

City of OILLA 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, June 11, 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 June 11, 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.cityofovilla.org, on the 08th day of June 2018 prior to 6:00 p.m., in compliance with Chapter 551, Texas Government Code.



Pamela Woodall, City Secretary

DATE OF POSTING: 6.8.2018 TIME: 10:00 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

Dean Oberg, Place Two

David Griffin, Place Three, Mayor Pro Tem

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Michael Myers, Place Five

John R. Dean, Jr. City Manager

105 S. Cockrell Hill Road, Ovilla, TX 75154

Monday, June 11, 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, June 11, 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.

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. April 2018 Financial Transactions over \$5,000
- C2. Red Oak Creek Regional Wastewater System Advisory Committee
- C3. Minutes of the May 14, 2018 Briefing Session and Regular Council Meeting.

IV. REGULAR AGENDA

- ITEM 1. **DISCUSSION/ACTION** – Receive recommendation report from the Planning and Zoning Commission to consider and act on PZ18.04, a Site Plan Application submitted by Dr. Mark L. Stanfill, to expand the Animal Hospital of Ovilla, located at 3357 Ovilla Road, Ovilla, Texas, authorizing the issuance of a building permit.
- ITEM 2. **DISCUSSION/ACTION** – Consideration of and action on the selection of an engineering firm to represent the City and direct the city manager to negotiate an agreement.
- ITEM 3. **DISCUSSION/ACTION** – Consideration of and action on R2018-24, amending and adopting the Ovilla City Officials Code of Ethics Policy.
- ITEM 4. **DISCUSSION/ACTION** – Consideration of and action on R2018-25, amending and adopting the Rules of Governance, adding a section regarding computer use to the existing policy.
- ITEM 5. **DISCUSSION/ACTION** – Consideration of and action on approval of the design, purchase and installation of monument signs.
- ITEM 6. **DISCUSSION**– Review and discuss Vector Control Study.
- ITEM 7. **DISCUSSION/ACTION** – Consideration of and action on the closure of certain bank accounts for the consolidation of municipal operations.

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

ITEM 8. DISCUSSION/ACTION – Consideration of any item(s) pulled from the Consent Agenda above for individual consideration and action.

V. DEPARTMENT REPORTS

- Department Activity Reports / Discussion
 - Police Department
 - Monthly Report
 - Fire Department
 - Monthly Report
 - Public Works
 - Monthly Report
 - 1. Monthly Park Maintenance Reports
 - 2. Street Maintenance Report
 - Finance Department
 - April 2018 Financials
 - Bank Balances through June 05, 2018
 - Administration
 - Monthly Code/Animal Control Reports
 - Monthly Municipal Court Report
 - City Manager Reports
 - 1. Monthly Report

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).

Closed session pursuant to Section §551.072 of the Texas Government Code

Item 1. DISCUSSION/ACTION – Consideration of and action on real property lease with AT&T.

Closed session pursuant to Section §551.074 of the Texas Government Code

Item 2. DISCUSSION/ACTION – Deliberate the appointment, employment, evaluation, reassignment and/or duties of the City Manager.

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

VIII. ADJOURNMENT

THIS IS TO CERTIFY THAT A COPY OF THE NOTICE OF the June 11, 2018 Regular City Council Agenda was posted on the City Hall bulletin board, a place convenient and readily accessible to the general public at all times, and to the City's website, www.cityofovilla.org, on the 8th day of June 2018 prior to 6:00 p.m., in compliance with Chapter 551, Texas Government Code.

Pamela Woodall
Pamela Woodall, City Secretary

DATE OF POSTING: 6/8/2018 TIME: 10:00 am/pm

DATE TAKEN DOWN: _____ TIME: _____ am/pm

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CONSENT ITEMS C1 – C3

Meeting Date: June 11, 2018

Department: Administration/Finance

Discussion Action

Budgeted Expense: YES NO N/A

Submitted by: Staff

Amount: N/A

Attachments:

- C1. April 2018 Financial Transactions over \$5,000
- C2. Red Oak Creek Regional Wastewater System Advisory Committee
- C3. Minutes of the May 14, 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: June 11, 2018

TO: Honorable Mayor and Council Members

FROM:
Linda Harding, Accountant

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

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

Date	Check#	General Fund Payee	Description	Amount
** Now in Alphabetical Order				
04/20/2018	47664	CASCO INDUSTRIES, INC.	FIRE BOOTS, HELMETS, GLOVES	6,572.00
04/20/2018	47675	Fund Accounting Solutions Technologies	Software	6,207.50
04/25/2018	47681	Progressive Waste Solutions of TX, Inc.	MARCH	19,836.96
04/05/2018	DRAFT	QuickBooks Payroll Service	Created by Payroll Service on 04/4/2018	49,671.58
04/19/2018	DRAFT	QuickBooks Payroll Service	Created by Payroll Service on 04/17/2018	53,812.32
04/06/2018	47623	STATE COMPTROLLER	STATE CRIMINAL COST & FEES QTR END 03 31 18	23,922.39
04/06/2018	47590	T. M. R. S.	Retirement	16,580.43
04/06/2018	47636	TEXAS MUNICIPAL LEAGUE IRP	Quarterly TML Insurance Pmt.	16,547.00
04/25/2018	47688	United Health Care	HEALTH MAY	13,076.41
04/06/2018	47609	United States Treasury	Tax PER END 3 31 18	8,474.04
04/20/2018	47659	United States Treasury	Tax per end 4/16/2018	8,448.10

Total General Fund Transactions \$5,000 and Over

\$ 223,148.73

Date	Check#	Water & Sewer Fund Payee	Description	Amount
04/25/2018	17167	City of Dallas	Water	22,882.76
04/06/2018	17156	City of Ovilla General Fund	pr 4 6 18	10,208.53
04/17/2018	17161	City of Ovilla General Fund	Garbage transfer for MARCH	22,027.86
04/20/2018	17160	City of Ovilla General Fund	pr 4 20 18	11,010.23
04/06/2018	17152	Trinity River Authority of Texas	Wastewater	20,560.20
04/25/2018	17171	Trinity River Authority of Texas	Wastewater	20,400.00

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

\$ 107,089.58



**RED OAK CREEK REGIONAL WASTEWATER SYSTEM
ADVISORY COMMITTEE**

CONTRACTING PARTY: City of Ovilla

In accordance with Section 10 ADVISORY COMMITTEE of the Contracting Party Contracts and the Bylaws of the Red Oak Creek Regional Wastewater System, the following individual has been appointed as the Contracting Party Representative and Voting Member. In addition, an Alternate Contracting Party Representative is also named.

CONTRACTING PARTY REPRESENTATIVE

John R. Dean, Jr.

Name

City Manager

Title

105 S. Cockrell Hill Rd, Ovilla 75154

Address

jdean@cityofovilla.org

Email

972-617-7262 469-354-9550

Phone

Cell

ALTERNATE REPRESENTATIVE

Brad Piland

Name

Director of Public Works

Title

105 S. Cockrell Hill Rd, Ovilla, TX 75154

Address

bpiland@cityofovilla.org

Email

972-617-7262 469-765-6052

Phone

Cell

06/11/2018

DATE

MAYOR/CITY MANAGER

CONTACT FOR OPERATIONAL EMERGENCY: (If other than Contracting Party Representative)

Brad Piland

Name

972-617-7262

Phone

bpiland@cityofovilla.org

Email

Director of Public Works

Title

469-765-6052

Cell

COMPLETED FORM CAN BE RETURNED ELECTRONICALLY TO abbottc@trinityra.org
OR MAILED TO:

Cheryl Abbott
Trinity River Authority of Texas
Northern Region
P. O. Box 240
Arlington, TX 76004-0240

If you have questions, please contact Cheryl Abbott at 817-493-5100.

CITY OF OVILLA MINUTES

Monday, May 14, 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 6:00 p.m., with notice of the meeting duly posted. Mayor Dormier made the following public announcement asking all individuals to be cognizant of the two signs at the entrance to the Council Chamber room referencing Sections 30.06 and 30.07 of the *Penal Code, persons licensed under Subchapter H, Chapter 411, Government Code may not enter this property with a concealed handgun nor enter this property with a handgun that is carried openly.*

The following City Council Members were present:

Rachel Huber	Council Member, Place 1
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., 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.

1. Mayor Dormier advised that he planned to move the order of the agenda regarding Items 13 and 16.

ADJOURNMENT

Mayor Dormier adjourned the Briefing Session of the Ovilla City Council at 6:13 p.m.

ATTEST:

Pamela Woodall, City Secretary

Richard Dormier, Mayor

Approved June 11, 2018

CITY OF OVILLA MINUTES

Monday, May 14, 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 6:31 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

Mayor Pro Tem Griffin 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

There were no citizen comments.

Presentations

Presiding Election Judge Charlie Morton thanked Council for allowing him to preside over the general election. He provided the official results of the Ovilla General Election held on May 05, 2018 declaring the winners as listed:

Rachel Huber, Place 1 Council - winner
David Griffin, Place 3 Council – unopposed
Michael Myers, Place 5 Council – unopposed

Mayor Dormier advised he was moving the reading of the Proclamations to the end of the meeting.

1. EMS
2. Cinco de Mayo
3. Municipal Clerks Week
4. Peace Officer Memorial Week
5. Public Works Week

CONSENT AGENDA

- C1. March 2018 Financial Transactions over \$5,000
- C2. Quarterly Investment Report
- C3. Committed Fund Balance Report as of March 31, 2018
- C4. Minutes of the April 09, 2018 Briefing Session and Regular Council Meeting.
- C5. Resolution R2018-20 Atmos Rate Increase Denial
- C6. Ordinance 2018-08 Teodoro Ibanez rezoning
- C7. Interlocal – Interoperability Radio (State)

- C8. NOI – Ellis County Hazard Mitigation Action Plan (HazMAP) Update
- C9. Contract Proposal between Ridgeline General Contractors and the Ovilla Fire Department for the Bay Repair Project.

PL4 Hunt moved to pull Consent Item 9 for discussion and consideration. Mayor Dormier moved Consent Item 9 to the regular agenda as Item 18.

PL1 Huber moved to approve Consent Items 1 through 8 as presented, seconded by PL2 Oberg.
No oppositions, no abstentions.

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

PUBLIC HEARINGS

Case PZ18-02 - Receive presentation and citizen comments on Ordinance 2018-09, Definition of the term, Dwelling Guesthouse.

- **PRESENTATION** was presented by staff as well as the recommendation from the Planning and Zoning Commission.
- Mayor Dormier opened the PUBLIC HEARING(s) at 6:42 to receive comments from the public regarding Ordinance 2018-09.
 - 1. Ms. Stephanie Trammell – adamantly opposed the ordinance as written.
 - 2. Ms. Julia Cearley – adamantly opposed the ordinance as written.

Case PZ18-03 - Receive presentation and citizen comments on an application for a Specific Use Permit filed by Pamilee Koval, on behalf of owner, Thomas Waits, to operate a refreshment stand located at 713 West Main Street, Ovilla, Ellis County, Texas.

- **PRESENTATION** was presented by staff and recommendation from the Planning and Zoning Commission.
- Pamilee Koval, acting on behalf of the applicant/owner Thomas Waits was present and reiterated the staff's presentation, asking for Council's consideration.
- Mayor Dormier asked to receive comments from the public regarding the Specific Use Permit.

REPLAT 2018-03 - Receive presentation and citizen comments on an application submitted by Jordan Zadwick, on behalf of the property owner, Mary Carolyn Miracle, to replat 4.728-acres of the 129.25 total acres of Miracle Estates, being Lot One, Unit One, Miracle Estates #1, Ellis County, Texas, more commonly known as 622 Johnson Lane.

- **PRESENTATION** by staff.
- **PUBLIC HEARING** to receive comments from the public regarding the replat request.
- Jordan Zadwick, nephew to the owner and acting on behalf of the applicant was present and reiterated the staff's presentation, asking for Council's consideration.
- Mayor Dormier asked to receive comments from the public regarding the replat.
 - 1. There were no comments in favor or opposition.
- Mayor Dormier closed the public hearings at 6:58 pm.

REGULAR AGENDA

ITEM 1. DISCUSSION/ACTION – Consider of and action on Resolution R2018-21 of the City Council of the City of Ovilla, Declaring and Canvassing the Results of the May 05, 2018 Municipal Election.

PL2 Oberg moved to approve Resolution R2018-21 of the City Council of the City of Ovilla, declaring and canvassing the results of the May 05, 2018 Municipal Election, seconded by PL4 Hunt.

No oppositions, no abstentions.

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

- a) Mayor Dormier issued the Certificates of Election to Council Member Place 1 Rachel Huber, Council Member Place 3 David Griffin (unopposed), and Council Member Place 5 Michael Myers (unopposed).
- b) Mayor Dormier conducted the Oaths and Statements of Office to Council Member Place 1 Rachel Huber, Council Member Place 3 David Griffin and Council Member Place 5 Michael Myers.

ITEM 2. *DISCUSSION/ACTION* – Consideration of and action on nomination(s) and an appointment of Mayor Pro Tem.

Section 22.037 of the Local Government Code states that the Mayor Pro-Tem is a council member that performs the mayor's duties in the event of the mayor's incapacity or absence. The Mayor-Pro-Tem is selected by a majority vote of the council from among its own governing body. The Mayor-Pro-Tem's term renews annually following the municipal election and retains the right to vote on all matters before the Council while performing the duties of the mayor. PL2 Oberg nominated PL3 Griffin. There were no other nominations.

PL2 Oberg moved that Council appoint PL3 David Griffin to serve as Mayor Pro-Tem for the City of Ovilla following the canvass of the May 2018 general election for a term through the May 2019 Uniform Election Date, seconded by PL1 Huber.

No oppositions, no abstentions.

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

ITEM 3. *DISCUSSION/ACTION* – Receive recommendation report from the Planning and Zoning Commission to consider and act on PZ Case 18.02, Ordinance 2018-09 of the City of Ovilla, Texas, amending 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"; providing a savings clause, providing a severability clause; providing an effective date; and providing for publication.

Staff and Council discussed guesthouse dwelling on multiple occasions. The presented ordinance was reviewed and discussed at the Planning and Zoning Commission meeting on May 07, 2018, that included a public hearing on that date. Those who spoke at the public hearing were not in favor of the proposed Ordinance. The Planning and Zoning Commission Chair Carol Lynch and Vice-Chair Michael Yordy were both present at the Council Meeting and shared the following: The Planning and Zoning Commission unanimously voted against the Ordinance, recommending to the Ovilla City Council to deny approval of this Ordinance as presented. The Planning and Zoning Commission further asked Council to allow time to develop a new proposed ordinance that better covers the use and definition of dwelling guesthouses; possibly completely removing the definition from the Code and redefining with new language using the phrase "attached" in the ordinance.

PL2 Oberg moved that Council deny Ordinance 2018-09 of the City of Ovilla, Texas, amending 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"; providing a savings clause, providing a severability clause; providing an effective date; and providing for publication and allow the staff and Planning

and Zoning Commission to address dwelling guesthouses and the language "attached" and return to Council at a later date, seconded by PL1 Huber.

No oppositions, no abstentions.

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

ITEM 4. DISCUSSION/ACTION – Receive recommendation report from the Planning and Zoning Commission to consider and act on PZ Case 18.03, to approve a Specific Use Permit, as permitted in Chapter 14, Section 27.2, and located at 713 West Main Street, Ovilla, Ellis County, Texas, filed by MS Pamilee Koval, on behalf of John Waits, owner of said property, to establish and operate a refreshment stand.

MS Koval was present for Council questions and advised she had not yet determined days of operation or hours. Planning and Zoning Commission Chair Carol Lynch reported to Council that this followed the Strategic Plan guidelines and encourages new business in the downtown area. The Planning and Zoning Commission unanimously approved the recommendation for approval of the permit.

PL4 Hunt moved that Council approve a Specific Use Permit, as permitted in Chapter 14, Section 27.2, and located at 713 West Main Street, Ovilla, Ellis County, Texas, filed by MS Pamilee Koval, on behalf of John Waits, owner of said property, to establish and operate a refreshment stand, seconded by PL5 Myers.

No oppositions, no abstentions.

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

ITEM 5. DISCUSSION/ACTION – Consideration of and action on an application submitted by Jordan Zadwick, on behalf of the property owner, Mary Carolyn Miracle, to replat 4.728-acres of the 129.25 total acres of Miracle Estates, being Lot One, Unit One, Miracle Estates #1, Ellis County, Texas, more commonly known as 622 Johnson Lane.

NAME/APPLICANT:	JORDAN ZADWICK
OWNER:	Mary Carolyn Miracle
APPLICATION DATE:	April 13, 2018
LOCATION:	622 Johnson Lane (Miracle Estates, Unit One)
UTILITIES:	Water/Septic
ZONING:	RE – Residential 1-acre
PROPOSED LAND USE:	Residential
MAJOR THOROUGHFARE:	Highway 664

Mr. Jordan Zadwick was present in representation of the owner, MS Miracle, with a request to divide off 5-acres from the 129.25 total acre Miracle Estate for residential purposes. Twenty letters to homeowners within 200 feet were mailed. Staff received one inquiry. Nothing was received in opposition or favor to date.

Mayor Pro Tem Griffin moved that Council approve the application submitted by Jordan Zadwick, on behalf of the property owner, Mary Carolyn Miracle, to replat 4.728-acres of the 129.25 total acres of Miracle Estates, being Lot One, Unit One, Miracle Estates #1, Ellis County, Texas, more commonly known as 622 Johnson Lane, seconded by PL2 Oberg.

No oppositions, no abstentions.

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

ITEM 6. **DISCUSSION/ACTION** – Consideration of and action on Resolution R2018-22 approving and adopting the Economic Development Corporation Strategic Plan 2018 and providing an effective date.

The EDC in conjunction of the Park Board revised the Strategic Plan after receiving input from the City Council. This proposed plan reflects the work of the EDC and Park Board with further direction from the City Council. Staff advised that this plan will give the City a good base from which to operate.

Noted changes:

The Park Board recommended the revisions:

1. Move the gravel pit and relocate the Park areas (Not actually in the Strategic Plan but discussed)
2. Remove 1.1 Pop-Up-Park
3. Postpone 1.3 Creating a downtown design
4. Remove 1.7 Ballfields
5. Remove 1.8 Creek walk
6. Remove Goal 2

The EDC agreed to fund the creation of a Master Parks Plan.

EDC APPROVED REVISIONS:

1. Leave Goal 4 but remove section 4.3
2. Add the language “optional” to Financing under that Section.

Additionally, the EDC set priorities and a timeline:

1. Monument sign(s)
 - a. Placement to be the entrance to Heritage Park and somewhere at the city limits on Cockrell Hill Road. Fiscal year 2018
2. Wayfinding signs within the next year.
3. Install behind municipal buildings for park development within the next 3-years.
 - a. Soccer fields
 - b. Pavilion
 - c. Additional restrooms

PL1 Huber moved to approve Resolution R2018-22 approving and adopting the Economic Development Corporation Strategic Plan 2018 and providing an effective date, seconded by PL5 Myers.

No oppositions, no abstentions.

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

ITEM 7. **DISCUSSION** – Review and discuss the status and updates of the Strategic Guide.

City Manager John Dean updated the Council on the status of tasks outlined in the Strategic Guide. Completion dates were updated and suggestions to modify target dates on certain tasks were shared. Mr. Dean reviewed each Action Step from all Goals. He shared that it was his understanding that there may be some tasks listed in the guide that may not have an intent to complete because they would be continually on-going. It may be wise to modifying the guide in the future.

Discussion only. No Action.

ITEM 8. **DISCUSSION/ACTION** – Consideration of and action on volunteer board reappointments to serve another term on the Board of Adjustment and direct staff to solicit for new applicants.

An annual attendance of board members .and an annual summary were presented. Staff shared an excerpt from the Ovillia Code:

Chapter 14, Section 45.2 TERMS OF OFFICE

A. **Terms.** Each member shall serve a term of office of two years. After the expiration of a two-year term of office, a member shall serve until a successor is appointed. The terms of three of the members

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

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

shall expire on the first Monday in June of each odd-numbered year, and the terms of two of the members shall expire on the first Monday in June of each even-numbered year.

B. Places. The members of the Board shall be identified by place numbers one through five. The odd-numbered places shall expire in the odd-numbered years; the even-numbered places shall expire in the even-numbered years. (There are two alternate positions, Places 6 & 7)

Places 2, 4 and 6 will expire this June.

BOA Place 2– Ozzie Molina voiced desire for reappointment or appointment to the EDC

BOA Place 4– Sandra Cawley voiced desire for reappointment

BOA Place 6– Paul Haney (Alternate) - *Resigning (moving out of City)*

Mayor Pro Tem Griffin moved to reappoint the following to the Board of Adjustment for new terms: BOA Place 2 Ozzie Molina, BOA Place 4 Sandra Cawley and directed staff to solicit for new applicants, seconded by PL5 Myers.

No oppositions, no abstentions.

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

ITEM. 9 ***DISCUSSION/ACTION*** – Consideration of and action on volunteer board reappointments to serve another term on the Economic Development Corporation (EDC) and direct staff to solicit for new applicants.

Pursuant to the By-Laws of the Economic Development Corporation, the Board of Directors consists of a seven-member board and state each member shall be appointed by the City Council for a two-year term. Current terms expiring in June are:

1. Scott Surplus, Place 1 – desires reappointment
2. Greg Huntington, Place 3 – desires reappointment
3. Michael Myers, Place 5 –
4. Barbara Turner, Place 7 - desires reappointment

The consensus of Council was to take no action.

No action.

ITEM. 10 ***DISCUSSION/ACTION*** – Consideration of and action on volunteer board reappointments to serve another term on the Municipal Services Advisory Committee (MSAC) and direct staff to solicit for new applicants.

Resolution R2014-027 dated July 28, 2014, established the Municipal Services Advisory Committee (MSAC) with the goal to follow certain budgetary guidelines and make recommendations to Council. Initially, MSAC thought that they might meet quarterly or as needed on the second Monday of the month at 5 pm, however, MSAC has been meeting only during the city budget process to consider and recommend the annual fiscal needs of the City to Council.

1. The Committee shall be comprised of a board of three (3) regular members, who shall be residents of the City of Ovilla and appointed by the City Council, and two (2) ex-officio members consisting to the City Manager and the Director of Public Works;
2. The term for regular members of the Committee shall be two (2) years.

Currently the listed serve on this committee:

1. Michael Myers
2. Bob Betik - serving until a replacement is appointed
3. Mike Bira.

The consensus of Council was to take no action.

No action.

ITEM 11. DISCUSSION/ACTION – Consideration of and action on volunteer board reappointments to serve another term on the Planning and Zoning Commission and direct staff to solicit for new applicants.

Staff presents an excerpt from the Code and included an annual attendance record and annual activity summary.

EXCERPT: Pursuant to Chapter 14, Section 47.3 of the Ovilla Code of Ordinances:

The Planning and Zoning Commission shall consist of seven (7) members. The members shall be residents of the City and qualified voters. They shall be appointed by a majority vote of the members of the City Council at a regular or specially called meeting thereof.

47.3 TERMS OF OFFICE

Each member shall serve a term of office of two years. After the expiration of a two-year term of office, a member shall serve until a successor is appointed. The terms of four of the members shall expire on the first meeting in July of each odd-numbered year, and the terms of three of the members shall expire on the first Monday in July of each even-numbered year. The members of the commission shall be identified by place numbers one through seven. The odd-numbered places shall expire in the odd-numbered years; the even-numbered places shall expire in the even-numbered years. Vacancies shall be filled for unexpired terms by the city council in the same manner as the original appointment was made. Newly appointed members shall be installed at the first regular commission meeting after their appointment. The city council may remove a commission member for cause on a written charge and after public hearing.

This July, Places 2, 4 and 6 expire:

Place 2 Michael Yordy – voiced desire to serve another term

Place 4 Alan Whittaker – voiced desire to serve another term

Place 6 Fred Hart – voiced desire to serve another term

Mayor Pro Tem Griffin moved to REAPPOINT:

1. PL2 Michael Yordy
2. PL4 Alan Whittaker
3. PL6 Fred Hart

to serve a term on the volunteer board of the Planning and Zoning Commission, seconded by PL4 Hunt.

No oppositions, no abstentions.

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

ITEM 12. DISCUSSION/ACTION – Consideration of and action on volunteer board reappointment(s) to serve another term on the Ovilla Park Board Advisory Committee and direct staff to solicit for new applicants.

Pursuant to Ordinance 2017-03, staff shared the following information.

Sec. 15.02.003 Term of members; removal

The term of office of members of the Board shall be two (2) years. The members of the Board shall be identified by place numbers. After the expiration of a two-year term of office, a member shall serve until a successor is appointed. The terms of odd-numbered places shall expire the last day in June in the odd-numbered years, and the terms of even-numbered places shall expire the last day in June in the even-numbered years. Members may be re-appointed for additional terms. Vacancies shall be filled for unexpired terms by the City Council in the same manner that the original appointment was made. Members serve at the pleasure of the City Council and may be removed from the Board at any time by a majority vote of the City Council.

Richard Dormier, Mayor

Rachel Huber, Place One

Dean Oberg, Place Two

Places 2 and 4 expire in June. Additionally, Place 1 Teresa Lindsey resigned as of May 01, 2018.

Place 1 - Vacant

Place 2 Monna Yordy – desires reappointment

Place 4 Angela Love – not interested in reappointment

PL5 Myers moved that Council reappoint Place 2 Monna Yordy to serve another term on the Park Board Advisory Committee, seconded by PL2 Oberg.

No oppositions, no abstentions.

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

Mayor Dormier moved the order of the agenda to address Item 16.

ITEM 16. DISCUSSION/ACTION – Consideration of and action on Resolution R2018-23, approving a proposal from Ellis County Precinct #4 to reclaim/rehabilitate Willowwood Lane and Greenwood Drive, Ovilla, TX, authorizing the Mayor to execute said documents.

This item was first presented to Council for consideration in April and was not approved pending drainage work. Staff looked at those drainage areas and reported that the Public Works Department could complete the needed improvements in order to accomplish the roadwork this fiscal year. The County confirmed the work can be done this FY but not on the schedule of current work happening in Ovilla. Funds necessary to complete the project are included in the mid-year budget revisions.

PL2 Oberg moved that Council approve Resolution R2018-23, approving a proposal from Ellis County Precinct #4 to reclaim/rehabilitate Willowwood Lane and Greenwood Drive, Ovilla, TX, authorizing the Mayor to execute said documents, seconded by PL4 Hunt.

No oppositions, no abstentions.

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

Mayor Dormier returned to the regular order of the agenda to Item 13.

ITEM 13. DISCUSSION/ACTION – Consideration of and action on ORDINANCE 2018-10 of the City of Ovilla, TX, amending the Fiscal Year 2017-2018 Annual Budget and Program of Services in accordance with Chapter 1, Article 1.05, Section 1.05.038 Mid-Year Budget Review and Amendment, of the City of Ovilla Code of Ordinances, as part of the formal budget process.

Chapter 1, Article 1.05, Sec. 1.05.038 of the Ovilla Code states that a mid-year review and amendment shall be conducted. City Manager John Dean advised that the annual mid-year review of revenues and expenses was completed with staff for the current fiscal year as well as a review of estimated amounts for the remainder of the fiscal year. Budget amendments have been prepared based on the mid-year review of resolutions. The budget amendments included the line item adjustments to the General Fund, Water & Sewer Fund, Water and Sewer Impact, Capital Projects. Police Auxiliary and Fire Auxiliary were adjusted to gifts received to-date. Staff submitted a detailed Mid-Year Budget Review and a Summary Report of all revised items.

\$58,126 Increase in Revenue to General Fund (Sales Tax, Solid Waste, Water Tower Lease)

\$214,204 Increase in Reduction of Fund Balance to General Fund

\$183,380. Increase in Street Infrastructure (Ovilla Oaks Drive-revised to actual quote, added East Highland, Highview Court, Suburban, Willowwood, Greenwood)

\$88,950 Increase in Admin (Net Genius, Laptops, Fund Accounting, Asbestos Survey, and Engineering), Court (Interpretation Service), Community Service (Vehicle/Topper Increase), Solid Waste (Billing Increase), Park (Park Master Plan)

\$79,795 Increase in Reduction of Fund Balance to Water & Sewer

\$79,795. Increase in Administration for Fund Accounting Software and Water Red Oak Creek 12" Water Line to the Water & Sewer Fund

\$2,585 Increase to Gifts for Fire Auxiliary and Police Auxiliary

PL4 Hunt moved to approve ORDINANCE 2018-10 of the City of Ovilla, TX, amending the Fiscal Year 2017-2018 Annual Budget and Program of Services in accordance with Chapter 1, Article 1.05, Section 1.05.038 Mid-Year Budget Review and Amendment, of the City of Ovilla Code of Ordinances, as part of the formal budget process, seconded by PL5 Myers.

No oppositions, no abstentions.

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

ITEM 14. DISCUSSION/ACTION – Consideration of and action to approve a proposed Budget Calendar for Fiscal Year 2018-2019 budget preparations.

To assure staff and Council meet target dates in compliance with Truth-N-Taxation for the creation of budget and the tax rate, staff has prepared a proposed Fiscal Year 2018-2019 Budget Calendar for consideration. Key dates were presented.

Monday, June 25
 Thursday, June 28
 Thursday, August 2
 Monday, August 13
 Monday, August 20
 Wednesday, August 29
 Monday, Sept. 10

Mayor Pro Tem advised he was unable to attend the first meeting. The consensus of the Council regarding the dates was agreeable.

No Action.

ITEM 15. DISCUSSION/ACTION – Consideration of and action to set the official date for Heritage Day 2018, effecting various assignments to facilitate the success of the 2018 Heritage Day Celebration and festivities.

It is custom that the Annual Heritage Day Celebration is held on the fourth Saturday of September. That date is September 22 of this year. Place 4 Hunt has proven to be instrumental in acquiring sponsorships and piloting the organization of committee meetings. Police Secretary Ashley Thompson has been an asset with the booth assignments, letters to vendors and helping with the website set up. Public Works crews and Mike Dooly are vital participants with the initial outside construction of the stage, marking booth areas, yard maintenance, complete set up of the entire area (bleachers, tables, decorations) and total disassembly. The Park Board has voiced desire to take a vital role in this event.

Mayor Pro Tem Griffin moved that Council set September 22, 2018 as the official 2018 Heritage Day Celebration and appoint PL4 Hunt as the coordinator for 2018 Heritage Day event, seconded by PL2 Oberg.

No oppositions, no abstentions.

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

ITEM 16 previously addressed.

ITEM 17. *DISCUSSION* – Consider amending the Rules of Governance, adding a Section on computer use to the existing policy and direct staff to return with an amended Council Rules of Governance and resolution for adoption.

With the upcoming use of City issued computers by the City Council. The Mayor has requested to consider a policy on computer use, internet, and email like the current City Policy. The consensus of the Council was positive. Staff was directed to bring a new computer use section back for approval.

ITEM 18. *DISCUSSION/ACTION* – Consideration of any item(s) pulled from the Consent Agenda above for individual consideration and action.

Consent Item C9 regarding Ridgeline Contractors for repair work in the Fire Department bay area and doors was pulled for clarification. Staff confirmed that multiple bids were received, and all purchasing requirements were satisfied with the city manager's approval prior to bringing to Council. Various questions regarding the specifications were addressed.

No Action.

Mayor Dormier called a 5-minute recess at 8:20 pm.

Mayor Dormier and Council reconvened the meeting at 8:26 pm.

III. DEPARTMENT REPORTS

- Department Activity Reports / Discussion
 - Police Department Chief B. Windham
 - Monthly Report – Reviewed. Chief Windham advised that he and Sergeant Geiser were both receiving two different awards, “Professional Achievement” and “Service”, respectively, that will be presented at the State Capitol in June by the TX Commission on Law Enforcement.
 - Fire Department Chief B. Kennedy
 - Monthly Report-recently received a grant.
 - Public Works Director B. Piland
 - Monthly Report - 22,000 lbs. of hazardous waste was collected on Clean-Up Day.
 - 1. Monthly Park Maintenance Reports- reviewed.
 - 2. Street Maintenance Report
 - Finance Department Accountant L. Harding
 - March 2018 Financials – Reviewed.
 - Bank Balances through May 03, 2018
 - Administration – Reports reviewed.
 - Monthly Code/Animal Control Reports
 - Monthly Municipal Court Report
 - City Manager Reports
 - 1. Monthly Report
 - City Secretary P. Woodall
 - CM, John R. Dean, Jr.
 - City Secretary P. Woodall
 - City Manager Reports
 - 1. Monthly Report – Discussed Master Parks Plan results.

Mayor Dormier read 5 Proclamations.

1. EMS
2. Cinco de Mayo
3. Municipal Clerks Week
4. Peace Officer Memorial Week

5. Public Works Week

EXECUTIVE SESSION

None.

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

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

ADJOURNMENT

PL2 Oberg moved to adjourn the meeting of April 09, 2018, seconded by Mayor Pro Tem Griffin. There being no further business, Mayor Dormier adjourned the meeting at 8:59 p.m.

ATTEST:

Richard Dormier, Mayor

Pamela Woodall, City Secretary

Approved June 11, 2018

Attachments: PZ report
Citizens Forum sheets

AGENDA ITEM REPORT

Item 1

Meeting Date: June 11, 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 and application documents
2. Planning and Zoning Commission recommendation

Agenda Item / Topic:

ITEM 1. **DISCUSSION/ACTION** – Receive recommendation report from the Planning and Zoning Commission to consider and act on PZ18.04, a Site Plan Application submitted by Dr. Mark L. Stanfill, to expand the Animal Hospital of Ovilla, located at 3357 Ovilla Road, Ovilla, Texas, authorizing the issuance of a building permit.

Discussion / Justification:

Site Plan Application

NAME: ANIMAL HOSPITAL OF OVILLA
AUTHORIZED AGENT OF RECORD: Mark L. Stanfill
ARCHITECT: W. Carl Summers
APPLICATION DATE: May 04, 2018
LOCATION: 3357 Ovilla Road
UTILITIES: Ovilla water / Sewer
ZONING: Commercial
PROPOSED LAND USE: Commercial
MAJOR THOROUGHFARE: Highway 664 Ovilla Road

APPLICANT'S PROPOSAL: A request to expand his clinic to meet growing needs.

Sample Motion(s):

I move that Council approve/deny a Site Plan Application submitted by Dr. Mark L. Stanfill, to expand the Animal Hospital of Ovilla, located at 3357 Ovilla Road, Ovilla, Texas, authorizing the issuance of a building permit.

JUNE 4
JUNE 11
P&Z
COUNCIL



APPLICATION FOR SITE PLAN
Subject Property Information

Site Plan

Applicant MARK L. STANFILL Phone 972-617-9996

Mailing Address 3357 Ovilla Rd Ovilla Rd Tx 75154

Property General Location 1/4 mile North of Main ST and Ovilla Rd

Current Zoning: _____

Area in Subdivision: _____ Total Acres 1 Number of Lots _____ Average Lot Size _____

Engineer or Land Planner _____ Phone _____

Company: _____

Mailing Address _____

City Limits _____ Extraterritorial Jurisdiction (ETJ) _____

Subdivision Name N/A ANIMAL HOSPITAL OF OVILLA

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;

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 5.4.2019 _____ Official Filing Date _____
PH

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

Animal Hospital of Ovilla

Legend

Animal Hospital of
Ovilla



Google Earth

N

200 ft

City Council Meeting – May 14, 2018

At the March 5 meeting of P and Z, Council requested that we give a clarifying definition to the word "temporary" in the definition of a dwelling guesthouse. The city manager, Mr. Dean, shared that he talked with legal council who indicated that 90 days was the general definition of the term "temporary". The commission accepted this definition and forwarded the recommendation back to council.

At the April 2 meeting of P and Z, Mr. Dean discussed that our recommendation from March was forwarded to the City Council, that staff added a family member chart so that the term "guest" would not include family within the first and second degree of either infinity or consanguinity. However, council determined to take no action but to direct staff to return the ordinance to P and Z to completely remove the term "temporary" from the definition. Mr. Dean shared with us that a new ordinance and a public hearing would be forthcoming. During this discussion item, we heard from Mr. Dooley some very disturbing information concerning the dwelling guesthouse pertaining to the fact that a dwelling guesthouse would come under "Accessory Buildings". In discussing the ordinance regarding accessory buildings, we realized that a guesthouse could be built of hardiplank, or even UV Protected, double-walled, high density polyethylene plastic with simulated finishes of wood or masonry. On lots 2 acres or larger, an accessory building may be constructed of commercial grade metal- minimum 26 gauge. We also realized that the total square footage of all accessory buildings on the various lot sizes would be concerning if they were indeed dwelling guesthouses. Example, on 1+ acres which is the R-15, 2 accessory buildings are allowed with a total square footage combined not to exceed 1750 square feet which could be 2 at 875 square feet each and on a lot 10 acres or more, 6 accessory buildings (dwelling guesthouses) are permitted with square footage combined not to exceed 8000 square feet. Mr. Dooley also reiterated that he had had a few calls regarding container houses and tiny houses on properties as dwelling guesthouses.

At the May 7 meeting, P and Z conducted a public hearing regarding the definition of a dwelling guesthouse with the City limits of Ovilla. Residents spoke at the hearing and you have heard them.

Mayor Richard Dormier
Place One Council, Rachel Huber
Place Two Council, Dean Oberg
Place Three Council/ Mayor Pro Tem, David Griffin



Place Four Council, Doug Hunt
Place Five Council, Michael Myers
City Manager, John R. Dean, Jr.

WELCOME TO THE CITY OF OVILLA CITIZENS FORUM

The Ovilla City Council and City Staff welcome you to a meeting of the Ovilla City Council.
Ovilla Council Meetings are open to the public and residents are encouraged to attend.

It is the policy of the City of Ovilla to give all individuals and lawful organizations an opportunity to formally address the Mayor and Council regarding any posted Agenda item or items not on the agenda. Each participant will be permitted to speak for a maximum of three minutes. Regarding non-agenda items, please be advised that the Mayor and Council cannot respond but may direct inquiries to staff for current policy or for later review.

The form must be complete.

DATE: 5-14-2018

PHONE: 214.981-7223

DO YOU RESIDE WITHIN THE CITY LIMITS OF OVILLA? YES NO

NAME: Jordan & Khalin Zadwizk

ORGANIZATION / DEPARTMENT: _____

ADDRESS: 331 East Center St.

CITY / ZIP: Duncanville, TX 75116

Persons wishing to address the Mayor and Council concerning a posted agenda item must make a formal request by presenting a completed "Citizens Forum" form to the City Secretary at least 10 minutes prior to the beginning of the scheduled meeting. The form must be complete. At the discretion of the Mayor, those registered to speak may be called during the opening of the listed agenda item. Please check one of the three following options.

I wish to address the Council during the Citizens Forum.

AGENDA ITEM(S) NUMBER:

I wish to address the Council on this agenda item(s).

I do not wish to address the Council, but would like to register the following opinion.

(Circle one) FOR

AGAINST

Comments: _____

For replat 4.728 of 129.25 Miracle estates

Would you be interested in serving on an appointed board or commission of the City of Ovilla?

Yes No

The City Council convenes in regular session on the second Monday of each month at 6:00 P.M. unless otherwise noted. Special meetings may be called as deemed necessary to conduct business of the City.

"I authorize the city to release ALL information on this sheet to the public. (If no signature is provided, the City shall not release information that is protected under the Texas Public Information Act.) Signature _____"

Mayor Richard Dormier
Place One Council, Rachel Huber
Place Two Council, Dean Oberg
Place Three Council/Mayor Pro Tem, David Griffin



Place Four Council, Doug Hunt
Place Five Council, Michael Myers
City Manager, John R. Dean, Jr.

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The form must be complete.

DATE: 5/14/18

PHONE: 915-571-7881

DO YOU RESIDE WITHIN THE CITY LIMITS OF OVILLA? YES NO

NAME: Carol Lynch

ORGANIZATION / DEPARTMENT: P&Z

ADDRESS: 316 Shadow Wood Dr.

CITY / ZIP: 75154

Persons wishing to address the Mayor and Council concerning a posted agenda item must make a formal request by presenting a completed "Citizens Forum" form to the City Secretary at least 10 minutes prior to the beginning of the scheduled meeting. **The form must be complete.** At the discretion of the Mayor, those registered to speak may be called during the opening of the listed agenda item. Please check one of the three following options.

I wish to address the Council during the Citizens Forum.

AGENDA ITEM(S) NUMBER:

I wish to address the Council on this agenda item(s). 3 + 4

I do not wish to address the Council, but would like to register the following opinion.

(Circle one) FOR AGAINST

Comments: _____

Would you be interested in serving on an appointed board or commission of the City of Ovilla?

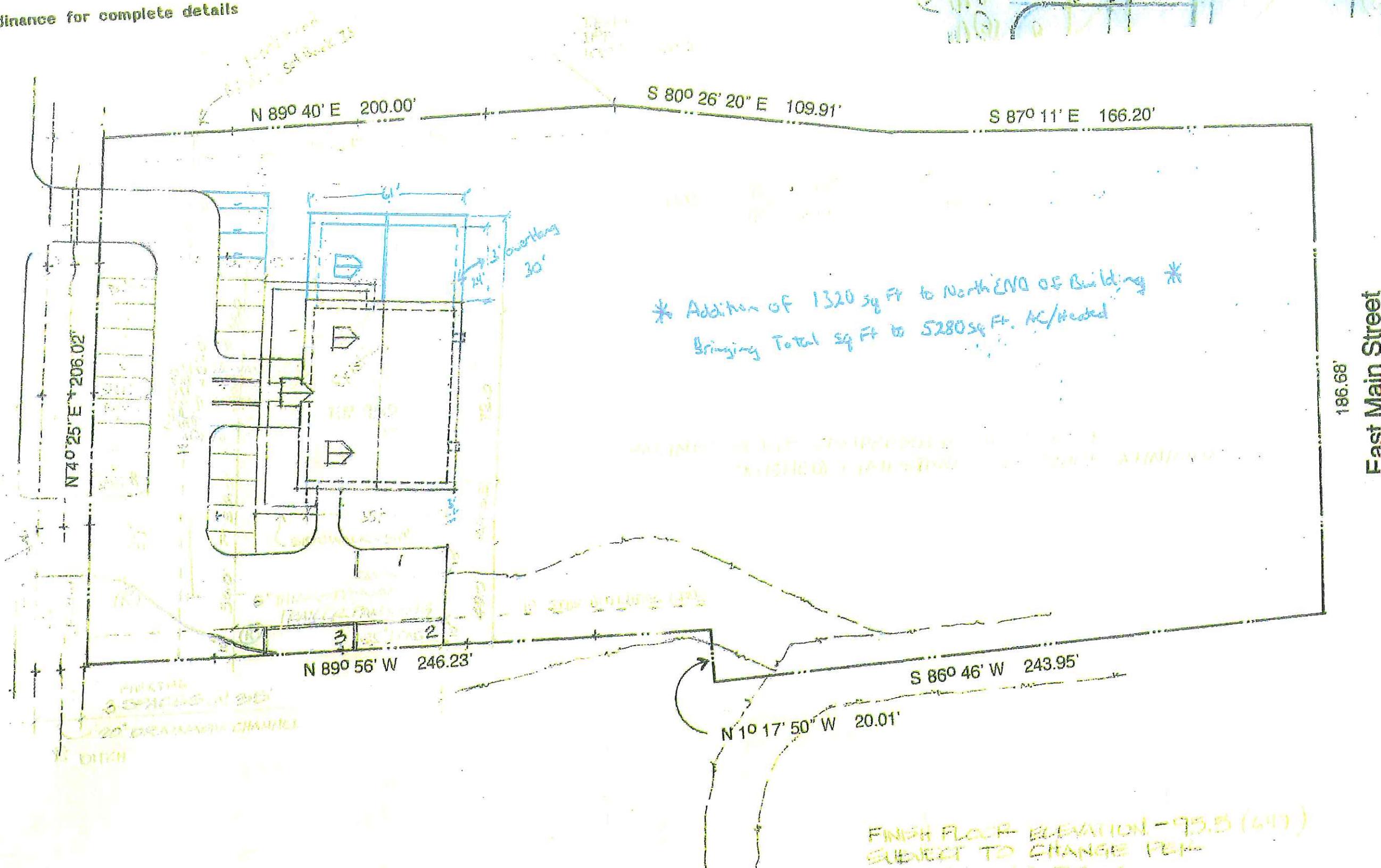
Yes No

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"I authorize the city to release ALL information on this sheet to the public. (If no signature is provided, the City shall not release information that is protected under the Texas Public Information Act.) Signature _____"

reinforcement 16" o. c. both ways

Reference for complete details



FINISH FLOOR ELEVATION - 95.5 (6' 9")
SUBJECT TO CHANGE PER
INSTRUCTIONS FROM
CITY OF OMAHA.



City of OVILLA Planning & Zoning Commission Recommendation

An application was presented for a Site Plan Permit to be issued for additional space to existing building.

ITEM 1. **DISCUSSION/ACTION – PZ18.04** – Review and consider a Site Plan Application submitted by Dr. Mark L. Stanfill from Animal Hospital of Ovilla, located at 3357 Ovilla Road, Ovilla, Texas, for the construction of additional space to building, and authorizing the issuance of building permit.

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

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

PL5 VACANT
PL6 Hart AYE
PL7 Zimmermann AYE

5 FOR

0 AGAINST

0 ABSTAIN

C. Lynch
Presiding Officer of P&Z

6/4/18
Date

Ronald J. Dill
Board Secretary

6-4-2018
Date

AGENDA ITEM REPORT

Item 2

Meeting Date: June 11, 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: PW Director B. Piland

Attachments:

1. Eikon SOQ

Agenda Item / Topic:

ITEM 2. *DISCUSSION/ACTION* – Consideration of and action on the selection of an engineering firm to represent the City and direct the city manager to negotiate an agreement.

Discussion / Justification:

The Review Committee (Councilman Hunt, J. Dean, & B. Piland) interviewed all six firms that responded to the RFP.

The scoring summary.

	Dunaway	Eikon	Maier	Jones/Carter	Urban	Westra
Hunt	95	100	80	64	68	77
Dean	89	91	81	90	77	81
Piland	83	90	81	86	74	89
Total	267	281	242	240	219	247
Average	89	94	81	80	73	82

- All firms were asked the same set of questions during the interview process.
- Dunaway and Eikon were asked to respond to additional questions.
- Both firms have recent (within 5 years) experience with pump stations, lift stations, and both elevated and ground water storage.

Recommendation / Staff Comments:

The Review Committee recommends Eikon Consulting Group, LLC be selected to serve as the City Engineer.

Sample Motion(s):

I move to approve/deny the selection of Eikon Consulting Group, LLC to serve as the City Engineer and direct the city manager to negotiate an agreement.



STATEMENT OF QUALIFICATIONS FOR:

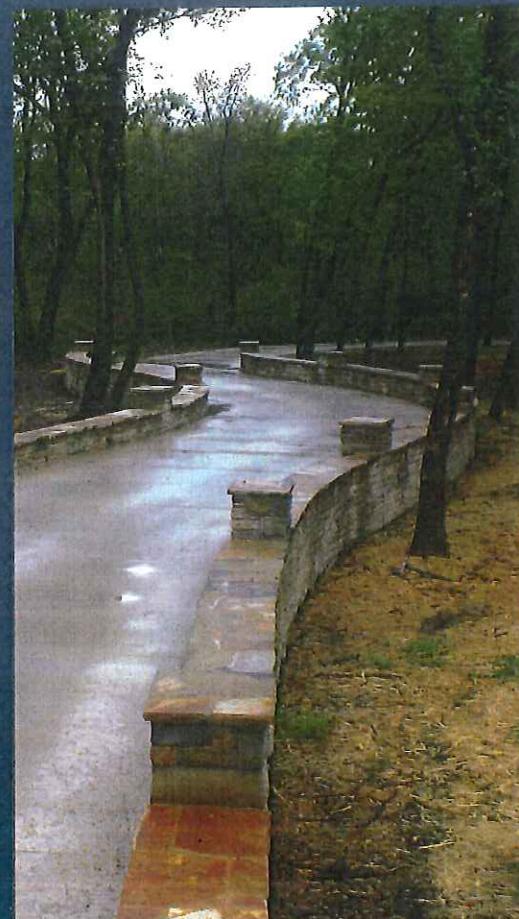
City of Ovilla
RFQ #18-01-ENGSRV
ENGINEERING PROFESSIONAL SERVICES

SUBMITTED BY:



1405 W. Chapman Drive | Sanger, TX 76266 | 940-458-7503

April 26, 2018





EXECUTIVE SUMMARY

FIRM NAME

EIKON Consulting Group, LLC

TYPE OF ENTITY

Limited Liability Company (TX)

CONTACT FOR CONTRACT

Brad Isbell, PE, Principal-in-Charge
1405 W. Chapman Drive
Sanger, TX 76266
e: bisbell@eikoncg.com
p: 940.458.7503

FIRM BACKGROUND

Since 1977, we have been committed to hard work, out-of-the-box solutions, quality, and innovation within the industry. Our roots date back to when David K. Isbell's company, Isbell Engineering Group (IEG), provided services based on integrity for clients in Texas, Oklahoma, and other areas nationwide. As time went on, Isbell Engineering Group began to expand rapidly into a multi-disciplinary firm.

In 2012, EIKON Consulting Group was created with a commitment to continuing the outstanding service our clients have come to know and respect. Today, EIKON has more than 40 employees, many of whom have been working together longer than 20 years.

We have completed thousands of projects across the United States. From governmental to private clientele, our innovative design solutions, attention to detail, and effective project and financial management have allowed us to consistently exceed our client's needs and expectations.

PROFESSIONAL REGISTRATIONS

Texas Board of Professional Engineers:
(Registration No. F-12759)

Texas Board of Architectural Examiners:
(Registration #BR 2174)

SERVICES

As a full-service firm EIKON is interested in providing the following services:

- Civil Engineering
- Structural Engineering
- Mechanical, Electrical, and Plumbing (MEP) Engineering
- Geotechnical Engineering
- Architectural Design
- Construction Administration

PROVEN LEADERSHIP

Our team is led by **Robert Stengele, PE**, who has 40 years of experience in engineering, construction administration, and project management. As the former Town of Flower Mound's Director of Public Works and Town Engineer, Robert possesses a deep understanding of municipal projects. He has worked with the budget office and capital improvement program committee to determine long-term construction needs for various projects. He also developed and implemented long range goals for multiple departments and facilities.

As Ovilla's point-of-contact for the EIKON team, **Robert's management style is collaborative, communicative, and consistent**. He is 100% available for this project and reachable day or night to respond to the City's needs as they arise.



1977

Isbell Engineering

Valley View, Texas

2007

CHA, Inc.

Staff of 90, 4 offices

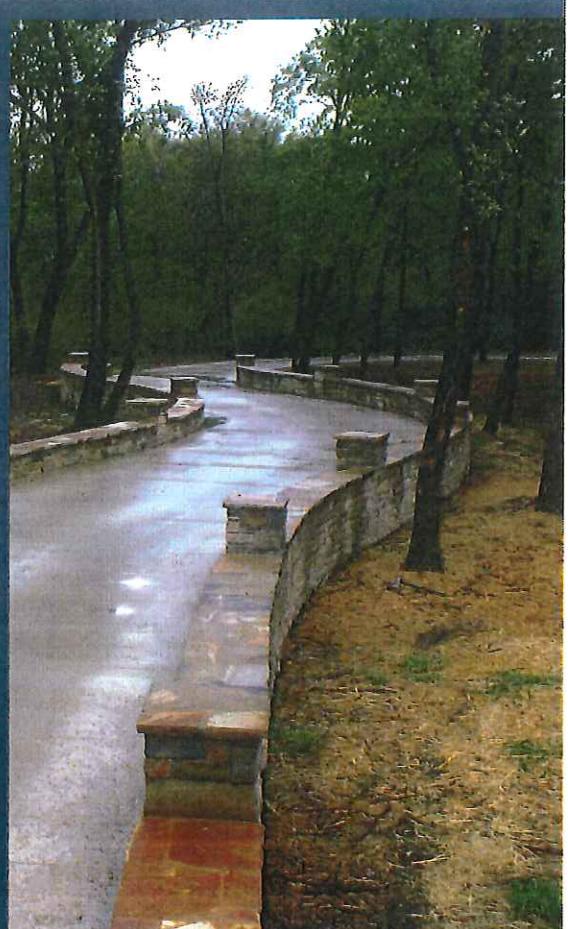
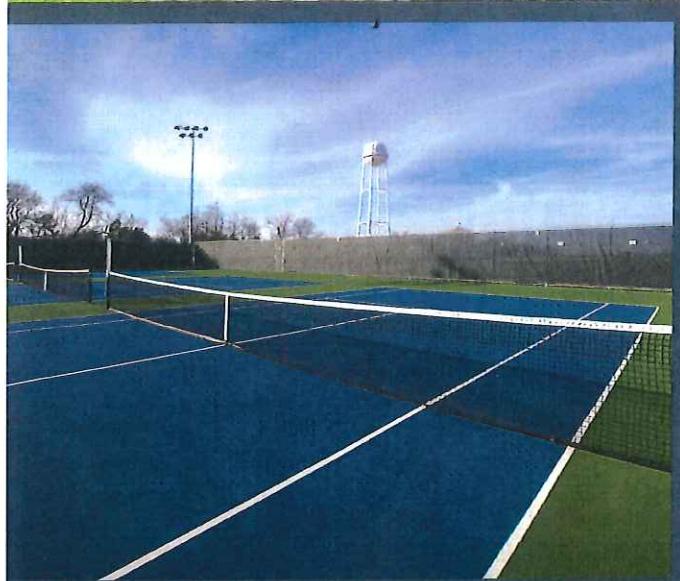
2012

EIKON Consulting Group

Staff of 10, 1 office

2018

Staff of 45
2 offices



REFERENCES

1. CITY OF ABILENE

Services Provided:

- Master planning
- Architecture
- Engineering
- Construction Administration

Address:

555 Walnut Street
Abilene, Texas 79604

Contact Person:

Wayne Lisenbee
Director of Capital Improvement
325.676.6283

"EIKON proved to be an invaluable team member for the project, and they provided exceptional design services as well as construction inspection."

-Wayne Lisenbee, City of Abilene Director of Capital Improvement

2. CITY OF GAINESVILLE

Services Provided:

- Master planning
- Architecture
- Engineering
- Construction Administration

Address:

200 South Rusk
Gainesville, Texas 76240

Contact Person:

Barry Sullivan
City Manager
940.668.4500

"On several recent projects they were very responsive in providing not only the scopes of work the City defined but also brought options to the table for us to review. Their attitude and ability to find the correct design solutions make them a true team member with us."

-Patrick McCage, City of Gainesville Director of Parks and Recreation

3. CITY OF IRVING

Services Provided:

- Master planning
- Architecture
- Engineering
- Construction Administration

Address:

825 W. Irving Blvd.
Irving, Texas 75060

Contact Person:

Pat Lamers
Facilities Manager
972.721.2700

"EIKON exhibits integrity and cooperation in all communications. This is a firm that is very easy to do business with. They are problem solvers, not problem makers."

-Pat Lamers, City of Irving Facilities Manager



QUALIFICATIONS

PROFESSIONAL ENGINEER

Robert is a licensed professional engineer in the state of Texas with more than 40 years of experience in civil engineering and project management.

Robert's expertise includes municipal infrastructure, residential and commercial land development projects, and overseeing a variety of master planning and civil design projects.

Robert is supported by Chris Frerich, Texas Professional Engineer (119266), and Carson Koehn, a Texas Engineer In Training.



DEVELOPMENT REVIEW SUPPORT

As EIKON's Director of Civil Engineering, along with his former position with the Town of Flower Mound, one of Robert's primary duties is development review support. He reviews all development related activity from an engineering perspective on behalf of the municipalities. This includes all residential, commercial, and institutional development prepared by consulting engineers and planners including:

- Preliminary plats
- Preliminary drainage and utility design
- Site plans
- Flood studies
- Engineering construction plans for paving, drainage, water, wastewater, and grading
- TxDOT permitting
- Development agreements/impact fee credits
- Development review committee

Robert reviews and performs QA/QC on plats and engineering construction plans prepared by in-house design teams for submittal to municipalities and utility districts.

Once a project is assigned, EIKON will meet with the City to confirm scope, schedule, and deliverables within two days or less. On average, reviews of plan sets will take five days or less. This is less than the requested seven day turn around for the City of Ovilla.

On behalf of the City, our team will review engineering related documents from developers and their consulting firms for compliance with City design criteria and accepted engineering practices. We will provide review comments to the consultant regarding edits needed to the design within five days or less of receiving the plans to review. Once the revisions are received, we will assist in obtaining plan approvals for construction, coordinate plats for planning and zoning commission and city council approvals, and file plats upon completion of the construction improvements.

RECENT MUNICIPAL EXPERIENCE

EIKON has four decades of experience providing services for municipal clients. We have gained valuable insight into processes such as interaction with city councils, TxDOT, grant-funding agencies, and the public throughout the course of our history. The EIKON team will apply this knowledge to expedite project deliverables for the City of Ovilla.

EIKON has provided services for numerous municipalities in Texas, including the following:

- City of Abilene
- City of Ada
- City of Ardmore
- City of Argyle
- City of Belton
- City of Brady
- City of Carrollton
- City of Celina
- City of Colleyville
- City of The Colony
- City of Corinth
- City of Davis
- City of Denton
- City of Durant
- City of Fairview
- Town of Flower Mound
- City of Gainesville
- City of Grandview
- City of Harker Heights
- Town of Hickory Creek
- City of Hurst
- City of Irving
- City of Keene
- City of Keller
- City of Krugerville
- City of Lake Dallas
- City of Lewisville
- City of Lindsay
- Town of Little Elm
- City of McKinney
- City of North Richland Hills
- City of Oak Point
- City of Pilot Point
- City of Plano
- Town of Providence Village
- Town of Shady Shores
- City of Sherman
- City of Temple
- City of Texarkana
- City of Wylie

EIKON has provided design services for 40+ Texas municipalities.



QUALIFICATIONS

ABILITY TO FACILITATE DISCUSSION, REPORT AND DOCUMENT OUTCOME OF MEETINGS

Our team's experience on numerous municipal and as needed contracts has taught us that coordination and communication among the various team members within the organization is paramount to the project's success.

We will work everyday to be effective teammates with the City of Ovilla staff, end users, and stakeholders. As your proposed project manager, Robert Stengele will lead our actions to promote the projects success by facilitating transparent discussions with all parties involved on the status of deliverables, cost estimates, project priorities, and other pertinent information.

Robert and the EIKON team will take comprehensive notes at each meeting, follow up on all items requiring additional attention, and document the resolution of all issues. We pride ourselves on our meticulous record keeping system.

All information is documented in two places to ensure accessibility of information. Reports, correspondence, and meeting minutes are stored on our server as well as our cloud based project information repository system.

We will create a project folder for each assigned project. If the City of Ovilla requests documentation of prior decisions made, meeting minutes, or other data EIKON will be able to produce that information in a clear and concise document for review.

EXPERIENCE WITH PERMITTING PROCESS

EIKON has permitting experience with local, federal, and state agencies.

Local:

- Extensive experience with construction plans as well as Plat and site plan submittals
- Response to engineering consultant and city review comments to obtain local municipal or district approval
- Administering engineering support for the project during construction, field testing, and final inspection
- Completing paperwork for project approval and acceptance by each agency

Federal:

- FEMA: floodplain determinations. Review and agency coordination for flood studies, flood models, Letter of Map Amendments (LOMA), Letter of Map Revisions (LOMR) and being the repository for City files as their flood plain administrator.
- US Army Corps of Engineers: wetlands determinations, Waters of the US determinations, 404 permitting, mitigation and coordination of Nationwide (NWP) or Individual permits (IP) submitted for Corps approval

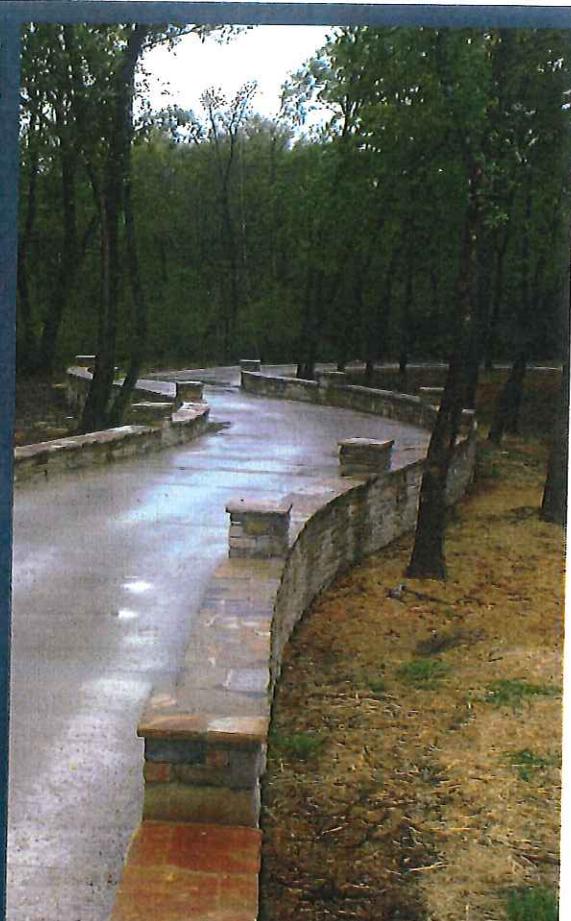
State:

- TxDOT: Permitting for driveway connection to existing highways, farm-to-market roads, and working with the local county area offices for approval
- TxDOT: Utility crossing permits: direct experience with new electronic District 18 utility permitting on-line process including design, responding to review comments, and obtaining approval
- TCEQ: Water and wastewater construction plan submittal and state forms for agency approval
- TLDRA: Texas Accessibility Standards (TAS) experience with TAS compliance, plan reviews/submittals, inspections, and third party approvals



CAPABILITIES LIST

EiKON



CAPABILITIES LIST

The EIKON team is involved in every step of our projects, providing excellent services from beginning to end. A sampling of our relevant projects are included in this section.

Gateway Industrial Park

GAINESVILLE, TEXAS

Services Provided

- Infrastructure design
- Master planning
- Commercial land development
- Water/wastewater design
- Storm drainage design
- Grant documentation for utilities

Entity:

Gainesville Economic Development Corporation (GEDC)
311 S Weaver Street
Gainesville, TX 76240

Reference:

Arleene Loyd
GEDC Director
940.665.5241

Completion Date:

Ongoing

EIKON was engaged by the Gainesville Economic Development Corporation to design the infrastructure for this 147 acre industrial park.

The infrastructure design included water, wastewater and storm drain main lines, three streets, the relocation of County Road 444, a 10 acre detention pond serving the entire development, a wastewater lift station, and railroad permitting for two utility crossings.

EIKON provided master planning services, including alternative main entrance locations with TxDOT permitting and lot layout in 5 to 20 acre increments. EIKON also coordinated with all franchised utility owners to determine conflicts and proposed relocations.

Project Cost Opinions were developed at 50% and 90% complete construction document phases. This \$2,431,750 project was advertised, publicly bid, and awarded. EIKON provided construction administration services, which included contract and contractor management as well as pay application review.

With a potential user identified, the EIKON team is assisting with the state grant application for infrastructure by providing preliminary utility layouts and cost estimates.



City of Sanger On-Call Contract

SANGER, TEXAS

Services Provided

- Storm drainage design
- Civil engineering
- Conducted impact fee study for Capital Improvement Program
- Analyzed traffic data
- Review of preliminary plats

Entity:

City of Sanger
201 Bolivar Street
Sanger, TX 76266

Reference:

Neal Welch
Director of Public Works
940.458.2571

Completion Date: Ongoing;
Various within five years



Water and Wastewater Relocations: EIKON was selected to design relocations for approximately 3,290 LF of water line and 1,420 LF of wastewater line in five residential streets in eastern Sanger.

The goal of this project was to upgrade water and wastewater facilities in this section of town and to position the utilities outside the edge of new paving to provide ease of access for maintenance.

EIKON worked closely with City staff to ensure construction would cause the least amount of disruption to residents.

Roadway Impact Fee Study: EIKON prepared a roadway impact fee study for the City of Sanger to provide a mechanism for the City to institute a fee program for future roads.

The EIKON team worked closely with the City of Sanger to define the service areas. After reviewing traffic data from NCTCOG, EIKON developed a usable table with multipliers for many types of development that may be expected in the City.

Development Plan Review: EIKON provided engineering reviews of plans submitted to the City for permit approvals as requested from the City Engineer. After reviewing the plans EIKON provided written comments to the City regarding discrepancies from City ordinances, NCTCOG standards, and general practices of engineering. The contract also included overseeing projects under construction for SW3P plan adherence and work within the right-of-way meeting permitted plan design. EIKON provided these services for three residential master planned subdivisions.



City of Irving On-Call Engineering Contract

IRVING, TEXAS

Services Provided

- On-call engineering
- Civil engineering
- Drainage design

Entity:

City of Irving
825 W. Irving Boulevard
Irving, TX 75060

Reference:

Pat Lamers
Facility Manager | Capital
Improvement Program Dept.
972.721.2700

Completion Date: 2016;
Various within five years

EIKON provided engineering services to the City of Irving through an annual on-call contract. EIKON assisted the City with planning, design, and construction of various projects as they arose.

Projects for the City of Irving varied from utility relocation, culvert designs, sanitary sewer repair or placement, sidewalks and trails, paving designs, and bridge assessments to repair plans.

EIKON completed over 40 projects for the City of Irving. Below are a few recent projects completed for the City.

- Campion Trail Bridge and Monument Wall
- Carl Road Wall Feature
- Centennial Park Drainage Improvements
- City Hall Weatherproofing Repairs
- Criminal Justice Center Detention Cell Ceiling Repairs
- Drayton Drive Paving and Retaining Wall Replacement
- East Oakdale Road Sidewalk Repairs
- Fire Station #3 Expansion and #7 AST Pad
- Fire Station #9 Foundation Repair Oversight
- Fritz Park Light Pole Observation
- Grauwyler Channel Wall Repair
- Hackberry Pump Station Retaining Wall
- Hospital District Pedestrian Bridge
- Jaycee Park Sanitary Sewer Repair
- Las Brisas Hills Screen Wall
- Mustang Recreation Center Porch Repairs
- Northgate and Tom Braniff Wall Feature
- Northgate Park Retaining Wall and Foundation
- Rock Island Trail
- Royal and Regent Utility Relocation
- Ruddell Drainage Channel and Trash Collector
- Sam Houston Trail Retaining Wall
- Second Street Bridge and Sanitary Sewer Repair
- Towne Lake Park Detention Pond Improvements
- Valley Ranch Culvert Repairs and Gazebo Foundation
- Valley View Municipal Building Complex Repair
- West Branch & Rogers Road Trash Interceptors



Pilot Point Various Projects

PILOT POINT, TEXAS

Services Provided

- Civil Engineering
- Architecture
- Structural Assessment
- Historic Preservation

Entity:

City of Pilot Point
102 E. Main Street
Pilot Point, TX 76258

Reference:

John Dean
Former City Manager
972.617.7262

Completion Date: 2016;
Various within five years



EIKON has prior experience working with John Dean as the former City Manager of Pilot Point on numerous projects, including the following:

- **New Sidewalk on Liberty Street:** Approximately 200 LF of sidewalk along Liberty Street were replaced and designed to include new accessible ramps at the intersections of Washington Street and Jefferson Street.
- **Police Building Foundation:** This project included the removal of three trees adjacent to the Pilot Point Police Building and the filling in of landscaped areas south of the Pilot Point City Hall building. This project also included the subsequent monitoring and observation for movement in the police building to determine when moisture equilibrium has been achieved in the soils beneath the building foundation.
- **Bloomfield School Building Structural Assessment:** EIKON provided the structural assessment of this existing 1,247 SF wood-framed building that had been built in 1883. The assessment was performed by visual observation of the existing building structure to determine the current condition of the foundation and roof and their ability to withstand code required loads.
- **Bloomfield Schoolhouse Historic Preservation:** The EIKON team designed the restoration of this building which had recently been registered as a Historic Building with the State of Texas. EIKON worked with the City of Pilot Point and the Texas Historic Commission during the design and construction process to ensure the building was restored in compliance with applicable building and accessibility codes.

Denton County Interim Engineer Precinct 1

DENTON, TEXAS

Services Provided

- On-call engineering
- Plan reviews
- Roadway design

Entity:

Denton County
1175 Union Hill Road
Sanger, TX 76266

Reference:

The Honorable Hugh Coleman
Commissioner, Precinct 1
940.349.2810

Completion Date: 2015;
Various within five years



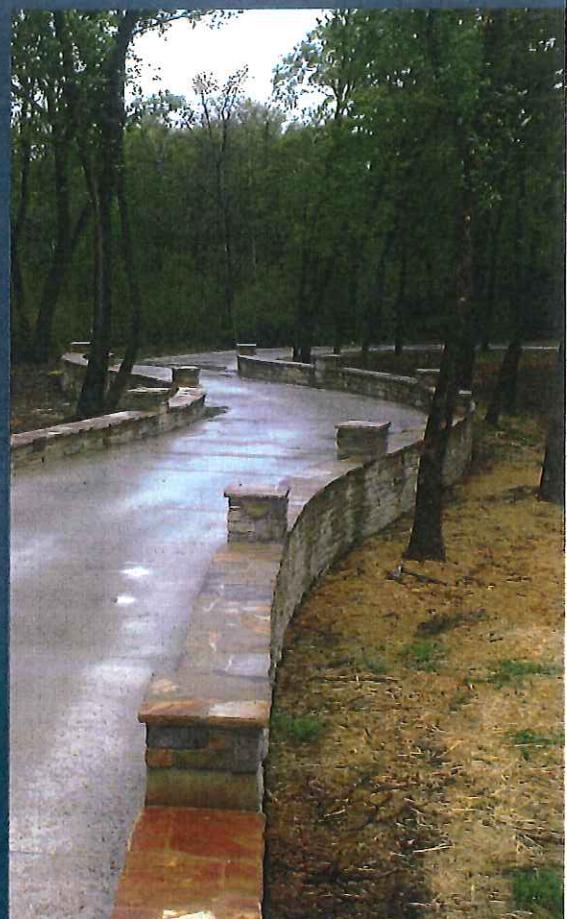
Although not a municipal client, the services EIKON provided for Denton County were for municipal end users.

EIKON assisted Precinct 1 Commissioner Hugh Coleman and the Road and Bridge East staff with 11 County road projects.

In addition, EIKON assisted the staff with culvert sizing and drainage analysis and design as necessary for maintenance purposes of existing County Roads.

Below is a summary of services the EIKON team provided:

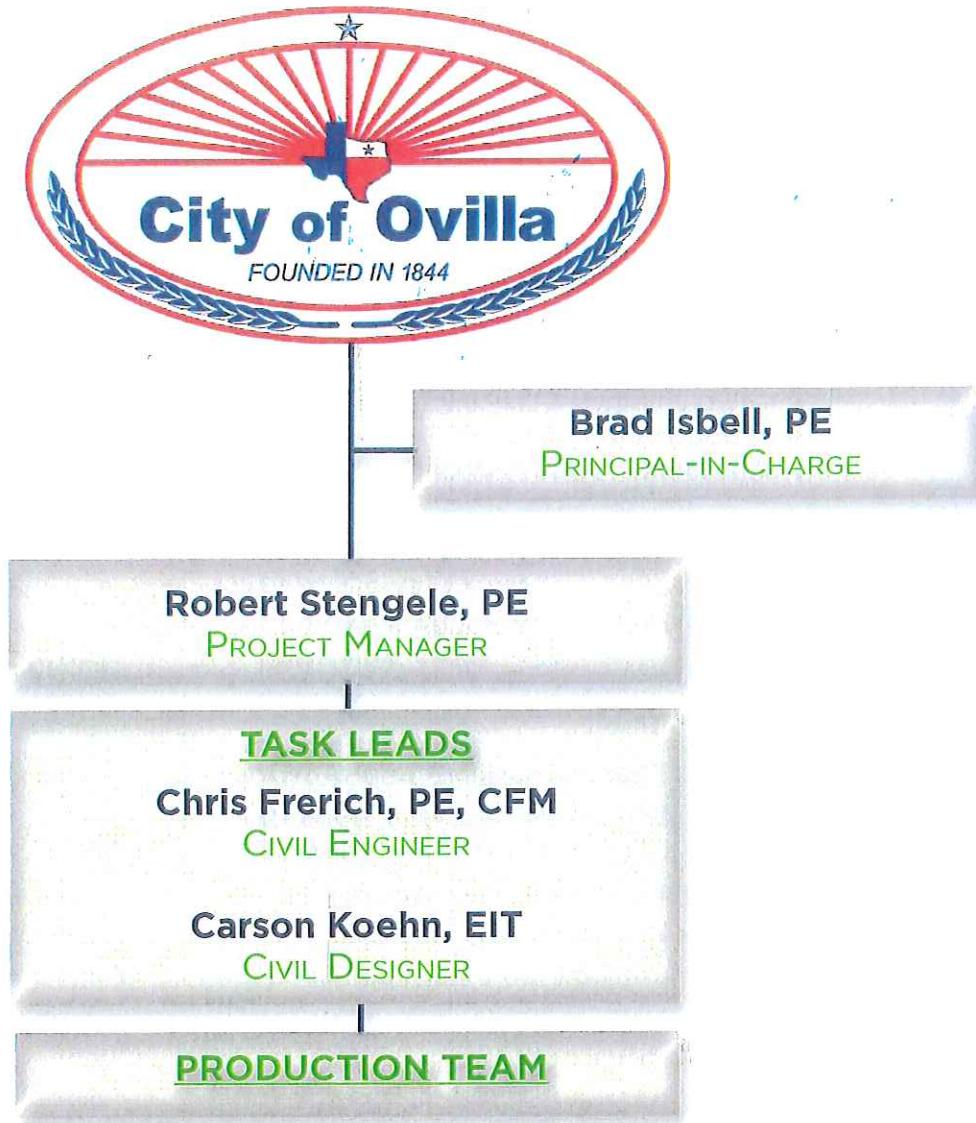
- Oversaw project from concept to construction completion and provided status reports on a monthly basis.
- Attended staff meetings bi-weekly to ensure accuracy of project developments.
- Provided cost estimates for prospective projects.
- Developed Bid Specifications for construction projects.
- Developed scopes of work for all new projects to be performed by outside consultants.
- Managed projects under design by outside consultants and reviewed plans at all milestones.
- Reviewed invoices for accuracy with project completion.
- Managed construction of projects including documenting site observations and review of pay applications.
- Reviewed traffic studies performed by Road and Bridge staff and advised on the results of the study for implementation of stop signs, etc.
- Assisted Road and Bridge staff with drainage designs and alternative solutions for drainage associated with culverts installed for new roadways or replacement of existing culverts.
- Provided guidance for intersection realignments associated with alternative designs, etc.
- EIKON also attended weekly Commissioner Court meetings.



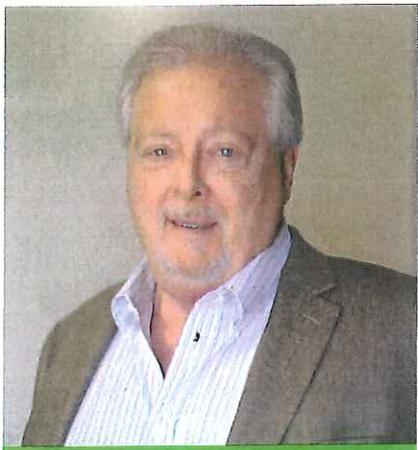
KEY PERSONNEL

The key to a successful, on-schedule, within-budget, safe, quality project is proven solid project management procedures, directives, tools, and leadership. EIKON has developed an organizational structure that addresses all the needs of the City of Ovilla as outlined in the RFQ.

Every professional selected for this project was chosen for their individual expertise and experience with civil engineering; their prior experience working together brings synergy to the team. All key personnel identified are available to begin services upon notice to proceed.



EIKON's full-service capabilities provides a unique competitive advantage for our clients. Our team consists of civil, structural, geotechnical, mechanical, electrical, and plumbing engineers under one corporate roof. Robert can access any of these disciplines to complete projects for the City of Ovilla.



Robert Stengele, PE **PROJECT MANAGER**

PROFESSIONAL BACKGROUND

Robert has more than 40 years of experience in civil engineering and project management. His expertise includes municipal infrastructure, residential and commercial land development projects, and overseeing a variety of master planning and civil design projects. Robert's primary responsibilities with EIKON include senior project design, master planning, and project management. During his time as the Town of Flower Mound's Director of Public Works and Town Engineer, Robert gained familiarity with capital improvement projects, contract review, supervision of inspection, street, utility and wastewater treatment departments, budget preparation and management, and reviewing and approving permits for new development projects.

Responsibilities

- Project management
- Communication with Ovilla
- Performing QA/QC
- Administer construction contracts

Years of Experience: 40

Professional Registrations:

Professional Engineer
Texas (50145)

Education:
B.S., Civil Engineering, Texas
A&M University

Time Period with EIKON:
2 years and 6 months

RELEVANT PROJECTS

- [Gateway Industrial Park-Gainesville, Texas](#)
- [Gainesville TCF Grant Application Support](#)
[Meunster Milling Project-Gainesville, TX](#)
- [Conveyance Plats-Prosper, TX](#)
- [Lake Kiowa Drive West Drainage Improvements-](#)
[Lake Kiowa, TX](#)
- [Children's Advocacy Center Renovation-](#)
[Lewisville, Texas](#)
- [Johnny Neu Residential Site Development-](#)
[Lindsay, TX](#)
- [Arrowhead Estates-Sanger TX](#)
- [Director of Public Works and Town Engineer-](#)
[Flower Mount, Texas:](#)
 - Wastewater treatment plant expansion
 - Bruton Orand 2.0 MG elevated storage tank
 - Upper Trinity Regional Water District joint pump station and transmission lines
 - Road pump station improvements
 - Wichita Creek regional lift station, force main, and trunk lines
 - New water/wastewater, drainage, and transportation master plans
 - Update of the water/wastewater impact fee ordinance and establishing new fees

**Responsibilities**

- Committing firm's resources
- Ensuring client satisfaction
- Technical guidance
- Performing QA/QC

Years of Experience: 16**Professional Registrations:**

Professional Engineer:
Texas (95723)

AL, AR, AZ, CO, CT, DE, FL,
GA, IA, ID, IN, KS, LA, MA,
MD, MI, MO, MS, ND, NE, NJ,
NM, NY, OK, SC, TN, WV

Education:
M.E., Texas A&M University

B.S., Civil Engineering,
Texas A&M University

Time Period with EIKON:
16 years

Brad Isbell, PE**PRINCIPAL-IN-CHARGE****PROFESSIONAL BACKGROUND**

Brad has more than 16 years of experience in the field of consulting engineering and project management. He has served as principal-in-charge for large, multidiscipline projects involving the coordination of subconsultant teams with diverse stakeholder participation. As an experienced project manager, he knows the importance of, and is committed to ensuring our team has a comprehensive understanding of the client's needs and expectations. He specializes in planning, building assessments, construction administration, site observations, and project management.

RELEVANT PROJECTS

- [City of Sanger Water and Wastewater Relocations-Sanger, TX](#)
- [City of Sanger Roadway Impact Fee Study-Sanger, TX](#)
- [City of Sanger Stormwater Pollution Prevention Plan Review-Sanger, TX](#)
- [City of Pilot Point City Hall and Public Safety Building-Pilot Point, TX](#)
- [Gateway Industrial Park Phase 1-Gainesville, TX](#)
- [City of Irving Northgate Park Retaining Wall and Foundation-Irving, TX](#)
- [City of Irving Campion Trail Bridge and Monument Wall-Irving, TX](#)
- [City of Irving Carl Road Wall Feature-Irving, TX](#)
- [City of Irving Valley Ranch Culvert Repairs and Gazebo Foundation-Irving, TX](#)
- [Lake Kiowa Drive West Drainage Improvements-Lake Kiowa, TX](#)
- [Denton County Interim Engineer-Denton, TX](#)
- [City of Pilot Point Downtown Master Planning and Redevelopment-Pilot Point, TX](#)
- [City of Gainesville Dumpster Pad Details-Gainesville, TX](#)
- [City of Corinth Police and Fire Building-Corinth, TX Assessment](#)
- [City of Brady Senior Center Renovation-Brady, TX](#)
- [City of Pilot Point Museum-Pilot Point, Texas](#)

**Responsibilities**

- GIS mapping
- Drainage design
- Impact studies
- Plan reviews
- Sealing engineering plans

Years of Experience: 9**Professional Registrations:**Professional Engineer
Texas (119266)**Education:**B.S., Civil Engineering,
Texas A&M University**Time Period with EIKON:**
5 months

Chris Frerich, PE, CFM **CIVIL ENGINEER TASK LEAD**

PROFESSIONAL BACKGROUND

Chris has nine years of experience in civil engineering design as well as GIS mapping and data analysis. His expertise includes analyzing spatial locations and organizing layers of information into maps and 3D scenes, drainage design, and developing sustainable, regional solutions to dynamic flood-control problems. He is experienced with municipal infrastructure as well as commercial and residential land development projects. Chris' primary responsibilities with EIKON include infrastructure design for roads, drainage, sidewalks, bridges, and water/wastewater systems.

RELEVANT PROJECTS

- Children's Advocacy Center Addition-
Lewisville, TX
- Arby's Restaurant Site Development-Killeen, TX
- Golden Chick Site Development-Allen, TX
- Johnny Neu Residential Site Development-
Lindsay, TX
- Lake Kiowa Drive West Drainage Improvements-
Lake Kiowa, TX
- Lone Star Park Survey-Dallas, TX
- NCTC Industrial Technology Center-Bowie, TX
- Stuteville Chevrolet Detail Shop-Durant, OK
- Zimmerer Kubota-Denton, TX

**Responsibilities**

- Civil design calculations
- Research code requirements for designs
- Preliminary design reports
- Site layout and grading

Years of Experience: 5**Professional Registrations:**

Engineer in Training
Texas (59792)

Education:

B.S., Civil Engineering,
Texas Tech University

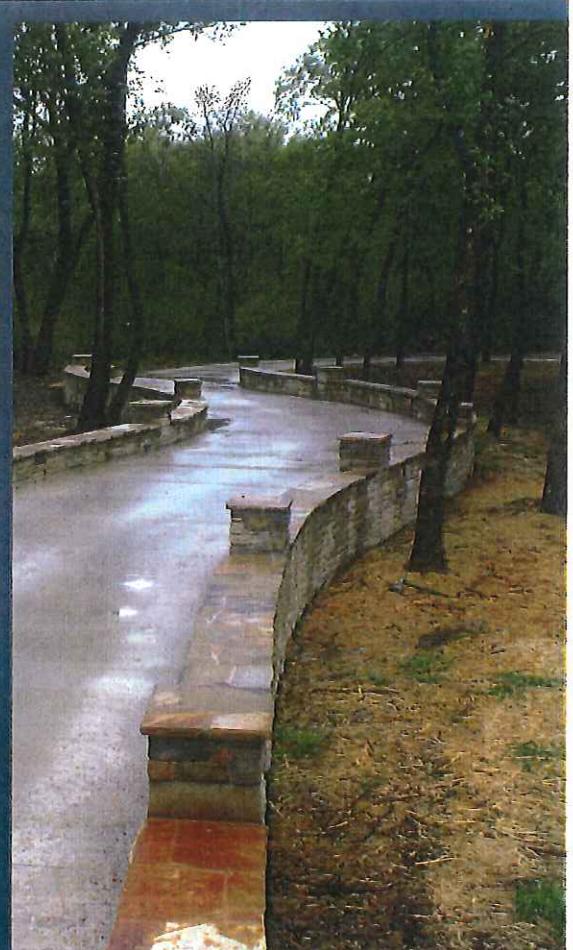
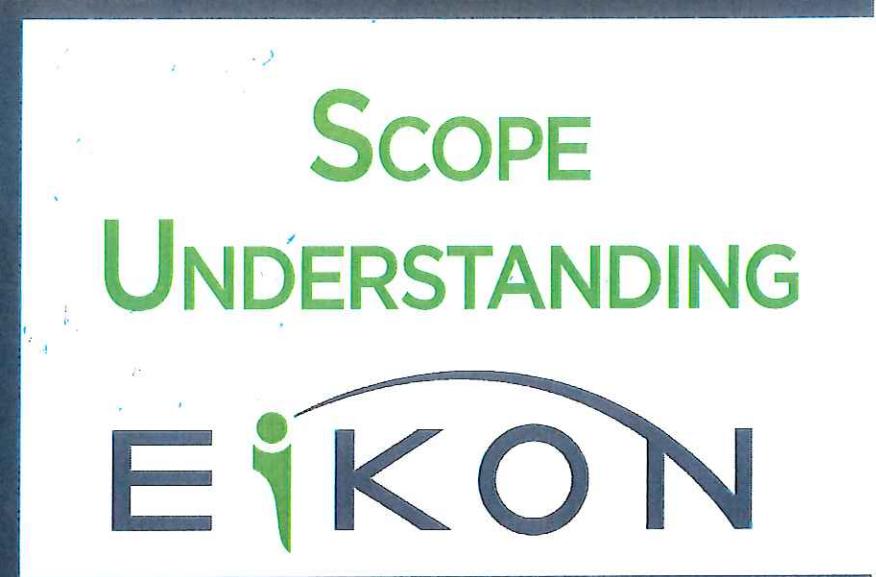
Time Period with EIKON:
9 months**Carson Koehn, EIT****CIVIL DESIGNER**

PROFESSIONAL BACKGROUND

Carson is a registered EIT with five years of diverse experience in civil design. He provides technical assistance to EIKON's licensed civil engineers in the preparation of plans and specifications for water distribution infrastructure, wastewater collection systems, storm water/drainage systems, and roadway design projects. He is familiar with gathering the data needed to update GIS maps and performing routine engineering assignments requiring application of standard techniques and procedures.

RELEVANT PROJECTS

- [City of Pilot Point New Liberty Street Sidewalk-Pilot Point, TX](#)
- [Lake Kiowa Drive West Drainage Improvements-Lake Kiowa, TX](#)
- [Birch Lane Drainage Plan-Roanoke, TX](#)
- [Simmons Road-Flower Mound, TX](#)
- [Lone Star Park Plat and Sanitary Sewer Extension-Fort Worth, TX](#)
- [Denton County Paver Repairs-Denton, TX](#)
- [South Ridge Phase 4 Residential Site Development-Lindsay, TX](#)
- [Children's Advocacy Center Addition-Lewisville](#)
- [Arby's Restaurant Site Development-Killeen, TX](#)
- [Arby's Restaurant Site Development-Royse, TX](#)
- [Arby's Restaurant Site Development-Pearland, TX](#)
- [Arby's Restaurant Site Development-Pflugerville, TX](#)
- [Feasibility Investigation for Proposed Dam at Walter Residence-Sadler, TX](#)
- [First State Bank-Gainesville, TX](#)
- [Golden Chick Site Development-Wichita Falls, TX](#)
- [Johnny Neu Residential Site Development-Lindsay, TX](#)
- [Northwest Lineman College Denton Site Plan](#)
- [Outdoor Powersports Additions-Gainesville, TX](#)
- [South Ridge Residential Phase 4-Lindsay, TX](#)
- [Zimmerer Kubota-Denton, TX](#)



SCOPE UNDERSTANDING

The City of Ovilla is requesting the selected consultant to provide engineering services on an as needed or task ordered basis serving as the City Engineer. The term of the contract is for one year with the option to renew for four consecutive one year periods.

As City Engineer, EIKON will respond to the City's requests for services promptly to complete tasks such as:

- Reviewing engineering related documents for conformance with City design criteria and code for new residential and commercial developments in seven days or less of receipt
- Attending City Council, Planning and Zoning, other City board meetings, and pre-development meetings as requested by the City
- Submitting TCEQ plans for approval for City water and sewer improvements
- Reporting TCEQ compliance for sanitary sewer and storm water infrastructure
- Answering specific engineering questions related to zoning, platting, and the site plan process in seven days or less of receipt
- Updating and maintaining GIS mapping and data
- Observing construction activities to supplement City staff capabilities and/or inspecting private site improvements to confirm it meets the City's design criteria
- Providing survey services to assist the City with planning and ROW/easement acquisition and other surveying activities requested
- Consulting with City staff on general engineering issues including review assistance

Robert will ensure that we respond to the City within five days of receipt of each task order.

We understand the City may engage us to provide City-related project design and specific project related services including the following:

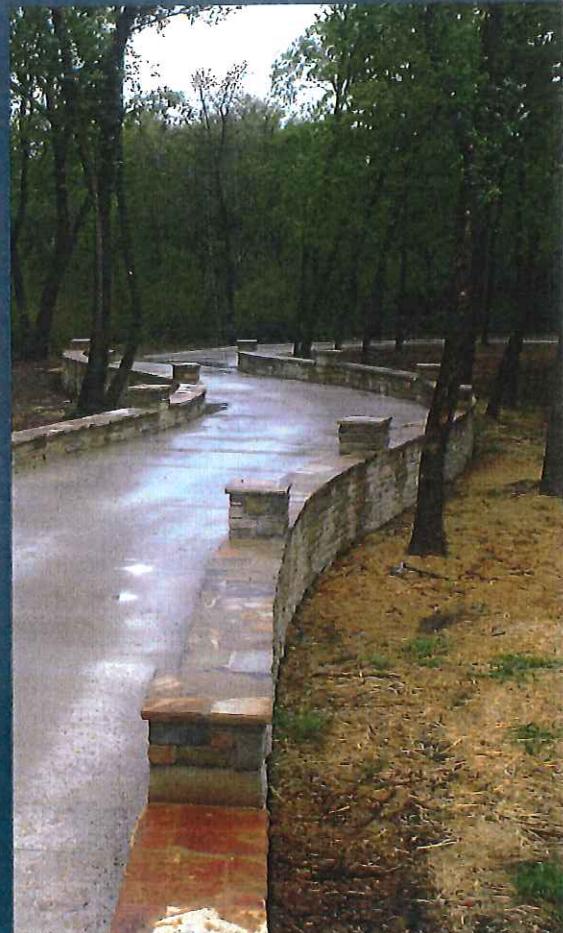
- Assisting with the preparation and administration of Capital Improvement Plans (CIP)
- Contracting for design, bid, and award and administering construction contracts
- Preparing of special reports and studies for various subjects and activities requested by City
- Assisting City with developing and administering maintenance programs for roadways, sanitary sewer, and storm water facilities
- Preparing or amending water, wastewater, drainage master plans, and master thoroughfare plans

COORDINATION AND EXCHANGE OF INFORMATION

Robert's communication skills are built on a record of establishing strong client relationships and his ability to understand and navigate technically complex projects while conveying that information to clients.

Communication is critical; internally, with the City, and all stakeholders. We will hold weekly project conferences internally to track progress and accountability for any projects assigned. We request a project manager from the City of Ovilla to participate in each conference. In addition to the weekly project call, Robert and Brad will confer as needed regarding EIKON's resources. Each month we will provide a summary update to the City in person.

Our team will communicate regularly with the City to maintain consistency of objectives, messaging, and feedback, including progress reports and reviews at regular intervals.



APPROACH

With land development related tasks exhibiting a continuous work flow that occurs throughout the year, EIKON will work closely with the City of Ovilla to establish a log-in system for projects, review time period, project status, and subsequent reviews. This system will include a tracking system for open viewing of project review comments at any time for true transparency.

EIKON will also maintain the City's GIS system and keep it up-to-date for use as a records management system as well as a planning tool. The TCEQ reporting system, logs, and reports would only be accessible by the City and EIKON.

Any CIP plan will begin with a needs assessment and determining priorities. EIKON and the City of Ovilla will establish a desired pecking order of infrastructure projects to provide the largest benefit.

Water, wastewater, and roadway CIP plans are typically prepared for a 5-year period and serve as a basis for impact fee ordinances for the City to assess future development. EIKON will provide specific work orders, working with the City of Ovilla to establish well-defined scope and associated fee for each endeavor.

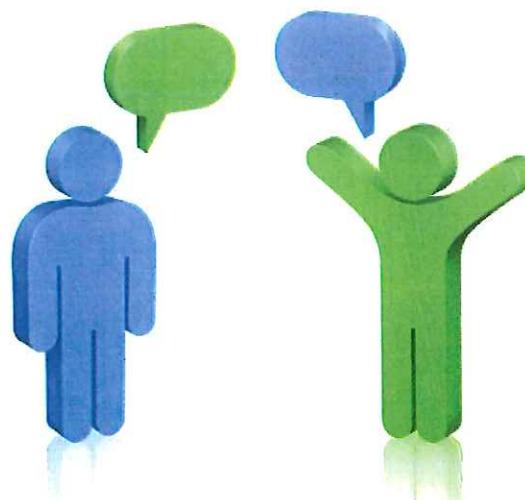
Various special reports and studies range from updating City FEMA mapping & flood studies to utility capacity analyses and traffic impact analysis (TIA's). EIKON stands ready to take on any engineering assignment.

Maintenance programs and rating systems are key for cities to make informed decisions about maintenance effort, associated cost, useful life, and ultimately replacement or reconstruction. Each utility or roadway system will need to be inspected, pictures taken, rated on a 1-10 scale system to establish a data base. The database and facility score enables the City to make informed decisions on whether to maintain or move the facility to a CIP program.

COMMUNICATION

Robert is the City of Ovilla's single-point-of-contact. To keep communication flowing he will:

- Establish a communication protocol that works within the City's framework
- Respond quickly to stakeholder issues
- Use video-conferencing/web-based applications to share information
- Document and maintain all information shared
- Maintain consistent messaging
- Communicate project progress in a clear and concise method to the City and stakeholders



FIRM ORGANIZATION TO PROVIDE SERVICES

Robert will have direct management responsibilities for all services provided by the EIKON team.

EIKON begins each project by preparing a project management plan (PMP) that defines the goals of the assignment, identifies the personnel assigned along with their roles and responsibilities, and establishes operational and communication guidelines to be used throughout the life of the assignment.

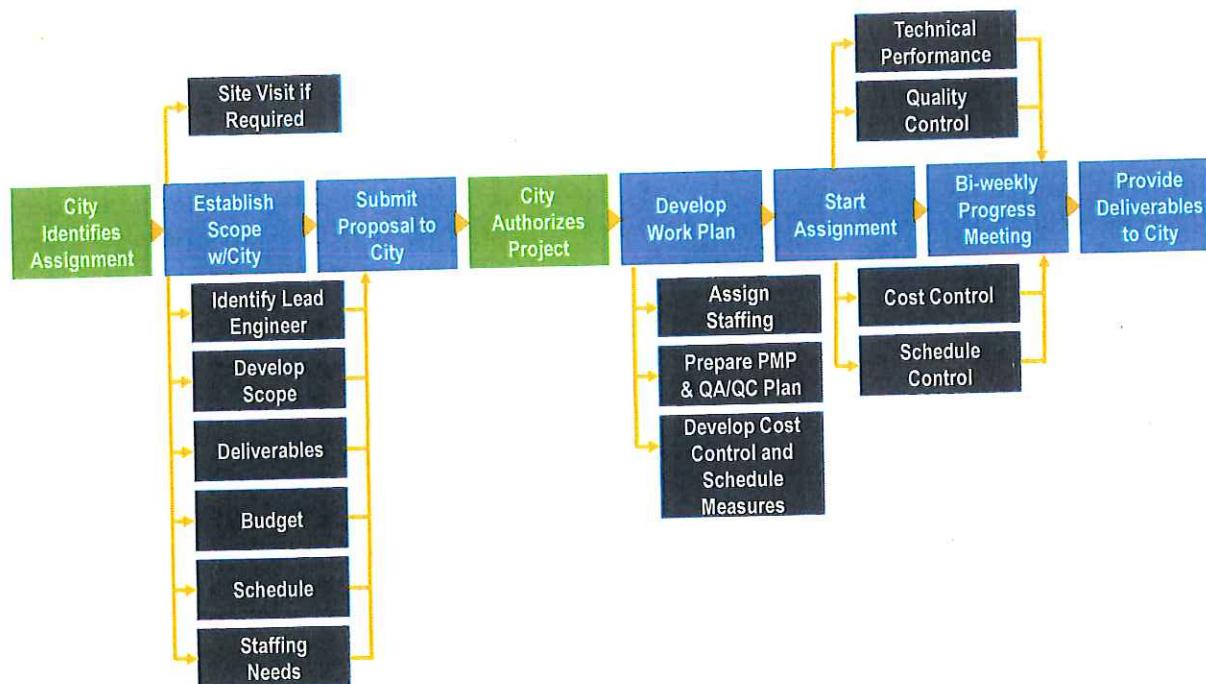
The PMP includes information such as the scope of work, team organization chart, schedule, budget, project controls, and administration processes. The PMP will be reviewed with the City of Ovilla's project

manager. It will identify a protocol agreed to by the City regarding the frequency and forum for routine progress updates, via meetings, telephone, or email.

All personnel assigned to the project will receive, review, and implement the PMP. Robert will monitor compliance with the plans and implement corrective actions as needed.

We have kept our team organization lean and efficient to provide the City with a cost-effective and efficient response to your on-call needs. A key benefit EIKON brings to Ovilla is the ability to scale our team to suit the requirements of your project as well as the resources to handle multiple assignments concurrently.

WORK-ORDER MANAGEMENT AND ORGANIZATIONAL APPROACH



As projects are assigned EIKON will work with the City of Ovilla to prepare a project-specific PMP for each assignment prior to the start of work.

ABILITY TO MEET PROJECT SCHEDULES AND BUDGETS

A project's schedule can be impacted by any number of items including changes in resources, funding, vendors, or project reprioritization. EIKON's approach to controlling the schedule includes monitoring project progress over time and, when necessary, managing changes to the baseline schedule. We will develop a baseline schedule to include intermediate milestones and update this schedule on a bi-weekly basis, or more often as requested, for review and approval by the City of Ovilla. Using this methodology, EIKON routinely completes projects on or ahead of schedule.

We also have a solid track record for completing projects on budget. EIKON's project management approach consists of processes that identify and manage risks, changes, and quality; which all have an impact on the project budget. Activities related to cost control include influencing the factors that create change to the cost baseline, verifying cost expenditures are within the limits of the authorized funding, preventing unapproved changes from being implemented, and acting to bring cost overruns within acceptable limits.

Our project manager, Robert Stengele, will perform these tasks on a regular basis and report any variances immediately to the City of Ovilla and other stakeholders. He will closely monitor the project so corrective action can be taken, in a timely manner, to control project execution ensuring the scope of work is completed on time, on budget, and meets the quality standards required by stakeholders.

AVAILABILITY

The EIKON team is available and ready to start on this contract immediately. We have committed to this contract a responsive, qualified, and locally knowledgeable team of professionals with the expertise to design and support on-call contracts. The core team is dedicated to providing innovative and cost efficient design service throughout the duration of this contract.

EIKON is currently serving as prime professional on 10 active projects in various stages for municipal, commercial, and educational clients. Our current workload gives EIKON the flexibility to be on-call for the City of Ovilla whenever needed. Our project manager Robert Stengele will assess the needs of each project and assign the best qualified staff for the right roles as projects and needs arise, drawing upon the extensive resources of our team.

Our team includes an array of subject matter experts (SME) who bring leading-edge technology and solutions to the delivery of municipal on-call contracts. These SMEs are available to the City as need dictates. If you have a special requirement or an unusual situation that arises during a project rest assured EIKON has been there and done that and will bring that expertise to Ovilla.

Delivering code-compliant and quality construction documents that exceeds our client's expectations is EIKON's top priority on any project. Through every step of our design process, EIKON will seek input from all stakeholders including City staff, end-users, elected officials, and adjacent property owners.

Design Process

1 PROJECT ORIENTATION WORKSHOP

- Conduct kick-off meeting to discuss schedule, roles, and goals

2 PROGRAMMING & MASTER PLANNING

- Confirm purpose of modifications
- Conduct interactive interviews and work sessions with client to identify challenges and provide solutions
- Provide preliminary construction cost estimate

3 CONCEPT DESIGN

- Conduct design charrette (workshop)
- Translate programmed space requirements into site layouts and flow diagrams

4 SCHEMATIC DESIGN

- Translate space requirements and concept design into basic floor plans
- Further develop spatial relationships, adjacencies, and circulation patterns

5 DESIGN DEVELOPMENT

- Refine schematic design
- Create more detailed site and floor plans and building elevations
- Define security features and select finishes and building materials

6 CONSTRUCTION DOCUMENTATION

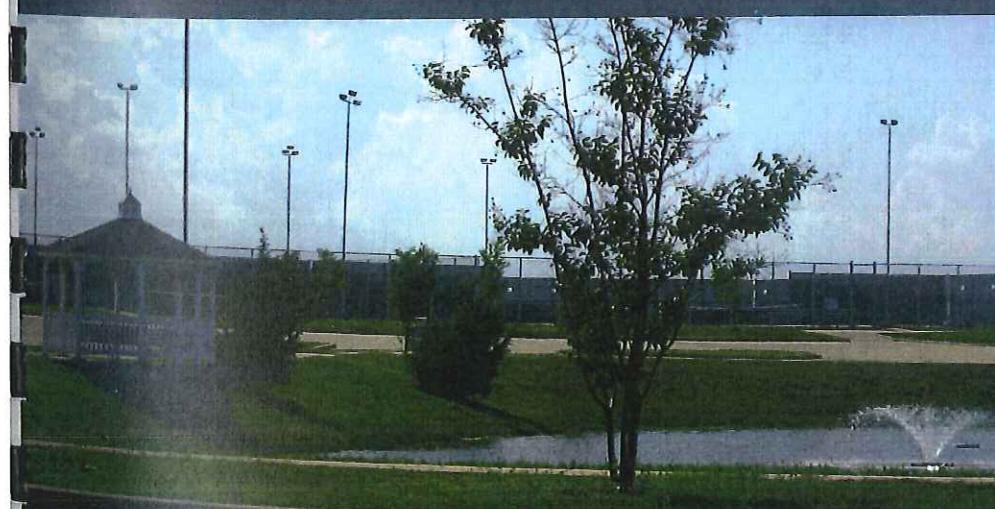
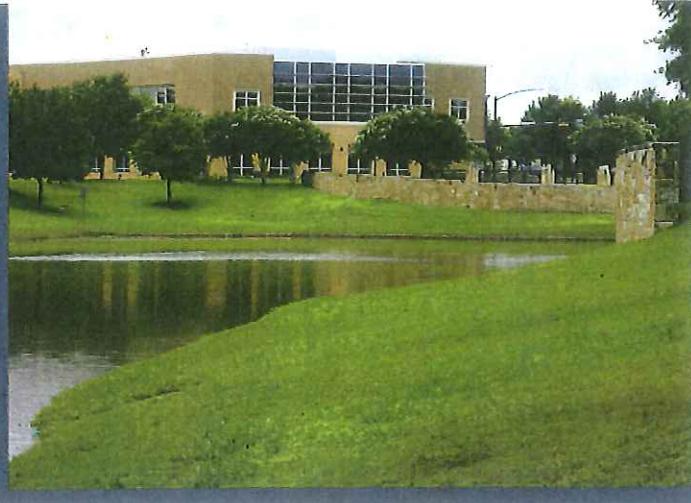
- Create detailed set of architectural (interior & landscape) and engineering drawings, as well as project specifications for contractor bidding and construction

7 BIDDING & NEGOTIATION

- Review submittals for conformance with project requirements and Registered Accessibility Specialist Procedures
- Confirm acceptable substitution requests
- Register project with the Texas Department of Licensing and Regulation
- Assist client with evaluating bids
- Contact contractor references

8 CONSTRUCTION ADMINISTRATION

- Hold pre-construction conference to establish guidelines shop drawing submittals, change requests, and RFIs
- Review all shop drawings and submittals
- Make periodic site visits
- Coordinate the Texas Department of Licensing and Regulation's final inspection and sign-off
- Participate in final punch-list
- Review pay applications for compliance with construction progress
- Assist during start-up of systems
- Obtain all maintenance/operation manuals and warranties
- Assist in the initial training of staff to use new equipment
- Incorporate all changes and any contractor field revisions made during construction
- Prepare complete set of record documents



DISCLOSURE

EIKON is not aware of any potential conflicts of interest or representation that could be involved in the proposed program.

EIKON does not have any pending civil or criminal litigation or investigation

CONFLICT OF INTEREST QUESTIONNAIRE For vendor doing business with local governmental entity		FORM CIQ
<p>This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session. This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a). By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code. A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.</p>		
1	Name of vendor who has a business relationship with local governmental entity. NA	
2	<input type="checkbox"/> Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)	
3	Name of local government officer about whom the information is being disclosed. NA Name of Officer	
4	Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.	
<p>A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		
5	Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.	
6	<input type="checkbox"/> Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).	
7	 Signature of vendor doing business with the governmental entity	
		April 26, 2018 Date
OFFICE USE ONLY Date Received		

AGENDA ITEM REPORT

Item 3

Meeting Date: June 11, 2018

Discussion Action

Submitted By: John R. Dean Jr., CM

Reviewed By: City Manager City Secretary City Attorney

Accountant Other:

Attachments:

1. Resolution R2018-24 with complete Code document
2. Code of Ethics mark-up document

Agenda Item / Topic:

ITEM 3. *DISCUSSION/ACTION* – Consideration of and action on R2018-24, amending and adopting the Ovilla City Officials Code of Ethics Policy.

Discussion / Justification:

With the ever-increasing use of technology, it is important to place guidelines on use during Council meetings. A new Section J addresses communication during Council meetings.

Recommendation / Staff Comments:

N/A

Direction/No Motion

I move to approve/deny R2018-24, amending and adopting the Ovilla City Officials Code of Ethics Policy.

RESOLUTION 2018-24

A RESOLUTION UPDATING THE CITY OF OVILLA POLICY ON THE GOVERNING BODY'S CODE OF ETHICS FOR THE CITY OF OVILLA; 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 2012-010 **Code of Ethics** for the City of Ovilla and its elected officials, appointed officials, and staff;

WHEREAS, the City Council determined that it was advisable to repeal Resolution 2012-010 and update the policy; and

WHEREAS, the City Council has determined to adopt a new Resolution **CITY OF OVILLA CODE OF ETHICS** 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, CODE OF ETHICS" 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 11 day of June 2018

Richard A. Dormier, MAYOR

ATTEST:

Pamela Woodall, CITY SECRETARY

**CITY OF OVILLA, TEXAS
CODE OF ETHICS**

I. PURPOSE

Accepting a position as a public official carry with it the acceptance of trust that the official will work to further the public interest. Maintaining the public trust is critical to the continued operation of good government. In addition, public decision-making should be open and accessible to the public at-large. The City Council of the City of Ovilla believes and declares that in order to preserve the public trust there are six principles to which public officials should adhere: (i) a public official represents and works toward the public interest and not towards private or personal interests, (ii) a public official should accept and maintain the public trust to the degree that preserves and enhances the public's confidence in their public officials, (iii) a public official should exercise leadership in the form that consistently demonstrates behavior that reflects the public's trust, (iv) a public official should recognize the proper role of all government bodies and the relationships between various government bodies, (v) a public official should always demonstrate respect for others and for other positions, and (vi) a public official should be courteous, civil and respectful in all oral and written communications and other actions.

II. APPLICATION

- A. This Code of Ethics shall apply to the conduct of all Officials, as such term is defined herein, which occurs in whole or in part after the date of adoption hereof. This Code of Ethics applies to Officials only while such persons hold their position or office.
- B. This Code of Ethics does not apply to employees or to independent contractors of the City. The standards of conduct for employees are governed by the City of Ovilla's Personnel Policies.
- C. This Code of Ethics applies to members of all the City Council and City boards, committees or commissions as defined in this article.

III. DEFINITIONS

The following words, terms, and phrases, when used in this Section, shall have the meanings ascribed to them in this Section, except where the context clearly indicates a different meaning.

Benefit means anything reasonably regarded as pecuniary or economic gain or pecuniary

or economic advantage, including benefit to any other person in whose welfare the beneficiary has a direct and substantial interest.

Business Entity means any person, entity, corporation (whether for-profit or nonprofit), general or limited partnership, sole proprietorship, joint venture, unincorporated association or firm, institution, trust, foundation, holding company, joint-stock company, receivership, or other entity recognized by law, whether or not organized for profit, which has an economic interest, or seeking such, in conducting business with the City. Business entity also includes any business entity that represents a party conducting or seeking to conduct business with the City.

City means the City of Ovilla, Texas.

City Council means all City Council Members and the Mayor of the City.

Confidential information means any information to which an official has access in such person's official capacity which may not be disclosed to the public except pursuant to state and/or federal law and which is not otherwise a matter of public record or public knowledge. Confidential information includes the following information, however transmitted: (i) any information from a meeting closed to the public pursuant to the Texas Open Meetings Act or other law regardless of whether disclosure violates the Texas Open Meetings Act or Texas Public Information Act; (ii) any information protected by attorney client, attorney work product, or other applicable legal privilege; and (iii) any information deemed confidential by law.

Contract means any agreement with and person or entity, whether express or implied, executed or executory, oral or written.

Corporation means any corporation that has a board of directors appointed in whole or in part by the City Council that is operating under the direct authority of or subject to the direct control of the City Council.

Employee means any person employed by the City, including those individuals on a part-time or internship basis, but does not include independent contractors.

Gift means anything of value offered or given in the absence of adequate and lawful consideration. It does not include the receipt or acceptance of campaign contributions which are regulated by federal, state, and/or local laws or ordinances.

Knowingly means a person acts knowingly, or with knowledge, with respect to the nature of the person's conduct or to circumstances surrounding the conduct when the person is aware of the nature of the conduct or that the circumstances exist. A person acts knowingly, or with knowledge, with respect to a result of the person's conduct whether the person is aware that the conduct is reasonably certain to cause the result.

Official means any member of the City Council and any appointed member of a City board, commission or committee established by ordinance, charter, state law or otherwise, on a temporary or permanent basis, operating either under the direct or indirect authority or subject to either the direct or indirect control of the City Council. Such term includes but is not limited to the members of the City Planning and Zoning Commission and the Zoning Board of Adjustment. Such term also includes the members of the boards of directors of Corporations, such as the Ovilla Economic Development Corporation.

Relative means any person related to an officer within the second degree by consanguinity or affinity. This relationship includes the spouse, parents, children, stepchildren, father and mother-in-law, or son and daughter-in-law, grandparents, grandchildren, sisters and brothers of the officer.

Special Privileges means a right, advantage or favor of or for a particular person, occasion or purpose not otherwise available to others.

Substantial interest means (i) the ownership of ten percent (10%) or more of the voting stock or shares of a business entity; (ii) the ownership of ten percent (10%) or more, or fifteen thousand dollars (\$15,000.00) or more of the fair market value of a business entity; or (iii) funds received from the business entity exceed ten percent (10%) of the person's gross income for the previous year. *See TEX. LOCAL GOV'T CODE § 171.002(a).* It is expressly provided herein that an investment or ownership in a publicly held company, in an amount less than fifteen thousand dollars (\$15,000.00) does not constitute a substantial interest. Substantial interest in real property means the person has an interest in the real property that is equitable or legal ownership with a fair market value of two thousand five hundred dollars (\$2,500.00) or more. *See TEX. LOCAL GOV'T CODE § 171.002(b).* Ownership includes any partnership, joint or corporate ownership or any equitable or beneficial interest as a beneficiary of a trust. An Official is considered to have a substantial interest under this Code of Ethics if a person related to the Official in the second degree of consanguinity or affinity has a substantial interest under this Code of Ethics. *See TEX. LOCAL GOV'T CODE § 171.002(c)*

IV. STANDARDS OF CONDUCT

No Official, directly or indirectly, or by others on his/her behalf or his/her request or suggestion, shall:

- A. Engage in any private business, transaction or employment, or have any substantial interest therein, which is incompatible or in conflict with the proper and impartial discharge of his/her duties on behalf of the City;
- B. Represent any private party before the public body on which the Official sits or over which the Official has appointment or budgetary powers;
- C. Disclose without authorization or use to further a personal interest, confidential

information acquired in the course of his/her official duties;

- D. Grant or influence the granting of any special consideration, advantage or favor, to any person, group, firm or corporation, beyond that which is the general practice to grant or make available to the public at-large;
- E. With the exception of occasional, non-pecuniary gifts, accept anything of economic value such as money, service, gift, loan gratuity, favor or promise thereof for the purpose and intent of which is to influence any Official in the exercise of his/her official judgment, power or authority;
- F. Make personal use of staff, vehicles, equipment, materials or property of the City except in the course of his/her official duties or as duly authorized by the proper City Official.
- G. Participate in the appointment, vote for appointment or discussion of any appointment of an immediate family member or business associate or use his/her position, directly or indirectly, to effect the employment status of an immediate family member or business associate to any City office or position, paid or unpaid; or
- H. Receive or have any financial interest in any sale to the City of any real estate when such financial interest was received under circumstances which would lead a reasonable person to expect that the City intended to purchase, condemn or lease said real estate.
- I. Engage in any communication or other behavior towards any citizen, public official, or city employee which, in the mind of a reasonable person, would be construed as discourteous, uncivil or disrespectful.
- J. Privately communicate or discuss any city-related business or agenda item during any City Council meeting with any person or entity not physically present and permitted to speak at such meeting.

V. DISCLOSURE OF SUBSTANTIAL INTEREST

Any Official who has a substantial interest in any matter pending before the City Council or any board, commission, corporation or committee of which the Official is a member, shall before a vote or decision on such matter file an affidavit of disclosure as required by Section 171.004 of the Texas Local Government Code or, if such affidavit is not required, shall publicly disclose in the official records of the board, commission, corporation or committee, and to the City Secretary, the exact nature of the interest. After such disclosure, the Official shall abstain from further consideration of, participation in, and voting on such matter.

VI. ADVISORY OPINIONS

- A. When any Official has a doubt as to the applicability of any provision of this Code of Ethics to a particular situation, or as to the definition of terms used herein, he or she may apply to the City Attorney, by way of the City Administrator, for an advisory opinion. The Official shall have the opportunity to present his or her interpretation of the facts at issue and of the applicability of provisions of the Code of Ethics before such advisory opinion is made.
- B. Until amended or revoked, any advisory opinion shall be binding on the City and the Official.

VII. COMPLAINTS

- A. All complaints or allegations of a violation of this Code of Ethics against an Official shall be made in writing, sworn to before a notary public, and filed of record with the City Secretary. Such complaint shall describe in detail the act or acts complained of and the specific section(s) of this Code of Ethics alleged to have been violated. A general complaint lacking in detail shall not be sufficient to invoke the investigation procedures contained herein; and anonymous complaints shall not be considered. The City Secretary shall provide a copy of the complaint to the affected Official, the City Council, and the City Administrator. The City Administrator shall immediately refer the complaint to the City Attorney or to any qualified attorney to serve as special counsel, who shall initially review the complaint to determine if the complaint contains sufficient detail and alleges a violation of the Code of Ethics. The affected Official may file a written response to the complaint within seven (7) business days after the complaint is filed with the City Secretary, who shall forward the response, if any, to the City Attorney or special counsel.
- B. The City Attorney or special counsel shall submit a written report to the City Council as soon as possible but not later than fifteen (15) business days after the receipt of the complaint, unless an extension is granted by a majority of the non-implicated City Council members. The City Attorney or special counsel may contact the complainant, interview witnesses and examine any documents necessary for the report. Such report shall explain in detail all facts, findings, and conclusions in support of the City Attorney's or special counsel's opinion as to whether or not a violation of this Code of Ethics occurred. When the City Attorney or special counsel receives a vague complaint or one lacking in detail, the City Attorney or special counsel shall contact the complainant to request a written clarification. If the complainant fails to provide the City Attorney or special counsel with written clarification within seven (7) business days, or if after written clarification is provided, it is the opinion of the City Attorney or special counsel that the complaint is insufficient in detail and/or fails to allege a *prima facie* violation of the Code of Ethics, a written report to that effect shall be

submitted to the City Council.

- C. If the City Attorney or special counsel finds merit to the reported ethics violation and the measure does not call for prosecution through civil or criminal court, the City Council shall use an Ethics Commission to provide a recommendation on whether discipline should be applied to the offending Official and the appropriate level of discipline to be applied.
- D. The City of Ovilla Ethics Commission shall consist of five (5) members, all of whom shall serve without compensation and shall be public officials from neighboring cities. The City Administrator shall have primary responsibility for contacting and securing the neighboring public officials for service on the Ethics Commission. The five-member Ethics Commission shall be chosen by the City Administrator in a manner that ensures fair and unbiased representation and shall be public officials who have no connection with the person under investigation or with the facts of the allegations and complaint. The City Attorney or special counsel shall furnish the Ethics Commission whatever legal assistance necessary in carrying out its functions. The Ethics Commission shall select one of its members as a chairperson.
- E. The Ethics Commission will conduct a public hearing, after 10 days written notice thereof, on all matters raised in the complaint filed with the City Secretary and investigated by the City Attorney or special counsel. Within 10 days following the conclusion of the hearing, the Ethics Commission will report its recommendation for disposition to the City Council for its consideration.
- F. During all stages of any investigation or proceeding conducted under this subsection, the Official whose activities are under investigation shall be entitled to be represented by counsel of the Official's own choosing and at the Official's own cost and expense.
- G. The Official under investigation or his legal representative shall have an adequate opportunity to examine all documents and records to be used at the hearing at a reasonable time before the date of the hearing as well as during the hearing, to bring witnesses, establish all pertinent facts and circumstances and question or refute any testimony or evidence.
- H. A complaint or allegation of a violation of this article may only be made against an Official while such person holds such position or office. A complaint made against an Official pursuant to this Section shall be processed and resolved even if such person resigns from, or ceases to hold such position or office, prior to resolution of the complaint.

IIX. VIOLATIONS

- A. Except as otherwise provided by state or federal law, it is not the intent of this Code of Ethics that violations thereof be subject to criminal penalties.
- B. This Code of Ethics does not create, and is not to be construed as creating, a private right of action by any person or entity.
- C. Upon recommendation of the Ethics Commission, the City Council will take any one or more of the following actions in an open meeting concerning the Complaint.
 - 1. Issue a statement finding the complaint is totally without merit, groundless, brought in bad faith and/or for the purpose of harassment or annoyance.
 - 2. Issue a letter of notification that a violation did occur, but is determined to have been unintentionally committed. A letter of notification shall advise the Official of any steps to be taken to avoid future actions.
 - 3. Defer the entire matter to any criminal or civil court proceedings brought by the City Attorney or special counsel appointed by the City Administrator.
 - 4. Issue a letter of admonition when the violation is minor or may have been unintentional, but calls for a more substantial response than a letter of notification.
 - 5. Issue a written reprimand when the violation was committed knowingly or intentionally.
 - 6. Remove from office the Official, other than a City Council member, for a serious violation of this Code of Ethics if removal is not prohibited state law.

**CITY OF OVILLA, TEXAS
CODE OF ETHICS**

I. PURPOSE

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or economic advantage, including benefit to any other person in whose welfare the beneficiary has a direct and substantial interest.

Business Entity means any person, entity, corporation (whether for-profit or nonprofit), general or limited partnership, sole proprietorship, joint venture, unincorporated association or firm, institution, trust, foundation, holding company, joint-stock company, receivership, or other entity recognized by law, whether or not organized for profit, which has an economic interest, or seeking such, in conducting business with the City. Business entity also includes any business entity that represents a party conducting or seeking to conduct business with the City.

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City Council means all City Council Members and the Mayor of the City.

Confidential information means any information to which an official has access in such person's official capacity which may not be disclosed to the public except pursuant to state and/or federal law and which is not otherwise a matter of public record or public knowledge. Confidential information includes the following information, however transmitted: (i) any information from a meeting closed to the public pursuant to the Texas Open Meetings Act or other law regardless of whether disclosure violates the Texas Open Meetings Act or Texas Public Information Act; (ii) any information protected by attorney client, attorney work product, or other applicable legal privilege; and (iii) any information deemed confidential by law.

Contract means any agreement with and person or entity, whether express or implied, executed or executory, oral or written.

Corporation means any corporation that has a board of directors appointed in whole or in part by the City Council that is operating under the direct authority of or subject to the direct control of the City Council.

Employee means any person employed by the City, including those individuals on a part-time or internship basis, but does not include independent contractors.

Gift means anything of value offered or given in the absence of adequate and lawful consideration. It does not include the receipt or acceptance of campaign contributions which are regulated by federal, state, and/or local laws or ordinances.

Knowingly means a person acts knowingly, or with knowledge, with respect to the nature of the person's conduct or to circumstances surrounding the conduct when the person is aware of the nature of the conduct or that the circumstances exist. A person acts knowingly, or with knowledge, with respect to a result of the person's conduct whether the person is aware that the conduct is reasonably certain to cause the result.

Official means any member of the City Council and any appointed member of a City board, commission or committee established by ordinance, charter, state law or otherwise, on a temporary or permanent basis, operating either under the direct or indirect authority or subject to either the direct or indirect control of the City Council. Such term includes but is not limited to the members of the City Planning and Zoning Commission and the Zoning Board of Adjustment. Such term also includes the members of the boards of directors of Corporations, such as the Ovilla Economic Development Corporation.

Relative means any person related to an officer within the second degree by consanguinity or affinity. This relationship includes the spouse, parents, children, stepchildren, father and mother-in-law, or son and daughter-in-law, grandparents, grandchildren, sisters and brothers of the officer.

Special Privileges means a right, advantage or favor of or for a particular person, occasion or purpose not otherwise available to others.

Substantial interest means (i) the ownership of ten percent (10%) or more of the voting stock or shares of a business entity; (ii) the ownership of ten percent (10%) or more, or fifteen thousand dollars (\$15,000.00) or more of the fair market value of a business entity; or (iii) funds received from the business entity exceed ten percent (10%) of the person's gross income for the previous year. *See TEX. LOCAL GOV'T CODE § 171.002(a).* It is expressly provided herein that an investment or ownership in a publicly held company, in an amount less than fifteen thousand dollars (\$15,000.00) does not constitute a substantial interest. Substantial interest in real property means the person has an interest in the real property that is equitable or legal ownership with a fair market value of two thousand five hundred dollars (\$2,500.00) or more. *See TEX. LOCAL GOV'T CODE § 171.002(b).* Ownership includes any partnership, joint or corporate ownership or any equitable or beneficial interest as a beneficiary of a trust. An Official is considered to have a substantial interest under this Code of Ethics if a person related to the Official in the second degree of consanguinity or affinity has a substantial interest under this Code of Ethics. *See TEX. LOCAL GOV'T CODE § 171.002(c)*

IV. STANDARDS OF CONDUCT

No Official, directly or indirectly, or by others on his/her behalf or his/her request or suggestion, shall:

- A. Engage in any private business, transaction or employment, or have any substantial interest therein, which is incompatible or in conflict with the proper and impartial discharge of his/her duties on behalf of the City;
- B. Represent any private party before the public body on which the Official sits or over which the Official has appointment or budgetary powers;
- C. Disclose without authorization or use to further a personal interest, confidential

information acquired in the course of his/her official duties;

- D. Grant or influence the granting of any special consideration, advantage or favor, to any person, group, firm or corporation, beyond that which is the general practice to grant or make available to the public at-large;
- E. With the exception of occasional, non-pecuniary gifts, accept anything of economic value such as money, service, gift, loan gratuity, favor or promise thereof for the purpose and intent of which is to influence any Official in the exercise of his/her official judgment, power or authority;
- F. Make personal use of staff, vehicles, equipment, materials or property of the City except in the course of his/her official duties or as duly authorized by the proper City Official.
- G. Participate in the appointment, vote for appointment or discussion of any appointment of an immediate family member or business associate or use his/her position, directly or indirectly, to effect the employment status of an immediate family member or business associate to any City office or position, paid or unpaid; or
- H. Receive or have any financial interest in any sale to the City of any real estate when such financial interest was received under circumstances which would lead a reasonable person to expect that the City intended to purchase, condemn or lease said real estate.
- I. Engage in any communication or other behavior towards any citizen, public official, or city employee which, in the mind of a reasonable person, would be construed as discourteous, uncivil or disrespectful.
- J. Privately communicate or discuss any city-related business or agenda item during any City Council meeting with any person or entity not physically present and permitted to speak at such meeting.

V. DISCLOSURE OF SUBSTANTIAL INTEREST

Any Official who has a substantial interest in any matter pending before the City Council or any board, commission, corporation or committee of which the Official is a member, shall before a vote or decision on such matter file an affidavit of disclosure as required by Section 171.004 of the Texas Local Government Code or, if such affidavit is not required, shall publicly disclose in the official records of the board, commission, corporation or committee, and to the City Secretary, the exact nature of the interest. After such disclosure, the Official shall abstain from further consideration of, participation in, and voting on such matter.

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VI. ADVISORY OPINIONS

- A. When any Official has a doubt as to the applicability of any provision of this Code of Ethics to a particular situation, or as to the definition of terms used herein, he or she may apply to the City Attorney, by way of the City Administrator, for an advisory opinion. The Official shall have the opportunity to present his or her interpretation of the facts at issue and of the applicability of provisions of the Code of Ethics before such advisory opinion is made.
- B. Until amended or revoked, any advisory opinion shall be binding on the City and the Official.

VII. COMPLAINTS

- A. All complaints or allegations of a violation of this Code of Ethics against an Official shall be made in writing, sworn to before a notary public, and filed of record with the City Secretary. Such complaint shall describe in detail the act or acts complained of and the specific section(s) of this Code of Ethics alleged to have been violated. A general complaint lacking in detail shall not be sufficient to invoke the investigation procedures contained herein; and anonymous complaints shall not be considered. The City Secretary shall provide a copy of the complaint to the affected Official, the City Council, and the City Administrator. The City Administrator shall immediately refer the complaint to the City Attorney or to any qualified attorney to serve as special counsel, who shall initially review the complaint to determine if the complaint contains sufficient detail and alleges a violation of the Code of Ethics. The affected Official may file a written response to the complaint within seven (7) business days after the complaint is filed with the City Secretary, who shall forward the response, if any, to the City Attorney or special counsel.
- B. The City Attorney or special counsel shall submit a written report to the City Council as soon as possible but not later than fifteen (15) business days after the receipt of the complaint, unless an extension is granted by a majority of the non-implicated City Council members. The City Attorney or special counsel may contact the complainant, interview witnesses and examine any documents necessary for the report. Such report shall explain in detail all facts, findings, and conclusions in support of the City Attorney's or special counsel's opinion as to whether or not a violation of this Code of Ethics occurred. When the City Attorney or special counsel receives a vague complaint or one lacking in detail, the City Attorney or special counsel shall contact the complainant to request a written clarification. If the complainant fails to provide the City Attorney or special counsel with written clarification within seven (7) business days, or if after written clarification is provided, it is the opinion of the City Attorney or special counsel that the complaint is insufficient in detail and/or fails to allege a *prima facie* violation of the Code of Ethics, a written report to that effect shall be

submitted to the City Council.

- C. If the City Attorney or special counsel finds merit to the reported ethics violation and the measure does not call for prosecution through civil or criminal court, the City Council shall use an Ethics Commission to provide a recommendation on whether discipline should be applied to the offending Official and the appropriate level of discipline to be applied.
- D. The City of Ovilla Ethics Commission shall consist of five (5) members, all of whom shall serve without compensation and shall be public officials from neighboring cities. The City Administrator shall have primary responsibility for contacting and securing the neighboring public officials for service on the Ethics Commission. The five-member Ethics Commission shall be chosen by the City Administrator in a manner that ensures fair and unbiased representation and shall be public officials who have no connection with the person under investigation or with the facts of the allegations and complaint. The City Attorney or special counsel shall furnish the Ethics Commission whatever legal assistance necessary in carrying out its functions. The Ethics Commission shall select one of its members as a chairperson.
- E. The Ethics Commission will conduct a public hearing, after 10 days written notice thereof, on all matters raised in the complaint filed with the City Secretary and investigated by the City Attorney or special counsel. Within 10 days following the conclusion of the hearing, the Ethics Commission will report its recommendation for disposition to the City Council for its consideration.
- F. During all stages of any investigation or proceeding conducted under this subsection, the Official whose activities are under investigation shall be entitled to be represented by counsel of the Official's own choosing and at the Official's own cost and expense.
- G. The Official under investigation or his legal representative shall have an adequate opportunity to examine all documents and records to be used at the hearing at a reasonable time before the date of the hearing as well as during the hearing, to bring witnesses, establish all pertinent facts and circumstances and question or refute any testimony or evidence.
- H. A complaint or allegation of a violation of this article may only be made against an Official while such person holds such position or office. A complaint made against an Official pursuant to this Section shall be processed and resolved even if such person resigns from, or ceases to hold such position or office, prior to resolution of the complaint.

IIX. VIOLATIONS

- A. Except as otherwise provided by state or federal law, it is not the intent of this Code of Ethics that violations thereof be subject to criminal penalties.
- B. This Code of Ethics does not create, and is not to be construed as creating, a private right of action by any person or entity.
- C. Upon recommendation of the Ethics Commission, the City Council will take any one or more of the following actions in an open meeting concerning the Complaint.
 - 1. Issue a statement finding the complaint is totally without merit, groundless, brought in bad faith and/or for the purpose of harassment or annoyance.
 - 2. Issue a letter of notification that a violation did occur, but is determined to have been unintentionally committed. A letter of notification shall advise the Official of any steps to be taken to avoid future actions.
 - 3. Defer the entire matter to any criminal or civil court proceedings brought by the City Attorney or special counsel appointed by the City Administrator.
 - 4. Issue a letter of admonition when the violation is minor or may have been unintentional, but calls for a more substantial response than a letter of notification.
 - 5. Issue a written reprimand when the violation was committed knowingly or intentionally.
 - 6. Remove from office the Official, other than a City Council member, for a serious violation of this Code of Ethics if removal is not prohibited state law.

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AGENDA ITEM REPORT

Item 4

Meeting Date: June 11, 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 R2018-25 and amended Rules of Governance

Agenda Item / Topic:

ITEM 4. **DISCUSSION/ACTION** – Consideration of and action on R2018-25, amending and adopting the Rules of Governance, adding a section regarding computer use to the existing policy.

Discussion / Justification:

With the upcoming use of City issued computers by the City Council, it is wise to consider a policy on computer use, internet, and email like the current City Policy. Staff shared the added verbiage regarding computer use during the May Council meeting. The consensus of the Council to was to return with a resolution to adopt.

Recommendation / Staff Comments:

Staff recommends approval.

Direction/No Motion

I move to approve/deny R2018-25, amending and adopting the Rules of Governance, adding a section regarding computer use to the existing policy.

RESOLUTION 2018-25

A RESOLUTION OF THE CITY OF OVILLA, TEXAS AMENDING RESOLUTION 2018-14, WHICH ESTABLISHED A POLICY ON RULES OF GOVERNANCE, ADDING A NEW SECTION ADOPTING A POLICY REFERRING TO COMPUTER, INTERNET, E-MAIL, AND CITY ISSUED MOBILE DEVICES AND INCORPORATE INTO 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 2018-14 **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 amend the Rules of Procedure with the addition of a new policy that addresses computer, internet, e-mail, and city issued mobile devices to incorporate into the existing Governance Process and Rules of Procedure; and

WHEREAS, the City Council has determined to adopt a new Resolution amending the **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 11 day of June 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 Code of Ethics.

NAME: _____ *(printed)*

Signature _____ **Date:** _____

Office Held: _____

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

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.

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

- 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 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 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

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

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.

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

When fewer than all Members are present for the voting and when all 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 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.
 - c.
- 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 Hearings
- 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.

Rules of Procedure for the Mayor and City Council of Ovilla
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- D. The Mayor may deviate from the order of the agenda to allow for any special circumstances.
- 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.

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- A.** The following motions shall have priority in the order indicated:
 - 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,

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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 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, commissions or committee. Terms shall commence on the first day of July of each year and end on June 30th of each year.
 - 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 establish rules of procedures for operation and submit said procedures to the Mayor and City Council for final 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

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Mayor and City Council upon request and prepare and present an annual report.

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.

COMPUTER, INTERNET, E-MAIL, AND CITY ISSUED MOBILE DEVICES POLICY

1. All City computers and electronic communications systems, and all communications and stored information which is or has been transmitted, received, contained in the City's information system (including, without limitation, e-mail, Internet, and information stored on computer hard drives and City-provided USB flash drives) are the City's property and are to be used solely for City purposes. Due to the considerable risks associated with computer viruses, individuals are prohibited from downloading any unauthorized software to the City's computers. All software downloaded must be registered to the City. Do not open or forward email received from unknown sources, or those that contain undefined or unexpected attachments, as they may contain viruses or other harmful or inappropriate content or information. Do not download .exe files, or any other file that has not been authorized.
2. To ensure proper use of communications systems and business equipment, and to ensure professional service to all citizens, the City reserves the right to monitor the use of these systems and equipment.
3. The City's e-mail and Internet access may not be used for transmitting, retrieving or storage of any obscene, discriminatory or harassing communications. Illegal harassment of any kind is strictly prohibited. Accordingly, no messages with derogatory, inflammatory, or otherwise unwelcome remarks regarding race, religion, color, sex, national origin, age, disability, physical attributes or sexual preference may be transmitted. Similarly, no

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abusive, profane or offensive language or images may be transmitted through the City's e-mail or Internet access. Further, electronic media may not be used for any commercial, illegal, or illicit activity, or in any way that violates City policy or is contrary to the City's best interests. Solicitation of non-City business or any use of City e-mail or the Internet for personal gain is also strictly prohibited.

4. The City prohibits non-city-related use of its software and business equipment. However, the City may authorize limited personal use of this equipment provided that such usage does not interfere with business needs.
5. Members should be aware that electronic mail (e-mail) is considered a public record and may be subject to public disclosure in accordance with applicable law. Use of e-mail and the deletion of messages should be done with caution. All personnel are personally accountable for communications that they originate or forward using the City's electronic communications systems. Misrepresenting, obscuring, suppressing, or replacing a user's identity on any communication is prohibited. The user name, electronic mail address, organizational affiliation, time and date of transmission, and related information included with electronic messages or postings, must always reflect the true originator, time, date and place of origination of the messages or postings, as well as the true content of the original message.

Right to Monitor

1. All City supplied technology and City related work records belong to the City and not the individual. City-supplied technology will be routinely monitored. Inappropriate or illegal use or communications are not allowed.

AGENDA ITEM REPORT

Item: 5

Meeting Date: June 11, 2018

Department: Administration/Public Works

Discussion Action

Budgeted Expense: YES NO N/A

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

Amount: \$ Under \$25,000

Reviewed By: City Manager City Secretary City Attorney

Accountant

Other: B. Piland / M. Dooly/Park/EDC

Attachments:

1. Proposal

Agenda Item / Topic:

ITEM 5. **DISCUSSION/ACTION** – Consideration of and action on approval of the design, purchase and installation of monument signs.

Discussion / Justification:

Pursuant to the Strategic Guide and the Strategic Plan, staff is presenting Council with this item to move forward the implementation of monument signs.

BACKGROUND:

During the Joint EDC and Park Board meeting, the consensus of both boards was to allow Park Chair Treadaway design a monument and share with the Boards for comment and/or suggestion. That was done during the month of April. Additionally, the consensus of both Boards was to place signs at Cockrell Hill Road (Heritage Park) and Westlawn. Both boards recommend the design, purchase and installation of two monument signs. (One sign will be two-sided)

Budgeted amount for two signs is \$30,000. The presented proposal is considerably less.

Any project over \$10,000 would require approval by the governing body.

Sample Motion(s):

I move that Council approve/deny the design, purchase and installation of monument signs.

CITY OF OVILLA, TEXAS
Quotations Form

Quotations Taken By:	Pam Woodall
Department:	Admin
Date:	2018-06-11

Description of Product or Service:

❖ Indicates preferred/chosen vendor

QUOTE #1	
*Vendor Name:	Not yet decided on chosen vendor
Address:	
Contact Person:	
Phone No:	
Contact Date/Time:	
HUB Status:	
Price:	

QUOTE #2	
Vendor Name:	RB Signs
Address:	1006 Johnson Lane, Midlothian TX 76065
Contact Person:	Missy Byrum
Phone No:	972-291-0728
Contact Date/Time:	
HUB Status:	
Price:	\$24,000

QUOTE #3	
Vendor Name:	Signs Manufacturing
Address:	4610 Mint Way, Dallas TX 75236
Contact Person:	Juan Carlos Martin
Phone No:	214-339-2227
Contact Date/Time:	
HUB Status:	
Price:	\$20,710

QUOTE #4	
Vendor Name:	
Address:	
Contact Person:	
Phone No:	
Contact Date/Time:	
HUB Status:	
Price:	

JUSTIFICATION FOR NOT CHOOSING THE LOWEST BID:



The Critically Important Relationship Between Your Sign and Your Success

Your sign is your voice on the street. It's a primary means of communicating with customers. It attracts them, draws them through your doors, and encourages them to buy your products and services.

A sign in front of your business is the least costly means of advertising available to you over time.

It is the most targeted advertising you can do according to the U. S. Small Business Administration (SBA), which also states that 85% of a business's sales usually come from within a 5 mile radius. Your sign constantly advertises your business to a potential customer who frequents the area where your business is located.



If a sign costs you money it is not doing its job. It should effectively advertise your company and earn you money.

Good signs incorporate design and marketing decisions creating the message, look, colors, sign types, sizes, quantities, etc. to create the required impact. Again quoting Small Business Administration research, **89% of businesses that fail do so because of improper signage!**

Stated differently, good signage gives a business an almost 90% probability of success.

AT&T gives advice, in writing, to Yellow Pages customers, *"If business is slow, what does your sign look like?"*

"...research from the University of California at Berkeley found that 68% of purchases were unplanned during major shopping trips and 54% on smaller shopping trips. To take advantage...your business will need an effective sign to attract attention." - The New York State Small Business Development Center

As an example, how important would a free-standing pylon sign be to your business? McDonald's says that on-average simply changing a monument sign in front of one of their stores to a pylon sign increases their store's business 15%. A Whataburger that was unhappy with their new store's volume removed their brand-new pylon sign and installed one 40% larger and taller. The store's volume immediately increased 23%.

The SBA says that an LED Message Center increases store volume 15 - 150%.

Purchasing the right signs for the job helps a business survive by bringing higher returns.

We can help, so long as your landlord and the City understand the importance of good signage and allow you to install signs that will help your business. Unfortunately this isn't always true. Choose your location(s) wisely (and receive your landlord's approval of your signage package BEFORE you sign your lease.)

And remember the axiom "Location, Location, Location!" The supreme importance of "location" is the numbers of potential customers that will see your sign...and be able to read and understand it. Very important design and marketing considerations.

If you are located in the Dallas/Fort Worth "Metroplex" in Texas the Texas Department of Transportation has probably counted traffic in front of your new location. Go to www.dfwinfo.com/trans/data/tcins to see how many vehicles will see your signs every day! Other regions have similar information available.



Surprisingly 30% of traffic on almost all business streets occurs when it is dark; people see your sign only if it is lighted when it is dark out, including on dark days when everyone else's sign is lighted.

With 18.6% of the entire US population moving each year, your sign will be constantly seen by MANY potentially new customers.

Your sign forms that very important "first impression" your potential customer has of your business. Your sign must always look nearly as good as it looked the day it was installed so that you don't give potential customers a worsening impression of your business as your sign ages.

Later you will discover how we make each sign to last; including the use of rust-proof metal, high-end automotive paint, high-impact plastics, and most importantly, sophisticated Protective Coatings.) We even add self-cleaning properties!

The importance of signage in helping a business to survive was recently underscored when the Small Business Development Center (SBDC), with their NxLeveL for Entrepreneurs training program, which is available in 40 states, added an entire week to their program to present more deeply "...the importance of signs and their impact on a business..."



SALES ORDER

4610 MINT WAY DALLAS, TEXAS 75236
 (214)339-2227 (817)861-1234 (972)850-3300 FAX:(214)339-9987
 (254)582-7446 (903)561-5959 (940)365-3433 (800)333-7137

BILLING ADDRESS

Name: Pamela Woodall
 Company: City of Ovilla
 Address: 105 S. Cockrell Hill Road
 City, State: Ovilla, Texas 75154
 PO#:
 Phone #: 972.617.7262

SALES ORDER NO: JCM2018-05-030
 DATE ORDERED: May 21, 2018

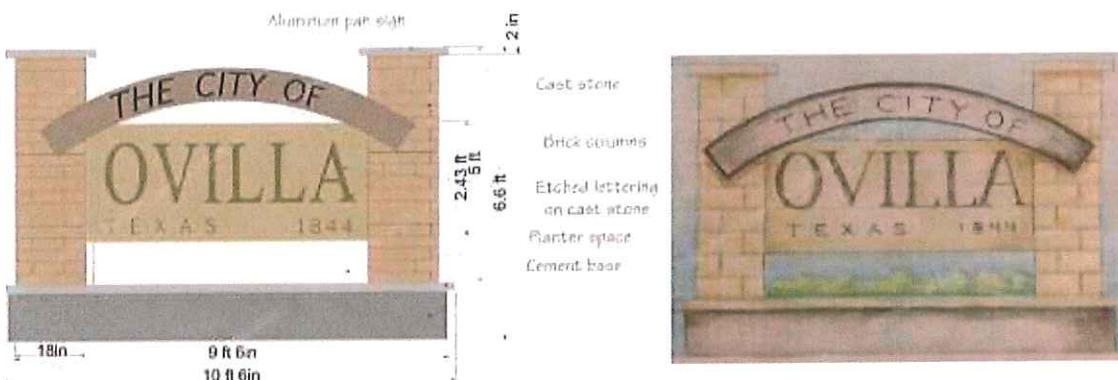
INSTALLATION ADDRESS

Name:
 Company:
 Address: To be Determined
 City, State:
 Phone#:
 Email: PWoodall@cityofovilla.org

Signs Manufacturing Corporation will design fabricate and install one SINGLE face masonry monument sign with an approximately 10ft x 2ft base. Two columns in brown brick selected by the customer. Columns will have cast stone caps. Overall dimension of the monument sign will be approximately 6.6ft high x 10ft wide. The wording at the main cast stone will be etched. An aluminum curved head will be made with an aluminum pan sign and 3M vinyl lettering protected by our proprietary SolarGuard™ clear coat. Painted materials will take advantage of Signlux™ automotive + paint systems to avoid fading, cracking or chipping over time. This new sign comes with Signs Manufacturing Corporation's 3 Year Complete Warranty plus Limited LIFETIME** Labor Discount. See Terms & Conditions (attached) for details. e/a \$9,450

Optional making the above sign DOUBLE face add \$1,630

10% Discount will apply of TWO monument signs are order on or before May, 30th, 2018



YOUR COST (CASH)*: \$SEE ABOVE

ENGINEER'S DRAWING: Additional if required

INSTALLATION: Included

ELECTRICAL HOOK-UP**: Included within 6' of sign

TOTAL TAX: Plus tax

PERMITS:

SIGN: Additional (at cost) if required

ELECTRICAL: Additional (at cost) if required

3rd-PARTY SURVEYS: Additional (at cost) if required

LESS DEPOSIT: 50%

BALANCE DUE: At completion

*Monthly payment plans are available. Price includes a 3.5% cash/check discount.

**Signage will only be connected to existing properly supplied electrical circuits.

Yes PERMIT NECESSARY?

Jun Carlos Martin
SIGN CONSULTANT

Proposal Valid For 30 Days
BALANCE DUE UPON COMPLETION OF SIGN
 18% A.P.R. WILL BE CHARGED ON PAST DUE BALANCES
SEE TERMS & CONDITIONS (ATTACHED)

Our warranty does not apply to electric signs fed by improper wiring.
 Hourly calculations also include travel to/from the job location.

Regulated by the Texas Department of Licensing and Regulation
 P.O. Box 12157, Austin, Texas 78711 1-800-803-9202 512-463-6599
 License #TSCL 18015, TSCL 18016, TECL 17503 website: www.tdlr.texas.gov



A+ RATED

Guaranteed Highest Quality...Guaranteed Lowest Price™

Customer Initial

TERMS AND CONDITIONS

- 1. PRICING.** Signs Manufacturing Corporation, Signs Manufacturing and Maintenance Corporation or Sunburst LED Displays, LP (hereinafter, either individually or collectively, the "Seller") may invoice for this sale.. The price of the Sign includes material and labor as hereinafter described only. It does not include any costs related to installation or permit costs, city or state taxes, engineer's fees or any additional charges incurred by landlords or shopping centers unless specifically stated. All orders received by Seller must be accompanied by a fifty percent (50%) down-payment before actual work on the order will begin. The total balance must be paid prior to the day of shipment or installation unless special arrangements have been made in advance and are specified herein. A delivery charge will be required on all delivered orders. Should Purchaser not be ready for delivery when the sign is completed, Seller may require ninety percent (90%) of the total balance to be paid in full. The remainder of the balance will be required upon delivery or at the end of 90 days if still not ready for delivery. Seller is not responsible for undelivered merchandise. Under no conditions will any items be held beyond 90 (ninety) days after manufacturing completion, unless stated in this agreement. A Late Payment Fee of the lesser of 1.5% per month (18% APR) or the maximum rate allowed by law will be assessed on any past due balance. This is a separated Contract (materials, labor, overhead and profit are accounted for separately for sales tax purposes, which MAY save on sales tax.) Our invoices are the controlling part of this contract.
- 2. CONSERVE YOUR NEST EGG™ PRICING ALTERNATIVE.** Only if specifically stated in writing will Seller delay the fifty percent (50%) down-payment above and begin the permitting process while the Purchaser arranges credit with our advice. Purchaser will provide Seller with a permit processing payment so that the permitting process can begin. This amount is refundable when full-price financing is arranged and the financing company has accepted our deposit billing.
- 3. CHANGE REQUESTS.** Changes to this written contract MUST be requested by Purchaser in writing. Verbal changes are not acceptable. Seller assumes no responsibility for improperly communicated changes to this written contract. Changes to this written contract may affect pricing.
- 4. PERMITS, INSPECTIONS AND FEES.** Seller shall, on behalf of Purchaser, and with Purchaser's assistance, obtain all public permits, licenses, documentation and inspections required, as of the date of this Sale, for the installation and governmental approval of the Signs, unless otherwise provided herein. Purchaser appoints Seller and its employees as Attorney-In-Fact (Agent) with full power to represent Purchaser in all matters when dealing with municipalities and contractors. Agent is authorized to agree to all terms and conditions as he shall deem proper. Purchaser shall pay, or promptly reimburse Seller for its payment of such costs and fees. Purchaser shall obtain and pay for all private permits and permissions which may be necessary for the installation and use of the Signs. Seller will not assume responsibility for the consent of public authorities, owners, or lessee for the installation of sign. The Purchaser is responsible for payment of any work performed before all permits are secured, in the event a public or private permit is refused. Seller shall not be obligated to commence manufacturing of the Signs until all necessary permits and licenses have been obtained. Purchaser shall obtain and pay for all public and private permits, licenses, inspection fees, third-party surveys and permissions necessary for Seller's removal of the Signs upon the termination or cancellation of this Sale for any reason.
- 5. PERFORMANCE.** Upon acceptance of this Sale by Seller, Seller shall diligently begin performance hereunder, but Seller's performance hereunder shall always be subject to any delays resulting from fire, war, earthquake, tornado, flood, strikes, labor disturbance or disputes, breakage, unforeseen commercial delays, acts of God, or circumstances beyond the control of Seller, or negligence or deliberate act of Purchaser, its agents, employees, contractors, or third parties. Purchaser warrants and represents to Seller that the Signs shall not be used for any personal, family, or household purposes whatsoever.
- 6. INSTALLATION WORK.** The Purchaser is responsible for all electrical and data connections to all signs unless specifically included herein. The Purchaser is responsible for providing all pitch-pans and steel necessary to attach sign. The Purchaser is responsible for additional charges incurred due to unforeseen conditions including those encountered in digging or drilling. Any included electrical hook-up assumes adequate and easily accessible existing power. Seller is not responsible for roof penetrations.
- 7. SPECIALLY FABRICATED MATERIALS.** The material requested will be specially fabricated by Seller for use on the project or property specified, and may not be suitable for another use. Seller hereby notifies Purchaser and any other party provided a copy of this contract that an order for specially fabricated material has been received and accepted. The amount of the order is reflected herein. Purchaser acknowledges receipt of the foregoing notice and hereby waives any statutory requirement for service of such notice by certified or registered mail.
- 8. WARRANTIES.** All Warranties herein contained are transferable to Subsequent Owners of a sign both manufactured and installed by Seller so long as all financial and other obligations of Purchaser are current and the Subsequent Owner confirms that all remaining obligations will be fulfilled. Seller discounts our normal labor charges 20%, after the warranty period, for a sign both manufactured and installed by Seller. If any part of a properly powered electric sign both manufactured and installed by Seller fails in the first year of service, Seller will provide parts and service at no charge. Other new signage both manufactured and installed by Seller carries a 90 day workmanship warranty, effective from our installation date. Programmable LED Displays feature a three year parts warranty, plus a three year labor warranty if also installed by Seller. Seller provides a one year warranty on any parts we replace in a sign, lamps excluded. Extended warranties, when purchased, extend the initial warranty on electric signs to 3 years total, on Programmable LED Displays to 6 years total. The Forever™ Warranty provides coverage of all parts and service costs for the life of the agreement specified in the contract. At one time specified by Purchaser (or sooner if replacement parts become unavailable) all (affected) component parts of the sign will be replaced if Purchaser purchased the Forever™ Warranty and is not in default. The sign may need to be removed and returned to our facilities in Dallas for this work to be performed; If this is not possible for any reason Purchaser may incur additional costs. If Purchaser purchases a replacement sign from Seller during the term of the Forever™ Warranty, Seller may at its sole discretion assign a portion of the accumulated payments under the Forever™ Warranty to the cost of the new sign. Forever™ Warranty renewal rates may vary. All Warranties are offered based on standard conditions. Nonstandard conditions may incur additional costs to Purchaser. There is no warranty if the electrical system supplying power to an illuminated sign does not meet the requirements of the current National Electrical Code. No warranty covers damage resulting from accidents, fire, war, earthquake, tornado, flood, strikes, labor disturbance or disputes, breakage, acts of God, power surges, brownouts, or circumstances beyond the control of Seller including, but not limited to, the color uniformity of LED lamps, or negligence or deliberate act of Purchaser, its agents, employees, contractors, or third parties. These warranties become void immediately should the Purchaser not adhere to the conditions of this Sale, including complete payment within 30 days of installation. Seller is not responsible or liable in any way for breakage or damage to sign after installation has been completed. The Seller's warranty will become void should anyone other than a Seller employee perform any work on a sign, other than electrical work related to installation of sign. Seller will assist Purchaser in obtaining any available warranty repair and/or replacement parts from our parts/components Suppliers, but the parties understand and agree that Seller is not responsible or liable in any way for providing Suppliers warranty, warranty service, or replacement parts. The parties understand and agree that THE EXPRESS WARRANTIES HEREIN CONTAINED ARE IN LIEU OF ANY AND ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING THE WARRANTY OF MERCHANTABILITY AND OF FITNESS FOR ANY PARTICULAR PURPOSE, AND SUCH WARRANTIES ARE HEREBY DISCLAIMED. PURCHASER ACKNOWLEDGES THAT IT IS NOT RELYING ON SELLER'S SKILL OR JUDGEMENT TO SELECT, FURNISH, INSTALL OR MAINTAIN SIGNS SUITABLE FOR ANY PARTICULAR PURPOSE (including, but not limited to, the resolution of LED signs) AND THAT THERE ARE NO WARRANTIES WHICH ARE NOT CONTAINED IN THIS SALE.
- 9. UNAUTHORIZED MODIFICATIONS.** Seller shall not be responsible for any alterations or modifications to a sign after installation. Purchaser agrees to indemnify and hold Seller harmless from any liability that may result from any alteration or modification, including without limitation liability for violations of city, state or federal ordinances, regulations laws, or statutes.
- 10. DEFAULT BY PURCHASER.** This Sale may not be unilaterally terminated by either party; provided, however, that if Purchaser shall fail to pay as agreed, Seller may, at its sole option and without demand or notice to Purchaser, cancel this Sale and remove the Signs. In such event, all amounts shall remain immediately due and payable together with all past due amounts and any other amounts due hereunder. Purchaser agrees to pay to Seller all such amounts, plus any other amounts due to Seller under this Sale, which aggregate sum Purchaser agrees shall constitute the actual liquidated damages Seller shall have sustained by reason of Purchaser's default under this Sale and not a penalty. Purchaser agrees to pay Seller all costs and expenses of collection, suit, or other legal action, including all actual attorneys' and paralegal fees, incurred by Seller to recover damages in connection with this Sale. Upon the termination or cancellation of this Sale for any reason, Seller may enter upon the premises where the Signs are located and remove the Signs to Seller's facilities in Dallas, or elsewhere, and Seller shall have no obligation to replace, restore or repair any property, item, fixture, structure or part of the premises which was affected by the installation and/or maintenance of the Signs. In the event Seller removes the Signs pursuant to the provisions of this Paragraph, Purchaser shall pay to Seller all of the expenses of removal, as well as reinstallation.
- 11. OWNERSHIP.** Purchaser expressly agrees and understands that at all times title and ownership of the Signs shall remain vested with Seller and the Signs shall be the sole and exclusive property of Seller until such time as all financial and other obligations of Purchaser created by this Sale have been fulfilled. Purchaser acknowledges that the Signs are and shall remain personal property even if installed or attached to real property and that the Signs shall not be or become, or be deemed to be, fixtures or appurtenances to real property because of installation or attachment thereto, and that the Signs shall be severable from such real property by Seller until such time as all financial and other obligations of Purchaser created by this Sale have been fulfilled. Purchaser agrees and covenants that any and all drawings, designs, diagrams, plans and specifications, technical descriptions, illustrations, blueprints, schematics, software, computer programs, programming software, brochures, schedules, cost-price analyses, terms and conditions, and any other work product or data which are prepared by Seller (the "Documents") in connection with the construction, installation, erection, or maintenance of the Signs, or the labor, materials and equipment in connection therewith, are to be returned to Seller by Purchaser upon request, may not be copied or reproduced in any form without written permission first obtained from Seller, and are to remain the special and unique property and proprietary and confidential information of Seller. Purchaser covenants and agrees that Purchaser shall not, directly or indirectly, incorporate, implement, abridge, employ or otherwise use any portion or all of the Documents with respect to any other signs, electric advertising displays, or any other project which Purchaser or any third party may thereafter construct, install, erect, maintain, purchase or lease at any time. Purchaser further agrees and covenants that Purchaser will use its best efforts and exercise utmost diligence to protect and safeguard the Documents. All trademarks associated with a sign manufactured by Seller remain the exclusive property of their respective owners, including all trademarks owned by Sign Marketing, Incorporated, and Solar Finishes, Inc. In the event of a breach or threatened breach by Purchaser of the covenants of this Paragraph, Seller, Solar Finishes, and Sign Marketing shall be entitled to relief by injunction or otherwise, in addition to all other remedies, both legal and equitable. Purchaser agrees and covenants that all covenants of this Paragraph shall continue in full force and effect so long as a possibility of the breach by Purchaser of such covenants or any term or condition of this Sale exists.
- 12. LIMITED LIABILITY.** PURCHASER AGREES AND AFFIRMS THAT SELLER'S LIABILITY, WHETHER IN CONTRACT, TORT, OR ANY OTHER THEORY OF LIABILITY, INCLUDING BUT NOT LIMITED TO FRAUD, MISREPRESENTATION, BREACH OF CONTRACT, PERSONAL INJURY, PRODUCTS LIABILITY OR ANY OTHER THEORY, IS LIMITED AND SELLER SHALL NOT BE LIABLE FOR ANY SPECIAL, COMMERCIAL, EXEMPLARY, DIRECT, INDIRECT, INCIDENTAL OR CONSEQUENTIAL DAMAGES OR PUNITIVE DAMAGES, OR DAMAGES FOR LOSS OF USE, LOSS OF ANTICIPATED PROFITS, INCOME, OR ECONOMIC LOSSES OF ANY KIND. SELLER'S LIABILITY, WHETHER EXPRESS OR IMPLIED, SHALL NOT EXCEED THE LESSER OF \$50,000 OR THE COST OF REPAIR OR REPLACEMENT OF DEFECTIVE PARTS.
- 13. LAW AND FORUM FOR DISPUTES.** This Agreement shall be governed in all respects by the laws of the State of Texas, without regard to conflict of law provisions. Venue of any claim or dispute arising from this Agreement shall be in any state or federal court located in Dallas County, Texas. Purchaser agrees to submit to the personal jurisdiction of the courts located within Dallas County, Texas for the purpose of litigating all such claims or disputes.
- 14. OTHER.** This Sale is binding upon and shall inure to the benefit of the parties and their respective successors and permitted assigns, but the obligations of Purchaser hereunder shall not be assigned, assignable or transferable, through operation of law or otherwise, without the prior written consent of Seller. Any assignment shall be expressly subject to all terms and provisions of this Sale. In the event of any assignment, Purchaser shall remain fully liable for the full performance of all Purchaser's obligations under this Sale. Purchaser herein acknowledges that Seller is not responsible for content Purchaser displays on any sign, and will hold Seller harmless and indemnify any loss due to action of law. No waiver by either party of the breach or nonperformance of any provision of this Sale shall be construed to be, or operate as, a waiver of any subsequent breach or nonperformance hereof. The invalidity or unenforceability of any provisions of this Agreement shall not affect the validity or enforceability of any other provision of this Agreement, which shall remain in full force and effect. Any notice required to be given hereunder shall be addressed to the other party at its address set forth in this Sale, or at such other address as such other party may from time to time by such written notice designate to the other. Purchaser's acceptance of this Sales Order and these Terms and Conditions is acknowledged by Purchaser's signature or written initials on this document, approval by fax or email, filing a lease application, by written or verbal approval of drawings or other Work Product prepared by Seller if requested by Purchaser in writing, or by payment of a deposit.

We are regulated by the Texas Department of Licensing and Regulation, P. O. Box 12157, Austin, Texas 78711, 1-800-803-9202, 512-463-6599; website: www.tdlr.state.gov. License# TSCL 18015, TSCL 18016, TECL 17503.



RB Signs, Inc.
Russell Byrum Signs, Inc.
1006 Johnson Lane
Midlothian, TX 76065

Office: 972.291.0728
Fax: 972.291.3707
www.RBSIGNS.net

Estimate/Quotes good
for 30 days.

Terms:

Due on receipt

Estimate

Date	Estimate #
6/6/2018	2018-977

Name / Address

CITY OF OVILLA
105 S. COCKRELL HILL RD
OVILLA, TX 75154

Ship To

CITY OF OVILLA -
105 S. COCKRELL HILL RD
OVILLA, TX 75154
Pam Woodall #972.617.7262
pwoodall@CITYOFOVILLA.ORG

Qty	Description	Price	Total
	OPTION #1 - CAST STONE & METAL SIGN WITH BLOCK COLUMNS - AS PER DRAWING PROVIDED BY CITY OF OVILLA - APPROX SIZE 6' TALL X 8'6" LONG		
1	TO MANUFACTURE AND INSTALL (1) DOUBLE FACE MONUMENT SIGN - CAST STONE SIGN, METAL ARCH TOPPER, BLOCK COLUMNS	14,500.00	14,500.00
1	TO MANUFACTURE AND INSTALL (1) SINGLE FACE MONUMENT SIGN - CAST STONE SIGN, METAL ARCH TOPPER, BLOCK COLUMNS	9,500.00	9,500.00

To Accept: Sign, email or fax back to mb@rbsigns.net or 972-291-3707. Work will be scheduled upon receipt of payment and approved permit.

Signature

Print Name

Date

Receipt of payment confirms agreement of all above and below terms, descriptions and information.

WARRANTY: 1 year Manufacturers' warranty applies only to products manufactured and serviced by Russell Byrum Signs. Excluding any other work performed by others not authorized by Russell Byrum Signs, and also excluding acts of God (i.e.) tornadoes, lighting, hurricanes etc... The materials and parts are guaranteed by the suppliers, for one full year. Neon, lamps and all electronics are only warranted for 90 days from installation. Labor on parts and materials is warranted for 90 days from installation. **ELECTRICAL NOTE:** Electrical will be hooked up at time of install only if there is designated power for sign located within 10 feet of sign. Warranty will be voided if power is left on to any lighted sign for 24 hrs a day, 7 da. a wk. Electrician must hook to a working photo cell or time clock. All signs remain the property of Russell Byrum Signs until paid in full. Signs left in RBSigns possession will be disposed of after 90 days. Payments are non-refundable.

Subtotal \$24,000.00

Sales Tax (8.0%) \$0.00

Total \$24,000.00

THE CITY OF

OVILLA

TEXAS 1844

AGENDA ITEM REPORT

Item: 6

Meeting Date: June 11, 2018

Department: Neighborhood Services

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. Product Overview

Agenda Item / Topic:

ITEM 6. *DISCUSSION*– Review and discuss Vector Control Study.

Discussion / Justification:

Mosquito Control Study

Spartan Mosquito has offered to provide the City of Ovilla their product for a Mosquito Eradication Study.

Please Contact Ovilla City Hall if you are interested in participating.

The Study will include 2 control products, roughly 12-inch by 2-inch tube, comprised of water, sugar, salt and yeast; placing 1 in the front of the property and 1 in the back of the property, preferably in a tree. The Neighborhood Services Department will continue to collect mosquitos in certain locations to determine effectiveness of the product. There is no cost for the initial product. If a resident wishes to continue using the product the cost is \$20 for 1 box of 2 applicators.

Sample Motion(s):

Discussion Only.



THE MOSQUITO ERADICATOR

PRODUCT OVERVIEW

The Spartan Mosquito Eradicator is the most effective, longest lasting, continuous mosquito control system. Spartan doesn't use sprays, fogs, coils, mosquito nets, citronella, electronic equipment, or zappers. The Spartan Mosquito Eradicator also doesn't require batteries or electricity, just water!

The Spartan Mosquito Eradicator is the easiest of mosquito control solutions.

- Easy to install - Hang along the property perimeter.
- Does not require power - Just add water and shake.
- Provides continuous, long range protection.
- No hazardous mists, airborne particulates, or spray-on chemicals.
- Extremely effective - Significant decrease in population within 15 days, 95% mosquito control for up to 90 days. Eradicates females and males before they can breed.
- Low cost maintenance - Just add water, shake, and replace at least every 90 days.

After the "first bite" of the season, deploy Spartan Mosquito Eradicators at approximately six feet off the ground, within 180 feet of each other, along your property line. Be sure to place the Spartan Mosquito Eradicators away from where people gather since mosquitoes will gather near the units. Once Spartan Mosquito Eradicators are deployed, they create a barrier giving the mosquitoes a target that has the same attraction triggers as people and animals. Once mosquitoes feed on the water solution they die before they can breed again. The mosquito population in the area will then decrease in 15 days or less and at least 95% of your mosquito population will cease to exist for up to 90 days.

The Spartan Mosquito Eradicator is less hazardous than spray-on repellent, it takes 10 minutes to set up, it lasts up to 90 days, and it costs less than \$1.60 per week. It is shipped directly to you and its simplicity makes it perfect for residential, governmental, and commercial use.

LESS EFFECTIVE MOSQUITO CONTROL MEASURES

There are several other ways to decrease the mosquito population, but are they equally reliable and effective?

SPRAY SERVICES	SPRAY-ON REPELLENTS	BUG ZAPPERS	CANDLES & CORE
			

Expensive. Intermittent.

Limited duration. Direct contact with skin.

Ineffective against mosquitoes

Limited Range. Wind dependent.



AGENDA ITEM REPORT

Item: 7

Meeting Date: June 11, 2018

Department: 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: L. Harding

Attachments:

1. Accounts listing

Agenda Item / Topic:

ITEM 7. **DISCUSSION/ACTION** – Consideration of and action on the closure of certain bank accounts for the consolidation of municipal fiscal operations.

Discussion / Justification:

As we move to a more efficient fiscal system with the Fund Accounting Software we will be operating in a pooled cash system. This system accounts for all municipal funds through a single bank account where legally feasible. We have had our current system reviewed by a municipal accounting firm and they recommend the closure of 14 of our bank accounts. The listed funds from these bank accounts will be consolidated into the main bank account and where necessary tracked through specific funds in the accounting system.

The last four digits of the bank accounts to be closed and consolidated to the General Fund Operating Account are:

PROSPERITY ACCOUNTS:

Debt Fund: 0291

General Fund Reserve: 0608

Water Impact: 2322

Fire Debt Auxiliary: 3909

Water Money Market: 4323

Water Credit Card: 7531

GF Reserves Money Market: 7583

GF Money Market: 7605

Park Fund Money Market: 7613

Capital Projects Money Market: 7648

Water & Sewer Impact – Sewer: 8699

Water & Sewer Fund Operating: 9445

Police Special Fund: 9792

Bryson Manor: 8662

Investment Accounts to consolidate to one TexStar account:

TexPool – Capital Project 1878

TexStar – General Fund 1110

TexStar – General Fund 1120

TexStar – W&S Impact 3540

TexStar – Capital Project 5340

TexStar – W&S Fund 5350

Recommendation

Staff recommends the approval of the bank account closures and the consolidation.

Sample Motion(s):

I move to approve/deny closure of bank accounts designated for the consolidation of municipal operations as presented.

Name	Account #	Close Into Consolidated Cash?	Consolidated Investments?
PROSPERITY			
Debt Fund	*0291	Y	
General Fund Reserve	608	Y	
GF Reserve CD	*0694	N	
Water Impact	*2322	Y	
4B EDC	*3691	N	
Fire Dept. Auxil.	*3909	Y	
Water Money Market	*4323	Y	
MDD Fund	*7451	N	
Water Credit Card	*7531	Y	
GF Reserves Money Mkt.	*7583	Y	
GF Money Market	*7605	Y	
Park Fund Money Mkt.	*7613	Y	
Capital Projects Money Mkt.	*7648	Y	
W&S Impact-Sewer	*8699	Y	
employee benefit trust	*8777	N	
GF Operating	*9437	Y	
W&S Fund Operating	*9445	Y	
Police Special Fund	*9792	Y	
Bryson Manor - Gengeral Fund	8662	Y	
Leose	2510	N	
TexPool - CAPITAL PROJECT	1878		Y
TexStar - GENERAL FUND	1110		Y
TexStar - GENERAL FUND	1120		Y
TexStar - W&S IMPACT	3540		Y
TexStar - CAPITAL PROJECT	5340		Y
TexStar - W&S FUND	5350		Y

AGENDA ITEM REPORT

Item 8- Items pulled from Consent

Meeting Date: June 11, 2018

Department: Administration/Finance/Police

Discussion Action

YES NO N/A

Submitted by: Staff

Amount: N/A

Discussion / Justification:

ITEM 8. **DISCUSSION/ACTION** – Consideration of any item(s) pulled from the Consent Agenda above for individual consideration and action.

Discussion / Justification:

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

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	May 2018	May 2018 YTD	May 2017	May 2017 YTD
Accident	6	27	2	10
Alarms	24	75	13	77
Arrest	6	31	4	35
Assault/Assault FV	0	5	1	4
Assists	63	289	78	366
Building / House Security Check	719	2665	455	3878
Burglary	0	1	1	4
Burglary of Motor Vehicle	0	0	0	3
Criminal Mischief	0	1	4	5
Disturbance	6	34	13	62
Neighborhood Check	1433	5802	1564	7878
Other Calls for Service	61	245	44	235
Suspicious Person	1	34	7	40
Suspicious Vehicle	17	87	19	129
Theft	1	6	1	7
Traffic Assignment/School Enforcement	11	55	18	376
TOTAL CALLS FOR SERVICE	2348	9357	2224	13109

Reserve Officer Hours	13	260.5	20.5	35.5
Average Response Time (Minutes)	3.45	4.792	4.47	4.8
Total Citations	131	516	77	628
Total Traffic Stops *****	324	1298	269	
Traffic Stop Disposition Warning *****	194	804	200	
Traffic Stop Disposition Citation *****	130	494	69	
PERCENT OF STOPS RECEIVING CITATIONS	40.1	38.1	25.7	#DIV/0!
Manual Response time				

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

May 2018	To	June 2018	MILEAGE	MAINTENANCE PERFORMED
Police Unit #	Begin	End	Accrued	
103	143513	143675	162	
104	122446	122446	0	
105	100426	102482	2056	STEERING COLUMN MODULE
116	54100.8	56306	2205.2	
117	44404	46169	1765	
118	4995	7899	2904	OIL CHANGE
216	13420	14175	755	
<hr/>				
Vehicles	Begin	End	Accrued	
2017 F250 4x4	7764	8025	261	
2015 2500 HD Silverado	33842	34745	903	
2011 3500HD Silverado	49861	50212	351	
2008 2500HD Animal Control	78706	79225	519	
2008 1500 Silverado	108087	108385	298	
2006 1500 Silverado	116840	117038	198	
2001 C6500 Dump Truck	18136	18167	31	
1999 International Patch Trk	311781	311808	27	
1998 Ford Dump Truck	52901	53021	120	
<hr/>				
	HOURS	HOURS	HOURS	
New Holland Skid LS60	1183	1183	0	
1999 Kubota Tractor	940.2	948.3	8.1	
1992 Ford Tractor	1078.2	1078.2	0	
Sweeper	619.9	619.9	0	
310K John Deere Backhoe	1458.3	1484.5	26.2	
Stone Packer 3100	4506.8	4507	0.2	
Ingersoll Mobil Air Compress	1320.8	1320.8	0	

Green Golf Cart	763.1	763.1	0	
Jet Machine	477.9	480.6	2.7	
Vac Machine 2017	34.1	37.2	3.1	
Boomag 900-50 packer	189	189.3	0.3	
2016 Exmark	187.4	201.1	13.7	
2013 Exmark	308.5	313.5	5	
2004 Exmark	1003.5	1009.6	6.1	
JCV Backhoe	21.5	21.8	0.3	

Ovilla Fire Department

May 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 of award
 - \$7700 received for 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

- May was a little easier month for the Fire Department, with a total of 61 incidents responded to.
- Training with the Volunteers on their regular scheduled nights, continuing to work with them all on Apparatus Familiarization, and getting them signed off to drive each one.
- Asbestos Inspection was complete, Bay Project is moving forward.
- Bay Doors have been Installed
- Working on Budget Plans for FY18-19

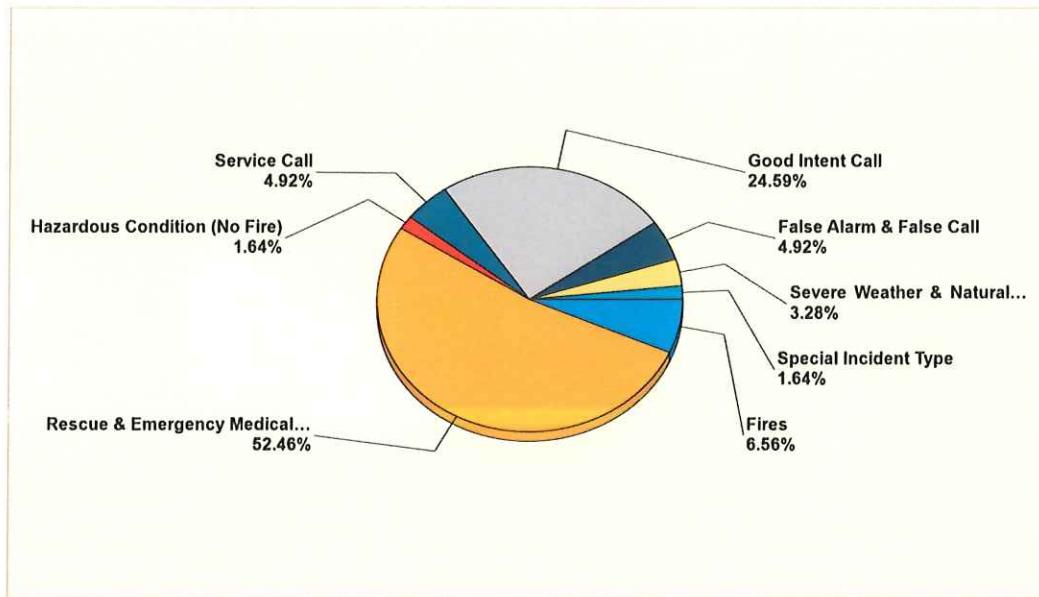
Summary of Staffing for the Month

- 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
- 39 / 39 Volunteer shifts were covered, and these 39 shifts had 4 personnel on the Engine

Summary of Activity from Deputy Chief Fire Marshall's Office

- 6 Consults
- Respond to 8 Incidents
- 2 Meetings
- Back-Up for Ovilla PD 2
- 1 Investigation
- QCI reports
- 2 Inspection
- Training with Volunteers

Breakdown by Major Incident Type



4

May runs were down a few from previous months for the fire department.

MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	4	6.56%
Rescue & Emergency Medical Service	32	52.46%
Hazardous Condition (No Fire)	1	1.64%
Service Call	3	4.92%
Good Intent Call	15	24.59%
False Alarm & False Call	3	4.92%
Severe Weather & Natural Disaster	2	3.28%
Special Incident Type	1	1.64%
TOTAL	61	100.00%

Average 1.75 fires per week

Average 1.96 calls per day

Average 15.25 calls per week

Full Crew responses | **61**

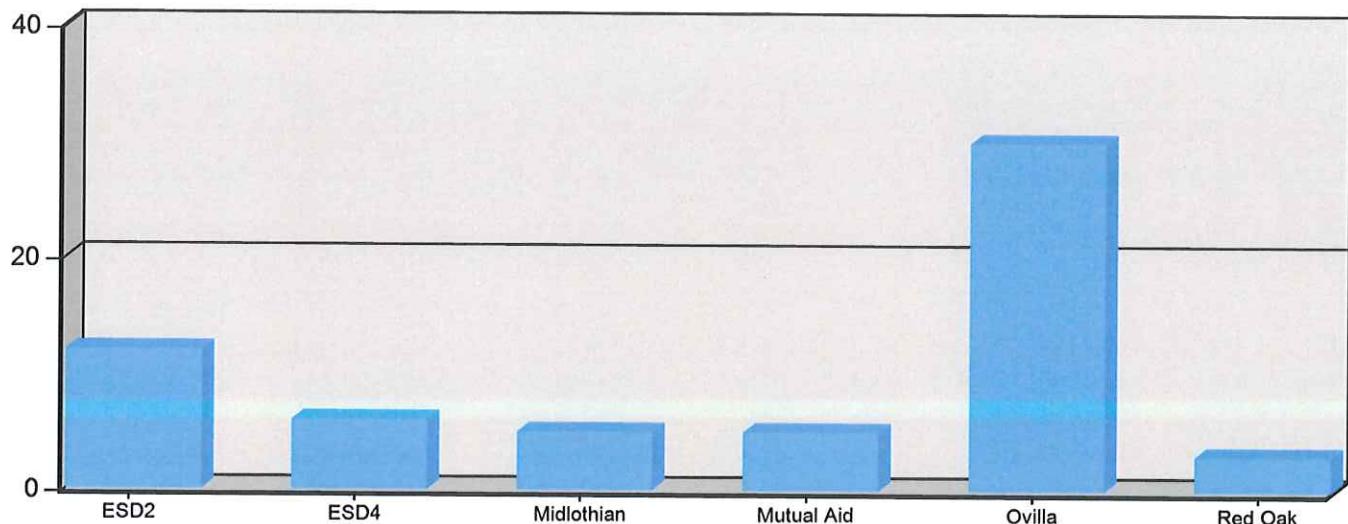
C701 Responses | **15**

C702 Responses | **8**

Number of Overlapping Calls | **2**

Total Ovilla Fire Department Runs | 61

Breakdown by Districts



ZONE	2018	2017
ESD2 - ESD #2	12	19
ESD4 - ESD #4	6	8
Midlothian - Midlothian City Limits	5	N/A
Mutual Aid - Mutual Aid	5	9
Ovilla - City Limits	30	24
Red Oak - Red Oak City Limits	3	N/A
TOTAL:	61	60

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 paged 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 Current Year and Past Year

MAJOR INCIDENT TYPE TO DATE	2018	2017
Fires	45	23
Rescue & Emergency Medical Service	202	158
Hazardous Condition (No Fire)	8	4
Service Call	39	50
Good Intent Call	83	57
False Alarm & False Call	25	11
Severe Weather & Natural Disaster	3	5
Special Incident Type	2	N/A
TOTAL	407	309

Breakdown of Average Response Times by District for the Last Two Months

Zone Title	AVERAGE RESPONSE TIME	MAY	APRIL
ESD4 - ESD #4	9.12	13.60	
Mutual Aid - Mutual Aid	8.84	21.23	
ESD2 - ESD #2	5.75	6.94	
Ovilla - City Limits	4.29	5.10	
Red Oak – Red Oak City Limits	1.47	N/A	
Midlothian - Midlothian City Limits	N/A	N/A	

Response times are figured by Time of Dispatch to Arrival at scene time. Overall the goal is that in our "First In Districts", City Limits, ESD #2, and ESD #4, we are there in under 8 minutes.

Average Turn Out Time Dispatch to En-Route by Apparatus

APPARATUS	MAY	APRIL
B701	1:47	1:08
B702	0:00	N/A
C701	0:49	1:13
C702	0:34	0:49
E701	1:33	1:39
E702	2:35	0:00
R755	1:00	6:47
AVERAGE TURNOUT TIME:	1:11	1:56

Turn out times are figured from time of dispatch to the time the Apparatus checks En-Route, and the goal with this time is to have a turn out time of 1:30 over 90% of our calls.



TO: Honorable Mayor and City Council Members

FROM: Brad Piland Public Works Director

TOPIC: Public Works Monthly Report for May 2018

1. 43 work orders completed
2. Sewer Lift Station Repairs-
 - Pulled pump 2 at Highland Meadows Lift Station removed debris and replaced.
 - Removed pump 1 from Cumberland removed debris and replaced
 - Pulled pump 1 and removed debris: Heritage

Monthly Water and Sewer Services:

- Read water meters, serviced disconnects and reconnects
- Water usage: Purchased from DWU 12,984,000 gal, billed 12,430,000 gal to customers and 554,000,000 gal flushed.
- Replaced meters: 106 Woodland Court, 111 Silverwood, 113 Silverwood, 609 Westmoreland.
- Daily water maintenance residual and pressure tests.
- Flush and take water samples 12-inch water line through Heritage Park
- Collected water samples for TCEQ reporting
- Water Maintenance – routine flushing mains and hydrant
- Replaced and repaired 20 meter boxes and lids.
- Repaired broken sewer lateral: 101 Hummingbird Ln
- Repaired water leaks: 106 Woodland Ct

Tree and grass maintenance:

- Heritage Park
- Silver Spur Park
- Baseball fields and Cindy Jones Park

Street and Misc.

- Trim trees along right of way south Westmoreland
- Street repairs: Pothole repairs Westmoreland, Shiloh Road, Johnson Lane.
- Mowed all rights-of-way
- Updated marquee as needed
- Installed rock rip rap along the drainage of 109 Oak Forest.
- Repaired guardrail 900 blk of Cockrell Hill Rd.

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:

5-29-18

Security of Hardware (§2.5)

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

Durability of Equipment (§2.5)

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

Leaded Paint (§2.5.4)

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

General Upkeep of Playgrounds (§4)

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

INSPECTION BY:

Daniel Durham

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:

5-29-18

Security of Hardware (§2.5)

There are no loose fastening devices or worn connections.
 Replace fasteners
 Other maintenance: _____

Moving parts, such as swing hangers, merry-go-round bearings, and track rides, are not worn.
 Replace part
 Other maintenance: _____

Durability of Equipment (§2.5)

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There are no broken or missing components on the equipment (e.g., handrails, guardrails, protective barriers, steps, or rungs).

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INSPECTION BY:

Daniel Durham

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INSPECTION BY:

Daniel Durham



DATE: JUNE 11, 2018
TO: Honorable Mayor and Council Members
FROM: Linda Harding, City Accountant
SUBJECT: Accounting Department Report

Reports	Financials ending 4/30/2018 Over \$5,000 Financial graph representing through APRIL 2018 Bank Balances as of <u>6-5-18</u>
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Mentions to reports: Seventh month of new fiscal year.

Report notes:

There could be over budget lines due to council approval of a project with direction to change budget at mid-year, approved May, 2018

Admin Budget Highlights:

Admin - Server for council & screen for conference and court – on hold.
Admin - Change city hall, PD & FD from septic to sewer – Equipment quotes are arriving. Engineering has been completed, engineer will complete design and survey for easement.
Admin - Paint city offices, replace doors. – To be completed by public works, as time allows.
Admin – New desktop computers have been ordered by Net Genius.
Admin – Laptops for council has been approved and ordered
Admin – Net Genius has installed some hardware changes; more changes have been ordered.

INFRASTRUCTURE - STREET REPAIR OVILLA OAKS 1.2 MILES TO WIDTH OF ROADS, 15.00 SQ. RD FOR FINISHED RD \$226,000 (APPROVED SUBURBAN DRIVE \$114,752 APPROVED 3/2018)

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.

2 of 3 optional extension used by Yeldell, Wilson and Co., P.C. for period ending September 2018.

Last extension can be used through September 2019.

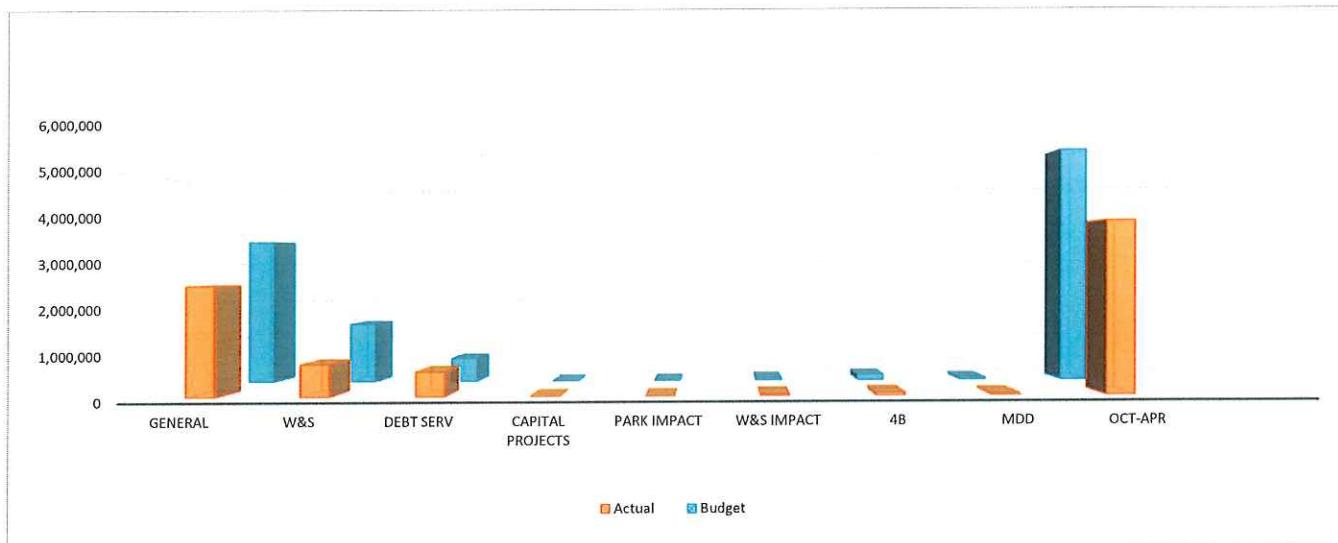
December 2017 Bank will use 1st of 2-year extensions.

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	512,081.85	517,080.03	6/5/2018
<u>General Fund Reserve</u>	608	56,421.13	56,421.13	6/5/2018
<u>GF Reserve CD</u>	*0694	248,427.07	248,972.25	6/5/2018
<u>Water Impact</u>	*2322	51,015.75	481.47	6/5/2018
<u>4B EDC</u>	*3691	614,853.90	615,062.78	6/5/2018
<u>Fire Dept. Auxil.</u>	*3909	2,370.00	2,370.00	6/5/2018
<u>Water Money Market</u>	*4323	189,720.63	189,802.50	6/5/2018
<u>MDD Fund</u>	*7451	249,867.13	255,543.14	6/5/2018
<u>Water Credit Card</u>	*7531	139.76	139.95	6/5/2018
<u>GF Reserves Money Mkt.</u>	*7583	128,499.29	128,554.74	6/5/2018
<u>GF Money Market</u>	*7605	231,089.08	231,188.80	6/5/2018
<u>Park Fund Money Mkt.</u>	*7613	78,496.00	78,526.54	6/5/2018
<u>Capital Projects Money Mkt.</u>	*7648	130,952.27	131,008.78	6/5/2018
<u>W&S Impact-Sewer</u>	*8699	96,884.65	96,884.65	6/5/2018
<u>employee benefit trust</u>	*8777	262.90	233.11	6/5/2018
<u>GF Operating</u>	*9437	1,560,189.17	1,562,044.56	6/5/2018
<u>W&S Fund Operating</u>	*9445	574,904.72	624,072.19	6/5/2018
<u>Police Special Fund</u>	*9792	215.51	215.51	6/5/2018
SUB TOTAL		4,726,390.81	4,738,602.13	
TexPool - CAPITAL PROJECT	1878	310.76	310.76	6/5/2018
TexStar - GENERAL FUND	1110	3,775.45	3,775.45	6/5/2018
TexStar - GENERAL FUND	1120	942.10	942.10	6/5/2018
TexStar - W&S IMPACT	3540	3,197.94	3,197.94	6/5/2018
TexStar - CAPITAL PROJECT	5340	1,415.41	1,415.41	6/5/2018
TexStar - W&S FUND	5350	1,160.51	1,160.51	6/5/2018
Bryson Manor - GENERAL FUNC	8662	298,714.62	298,816.10	6/5/2018
Leose	2510	1,601.79	1,601.79	6/5/2018
TOTAL BANK BALANCES		5,037,509.39	5,049,822.19	

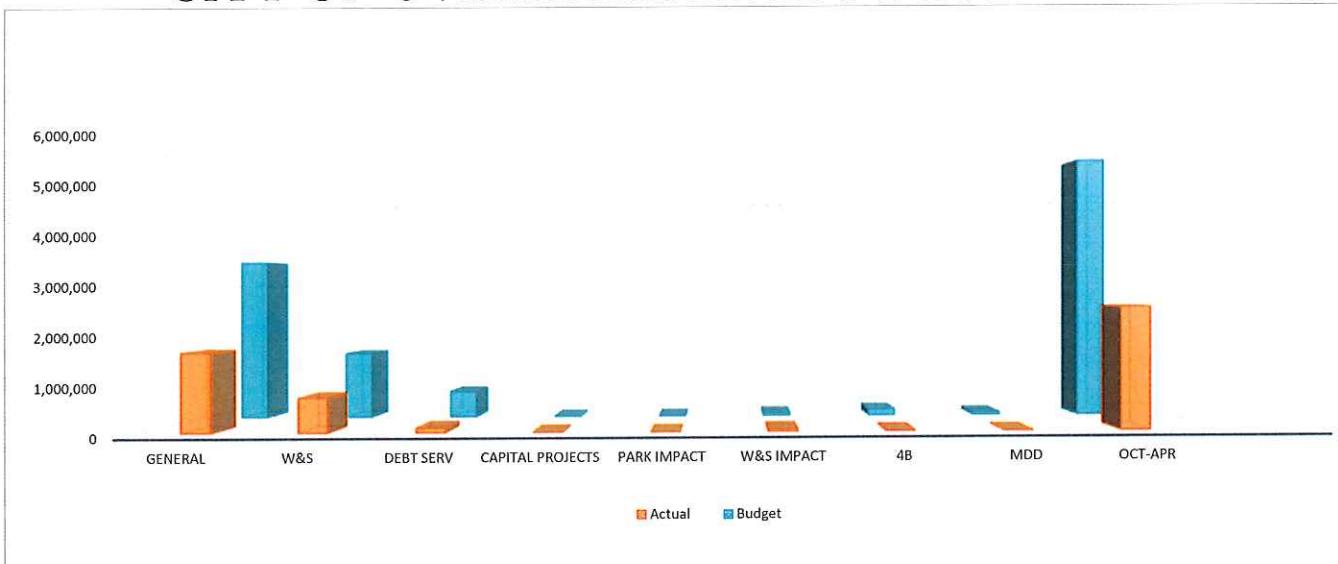
CITY OF OVILLA REVENUE FY 2017-2018



City of Ovilla Revenue

FUNDS	Capital								
	General	W&S	Debt Serv	Projects	Park Impact	W&S Impact	4B	MDD	Oct-Apr
Actual	2,493,822	730,739	557,929	291	5,503	33,709	62,261	31,056	3,915,310
Budget	3,555,419	1,459,213	576,650	270	8,793	54,756	132,140	51,100	5,838,341
Over / (Under) Budget	(1,061,597)	(728,474)	(18,721)	21	(3,290)	(21,047)	(69,879)	(20,044)	(1,923,031)

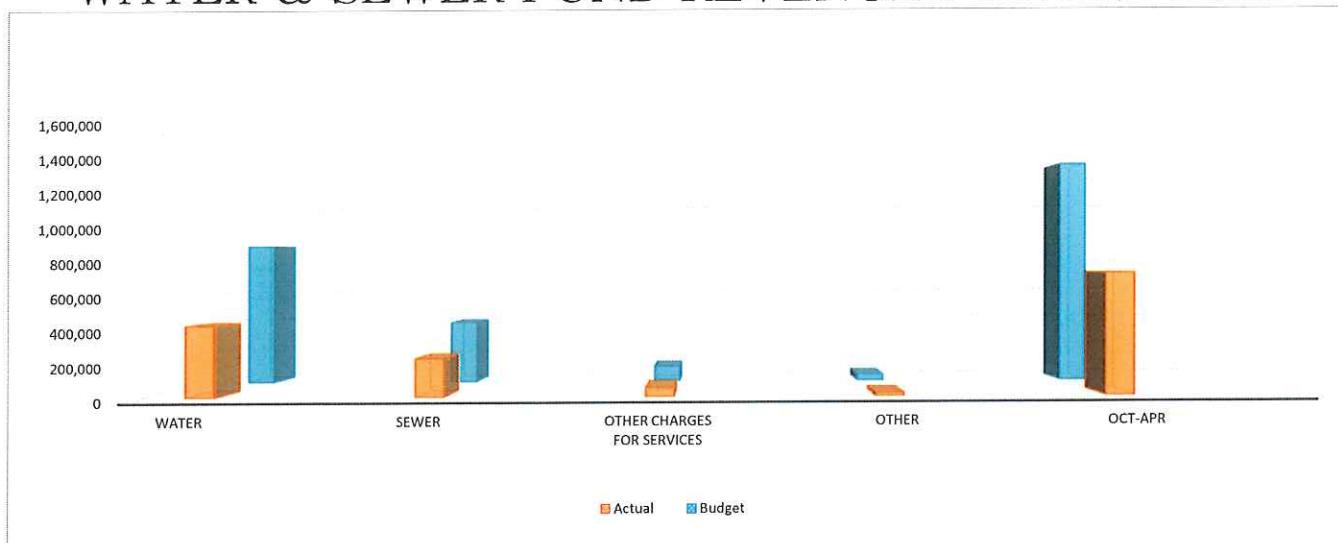
CITY OF OVILLA EXPENSE FY 2017-2018



City of Ovilla Expense

FUNDS	Capital								
	General	W&S	Debt Serv	Projects	Park Impact	W&S Impact	4B	MDD	Oct-Apr
Actual	1,645,811	716,227	93,075	0	0	50,546	11,107	2,054	2,518,820
Budget	3,555,419	1,459,213	576,650	270	8,793	54,756	132,140	51,100	5,838,341
Over / (Under) Budget	(1,909,608)	(742,986)	(483,575)	(270)	(8,793)	(4,210)	(121,033)	(49,046)	(3,319,521)

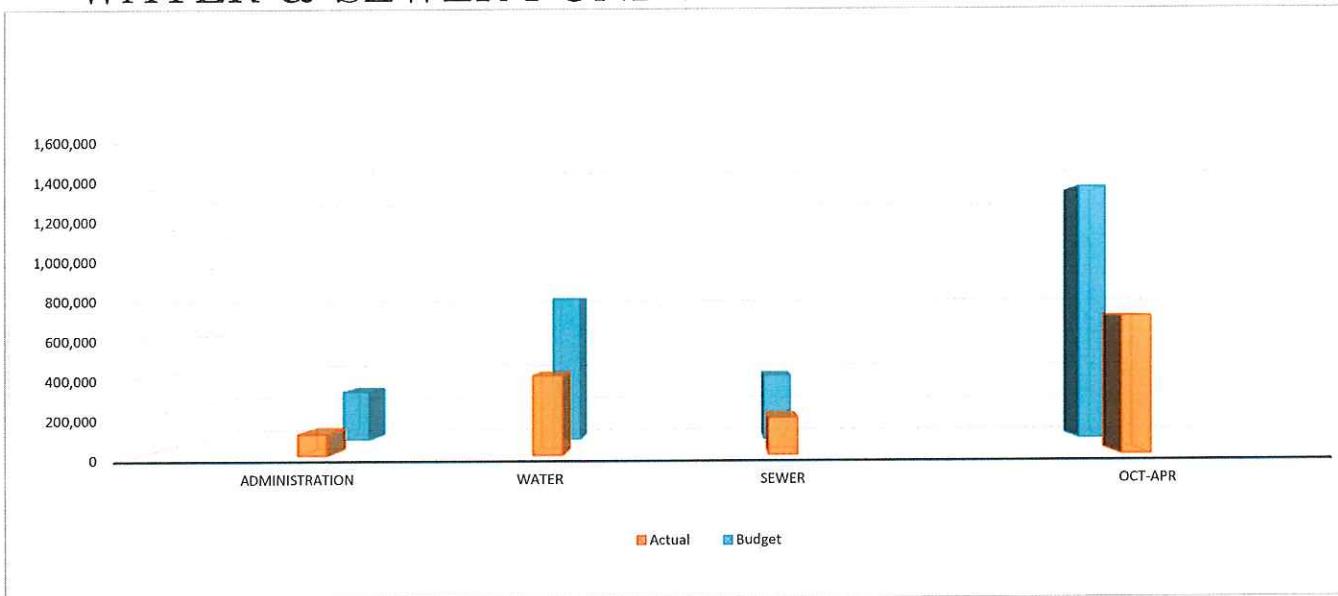
WATER & SEWER FUND REVENUE FY 2017-2018



Water & Sewer Revenue

	Water	Sewer	Other Charges for Services	Other	Oct-Apr
Actual	428,392	230,445	53,791	18,111	730,739
Budget	920,296	399,708	98,809	40,400	1,459,213
Over / (Under) Budget	(491,904)	(169,263)	(45,018)	(22,289)	(728,474)

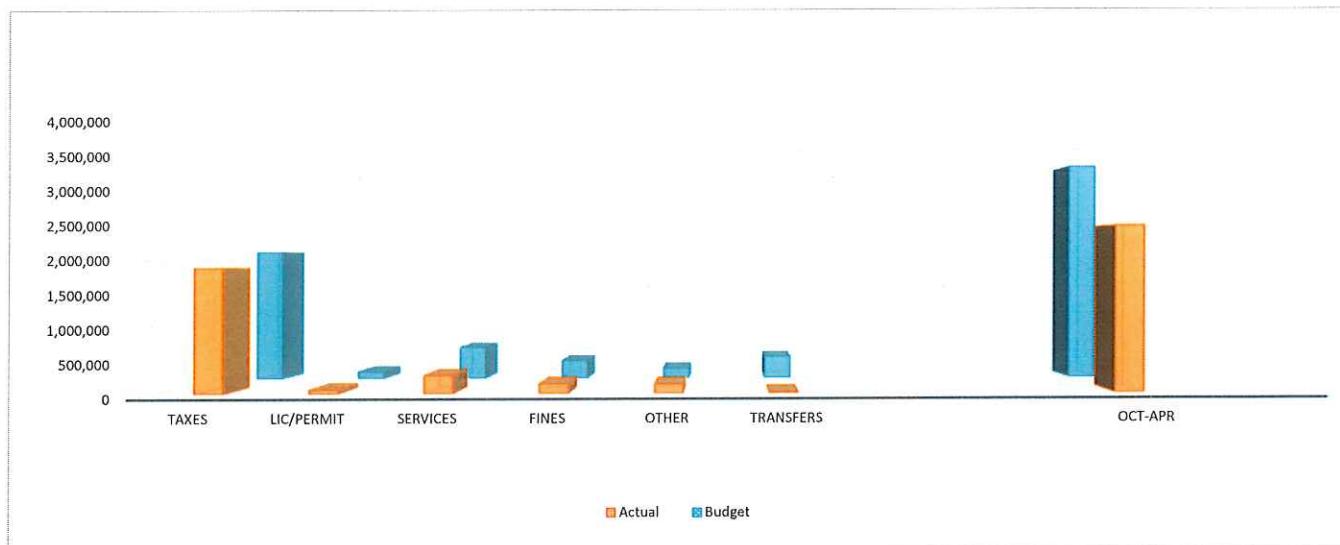
WATER & SEWER FUND EXPENSE FY 2017-2018



Water & Sewer Fund Expense

	Administration	Water	Sewer	Oct-Apr
Actual	110,691	413,351	192,185	716,227
Budget	276,716	815,527	366,970	1,459,213
Over / (Under) Budget	(166,025)	(402,176)	(174,785)	(742,986)

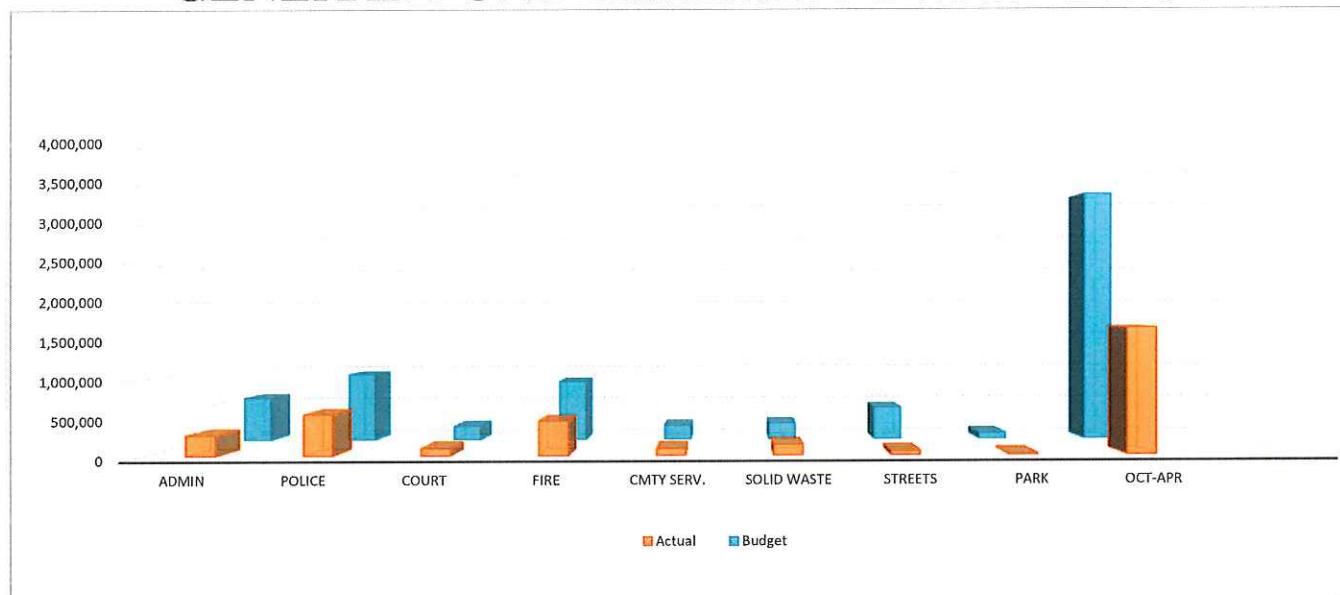
GENERAL FUND REVENUE FY 2017-2018



General Fund Revenue

	Taxes	Lic/Permit	Services	Fines	Other	Transfers	Oct-Apr
Actual	1,880,148	55,028	267,743	142,433	135,109	13,362	2,493,823
Budget	2,134,245	106,581	517,446	287,205	156,325	353,617	3,555,419
Over / (Under) Budget	(254,097)	(51,553)	(249,703)	(144,772)	(21,216)	(340,255)	(1,061,596)

GENERAL FUND EXPENSE FY 2017-2018



General Fund Expense

	Admin	Police	Court	Fire	CMTY Serv.	Solid Waste	Streets	Park	Oct-Apr
Actual	267,415	538,452	95,664	450,483	89,318	137,920	53,814	12,745	1,645,811
Budget	608,355	948,664	191,149	841,662	198,737	228,497	456,922	81,433	3,555,419
Over / (Under) Budget	(340,940)	(410,212)	(95,485)	(391,179)	(109,419)	(90,577)	(403,108)	(68,688)	(1,909,608)



DATE: June 11, 2018

TO: Honorable Mayor and Council Members

FROM:
Linda Harding, Accountant

SUBJECT: Financial Statements Through April 2018

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

	Current	Year to Date	\$ Over (Under)	% of Budget
	April 2018	'Oct - Apr 2018	Budget	Thru April
			Budget	58%
Revenues				
4000100 · Taxes				
4000105 · Ad Valorem, Current	12,210	1,664,810	1,649,432	15,378
4000106 · Ad Valorem, New & improvements	0	0	53,233	(53,233)
4000110 · Ad Valorem, Delinquent	4,122	11,501	10,000	1,501
4000113 · Interest/Penalties - Prop Tax	1,895	5,493	7,000	(1,507)
4000120 · Sales Tax	16,455	121,934	201,264	(79,330)
4000125 · Sales Tax - Street Improvement	4,114	30,483	50,316	(19,833)
4000130 · Franchise Tax	135	45,926	163,000	(117,074)
Total 4000100 · Taxes	38,930	1,880,148	2,134,245	(254,097)
				88%
4000200 · Licenses and Permits				
4000210 · Residential Building Permits	4,879	31,343	60,000	(28,657)
4000214 · Misc Building Permits	1,566	12,204	23,952	(11,748)
4000230 · Plan Review Fee	1,077	6,805	12,000	(5,195)
4000260 · Alarm Permits	60	840	2,604	(1,764)
4000270 · Animal Tag Fees	348	1,512	3,706	(2,194)
4000272 · Impound Fees	230	830	2,751	(1,921)
4000290 · Misc Licenses and Permits	480	1,493	1,568	(75)
Total 4000200 · Licenses and Permits	8,641	55,028	106,581	(51,553)
				52%
4000400 · Charges for Services				
4000325 · ESD #2	0	95,000	190,000	(95,000)
4000330 · ESD #4	0	37,084	55,628	(18,544)
4000411 · Copies and Maps	2	30	100	(70)
4000415 · Police Reports	0	48	150	(102)
4000420 · Park Lights	0	0	500	(500)
4000440 · Oak Leaf Animal Control	0	690	2,100	(1,410)
4000450 · Subdivision Fees	460	700	6,900	(6,200)
4000480 · Solid Waste (Garbage)	0	132,438	256,968	(124,530)
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)	Budget	
	April 2018	'Oct - Apr 2018	Budget	Budget	Thru April
4000490 · Misc Charges for Services	200	1,753	3,850	(2,097)	46%
Total 4000400 · Charges for Services	662	267,743	517,446	(249,703)	52%
4000500 · Fines and Forfeitures					
4000535 · Omni Warrant Revenue	0	1,318	2,868	(1,550)	46%
4000510 · Fines - Police	12,299	132,619	265,008	(132,389)	50%
4000520 · Fines - Animal Control	0	0	456	(456)	0%
4000525 · Fines - Code Enforcement	0	592	8,949	(8,357)	7%
4000550 · Municipal Court Technology	295	2,575	5,424	(2,849)	47%
4000551 · Municipal Court Security	221	1,931	4,068	(2,137)	47%
4000590 · Misc Fines and Forfeitures	2,465	2,745	432	2,313	635%
4000592 · Warrant Fees	654	654	0	654	100%
4000593 -	0	0	0	0	0%
Total 4000500 · Fines and Forfeitures	15,934	142,433	287,205	(144,772)	50%
4000800 · Other Revenue					
4000810 · Heritage Day	0	3,738	26,000	(22,262)	14%
4000818 · Lease Proceeds	0	1,144	0	1,144	100%
4000820 · Water Tower Lease	16,705	122,829	118,250	4,579	104%
4000840 · Interest Earned	869	5,432	7,560	(2,128)	72%
4000860 · Grant Proceeds	0	0	0	0	0%
4000870 · Insurance Proceeds	-2,026	0	0	0	0%
4000885 · Proceeds from Sale of Assets	1,127	1,127	0	1,127	100%
4000887 · HOA Revenue	0	0	1,015	(1,015)	0%
4000890 · Misc Other Revenue	0	840	3,500	(2,660)	24%
Total 4000800 · Other Revenue	16,675	135,109	156,325	(21,216)	86%
4000900 · Transfers In					
4000905 · Weapons Purchase Plan	0	0	11,730	(11,730)	0%
4000925 · Admin.Rev. received from 4B-EDC	0	1,250	2,500	(1,250)	50%
4000927 - 4B-EDC Revenue: Monument Signs	0	0	30,000	(30,000)	0%

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

	Current	Year to Date	\$ Over		% of Budget
			(Under)		
	April 2018	'Oct - Apr 2018	Budget	Budget	Thru April
4000930 · Admin. Rev. Rec. From W&S Fund	0	11,862	23,724	(11,862)	50%
4000940 · Admin.Rev. Rec. from MDD Fund	0	250	500	(250)	50%
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	 13,362	 353,617	 (340,255)	 4%
 Total Revenues	 80,843	 2,493,822	 3,555,419	 (1,061,597)	 70%
Gross Resources	80,843	2,493,822	3,555,419	(1,061,597)	70%
Expenditures					
10 · Administration					
5101100 · Salaries & Wages					
5101110 · City Administrator	8,077	44,740	78,750	(34,010)	57%
5101115 · City Secretary	5,000	28,750	44,250	(15,500)	65%
5101117 · City Accountant	4,159	23,914	39,338	(15,424)	61%
5101120 · Admin. Support	2,856	16,422	27,035	(10,613)	61%
5101180 · Merit Raises, Staff	0	0	5,682	(5,682)	0%
Total 5101100 · Salaries & Wages	20,092	113,826	195,055	(81,229)	58%
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	2,294	17,862	31,117	(13,255)	57%
5102135 · TMRS	1,997	14,718	25,715	(10,997)	57%
5102160 · Worker's Compensation	233	926	933	(7)	99%
5102170 · Payroll Taxes	296	2,199	3,772	(1,573)	58%
5102180 · Unemployment Taxes	0	0	1,000	(1,000)	0%
5102190 - Auto Allowance	400	2,800	4,800	(2,000)	58%
5102196 · Indiv. Membership Dues	65	1,439	1,950	(511)	74%

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

	Current	Year to Date	\$ Over (Under)	% of Budget
	April 2018	'Oct - Apr 2018	Budget	Thru April
			Budget	58%
Total 5102100 · Employee Benefits	5,285	39,944	69,287	(29,343) 58%
5102200 · Special Services				
5102210 · Tax Assessing & Collecting Fees	0	1,814	1,814	0 100%
5102220 · Tax Appraisal Fee	0	9,444	18,887	(9,444) 50%
5102230 · Legal Fees	270	4,836	32,272	(27,436) 15%
5102240 · Audit	0	7,445	7,650	(205) 97%
5102250 · Accounting	0	132	2,000	(1,868) 7%
5102260 · Engineering Fees	605	3,701	10,000	(6,299) 37%
Total 5102200 · Special Services	875	27,372	72,623	(45,251) 38%
5102300 · Contractual Services				
5102310 · Consultant Fees	0	80	10,000	(9,920) 1%
Total 5102300 · Contractual Services	0	80	10,000	(9,920) 1%
5102500 · Operating Services				
5102530 · Custodial Service Contract	344	2,408	4,128	(1,720) 58%
5102540 · IT - Computer Maintenance	9,985	34,673	25,200	9,473 138%
Total 5102500 · Operating Services	10,329	37,081	29,328	7,753 126%
5102600 · Special Expenses				
5102610 · Election - Payroll	0	0	850	(850) 0%
5102620 · Election - Supplies	705	1,486	2,500	(1,014) 59%
5102630 · Election Meeting Expense	0	0	100	(100) 0%
5102650 · Codification Book Update	0	375	3,600	(3,225) 10%
Total 5102600 · Special Expenses	705	1,861	7,050	(5,189) 26%
5103100 · General Supplies				
5103110 · Office Supplies	738	5,315	8,000	(2,685) 66%
5103140 · Uniforms	0	0	350	(350) 0%

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

	Current	Year to Date	\$ Over (Under)	% of Budget
	April 2018	'Oct - Apr 2018	Budget	Thru April
			Budget	58%
Total 5103100 · General Supplies	738	5,315	8,350	(3,035) 64%
5103400 · Maintenance Supplies / Parts				
5103410 · Supplies - Custodial	116	562	1,500	(938) 37%
5103440 · Maintenance Agreement Expense	0	0	400	(400) 0%
5103460 · Miscellaneous	0	0	1,500	(1,500) 0%
Total 5103400 · Maintenance Supplies / Parts	116	562	3,400	(2,838) 17%
5104200 · Travel Expenses				
5104210 · Travel - Local	0	312	500	(188) 62%
5104220 · Professional Development	300	1,342	6,550	(5,208) 20%
5104222 · Professional Develop - Council	0	931	1,300	(369) 72%
5104225 · City Council Meal Expense	0	349	2,200	(1,851) 16%
5104230 · Professional Develop - In-House	0	0	500	(500) 0%
Total 5104200 · Travel Expenses	300	2,934	11,050	(8,116) 27%
5105200 · Data Processing Expenses				
5105230 · Data Proc-Maintenance & Repair	0	0	8,000	(8,000) 0%
5105240 · Data Processing - Software	1,615	9,529	11,005	(1,476) 87%
Total 5105200 · Data Processing Expenses	1,615	9,529	19,005	(9,476) 50%
5105300 · Printing Expense				
5105310 · Copier Expense	440	1,882	4,476	(2,594) 42%
5105320 · Printing - Newsletters	0	2,341	5,108	(2,767) 46%
5105330 · Printing - Forms	0	307	1,500	(1,193) 20%
Total 5105300 · Printing Expense	440	4,529	11,084	(6,555) 41%
5105400 · Utilities				
5105410 · Telephone	128	894	1,500	(606) 60%
5105415 · Cellular Phone	119	836	1,450	(614) 58%

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	Current	Year to Date	\$ Over		% of Budget
			(Under)		
	April 2018	'Oct - Apr 2018	Budget	Budget	Thru April
5105417 · Internet	160	1,120	2,823	(1,703)	40%
5105420 · Wireless Cards	76	532	912	(380)	58%
5105450 · Electricity	274	2,184	4,635	(2,451)	47%
Total 5105400 · Utilities	757	5,565	11,320	(5,755)	49%
 5105500 · Repairs & Bldg Improvements					
5105520 · Repairs - Buildings	3,300	4,542	33,200	(28,658)	14%
5105540 · Repairs - Machinery & Equipment	0	0	500	(500)	0%
5105590 · Repairs - Other	0	371	1,300	(929)	29%
Total 5105500 · Repairs & Bldg Improvements	3,300	4,913	35,000	(30,087)	14%
 5105600 · Insurance					
5105610 · Insurance - Property	479	1,436	1,915	(479)	75%
5105620 · Insurance - Liability	200	600	800	(200)	75%
5105630 · Insurance - Fidelity Bond	0	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	679	2,546	5,675	(3,129)	45%
 5105700 · Other Expenses					
5105705 · Postage	825	3,331	6,756	(3,425)	49%
5105710 · Cash - Over/Short	0	0	10	(10)	0%
5105725 · Records Management Expense	0	1,395	1,500	(105)	93%
5105730 · City - Memberships	0	1,831	2,500	(669)	73%
5105740 · Legal Notices/Advertisement	809	3,287	9,000	(5,713)	37%
5105752 · Employment Screening	0	0	400	(400)	0%
5105753 · Solicitor Screening	32	159	200	(41)	80%
5105760 · Bank Service Charge	0	83	100	(17)	83%
5105764 · Filing Fees	100	272	500	(228)	54%
5105765 · Miscellaneous	46	886	2,767	(1,881)	32%

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	Current	Year to Date	\$ Over		% of Budget
			(Under)		
	April 2018	'Oct - Apr 2018	Budget	Budget	Thru April
Total 5105700 · Other Expenses			23,733	(12,489)	47%
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		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	93,770	(93,770)	0
Total 10 · Administration	47,043	267,415	608,355	(340,941)	44%
20 · Police					
5201100 · Salaries & Wages					
5201120 · Police Chief	5,882	44,117	74,243	(30,126)	59%
5201143 · Command Staff	4,541	34,055	57,309	(23,254)	59%
5201150 · Certification Pay	185	1,385	2,400	(1,016)	58%
5201180 · Merit Raises - Staff	0	0	3,947	(3,947)	0%
Total 5201100 · Salaries & Wages	10,608	79,556	137,899	(58,343)	58%
5201400 · Support Salaries					
5201405 · Support Staff	2,442	18,312	30,826	(12,514)	59%
5201408 - Sergeant	3,734	34,970	88,047	(53,077)	40%
5201410 · Patrol	22,977	156,945	248,352	(91,407)	63%
5201412 - Patrol Part Time	1,700	14,425	20,500	(6,075)	70%
5201415 · Certification Pay	69	704	2,701	(1,997)	26%
5201470 - Salary Increase	0	0	6,220	(6,220)	0%
5201480 · Merit Raises	0	0	10,012	(10,012)	0%
5201490 · Overtime	443	6,912	16,000	(9,088)	43%
Total 5201400 · Support Salaries	31,366	232,268	422,658	(190,390)	55%

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	Current	Year to Date	\$ Over (Under)	% of Budget
	April 2018	'Oct - Apr 2018	Budget	Thru April
			Budget	58%
5202100 · Employee Benefits				
5202110 · Group Insurance	6,459	47,639	84,581	(36,942) 56%
5202135 · TMRS	4,001	28,955	53,161	(24,206) 54%
5202160 · Worker's Compensation	3,118	10,297	12,471	(2,174) 83%
5202170 · Payroll Taxes	696	5,210	8,789	(3,579) 59%
5202196 · Membership Dues	0	403	403	0 100%
Total 5202100 · Employee Benefits	14,274	92,504	159,405	(66,901) 58%
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	206	1,616	2,820	(1,204) 57%
5202540 · Computer Maintenance	0	0	700	(700) 0%
5202560 · Internet Subscriptions	0	0	1,350	(1,350) 0%
Total 5202500 · Operating Services	206	1,616	4,870	(3,254) 33%
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	52	1,050	1,050	0 100%

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FY October 2017 through September 2018

	Current	Year to Date	\$ Over		% of Budget
			(Under)	Budget	
	April 2018	'Oct - Apr 2018	Budget	Budget	58%
5203140 · Uniforms		264	2,435	8,500	(6,065) 29%
5203170 · Evidence Gathering		50	369	700	(331) 53%
Total 5203100 · General Supplies		367	3,854	10,250	(6,396) 38%
5203400 · Maintenance Supplies & Parts					
5203410 · Supplies - Custodial		64	340	800	(460) 42%
Total 5203400 · Maintenance Supplies & Parts		64	340	800	(460) 42%
5204200 · Travel Expenses					
5204210 · Travel - Local		61	578	1,000	(422) 58%
5204220 · Professional Development		0	3,952	7,827	(3,875) 50%
5204225 · Professional Dev - LEOSE		0	400	0	400 100%
5204235 · Ammo		0	0	1,000	(1,000) 0%
5204270 · Vehicle Expenses		1,382	11,298	24,000	(12,702) 47%
Total 5204200 · Travel Expenses		1,442	16,228	33,827	(17,599) 48%
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		76	604	1,210	(606) 50%
5205330 · Printing - Forms		0	300	300	0 100%
5205350 · Printing - Other		0	160	500	(340) 32%
Total 5205300 · Printing Expenses		76	1,063	2,010	(947) 53%
5205400 · Utilities					
5205410 · Telephone		125	872	1,500	(628) 58%
5205415 · Cellular Phone		99	692	1,188	(496) 58%

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FY October 2017 through September 2018

	Current	Year to Date	\$ Over		% of Budget
			(Under)	Budget	
	April 2018	'Oct - Apr 2018	Budget	Budget	Thru April
5205417 · Internet - PD	160	1,120	1,920	(800)	58%
5205420 · Wireless Cards	190	1,330	3,192	(1,862)	42%
5205450 · Electricity	254	2,117	4,500	(2,383)	47%
Total 5205400 · Utilities	828	6,130	12,300	(6,170)	50%
 5205500 · Repairs & Building Improvements					
5205520 · Repairs - Building	0	66	5,000	(4,934)	1%
5205540 · Repairs- Machinery & Equipment	0	46	1,000	(954)	5%
5205550 · Repairs - Vehicles	1,590	4,858	10,000	(5,142)	49%
Total 5205500 · Repairs & Building Improvements	1,590	4,971	16,000	(11,029)	31%
 5205600 · Insurance					
5205610 · Insurance - Property	488	1,463	1,950	(488)	75%
5205620 · Insurance - Liability	1,337	4,011	5,348	(1,337)	75%
5205640 · Insurance - Vehicle	1,227	3,681	4,908	(1,227)	75%
Total 5205600 · Insurance	3,052	9,155	12,206	(3,052)	75%
 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	0	440	1,550	(1,110)	28%
5205765 · Miscellaneous	70	624	1,500	(876)	42%
Total 5205700 · Other Expenses	70	1,064	15,330	(14,266)	7%
 5206400 · Minor Capital Outlay					
5206440 · Machinery & Equipment	84	1,911	9,734	(7,823)	20%
5206445 · Personal Protective Equipment	707	707	2,600	(1,893)	27%
5206450 · Vehicles	0	52,198	57,350	(5,152)	91%
Total 5206400 · Minor Capital Outlay	791	54,816	69,684	(14,868)	79%
 Total 20 · Police	64,733	538,452	948,664	(410,212)	57%

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	Current	Year to Date	\$ Over (Under)	% of Budget
	April 2018	'Oct - Apr 2018	Budget	Thru April
			Budget	58%
25 · Municipal Court				
5251100 · Salaries & Wages				
5251140 · Municipal Judge	634	5,702	11,110	(5,409) 51%
Total 5251100 · Salaries & Wages	634	5,702	11,110	(5,409) 51%
5251400 · Support Staff				
5251405 · Support Staff	2,829	21,216	34,695	(13,479) 61%
5251470 - Salary Increase	0	0	1,041	(1,041)
5251480 · Merit Raises	0	0	1,041	(1,041) 0%
5251490 · Overtime	119	557	1,400	(843) 40%
Total 5251400 · Support Staff	2,948	21,773	38,177	(16,404) 57%
5252100 · Employee Benefits				
5252110 · Group Insurance	634	5,042	7,612	(2,570) 66%
5252135 · TMRS	293	2,143	3,637	(1,494) 59%
5252160 · Worker's Compensation	39	117	156	(39) 75%
5252170 · Payroll Taxes	91	752	1,384	(632) 54%
5252196 - Membership Dues	0	0	60	(60) 0%
Total 5252100 · Employee Benefits	1,058	8,053	12,849	(4,796) 63%
5252300 · Contractual Services				
5251420 · Jury Fees	0	0	200	(200) 0%
5251425 · City Prosecutor	390	6,512	11,370	(4,859) 57%
5251450 · Contract Labor - Company	0	600	600	0 100%
5252375 · Comptroller - Warrant Fees	0	41,058	96,000	(54,942) 43%
Total 5252300 · Contractual Services	390	48,169	108,170	(60,001) 45%
5253100 · General Supplies				
5253110 · Office Supplies	0	0	133	(133) 0%
5253140 · Uniforms	0	0	50	(50) 0%

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FY October 2017 through September 2018

	Current	Year to Date	\$ Over		% of Budget
			(Under)	Budget	
	April 2018	'Oct - Apr 2018	Budget	Budget	58%
Total 5253100 · General Supplies		0	0	183	(183) 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	75	(75)	0%
5255200 · Data Processing Expenses					
5255240 · Data Processing - SW Maint.	0	2,153	2,351	(198)	92%
Total 5255200 · Data Processing Expenses		2,153	2,351	(198)	92%
5255300 · Printing Expense					
5255350 · Printing - Other	0	842	842	(0)	100%
Total 5255300 · Printing Expense		842	842	(0)	100%
5255600 · Insurance					
5255620 · Insurance - Liability	53	158	210	(53)	75%
Total 5255600 · Insurance		158	210	(53)	75%
5255700 · Other Expenses					
5255765 · Miscellaneous	0	0	50	(50)	0%
5255768 · Collection Agency Fees	986	5,213	8,868	(3,655)	59%
5255772 · Warrant Fee - Omni	246	3,601	8,264	(4,663)	44%
Total 5255700 · Other Expenses		8,815	17,182	(8,367)	51%
Total 25 · Municipal Court	6,314	95,664	191,149	(95,485)	50%
30 · Fire					
5301100 · Salaries & Wages					
5301125 · Fire Chief	3,102	23,265	39,156	(15,891)	59%
5301135 · Deputy Chief/Fire January shall	1,922	14,418	22,069	(7,651)	65%

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	Current	Year to Date	\$ Over		% of Budget
			(Under)		
	April 2018	'Oct - Apr 2018	Budget	Budget	Thru April
5301140 · Fire Captains	4,858	41,483	70,760	(29,277)	59%
5301150 · Officer in Charge & Holiday	1,032	8,720	12,648	(3,928)	69%
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	10,914	87,886	151,614	(63,728)	58%
5301400 · Support Salaries					
5301440 · Firefighters	25,924	185,776	326,555	(140,779)	57%
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	1,595	11,437	16,850	(5,413)	68%
Total 5301400 · Support Salaries	27,519	197,213	359,091	(161,878)	55%
5302100 · Employee Benefits					
5302135 · TMRS	499	3,766	6,534	(2,768)	58%
5302137 · Volunteer Retirement	0	1,125	5,200	(4,075)	22%
5302160 · Worker's Compensation	3,183	11,703	12,731	(1,028)	92%
5302170 · Payroll Taxes	2,507	18,550	33,617	(15,067)	55%
5302196 · Membership Dues	0	2,130	2,200	(70)	97%
Total 5302100 · Employee Benefits	6,189	37,274	60,282	(23,008)	62%
5302300 · Contractual Services					
5302310 · Consultant Fees	0	1,500	1,500	0	100%
5302380 · Dispatch	0	8,447	15,925	(7,478)	53%
5302385 · Emergency Transport Service	0	31,780	63,559	(31,780)	50%
Total 5302300 · Contractual Services	0	41,727	80,984	(39,257)	52%
5302500 · Operating Services					
5302510 · Maintenance Agreements	1,728	6,329	9,500	(3,171)	67%

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	Current	Year to Date	\$ Over		% of Budget
			(Under)		
	April 2018	'Oct - Apr 2018	Budget	Budget	Thru April
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	1,728	6,329	14,120	(7,791)	45%
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	114	293	1,000	(707)	29%
5303140 · Uniforms	206	2,891	5,000	(2,109)	58%
5303160 · Medical Supplies	0	3,508	8,000	(4,492)	44%
5303165 · Medical Support	0	176	1,000	(824)	18%
5303170 · Evidence Gathering	0	133	800	(667)	17%
5303175 · Education Aids	0	0	1,000	(1,000)	0%
Total 5303100 · General Supplies	320	7,001	16,800	(9,799)	42%
5303400 · Maintenance Supplies & Parts					
5303410 · Supplies - Custodial	0	1,136	2,500	(1,364)	45%
5303420 · Building Alarm Maintenance	105	1,950	2,300	(350)	85%
Total 5303400 · Maintenance Supplies & Parts	105	3,086	4,800	(1,714)	64%
5304200 · Travel Expenses					
5304220 · Professional Development	121	1,689	7,600	(5,911)	22%
5304270 · Vehicle Expenses	726	5,745	9,000	(3,255)	64%
Total 5304200 · Travel Expenses	847	7,434	16,600	(9,166)	45%
5305200 · Data Processing Expenses					
5305230 · Data Proc-Maintenance & Repair	0	563	5,000	(4,437)	11%
5305240 · Data Processing - Software	0	6,780	10,000	(3,220)	68%

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	April 2018	'Oct - Apr 2018	Budget	Thru April
			Budget	58%
Total 5305200 · Data Processing Expenses	0	7,343	15,000	(7,657) 49%
5305300 · Printing Expense				
5305310 · Copier Expense	270	2,072	3,200	(1,128) 65%
5305330 · Printing - Forms	0	0	100	(100) 0%
Total 5305300 · Printing Expense	270	2,072	3,300	(1,228) 63%
5305400 · Utilities				
5305410 · Telephone	207	1,492	2,168	(676) 69%
5305415 · Cellular Phone	124	869	1,490	(621) 58%
5305417 · Internet - Fire Dept.	464	3,249	4,660	(1,411) 70%
5305430 · Natural Gas	189	2,036	3,000	(964) 68%
5305450 · Electricity	361	2,865	5,650	(2,785) 51%
Total 5305400 · Utilities	1,345	10,512	16,968	(6,456) 62%
5305500 · Repairs & Bldg Improvements				
5305520 · Repairs - Building	1,099	3,834	20,000	(16,166) 19%
5305540 · Repairs - Machinery & Equipment	0	6,775	19,000	(12,225) 36%
5305545 · Repairs - Apparatus	8,368	12,214	12,000	214 102%
5305550 · Repairs - Vehicles	0	56	3,500	(3,444) 2%
Total 5305500 · Repairs & Bldg Improvements	9,467	22,880	54,500	(31,620) 42%
5305600 · Insurance				
5305610 · Insurance - Property	446	1,337	1,783	(446) 75%
5305620 · Insurance - Liability	357	1,071	1,428	(357) 75%
5305640 · Insurance - Vehicle	3,211	9,634	12,845	(3,211) 75%
Total 5305600 · Insurance	4,014	12,042	16,056	(4,014) 75%
5305700 · Other Expenses				
5305705 · Postage	0	0	50	(50) 0%
5305752 · Employment Screening	0	106	500	(394) 21%
5305765 · Flags & Miscellaneous	0	0	100	(100) 0%

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	Current	Year to Date	\$ Over		% of Budget
			(Under)	Budget	
	April 2018	'Oct - Apr 2018	Budget	Thru April	
Total 5305700 · Other Expenses		0	106	650	(544) 16%
5306400 · Minor Capital Outlay					
5306440 · Machinery & Equipment	0	0	10,300	(10,300)	0%
5306445 · Personal Protective Equipment	6,572	7,343	20,247	(12,905)	36%
Total 5306400 · Minor Capital Outlay	6,572	7,343	30,547	(23,205)	24%
Total 30 · Fire	69,289	450,483	841,662	(391,179)	54%
40 · Community Services					
5401100 · Salaries & Wages					
5401135 · ACO/Code Enforcement Officer	3,784	28,380	47,757	(19,377)	59%
5401140 · Permit Clerk - Code	3,434	15,665	21,643	(5,978)	72%
5401180 · Merit Raises - Staff	0	0	2,083	(2,083)	0%
5401190 · Overtime	820	5,697	7,500	(1,803)	76%
Total 5401100 · Salaries & Wages	8,039	49,742	78,983	(29,241)	63%
5402100 · Employee Benefits					
5402110 · Group Insurance	1,029	6,700	15,399	(8,699)	44%
5402135 · TMRS	804	5,922	10,014	(4,092)	59%
5402160 · Worker's Compensation	98	358	392	(34)	91%
5402170 · Payroll Taxes	111	865	1,469	(604)	59%
5402190 · License	0	0	625	(625)	0%
Total 5402100 · Employee Benefits	2,042	13,845	27,899	(14,054)	50%
5402300 · Contractual Services					
5402315 · Contract Building Inspections	1,003	16,070	43,800	(27,730)	37%
5402370 · Impound Fees	141	891	2,300	(1,409)	39%
Total 5402300 · Contractual Services	1,144	16,961	46,100	(29,139)	37%
5402600 · Special Expenses					
5402680 · Environmental Testing	0	61	2,300	(2,239)	3%

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			(Under)		
	April 2018	'Oct - Apr 2018	Budget	Budget	Thru April
5402683 - Septic Tank Fee to State	0	10	100	(90)	10%
5402685 - Clean up Day	0	0	100	(100)	0%
5402687 - Abatement Nuisance	0	1,440	1,200	240	120%
Total 5402600 - Special Expenses	0	1,511	3,700	(2,189)	41%
5403100 - General Supplies					
5403110 - Office Supplies	0	34	50	(16)	68%
5403120 - Animal Care	0	58	150	(92)	38%
5403122 - Pet Supplies	70	406	600	(194)	68%
5403140 - Uniforms	0	205	600	(395)	34%
Total 5403100 - General Supplies	70	703	1,400	(697)	50%
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	0	425	400	25	106%
5404270 - Vehicle Expenses	135	1,729	3,000	(1,271)	58%
Total 5404200 - Travel Expenses	135	2,154	3,425	(1,271)	63%
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
	April 2018	'Oct - Apr 2018	Budget	Budget	
5405415 · Cellular Phone	74	617	1,074	(457)	57%
Total 5405400 · Utilities	74	617	1,074	(457)	57%
5405600 · Insurance					
5405610 · Insurance - Property	3	8	10	(3)	75%
5405620 · Insurance - Liability	46	137	183	(46)	75%
5405640 · Insurance - Vehicle	16	47	63	(16)	75%
Total 5405600 · Insurance	64	192	256	(64)	75%
5405700 · Other Expenses					
5405765 · Miscellaneous	0	25	400	(375)	6%
Total 5405700 · Other Expenses	0	25	400	(375)	6%
5406400 · Minor Capital Outlay					
5406440 · Machinery & Equipment	111	1,069	1,000	69	107%
Total 5406400 · Minor Capital Outlay	111	1,069	1,000	69	107%
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	11,679	89,318	198,737	(109,419)	45%
45 · Solid Waste					
5455400 · Utilities					
5455465 · Solid waste Pickup (Garbage)	39,955	137,920	228,497	(90,577)	60%
Total 5455400 · Utilities	39,955	137,920	228,497	(90,577)	60%
Total 45 · Solid Waste	39,955	137,920	228,497	(90,577)	60%
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
	April 2018	'Oct - Apr 2018	Budget	Thru April
			Budget	58%
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	470	1,141	1,882	(741) 61%
5502170 · Payroll Taxes	0	0	428	(428) 0%
5502190 · License	0	25	122	(97) 20%
Total 5502100 · Employee Benefits	470	1,166	12,898	(11,732) 9%
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	2,000	2,000	0 100%
Total 5502600 · Special Expenses	0	2,000	2,000	0 100%
5503100 · General Supplies				
5503110 · Office Supplies	0	0	100	(100) 0%
5503140 · Uniforms	0	463	600	(137) 77%
Total 5503100 · General Supplies	0	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		% of Budget
			(Under)		
	April 2018	'Oct - Apr 2018	Budget	Budget	Thru April
5503420 · Supplies - Street Signs	0	1,210	2,000	(790)	60%
5503460 · Miscellaneous	45	146	300	(154)	49%
Total 5503400 · Maintenance Supplies & Parts	45	1,355	2,800	(1,445)	48%
5504200 · Travel Expenses					
5504220 · Professional Development	0	90	500	(410)	18%
5504270 · Vehicle Expenses	155	1,462	6,000	(4,538)	24%
Total 5504200 · Travel Expenses	155	1,552	6,500	(4,948)	24%
5505300 · Printing Expense					
5505350 · Printing - Other	0	0	350	(350)	0%
Total 5505300 · Printing Expense	0	0	350	(350)	0%
5505400 · Utilities					
5505450 · Electricity	3,679	26,696	47,000	(20,304)	57%
Total 5505400 · Utilities	3,679	26,696	47,000	(20,304)	57%
5505500 · Repairs & Bldg Improvements					
5405520 · Repairs - Building	0	0	500	(500)	0%
5505540 · Repairs - Machinery & Equipment	250	1,922	2,500	(578)	77%
5505550 · Repairs - Vehicles	274	2,138	2,500	(362)	86%
5505560 · Repairs -Street Maint.& Repairs	-152	10,333	50,000	(39,667)	21%
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	372	15,994	62,500	(46,506)	26%
5505600 · Insurance					
5505620 · Insurance - Liability	447	1,340	1,787	(447)	75%
5505640 · Insurance - Vehicle	792	2,376	3,168	(792)	75%
Total 5505600 · Insurance	1,239	3,716	4,955	(1,239)	75%

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

	Current	Year to Date	\$ Over (Under)	% of Budget
	April 2018	'Oct - Apr 2018	Budget	Thru April
			Budget	58%
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	326	2,500	(2,174) 13%
5506445 · Personal Protective Equipment	0	95	300	(205) 32%
5506490 · Other	0	350	850	(500) 41%
Total 5506400 · Minor Capital Outlay	0	772	3,650	(2,878) 21%
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	5,959	53,814	456,922	(403,108) 12%
60 · Parks				
5602400 · Rentals				
5602490 · Rental - Other	210	1,677	3,000	(1,323) 56%
Total 5602400 · Rentals	210	1,677	3,000	(1,323) 56%
5602600 · Special Expenses				
5602680 · Heritage Day	0	103	15,300	(15,197) 1%
5602690 - Special Events	1,542	3,367	5,000	(1,633) 67%
Total 5602600 · Special Expenses	1,542	3,470	20,300	(16,830) 17%
5603400 · Maintenance Supplies & Parts				

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

	Current	Year to Date	\$ Over		% of Budget
			(Under)		
	April 2018	'Oct - Apr 2018	Budget	Budget	Thru April
5303410 - Supplies - Custodial	0	0	2,000	(2,000)	0%
5603460 - Miscellaneous	0	300	300	0	100%
Total 5603400 - Maintenance Supplies & Parts	0	300	2,300	(2,000)	13%
5605400 - Utilities					
5605450 - Electricity	532	4,404	8,300	(3,896)	53%
Total 5605400 - Utilities	532	4,404	8,300	(3,896)	53%
5605500 - Repairs & Bldg Improvements					
5605520 - Repairs - Building	0	0	250	(250)	0%
5605530 - REPAIRS-IMP OTHER THAN BLDGS	322	1,026	1,500	(474)	68%
Total 5605500 - Repairs & Bldg Improvements	322	1,026	1,750	(724)	59%
5605600 - Insurance					
5605610 - Insurance - Property	66	199	265	(66)	75%
5605620 - Insurance - Liability	105	314	418	(105)	75%
Total 5605600 - Insurance	171	512	683	(171)	75%
5605700 - Other Expenses					
5605765 - Miscellaneous	0	79	300	(221)	26%
Total 5605700 - Other Expenses	0	79	300	(221)	26%
5606400 - Minor Capital Outlay					
5606410 - Land Improvements	0	1,074	6,800	(5,726)	16%
5606440 - Machinery & Equipment	0	202	2,000	(1,798)	10%
Total 5606400 - Minor Capital Outlay	0	1,277	8,800	(7,523)	15%
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
	April 2018	'Oct - Apr 2018	Budget	Thru April
			Budget	58%
Total 60 · Parks	2,777	12,745	81,433	(68,688) 16%
Total Expenditures	247,750	1,645,811	3,555,419	(1,909,608) 46%
Net Change in Fund Balance	-166,907	848,011	0	848,011 100%

Ovilla W&S Utility Fund
Actual vs Budget Review
FY October 2017 through September 2018

	Current	Year to Date	\$ Over (Under)	% of Budget
	April 2018	Oct - Apr 2018	Budget	Thru April
			Budget	58%
Resources				
4000400 · Charges for Services				
4000460 · Water Sales	39,249	428,392	920,296	(491,904)
4000461 · Sewer Service	29,228	230,445	399,708	(169,263)
4000465 · Water & Sewer Penalties	939	8,602	17,985	(9,383)
4000471 · Reconnect Fees	405	2,900	5,400	(2,500)
4000472 · Meters	1,050	2,000	3,700	(1,700)
4000473 · Connect Fees	175	1,600	3,000	(1,400)
4000478 · Infrastructure Improvement Fee	5,483	38,689	68,724	(30,035)
4000480-Solid Waste Fees (Garbage)	0	0	0	0%
Total 4000400 · Charges for Services	76,527	712,628	1,418,813	(706,185)
4000800 · Other Revenue				
4000880 · Capital Rec Fee	2,500	16,250	37,500	(21,250)
4000840 · Interest Earned	265	1,861	2,900	(1,039)
4000890 · Misc Other Revenue	0	0	0	0%
Total 4000800 · Other Revenue	2,765	18,111	40,400	(22,289)
Total Resources	79,292	730,739	1,459,213	(728,474)
Expense				
70 · Administration				
5701100 · Salaries & Wages				
5701110 · City Administrator	0	14,683	26,250	(11,567)
5701115 · City Secretary	0	8,750	14,750	(6,000)
5701117 · Finance Accountant	0	7,278	13,113	(5,835)
5701120 · Admin. Support	0	4,998	9,012	(4,014)
5701130 · Public Works Director	4,573	34,300	57,722	(23,422)
5701180 · Merit Raises, Staff	0	0	3,626	(3,626)
Total 5701100 · Salaries & Wages	4,573	70,008	124,473	(54,465)

Ovilla W&S Utility Fund
Actual vs Budget Review
FY October 2017 through September 2018

	Current	Year to Date	\$ Over (Under)	% of Budget
	April 2018	Oct - Apr 2018	Budget	Thru April
			Budget	58%
5702100 · Employee Benefits				
5702110 · Group Insurance	647	5,132	7,767	(2,635) 66%
5702135 · TMRS	459	3,410	5,879	(2,469) 58%
5702160 · Workers Compensation	212	683	849	(166) 80%
5702170 · Payroll Taxes	66	494	863	(369) 57%
Total 5702100 · Employee Benefits	1,385	9,719	15,358	(5,639) 63%
5702200 · Special Services				
5702240 · Audit	0	7,637	7,650	(13) 100%
5702250 · Accounting	0	900	900	0 100%
Total 5702200 · Special Services	0	8,537	8,550	(13) 100%
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	0	156	800	(644) 20%
Total 5703100 · General Supplies	0	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		% of Budget
			(Under)		
	April 2018	Oct - Apr 2018	Budget	Budget	Thru April
5705230 · Data Processing - Maintenance & Repair	100	1,570	1,571	(1)	100%
5705240 · Data Processing - Software	0	2,500	2,500	0	100%
Total 5705200 · Data Processing Expenses	100	4,070	4,071	(1)	100%
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	784	1,350	(566)	58%
5705415 · Cellular Phone	38	791	1,360	(569)	58%
5705417 · Internet	160	1,120	1,930	(810)	58%
Total 5705400 · Utilities	310	2,695	4,640	(1,945)	58%
5705700 · Other Expenses					
5705705 · Postage	725	3,225	6,225	(3,000)	52%
5705740 · Advertising	0	0	100	(100)	0%
5705760 · Bank Service Charge	21	112	250	(138)	45%
5705765 · Miscellaneous	0	86	100	(14)	86%
Total 5705700 · Other Expenses	746	3,423	6,675	(3,252)	51%
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	11,862	23,724	(11,862)	50%
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	11,862	105,749	(93,887)	11%

Ovilla W&S Utility Fund
Actual vs Budget Review
FY October 2017 through September 2018

	Current	Year to Date	\$ Over (Under)	% of Budget
	April 2018	Oct - Apr 2018	Budget	Thru April
			Budget	58%
Total 70 · Administration	7,113	110,691	276,716	(166,025) 40%
75 · Water				
5751100 · Salaries & Wages				
5751133 · Superintendent	3,616	27,120	45,636	(18,516) 59%
5751170 · Salary Increase	0	0	1,370	(1,370) 0%
5751190 · Overtime	68	407	2,000	(1,593) 20%
Total 5751100 · Salaries & Wages	3,684	27,527	49,006	(21,479) 56%
5751400 · Support Salaries				
5751405 · Support Staff	2,061	16,363	30,322	(13,959) 54%
5751415 · Maintenance Crew	4,560	41,659	84,989	(43,330) 49%
5751430 · Seasonal Crew	0	0	3,000	(3,000) 0%
5751450 · Certification Pay	92	692	1,200	(508) 58%
5751480 · Merit Raises	0	0	4,840	(4,840) 0%
5751490 · Overtime	141	2,388	4,000	(1,612) 60%
5751500 · Water - On Call	150	1,100	1,550	(450) 71%
Total 5751400 · Support Salaries	7,004	62,203	129,901	(67,698) 48%
5752100 · Employee Benefits				
5752110 · Group Insurance	2,650	18,518	38,057	(19,539) 49%
5752135 · TMRS	1,058	8,810	16,544	(7,734) 53%
5752160 · Worker's Compensation	1,060	3,227	4,240	(1,014) 76%
5752170 · Payroll Taxes	152	1,327	2,427	(1,100) 55%
5752190 · Licenses	0	200	222	(22) 90%
Total 5752100 · Employee Benefits	4,920	32,081	61,490	(29,409) 52%
5752300 · Contractual Services/Personnel				
5752350 · Contract Labor - Company	0	0	1,500	(1,500) 0%
5752380 · Dispatch	0	6,826	13,650	(6,824) 50%

Ovilla W&S Utility Fund
Actual vs Budget Review
FY October 2017 through September 2018

	Current	Year to Date	\$ Over		% of Budget
			(Under)	Budget	
	April 2018	Oct - Apr 2018	Budget	Budget	Thru April
Total 5752300 · Contractual Services/Personnel					
	0	6,826	15,150	(8,324)	45%
5752400 · Rentals					
5752420 · Rental - Machinery & Equipment	0	205	250	(45)	82%
Total 5752400 · Rentals					
	0	205	250	(45)	82%
5752500 · Operating Services					
5752580 · Water Testing	73	1,791	5,600	(3,809)	32%
5752590 · TCEQ Fees	0	2,977	3,500	(523)	85%
Total 5752500 · Operating Services					
	73	4,768	9,100	(4,332)	52%
5753100 · General Supplies					
5753140 · Uniforms	150	1,762	2,400	(638)	73%
Total 5753100 · General Supplies					
	150	1,762	2,400	(638)	73%
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	200	200	750	(550)	27%
5754270 · Vehicle Expenses	378	2,753	10,000	(7,247)	28%
Total 5754200 · Travel Expenses					
	578	2,953	10,750	(7,797)	27%
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	1,441	3,000	(1,559)	48%
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
	April 2018	Oct - Apr 2018	Budget	Thru April
			Budget	58%
Total 5755300 · Printing Expenses	0	2,706	5,500	(2,794) 49%
5755400 · Utilities				
5755415 · Cellular Phone	16	110	188	(78) 59%
5755450 · Electricity	1,287	12,743	27,000	(14,257) 47%
5755460 · Water, wholesale	22,883	201,330	441,905	(240,575) 46%
Total 5755400 · Utilities	24,185	214,183	469,093	(254,910) 46%
5755500 · Repairs & Building Improvements				
5755540 · Repairs- Machinery & Equipment	50	2,325	3,000	(675) 78%
5755550 · Repairs - Vehicles	274	1,269	2,000	(731) 63%
5755570 · Inventory Expense	1,808	6,637	9,000	(2,363) 74%
5755580 · Water Chemical Expense	503	4,488	8,500	(4,012) 53%
5755590 · Repairs - Other	693	1,874	3,000	(1,126) 62%
Total 5755500 · Repairs & Building Improvements	3,327	16,593	25,500	(8,907) 65%
5755600 · Insurance				
5755610 · Insurance - Property	778	2,334	3,112	(778) 75%
5755620 · Insurance - Liability	317	951	1,268	(317) 75%
5755640 · Insurance - Vehicle	496	1,489	1,985	(496) 75%
Total 5755600 · Insurance	1,591	4,774	6,365	(1,591) 75%
5755700 · Other Expenses				
5755752 · Employment Screening	0	145	150	(5) 97%
Total 5755700 · Other Expenses	0	145	150	(5) 97%
5756400 · Minor Capital Outlay				
5756440 · Machinery & Equipment	0	0	2,000	(2,000) 0%
5756490 · Other	0	319	500	(181) 64%
Total 5756400 · Minor Capital Outlay	0	319	2,500	(2,181) 13%

Ovilla W&S Utility Fund
Actual vs Budget Review
FY October 2017 through September 2018

	Current	Year to Date	\$ Over (Under)	% of Budget
	April 2018	Oct - Apr 2018	Budget	Thru April
			Budget	58%
5757400 · Capitalized Assets				
5757440 · Machinery & Equipment	2,223	2,223	10,000	(7,777) 22%
5757470 · Infrastructure - Water	21,260	25,197	4,000	21,197 630%
Total 5757400 · Capitalized Assets	23,483	27,420	14,000	13,420 196%
5757900 · Long-Term Debt				
5758225 · Admin. Expense to Debt Fund	0	5,186	10,372	(5,186) 50%
Total 5757900 · Long-Term Debt	0	5,186	10,372	(5,186) 50%
Total 75 · Water	68,995	413,351	815,527	(402,176) 51%
80 · Sewer				
5801400 · Support Salaries				
5801405 · Support Staff	0	9,170	17,322	(8,152) 53%
5801415 · Maintenance Crew	2,970	22,272	37,482	(15,210) 59%
5801450 · Certification Pay	92	692	1,210	(518) 57%
5801480 · Merit Raises	0	0	2,025	(2,025) 0%
5801490 · Overtime	56	752	2,500	(1,748) 30%
5801500 · Sewer - On Call	50	350	600	(250) 58%
Total 5801400 · Support Salaries	3,168	33,236	61,139	(27,903) 54%
5802100 · Employee Benefits				
5802110 · Group Insurance	636	5,053	7,630	(2,577) 66%
5802135 · TMRS	310	2,335	4,114	(1,779) 57%
5802160 · Worker's Compensation-Sewer	212	683	849	(166) 80%
5802170 · Payroll Taxes	45	342	604	(262) 57%
5802190 · Licenses	100	150	150	0 100%
Total 5802100 · Employee Benefits	1,303	8,563	13,347	(4,784) 64%
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)	Budget	
	April 2018	Oct - Apr 2018	Budget	Thru April	
5802350 · Contract Labor - Company	0	0	2,000	(2,000)	0%
Total 5802300 · Contractual Services/Personnel	0	0	2,000	(2,000)	0%
5802500 · Operating Services					
5802515 · Sardis Collection Expense	773	6,165	9,618	(3,453)	64%
Total 5802500 · Operating Services	773	6,165	9,618	(3,453)	64%
5803100 · General Supplies					
5803140 · Uniforms	0	599	600	(1)	100%
Total 5803100 · General Supplies	0	599	600	(1)	100%
5803400 · Maintenance Supplies & Parts					
5803460 · Miscellaneous	0	22	500	(478)	4%
Total 5803400 · Maintenance Supplies & Parts	0	22	500	(478)	4%
5804200 · Travel Expenses					
5804220 · Professional Development	332	332	500	(168)	66%
5804270 · Vehicle Expense	245	1,403	1,200	203	117%
Total 5804200 · Travel Expenses	577	1,735	1,700	35	102%
5805400 · Utilities					
5805450 · Electricity	186	1,220	3,000	(1,780)	41%
5805463 · TRA Wastewater Treatment	20,400	135,230	253,800	(118,570)	53%
Total 5805400 · Utilities	20,586	136,450	256,800	(120,350)	53%
5805500 · Repairs & Bldg Improvements					
5805510 · Repairs - Land Improvements	0	0	1,000	(1,000)	0%
5805540 · Repairs - Machinery & Equipment	530	2,412	6,000	(3,588)	40%
5805570 · Inventory Expense	0	1,615	2,000	(385)	81%
5805590 · Repairs - Other	25	113	600	(487)	19%
Total 5805500 · Repairs & Bldg Improvements	555	4,140	9,600	(5,460)	43%

Ovilla W&S Utility Fund
Actual vs Budget Review
FY October 2017 through September 2018

	Current	Year to Date	\$ Over	% of Budget
	April 2018	Oct - Apr 2018	(Under)	Thru April
		Budget	Budget	58%
5805600 · Insurance				
5805610 · Insurance - Property	16	49	65	(16) 75%
5805620 · Insurance - Liability	238	713	950	(238) 75%
5805640 · Insurance - Vehicle	138	413	551	(138) 75%
Total 5805600 · Insurance	392	1,175	1,566	(392) 75%
5805700 · Other Expenses				
5805752 · Employment Screening	0	100	100	0 100%
Total 5805700 · Other Expenses	0	100	100	0 100%
5807400 · Capitalized Assets				
5807440 · Machinery & Equipment	0	0	10,000	(10,000) 0%
Total 5807400 · Capitalized Assets	0	0	10,000	(10,000) 0%
Total 80 · Sewer	27,354	192,185	366,970	(174,785) 52%
Total Expense	103,462	716,227	1,459,213	(742,986) 49%
Net Change in Fund Balance	(24,170)	14,512	0	14,512 100%

Ovilla Debt Service
Actual vs Budget Review
FY October 2017 through September 2018

	Current	Year to Date	\$ Over	% of Budget
	April 2018	Oct - Apr 2018	(Under)	Thru April
		Budget	Budget	58%
Revenues				
4000100 · Taxes				
4000107 · Ad Valorem, Current I & S	4,245	546,081	548,275	(2,194) 100%
4000106 - Ad Valorem, Current I&S New and Imp		-	17,453	(17,453) 0%
4000111 · Ad Valorem, Delinquent I & S	1,650	4,124	-	4,124 100%
4000114 · Interest/Penalties - I & S	623	1,797	-	1,797 100%
Total 4000100 · Taxes	6,518	552,002	565,728	(13,726) 98%
4000800 · Other Revenue				
4000840 · Interest Earned	209	740	550	190 135%
4000930 · Admin.Rev.Rec.Fr Water & Sewer	-	5,186	10,372	(5,186) 50%
Total 4000800 · Other Revenue	209	5,926	10,922	(4,996) 54%
Total Revenues	6,727	557,929	576,650	(18,721) 97%
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	186,150	(93,075) 50%
Total 5157900 · Long-Term Debt	-	93,075	576,650	(483,575) 16%
Total Expenditures	-	93,075	576,650	(483,575) 16%
Net Change in Fund Balance	6,727	464,854	-	464,854 100%

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

	Current	Year to Date	\$ Over (Under)	% of Budget
	Oct -Apr 2018			Thru April
	April 2018	Budget	Budget	58%
Revenues				
4000800 · Other Revenue				
4000840 - Texpool	0	2	2	100%
4000845 · Interest Earned - Texstar	2	11	10	105%
4000850 · Interest Earned - Prosperity	48	278	260	107%
4000990 - Reduction In Fund Balance	0	0	0	0%
Total 4000800 · Other Revenue	50	291	270	21
Total Revenues	50	291	270	21
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	50	291	0	291

Ovilla Park Impact Fund
Actual vs Budget Review
FY October 2017 through September 2018

	Current	Year to Date	\$ Over (Under)	% of Budget
	April 2018	'Oct -Apr 2018		
	Budget	Budget		
Revenues				
4000400 · Charges for Services				
4000460 · Park Impact	1,687	5,366	8,613	(3,247) 62%
Total 4000400 · Charges for Services	1,687	5,366	8,613	(3,247) 62%
4000800 · Other Revenue				
4000840 · Interest Earned	26	137	180	(43) 76%
Total 4000800 · Other Revenue	26	137	180	(43) 76%
Total Revenues	1,712	5,503	8,793	(3,290) 63%
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	1,712	5,503	0	5,503 100%

Ovilla W&S Impact Fee Fund
Actual vs Budget Review
FY October 2017 through September 2018

	Current	Year to Date	\$ Over	% of Budget
	April 2018	'Oct -Apr 2018	(Under)	Thru April
		Budget	Budget	58%
Revenues				
4000400 · Charges for Services				
4000476 - Water Impact Fee	7,374	11,588	0	11,588
4000477 - Sewer Impact Fee	0	21,902	54,756	(32,854)
Total 4000400 · Charges for Services	7,374	33,491	54,756	(21,265)
4000800 · Other Revenue				
4000840 · Interest Earned	17	218	0	218
Total 4000800 · Other Revenue	17	218	0	218
Total Revenues	7,391	33,709	54,756	(21,047)
Expense				
5857400 - Capitalized Assets				
5857470 - Water Lines	50,273	50,546	0	50,546
Total 5857400 - Capitalized Assets	50,273	50,546	0	50,546
5859000 · Reserves				
5859030 · Sewer Impact Fees Reserve	0	0	54,756	(54,756)
Total 5859000 · Reserves	0	0	54,756	(54,756)
Total Expense	50,273	50,546	54,756	(4,211)
Change in Net Position	(42,882)	(16,837)	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
	April 2018	'Oct -Apr 2018	Budget	Thru April
			Budget	58%
Revenues				
4000100 · Taxes				
4000120 · Sales tax	8,228	60,967	100,800	(39,833) 60%
Total 4000100 · Taxes	8,228	60,967	100,800	(39,833) 60%
4000800 · Other Revenue				
4000840 · Interest Income	202	1,294	1,340	(46) 97%
4000990 - Reduction in Fund Balance	0	0	30,000	(30,000) 0%
Total 4000800 · Other Revenue	202	1,294	31,340	(30,046) 4%
Total Revenues	8,430	62,261	132,140	(69,879) 47%
Expenditures				
8102200 · Special Services				
8102230 · Legal Fees	0	0	500	(500) 0%
8102240 · Audit	0	1,600	1,600	0 100%
Total 8102200 · Special Services	0	1,600	2,100	(500) 76%
8103100 · General Supplies				
8103110 · Office Supplies	0	138	138	0 100%
Total 8103100 · General Supplies	0	138	138	0 100%
8104200 · Travel Expense				
8104210 · Travel Expense	0	0	962	(962) 0%
8104220 · Professional Development	0	0	2,300	(2,300) 0%
Total 8104200 · Travel Expense	0	0	3,262	(3,262) 0%

Ovilla 4B Economic Development Corporation

Actual vs Budget Review

FY October 2017 through September 2018

	Current	Year to Date	\$ Over (Under)	% of Budget
	April 2018	'Oct -Apr 2018	Budget	Thru April
			Budget	58%
8105300 · - Printing				
8105320 · Printing Expense	0	0	300	(300) 0%
Total 8105300 · - Printing	0	0	300	(300) 0%
8105600 · Insurance				
8105620 · Insurance - Liability	68	204	272	(68) 75%
Total 8105600 · Insurance	68	204	272	(68) 75%
8105700 · Other Expenses				
8105705 · Postage	0	0	100	(100) 0%
8105730 · Memberships	0	3,850	3,350	500 115%
8105740 · Advertising	390	4,065	5,300	(1,235) 77%
Total 8105700 · Other Expenses	390	7,915	8,750	(835) 90%
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	1,250	2,500	(1,250) 50%
Total 8109000 · Reserves	0	1,250	87,318	(86,068) 1%
Total Expenditures	458	11,107	132,140	(121,033) 8%
Net Change in Fund Balance	7,972	51,154	0	51,154 100%

Ovilla Municipal Development District
Actual vs Budget Review
FY October 2017 through September 2018

	Current	Year to Date	\$ Over (Under)	% of Budget
	April 2018	'Oct - Apr 2018	Budget	Thru April
			Budget	58%
Revenues				
4000100 · Taxes				
4000120 · Sales tax	4,137	30,514	50,500	(19,986) 60%
Total 4000100 · Taxes	4,137	30,514	50,500	(19,986) 60%
4000800 · Other Revenue				
4000840 · Interest Income	82	541	600	(59) 90%
Total 4000800 · Other Revenue	82	541	600	(59) 90%
Total Revenues	4,219	31,056	51,100	(20,044) 61%
Expenditures				
9102200 · Special Services				
9102240 · Audit	0	1,600	1,600	0 100%
Total 9102200 · Special Services	0	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	204	272	(68) 75%
Total 9105600 · Insurance	68	204	272	(68) 75%
9109000 · Reserves				
9109015 · Administrative Reserves	0	0	48,628	(48,628) 0%
9109215 · Admin. Expense to General Fund	0	250	500	(250) 50%
Total 9109000 · Reserves	0	250	49,128	(48,878) 1%
Total Expenditures	68	2,054	51,100	(49,046) 4%
Net Change in Fund Balance	4,151	29,002	0	29,002 100%

Ovilla Employee Benefit Trust
Actual vs Budget Review
FY October 2017 through September 2018

	Current	Year to Date	\$ Over (Under)	% of Budget
	April 2018	'Oct - Apr 2018	Budget	Thru April
			Budget	58%
Revenues				
4000991 · Insurance Contributions				
4000991 Insurance Contributions	17,776	130,744	0	130,744
Total 4000991 · Insurance Contributions	17,776	130,744	0	130,744
4000800 - Other Income				
4000840 - Interest Income	1	7	0	7
Total Revenues	17,777	130,751	0	130,751
Expenditures				
5902110 · Benefit Premiums				
5902110 · Benefit Premiums	17,776	130,650	0	130,650
Total 5902110 · Insurance	17,776	130,650	0	130,650
Total Expenditures	17,776	130,650	0	130,650
Net Change in Fund Balance	1	100	0	100

Ovilla Fire Department Auxiliary
Actual vs Budget Review
FY October 2017 through September 2018

	Current	Year to Date	\$ Over (Under)	% of Budget
	April 2018	'Oct - Apr 2018	Budget	Thru April
			Budget	58%
Revenues				
4000800 · Other Revenue				
4000815 · Gifts	0	1,320	0	1,320 100%
Total 4000800 · Other Revenue	0	1,320	0	1,320 100%
Total Revenues	0	1,320	0	1,320 100%
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	0	1,320	0	1,320 100%

Ovilla Police Department Special Fund
Actual vs Budget Review
FY October 2017 through September 2018

	Current	Year to Date	\$ Over (Under)	% of Budget
	April 2018	'Oct-Apr 2018		
Revenues				
4000800 · Other Revenue				
4000815 · Gifts	0	100	0	100
Total 4000800 · Other Revenue	0	100	0	100.0%
Total Revenues	0	100	0	100
Expenditures				
5232600 · Special Expenses				
5232690 · Special Expenses - Other	0	0	0	0
Total 5232600 · Special Expenses	0	0	0	0.0%
Total Expenditures	0	0	0	0.0%
Net Income	0	100	0	100
				100%

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**

Calls For Service	May. 2018	May.2018 YTD	May.2017	
Complaint (Nuis 36 Permit 7, Parking 13)	56	187	46	
Follow up (Nuis 40 Permit 7 Park 13)	60	200	53	
Door Notice (Nui -15, Permit-4, Parking 8)	27	107	22	
Mail Notice (Parking 2 nuisance 4 perm 2)	8	56	30	
Posted Property (nuisance 12)	18	51	20	
Court Fta - JV, 1-Permit, 1 Junk Veh	\$0	\$1,012	\$0.00	
Citizen Contacts	46	224	74	
Permits Reviewed	13	59	16	
Permits Issued	10	34	11	
Inspections	18	63	14	
Nuisance Abated by City	0	0	4	
Nuisance Signs (Garage sale-18 business 35)	53	200	23	
Board of Adjustment 2 Approve, Acces building	2	5	2	

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**

	May.2018	May.2018 YTD	May.2017	
Calls For Service				
Complaint (Regist-22 At Large 9 Bark 2)	33	153	46	
Follow up	38	179	49	
Door Notice (Regis-22, Bark 2 at large2)	26	112	40	
Impounded Animal (Dog 9,cat 4)	13	66	11	
Animal welfare check	3	34	9	
Impound Results (Transport 8 Ret to own 5)	13	57	11	
Impound fee collected	\$235.00	\$780.00	70	
Court 1 at large guilty plea	\$129.00	\$381.00	0	
Citizen Contacts	31	126	53	
Animal registration \$156	13	101	18	
Registration Letter Mailed	22	108	24	
Nuisance letter -3 barking 2 At large	5	16	1	
Animals released 2 sssnakesss	2	5	2	
Deceased removed	23	81	27	
Oak Leaf - 7 call (1 trap 4 cats 2 dogs)	7	14	5	
Traps Checked Out	7	24	4	

Ovilla Municipal Court Report

FY-2017-2018	City		Total Traffic Cases Filed	Ordinance Filed	Total Revenue	Amount Kept by City	Amount sent to State	Warrants Issued	Warrants Cleared	Uncontested Disposition	Defensive Driving	Deferred Disposition	Compliance Dismissals	Trial
	Total Traffic Cases Filed	Ordinance Filed												
October	104	3	\$22,685.48		\$12,583.85	\$10,101.63	23	11	40	28	40	6	0	
November	43	3	\$15,166.44		\$9,252.74	\$5,913.70	12	26	31	25	28	4	0	
December	119	0	\$13,100.10		\$7,642.71	\$5,457.39	43	13	32	21	19	2	0	
January	165	0	\$20,725.22		\$12,793.73	\$7,931.49	19	14	51	33	64	3	0	
February	106	1	\$28,555.12		\$16,945.95	\$11,609.17	15	19	41	24	23	2	0	
March	43	0	\$17,757.45		\$11,456.59	\$6,300.86	14	23	24	21	55	1	0	
April	121	0	\$19,184.03		\$12,438.50	\$6,745.53	0	19	39	14	44	0	0	
May	137	1	\$23,331.79		\$14,583.42	\$8,748.37	27	7	36	27	22	1	0	
June														
July														
August														
September														
Totals	838	8	\$160,505.63		\$97,697.49	\$62,808.14	153	132	294	193	295	19	0	

2016-2017 FY

May	75	1	\$24,063.04	\$14,136.50	\$9,926.54	15
FY Totals	1,049	20	\$178,770.28	\$103,494.90	\$75,275.38	169



To: Mayor and City Council Members
From: John R. Dean, City Manager
Date: 5/18/2018

Re: City Manager's Update

Hidden Valley Estates: Preliminary plat was approved by both P&Z and Council. Plans for the Sanitary sewer have been approved by Birkhoff. We met with the developer again and they are finalizing a couple of items regarding the sewer line. They have been informed that the final plat and development agreement will need to be finalized prior to construction beginning. The developer had not realized our Code required those things to be completed before construction. He said that he had never had a final plat approved until all of infrastructure improvements had been completed. There is one easement left to get for the sewer line and it is one across the Rose Pearl Property.

Rose Pearl: Rose Pearl would like to give to the City the 6.4 acres of property along the south side of Red Oak Creek Road. This property sets just south of the proposed Hidden Valley Estates development. We have been contacted by Rose Pearl and they are preparing the document for City Council to consider to accept the property.

Parks Master Plan: Online Survey ended on May 1st, 2018. We had 199 responses from Ovilla residents. GrantWorks field work will begin the week of May 21st.

Joint Parks Board and EDC Meeting: Met on April 2nd and discussed the survey and made some progress toward making a recommendation to Council regarding monument signs. They are working on a design that the boards will collectively consider recommending to City Council.

Parks Board: Parks approved a Monument sign design that will be considered by the EDC on May 21st. The parks board will also be working with GrantWorks on the development of the Parks Master Plan.

Personnel Policy Review: We are close to completing the review and making revisions for your consideration. The goal is present this to Council in June.

Street Information:

Paving Suburban: Suburban work is underway.

Paving of Willowwood and Greenwood: This action was approved at the May 14th City Council meeting. Work will be done later in the FY.

East Highland: Approved to apply "Chiplock".

Highview: Approved to be overlayed.

Warranty Expiration:

Bryson Manor Phase I-May 2, 2018 - Scheduled to have warranty work performed.

Cockrell Hill Road-August 25, 2018

Water Street-December 20, 2018

Lariat Trail-December 20, 2018

Integrated Software Transition: Court went live on April 12th. We are now working to transition the Financials. We will be asking to close several bank accounts that are not necessary and can be controlled through the fund accounting system. We currently have more than 20 checking accounts.

Engineering RFQ: We are in the middle of the RFQ process Council Member Hunt was selected to serve on the Review Committee. We received 6 responses. We will conduct interviews on June 1st. We will make a recommendation to the Council at the June meeting after reviews and interviews have been conducted. The current firm did not submit an SOQ.

Technology Upgrades:

- The Council laptops will be ready for the June meeting. The laptops will be issued individually and NetGenius will provide some training on the laptops at that time.
- The desktop computers will be fielded by the end of May.

ACO Vehicle: The vehicle and equipment has been ordered. The vehicle vendor will deliver the vehicle to the box vendor.

FY 2019 Budget: We have begun the FY 2019 budget process with department level Capital and non-typical requests to be submitted to me by May 7th, 2018. MSAC will soon begin to meet to consider budget items for recommendation.

Strategic Plan: The strategic plan was adopted at the May City Council meeting.

Strategic Guide: The strategic guide was reviewed at the May City Council meeting.

Respectfully Submitted,

John R. Dean, Jr.
City Manager



To: Mayor and City Council Members

From: John R. Dean, City Manager

Date: 6/4/2018

Re: City Manager's Monthly Report (May)

Hidden Valley Estates: There is one easement still needed for the sanitary sewer and that is the one that crosses the Rose Pearl Property.

Rose Pearl: Rose Pearl would like to give to the City the 6.4 acres of property along the south side of Red Oak Creek Road. This property sits just south of the proposed Hidden Valley Estates development. We have been contacted by Rose Pearl and they are preparing the document for City Council to consider accepting the property. We have asked for the document to be revised after review by the City Attorney.

Parks Master Plan: Online Survey ended on May 1st, 2018. We had 199 responses from Ovilla residents. GrantWorks field work began the week of May 21st. We intend to have a Joint Meeting on June 18th to discuss the results of the survey and field work to begin the development of the plan.

Joint Parks Board and EDC Meeting: The Parks Board and EDC have acted to both recommend a single monument sign design and two locations for signs to be placed for Council consideration.

Personnel Policy Review: We are close to completing the review and making revisions for your consideration.

Street Information:

Suburban: Suburban has been completed.

Ovilla Oaks: Prep work underway.

Willow Wood and Greenwood: Council approved both to be rehabbed.

East Highland: Approved to apply "Chiplock".

Highview: Approved to be overlayed.

Warranty Expiration:

Bryson Manor Phase I-May 2, 2018 - Scheduled to have warranty work performed.

Cockrell Hill Road-August 25, 2018

Water Street-December 20, 2018

Lariat Trail-December 20, 2018

Non-Concrete Streets More than 10 Years Since Last Rehab:

Street Name	Composition	Date of Rehabilitation	Type of Rehabilitation
Slippery Elm Dr	Chip Seal		(Shared City/County)
Highridge Ct	Chip Seal		2 Course Chip Seal
Hollingsworth Ln	Chip Seal		
Bill Ct	HMAC		
Bruce Ct	HMAC		
Dusty Oak Trail	HMAC		
Holly Ln	HMAC		
Westlawn Dr	HMAC	FY 2019	
William Dr	HMAC		

We are looking at adding these streets should to the Capital Improvement Program.

Bridges: Brad and I met with a company that looked at our bridges and the state inspection reports. They will provide cost estimates and options for repairing and/or replacing the bridges.

Integrated Software Transition: We are still working to transition the Financials. We will be asking to close several bank accounts that are not necessary and can be controlled through the fund accounting system. We currently have more than 20 checking accounts.

Engineering RFQ: The Review Committee interviewed all 6 respondents. The Committee will make a recommendation to the Council at the June meeting.

Technology Upgrades:

- The Council laptops are ready for the June meeting.
- The desktop computers are in and being set up to be fielded.

FY 2019 Budget: We have begun the FY 2019 budget process with department level Capital and non-typical requests to be submitted to me by May 7th, 2018. MSAC will meet on June 12th to consider budget items for recommendation.

AT&T Water Tower Lease: AT&T has contacted me about renewing the lease agreement on the space they lease for their communications equipment on the elevated water storage tower. They have given a couple of options and there is no negation room with their offer. This Item will be on the agenda for consideration in June.

Strategic Guide: I have developed an Incentive Policy and Matching Grant Program that has been reviewed by the City Attorney and will be presented to the EDC for consideration in June.

Upcoming Items

- City Council Meeting – Monday, June 11th, 2018 at 6:00 pm

Respectfully Submitted,

John R. Dean, Jr.
City Manager