION 2.

That this Resolution shall take effect immediately and it is so resolved.

PASSED AND APPROVED on this 12 day of March 2018.

Richard Dormier, MAYOR

ATTEST:

Pamela Woodall, CITY SECRETARY

Rules of Procedure for the Mayor and City Council of Ovilla
(Including Boards, Advisory Boards, Committees and Commissions)

POLICY ON GOVERNANCE PROCESS AND RULES OF PROCEDURE
For Members of Ovilla City Council, Boards and Commissions

Adopted by the Ovilla City Council

MODEL OF EXCELLENCE
Ovilla City Council, Boards and Commissions
MEMBER STATEMENT

As a Member of the Ovilla City Council, Mayor, Board or Commission, I do hereby agree to uphold and abide by the Code of Ethics for elected and appointed officials, adopted by the City and conduct myself by the following model of excellence.

I will:

- I. *Recognize the worth of individual Members and appreciate their individual talents, perspectives and contributions;*
- II. *Help create an atmosphere of respect and civility where individual Members, City staff and the public are free to express their ideas and work to their full potential;*
- III. *Respect the dignity and privacy of individuals and organizations;*
- IV. *Keep the common good as my highest purpose and focus on achieving constructive solutions for the public benefit;*
- V. *Conduct my personal and public affairs with honest, integrity, fairness and respect of others;*
- VI. *Avoid and discourage conduct which is divisive or harmful to the best interest of Ovilla; and*
- VII. *Treat all people with whom I come in contact in the way I wish to be treated.*

*I affirm that I have read and understood the
City of Ovilla Policy of Governance/Rules of Procedure.*

NAME: _____ *(printed)*

Signature _____ Date: _____

Office Held: _____

Authority, applicability:

1. Pursuant to the provisions of the constitution and laws of the state, the Mayor and City Council hereby enacts these Rules of Procedure for all meetings of the City Council.
2. (b) During any meeting, a reasonable opportunity shall be given for citizens to be heard under these rules. The rules of procedure are enacted as guidelines to be followed by all persons in the Council Chamber. The citizen participation portion of the rules will be posted in the Council Chamber Room for review by the public.

General Rules:

1. Meetings to be public. All official meetings of the Mayor and City Council, except executive meetings or sessions permitted by the Texas Open Meetings Law, and all sessions of a committee of the Council shall be open to the public.
2. Quorum. The required quorum for City Council meetings shall be determined in accordance with State law.
3. Attendance of the Mayor and Council Members. Pursuant to Section 22.041(b) of the Texas Local Government Code, no Member shall be excused from attendance at a City Council meeting except on account of his/her own sickness or that of his/her family. The Mayor and any Member of the City Council absent for three (3) regular consecutive meetings of the City Council, unless prevented by sickness, without first obtaining a leave of absence at a regular meeting, shall be deemed to have vacated his/her office.
4. Misconduct. The Mayor and City Council may punish its own Members for disorderly conduct in accordance with State law.
5. Minutes of meetings. An account of all proceedings of the City Council shall be kept by the City Secretary and shall be entered in a book constituting the official records of the City Council.
6. Questions to contain one subject. All questions submitted for a vote shall contain only one (1) subject. If two or more points are involved, any Member may require a division, if the questions reasonably admit a division.
7. Right of floor. The Mayor and any Member desiring to speak shall confine his/her remarks to the subject under consideration or to be considered. No Member shall be allowed to speak more than once on any one subject until every Member wishing to speak shall have spoken.
8. Duties of City Attorney. The attorney for the City, or the acting attorney for the City, shall be available upon request for all meetings of the City Council unless excused and shall, upon request, give an opinion, either written or oral, on questions of law.
9. Duties of City Secretary. The City Secretary, or acting City Secretary, shall attend all

Rules of Procedure for the Mayor and City Council of Ovilla (Including Boards, Advisory Boards, Committees and Commissions)

meetings of the City council unless excused, and shall keep the official minutes and perform such other duties as are required by statute and as may be requested by the Mayor and City Council. The City Secretary reports to the Mayor and Council directly.

10. Duties of City officers and employees. Any officer or employee of the City, when requested by the Mayor, shall attend any meeting of the City Council. If requested to do so by the Mayor, they shall present information relating to matters before the City Council.
11. Rules or order. These rules govern the proceedings of the Mayor and Ovilla City Council in all cases, except that, where these rules are silent, the most recent edition of the Texas Municipal League Handbook for General Law Cities as they pertain to a Type-A General Law City shall govern.
 - A. Suspension of rules. Any provision of these rules not governed by the United States and Texas Constitutions and laws of the State of Texas may be temporarily suspended by the affirmative vote of two-third (2/3) of the City Council Members present. The vote on any such suspension shall be taken by ayes and nays and entered in the minutes of the City Council.
 - B. Amendment of rules. These rules may be amended, or new rules adopted, by the affirmative vote of two-thirds (2/3) of the City Council Members present, provided that the proposed amendments or new rules shall have been introduced before the City Council at a prior City Council meeting.

Conduct and Decorum

1. Council Members.
 - A. During City Council meetings, the Mayor and City Council Members shall preserve order and decorum and shall neither by conversation or by otherwise delay or interrupt the proceedings nor refuse to obey the orders of the Mayor (or chairman) or the rules of the City Council.
 - B. A councilperson, once recognized, shall not be interrupted while speaking unless called to order by the Mayor (or chairman), unless a point of order is raised by another Member or unless the speaker chooses to yield to questions from another Member. If a councilperson is called to order while her/she is speaking, he/she shall cease speaking immediately until the question of order is determined. If ruled to be in order, he/she shall be permitted to proceed. If ruled not to be in order, her/she shall remain silent or shall alter his/her remarks so as to comply with rules of the City Council. Point of Order - a question as to whether the current procedures are allowed by parliamentary procedure. Must assert a rule of procedure is being violated.
2. Administrative staff.
 - A. Members of the administrative staff and employees of the City shall observe the same rules of procedure and decorum applicable to the Mayor and Members of the City Council and shall have no voice unless and until recognized by the chair.

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- B. The presiding officer shall have the authority to preserve decorum in meetings so far as Members, citizens and city employees are concerned and shall take such disciplinary action as may be necessary to ensure that such decorum is preserved at all times by city employees in City Council meetings.
- C. All remarks and questions addressed to the Mayor and City Council shall be addressed to the City Council as a whole and not to any individual Member thereof.
- D. No staff Member, other than a staff Member having the floor, shall enter into any discussion either directly or indirectly without permission of the presiding officer.

3. Citizens.

- A. Citizens are welcome and invited to attend all meetings of the City Council and shall be admitted to the Council Chamber Room in compliance with fire safety capacity of the room.
- B. All Citizens shall refrain from private conversations in the Chamber while the City Council is in session.
- C. Citizens attending City Council meetings shall observe the same rules of propriety, decorum, and good conduct applicable to the administrative staff. Any person making personal, impudent, or slanderous remarks or who becomes boisterous while addressing the City Council or while attending the City Council meeting shall be removed from the room if the sergeant-at-arms is so directed by the presiding officer, and such person shall be barred from further audience before the City Council during that session of the City Council.
- D. Unauthorized remarks from the audience, stamping of feet, whistles, yells, and similar demonstrations shall not be permitted by the presiding officer, who shall direct the sergeant-at-arms to remove such offenders from the room. In case the presiding officer shall fail to act, any other Member of the City Council may move to require him or her to enforce the rules, and the affirmative vote of three (3) Members of the City Council shall require the presiding officer to act.
- E. No placards, banners or signs of any kind shall be permitted in the Council Chamber Room except exhibits, displays and visual aids used in connection with presentations to the City Council, provided that such exhibits, displays and visual aids do not disrupt the meeting.
- F. Enforcement. The chief of police and/or designee of the police department shall act as sergeant-at-arms for the City Council and shall furnish whatever assistance is needed to enforce the rules of decorum herein established.

Meetings generally; types of meetings

- 1. Regular meetings. The City Council shall meet on the second Monday of each month

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or any other times set by the City Council, unless postponed or cancelled for valid reasons. All regular meetings of the City Council shall be held within the City Limits of the City of Ovilla, Texas.

2. Special Workshop and Emergency meetings. Special, workshop and emergency meetings may be called as provided by State law.

3. Public hearings.

- A. All meetings shall be held in full compliance with the provisions of state law and ordinances of the City. Any party in interest may appear in their own behalf or be represented by counsel or agent.
- B. The City Secretary shall set public hearing date(s) for the Mayor and City Council when required by State law and /or as requested, be responsible for timely advertising in the official newspaper, and notify interested parties according to requirements of the City Council.

4. Conducting Public Hearings.

- A. The Mayor shall call each agenda item in such order as to be in accord with the hearing time specified in the notice of the public hearing.
- B. The Mayor shall open the Public Hearing and call the time.
- C. The Mayor shall next call on the staff for a factual summary and presentation relative to the proposal and shall afford the staff an opportunity to call to the attention of the City Council any additional pertinent communications.
- D. The Mayor shall then recognize individual persons present who wish to speak in support of any proposal or agenda item.
- E. Then recognize individual persons in the audience who wish to voice opposition to any proposal or agenda item.
- F. The applicant or their representative may give a brief rebuttal statement. Whenever necessary, the Mayor shall direct that all remarks shall be germane to the proposal or agenda item. The City Council may direct questions to any speaker in order to clarify statements and facts presented.
- G. The Mayor shall then declare the public hearing closed as to that proposal and give time of closing.

5. Motions.

- A. A motion shall be made by any Member, other than the Mayor.
- B. Except as provided by State law, a motion to approve any matter before the City Council or to recommend approval of any request requiring City Council action shall require a majority of favorable votes of the Members present. When fewer than all Members are present for the voting and when all

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motions to recommend on a "give application" fails to carry by two (2) votes, consideration of the application shall be continued to the next regular meeting upon motion carried by a majority of those present. No request or application shall be continued under this rule beyond the next regular meeting. Failure of the City Council to secure a majority of concurring votes to approve or recommend approval at said next regular meeting shall be recorded in the minutes as a denial of the proposal under the rule.

6. Disqualification from voting.

- A. Previous to the hearing, a Member shall file the required affidavit and disqualify themselves from voting whenever he/she finds that he/she or his/her family have a substantial interest in the proposal under discussion or if the Member finds he/she or his/her family shall be directly affected by the decision of the City Council, in accordance with State law. Affidavits required may be obtained from the City Secretary.
- B. The Mayor or a Member shall disqualify themselves from voting whenever any applicant, or his/her agent, has sought to illegally influence the vote of the Member concerning his/her application.

7. Executive meetings. The Mayor and City Council may meet in an executive meeting or sessions as permitted by the Texas Open Meetings Act. The City Secretary and/or the City Manager shall attend the executive meetings upon request of the Mayor or City Council.
8. Recessed meetings. Any meeting of the Council may be recessed to a later time, provided that no recess shall be for a longer period than until the next regular meeting.
9. Notice of meetings. The agenda for all meetings shall be posted by the City Secretary on the bulletin board outside the City Municipal Building and on the City's website. Notices of all meetings shall be given by and posted by the City Secretary pursuant to the requirements of the Texas Open Meetings Act.

Duties of Chairman and other officials.

1. Chairman. The Mayor, or in his/her absence the Mayor Pro-Tern, shall preside as chairman at all meetings of the City Council. In the absence of both the Mayor and Mayor Pro-Tem, the City Council shall elect a temporary chairman.
2. Budget officer. The City Accountant under the direction of the City Manager shall serve as budget officer for the City and have the responsibility to prepare the annual budget for review and approval by the City Council.
3. Call to order. The meetings of the City Council shall be called to order by the Mayor or in his/her absence by the Mayor Pro-Tem. In the absence of both the Mayor and the Mayor Pro-Tem, the meeting shall be called to order by the City Secretary, and a temporary chairman shall be elected as previously listed above (Number 1).

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4. Preservation of order. The chairman shall preserve order and decorum and confine Members in debate to the question under discussion. The chairman shall call upon the sergeant-at-arms as necessary to enforce compliance with the rules contained herein.
 - A. Determination of points of order. The Mayor/chairman shall determine all points of order, subject to the right of any councilperson to appeal to the City Council. If an appeal is taken, the question shall be "Shall the decision of the chairman be sustained?" If a majority of the Members present vote "No", the ruling of the chair is overruled; otherwise, it is sustained. Point of order - Mayor decides if appealed - point of order goes to Council for majority vote.
 - B. Questions to be stated; announcement of results. The chairman shall state all questions submitted for a vote and announce the results. A roll call vote shall be taken upon the request of any Member, and upon the passage of all ordinances and resolutions.
 - C. Substitute for chairman. The chairman may call any other Member to take his/her place in the chair, and such substitution shall not continue beyond adjournment.
 - D. Call for recess. The chairman may call for a recess of up to fifteen (15) minutes at regular intervals of approximately up to one hour at appropriate points in the meeting agenda, or if requested by any two (2) Members.

Order of business; presentation to Council

The City Council of the City of Ovilla, Texas, hereby adopts the following rules and procedures for the placement and order of items on the agendas of the City Council:

1. Procedure for Placement of Items on the Agenda:
 - A. The Mayor, working with the City Manager, will determine what items of business shall come before Council. An item not appearing on the agenda shall not be taken up for discussion during a meeting.
 - B. The Mayor or any Council Member may place any subject matter on the agenda for discussion.
 - C. Two Council Members (not including the Mayor) can place an item on the agenda for discussion/action and will be heard at the next regularly scheduled meeting.
 - D. The City Manager may place any subject matter on the agenda.
 - E. All agenda items to be placed on the agenda must be submitted to the City Secretary in writing no later than 4:30 p.m. on the third day before the date of the agenda posting (e.g. agenda items due by 4:30 p.m. on Tuesday for posting of agenda on Friday).

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- F. All requests for agenda placement must clearly state the nature and subject matter of the item to be considered and be accompanied by any applicable supporting data.
- G. Department Directors wishing to place an item on the agenda shall submit that item in completion with supporting information/documents to the City Manager's office for approval. The City Manager may establish procedures for submission items.

2. Form of Agenda

- A. Agenda. The agenda shall be a listing by topic or subjects to be discussed and considered by the City Council. Conduct of business at special meetings shall be likewise governed by an agenda and rules of procedure contained herein.
- B. The order of the agenda will generally be as follows:
 - 1) Call to Order
 - 2) Invocation
 - 3) Pledges of Allegiance
 - 4) Citizen Comments
 - a. Open forum. An opportunity shall be provided for any person in attendance to address the Council regarding any item not on the agenda. These matters need not be specifically listed on the agenda, but discussion and formal action on such matters shall be deferred until a subsequent City Council meeting.
 - b. Time limit. Speakers before the City Council shall limit their remarks to three (3) minutes or less, except as provided by the chairman.
 - 5) Presentations & Announcements
 - a. Presentations by the Mayor and Members of Council. The agenda shall provide a time when the Mayor or any Councilperson shall bring before the City Council any business that he/she feels should be deliberated upon by the City Council. The Mayor and Council may request future agenda items for consideration.
 - b. Oral presentations by City Secretary. Matters requiring the Mayor's or City Council's attention or action, which may have developed since the deadline for delivery of the written communication to the Mayor or Council, may be presented orally by the City Secretary. If formal City Council action on a subject is required, such action may be taken provided the provisions of the Texas Open Meetings Law have been satisfied.
 - 6) Consent Agenda
 - 7) Public Hearing(s)
 - 8) Regular Agenda
 - 9) Department Activity Reports and Discussion
 - 10) Adjournment
- C. The City Manager may rearrange order of the agenda to allow for any special circumstances.
- D. The Mayor may deviate from the order of the agenda to allow for any special circumstances.

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- E. The agenda packets for all Regular Meetings will be delivered by staff three (3) full days before the regular meeting.
- F. The City Secretary's office is responsible for seeing that notices for all meeting of the Council comply with the Open Meetings Law.

Ordinances, Resolutions and Motions

1. Form of ordinances and resolutions. All ordinance and resolutions shall be presented to the City Council in printed or typewritten form. The City Council may, by proper motion, amend any ordinance or resolution presented, as long as it is clear in the motion what amendments/changes are being made and it is understood by all that the final product will contain those amendment/changes.
2. Distribution of ordinances and resolutions. The City Secretary shall prepare copies of all proposed ordinances and resolutions for distribution to all Members of the City Council at the meeting at which the ordinance or resolution is to be introduced, or at such earlier time as is expedient.
3. Recording of votes. The ayes and nays shall be taken upon the passage of all ordinances and resolutions and the vote of each Member shall be recorded in the minutes.
4. Majority vote required. An affirmative vote of three (3) Members is necessary to repeal any ordinance or take any official action in the name of the City except as otherwise provided by the laws of the state.
5. Addressing council on question of personal privilege. The right of a Member to address the City Council on a question of personal privilege shall be limited to cases in which his/her integrity, character, or motive as assailed, questioned or impugned.
6. Dissents and protests. Any Member shall have the right to express dissent from or protest against any ordinance or resolution of the City Council and have the reason therefore entered upon the minutes. Such dissent to protest shall be filed in writing and presented to the City Council no later than the next regular meeting following the date of passage of the ordinance or resolution objected to.
7. Voting required; excuse from voting. No Member shall be excused from voting except for lack of information and except on matters involving the consideration of her/her own official conduct, or where his/her personal interest are involved, and in these instances, he/she shall abstain. Any Member prohibited from voting by state law shall file an affidavit with the City Secretary and announce at the commencement of consideration of the matter and shall remove themselves from the Council Chamber Room until deliberations are concluded on that matter. The Member having briefly stated the reason for his/her request, the excuse from voting shall be made without debate.
8. Order of precedence of motions.
 - A. The following motions shall have priority in the order indicated:

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1. Adjourn (when unqualified), and is not debatable and may not be amended;
2. Take a recess (when privileged);
3. Raise a question of privilege-An urgent motion which seeks an immediate ruling on an alleged violation of rights or privileges of Members;
4. Lay on the table - to postpone and defer final disposition;
5. Previous question (2/3 vote of those present required);
6. Limit or extend limits or debate (2/3 vote of those present required);
7. Postpone to a certain time;
8. Commit or refer;
9. Amend;
10. Postpone indefinitely;
11. Main motion.

B. The first two (2) motions are not always privileged. To adjourn shall lose its privileged character and be the main motion if in any way qualified. To take a recess shall be privileged only when other business is pending.

C. A motion to adjourn is not in order:

1. When repeated without intervening business or discussion;
2. When made as an interruption of a Member while speaking;
3. While a vote is being taken.

D. Motion to reconsider action. A motion to reconsider any action of the City Council can be made not later than the next succeeding official meeting of the City Council. Such a motion can only be made by a Member who voted with the majority. It can be seconded by any Member. No question shall be twice reconsidered, except by unanimous consent of the City Council, except that action relating to any contract may be reconsidered at any time before the final execution thereof.

E. Moving the previous question. When the previous question is recognized, moved and seconded, it shall be put with the phrase "Call for the question", or simply saying "question". There shall then be no further amendment or debate but pending amendments shall be put in their order before the main question. If the motion for the previous question is lost, the main question remains before the council. An affirmative vote of three-fifths (3/5) of the City Council shall be required to move the previous question. To demand the previous question is equivalent in effect to moving "that debate now cease, and the City Council immediately proceed to vote on the pending motion.

F. Withdrawal of motions. A motion may be withdrawn or modified by its mover without asking permission until the motion has been stated by the chairman. If the mover modifies his/her motion, the seconder may withdraw his/her second. After the question has been stated, the mover shall neither withdraw it nor modify it without the consent of the City Council.

G. Amendments. When a motion is on the floor and an amendment is offered, the amendment should be acted upon prior to acting on the main motion. No motion of a subject different from that under consideration shall be admitted as an amendment. A motion to amend an amendment shall be

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in order, but one to amend an amendment to an amendment shall not be in order. Action shall be taken on the amended amendment prior to any other action to further amend the original motion.

- H. Approval of appropriations. Before formal approval by the City Council of motions providing for appropriation of money, information must be presented to the City Council showing the purpose of the appropriation. In addition, before finally acting on such an appropriation, the City Council shall obtain a report from the City accountant as to the availability of funds and his/her recommendations as to the desirability of the appropriation.
- I. Transfer of appropriations. At the request of the City Accountant and the City Manager.

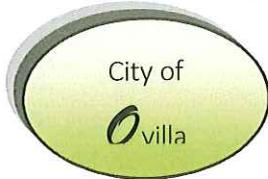
Committees, Boards and Commissions

- 1. Council committees. The City Council may, as needed, authorize the appointment of ad hoc Council committees. Any committee so created shall cease to exist upon the accomplishment of the special purpose for which it was created or when abolished by a majority vote of the City Council.
- 2. Citizen boards, commissions and committees. The Mayor and City Council may create other committees, boards, and commission to assist in the conduct of the operation of the City government with such duties as the Mayor and City Council may specify not inconsistent with the laws of the state. Any committees, boards, or commissions so created shall cease to exist upon the accomplishment of the special purpose for which it was created, or when abolished by a majority of the vote of the City Council. No committee so appointed shall have powers other than advisory to the Mayor and City Council, except as otherwise specified by the laws of the State of Texas or the City of Ovilla Code of Ordinances.
 - A. Initial appointments to any board, commission, and committee shall be determined in one-year or two-year terms for said established board, commission or committee. Terms shall commence on the first day of June/July as determined in the Ovilla Code of Ordinances, and ending the last day of May or June of that year respectively.
 - B. Vacancies created or occurring shall be filled by the Mayor and City Council for the unexpired term of the board, commission or committee Member.
 - C. Each board, commission, or committee shall abide by the Council Rules of Procedures for operation and shall submit any additional said procedures to the Mayor and City Council for approval.
 - D. Each board, commission or committee shall prepare and submit a proposed budget (if applicable) each year to the Mayor and City Council for their consideration.
 - E. The chairperson of each board, commission, or committee shall report to the Mayor and City Council upon request and prepare and present an annual report.

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F. The policy of the Mayor and City Council is that members of the various City boards, commissions, and committees be removed from office for lack of attendance at the various meetings of the boards, commissions, and committees. Members may be removed on the following basis:

1. Regular meetings. Members may be removed from office for three (3) consecutive unexcused absences during the course of one year and/or lack of attendance at twenty-five percent (25%) of the number of regular meetings in the year.
2. Special called meetings. Members may be removed from office for lack of attendance at fifty percent (50%) of the number of special called meetings in one year.
3. An unexcused absence is defined as an absence for which no advance notification is given and/or as determined by the affected board, commission, or committee.
4. Members may be removed from office for lack of completing mandatory course completion as required by the State of Texas Office of the Attorney General or other state statute.
5. Members are required to return all City issued materials; code books, maps, and/or keys immediately upon leaving office.



Ovilla City Council

AGENDA ITEM REPORT Item 15

Meeting Date: March 12, 2018

Department: Administration/Fire

Discussion Action

Budgeted Expense: YES NO N/A

Submitted By: Fire Chief Kennedy

Amount: \$20,051.00

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

Attachments:

1. Fire Alarm Equipment Proposal

Agenda Item / Topic:

ITEM 15. **DISCUSSION/ACTION** – Consideration of and action on a proposal for installation of fire alarm monitoring equipment.

Discussion / Justification:

Council Requested we get a quote for installation of Fire Monitoring of the City buildings not currently covered.

Recommendation / Staff Comments:

Staff is not recommending approval of the proposal with Action Fire Pros.

Sample Motion(s):

I move to approve/deny the fire alarm equipment proposal with ACTION Fire Pros.



P.O. Box 797
Waxahachie, TX 75168
800.550.2287 toll free
972.923.1516 fax
www.actionfirepros.com

PROPOSAL

DATE: February 13, 2018

PROPOSAL NO.: 18-KW-170

PROPOSAL SUBMITTED TO:

City of Ovilla / Ovilla Fire Department
105 S Cockrell Hill Rd
Ovilla, Texas 75154
ATTN: Brandon Kennedy
TEL: 972-617-7375

WORK TO BE PERFORMED AT:

City of Ovilla
105 S Cockrell Hill Rd Ovilla, TX

EMAIL: bkennedy@cityofovilla.org

We hereby propose to furnish all the material and perform all the labor necessary for the completion of

CITY HALL BUILDING

**INSTALL (14) FIRE-LITE ADDRESSABLE SMOKE DETECTORS
INSTALL (4) FIRE-LITE ADDRESSABLE HEAT DETECTORS
INSTALL (5) FIRE-LITE ADDRESSABLE MANUAL PULL STATIONS
INSTALL (1) FIRE-LITE REMOTE POWER SUPPLY
INSTALL (22) SYSTEM SENSOR CEILING MOUNT NOTIFICATION DEVICES
TIE INTO PANEL IN FIRE DEPARTMENT**

POLICE DEPARTMENT

**INSTALL (6) FIRE-LITE ADDRESSABLE SMOKE DETECTORS
INSTALL (4) FIRE-LITE ADDRESSABLE HEAT DETECTORS
INSTALL (3) FIRE-LITE ADDRESSABLE MANUAL PULL STATIONS
INSTALL (1) FIRE-LITE REMOTE POWER SUPPLY
INSTALL (8) SYSTEM SENSOR CEILING MOUNT NOTIFICATION DEVICES
TIE INTO PANEL IN FIRE DEPARTMENT**

FIRE DEPARTMENT

REPLACE FIRE ALARM PANEL WITH FIRE-LITE MS-9200UDLS

*****EXCLUDES ANY AFTERHOURS TESTING*****

***CUSTOMER TO PROVIDE: ELECTRICAL, ELECTRICIAN**

PRICE INCLUDES: PLAN, PERMIT

**PRICE EXCLUDES: SALES TAX, OVERTIME, ELECTRICAL, CONDUIT, THIRD PARTY PROGRAMMING,
ANY CHANGES MADE BY FIRE MARSHAL, AFTERHOURS TESTING AND ANY WORK OUTSIDE OF
THIS SCOPE**

All material is guaranteed to be as specified and the above work to be performed in accordance with the drawings and specifications submitted for above work and completed in a substantial workmanlike manner for the sum of and **(\$20,051.00)**

PAYMENT TERMS ARE NET 30 DAYS WITH APPROVED CREDIT

PRICING VALID FOR (90) DAYS FROM DATE OF QUOTATION

Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders and will become an extra charge over and above the estimate. All agreements are contingent upon strikes, accidents, or delays beyond our control. Owner is to carry fire, tornado, and other necessary insurance upon above work. Workman's Compensation and Public Liability Insurance on the above work is to be taken out by ACTION FIRE ALARM LLC dba ACTION FIRE PROS.

Respectfully Submitted,
Jason Bray
Per kaw

ACCEPTANCE OF PROPOSAL

THE ABOVE PRICE, SPECIFICATIONS AND CONDITIONS ARE SATISFACTORY AND ARE HEREBY ACCEPTED. YOU ARE AUTHORIZED TO DO THE WORK AS SPECIFIED. PAYMENT WILL BE MADE AS OUTLINED ABOVE.

Print name

Signature

Date

AGENDA ITEM REPORT

Item 16- Items pulled from Consent

Meeting Date: March 12, 2018

Department: Administration/Finance/Police

Discussion Action

Budgeted Expense: YES NO N/A

Submitted by: Staff

Amount: N/A

Discussion / Justification:

ITEM 16. **DISCUSSION/ACTION** – Consideration of any item(s) pulled from the Consent Agenda above for individual consideration and action.

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

Recommendation / Staff Comments:

Staff recommends approval.

Sample Motion(s):

I move to approve ...

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

To: Mayor Richard Dormier
 Ovilla City Council
 John Dean City Manager

Subject: Police Department Monthly Activity Report

Calls For Service	February 2018	February 2018 YTD	February 2017	February 2017 YTD
Accident	5	11	1	6
Alarms	8	20	8	21
Arrest	5	15	10	17
Assault/Assault FV	2	3	1	3
Assists	54	120	59	125
Building / House Security Check	412	788	968	2209
Burglary	0	0	0	0
Burglary of Motor Vehicle	0	0	0	0
Criminal Mischief	0	0	1	1
Disturbance	8	11	8	16
Neighborhood Check	927	1978	1545	3201
Other Calls for Service	57	93	27	54
Suspicious Person	7	14	8	16
Suspicious Vehicle	25	40	20	47
Theft	0	5	1	1
Traffic Assignment/School Enforcement	15	25	161	281
TOTAL CALLS FOR SERVICE	1525	3123	2818	5998

Reserve Officer Hours	74.5	179.5	0	0
Average Response Time (Minutes)	4.36			5.13
Total Citations	100	246	146	234
Total Traffic Stops *****	264	559		
Traffic Stop Disposition Warning *****	169	324		
Traffic Stop Disposition Citation *****	95	235		
PERCENT OF STOPS RECEIVING CITATIONS	36.0	42.0	#DIV/0!	#DIV/0!
Manual Response time				

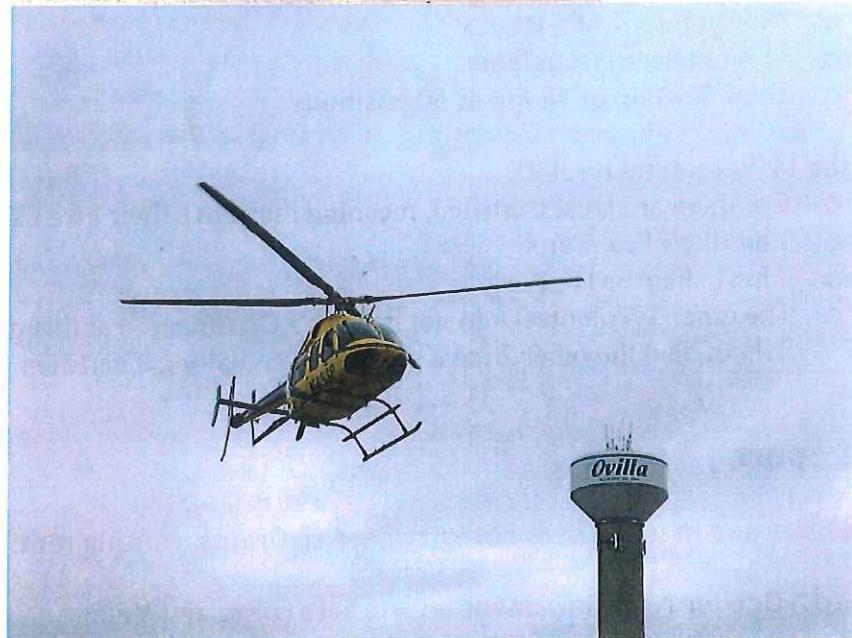
**** These lines are new and we will not have
 the info for the months before March 2017**

February 2018	TO	March 2018	MILEAGE	MAINTENANCE PERFORMED
Police Unit #	Begin	End	Accrued	
103	142976	143127	151	
104	121876	122044	168	
105	99706	100426	720	replaced wiper blades
116	48002	51173	3171	front brake pads and front left tire replaced
117	38432	40501	2069	
118	83		-83	
216	11400	12152	752	oil change
<hr/>				
Vehicles	Begin	End	Accrued	
2017 F250 4x4	6630	7003	373	oil change
2015 2500 HD Silverado	31440	32287	847	
2011 3500HD Silverado	48870	49257	387	
2008 2500HD Animal Control	77074	77683	609	oil change,replaced back tires,front balanced
2008 1500 Silverado	106827	107486	659	oil change
2006 1500 Silverado	116309	116512	203	
2001 C6500 Dump Truck	17918	17939	21	
1999 International Patch Trk	311762	311775	13	
1998 Ford Dump Truck	52510	52612	102	
<hr/>				
	HOURS	HOURS	HOURS	
New Holland Skid LS60	1180.6	1180.8	0.2	
1999 Kubota Tractor	940	940	0	
1992 Ford Tractor	1076.6	1077.1	0.5	
Sweeper	619.9	619.9	0	
310K John Deere Backhoe	1371.4	1395	23.6	
Stone Packer 3100	4506.4	4506.5	0.1	
Ingersoll Mobil Air Compress	1320.8	1320.8	0	

Green Golf Cart	763.1	763.1	0	
Jet Machine	475.2	475.5	0.3	
Vac Machine 2017	21.9	28.9	7	
Boomag 900-50 packer	188.2	189	0.8	
2016 Exmark	171.3	171.6	0.3	
2013 Exmark	306.5	306.5	0	
2004 Exmark	1002.6	1002.6	0	

Ovilla Fire Department

February Monthly Report



**Fire Chief
Brandon Kennedy**

105 S. Cockrell Hill Road
Ovilla Texas, 75154
cityofovilla.org

Mission Statement

The mission of the Ovilla Fire Department is to provide services designed to protect citizens and property of the City of Ovilla and outlying areas. All persons and or departments requesting assistance from the Ovilla Fire Department as a result of the adverse effects of fire, medical emergencies, or hazardous conditions created by man or nature will be dealt with in a professional manner, consistent with the economic capability of the community.

Summary of Staffing for the Department

- Currently the Department only has 1 Firefighter Paramedic position open, and we are looking at applications and doing interviews this month.
- Currently the Department has filled all Volunteer Firefighter positions
- Current Staffing
 - 2 Chiefs
 - 5 Captains
 - 22 Firefighter Paramedics
 - 8 Firefighter EMT-Basics
 - 11 Volunteer Firefighters
 - Total Staffing of 48 out of 50 positions
- Of the 11 Volunteers on staff,
 - 5 of them are Dual Certified, meaning they have their Fire Certs and EMT Basic
 - 1 has their Fire Certs
 - 3 have their EMT- Basic
 - The other 3 Volunteers do not have any Certification at this time, but 1 is about to graduate from Fire School, and the other 2 have plans to eventually get certified.

Grants Report

- Have turned in four Texas Forestry Service Grants, waiting for notification
 - One for reimbursement on workers comp and VFIS
 - One for bunker gear
 - One for a Brush Truck Chassis
 - One for a Brush Truck

Summary of Events for the Department

- Being a shorter month, February was still busy for the Fire Department.
- Training with the Volunteers on their regular scheduled nights
- Training over Emergency Driving where there was classroom time spent going over the basics of driving an emergency apparatus, then a driving course was completed by all personnel. We are working very hard with the volunteers to get them all signed off on each apparatus, get them all Class B driver certified, and have them trained to perform any of the duties required.
- Repairing and updating the bays project. I have bids in my hand, working with City Manager on which bid to choose and hope to have the project assigned by April.
- Ovilla Service League Spaghetti Dinner went very well. Thank you to all that helped with the dinner and auction.

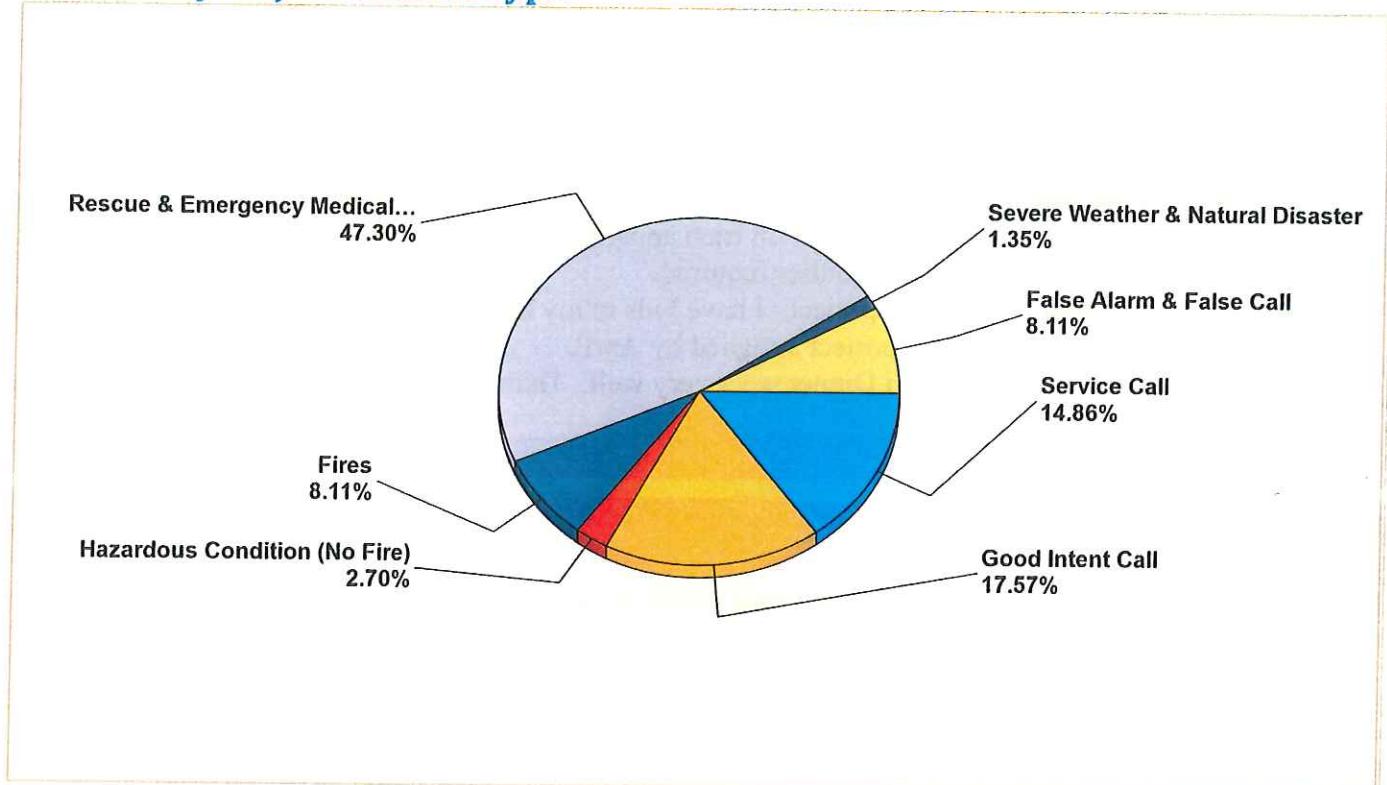
Summary of Staffing for the Month

- 7 days a week we have 3 - 24-hour part time positions (0800 – 0800)
- These positions were **100%** filled this month
- 7 nights a week we have 1 – 12-hour shift that is covered by volunteers (2000 – 0800)
- Saturday and Sunday (0800 – 2000)
- **8 / 8** weekend day shifts were covered by a Volunteer
- **36 / 36** Volunteer shifts were covered, and these **36** shifts had 4 personnel on the Engine

Summary of Activity from Deputy Chief Fire Marshall's Office

- 5 Consults
- Fire Alarm Inspection with Ovilla Road Baptist Church
- EDUCT Fire Marshal Meeting
- Assisted with mutual aid fire investigation
- ESD #4 Meeting
- Meetings with Ellis County Fire Marshal and Glenn Heights Fire Marshal over a “Fire Bug” issue that is taking place in our city and in Glenn Heights
- QCI reports
- Training with the Volunteers in Emergency Driving

Breakdown by Major Incident Type



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	6	8.11%
Rescue & Emergency Medical Service	35	47.30%
Hazardous Condition (No Fire)	2	2.70%
Service Call	11	14.86%
Good Intent Call	13	17.57%
False Alarm & False Call	6	8.11%
Severe Weather & Natural Disaster	1	1.35%
TOTAL	74	100.00%

February was a busy month for the fire department.

Average 2.0 fires per week

Average 3.0 calls per day

Average 19.0 calls per week

Full Crew responses | 74

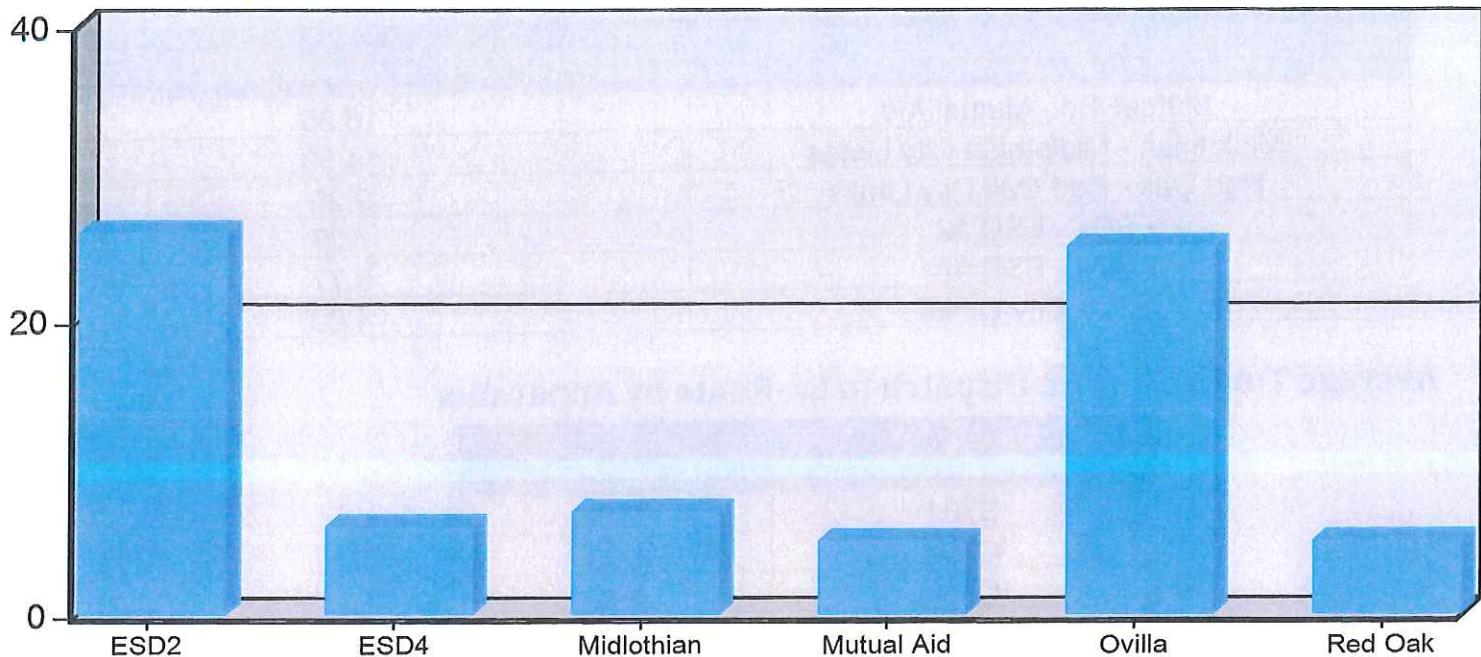
C701 Responses | 20

C702 Responses | 17

Number of Overlapping Calls | 6

Total Ovilla Fire Department Runs | 74

Breakdown by Districts



ZONE	2018	2017
ESD2 - ESD #2	26	12
ESD4 - ESD #4	6	11
Midlothian - Midlothian City Limits	7	N/A
Mutual Aid - Mutual Aid	5	9
Ovilla - City Limits	25	27
Red Oak - Red Oak City Limits	5	N/A
TOTAL:	74	59

Districts are broken down by Cities or Areas we respond to.

Midlothian and Red Oak are what is called Automatic Aid due to being on the same dispatch system, and we are toned at the exact same time for an emergency that requires additional units to respond.

Mutual Aid is calculated by the cities that must call our dispatch center to request our help on incidents that occur in their cities. Examples are Glenn Heights, Desoto, Duncanville, Cedar Hill, Lancaster, Waxahachie, Ferris, and Wilmer.

Breakdown of Total Call to Date by Year

MAJOR INCIDENT TYPE	2017	2018
Fires	13	28
Rescue & Emergency Medical Service	63	80
Hazardous Condition (No Fire)	1	6
Service Call	19	22
Good Intent Call	21	31
False Alarm & False Call	2	15
Severe Weather & Natural Disaster	1	1
Special Incident Type	N/A	1
Total Number Incidents	120	184

Breakdown of Average Response Times by District

Zone Title	AVERAGE RESPONSE TIME in minutes (Dispatch to Arrived)
Mutual Aid - Mutual Aid	16.95
Midlothian - Midlothian City Limits	14.53
Red Oak - Red Oak City Limits	9.25
ESD2 - ESD #2	7.27
ESD4 - ESD #4	6.77
Ovilla - City Limits	4.80

Average Turn Out Time Dispatch to En-Route by Apparatus

APPARATUS	TURNOUT TIME (min)
B701	1:21
C701	1:25
C702	0:42
E701	1:48
R755	2:37

AVERAGE TURNOUT TIME: 1:35



Date: March 2018

TO: Honorable Mayor and City Council Members

FROM: Brad Piland Public Works Director

TOPIC: Public Works Monthly Report for February

29 Work Orders completed for February

Sewer Lift Station Repairs-

Purchased water from DWU 9,661,000 gal / Billed to customers 12,230,000 gal/ difference of 1819000 gal

- Pulled pump 1 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:
 - 123 Suburban, set new meters at 602 Silver Spur and 401 Burtonwood
- Street Repairs Shilo, Bryson, Johnson Ln, Suburban, Westmoreland
- Install new sign Water St, Red Oak Creek, Williams,
- Repaired drainage and guardrail at Water St bridge
- Updated marquee as needed
- Daily water maintenance residual and pressure tests
- Mark and locate water and electrical lines Heritage Park
- Tree and grass maintenance:
 - Heritage Park
 - Silver Spur Park
 - Baseball fields and Cindy Jones Park
 - Assist Code Enforcement with mowing properties
- Repaired water leaks
 - 220 Williamsburg
- Serviced PD Units

**Flushed Hydrants

Collect water samples for TCEQ reporting

- Water Maintenance – routine flushing mains and hydrant
- Meter Box repair and replace lids as needed

**Watered plants at City Hall and park

APPENDIX A: SUGGESTED GENERAL MAINTENANCE CHECKLISTS

Surfacing (§2.4)

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

2/15/16

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 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:

BT

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2/6/ 2/15

INSPECTION BY:

BP

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INSPECTION BY:

BP.



DATE: March 12, 2018
TO: Honorable Mayor and Council Members
FROM: Linda Harding, City Accountant
SUBJECT: Accounting Department Report

December Reports Financials ending 1/31/2018
Over \$5,000
Financial graph representing January 2018
Bank Balances as of 2/27/2018

Mentions to reports: Fourth month of new fiscal year.

Report notes:

W&S Impact Fee Fund has an expense overage for Water Line, this is caused by engineering fees that were not in budget and will be corrected at Mid-Year budget review.

Admin Budget Highlights:

Admin - Server for council & screen for conference and court – on hold for IT. change.
Admin - Change city hall, PD & FD from septic to sewer – Equipment quotes are arriving. Engineering has been completed, engineer will complete survey for easement.
Admin - Paint city offices, replace doors. – To be completed by public works, as time allows.

INFRASTRUCTURE - STREET REPAIR OVILLA OAKS 1.2 MILES TO WIDTH OF ROADS, 15.00 SQ. RD FOR FINISHED RD \$270,000

AUDIT for FY 16/17: The audit - finalized

Equipment list that includes vehicles, machinery, computers, laptops have been received and reviewed by departments. The departments are responsible for the replacement request of all equipment.

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

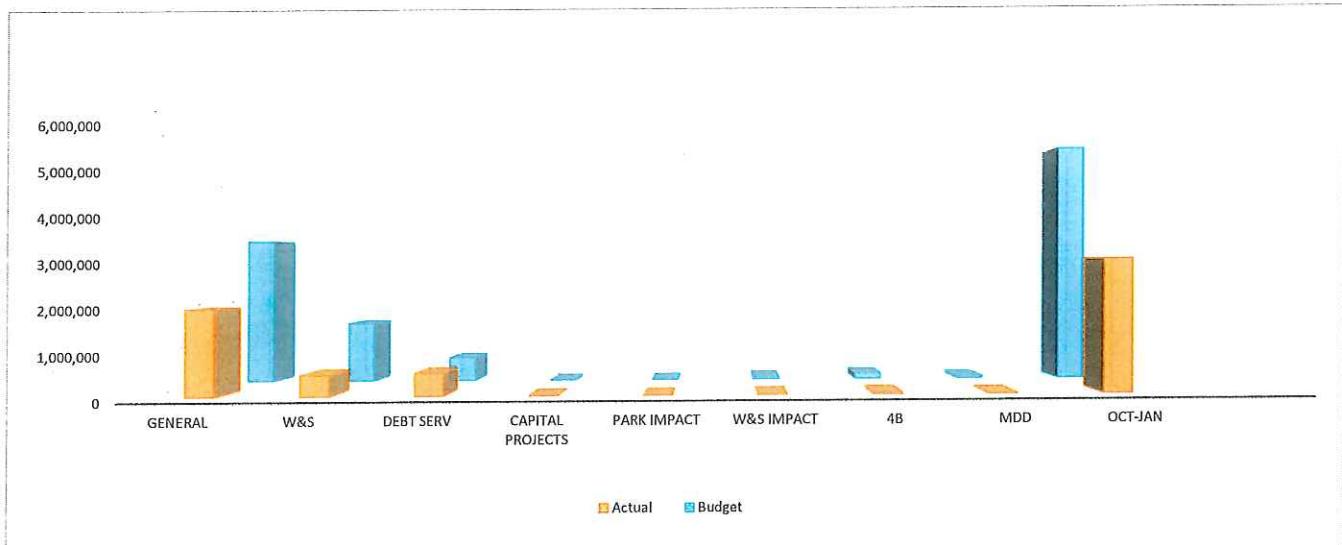
December 2017 Bank will use 1st of 2-year extensions.

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 payroll, sales tax.

	Name	Account #	Previous Balance	NEW BALANCE	As Of
<u>Debt Fund</u>		*0291	468,909.91	488,778.03	2/27/2018
<u>General Fund Reserve</u>		608	56,330.85	56,330.85	2/27/2018
<u>GF Reserve CD</u>		*0694	248,083.15	248,427.07	2/27/2018
<u>Water Impact</u>		*2322	50,978.45	50,978.45	2/27/2018
<u>4B EDC</u>		*3691	553,061.15	553,061.15	2/27/2018
<u>Fire Dept. Auxil.</u>		*3909	1,350.00	1,350.00	2/27/2018
<u>Water Money Market</u>		*4323	189,541.16	189,541.16	2/27/2018
<u>MDD Fund</u>		*7451	233,550.69	239,007.43	2/27/2018
<u>Water Credit Card</u>		*7531	139.76	139.76	2/27/2018
<u>GF Reserves Money Mkt.</u>		*7583	128,377.73	128,377.73	2/27/2018
<u>GF Money Market</u>		*7605	230,870.47	230,870.47	2/27/2018
<u>Park Fund Money Mkt.</u>		*7613	74,056.13	74,056.13	2/27/2018
<u>Capital Projects Money Mkt.</u>		*7648	130,828.39	130,828.39	2/27/2018
<u>W&S Impact-Sewer</u>		*8699	72,904.19	72,904.19	2/27/2018
<u>employee benefit trust</u>		*8777	269.87	269.87	2/27/2018
<u>GF Operating</u>		*9437	1,823,877.36	1,817,570.03	2/27/2018
<u>W&S Fund Operating</u>		*9445	640,874.46	642,716.93	2/27/2018
<u>Police Special Fund</u>		*9792	115.51	215.51	2/27/2018
SUB TOTAL			4,904,119.23	4,925,423.15	
TexPool - CAPITAL PROJECT		1878	310.76	310.76	2/27/2018
TexStar - GENERAL FUND		1110	3,775.45	3,775.45	2/27/2018
TexStar - GENERAL FUND		1120	942.10	942.10	2/27/2018
TexStar - W&S IMPACT		3540	3,197.94	3,197.94	2/27/2018
TexStar - CAPITAL PROJECT		5340	1,415.41	1,415.41	2/27/2018
TexStar - W&S FUND		5350	1,160.51	1,160.51	2/27/2018
Bryson Manor - GENERAL FUND		8662	298,423.46	298,423.46	2/27/2018
Leose		2510	1,152.62	1,152.62	2/27/2018
TOTAL BANK BALANCES			5,214,497.48	5,235,801.40	

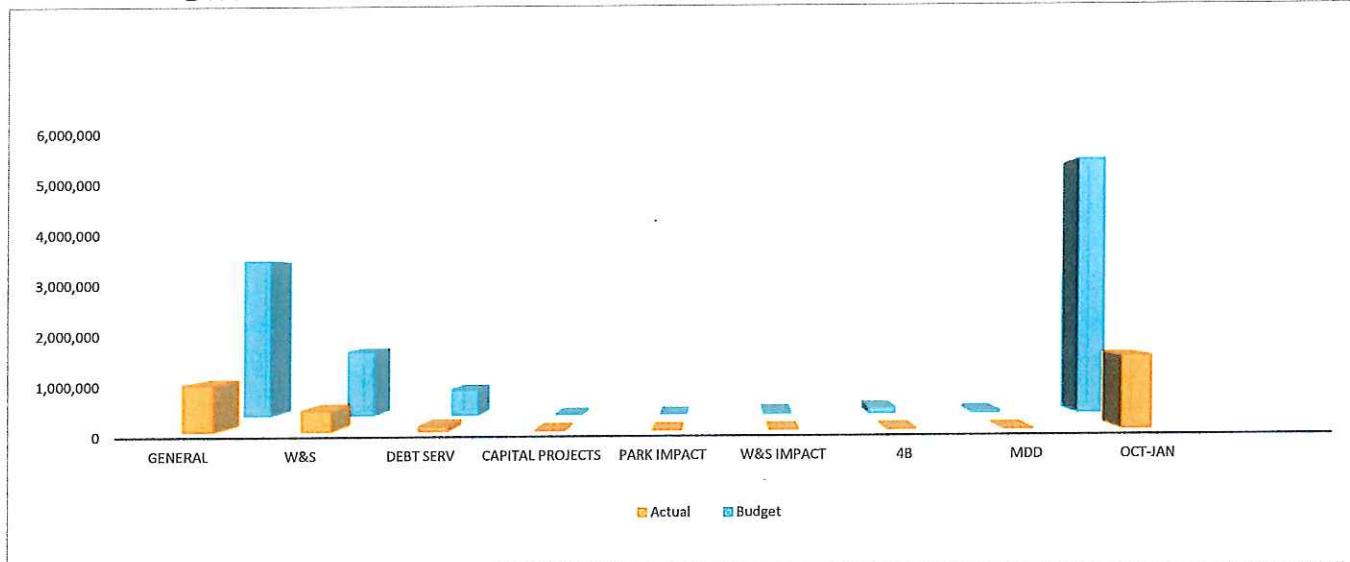
CITY OF OVILLA REVENUE FY 2017-2018



City of Ovilla Revenue

FUNDS	Capital								
	General	W&S	Debt Serv	Projects	Park Impact	W&S Impact	4B	MDD	Oct-Jan
Actual	1,964,093	478,653	509,754	161	2,751	17,637	33,698	16,860	3,023,607
Budget	3,555,419	1,459,213	576,650	270	8,793	54,756	132,140	51,100	5,838,341
Over / (Under) Budget	(1,591,326)	(980,560)	(66,896)	(109)	(6,042)	(37,119)	(98,442)	(34,240)	(2,814,734)

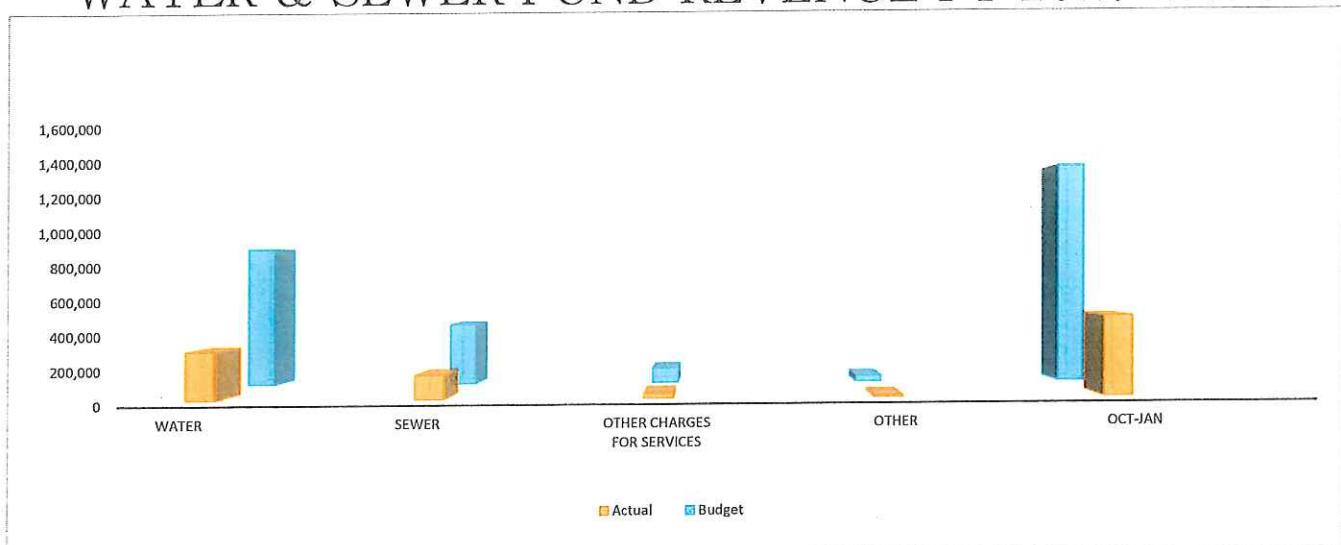
CITY OF OVILLA EXPENSE FY 2017-2018



City of Ovilla Expense

FUNDS	Capital								
	General	W&S	Debt Serv	Projects	Park Impact	W&S Impact	4B	MDD	Oct-Jan
Actual	957,010	428,337	93,075	0	0	273	9,191	1,861	1,489,747
Budget	3,555,419	1,459,213	576,650	270	8,793	54,756	132,140	51,100	5,838,341
Over / (Under) Budget	(2,598,409)	(1,030,876)	(483,575)	(270)	(8,793)	(54,483)	(122,949)	(49,239)	(4,348,594)

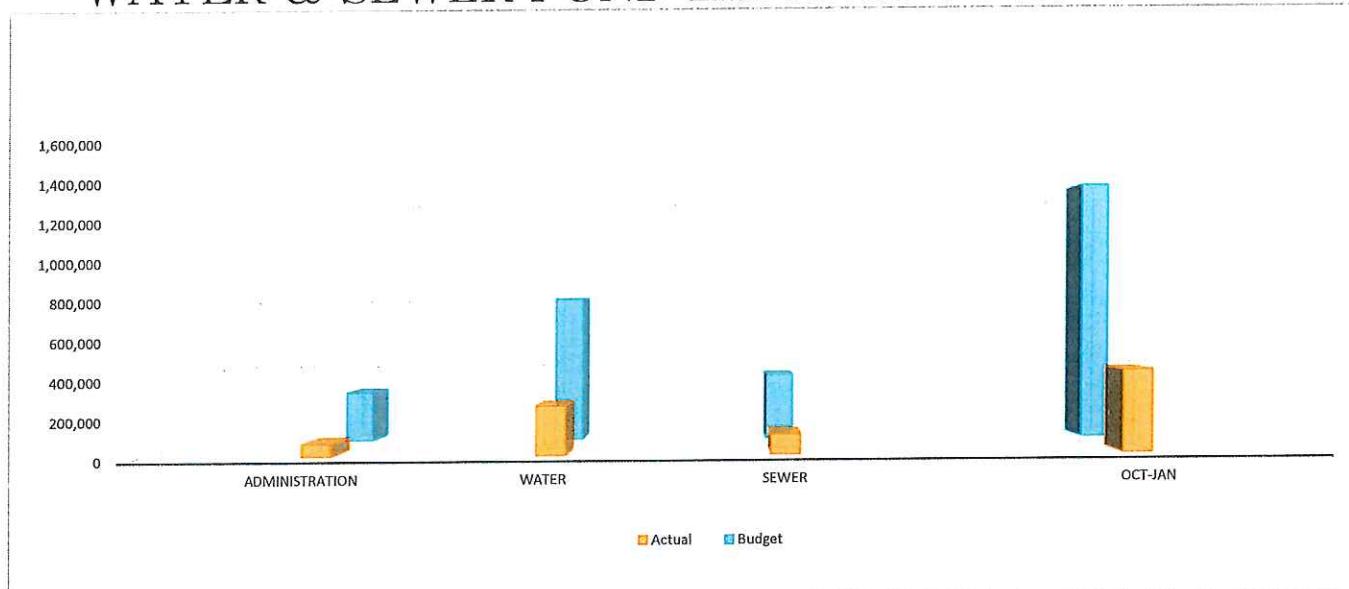
WATER & SEWER FUND REVENUE FY 2017-2018



Water & Sewer Revenue

	Water	Sewer	Other Charges for Services	Other	Oct-Jan
Actual	291,725	144,772	31,082	11,074	478,653
Budget	920,296	399,708	98,809	40,400	1,459,213
Over / (Under) Budget	(628,571)	(254,936)	(67,727)	(29,326)	(980,560)

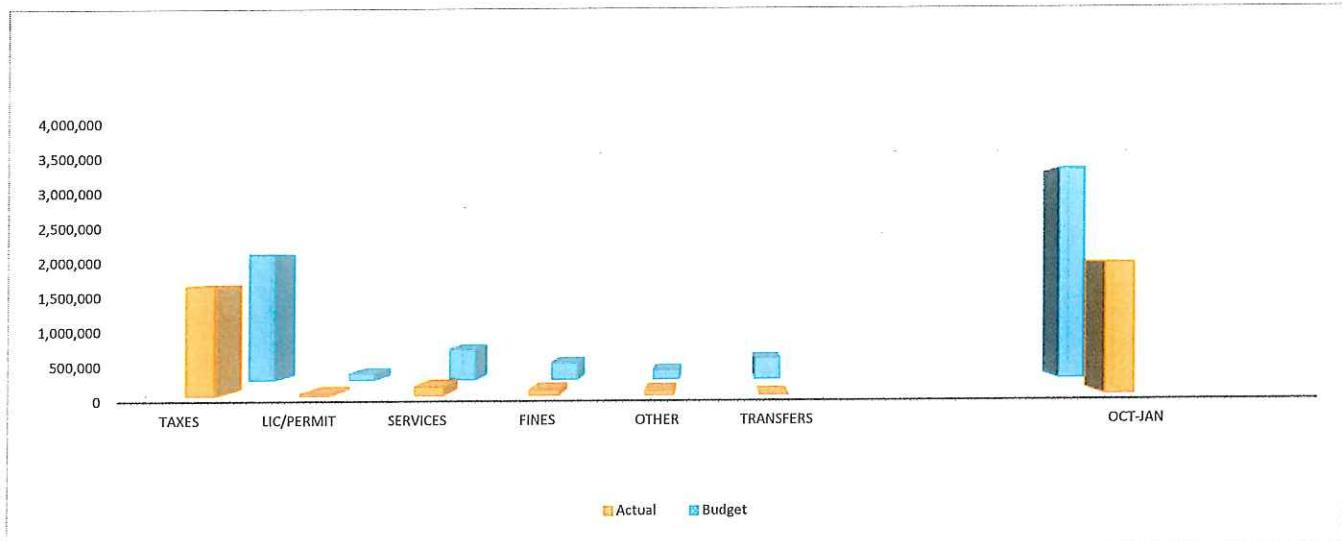
WATER & SEWER FUND EXPENSE FY 2017-2018



Water & Sewer Fund Expense

	Administration	Water	Sewer	Oct-Jan
Actual	64,794	257,663	105,879	428,336
Budget	276,716	815,527	366,970	1,459,213
Over / (Under) Budget	(211,922)	(557,864)	(261,091)	(1,030,877)

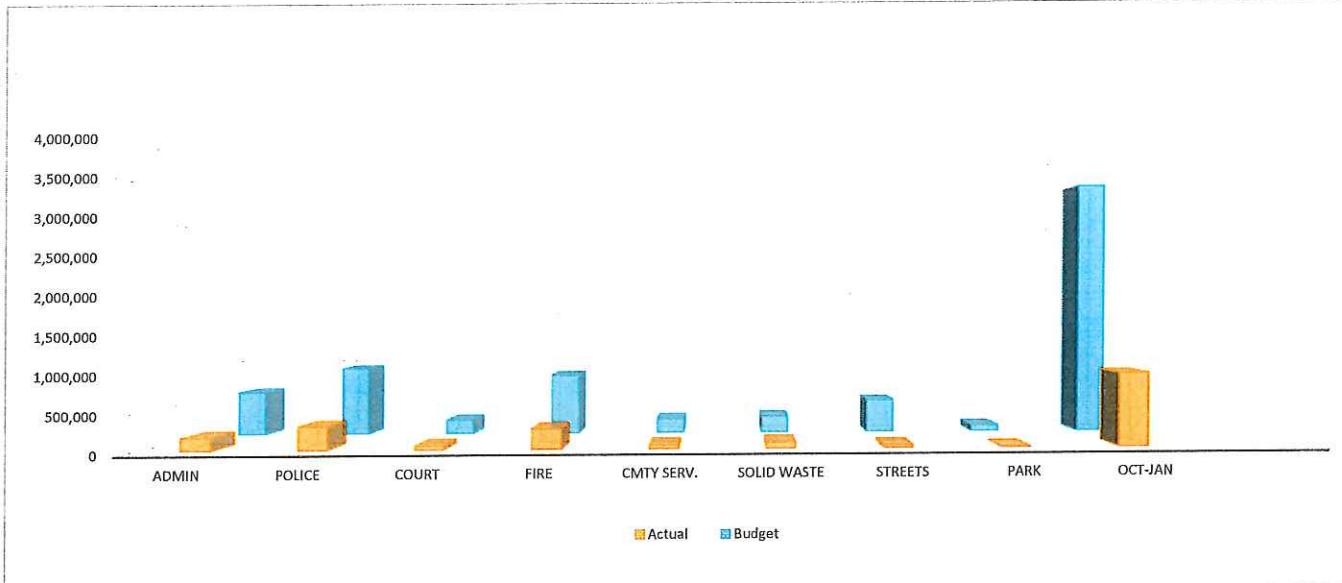
GENERAL FUND REVENUE FY 2017-2018



General Fund Revenue

	Taxes	Lic/Permit	Services	Fines	Other	Transfers	Oct-Jan
Actual	1,643,236	32,135	133,878	79,403	68,759	6,681	1,964,092
Budget	2,134,245	106,581	517,446	287,205	156,325	353,617	3,555,419
Over / (Under) Budget	(491,009)	(74,446)	(383,568)	(207,802)	(87,566)	(346,936)	(1,591,327)

GENERAL FUND EXPENSE FY 2017-2018



General Fund Expense

	Admin	Police	Court	Fire	CMTY Serv.	Solid Waste	Streets	Park	Oct-Jan
Actual	163,883	306,476	50,046	266,398	51,454	78,486	33,736	6,531	957,010
Budget	608,355	948,664	191,149	841,662	198,737	228,497	456,922	81,433	3,555,419
Over / (Under) Budget	(444,472)	(642,188)	(141,103)	(575,264)	(147,283)	(150,011)	(423,186)	(74,902)	(2,598,409)



DATE: March 12, 2018

TO: Honorable Mayor and Council Members

FROM:
Linda Harding, Accountant

SUBJECT: Financial Statements Through January 2018

City of Ovilla General Fund
Actual vs Budget Review
FY October 2017 through September 2018

	Current	Year to Date	\$ Over (Under)	% of Budget
	January 2018	'Oct - Jan 2018	Budget	Thru January
			Budget	33%
Revenues				
4000100 · Taxes				
4000105 · Ad Valorem, Current	344,238	1,541,382	1,649,432	(108,050) 93%
4000106 · Ad Valorem, New & improvements	0	0	53,233	(53,233) 0%
4000110 · Ad Valorem, Delinquent	4,022	4,310	10,000	(5,690) 43%
4000113 · Interest/Penalties - Prop Tax	330	425	7,000	(6,575) 6%
4000120 · Sales Tax	15,295	65,931	201,264	(135,333) 33%
4000125 · Sales Tax - Street Improvement	3,824	16,483	50,316	(33,833) 33%
4000130 · Franchise Tax	4,753	14,707	163,000	(148,293) 9%
Total 4000100 · Taxes	372,462	1,643,236	2,134,245	(491,009) 77%
4000200 · Licenses and Permits				
4000210 · Residential Building Permits	13,127	19,688	60,000	(40,312) 33%
4000214 · Misc Building Permits	1,912	6,124	23,952	(17,828) 26%
4000230 · Plan Review Fee	2,625	4,373	12,000	(7,627) 36%
4000260 · Alarm Permits	140	450	2,604	(2,154) 17%
4000270 · Animal Tag Fees	432	876	3,706	(2,830) 24%
4000272 · Impound Fees	170	285	2,751	(2,466) 10%
4000290 · Misc Licenses and Permits	80	340	1,568	(1,228) 22%
Total 4000200 · Licenses and Permits	18,486	32,135	106,581	(74,446) 30%
4000400 · Charges for Services				
4000325 · ESD #2	0	0	190,000	(190,000) 0%
4000330 · ESD #4	0	18,542	55,628	(37,086) 33%
4000411 · Copies and Maps	5	22	100	(78) 22%
4000415 · Police Reports	12	36	150	(114) 24%
4000420 · Park Lights	0	0	500	(500) 0%
4000440 · Oak Leaf Animal Control	0	690	2,100	(1,410) 33%
4000450 · Subdivision Fees	0	240	6,900	(6,660) 3%
4000480 · Solid Waste (Garbage)	26,158	113,270	256,968	(143,698) 44%
4000485 · 50/50 Sidewalk Program	0	0	1,250	(1,250) 0%

City of Ovilla General Fund
Actual vs Budget Review
FY October 2017 through September 2018

	Current	Year to Date	\$ Over		% of Budget
			(Under)		
	January 2018	'Oct - Jan 2018	Budget	Budget	Thru January
4000490 · Misc Charges for Services	350	1,078	3,850	(2,772)	28%
Total 4000400 · Charges for Services	26,525	133,878	517,446	(383,568)	26%
4000500 · Fines and Forfeitures					
4000535 · Omni Warrant Revenue	0	488	2,868	(2,380)	17%
4000510 · Fines - Police	22,500	76,198	265,008	(188,810)	29%
4000520 · Fines - Animal Control	0	0	456	(456)	0%
4000525 · Fines - Code Enforcement	196	592	8,949	(8,357)	7%
4000550 · Municipal Court Technology	0	1,054	5,424	(4,370)	19%
4000551 · Municipal Court Security	0	791	4,068	(3,277)	19%
4000590 · Misc Fines and Forfeitures	230	280	432	(152)	65%
Total 4000500 · Fines and Forfeitures	22,926	79,403	287,205	(207,802)	28%
4000800 · Other Revenue					
4000810 · Heritage Day	0	3,845	26,000	(22,155)	15%
4000818 · Lease Proceeds	0	0	0	0	0%
4000820 · Water Tower Lease	8,949	61,429	118,250	(56,821)	52%
4000840 · Interest Earned	853	2,655	7,560	(4,905)	35%
4000860 · Grant Proceeds	0	0	0	0	0%
4000870 · Insurance Proceeds	0	0	0	0	0%
4000885 · Proceeds from Sale of Assets	0	0	0	0	0%
4000887 · HOA Revenue	0	0	1,015	(1,015)	0%
4000890 · Misc Other Revenue	0	829	3,500	(2,671)	24%
Total 4000800 · Other Revenue	9,802	68,759	156,325	(87,566)	44%
4000900 · Transfers In					
4000905 · Weapons Purchase Plan	0	0	11,730	(11,730)	0%
4000925 · Admin.Rev. received from 4B-EDC	0	625	2,500	(1,875)	25%
4000927 · 4B-EDC Revenue: Monument Signs	0	0	30,000	(30,000)	0%
4000930 · Admin. Rev. Rec. From W&S Fund	0	5,931	23,724	(17,793)	25%
4000940 · Admin.Rev. Rec. from MDD Fund	0	125	500	(375)	25%

City of Ovilla General Fund
Actual vs Budget Review
FY October 2017 through September 2018

	Current	Year to Date	\$ Over (Under)		% of Budget Thru January
	January 2018	'Oct - Jan 2018	Budget	Budget	33%
4000945 - Trans in from Court Security	0	0	7,300	(7,300)	0%
4000990 - Reduction in Fund Balance	0	0	277,863	(277,863)	0%
Total 4000900 - Transfers In	0	6,681	353,617	(346,936)	2%
Total Revenues	450,201	1,964,093	3,555,419	(1,591,326)	55%
Gross Resources	450,201	1,964,093	3,555,419	(1,591,326)	55%
Expenditures					
10 - Administration					
5101100 - Salaries & Wages					
5101110 - City Administrator	8,077	27,851	78,750	(50,899)	35%
5101115 - City Secretary	5,000	18,125	44,250	(26,125)	41%
5101117 - City Accountant	4,159	15,076	39,338	(24,262)	38%
5101120 - Admin. Support	2,856	10,353	27,035	(16,682)	38%
5101180 - Merit Raises, Staff	0	0	5,682	(5,682)	0%
Total 5101100 - Salaries & Wages	20,092	71,405	195,055	(123,650)	37%
5101400 - Support Staff					
5101490 - Overtime	0	0	625	(625)	0%
Total 5101400 - Support Staff	0	0	625	(625)	0%
5102100 - Employee Benefits					
5102110 - Group Insurance	2,347	11,191	31,117	(19,926)	36%
5102135 - TMRS	1,997	8,727	25,715	(16,988)	34%
5102160 - Worker's Compensation	459	693	933	(241)	74%
5102170 - Payroll Taxes	296	1,310	3,772	(2,462)	35%
5102180 - Unemployment Taxes	0	0	1,000	(1,000)	0%
5102190 - Auto Allowance	400	1,600	4,800	(3,200)	33%
5102196 - Indiv. Membership Dues	0	1,374	1,950	(576)	70%
Total 5102100 - Employee Benefits	5,499	24,895	69,287	(44,392)	36%

City of Ovilla General Fund
Actual vs Budget Review
FY October 2017 through September 2018

	Current	Year to Date	\$ Over (Under)	% of Budget
	January 2018	'Oct - Jan 2018	Budget	Thru January
			Budget	33%
5102200 · Special Services				
5102210 · Tax Assessing & Collecting Fees	0	184	1,618	(1,434) 11%
5102220 · Tax Appraisal Fee	0	4,538	16,355	(11,817) 28%
5102230 · Legal Fees	1,125	2,490	35,000	(32,510) 7%
5102240 · Audit	4,982	6,982	7,650	(668) 91%
5102250 · Accounting	0	0	2,000	(2,000) 0%
5102260 · Engineering Fees	1,023	1,418	10,000	(8,582) 14%
Total 5102200 · Special Services	7,129	15,611	72,623	(57,012) 21%
5102300 · Contractual Services				
5102310 · Consultant Fees	0	0	10,000	(10,000) 0%
Total 5102300 · Contractual Services	0	0	10,000	(10,000) 0%
5102500 · Operating Services				
5102530 · Custodial Service Contract	344	1,376	4,128	(2,752) 33%
5102540 · IT - Computer Maintenance	8,477	16,134	25,200	(9,066) 64%
Total 5102500 · Operating Services	8,821	17,510	29,328	(11,818) 60%
5102600 · Special Expenses				
5102610 · Election - Payroll	0	0	850	(850) 0%
5102620 · Election - Supplies	0	49	2,500	(2,452) 2%
5102630 · Election Meeting Expense	0	0	100	(100) 0%
5102650 · Codification Book Update	375	375	3,600	(3,225) 10%
Total 5102600 · Special Expenses	375	424	7,050	(6,627) 6%
5103100 · General Supplies				
5103110 · Office Supplies	1,539	3,564	8,000	(4,436) 45%
5103140 · Uniforms	0	0	350	(350) 0%
Total 5103100 · General Supplies	1,539	3,564	8,350	(4,786) 43%

City of Ovilla General Fund
Actual vs Budget Review
FY October 2017 through September 2018

	Current	Year to Date	\$ Over (Under)	% of Budget
	January 2018	'Oct - Jan 2018	Budget	Thru January
			Budget	33%
5103400 · Maintenance Supplies / Parts				
5103410 · Supplies - Custodial	148	306	1,500	(1,194) 20%
5103440 · Maintenance Agreement Expense	0	0	400	(400) 0%
5103460 · Miscellaneous	0	0	1,500	(1,500) 0%
Total 5103400 · Maintenance Supplies / Parts	148	306	3,400	(3,094) 9%
5104200 · Travel Expenses				
5104210 · Travel - Local	0	312	500	(188) 62%
5104220 · Professional Development	434	1,022	6,550	(5,528) 16%
5104222 · Professional Develop - Council	0	931	1,300	(369) 72%
5104225 · City Council Meal Expense	216	303	2,200	(1,897) 14%
5104230 · Professional Develop - In-House	0	0	500	(500) 0%
Total 5104200 · Travel Expenses	650	2,569	11,050	(8,481) 23%
5105200 · Data Processing Expenses				
5105230 · Data Proc-Maintenance & Repair	0	0	8,000	(8,000) 0%
5105240 · Data Processing - Software	1,615	11,014	11,005	9 100%
Total 5105200 · Data Processing Expenses	1,615	11,014	19,005	(7,991) 58%
5105300 · Printing Expense				
5105310 · Copier Expense	440	1,221	4,476	(3,255) 27%
5105320 · Printing - Newsletters	0	1,215	5,108	(3,893) 24%
5105330 · Printing - Forms	59	59	1,500	(1,441) 4%
Total 5105300 · Printing Expense	500	2,495	11,084	(8,589) 23%
5105400 · Utilities				
5105410 · Telephone	128	511	1,500	(989) 34%
5105415 · Cellular Phone	119	478	1,450	(972) 33%
5105417 · Internet	160	640	2,823	(2,183) 23%

City of Ovilla General Fund
Actual vs Budget Review
FY October 2017 through September 2018

	Current	Year to Date	\$ Over (Under)		% of Budget Thru January
			Budget	Budget	
	January 2018	'Oct - Jan 2018			
5105420 · Wireless Cards	76	304	912	(608)	33%
5105450 · Electricity	271	1,366	4,635	(3,269)	29%
Total 5105400 · Utilities	754	3,298	11,320	(8,022)	29%
 5105500 · Repairs & Bldg Improvements					
5105520 · Repairs - Buildings	67	1,057	33,200	(32,143)	3%
5105540 · Repairs - Machinery & Equipment	0	0	500	(500)	0%
5105590 · Repairs - Other	135	334	1,300	(966)	26%
Total 5105500 · Repairs & Bldg Improvements	202	1,391	35,000	(33,609)	4%
 5105600 · Insurance					
5105610 · Insurance - Property	479	958	1,915	(958)	50%
5105620 · Insurance - Liability	200	400	800	(400)	50%
5105630 · Insurance - Fidelity Bond	-250	250	300	(50)	83%
5105632 · Notary Bond	0	0	450	(450)	0%
5105635 · Public Officials Surety Bonds	0	260	2,210	(1,950)	12%
Total 5105600 · Insurance	429	1,868	5,675	(3,808)	33%
 5105700 · Other Expenses					
5105705 · Postage	881	1,856	6,756	(4,900)	27%
5105710 · Cash - Over/Short	0	0	10	(10)	0%
5105725 · Records Management Expense	1,395	1,395	1,500	(105)	93%
5105730 · City - Memberships	0	1,391	2,500	(1,109)	56%
5105740 · Legal Notices/Advertisement	187	1,771	9,000	(7,229)	20%
5105752 · Employment Screening	0	0	400	(400)	0%
5105753 · Solicitor Screening	59	111	200	(89)	56%
5105760 · Bank Service Charge	0	59	100	(41)	59%
5105764 · Filing Fees	0	172	500	(328)	34%
5105765 · Miscellaneous	44	665	2,767	(2,102)	24%
Total 5105700 · Other Expenses	2,566	7,419	23,733	(16,314)	31%

City of Ovilla General Fund
Actual vs Budget Review
FY October 2017 through September 2018

	Current	Year to Date	\$ Over (Under)	% of Budget
	January 2018	'Oct - Jan 2018	Budget	Thru January
			Budget	33%
5106400 · Minor Capital Outlay				
5106440 · Machinery & Equipment	0	0	1,000	(1,000) 0%
5106465 · Furniture	0	114	1,000	(886) 11%
Total 5106400 · Minor Capital Outlay	0	114	2,000	(1,886) 6%
5109000 · Reserves				
5109015 - Reserve for FD & PD Radios	0	0	93,770	(93,770) 0%
Total 5109000 - Reserves	0	0	93,770	(93,770) 0%
Total 10 · Administration	50,319	163,883	608,355	(444,472) 27%
20 · Police				
5201100 · Salaries & Wages				
5201120 · Police Chief	5,882	26,470	74,243	(47,773) 36%
5201143 · Command Staff	4,541	20,433	57,309	(36,876) 36%
5201150 · Certification Pay	185	831	2,400	(1,569) 35%
5201180 · Merit Raises - Staff	0	0	3,947	(3,947) 0%
Total 5201100 · Salaries & Wages	10,608	47,734	137,899	(90,165) 35%
5201400 · Support Salaries				
5201405 · Support Staff	2,442	10,987	30,826	(19,839) 36%
5201408 - Sergeant	4,481	23,580	88,047	(64,467) 27%
5201410 · Patrol	24,924	89,272	248,352	(159,081) 36%
5201412 - Patrol Part Time	3,138	8,288	20,500	(12,213) 40%
5201415 · Certification Pay	69	496	2,701	(2,205) 18%
5201470 - Salary Increase	0	0	6,220	(6,220) 0%
5201480 · Merit Raises	0	0	10,012	(10,012) 0%
5201490 · Overtime	1,537	4,650	16,000	(11,350) 29%
Total 5201400 · Support Salaries	36,591	137,272	422,658	(285,386) 32%

City of Ovilla General Fund
Actual vs Budget Review
FY October 2017 through September 2018

	Current	Year to Date	\$ Over (Under)	% of Budget
	January 2018	'Oct - Jan 2018	Budget	Thru January
			Budget	33%
5202100 · Employee Benefits				
5202110 · Group Insurance	6,545	28,543	84,581	(56,038) 34%
5202135 · TMRS	4,231	16,962	53,161	(36,199) 32%
5202160 · Worker's Compensation	4,062	7,180	12,471	(5,292) 58%
5202170 · Payroll Taxes	840	3,043	8,789	(5,746) 35%
5202196 · Membership Dues	0	403	403	0 100%
Total 5202100 · Employee Benefits	15,677	56,130	159,405	(103,275) 35%
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	7,962	15,925	(7,963) 50%
5202385 · Jail Expense	0	0	1,000	(1,000) 0%
5202390 · Special Response Team	0	7,500	8,500	(1,000) 88%
5202395 · Contractual Services Other	0	0	1,000	(1,000) 0%
Total 5202300 · Contractual Services	0	16,462	27,925	(11,463) 59%
5202500 · Operating Services				
5202530 · Custodial Service Contract	235	940	2,820	(1,880) 33%
5202540 · Computer Maintenance	0	0	700	(700) 0%
5202560 · Internet Subscriptions	0	0	1,350	(1,350) 0%
Total 5202500 · Operating Services	235	940	4,870	(3,930) 19%
5202600 · Special Expenses				
5202675 · National Night Out	0	135	500	(365) 27%
Total 5202600 · Special Expenses	0	135	500	(365) 27%
5203100 · General Supplies				
5203110 · Office Supplies	96	630	1,050	(420) 60%

City of Ovilla General Fund
Actual vs Budget Review
FY October 2017 through September 2018

	Current	Year to Date	\$ Over (Under)		% of Budget Thru January
	January 2018	'Oct - Jan 2018	Budget	Budget	
5203140 · Uniforms		1,792	2,048	8,500	(6,452) 24%
5203170 · Evidence Gathering		48	127	700	(573) 18%
Total 5203100 · General Supplies		1,937	2,805	10,250	(7,445) 27%
5203400 · Maintenance Supplies & Parts					
5203410 · Supplies - Custodial		23	53	800	(747) 7%
Total 5203400 · Maintenance Supplies & Parts		23	53	800	(747) 7%
5204200 · Travel Expenses					
5204210 · Travel - Local		0	503	1,000	(497) 50%
5204220 · Professional Development		0	3,952	7,827	(3,875) 50%
5204235 · Ammo		0	0	1,000	(1,000) 0%
5204270 · Vehicle Expenses		1,412	6,743	24,000	(17,257) 28%
Total 5204200 · Travel Expenses		1,412	11,198	33,827	(22,629) 33%
5205200 · Data Processing Expenses					
5205220 · Data Proc - Equipment		0	439	5,000	(4,561) 9%
5205240 · Data Processing - Software		0	17,851	18,000	(149) 99%
Total 5205200 · Data Processing Expenses		0	18,290	23,000	(4,710) 80%
5205300 · Printing Expenses					
5205310 · Copier Expense		109	327	1,210	(883) 27%
5205330 · Printing - Forms		0	0	300	(300) 0%
5205350 · Printing - Other		17	123	500	(377) 25%
Total 5205300 · Printing Expenses		126	450	2,010	(1,560) 22%
5205400 · Utilities					
5205410 · Telephone		125	498	1,500	(1,002) 33%
5205415 · Cellular Phone		99	395	1,188	(793) 33%
5205417 · Internet - PD		160	640	1,920	(1,280) 33%

City of Ovilla General Fund
Actual vs Budget Review
FY October 2017 through September 2018

	Current	Year to Date	\$ Over		% of Budget
			(Under)		
	January 2018	'Oct - Jan 2018	Budget	Budget	Thru January
5205420 · Wireless Cards	190	760	3,192	(2,432)	24%
5205450 · Electricity	377	1,220	4,500	(3,280)	27%
Total 5205400 · Utilities	950	3,513	12,300	(8,787)	29%
5205500 · Repairs & Building Improvements					
5205520 · Repairs - Building	0	43	5,000	(4,957)	1%
5205540 · Repairs- Machinery & Equipment	0	43	1,000	(958)	4%
5205550 · Repairs - Vehicles	2,414	3,250	10,000	(6,750)	32%
Total 5205500 · Repairs & Building Improvements	2,414	3,335	16,000	(12,665)	21%
5205600 · Insurance					
5205610 · Insurance - Property	488	975	1,950	(975)	50%
5205620 · Insurance - Liability	1,337	2,674	5,348	(2,674)	50%
5205640 · Insurance - Vehicle	1,227	2,454	4,908	(2,454)	50%
Total 5205600 · Insurance	3,052	6,103	12,206	(6,103)	50%
5205700 · Other Expenses					
5205742 · Public Relations	0	0	550	(550)	0%
5205745 · Weapons Purchase Plan	0	0	11,730	(11,730)	0%
5205752 · Employment Screening	10	210	1,550	(1,340)	14%
5205765 · Miscellaneous	3	144	1,500	(1,356)	10%
Total 5205700 · Other Expenses	13	355	15,330	(14,975)	2%
5206400 · Minor Capital Outlay					
5206440 · Machinery & Equipment	1,150	1,703	9,734	(8,031)	17%
5206445 · Personal Protective Equipment	0	0	2,600	(2,600)	0%
5206450 · Vehicles	0	0	57,350	(57,350)	0%
Total 5206400 · Minor Capital Outlay	1,150	1,703	69,684	(67,981)	2%
Total 20 · Police	74,188	306,476	948,664	(642,188)	32%

City of Ovilla General Fund
Actual vs Budget Review
FY October 2017 through September 2018

	Current	Year to Date	\$ Over (Under)	% of Budget
	January 2018	'Oct - Jan 2018	Budget	Thru January
			Budget	33%
25 · Municipal Court				
5251100 · Salaries & Wages				
5251140 · Municipal Judge	1,267	3,168	11,110	(7,943)
Total 5251100 · Salaries & Wages	1,267	3,168	11,110	(7,943)
5251400 · Support Staff				
5251405 · Support Staff	2,828	12,730	34,695	(21,965)
5251470 · Salary Increase	0	0	1,041	(1,041)
5251480 · Merit Raises	0	0	1,041	(1,041)
5251490 · Overtime	0	332	1,400	(1,069)
Total 5251400 · Support Staff	2,828	13,061	38,177	(25,116)
5252100 · Employee Benefits				
5252110 · Group Insurance	634	3,139	7,612	(4,473)
5252135 · TMRS	281	1,277	3,637	(2,360)
5252160 · Worker's Compensation	39	78	156	(78)
5252170 · Payroll Taxes	138	432	1,384	(952)
5252196 · Membership Dues	0	0	60	(60)
Total 5252100 · Employee Benefits	1,092	4,925	12,849	(7,924)
5252300 · Contractual Services				
5251420 · Jury Fees	0	0	200	(200)
5251425 · City Prosecutor	0	2,587	11,370	(8,783)
5251450 · Contract Labor - Company	600	600	600	0
5252375 · Comptroller - Warrant Fees	0	18,790	96,000	(77,210)
Total 5252300 · Contractual Services	600	21,976	108,170	(86,194)
5253100 · General Supplies				
5253110 · Office Supplies	0	0	175	(175)
5253140 · Uniforms	0	0	50	(50)

City of Ovilla General Fund
Actual vs Budget Review
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	Current	Year to Date	\$ Over (Under)		% of Budget Thru January
	January 2018	'Oct - Jan 2018	Budget	Budget	
Total 5253100 · General Supplies			225	(225)	0%
5254200 · Travel Expenses					
5254210 - Travel - Local	0	0	25	(25)	0%
5254220 · Professional Development	0	0	50	(50)	0%
Total 5254200 · Travel Expenses	0	0	75	(75)	0%
5255200 · Data Processing Expenses					
5255240 · Data Processing - SW Maint.	0	2,153	2,351	(198)	92%
Total 5255200 · Data Processing Expenses	0	2,153	2,351	(198)	92%
5255300 · Printing Expense					
5255350 · Printing - Other	0	586	800	(214)	73%
Total 5255300 · Printing Expense	0	586	800	(214)	73%
5255600 · Insurance					
5255620 · Insurance - Liability	53	105	210	(105)	50%
Total 5255600 · Insurance	53	105	210	(105)	50%
5255700 · Other Expenses					
5255765 · Miscellaneous	0	0	50	(50)	0%
5255768 · Collection Agency Fees	292	2,371	8,868	(6,497)	27%
5255772 · Warrant Fee - Omni	104	1,701	8,264	(6,563)	21%
Total 5255700 · Other Expenses	396	4,073	17,182	(13,109)	24%
Total 25 · Municipal Court	6,236	50,046	191,149	(141,103)	26%
30 · Fire					
5301100 · Salaries & Wages					
5301125 · Fire Chief	3,102	13,959	39,156	(25,197)	36%
5301135 · Deputy Chief/Fire January shall	1,922	8,651	22,069	(13,418)	39%

City of Ovilla General Fund
Actual vs Budget Review
FY October 2017 through September 2018

	Current	Year to Date	\$ Over (Under)	% of Budget
	January 2018	'Oct - Jan 2018	Budget	Thru January
			Budget	33%
5301140 · Fire Captains	4,391	25,749	70,760	(45,011) 36%
5301150 - Officer in Charge & Holiday	2,592	6,296	12,648	(6,352) 50%
5301170 - Salary Increase	0	0	2,933	(2,933) 0%
5301180 · Merit Raises - Staff	0	0	4,048	(4,048) 0%
Total 5301100 · Salaries & Wages	12,007	54,655	151,614	(96,959) 36%
5301400 · Support Salaries				
5301440 · Firefighters	25,574	109,046	326,555	(217,509) 33%
5301442 - Salary Increase	0	0	867	(867) 0%
5301470 - Salary Increase	0	0	4,876	(4,876) 0%
5301480 · Merit Raises	0	0	9,943	(9,943) 0%
5301485 · Volunteer Incentive Program	1,543	4,832	16,850	(12,018) 29%
Total 5301400 · Support Salaries	27,117	113,878	359,091	(245,213) 32%
5302100 · Employee Benefits				
5302135 · TMRS	528	2,261	6,534	(4,273) 35%
5302137 · Volunteer Retirement	0	1,125	5,200	(4,075) 22%
5302160 · Worker's Compensation	4,303	8,520	12,731	(4,211) 67%
5302170 · Payroll Taxes	2,536	11,080	33,617	(22,537) 33%
5302196 · Membership Dues	175	662	2,200	(1,538) 30%
Total 5302100 · Employee Benefits	7,542	23,648	60,282	(36,634) 39%
5302300 · Contractual Services				
5302310 · Consultant Fees	1,500	1,500	1,500	0 100%
5302380 · Dispatch	0	8,447	15,925	(7,478) 53%
5302385 · Emergency Transport Service	0	15,890	63,559	(47,669) 25%
Total 5302300 · Contractual Services	1,500	25,837	80,984	(55,147) 32%
5302500 · Operating Services				
5302510 · Maintenance Agreements	0	4,461	9,500	(5,039) 47%

City of Ovilla General Fund
Actual vs Budget Review
FY October 2017 through September 2018

	Current	Year to Date	\$ Over (Under)	% of Budget	
	January 2018	'Oct - Jan 2018	Budget	Budget	33%
5302570 · Warning System Maintenance	0	0	2,500	(2,500)	0%
5302580 · Generator Maintenance	0	0	2,120	(2,120)	0%
Total 5302500 · Operating Services	0	4,461	14,120	(9,659)	32%
5302600 · Special Expenses					
5302675 · National Night Out	0	236	350	(114)	67%
Total 5302600 · Special Expenses	0	236	350	(114)	67%
5303100 · General Supplies					
5303110 · Office Supplies	0	119	1,000	(881)	12%
5303140 · Uniforms	116	2,213	5,000	(2,787)	44%
5303160 · Medical Supplies	19	2,089	8,000	(5,911)	26%
5303165 · Medical Support	70	176	1,000	(824)	18%
5303170 · Evidence Gathering	133	133	800	(667)	17%
5303175 · Education Aids	0	0	1,000	(1,000)	0%
Total 5303100 · General Supplies	338	4,730	16,800	(12,070)	28%
5303400 · Maintenance Supplies & Parts					
5303410 · Supplies - Custodial	1,617	1,885	2,500	(615)	75%
5303420 · Building Alarm Maintenance	105	105	2,300	(2,195)	5%
Total 5303400 · Maintenance Supplies & Parts	1,722	1,990	4,800	(2,810)	41%
5304200 · Travel Expenses					
5304220 · Professional Development	786	791	7,600	(6,809)	10%
5304270 · Vehicle Expenses	787	3,120	9,000	(5,880)	35%
Total 5304200 · Travel Expenses	1,573	3,911	16,600	(12,689)	24%
5305200 · Data Processing Expenses					
5305230 · Data Proc-Maintenance & Repair	40	563	5,000	(4,437)	11%
5305240 · Data Processing - Software	0	6,780	10,000	(3,220)	68%

City of Ovilla General Fund
Actual vs Budget Review
FY October 2017 through September 2018

	Current	Year to Date	\$ Over (Under)	% of Budget	
				Thru January	
	January 2018	'Oct - Jan 2018	Budget	Budget	33%
Total 5305200 · Data Processing Expenses		40	7,343	15,000	(7,657) 49%
5305300 · Printing Expense					
5305310 · Copier Expense		346	1,235	3,200	(1,965) 39%
5305330 · Printing - Forms		0	0	100	(100) 0%
Total 5305300 · Printing Expense		346	1,235	3,300	(2,065) 37%
5305400 · Utilities					
5305410 · Telephone		230	876	2,168	(1,292) 40%
5305415 · Cellular Phone		124	497	1,490	(993) 33%
5305417 · Internet - Fire Dept.		502	1,883	4,660	(2,777) 40%
5305430 · Natural Gas		439	857	3,000	(2,143) 29%
5305450 · Electricity		357	1,788	5,650	(3,862) 32%
Total 5305400 · Utilities		1,652	5,901	16,968	(11,067) 35%
5305500 · Repairs & Bldg Improvements					
5305520 · Repairs - Building		15	2,260	20,000	(17,740) 11%
5305540 · Repairs - Machinery & Equipment		0	3,832	19,000	(15,168) 20%
5305545 · Repairs - Apparatus		61	3,527	12,000	(8,473) 29%
5305550 · Repairs - Vehicles		0	50	3,500	(3,450) 1%
Total 5305500 · Repairs & Bldg Improvements		77	9,668	54,500	(44,832) 18%
5305600 · Insurance					
5305610 · Insurance - Property		446	892	1,783	(892) 50%
5305620 · Insurance - Liability		357	714	1,428	(714) 50%
5305640 · Insurance - Vehicle		3,212	6,423	12,845	(6,423) 50%
Total 5305600 · Insurance		4,014	8,028	16,056	(8,028) 50%
5305700 · Other Expenses					
5305705 · Postage		0	0	50	(50) 0%
5305752 · Employment Screening		16	106	500	(394) 21%
5305765 · Flags & Miscellaneous		0	0	100	(100) 0%

City of Ovilla General Fund
Actual vs Budget Review
FY October 2017 through September 2018

	Current	Year to Date	\$ Over		% of Budget
			(Under)		
	January 2018	'Oct - Jan 2018	Budget	Budget	Thru January
Total 5305700 · Other Expenses		16	106	650	(544)
5306400 · Minor Capital Outlay					
5306440 · Machinery & Equipment	0	0	10,300	(10,300)	0%
5306445 · Personal Protective Equipment	21	771	20,247	(19,477)	4%
Total 5306400 · Minor Capital Outlay	21	771	30,547	(29,777)	3%
Total 30 · Fire	57,964	266,398	841,662	(575,264)	32%
40 · Community Services					
5401100 · Salaries & Wages					
5401135 · ACO/Code Enforcement Officer	3,784	17,028	47,757	(30,729)	36%
5401140 · Permit Clerk - Code	3,450	12,092	21,643	(9,551)	56%
5401180 · Merit Raises - Staff	0	0	2,083	(2,083)	0%
5401190 · Overtime	790	3,198	7,500	(4,302)	43%
Total 5401100 · Salaries & Wages	8,024	32,318	78,983	(46,665)	41%
5402100 · Employee Benefits					
5402110 · Group Insurance	1,029	3,613	15,399	(11,786)	23%
5402135 · TMRS	802	3,509	10,014	(6,505)	35%
5402160 · Worker's Compensation	162	260	392	(132)	66%
5402170 · Payroll Taxes	111	530	1,469	(939)	36%
5402190 · License	0	0	625	(625)	0%
Total 5402100 · Employee Benefits	2,104	7,912	27,899	(19,987)	28%
5402300 · Contractual Services					
5402315 · Contract Building Inspections	376	4,688	43,800	(39,112)	11%
5402370 · Impound Fees	250	600	2,300	(1,700)	26%
Total 5402300 · Contractual Services	626	5,288	46,100	(40,812)	11%
5402600 · Special Expenses					
5402680 · Environmental Testing	0	14	2,300	(2,286)	1%

City of Ovilla General Fund
Actual vs Budget Review
FY October 2017 through September 2018

	Current	Year to Date	\$ Over (Under)		% of Budget Thru January
	January 2018	'Oct - Jan 2018	Budget	Budget	33%
5402683 - Septic Tank Fee to State	0	10	100	(90)	10%
5402685 - Clean up Day	0	0	100	(100)	0%
5402687 - Abatement Nuisance	240	960	1,200	(240)	80%
Total 5402600 - Special Expenses	240	984	3,700	(2,716)	27%
 5403100 - General Supplies					
5403110 - Office Supplies	0	0	50	(50)	0%
5403120 - Animal Care	35	35	150	(115)	23%
5403122 - Pet Supplies	56	336	600	(264)	56%
5403140 - Uniforms	0	53	600	(547)	9%
Total 5403100 - General Supplies	91	423	1,400	(977)	30%
 5403400 - Maintenance Supplies & Parts					
5403460 - Miscellaneous	0	0	200	(200)	0%
Total 5403400 - Maintenance Supplies & Parts	0	0	200	(200)	0%
 5404200 - Travel Expenses					
5404210 - Travel - Local	0	0	25	(25)	0%
5404220 - Professional Development	120	145	400	(255)	36%
5404270 - Vehicle Expenses	109	518	3,000	(2,482)	17%
Total 5404200 - Travel Expenses	229	663	3,425	(2,762)	19%
 5405200 - Data Processing Expenses					
5405240 - Data Processing - Software	0	2,500	2,500	0	100%
Total 5405200 - Data Processing Expenses	0	2,500	2,500	0	100%
 5405300 - Printing Expense					
5405330 - Printing - Forms	0	0	400	(400)	0%
Total 5405300 - Printing Expense	0	0	400	(400)	0%
 5405400 - Utilities					

City of Ovilla General Fund
Actual vs Budget Review
FY October 2017 through September 2018

	Current	Year to Date	\$ Over (Under)	% of Budget	
				Thru January	
	January 2018	'Oct - Jan 2018	Budget	Budget	33%
5405415 · Cellular Phone		74	296	1,074	(778) 28%
Total 5405400 · Utilities		74	296	1,074	(778) 28%
5405600 · Insurance					
5405610 · Insurance - Property		3	5	10	(5) 50%
5405620 · Insurance - Liability		46	92	183	(92) 50%
5405640 · Insurance - Vehicle		16	32	63	(32) 50%
Total 5405600 · Insurance		64	128	256	(128) 50%
5405700 · Other Expenses					
5405765 · Miscellaneous		25	25	400	(375) 6%
Total 5405700 · Other Expenses		25	25	400	(375) 6%
5406400 · Minor Capital Outlay					
5406440 · Machinery & Equipment		384	916	1,000	(84) 92%
Total 5406400 · Minor Capital Outlay		384	916	1,000	(84) 92%
5407400 · Capitalized Assets					
5407450 · Vehicles		0	0	31,400	(31,400) 0%
Total 5406400 · Minor Capital Outlay		0	0	31,400	(31,400) 0%
Total 40 · Community Services	11,863	51,454	198,737	(147,283)	26%
45 · Solid Waste					
5455400 · Utilities					
5455465 · Solid waste Pickup (Garbage)	19,665	78,486	228,497	(150,011)	34%
Total 5455400 · Utilities	19,665	78,486	228,497	(150,011)	34%
Total 45 · Solid Waste	19,665	78,486	228,497	(150,011)	34%
50 · Streets					

City of Ovilla General Fund
Actual vs Budget Review
FY October 2017 through September 2018

	Current	Year to Date	\$ Over (Under)	% of Budget
	January 2018	'Oct - Jan 2018	Budget	Thru January
			Budget	33%
5501400 · Support Staff				
5501415 · Maintenance Crew	0	0	27,144	(27,144) 0%
5501480 - Merit Raises	0	0	815	(815) 0%
5501490 - Overtime	0	0	1,500	(1,500) 0%
5501500 · Streets - On Call	0	0	600	(600) 0%
Total 5501400 · Support Staff	0	0	30,059	(30,059) 0%
5502100 · Employee Benefits				
5502110 · Group Insurance	0	0	7,553	(7,553) 0%
5502135 · TMRS	0	0	2,913	(2,913) 0%
5502160 · Worker's Compensation	201	671	1,882	(1,211) 36%
5502170 · Payroll Taxes	0	0	428	(428) 0%
5502190 · License	0	25	122	(97) 20%
Total 5502100 · Employee Benefits	201	696	12,898	(12,202) 5%
5502200 · Special Services				
5502280 · NCTCOG- SWMP Fees	0	100	3,360	(3,260) 3%
Total 5502200 · Special Services	0	100	3,360	(3,260) 3%
5502600 · Special Expenses				
5502620 · Emergency Clean Up	0	0	2,000	(2,000) 0%
Total 5502600 · Special Expenses	0	0	2,000	(2,000) 0%
5503100 · General Supplies				
5503110 · Office Supplies	0	0	100	(100) 0%
5503140 · Uniforms	340	463	600	(137) 77%
Total 5503100 · General Supplies	340	463	700	(237) 66%
5503400 · Maintenance Supplies & Parts				
5503405 · Drainage Maintenance	0	0	500	(500) 0%

City of Ovilla General Fund
Actual vs Budget Review
FY October 2017 through September 2018

	Current	Year to Date	\$ Over (Under)	% of Budget	
	January 2018	'Oct - Jan 2018		Thru January	
5503420 · Supplies - Street Signs	91	91	2,000	(1,909)	5%
5503460 · Miscellaneous	0	34	300	(266)	11%
Total 5503400 · Maintenance Supplies & Parts	91	125	2,800	(2,675)	4%
5504200 · Travel Expenses					
5504220 · Professional Development	0	0	500	(500)	0%
5504270 · Vehicle Expenses	209	842	6,000	(5,158)	14%
Total 5504200 · Travel Expenses	209	842	6,500	(5,658)	13%
5505300 · Printing Expense					
5505350 · Printing - Other	0	0	350	(350)	0%
Total 5505300 · Printing Expense	0	0	350	(350)	0%
5505400 · Utilities					
5505450 · Electricity	3,706	15,658	47,000	(31,342)	33%
Total 5505400 · Utilities	3,706	15,658	47,000	(31,342)	33%
5505500 · Repairs & Bldg Improvements					
5405520 · Repairs - Building	0	0	500	(500)	0%
5505540 · Repairs - Machinery & Equipment	-6	989	2,500	(1,511)	40%
5505550 · Repairs - Vehicles	165	1,610	2,500	(890)	64%
5505560 · Repairs -Street Maint.& Repairs	8,192	8,853	50,000	(41,147)	18%
5505565 · Repairs - Infrastructure Drainage	0	1,600	3,000	(1,400)	53%
5505575 · Repairs - 50/50 Sidewalk Program	0	0	2,500	(2,500)	0%
5505590 · Repairs - Other	0	0	1,500	(1,500)	0%
Total 5505500 · Repairs & Bldg Improvements	8,350	13,052	62,500	(49,448)	21%
5505600 · Insurance					
5505620 · Insurance - Liability	447	894	1,787	(894)	50%
5505640 · Insurance - Vehicle	792	1,584	3,168	(1,584)	50%
Total 5505600 · Insurance	1,239	2,478	4,955	(2,478)	50%

City of Ovilla General Fund
Actual vs Budget Review
FY October 2017 through September 2018

	Current	Year to Date	\$ Over (Under)	% of Budget
	January 2018	'Oct - Jan 2018	Budget	Thru January
			Budget	33%
5505700 · Other Expenses				
5505752 · Employment Screening	0	0	150	(150) 0%
Total 5505700 · Other Expenses	0	0	150	(150) 0%
5506400 · Minor Capital Outlay				
5506440 · Machinery & Equipment	0	0	2,500	(2,500) 0%
5506445 · Personal Protective Equipment	0	95	300	(205) 32%
5506490 · Other	40	227	850	(623) 27%
Total 5506400 · Minor Capital Outlay	40	322	3,650	(3,328) 9%
5507400 · Capitalized Assets				
5507440 · Machinery & Equipment	0	0	10,000	(10,000) 0%
5507460 · Infrastructure	0	0	270,000	(270,000) 0%
Total 5507400 · Capitalized Assets	0	0	280,000	(280,000) 0%
Total 50 · Streets	14,175	33,736	456,922	(423,186) 7%
60 · Parks				
5602400 · Rentals				
5602490 · Rental - Other	210	1,048	3,000	(1,952) 35%
Total 5602400 · Rentals	210	1,048	3,000	(1,952) 35%
5602600 · Special Expenses				
5602680 · Heritage Day	0	103	15,300	(15,197) 1%
5602690 · Special Events	0	691	5,000	(4,309) 14%
Total 5602600 · Special Expenses	0	795	20,300	(19,505) 4%
5603400 · Maintenance Supplies & Parts				

City of Ovilla General Fund
Actual vs Budget Review
FY October 2017 through September 2018

	Current	Year to Date	\$ Over (Under)		% of Budget Thru January
	January 2018	'Oct - Jan 2018	Budget	Budget	33%
5303410 - Supplies - Custodial	0	0	2,000	(2,000)	0%
5603460 - Miscellaneous	0	0	300	(300)	0%
Total 5603400 - Maintenance Supplies & Parts	0	0	2,300	(2,300)	0%
5605400 - Utilities					
5605450 - Electricity	606	2,627	8,300	(5,673)	32%
Total 5605400 - Utilities	606	2,627	8,300	(5,673)	32%
5605500 - Repairs & Bldg Improvements					
5605520 - Repairs - Building	0	0	250	(250)	0%
5605530 - REPAIRS-IMP OTHER THAN BLDGS	0	575	1,500	(925)	38%
Total 5605500 - Repairs & Bldg Improvements	0	575	1,750	(1,175)	33%
5605600 - Insurance					
5605610 - Insurance - Property	66	133	265	(133)	50%
5605620 - Insurance - Liability	105	209	418	(209)	50%
Total 5605600 - Insurance	171	342	683	(342)	50%
5605700 - Other Expenses					
5605765 - Miscellaneous	0	70	300	(230)	23%
Total 5605700 - Other Expenses	0	70	300	(230)	23%
5606400 - Minor Capital Outlay					
5606410 - Land Improvements	790	1,074	6,800	(5,726)	16%
5606440 - Machinery & Equipment	0	0	2,000	(2,000)	0%
Total 5606400 - Minor Capital Outlay	790	1,074	8,800	(7,726)	12%
5607400 - Capitalized Assets					
5607415 - 4B EDC Monument Signs	0	0	30,000	(30,000)	0%
5607440 - Machinery & Equipment	0	0	6,000	(6,000)	0%
Total 5607400 - Capitalized Assets	0	0	36,000	(36,000)	0%

City of Ovilla General Fund
Actual vs Budget Review
FY October 2017 through September 2018

	Current	Year to Date	\$ Over (Under)	% of Budget
	January 2018	'Oct - Jan 2018	Budget	Thru January
			Budget	33%
Total 60 - Parks	1,776	6,531	81,433	(74,902) 8%
Total Expenditures	236,186	957,010	3,555,419	(2,598,409) 27%
Net Change in Fund Balance	214,015	1,007,083	0	1,007,083 100%

Ovilla W&S Utility Fund
Actual vs Budget Review
FY October 2017 through September 2018

	Current	Year to Date	\$ Over (Under)	% of Budget
	January 2018	Oct - Jan 2018	Budget	Thru January
			Budget	33%
Resources				
4000400 · Charges for Services				
4000460 · Water Sales	59,741	291,725	920,296	(628,571) 32%
4000461 · Sewer Service	46,324	144,772	399,708	(254,936) 36%
4000465 · Water & Sewer Penalties	1,339	5,751	17,985	(12,234) 32%
4000471 · Reconnect Fees	375	1,900	5,400	(3,500) 35%
4000472 · Meters	0	0	3,700	(3,700) 0%
4000473 · Connect Fees	125	700	3,000	(2,300) 23%
4000478 · Infrastructure Improvement Fee	6,640	22,731	68,724	(45,993) 33%
4000480-Solid Waste Fees (Garbage)	0	0	0	0 0%
Total 4000400 · Charges for Services	114,544	467,579	1,418,813	(951,234) 33%
4000800 · Other Revenue				
4000880 · Capital Rec Fee	6,250	10,000	37,500	(27,500) 27%
4000840 · Interest Earned	274	1,074	2,900	(1,826) 37%
4000890 · Misc Other Revenue	0	0	0	0 0%
Total 4000800 · Other Revenue	6,524	11,074	40,400	(29,326) 27%
Total Resources	121,069	478,653	1,459,213	(980,560) 33%
Expense				
70 · Administration				
5701100 · Salaries & Wages				
5701110 · City Administrator	0	7,341	26,250	(18,909) 28%
5701115 · City Secretary	0	4,375	14,750	(10,375) 30%
5701117 · Finance Accountant	0	3,639	13,113	(9,474) 28%
5701120 · Admin. Support	0	2,499	9,012	(6,513) 28%
5701130 · Public Works Director	4,573	20,580	57,722	(37,142) 36%
5701180 · Merit Raises, Staff	0	0	3,626	(3,626) 0%
Total 5701100 · Salaries & Wages	4,573	38,434	124,473	(86,039) 31%

Ovilla W&S Utility Fund
Actual vs Budget Review
FY October 2017 through September 2018

	Current	Year to Date	\$ Over (Under)	% of Budget
	January 2018	Oct - Jan 2018	Budget	Thru January
			Budget	33%
5702100 · Employee Benefits				
5702110 · Group Insurance	647	3,190	7,767	(4,577) 41%
5702135 · TMRS	459	2,032	5,879	(3,847) 35%
5702160 - Workers Compensation	259	471	849	(378) 55%
5702170 · Payroll Taxes	66	296	863	(567) 34%
Total 5702100 · Employee Benefits	1,431	5,990	15,358	(9,368) 39%
5702200 · Special Services				
5702240 · Audit	7,650	7,650	7,650	0 100%
5702250 · Accounting	0	0	900	(900) 0%
Total 5702200 · Special Services	7,650	7,650	8,550	(900) 89%
5702300 · Contractual Services /Personnel				
5702310 · Consultant Fees	0	220	3,500	(3,280) 6%
Total 5702300 · Contractual Services /Personnel	0	220	3,500	(3,280) 6%
5703100 · General Supplies				
5703110 · Office Supplies	37	156	800	(644) 20%
Total 5703100 · General Supplies	37	156	800	(644) 20%
5703400 · Maintenance Supplies / Parts				
5703410 · Supplies - Custodial	0	0	200	(200) 0%
Total 5703400 · Maintenance Supplies / Parts	0	0	200	(200) 0%
5704200 · Travel Expenses				
5704210 · Travel - Local	0	0	200	(200) 0%
5704220 · Professional Development	0	0	750	(750) 0%
Total 5704200 · Travel Expenses	0	0	950	(950) 0%
5705200 · Data Processing Expenses				

Ovilla W&S Utility Fund
Actual vs Budget Review
FY October 2017 through September 2018

	Current	Year to Date	\$ Over (Under)		% of Budget Thru January
	January 2018	Oct - Jan 2018	Budget	Budget	33%
5705230 · Data Processing - Maintenance & Repair	100	820	1,571	(751)	52%
5705240 - Data Processing - Software	0	2,500	2,500	0	100%
Total 5705200 · Data Processing Expenses	100	3,320	4,071	(751)	82%
5705300 · Printing Expense					
5705350 · Printing - Other	0	0	250	(250)	0%
Total 5705300 · Printing Expense	0	0	250	(250)	0%
5705400 · Utilities					
5705410 · Telephone	112	448	1,350	(902)	33%
5705415 · Cellular Phone	113	452	1,360	(908)	33%
5705417 · Internet	160	640	1,930	(1,290)	33%
Total 5705400 · Utilities	385	1,540	4,640	(3,100)	33%
5705700 · Other Expenses					
5705705 · Postage	500	1,500	6,225	(4,725)	24%
5705740 · Advertising	0	0	100	(100)	0%
5705760 · Bank Service Charge	12	53	250	(197)	21%
5705765 · Miscellaneous	0	0	100	(100)	0%
Total 5705700 · Other Expenses	512	1,553	6,675	(5,122)	23%
5706400 · Minor Capital Outlay					
5706440 · Machinery & Equipment	0	0	1,500	(1,500)	0%
Total 5706400 · Minor Capital Outlay	0	0	1,500	(1,500)	0%
5709000 · Reserve					
5708215 · Admin. Exp. to General Fund	0	5,931	23,724	(17,793)	25%
5709002 · Capital Improv. Water/Sewer Reserve	0	0	58,700	(58,700)	0%
5709010 · Administrative Reserves	0	0	23,325	(23,325)	0%
Total 5709000 · Reserve	0	5,931	105,749	(99,818)	6%

Ovilla W&S Utility Fund
Actual vs Budget Review
FY October 2017 through September 2018

	Current	Year to Date	\$ Over (Under)	% of Budget
	January 2018	Oct - Jan 2018		Thru January
				33%
Total 70 · Administration	14,688	64,794	276,716	(211,922)
75 · Water				23%
5751100 · Salaries & Wages				
5751133 · Superintendent	3,616	16,272	45,636	(29,364)
5751170 · Salary Increase	0	0	1,370	(1,370)
5751190 · Overtime	0	271	2,000	(1,729)
Total 5751100 · Salaries & Wages	3,616	16,543	49,006	(32,463)
5751400 · Support Salaries				
5751405 · Support Staff	2,061	8,887	30,322	(21,435)
5751415 · Maintenance Crew	4,560	24,978	84,989	(60,011)
5751430 · Seasonal Crew	0	0	3,000	(3,000)
5751450 · Certification Pay	92	415	1,200	(785)
5751480 · Merit Raises	0	0	4,840	(4,840)
5751490 · Overtime	268	1,631	4,000	(2,369)
5751500 · Water - On Call	100	650	1,550	(900)
Total 5751400 · Support Salaries	7,081	36,562	129,901	(93,339)
5752100 · Employee Benefits				
5752110 · Group Insurance	2,061	10,602	38,057	(27,455)
5752135 · TMRS	1,059	5,311	16,544	(11,233)
5752160 · Worker's Compensation	1,107	2,167	4,240	(2,074)
5752170 · Payroll Taxes	163	818	2,427	(1,609)
5752190 · Licenses	0	0	222	(222)
Total 5752100 · Employee Benefits	4,388	18,898	61,490	(42,592)
5752300 · Contractual Services/Personnel				
5752350 · Contract Labor - Company	0	0	1,500	(1,500)
5752380 · Dispatch	0	6,826	13,650	(6,824)

Ovilla W&S Utility Fund
Actual vs Budget Review
FY October 2017 through September 2018

	Current	Year to Date	\$ Over (Under)	% of Budget
	January 2018	Oct - Jan 2018	Budget	Thru January
			Budget	33%
Total 5752300 · Contractual Services/Personnel	0	6,826	15,150	(8,324) 45%
5752400 · Rentals				
5752420 · Rental - Machinery & Equipment	205	205	250	(45) 82%
Total 5752400 · Rentals	205	205	250	(45) 82%
5752500 · Operating Services				
5752580 · Water Testing	73	1,259	5,600	(4,341) 22%
5752590 · TCEQ Fees	0	2,967	3,500	(533) 85%
Total 5752500 · Operating Services	73	4,226	9,100	(4,874) 46%
5753100 · General Supplies				
5753140 · Uniforms	0	1,336	2,400	(1,064) 56%
Total 5753100 · General Supplies	0	1,336	2,400	(1,064) 56%
5753400 · Maintenance Supplies & Parts				
5753460 · Miscellaneous	0	0	300	(300) 0%
Total 5753400 · Maintenance Supplies & Parts	0	0	300	(300) 0%
5754200 · Travel Expenses				
5754220 · Professional Development	0	0	750	(750) 0%
5754270 · Vehicle Expenses	189	1,721	10,000	(8,279) 17%
Total 5754200 · Travel Expenses	189	1,721	10,750	(9,029) 16%
5755200 · Data Processing Expenses				
5755240 · Data Processing - Software	0	3,700	3,700	0 100%
Total 5755200 · Data Processing Expenses	0	3,700	3,700	0 100%
5755300 · Printing Expenses				
5755310 · Copier Expense	0	780	3,000	(2,220) 26%
5755350 · Printing - Other	0	1,264	2,500	(1,236) 51%

Ovilla W&S Utility Fund
Actual vs Budget Review
FY October 2017 through September 2018

	Current	Year to Date	\$ Over (Under)	% of Budget
	January 2018	Oct - Jan 2018	Budget	Thru January
			Budget	33%
Total 5755300 · Printing Expenses	0	2,045	5,500	(3,455) 37%
5755400 · Utilities				
5755415 · Cellular Phone	16	63	188	(125) 33%
5755450 · Electricity	2,117	7,990	27,000	(19,010) 30%
5755460 · Water, wholesale	24,820	137,846	441,905	(304,059) 31%
Total 5755400 · Utilities	26,953	145,899	469,093	(323,194) 31%
5755500 · Repairs & Building Improvements				
5755540 · Repairs- Machinery & Equipment	118	1,648	3,000	(1,352) 55%
5755550 · Repairs - Vehicles	138	912	2,000	(1,088) 46%
5755570 · Inventory Expense	1,622	3,222	9,000	(5,778) 36%
5755580 · Water Chemical Expense	296	2,817	8,500	(5,683) 33%
5755590 · Repairs - Other	1,157	1,181	3,000	(1,819) 39%
Total 5755500 · Repairs & Building Improvements	3,331	9,779	25,500	(15,721) 38%
5755600 · Insurance				
5755610 · Insurance - Property	778	1,556	3,112	(1,556) 50%
5755620 · Insurance - Liability	317	634	1,268	(634) 50%
5755640 · Insurance - Vehicle	496	993	1,985	(993) 50%
Total 5755600 · Insurance	1,591	3,183	6,365	(3,183) 50%
5755700 · Other Expenses				
5755752 · Employment Screening	0	80	150	(70) 53%
Total 5755700 · Other Expenses	0	80	150	(70) 53%
5756400 · Minor Capital Outlay				
5756440 · Machinery & Equipment	0	0	2,000	(2,000) 0%
5756490 · Other	0	130	500	(370) 26%
Total 5756400 · Minor Capital Outlay	0	130	2,500	(2,370) 5%

Ovilla W&S Utility Fund
Actual vs Budget Review
FY October 2017 through September 2018

	Current	Year to Date	\$ Over (Under)	% of Budget
	January 2018	Oct - Jan 2018	Budget	Thru January
			Budget	33%
5757400 · Capitalized Assets				
5757440 · Machinery & Equipment	0	0	10,000	(10,000) 0%
5757470 · Infrastructure - Water	48	3,937	4,000	(63) 98%
Total 5757400 · Capitalized Assets	48	3,937	14,000	(10,063) 28%
5757900 · Long-Term Debt				
5758225 · Admin. Expense to Debt Fund	0	2,593	10,372	(7,779) 25%
Total 5757900 · Long-Term Debt	0	2,593	10,372	(7,779) 25%
Total 75 · Water	47,476	257,663	815,527	(557,864) 32%
80 · Sewer				
5801400 · Support Salaries				
5801405 · Support Staff	0	3,745	17,322	(13,577) 22%
5801415 · Maintenance Crew	2,970	13,363	37,482	(24,119) 36%
5801450 · Certification Pay	92	415	1,210	(795) 34%
5801480 · Merit Raises	0	0	2,025	(2,025) 0%
5801490 · Overtime	139	418	2,500	(2,082) 17%
5801500 · Sewer - On Call	50	200	600	(400) 33%
Total 5801400 · Support Salaries	3,251	18,142	61,139	(42,997) 30%
5802100 · Employee Benefits				
5802110 · Group Insurance	636	3,145	7,630	(4,485) 41%
5802135 · TMRS	319	1,387	4,114	(2,727) 34%
5802160 · Worker's Compensation-Sewer	259	471	849	(378) 55%
5802170 · Payroll Taxes	46	205	604	(399) 34%
5802190 · Licenses	0	0	150	(150) 0%
Total 5802100 · Employee Benefits	1,259	5,208	13,347	(8,139) 39%
5802300 · Contractual Services/Personnel				

Ovilla W&S Utility Fund
Actual vs Budget Review
FY October 2017 through September 2018

	Current	Year to Date	\$ Over		% of Budget
			(Under)		
	January 2018	Oct - Jan 2018	Budget	Budget	Thru January
5802350 · Contract Labor - Company			2,000	(2,000)	0%
0	0				
Total 5802300 · Contractual Services/Personnel			2,000	(2,000)	0%
5802500 · Operating Services					
5802515 · Sardis Collection Expense	1,517	3,934	9,618	(5,684)	41%
Total 5802500 · Operating Services	1,517	3,934	9,618	(5,684)	41%
5803100 · General Supplies					
5803140 · Uniforms	105	364	600	(236)	61%
Total 5803100 · General Supplies	105	364	600	(236)	61%
5803400 · Maintenance Supplies & Parts					
5803460 · Miscellaneous	0	0	500	(500)	0%
Total 5803400 · Maintenance Supplies & Parts	0	0	500	(500)	0%
5804200 · Travel Expenses					
5804220 · Professional Development	0	0	500	(500)	0%
5804270 · Vehicle Expense	191	668	1,200	(532)	56%
Total 5804200 · Travel Expenses	191	668	1,700	(1,032)	39%
5805400 · Utilities					
5805450 · Electricity	155	580	3,000	(2,420)	19%
5805463 · TRA Wastewater Treatment	20,400	74,030	253,800	(179,770)	29%
Total 5805400 · Utilities	20,555	74,610	256,800	(182,190)	29%
5805500 · Repairs & Bldg Improvements					
5805510 · Repairs - Land Improvements	0	0	1,000	(1,000)	0%
5805540 · Repairs - Machinery & Equipment	0	926	6,000	(5,074)	15%
5805570 · Inventory Expense	0	1,212	2,000	(788)	61%
5805590 · Repairs - Other	26	26	600	(575)	4%
Total 5805500 · Repairs & Bldg Improvements	26	2,163	9,600	(7,437)	23%

Ovilla W&S Utility Fund
Actual vs Budget Review
FY October 2017 through September 2018

	Current	Year to Date	\$ Over	% of Budget
	January 2018	Oct - Jan 2018	(Under)	Thru January
		Budget	Budget	33%
5805600 · Insurance				
5805610 · Insurance - Property	16	33	65	(33) 50%
5805620 · Insurance - Liability	238	475	950	(475) 50%
5805640 · Insurance - Vehicle	138	276	551	(276) 50%
Total 5805600 · Insurance	392	783	1,566	(783) 50%
5805700 · Other Expenses				
5805752 · Employment Screening	0	0	100	(100) 0%
Total 5805700 · Other Expenses	0	0	100	(100) 0%
5807400 · Capitalized Assets				
5807440 · Machinery & Equipment	0	7	10,000	(9,993) 0%
Total 5807400 · Capitalized Assets	0	7	10,000	(9,993) 0%
Total 80 · Sewer	27,295	105,879	366,970	(261,091) 29%
Total Expense	89,460	428,337	1,459,213	(1,030,876) 29%
Net Change in Fund Balance	31,609	50,316	0	50,316 100%

Ovilla Debt Service
Actual vs Budget Review
FY October 2017 through September 2018

	Current	Year to Date	\$ Over	% of Budget
	January 2018	Jan 2018	(Under)	Thru January
		Budget	Budget	33%
Revenues				
4000100 · Taxes				
4000107 · Ad Valorem, Current I & S	112,865	505,371	548,275	(42,904) 92%
4000106 - Ad Valorem, Current I&S New and Imp	-	-	17,453	(17,453) 0%
4000111 · Ad Valorem, Delinquent I & S	1,354	1,445	-	1,445 100%
4000114 · Interest/Penalties - I & S	104	134	-	134 100%
Total 4000100 · Taxes	114,324	506,950	565,728	(58,778) 90%
4000800 · Other Revenue				
4000840 · Interest Earned	146	211	550	(339) 38%
4000930 · Admin.Rev.Rec.Fr Water & Sewer	-	2,593	10,372	(7,779) 25%
Total 4000800 · Other Revenue	146	2,804	10,922	(8,118) 26%
Total Revenues	114,469	509,754	576,650	(66,896) 88%
Expenditures				
5157900 · Long-Term Debt				
5157930 · Paying Agent Fees	-	-	500	(500) 0%
51579349 - 2011 Bond Issue Principle	-	-	390,000	(390,000) 0%
5157940 · 2011 Bond Issue Interest	93,075	93,075	186,150	(93,075) 50%
Total 5157900 · Long-Term Debt	93,075	93,075	576,650	(483,575) 16%
Total Expenditures	93,075	93,075	576,650	(483,575) 16%
Net Change in Fund Balance	21,394	416,679	-	416,679 100%

City of Ovilla Capital Projects Fund
Actual vs Budget Review
FY October 2017 through September 2018

	Current	Year to Date	\$ Over (Under)	% of Budget
	January 2018	Jan 2018	Budget	Thru January
			Budget	33%
Revenues				
4000800 · Other Revenue				
4000840 - Texpool	0	1	1	100%
4000845 · Interest Earned - Texstar	2	5	10	(5)
4000850 · Interest Earned - Prosperity	39	154	260	(106)
4000990 - Reduction In Fund Balance	0	0	0	0%
Total 4000800 · Other Revenue	40	161	270	(109)
Total Revenues	40	161	270	(109)
Expense				
5879000 · Reserves				
5879010 · Admin Reserves	0	0	270	(270)
Total 5879000 · Reserves	0	0	270	(270)
Total Expense	0	0	270	(270)
Change in Net Position	40	161	0	161
				100%

Ovilla Park Impact Fund
Actual vs Budget Review
FY October 2017 through September 2018

	Current	Year to Date	\$ Over (Under)	% of Budget
	January 2018	'Jan 2018	Budget	Thru January Budget
				33%
Revenues				
4000400 · Charges for Services				
4000460 · Park Impact	1,673	2,676	8,613	(5,937) 31%
Total 4000400 · Charges for Services	1,673	2,676	8,613	(5,937) 31%
4000800 · Other Revenue				
4000840 · Interest Earned	19	75	180	(105) 41%
Total 4000800 · Other Revenue	19	75	180	(105) 41%
Total Revenues	1,691	2,751	8,793	(6,042) 31%
Expenditures				
5606400 · Minor Capital Outlay				
5606410 · Land Improvements	0	0	500	(500) 0%
Total 5606400 · Minor Capital Outlay	0	0	500	(500) 0%
5607400 · Capitalized Assets				
5607440 · Capital Machinery & Equipment	0	0	1,675	(1,675) 0%
Total 5607400 · Capitalized Assets	0	0	1,675	(1,675) 0%
5609000 · Reserves				
5609035 · Park Impact Reserves	0	0	6,618	(6,618) 0%
Total 5609000 · Reserves	0	0	6,618	(6,618) 0%
Total Expenditures	0	0	8,793	(8,793) 0%
Net Change in Fund Balance	1,691	2,751	0	2,751 100%

Ovilla W&S Impact Fee Fund
Actual vs Budget Review
FY October 2017 through September 2018

	Current	Year to Date	\$ Over (Under)	% of Budget
	January 2018	'Jan 2018	Budget	Thru January
			Budget	33%
Revenues				
4000400 · Charges for Services				
4000476 - Water Impact Fee	0	0	0	0%
4000477 - Sewer Impact Fee	10,951	17,522	54,756	(37,234)
Total 4000400 · Charges for Services	10,951	17,522	54,756	(37,234)
4000800 · Other Revenue				
4000840 · Interest Earned	16	115	0	100%
Total 4000800 · Other Revenue	16	115	0	100%
Total Revenues	10,968	17,637	54,756	(37,119)
Expense				
5857400 - Capitalized Assets				
5857470 - Water Lines	0	273	0	100%
Total 5857400 - Capitalized Assets	0	273	0	100%
5859000 · Reserves				
5859030 · Sewer Impact Fees Reserve	0	0	54,756	(54,756)
Total 5859000 · Reserves	0	0	54,756	(54,756)
Total Expense	0	273	54,756	(54,484)
Change in Net Position	10,968	17,364	0	100%

Ovilla 4B Economic Development Corporation
Actual vs Budget Review
FY October 2017 through September 2018

	Current	Year to Date	\$ Over (Under)	% of Budget
	January 2018	'Oct -Jan 2018	Budget	Thru January Budget
				33%
Revenues				
4000100 · Taxes				
4000120 · Sales tax	7,648	32,965	100,800	(67,835) 33%
Total 4000100 · Taxes	7,648	32,965	100,800	(67,835) 33%
4000800 · Other Revenue				
4000840 · Interest Income	188	733	1,340	(607) 55%
4000990 - Reduction in Fund Balance	0	0	30,000	(30,000) 0%
Total 4000800 · Other Revenue	188	733	31,340	(30,607) 2%
Total Revenues	7,836	33,698	132,140	(98,442) 26%
Expenditures				
8102200 · Special Services				
8102230 · Legal Fees	0	0	500	(500) 0%
8102240 · Audit	1,600	1,600	1,600	0 100%
Total 8102200 · Special Services	1,600	1,600	2,100	(500) 76%
8103100 · General Supplies				
8103110 · Office Supplies	0	0	100	(100) 0%
Total 8103100 · General Supplies	0	0	100	(100) 0%
8104200 · Travel Expense				
8104210 · Travel Expense	0	0	1,000	(1,000) 0%
8104220 · Professional Development	0	0	2,300	(2,300) 0%
Total 8104200 · Travel Expense	0	0	3,300	(3,300) 0%

Ovilla 4B Economic Development Corporation

Actual vs Budget Review

FY October 2017 through September 2018

	Current	Year to Date	\$ Over (Under)	% of Budget
	January 2018	'Oct -Jan 2018	Budget	Thru January
			Budget	33%
8105300 - - Printing				
8105320 - Printing Expense	0	0	300	(300) 0%
Total 8105300 - - Printing	0	0	300	(300) 0%
8105600 - Insurance				
8105620 - Insurance - Liability	68	136	272	(136) 50%
Total 8105600 - Insurance	68	136	272	(136) 50%
8105700 - Other Expenses				
8105705 - Postage	0	0	100	(100) 0%
8105730 - Memberships	3,350	3,350	3,350	0 100%
8105740 - Advertising	0	3,480	5,300	(1,820) 66%
Total 8105700 - Other Expenses	3,350	6,830	8,750	(1,920) 78%
816400 - Minor Capital Outlay				
8107490 - Other Signs	0	0	30,000	(30,000) 0%
Total 8106400 - Minor Capital Outlay	0	0	30,000	(30,000) 0%
8109000 - Reserves				
8109015 - Administrative Reserves	0	0	84,818	(84,818) 0%
8109215 - Admin. Expense to General Fund	0	625	2,500	(1,875) 25%
Total 8109000 - Reserves	0	625	87,318	(86,693) 1%
Total Expenditures	5,018	9,191	132,140	(122,949) 7%
Net Change in Fund Balance	2,818	24,507	0	24,507 100%

Ovilla Municipal Development District
Actual vs Budget Review
FY October 2017 through September 2018

	Current	Year to Date	\$ Over (Under)	% of Budget
	January 2018	'Oct - Jan 2018	Budget	Thru January
			Budget	33%
Revenues				
4000100 · Taxes				
4000120 · Sales tax	4,307	16,555	50,500	(33,945) 33%
Total 4000100 · Taxes	4,307	16,555	50,500	(33,945) 33%
4000800 · Other Revenue				
4000840 · Interest Income	79	305	600	(295) 51%
Total 4000800 · Other Revenue	79	305	600	(295) 51%
Total Revenues	4,386	16,860	51,100	(34,240) 33%
Expenditures				
9102200 · Special Services				
9102240 · Audit	1,600	1,600	1,600	0 100%
Total 9102200 · Special Services	1,600	1,600	1,600	0 100%
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	68	136	272	(136) 50%
Total 9105600 · Insurance	68	136	272	(136) 50%
9109000 · Reserves				
9109015 · Administrative Reserves	0	0	48,628	(48,628) 0%
9109215 · Admin. Expense to General Fund	0	125	500	(375) 25%
Total 9109000 · Reserves	0	125	49,128	(49,003) 0%
Total Expenditures	1,668	1,861	51,100	(49,239) 4%
Net Change in Fund Balance	2,718	14,999	0	14,999 100%

Ovilla Employee Benefit Trust
Actual vs Budget Review
FY October 2017 through September 2018

	Current	Year to Date	\$ Over (Under)		% of Budget
	January 2018	'Oct - Jan 2018	Budget	Budget	Thru January 33%
Revenues					
4000991 · Insurance Contributions					
4000991 Insurance Contributions	16,434	76,994	0	76,994	100%
Total 4000991 · Insurance Contributions	16,434	76,994	0	76,994	100%
4000800 - Other Income					
4000840 - Interest Income	1	3	0	3	100%
Total Revenues	16,434	76,997	0	76,997	100%
Expenditures					
5902110 · Benefit Premiums					
5902110 · Benefit Premiums	17,078	77,120	0	77,120	100%
Total 5902110 · Insurance	17,078	77,120	0	77,120	100%
Total Expenditures	17,078	77,120	0	77,120	100%
Net Change in Fund Balance	(643)	(124)	0	(124)	100%

Ovilla Fire Department Auxiliary
Actual vs Budget Review
FY October 2017 through September 2018

	Current	Year to Date	\$ Over (Under)	% of Budget
	January 2018	'Oct - Jan 2018	Budget	Thru January
			Budget	33%
Revenues				
4000800 · Other Revenue				
4000815 · Gifts	150	300	0	300 100%
Total 4000800 · Other Revenue	150	300	0	300 100%
Total Revenues	150	300	0	300 100%
Expenditures				
5333400 · Maintenance Supplies and Parts				
5333460 · Supplies - Miscellaneous	0	0	0	0 0%
Total 5333400 · Maintenance Supplies and Parts	0	0	0	0 0%
Total Expenditures	0	0	0	0 0%
Net Change in Fund Balance	150	300	0	300 100%

Ovilla Police Department Special Fund
Actual vs Budget Review
FY October 2017 through September 2018

	Current	Year to Date	\$ Over (Under)	% of Budget
	January 2018	'Oct-Jan 2018		
Revenues				
4000800 · Other Revenue				
4000815 · Gifts	0	0	0	0.0%
Total 4000800 · Other Revenue	0	0	0	0.0%
 Total Revenues	0	0	0	0.0%
Expenditures				
5232600 · Special Expenses				
5232690 · Special Expenses - Other	0	0	0	0.0%
Total 5232600 · Special Expenses	0	0	0	0.0%
 Total Expenditures	0	0	0	0.0%
 Net Income	0	0	0	0%

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

To: Mayor Richard Dormier
 Ovilla City Council
 City Manager John Dean

Subject: **Code Enforcement Monthly Report**

	Feb. 2018	Feb 2018 YTD	Feb.2017	
Calls For Service				
Complaint (Nuis 10,Permit 5,Parking 8)	23	42	31	
Follow up (Nuis 10 Permit 5 Park 8)	23	44	38	
Door Notice (Nui -8, Permit-2, Parking 5)	15	38	24	
Mail Notice (Parking 4 nuisance 4)	8	25	10	
Posted Property (nuisance 2)	2	6	2	
Court 2 FTA	\$0	\$196	\$325.00	
Citizen Contacts	42	55	58	
Permits Reviewed	9	31	15	
Permits Issued	5	13	10	
Inspections	13	23	23	
Nuisance Abated by City	0	0	0	
Nuisance Signs (Garage sale-13 business 22)	35	61	33	
Board of Adjustment Fence 1 Approve	1	1	1	

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

To: Mayor Richard Dormier
 Ovilla City Council
 City Manager Mr. John Dean

Subject: **Animal Control Monthly Report**

Calls For Service	Feb.2018	Fr.2018 YTD	Feb.2017	
Complaint (Regist-16 At Large 7 Bark 1)	23	46	25	
Follow up	30	58	38	
Door Notice (Regis-16, Bark 1 at large 3)	18	35	18	
Impounded Animal (Dog 26,)(20 Surrender)	26	36	6	
Animal welfare check	3	8	6	
Impound Results (Transport 23 Ret to own 3)	23	26	6	
Impound fee collected	\$105.00	\$210.00	155	
Court 1 FTA at large	\$0.00	\$127.00	350	
Citizen Contacts	18	34	38	
Animal registration \$96	8	43	16	
Registration Letter Mailed	16	38	22	
Nuisance letter -1 barking	1	2	1	
Animals released	18	0	2	
Deceased removed	1	44	23	
Oak Leaf - 1 call (trap)	3	2	2	
Traps Checked Out	4	7	7	

Ovilla Municipal Court Report

FY-2017-2018	Total Traffic Cases Filed	State Law Cases Filed	Parking Cases Filed	Penal Code Cases Filed	City Ordinance Cases Filed	Trials	Total Revenue	Amount Kept by City	Amount sent to State	Warrants Issued
October	99	4	0	1	3	0	\$22,685.48	\$12,583.85	\$10,101.63	23
November	37	2	0	4	3	0	\$15,166.44	\$9,252.74	\$5,913.70	12
December	115	0	0	4	0	0	\$13,100.10	\$7,642.71	\$5,457.39	43
January	155	5	0	5	0	0	\$20,725.22	\$12,793.73	\$7,931.49	19
February	101	3	0	2	1	0	\$28,555.12	\$16,945.95	\$11,609.17	15
March										
April										
May										
June										
July										
August										
September										
Totals	507	14	0	16	7	0	\$100,232.36	\$59,218.98	\$41,013.38	112

2016-2017 FY

February	153	3	0	1	0	0	\$26,084.00	\$15,363.75	\$10,720.25	4
FY Totals	610	12	0	10	14	1	\$90,874.40	\$51,906.60	\$38,967.80	126

FY-2016-2017	Total # of Warrants	Total Amount of Warrants	Warrants Cleared	Warrants Amount
October	562	\$204,958.08	11	\$4,139.17
November	548	\$200,183.08	26	\$2,220.87
December	578	\$210,507.50	13	\$2,029.50
January	583	\$213,009.21	14	\$2,623.30
February	579	\$211,889.61	19	\$6,169.80
March				
April				
May				
June				
July				
August				
September				
Totals			83	\$17,182.64

	Uncontested Disposition	Defensive Driving	Deferred Disposition	Compliance Dismissals	Trial
October	40	28	40	6	0
November	31	25	28	4	0
December	32	21	19	2	0
January	51	33	64	3	0
February	41	24	23	2	0
March					
April					
May					
June					
July					
August					
September					
Totals	195	131	174	17	0



To: Mayor and City Council Members
From: John R. Dean, City Manager
Date: 3/5/2018

Re: City Manager's Monthly Report (February)

Hidden Valley Estates: Preliminary plat was approved by both P&Z and Council. Plans for the Sanitary sewer have been reviewed by Birkhoff and returned to the developer with comments. I know there were some concerns from the developer regarding the sewer plans but those have been resolved.

12" Waterline through Heritage Park: Construction began the week of the 26th. The project should be complete by the end of March.

Strategic Plan: The EDC considered a priority list at the January meeting. The EDC will consider finalize at March meeting.

Parks Master Plan: We are working to finalize the survey instrument for the Parks Board to review before soliciting responses.

Work Order System: The staff continues to make good use of the system.

IT Services RFP: The transition went smoothly in mid-February. NetGenius has assessed our IT and they will present their findings to Council at the March meeting.

Integrated Software RFP: Council approved FAST integrated software. We have begun preparing for the implementation to the system. Court, Finance and Payroll will be the first areas to make the transition.

Personnel Policy Review: We are close to completing the review and making revisions for your consideration. The goal is present this to Council in April.

Police Jurisdiction at McClatchey Elementary: We are finalizing the MOU. It has been initially reviewed by the City Attorney. There was one item the City Attorney wanted added and that is now being addressed. It will be ready for the April meeting for your consideration.

Right of Way Maintenance: We will have an Ordinance for your consideration at the April meeting to move back to the previous method.

Bridge Inspections: We have made some of the minor repairs listed in the State report. I am working on getting an estimate on the other repairs listed in the report.

Street Information:

Paving Suburban: We have reviewed the budget meetings and Suburban was discussed but never approved to be paved in this budget year. The county provided a cost estimate for approximately \$114,750 on the work. The estimate we received for Ovilla Oaks is about \$44,000 below the estimate we received for budgeting, so we should be able to pave Suburban with a budget amendment of just over \$70,000 at mid-year.

Warranty Expiration:

Bryson Manor Phase I-May 2, 2018

Cockrell Hill Road-August 25, 2018

Water Street-December 20, 2018

Lariat Trail-December 20, 2018

Ovilla Rd and Main St: The state conducted their traffic count and concluded that the intersection does not warrant left turn signals at this time.

Rules of Governance: Staff has revised the rules of governance as directed at the February meeting and for your consideration at the March meeting.

Winding Way and Highland: The intersection has been repaired.

Sales Tax: We self-reported the issue to the State. We made the remittance correction in December. The State is only making us settle the issue beginning with this Fiscal Year (2018). Therefore, we only had to remit the months of October and November 2017. The fine was less than \$100. No change from Bi-weekly report.

Audit: The has been finalized and was emailed to you when we received it. There are no significant findings. The audit will be presented at the March meeting.

CPSI Training: Daniel Durham will take the training to be a better asset for inspecting and maintaining our park playground areas.

Code Review: I have continued to work on Code review. I have drafted an Ordinance for your consideration at the March meeting to change deposits, methods of payment and leak adjustments to reflect current practice.

I am still working to figure out several other things regarding billing and timing so that we are compliance. I think our best bet is to make changes to dates and billing process with the implementation of the new system.

Upcoming Items

- City Council Meeting – Monday, March 12th, 2018 at 6:00 pm

Respectfully Submitted,

John R. Dean, Jr.
City Manager