

# City of OVILLA City Council Agenda

Ralph G. Hall, Place One  
Larry Stevenson, Place Two  
David Griffin, Place Three

Richard Dormier, Mayor

Doug Hunt, Place Four  
Vacant, Place Five  
Jacqueline Lee, City Administrator

105 S. Cockrell Hill Road, Ovilla, TX 75154

Monday, June 10, 2013

7:00 P.M.

Council Chamber Room

Pursuant to the provisions of Chapter 551 VTCA Government Code, NOTICE is hereby given of a Regular Meeting of the City Council of the City of Ovilla, to be held on Monday, June 10, 2013 at 7:00 P.M. in the City Hall Council Chamber Room, 105 S. Cockrell Hill Road, Ovilla, Texas, 75154, for the purpose of considering the following items.

## I. CALL TO ORDER

- ◆ Invocation
- ◆ Pledge of Allegiance

## II. COMMENTS, PRESENTATIONS, ANNOUNCEMENTS & REPORTS

### • Citizen Comments

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

### • Department Activity Reports / Discussion

- Police Department Police Chief M. Moon
  - Monthly Report
- Fire Department Assistant Fire Chief P. Brancato
  - Monthly Report
- Public Works Public Works Director B. Piland
  - Monthly Report
- Administration Interim CA J. Lee
  - Bi-weekly update activity report
    - 1. Re-plat Ovilla Parc filed
    - 2. Hiring of new City Administrator
    - 3. RFP for solid waste proceeding as scheduled
    - 4. FTA Program (OMNI) still ongoing
    - 5. Main Street purchase complete
    - 6. FY2013-2014 Budget Calendar
  - Monthly Municipal Court Report City Secretary P. Woodall
  - Monthly Reports – Code Enforcement/Animal Control, Mike Dooly
    - 1. Update: Residential off-street parking – still under review with P&Z

## 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.

- Minutes of the May 17, 2013 Special Meeting
- Minutes of the May 28, 2013 Regular Council Meeting
- Financial Transactions

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## IV. REGULAR AGENDA

- ITEM 1.** **DISCUSSION/ACTION** – Consider Planning & Zoning Commission's recommendation to approve Ordinance 2013-018 repealing Sections 3.05.10 and 3.05.11 of the Ovilla Code of Ordinances and replacing same with new provisions pertaining to the maintenance of fences and inspections of existing fences.
- ITEM 2.** **DISCUSSION/ACTION** – Consider Planning & Zoning Commission's recommendation to approve Ordinance 2013-019 amending Chapter 6, Article 6.04, Section 6.04.001 of the Ovilla Code of Ordinances providing new provision pertaining to weeds and grass and other objectional material.
- ITEM 3.** **DISCUSSION/ACTION** – Consider development of a citywide multi-year Strategic Plan for the City of Ovilla.
- ITEM 4.** **DISCUSSION/ACTION** – Consider review of a preliminary RFP for the creation of a "parks and open space master plan" for future developments.

### **TABLED ITEM FROM THE MAY 28, 2013 REGULAR COUNCIL MEETING**

**DISCUSSION/ACTION** – Consider proposed Ordinance 2013-016 of the City of Ovilla, TX, amending the Fiscal Year 2012-2013 Annual Budget and Program of Services in accordance with the Mid-Year Budget Review and Amendment as part of the formal budget process.

## V. EXECUTIVE SESSION

Closed Meeting called pursuant to Texas Government Code Section 551.074 – Personnel Matters

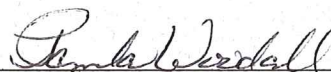
- ITEM 5.** **DISCUSSION/ACTION** – Deliberate the procedures and timeline for the transition from the duties of interim City Administrator to the permanent City Administrator.

**COUNCIL WILL RECONVENE INTO OPEN SESSION, AND TAKE ACTION  
NECESSARY PURSUANT TO EXECUTIVE SESSION, IF NEEDED.**

## VI. REQUESTS FOR FUTURE AGENDA ITEMS

## VII. ADJOURNMENT

**THIS IS TO CERTIFY THAT A COPY OF THE NOTICE OF the June 10, 2013, Regular City Council Agenda was posted on the City Hall bulletin board, a place convenient and readily accessible to the general public at all times, and to the City's website, [www.cityofovilla.org](http://www.cityofovilla.org), on the 7th day of June 2013 prior to 6:00 p.m., in compliance with Chapter 551, Texas Government Code.**



Pamela Woodall, City Secretary

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DATE OF POSTING: 6-7-13 TIME: 10:30 am/pm  
DATE TAKEN DOWN: \_\_\_\_\_ TIME: \_\_\_\_\_ am/pm

**IF YOU OR YOUR REPRESENTATIVE HAVE A DISABILITY THAT REQUIRES SPECIAL ARRANGEMENTS AND YOU PLAN TO ATTEND THIS PUBLIC MEETING, PLEASE CALL THE CITY SECRETARY AT 972-617-7262 WITHIN 24 HOURS OF THE MEETING. REASONABLE ACCOMMODATIONS WILL BE MADE TO MEET YOUR NEEDS AT THE MEETING. PLEASE SILENCE ALL PAGERS, CELL PHONES & OTHER ELECTRONIC EQUIPMENT WHILE THE CITY COUNCIL MEETING IS IN SESSION.**

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

Mayor Richard Dormier  
and the Ovilla City Council

Subject: Police Department Monthly Activity Report:

<b>May-13</b>	<b>YTD</b>
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<u><b>Calls For Service</b></u>	<u><b>Total</b></u>	<u><b>Total</b></u>
ACCIDENT	3	14
ALARMS	17	71
ARREST	3	16
ASSAULT	0	1
ASSISTS: Agency/Unit: 28 EMS/Fire: 6 Motorist: 2	36	137
BLDG / HOUSE SECURITY CHECK	1515	6717
BURGLARY	0	0
BURGLARY OF MOTOR VEHICLE	0	1
CRIMINAL MISCHIEF	0	3
DISTURBANCE	7	21
NEIGHBORHOOD CHECK	1859	9064
<b>OTHER CALLS FOR SERVICE</b>	155	684
SUSPICIOUS PERSON	2	24
SUSPICIOUS VEHICLE	3	37
THEFT	1	4
TRAFFIC ASSIGNMENT	27	141
<b>TOTAL CALLS FOR SERVICE</b>	3628	16935
RESERVE OFFICER HOURS	90.25	341
AVERAGE RESPONSE TIME (MINUTES)	4	3.97
TRAFFIC STOP (WARNINGS)	38	170
CITATIONS	40	183
<b>TOTAL CITATIONS &amp; WARNINGS COMBINED</b>	78	353
<b>PERCENT OF STOPS RECEIVING CITATIONS</b>	51.3	51.8



OVILLA PD VEHICLE MILEAGE							
August-12	Beginning	Ending	Accrued	September-12	Beginning	Ending	Accrued
Unit #				Unit #			
100	54543	55408	865	100	55408	56763	1355
101	123103	124498	1395	101	124498	124738	240
102	60504	61587	1083	102	61587	62420	833
103	59495	62141	2646	103	62141	64596	2455
104	33906	35954	2048	104	35954	38012	2058
October-12				November-12			
Unit #	Beginning	Ending	Accrued	Unit #	Beginning	Ending	Accrued
100	56763	58204	1441	100	58204	59769	1565
101	124738	125061	323	101	125061	125471	410
102	62420	63918	1498	102	63918	Emailed Chief	#VALUE!
103	64596	66540	1944	103	66540	67827	1287
104	38012	39869	1857	104	39869	41075	1206
105	0	1920	1920	105	1920	4389	2469
December-12				January-13			
Unit #	Beginning	Ending	Accrued	Unit #	Beginning	Ending	Accrued
100	59769	61768	1999	100	61768	63548	1780
101	125471	125716	245	101	125716	125750	34
102	63918	63618	-300	102	63618	65060	1442
103	67827	69714	1887	103	69714	71225	1511
104	41075	41710	635	104	41710	43001	1291
105	4389	6853	2464	105	6853	8570	1717
February-13				March-13			
Unit #	Beginning	Ending	Accrued	Unit #	Beginning	Ending	Accrued
100	63548	64801	1253	100	64801	66433	1632
101	125750	125953	203	101	125953	125973	20
102	65060	66641	1581	102	66641	68899	2258
103	71225	72089	864	103	72089	72661	572
104	43001	44413	1412	104	44413	44978	565
105	8570	10442	1872	105	10442	11880	1438
April-13				May-13			
Unit #	Beginning	Ending	Accrued	Unit #	Beginning	Ending	Accrued
100	66433	68127	1694	100	68127	69954	1827
101	125973	126330	357	101	126330	126331	1
102	68899	70380	1481	102	70380	71575	1195
103	72661	73463	802	103	73463	75182	1719
104	44978	45816	838	104	45816	46985	1169
105	11880	13823	1943	105	13823	15558	1735

Ovilla Fire Department

Incidents by District (Summary)

Alarm Date Between {05/01/2013} And {05/31/2013}

District	Count	Pct of Incidents	Est Losses	Pct of Losses
CEDAR City of Cedar Hill	1	1.66 %	\$0	0.00 %
ESD2 Midlothian ESD#2	10	16.66 %	\$0	0.00 %
ESD4 Red Oak ESD#4	1	1.66 %	\$0	0.00 %
ESD6 ESD#6 Fire Department	1	1.66 %	\$0	0.00 %
GLENH City of Glenn Heights	1	1.66 %	\$0	0.00 %
MIDLO City of Midlothian	3	5.00 %	\$0	0.00 %
MUT Mutual Aid-Other	1	1.66 %	\$0	0.00 %
OAKLF City of Oak Leaf - Ovilla Response Area	4	6.66 %	\$0	0.00 %
OVILA City of Ovilla	36	60.00 %	\$155,500	100.00 %
REDOK City of Red Oak	2	3.33 %	\$0	0.00 %
Total Incident Count:	60	Total Est Losses:	<del>\$155,500</del>	

Ovilla Fire Department

Type of Alarm Report (Summary)

Alarm Date Between {05/01/2013} And {05/31/2013}

Type of Alarm		Count	Percent
*	< Not Reported >	1	1.66%
AL	Automatic Alarm (Fire/Medical)	3	5.00%
BF	Brush/Grass Fire	1	1.66%
CB	Controlled Burning	2	3.33%
EM	Emergency Medical Service	27	45.00%
LO	Lockout	1	1.66%
MV	MVC	4	6.66%
OT	Other Fire/Incident	3	5.00%
PS	Public Service Assist	8	13.33%
RE	Air-Light-Rehab	3	5.00%
SF	Structure Fire	7	11.66%

Total Incident Count: 60

## Ovilla Fire Department

## OFD Fuel Usage Report

Date Between {05/01/2013} And {05/31/2013}

Date	Fuel Type	Gallons	Cost	Unit
<b>FA Fuel Apparatus</b>				
<b>Diesel</b>				
05/03/2013	Diesel	4.660	\$17.27	E702
	718 Beets, Randy L			
05/03/2013	Diesel	20.240	\$74.89	755
	718 Beets, Randy L			
05/03/2013	Diesel	16.660	\$61.65	E701
	727 Coleman, Caleb H			
05/08/2013	Diesel	11.620	\$43.00	E701
	750 Guffey, Nicholas Ray			
	720 Wesson, Geoffrey S			
	747 Dennehy, Matt B			
05/14/2013	Diesel	14.450	\$53.45	E702
	733 Rudd, Justin E.			
05/15/2013	Diesel	10.544	\$39.00	E701
	721 Kennedy, Brandon Kobby			
	738 Whitacre, Bryan			
05/16/2013	Diesel	15.682	\$58.01	755
	721 Kennedy, Brandon Kobby			
05/18/2013	Diesel	12.740	\$47.15	E701
	727 Coleman, Caleb H			
	716 Ullrich, Austin			
05/22/2013	Diesel	14.059	\$52.00	E701
	729 Garza, Carlos			
	712 Rogers, Brandon Steve			
	740 Espinosa, Anthony			
	746 Cartwright, James M			
05/25/2013	Diesel	8.803	\$32.56	755
	717 Witherspoon, Jacki D			
05/25/2013	Diesel	15.239	\$56.37	E701
	760 Williams, Kyle S			
05/27/2013	Diesel	5.149	\$19.05	E701
	721 Kennedy, Brandon Kobby			
	738 Whitacre, Bryan			
<b>Diesel Totals:</b>		<b>149.846 Gal</b>	<b>\$554.40</b>	

**Gasoline**

Ovilla Fire Department

OFD Fuel Usage Report

Date Between {05/01/2013} And {05/31/2013}

Date	Fuel Type	Gallons	Cost	Unit
<b>FA Fuel Apparatus</b>				
05/02/2013	Gasoline	23.541	\$80.02	C701
708 Brancato, Phillip M.				
05/20/2013	Gasoline	18.440	\$71.90	C701
733 Rudd, Justin E.				
<b>Gasoline Totals:</b>		<b>41.981 Gal</b>	<b>\$151.92</b>	

# Ovilla Fire Department

## OFD Year-to-date Incident Participation

Activity Date Between {01/01/2013} And  
{05/31/2013} and Career = "2 "

Staff Id/Name	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	Percent
741 Bailey, Randall S.	1	3	0	1	2	0	0	0	0	0	0	0	7	3.91
751 Baker, Dalton	3	6	5	6	8	0	0	0	0	0	0	0	28	15.64
749 Chapman, John Daniel	6	10	6	4	6	0	0	0	0	0	0	0	32	17.87
740 Espinosa, Anthony	1	4	5	5	7	0	0	0	0	0	0	0	22	12.29
750 Guffey, Nicholas Ray	9	9	5	6	11	0	0	0	0	0	0	0	40	22.34
713 Holt, William Neal	4	2	0	2	6	0	0	0	0	0	0	0	14	7.82
716_TL Leverentz, Thomas G	1	0	0	0	0	0	0	0	0	0	0	0	1	0.55
707 Martinez, Erick I	4	3	0	0	0	0	0	0	0	0	0	0	7	3.91
724 O'Brien, Steve G	4	1	0	1	6	0	0	0	0	0	0	0	12	6.70
722 Spencer, Everett H	27	16	12	19	25	0	0	0	0	0	0	0	99	55.30
717 Witherspoon, Jacki D	8	8	9	6	8	0	0	0	0	0	0	0	39	21.78

Total Runs by Month											
Jan	37	Feb	37	Mar	32	Apr	31	May	42	Jun	0
Jul	0	Aug	0	Sep	0	Oct	0	Nov	0	Dec	0

Grand Total Runs: 179



Ovilla Fire Department

Staff with No Activities

Date >= {05/01/2013} and )Career = "2 "

Staff Member	Staff ID	Status	Status Date	Rank	Station
Bell, Warren J	726	LV	08/20/2012	FFE	1
Graham, Justin L.	723	VO	01/18/2011	PR	1
Martinez, Erick I	707	RES	06/14/2011	FF	1
Paluga, Patrick	732	RES	05/07/2013	FFE	1
Sidler, Joni L	711	VO	09/15/1999	FFP	1
Velasquez, Adrian C.	745	VO	11/24/2009	FFI	1

Ovilla Fire Department

First Unit Arrival Response Time Analysis (Std)

Alarm Date Between {05/01/2013} And {05/31/2013}  
and District = "OVILA"

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Response		Count	Percentage
Hrs	Mins		

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	< 01	1	2.8 %
	01	1	2.8 %
	03	3	8.5 %
	04	5	14.2 %
	05	7	20.0 %
	06	7	20.0 %
	07	5	14.2 %
	08	3	8.5 %
	09	1	2.8 %
	10	1	2.8 %
	13	1	2.8 %

Overall Average Response Time: 00:06:03

Ovilla Fire Department

First Unit Arrival Response Time Analysis (Std)

Alarm Date Between {05/01/2013} And {05/31/2013}  
and District = "ESD2 "

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Response		Count	Percentage
Hrs	Mins		

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	06	2	22.2 %
	07	1	11.1 %
	08	1	11.1 %
	09	3	33.3 %
	10	1	11.1 %
	11	1	11.1 %

Overall Average Response Time: 00:08:41

# Ovilla Fire Department

## Alarm Time Analysis

Alarm Date Between {05/01/2013} And {05/31/2013}

Alarm Hour	Count	Percent
00:00	3	5.00 %
01:00	4	6.66 %
04:00	2	3.33 %
06:00	3	5.00 %
07:00	1	1.66 %
08:00	1	1.66 %
09:00	1	1.66 %
10:00	4	6.66 %
11:00	1	1.66 %
12:00	1	1.66 %
13:00	5	8.33 %
14:00	3	5.00 %
15:00	3	5.00 %
17:00	3	5.00 %
18:00	6	10.00 %
19:00	3	5.00 %
20:00	3	5.00 %
21:00	4	6.66 %
22:00	3	5.00 %
23:00	6	10.00 %

# Ovilla Fire Department

## Fire and EMS Combined List by Incident Number

Alarm Date Between {05/01/2013} And {05/31/2013}  
and District = "OVILA"

Incident	Type	Date	Location	Description
13-3000230-1	EMS	05/02/2013	105 WOODLANDS CT	Breathing Difficuiltly
13-3000230-0	FIRE	05/02/2013	105 WOODLANDS CT	321 EMS call, excluding
13-3000233-0	FIRE	05/04/2013	203 WILLOW WOOD LN	311 Medical assist, assist
13-3000236-0	FIRE	05/06/2013	3314 OVILLA RD	311 Medical assist, assist
13-3000238-1	EMS	05/08/2013	215 LARIAT TRL	difficulty breathing
13-3000238-0	FIRE	05/08/2013	215 LARIAT TRL	321 EMS call, excluding
13-3000241-0	FIRE	05/09/2013	COCKRELL HILL RD & GREENWOOD DR	162 Outside equipment fire
13-3000242-0	FIRE	05/10/2013	105 COCKRELL HILL RD	622 No Incident found on
13-3000243-0	FIRE	05/11/2013	3251 OVILLA RD	322 Motor vehicle accident
13-3000245-0	FIRE	05/13/2013	226 WILLIAMSBURG LN	511 Lock-out
13-3000248-1	EMS	05/13/2013	100 COCKRELL HILL RD	MEDICAL EMERGENCY
13-3000248-0	FIRE	05/13/2013	100 COCKRELL HILL RD	321 EMS call, excluding
13-3000249-0	FIRE	05/14/2013	309 WILLOW CREEK LN	136 Self-propelled motor
13-3000253-1	EMS	05/15/2013	640 E HIGHLAND RD	Seizure
13-3000253-0	FIRE	05/15/2013	640 E HIGHLAND RD	321 EMS call, excluding
13-3000254-1	EMS	05/16/2013	406 BLUFF CREEK	Unconscious Person
13-3000254-0	FIRE	05/16/2013	406 BLUFF CREEK	321 EMS call, excluding
13-3000258-1	EMS	05/17/2013	102 HOLLY LN	Dizzy
13-3000258-0	FIRE	05/17/2013	102 HOLLY LN	321 EMS call, excluding
13-3000259-0	FIRE	05/18/2013	2885 OVILLA RD	631 Authorized controlled
13-3000260-1	EMS	05/18/2013	100 ASHBURNE GLEN LN	Cardiac emergency
13-3000260-0	FIRE	05/18/2013	100 ASHBURNE GLEN LN	321 EMS call, excluding
13-3000261-0	FIRE	05/18/2013	403 SHADOWWOOD TRL	554 Assist invalid
13-3000262-0	FIRE	05/19/2013	406 OVILLA OAKS DR	745 Alarm system activation,
13-3000263-0	FIRE	05/19/2013	403 SHADOWWOOD TRL	554 Assist invalid
13-3000264-1	EMS	05/20/2013	102 THORNTREE DR	MEDICAL EMERGENCY
13-3000264-0	FIRE	05/20/2013	102 THORNTREE DR	321 EMS call, excluding
13-3000266-1	EMS	05/20/2013	740 COCKRELL HILL RD	Unresponsive Person
13-3000266-0	FIRE	05/20/2013	740 COCKRELL HILL RD	321 EMS call, excluding
13-3000267-0	FIRE	05/20/2013	300 COCKRELL HILL RD	550 Public service
13-3000268-0	FIRE	05/21/2013	605 CLINTON ST	700 False alarm or false
13-3000269-0	FIRE	05/21/2013	403 SHADOWWOOD TRL	554 Assist invalid
13-3000272-0	FIRE	05/21/2013	403 SHADOWWOOD TRL	554 Assist invalid
13-3000273-0	FIRE	05/22/2013	403 SHADOWWOOD TRL	554 Assist invalid
13-3000274-0	FIRE	05/22/2013	520 WESTMORELAND RD	611 Dispatched & cancelled
13-3000276-0	FIRE	05/22/2013	102 PEBBLE RIDGE CT	561 Unauthorized burning
13-3000277-1	EMS	05/23/2013	305 WILLOW CREEK LN	78 YOF "Throwing up"

# Ovilla Fire Department

## Fire and EMS Combined List by Incident Number

Alarm Date Between {05/01/2013} And {05/31/2013}  
and District = "OVILA"

Incident	Type	Date	Location	Description
13-3000277-0	FIRE	05/23/2013	305 WILLOW CREEK LN	321 EMS call, excluding
13-3000279-1	EMS	05/23/2013	105 COCKRELL HILL RD	My lower back hurts
13-3000279-0	FIRE	05/23/2013	105 COCKRELL HILL RD	321 EMS call, excluding
13-3000280-0	FIRE	05/25/2013	605 CLINTON ST	311 Medical assist, assist
13-3000281-0	FIRE	05/25/2013	506 EDGEWOOD LN	111 Building fire
13-3000283-0	FIRE	05/27/2013	403 SHADOWWOOD TRL	554 Assist invalid
13-3000284-1	EMS	05/27/2013	215 LARIAT TRL	Sick Person
13-3000284-0	FIRE	05/27/2013	215 LARIAT TRL	321 EMS call, excluding
13-3000285-1	EMS	05/27/2013	103 HOLLY LN	Sick Person
13-3000285-0	FIRE	05/27/2013	103 HOLLY LN	321 EMS call, excluding
13-3000286-0	FIRE	05/28/2013	111 HOLLY LN	311 Medical assist, assist
13-3001088-0	FIRE	05/18/2013	W MAIN ST & OVILLA RD	324 Motor Vehicle Accident

EMS Incident Cnt: 13

**Total Incident Count 49**

Fire Incident Cnt: 36



Ovilla Fire Department

Overlapping Incidents

Alarm Date Between {05/01/2013} And {05/31/2013}

					Overlaps (at least)		
Incident-Exp#	Alm Date	Alm Time	Clr Date	Clr Time	Incident-Exp#	Alm Date	Alm Time
13-3000255-000	05/16/2013	01:44:29	05/16/2013	05:30:00	13-3000254-000	05/16/2013	01:23:14
Total Incident Count		60	Total Overlapping Incidents				1

# Ovilla Fire Department

## Type of Alarm Report

Alarm Date Between {05/01/2013} And {05/31/2013}

Incident	Date	Time	Property Use	Incident Type
< Not Reported >				
13-3000234	05/04/2013	23:31:09		
SubTotal Count 1				Percent of All: 1.6%
AL Automatic Alarm (Fire/Medical)				
13-3000236	05/06/2013	01:40:36	419 1 or 2 family	311 Medical assist, assist EMS crew
13-3000262	05/19/2013	08:26:28	419 1 or 2 family	745 Alarm system activation, no fire
13-3000268	05/21/2013	00:16:43	419 1 or 2 family	700 False alarm or false call, Other
SubTotal Count 3				Percent of All: 5.0%
BF Brush/Grass Fire				
13-3000249	05/14/2013	13:10:08	900 Outside or special	136 Self-propelled motor home or
SubTotal Count 1				Percent of All: 1.6%
CB Controlled Burning				
13-3000237	05/06/2013	20:39:45	931 Open land or field	150 Outside rubbish fire, Other
13-3000259	05/18/2013	07:46:44	931 Open land or field	631 Authorized controlled burning
SubTotal Count 2				Percent of All: 3.3%
EM Emergency Medical Service				
13-3000230	05/02/2013	12:53:50	419 1 or 2 family	321 EMS call, excluding vehicle
13-3000233	05/04/2013	17:22:28	419 1 or 2 family	311 Medical assist, assist EMS crew
13-3000238	05/08/2013	04:48:03	419 1 or 2 family	321 EMS call, excluding vehicle
13-3000239	05/08/2013	13:14:12	419 1 or 2 family	321 EMS call, excluding vehicle
13-3000246	05/13/2013	17:25:53	419 1 or 2 family	311 Medical assist, assist EMS crew
13-3000248	05/13/2013	23:50:07	962 Residential	321 EMS call, excluding vehicle
13-3000250	05/14/2013	21:46:11	419 1 or 2 family	311 Medical assist, assist EMS crew
13-3000253	05/15/2013	20:32:36	419 1 or 2 family	321 EMS call, excluding vehicle
13-3000254	05/16/2013	01:23:14	419 1 or 2 family	321 EMS call, excluding vehicle
13-3000256	05/16/2013	21:54:22	419 1 or 2 family	311 Medical assist, assist EMS crew
13-3000257	05/17/2013	01:06:21	419 1 or 2 family	311 Medical assist, assist EMS crew
13-3000258	05/17/2013	22:04:34	419 1 or 2 family	321 EMS call, excluding vehicle
13-3000260	05/18/2013	19:03:18	419 1 or 2 family	321 EMS call, excluding vehicle
13-3000261	05/18/2013	22:18:15	419 1 or 2 family	554 Assist invalid
13-3000264	05/20/2013	10:00:56	419 1 or 2 family	321 EMS call, excluding vehicle
13-3000266	05/20/2013	23:29:19	419 1 or 2 family	321 EMS call, excluding vehicle
13-3000269	05/21/2013	14:16:46	419 1 or 2 family	554 Assist invalid

# Ovilla Fire Department

## Type of Alarm Report

Alarm Date Between {05/01/2013} And {05/31/2013}

Incident	Date	Time	Property Use	Incident Type
<b>EM Emergency Medical Service</b>				
13-3000274	05/22/2013	13:39:49	419 1 or 2 family	611 Dispatched & cancelled en route
13-3000275	05/22/2013	14:17:08	419 1 or 2 family	321 EMS call, excluding vehicle
13-3000277	05/23/2013	10:00:44	419 1 or 2 family	321 EMS call, excluding vehicle
13-3000278	05/23/2013	18:26:49	419 1 or 2 family	321 EMS call, excluding vehicle
13-3000279	05/23/2013	23:06:19	365 Police station	321 EMS call, excluding vehicle
13-3000280	05/25/2013	06:24:48	419 1 or 2 family	311 Medical assist, assist EMS crew
13-3000282	05/26/2013	09:51:09	419 1 or 2 family	311 Medical assist, assist EMS crew
13-3000284	05/27/2013	15:51:37	419 1 or 2 family	321 EMS call, excluding vehicle
13-3000285	05/27/2013	23:02:20	419 1 or 2 family	321 EMS call, excluding vehicle
13-3000286	05/28/2013	18:39:36	419 1 or 2 family	311 Medical assist, assist EMS crew
<b>SubTotal Count 27</b>				<b>Percent of All: 45.0%</b>
<b>LO Lockout</b>				
13-3000245	05/13/2013	11:53:58	419 1 or 2 family	511 Lock-out
<b>SubTotal Count 1</b>				<b>Percent of All: 1.6%</b>
<b>MV MVC</b>				
13-3000243	05/11/2013	06:33:16	131 Church, mosque,	322 Motor vehicle accident with
13-3000244	05/11/2013	10:42:12	962 Residential	322 Motor vehicle accident with
13-3001088	05/18/2013	21:13:03	960 Street, Other	324 Motor Vehicle Accident with no
13-3000287	05/29/2013	17:56:37	960 Street, Other	324 Motor Vehicle Accident with no
<b>SubTotal Count 4</b>				<b>Percent of All: 6.6%</b>
<b>OT Other Fire/Incident</b>				
13-3000241	05/09/2013	15:01:04	960 Street, Other	162 Outside equipment fire
13-3000247	05/13/2013	21:04:33	419 1 or 2 family	561 Unauthorized burning
13-3000276	05/22/2013	19:56:43	419 1 or 2 family	561 Unauthorized burning
<b>SubTotal Count 3</b>				<b>Percent of All: 5.0%</b>
<b>PS Public Service Assist</b>				
13-3000242	05/10/2013	18:42:15	888 Fire station	622 No Incident found on arrival at
13-3000252	05/15/2013	13:23:11	419 1 or 2 family	611 Dispatched & cancelled en route
13-3000263	05/19/2013	18:54:51	419 1 or 2 family	554 Assist invalid
13-3000267	05/20/2013	23:59:13	962 Residential	550 Public service assistance, Other
13-3000271	05/21/2013	18:23:48	419 1 or 2 family	553 Public service
13-3000272	05/21/2013	22:39:43	419 1 or 2 family	554 Assist invalid

# Ovilla Fire Department

## Type of Alarm Report

Alarm Date Between {05/01/2013} And {05/31/2013}

Incident	Date	Time	Property Use	Incident Type
<b>PS Public Service Assist</b>				
13-3000273	05/22/2013	13:25:42	419 1 or 2 family	554 Assist invalid
13-3000283	05/27/2013	00:59:31	419 1 or 2 family	554 Assist invalid
<b>SubTotal Count 8</b>				<b>Percent of All: 13.3%</b>

<b>RE Air-Light-Rehab</b>				
13-3000228	05/01/2013	19:31:18	150 Public or	421 Chemical hazard (no spill or
13-3000251	05/15/2013	06:27:00	131 Church, mosque,	111 Building fire
13-3000255	05/16/2013	01:44:29	000 Property Use,	551 Assist police or other
<b>SubTotal Count 3</b>				<b>Percent of All: 5.0%</b>

<b>SF Structure Fire</b>				
13-3000229	05/02/2013	04:38:11	519 Food and beverage	611 Dispatched & cancelled en route
13-3000231	05/02/2013	20:33:53	419 1 or 2 family	611 Dispatched & cancelled en route
13-3000232	05/03/2013	00:48:00	419 1 or 2 family	111 Building fire
13-3000270	05/21/2013	15:38:36	419 1 or 2 family	611 Dispatched & cancelled en route
13-3000281	05/25/2013	14:44:58	419 1 or 2 family	111 Building fire
13-3000288	05/29/2013	18:57:23	419 1 or 2 family	611 Dispatched & cancelled en route
13-3000289	05/30/2013	10:47:34	419 1 or 2 family	111 Building fire
<b>SubTotal Count 7</b>				<b>Percent of All: 11.6%</b>

**Total Count 60**



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**DATE:** June 6, 2013

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

**FROM:** Brad Piland Public Works Director

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

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- Patched potholes – Thorntree, Shiloh, Westmoreland
- Set up and take down for National Day Of Prayer
- Sewer Lift Station Repairs- pulled pump 1 at Heritage lift station; removed pump 1 and 2 from Highland Meadows lift station for repair; pulled pump from Cumberland
- Heritage Park mowed and weeded - 3 times
- Read water meters, service disconnects and reconnects
- Daily inspections of Ovilla Park, air tested sewer
- Repair road Buckboard, Georgetown
- Update marquee as needed
- Daily water maintenance residual and pressure test
- Heritage Park, Silver Spur Park and Baseball fields and park - tree and grass maintenance
- Started road repairs in Ovilla Oaks
- Drainage work Westmoreland Rd.
- Repaired water leak Cockrell Hill Rd.

- Removed tree from 200 blk Cockrell Hill Rd.
- Trim trees in right-of-way on East Main
- Prepare baseball field
- 130 tons asphalt

❖ Jimmy Bryan -

- Serviced PD Units 104 & 100
- Repaired skidsteer
- Inspection for PD
- Daily Rounds

\*\*Flushed Hydrants

- Collect water samples for TCEQ reporting
- Water Maintenance – routine flushing mains and hydrant
- Meter Box repair and replace lids as needed

\*\*Water plants at City Hall and park



City of Ovilla  
Annual Operating Budget Calendar  
FY 2013-2014

DATE	ACTIVITY	Personnel
Wednesday 6-5-13	Post Notice for Special Pre-Budget Workshop	City Secretary
Thursday 6-13-13	Pre-Budget Workshop Meeting with City Council	City Council & Staff
Tuesday 6-18-2013	Distribute Budget & Instructions to Dept. Heads	Staff
6-19 to 6-28-13	City Administrator will set up meetings with Dept. Heads to go over budget questions	City Admin & Staff
Monday 6-24-2013	Preparation of Revenue Projections & Tax Rate Impact	City Admin. & Finance
Monday 7-1-2013	Department Budget Proposals Submitted to Finance	Staff
Monday 7-8-13	Finance Department Compiles Budget Documents	Finance
Wednesday 7-10-13	Unbalanced Draft of FY 2013-2014 Budget Prepared for Review	Finance & City Admin
Thursday 7-11-2013	Dept. Head Workshop to review budget	City Admin & Staff
Wednesday 7-17-2013	Post Notice for Special Workshop #1	City Secretary
Wednesday 7-17-2013	Prepare Preliminary Budget to send out to Council	Finance
Monday 7-22-2013	Council Presented with Preliminary Budget	Staff & Council
Wednesday 7-24-2013	Ellis & Dallas County Certify 2013 Appraisal Roll	Ellis & Dallas County
Wednesday 7-24-2013 Special Council Meeting	Council Budget Workshop #1 - Fire Dept. Training Room & Preliminary Determination of Tax Rate & Departmental Reports	Staff & Council
Wednesday 7-31-2013	Post notice for Special Workshop #2	City Secretary
Wednesday 7-31-2013	Prepare updated Preliminary Budget to send out to Council	Finance
Monday 8-5-2013	Publish Effective & Rollback Tax Rates	City Secretary
Wednesday 8-7-2013 Special Council Meeting	Council Budget Workshop #2 - Fire Dept. Training Room	Staff & Council
Monday 8-12-2013	Regular City Council Meeting- Present Revised Budget	Staff & Council
Wednesday 8-14-2013	Post notice for Special Budget Workshop #3 (if needed) & Tax Rate discussion	City Secretary
Wednesday 8-14-2013	Prepare updated Preliminary Budget to send out to Council	Finance
Wednesday 8-14-2013	Publish Notice for 1st Public Hearing on Proposed Tax Rate	City Secretary
Wednesday 8-21-2013 Special Council Meeting	Council Budget Workshop #3 (If Needed) - Fire Dept. Training Room & 1st Public Hearing on Proposed Tax Rate	Staff & Council
Wednesday 8-21-2013	Publish Notice of Tax Rate Increase & Public Hearing on 8-28-13	City Secretary
Wednesday 8-21-2013	Post Notice for Special Budget Workshop #4 (if needed)	City Secretary
Wednesday 8-21-2013	Post Budget on Website	City Secretary
Monday 8-26-2013	Regular City Council Meeting -Preliminary Tax Rate -take a record Vote- submit revised budget	Staff & Council
Wednesday 8-28-2013 Special Council Meeting	Council Budget Workshop #4 - Fire Dept. Training Room (if needed) & Set Sept. 9th as Date to adopt Budget & Tax Rate & 2nd Public Hearing on Proposed Tax Rate & 1st Public Hearing on Budget	Staff & Council
Thursday 8-29-2013	Publish Notice of Vote on Tax Rate	City Secretary
Tuesday 9-3-2013	Publish Notice of Tax Revenue Increase	City Secretary
Wednesday 9-4-2013	Final Budget Packages go out to City Council	Finance
Wednesday 9-4-2013	Post notice for Vote on Budget and Tax Rate	City Secretary
Monday 9-9-2013	Council Meeting to adopt Operating Budget & Tax Rate	Council & Staff

	Denotes Special City Council Meetings
	Budget Workshops
	Regular City Council Meetings

City of Ovilla  
Annual Operating Budget Calendar for City Council  
FY 2013-2014

DATE	ACTIVITY	Personnel
Thursday 6-13-13	Pre-Budget Workshop Meeting with City Council	City Council & Staff
Monday 7-22-2013	Council Presented with Preliminary Budget	Staff & Council
Wednesday 7-24-2013	Ellis & Dallas County Certify 2013 Appraisal Roll	Ellis & Dallas County
Wednesday 7-24-2013 Special Council Meeting	Council Budget Workshop #1 - Fire Dept. Training Room & Preliminary Determination of Tax Rate and Departmental Reports	Staff & Council
Wednesday 8-7-2013 Special Council Meeting	Council Budget Workshop #2 - Fire Dept. Training Room	Staff & Council
Monday 8-12-2013	Regular City Council Meeting- Present Revised Budget	Staff & Council
Wednesday 8-21-2013 Special Council Meeting	Council Budget Workshop #3 (If Needed) - Fire Dept. Training Room & 1st Public Hearing on Proposed Tax Rate	Staff & Council
Monday 8-26-2013	Regular City Council Meeting -Preliminary Tax Rate -take a record Vote- submit revised budget	Staff & Council
Wednesday 8-28-2013 Special Council Meeting	Council Budget Workshop #4 - Fire Dept. Training Room (if needed) & Set Sept. 9th as Date to adopt Budget & Tax Rate & 2nd Public Hearing on Proposed Tax Rate & 1st Public Hearing on Budget	Staff & Council
Monday 9-9-2013	Council Meeting to adopt Operating Budget & Tax Rate	Council & Staff

	Denotes Special City Council Meetings
	Budget Workshops
	Regular City Council Meetings

## **Pre-Budget Workshop Notes**

### **Items to Discuss**

- 1. Discuss Budget Schedule & Special Workshops**
- 2. Tax Rate**
- 3. Compensation Study**
- 4. Performance Pay Increases**
- 5. City Council Budget Considerations**
- 6. Budget format**
- 7. Strategic Planning**



Jessica Foresman  
Court Clerk

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**DATE:** June 10, 2013  
**TO:** Honorable Mayor Dormier and City Council Members  
**FROM:** Jessica Foresman, Court Clerk  
**SUBJECT:** Monthly Staff Report

49 traffic, 4 penal code and 3 city ordinance related cases were filed for the month of May. 25 warrants were issued

Court Collection for the month of May was \$13,083.60

\$9,421.41 is kept by the City	FYTD \$37,659.47
\$3,662.19 is remitted to State	FYTD \$22,565.63

# May 2013

## Code Enforcement Report

Complaints - 86

Follow up – 88

Door Notices - 14

Mail Notices - 18

Posted Property – 10 (8 grass 2 pool)

Court – 0

Citizen contacts - 108

Permits reviewed – 13 Permits issued - 8

Inspections – 14

Nuisance Abated By City- Swimming Pool Mosquito Abatement -2

Nuisance- Signs –25 (4 Business, 13 Garage Sales , 8 Real Estate)

Nuisance – Illegal Dumping – 1- Ovilla Road -Trash

Garage Sale Permits – 12 at \$5 = \$60

**May 2013**

## **Animal Control Report**

Complaint- 55

Follow up – 65

Door Notice – 15

Impounded Animal – 3

Impound Animal Results - 3 Return to Owner

Impound Fee Collected - \$140

Court – 0

Citizen contacts - 54

Animal Registration Tags Issued – 21 Total \$231.00

Registration Reminder Mailed-13

Nuisance Letter Mailed-

Animals Released – 2 (1-snake, 1- possum)

Deceased Removed - 15

Oak Leaf – 1 (snake – could not locate)

Traps Checked Out –2



# CITY OF OVILLA MINUTES

*Friday, May 17, 2013*

*Special City Council Meeting*

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

Mayor Leverentz called the Special Council Meeting of the Ovilla City Council to order at 3:00 P.M. The following City Council Members were present:

Larry Stevenson

Doug Hunt

Council Member Place 2

Council Member Place 4

Mayor Leverentz noted present members, thus constituting a quorum for the purpose of canvass. Various department-heads and staff were also present.

Mayor Leverentz gave the Invocation

Mayor Leverentz led the recitation of the Pledge of Allegiance

## **COMMENTS, PRESENTATIONS, REPORTS AND/OR APPOINTMENTS**

Presiding Judge Charlie Morton voiced his appreciation for Council allowing him to preside over Ovilla's May 11, 2013 Municipal Election. He commended the City Secretary for her working role in the Municipal Election and commended two of his election clerks that volunteered their time to assist with the ballot count: Mr. Gordon Edwards and Mr. Phil Lynch. Mr. Morton shared his disappointment regarding the low turnout. He offered his congratulations to the unopposed candidates and elected candidate and issued the Certificates of Election for new Mayor, Richard Dormier, Place 2 Council Member Larry Stevenson, and Place 4 Doug Hunt.

**\* DENOTES WINNER**

<u>MAYOR</u>		<u>Early</u>	<u>Election Day</u>	<u>Total</u>
	*Richard Dormier	103	107	210
<u>Place 2</u>		<u>Early</u>	<u>Election Day</u>	<u>Total</u>
	*Larry Stevenson	96	104	200
<u>Place 4:</u>		<u>Early</u>	<u>Election Day</u>	<u>Total</u>
	James Wade	48	53	101
	*Douglas "Doug" Hunt	67	67	134

119	Early Voting Ballots Cast
121	Election Day Ballots Cast
<b>240</b>	<b>Total Ballots Cast</b>
225	Registered Voters (Dallas Co.)
2582	Registered Voters (Ellis Co.)
<b>2807</b>	<b>Total Registered Voters</b>
9%	Voter Turnout

**ITEM I.**      **Discussion/Action** – Consider Resolution 2013-006 of the City Council of the City of Ovilla, Declaring and Canvassing the Results of the May 11, 2013 Municipal Election. (General Election for Mayor and Places 2 and 4.)

PL4 Hunt made the motion that Council approves Resolution 2013-006, declaring and canvassing the results of the May 11, 2013 Ovilla Municipal Election; seconded by PL2 Stevenson. Mayor Leverentz conducted a record vote by announcement of AYE or NAY. Present Council announced AYE in favor. No oppositions, no abstentions.

**VOTE: The motion carried unanimously: 2-0.**

**ADJOURNMENT**

PL4 Hunt made a motion to adjourn the meeting; seconded by PL2 Stevenson.

There being no further business, Mayor Leverentz adjourned the meeting at 3:10 p.m.

ATTEST:

\_\_\_\_\_  
Pamela Woodall, City Secretary

\_\_\_\_\_  
Richard Dormier, Mayor

*Approved June 10, 2013*

*Official Tabulation attached.*



Dallas & Ellis Counties  
Ovilla, TX

**MAY 11, 2013 GENERAL ELECTION  
FOR MAYOR  
PLACE 2 & PLACE 4  
COUNCIL MEMBERS**  
***OFFICAL TABULATION***

**\* DENOTES WINNER**

<b><u>MAYOR</u></b>		<b>Early</b>	<b>Election Day</b>	<b><u>Total</u></b>
	*Richard Dormier	103	107	<b>210</b>
<b><u>Place 2</u></b>		<b>Early</b>	<b>Election Day</b>	<b><u>Total</u></b>
	*Larry Stevenson	96	104	<b>200</b>
<b><u>Place 4:</u></b>		<b>Early</b>	<b>Election Day</b>	<b><u>Total</u></b>
	James Wade	48	53	<b>101</b>
	*Douglas "Doug" Hunt	67	67	<b>134</b>

119	Early Voting Ballots Cast
121	Election Day Ballots Cast
<b>240</b>	<b>Total Ballots Cast</b>
225	Registered Voters (Dallas Co.)
2582	Registered Voters (Ellis Co.)
<b>2807</b>	<b>Total Registered Voters</b>
9%	Voter Turnout

Canvass conducted  
Friday, May 17, 2013

**Charlie Morton, Presiding Election Judge**

**Pamela Woodall, City Secretary**

**CITY OF OVILLA MINUTES**  
***Tuesday, May 28, 2013***  
***Regular City Council Meeting***  
***105 S. Cockrell Hill Road, Ovilla, TX 75154***

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Mayor Leverentz called the Regular Council Meeting of the Ovilla City Council to order at 7:00 P.M. The following City Council Members were present:

Larry Stevenson	Council Member Place 2
David Griffin	Council Member Place 3
Doug Hunt	Council Member Place 4
Richard Dormier (Mayor-Elect)	Council Member Place 5/Mayor Pro-Tem

Absent          Ralph Hall                                  Council Member Place 1

Mayor Leverentz noted present members, thus constituting a quorum. Various department-heads and staff were also present.

PL2 Stevenson gave the Invocation

PL3 Griffin led the recitation of the Pledge of Allegiance

**COMMENTS, PRESENTATIONS, REPORTS AND/OR APPOINTMENTS**

Presiding Municipal Judge Scott Kurth administered Statements and Oaths of Office to the newly elected/unopposed Mayor Richard Dormier and Council Members: elected/unopposed Place 2-Larry Stevenson and, elected Place 4-Doug Hunt.

Mayor Leverentz his gave sincere appreciation for Council, Boards, staff and citizens' support during his tenure as a member of the governing body. Mayor Leverentz stepped down and new Mayor Dormier took the chair. PL 2 Stevenson and PL4 Hunt took their respective seats.

♦ ***Citizens Comments / Citizens Forum:***

I. There were no comments.

♦ ***Department Activity Reports / Discussion***

- Police Department                                  Police Chief M. Moon
  - Update EOC Plan – Chief Moon shared progress on the new EOC Plan stating that each department would have a job specific and would undergo training and mock drills.
- Finance Department                                  City Accountant S. Jungman
  - Monthly Financials were presented.

**CONSENT ITEMS**

- Minutes of the May 13, 2013 Regular Council Meeting

PL4 Hunt made the motion that Council approves the consent item as presented, seconded by PL2 Stevenson. Mayor Dormier asked for a record vote by announcement of AYE or NAY. Present Council announced AYE in favor. No oppositions, no abstentions.

***VOTE: The motion carried unanimously: 3-0.***



**REGULAR AGENDA**

- ITEM 1. DISCUSSION/ACTION** – Consider an Ordinance of the City of Ovilla, TX, declaring the end of office for the current Municipal Judge and providing for the reappointment of said Municipal Judge. (Mayor Dormier to give Judge the Oath & Statement)

The Ovilla Municipal Court is a Court of Record. Section 7.01.004 of the Ovilla Code of Ordinances designates that the office of the judge shall be for two years, at the expiration of the Mayor's term. Said judge must be a licensed attorney in good standing with the state with two or more years of experience in the practice of law in the state. Judge Kurth has been the City's Municipal Judge since 2007.

PL4 Hunt made the motion that Council approves the proposed Ordinance 2013-017, declaring the end of office for the current Municipal Judge Scott Kurth and for the reappointment of Judge Kurth for another 2-year term effective this date as presented; seconded by PL2 Stevenson. *Mayor Dormier asked for a record vote by announcement of AYE or NAY. Present Council announced AYE in favor. No oppositions, no abstentions.*

**VOTE: The motion carried unanimously: 3-0.**

- ITEM 2. DISCUSSION/ACTION** – Consider proposed Resolution 2013-007 to accept nominations and make appointment to City Council Place 5; to complete the remainder of the term vacated by the May 2013 General Election of Mayor Dormier. (Mayor Dormier to give Oath and Statement)

One year remained on the term of Council Member Place 5 vacated by Mayor Dormier. Each Council Member submitted a name for nomination and consideration to the vacated seat:

PL4 Hunt: Mr. John Knight

PL3 Griffin: Ms Carol Lynch

PL2 Stevenson: Mr. Dean Oberg

No concurrence occurred. Mayor Dormier said this item would be addressed again at a future meeting.

**NO ACTION.**

- ITEM 3. DISCUSSION/ACTION** – Consider the appointment of Mayor Pro-Tem.

Section 22.037 of the LGC states this position is selected by the majority vote of the Council from among its own members. Each Council Member nominated himself for the position. No concurrence occurred. Mayor Dormier said this item would be addressed again at a future meeting.

**NO ACTION.**

**EXECUTIVE SESSION**

Mayor Dormier moved the order of the agenda and called an Executive Session at 7:27 p.m. to deliberate the following items:

Closed Meeting called pursuant to Texas Government Code § 551.074 - Personnel Matters.

- ITEM 13. DISCUSSION/ACTION** – Deliberate the appointment employment, and/or duties of the interim City Administrator and/or permanent City Administrator.

Closed Meeting called pursuant to Texas Government Code § 551.072 – Real Property.

- ITEM 14. DISCUSSION/ACTION** – Discuss and review options for land purchase at 0 W. Main and 701 W. Main Street.

**COUNCIL RECONVENED INTO OPEN SESSION at 8:08 p.m.**

Mayor Dormier announced that no action was taken during Executive Session and asked Council for any comments or motions on Items 13 or 14.

**Council took Action pursuant to Executive Session on the following:**

**ITEM 13. DISCUSSION/ACTION** – Deliberate the appointment employment, and/or duties of the interim City Administrator and/or permanent City Administrator.

**NO ACTION WAS TAKEN ON ITEM 13.**

**ITEM 14. DISCUSSION/ACTION** – Discuss and review options for land purchase at 0 W. Main and 701 W. Main Street.

PL2 Stevenson made the motion that Council approves the land purchase on Main Street as defined and presented; seconded by PL3 Griffin. *Mayor Dormier asked for a record vote by announcement of AYE or NAY. Present Council announced AYE in favor. No oppositions, no abstentions.*

**VOTE: The motion carried unanimously: 3-0.**

Mayor Dormier returned to the regular order of the agenda.

**ITEM 4. DISCUSSION/ACTION** – Consider proposed Resolution 2013-008 authorizing and directing named city officers to access and manage all city banking accounts, investments and funds wherever located, designating the Mayor, Mayor ProTem, City Administrator and City Secretary as authorized signatures on all city banking and investment accounts of the City of Ovilla.

PL2 Stevenson made the motion that Council approves Resolution 2013-007 authorizing and directing specified city officers to access, manage, process and sign checks on all bank and investment accounts as presented; seconded by PL3 Griffin. *Mayor Dormier conducted a record vote by announcement of AYE or NAY. Present Council announced AYE in favor. No oppositions, no abstentions.*

**VOTE: The motion carried unanimously: 3-0.**

**ITEM 5. DISCUSSION/ACTION** – Consider proposed staff change request to revise one part-time position to a full-time position in Administration.

The position was created to primarily assist the City Secretary with board duties, but also to provide the Code Enforcement Department with urgent needed assistance. PL4 Hunt commented that the City Secretary's office was in need of administrative support.

PL2 Stevenson made the motion that Council approves the proposed staffing status change in administration with the approval of an assistant to the City Secretary to be effective June 2; seconded by PL4 Hunt. *Mayor Dormier conducted a record vote by announcement of AYE or NAY. Present Council announced AYE in favor. No oppositions, no abstentions.*

**VOTE: The motion carried unanimously: 3-0.**

**ITEM 6. DISCUSSION/ACTION** – Consider proposed Ordinance 2013-016 of the City of Ovilla, TX, amending the Fiscal Year 2012-2013 Annual Budget and Program of Services in accordance with the Mid-Year Budget Review and Amendment as part of the formal budget process.

PL3 Griffin made a motion to table Item 6, seconded by PL4 Hunt. *Mayor Dormier conducted a record vote by announcement of AYE or NAY. Present Council announced AYE in favor. No oppositions, no abstentions.*

**VOTE: The motion carried unanimously: 3-0. ITEM TABLED.**



- ITEM 7. DISCUSSION/ACTION** – Consider proposed RFP for solid waste collection and disposal recycling materials collections and processing services for the City of Ovilla to include 6 alternate bid items. Council may direct staff to proceed with the proposal process.

Mayor Dormier confirmed that the base bid of the document was the service currently received throughout the City. Six alternate bid items were added:

1. Use of Compressed Natural Gas Trucks
2. Household hazardous waste collection day
3. E-waste collection processing day
4. Shredding collection day
5. Compost collections and processing
6. Extra bulky waste pick-up - twice monthly

The service contract with CWD expires in December 2013. Staff had prepared for legal advertisement as noted in the RFP document's calendar.

PL4 Hunt made the motion that Council approves the RFP for solid waste and recycling services for the City of Ovilla as presented; seconded by PL3 Griffin. *Mayor Dormier conducted a record vote by announcement of AYE or NAY. Present Council announced AYE in favor. No oppositions, no abstentions.*

**VOTE: The motion carried unanimously: 3-0.**

- ITEM 8. DISCUSSION/ACTION** – Consider nominations and appointments/reappointments to the Board of Adjustment.

The BOA consists of five-members and two alternates. Each member and alternate member shall be appointed by the City Council for a two-year term. Staff contacted the members of expiring terms for interest in reappointment. PL3 Griffin remarked that he served with these board members during his tenure on the BOA and spoke highly of them. BOA member terms expiring:

1. Patricia Rarick, PL1 (Desires reappointment)
2. Barbara Betik, PL3 (Desires reappointment)
3. Richard Ware, PL5 (Staff received no response to date)
4. Linda Edmiston, PL7 (Does not wish for Council's consideration for reappointment)

Staff reported that no applications were on file or had been recently submitted.

PL3 Griffin made the motion that Council reappoints Patricia Rarick, PL1 and Barbara Betik, PL3 to the Board of Adjustment and directs staff to continue soliciting for applications to the BOA; seconded by PL4 Hunt. *Mayor Dormier conducted a record vote by announcement of AYE or NAY. Present Council announced AYE in favor. No oppositions, no abstentions.*

**VOTE: The motion carried unanimously: 3-0.**

- ITEM 9. DISCUSSION/ACTION** – Consider nominations and appointments/reappointments to the Economic Development Corporation.

The EDC Board consists of a seven-member board. Each member is appointed by the City Council for a two-year term. Staff contacted those with expiring terms for interest in reappointment. Expiring terms:

1. Deborah Kennedy, PL2 (Does not desire Council's consideration for reappointment)
2. Gary Jones, PL4 (Desires reappointment)
3. Howard Goldstein, PL6 (Desires reappointment)

PL3 Griffin made the motion that Council reappoints Gary Jones, PL4 and Howard Goldstein, PL6 to their respective seats on the Economic Development Corporation Board and directs staff to continue soliciting for

applications to fill the vacant seat (PL2 EDC); seconded by PL4 Hunt. *Mayor Dormier conducted a record vote by announcement of AYE or NAY. Present Council announced AYE in favor. No oppositions, no abstentions.*

**VOTE: The motion carried unanimously: 3-0.**

**ITEM 10. DISCUSSION/ACTION** – Consider nominations and appointments/reappointments to the Planning and Zoning Commission.

The Planning and Zoning Commission consists of a seven-member board. Each member is appointed by the City Council for a two-year term. Staff contacted the members of expiring terms for interest in reappointment. One member voiced his wishes for reappointment. A member from the CIP (Capital Improvement Projects) Committee, Mr. Darrell Jungman, voiced interest in appointment to the Planning and Zoning Commission. His application was submitted. Expiring member terms:

1. Kenneth Rarick, PL1 (Does not desire Council's consideration for reappointment)
2. Loreen Silva, PL3 (Does not desire Council's consideration for reappointment)
3. Richard Edmiston, PL5 (Does not desire Council's consideration for reappointment)
4. Bill Zimmermann, PL7 (Desires appointment to another term)

PL3 Griffin made the motion that Council reappoint Bill Zimmermann, PL7 to his respective seat on the Planning and Zoning Commission and directs staff to continue soliciting and accepting applications for remaining seats; seconded by PL2 Stevenson. *Mayor Dormier conducted a record vote by announcement of AYE or NAY. Present Council announced AYE in favor. No oppositions, no abstentions.*

**VOTE: The motion carried unanimously: 3-0.**

**ITEM 11. DISCUSSION/ACTION** – Consider review of a preliminary RFP for the creation of a "parks and open space master plan" for future developments.

PL3 Griffin requested that Council take no action and place on the next agenda since PL1 Hall was absent. Council concurred.

**NO ACTION.**

**ITEM 12. DISCUSSION/ACTION** – Consider various maintenance options and quotes for the preservation and repairs of Cockrell Hill Road.

Public Works Director Brad Piland shared various options for repairs (with multiple vendors) to Cockrell Hill Road:

1. Patching
2. Chip-Seal
3. Total rebuild

Quotes provided did not include the \$5,500 cost for striping. Council deliberated at length over the necessity to keep the main city thoroughfare maintained and the expense. In March of 2008 and again in January 2009, Cockrell Hill was overlaid with hot-mix asphalt totaling \$274,328 for those repairs. The consensus from Council was that the most cost effective way to keep Cockrell Hill Road maintained was a total rebuild using the equipment and maintenance crews provided by Ellis County Precinct #4.

PL3 Griffin made the motion that Council approves the total rebuild quote from Ellis County Precinct #4, for 2.4 miles of Cockrell Hill Road in the amount of \$228,953. PL3 Griffin added that the funding for this project would derive from the unassigned fund balance; seconded by PL4 Hunt. *Mayor Dormier conducted a record vote by announcement of AYE or NAY. Present Council announced AYE in favor. No oppositions, no abstentions.*

**VOTE: The motion carried unanimously: 3-0.**



**ADJOURNMENT**

PL4 Hunt made a motion to adjourn the meeting; seconded by PL2 Stevenson.

There being no further business, Mayor Dormier adjourned the meeting at 8:56 p.m.

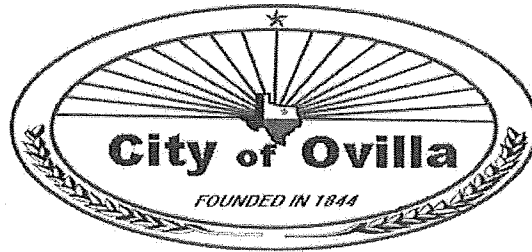
ATTEST:

\_\_\_\_\_  
Richard Dormier, Mayor

\_\_\_\_\_  
Pamela Woodall, City Secretary

*Approved June 10, 2013*

*Certified Executive Agenda sealed and filed separately.*



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**DATE:** 06-10-13

**TO:** Honorable Mayor and Council Members

**FROM:** Sharon Jungman

**SUBJECT:** Expenditures in May 2013 over \$5,000

# City of Ovilla Expenditures in May 2013 Over \$5,000

General Fund				
Date	Check#	Payee	Description	Amount
5/23/2013	41362	Blue Cross/Blue Shield	Health Insurance	\$5,758.24
5/9/2013	41310	Community Waste Disposal	Garbage Pick-up for March	\$16,728.50
5/30/2013	41367	Community Waste Disposal	Garbage pick-up for April	\$16,754.48
5/30/2013	Cashier Ck.	Ellis County Abstract & Title	Purchase of Land	\$49,649.63
5/2/2013	41292	Physio-Control Inc.	2 yr. Maint. On Fire Dept. Equipment	\$7,747.60
5/9/2013	ACH	Quick Books Payroll Service	Payroll	\$34,039.28
5/23/2013	ACH	Quick Books Payroll Service	Payroll	\$34,732.64
5/13/2013	41321	T.M.R.S.	Retirement	\$8,297.43
5/10/2013	ACH	US Treasury	Payroll Taxes	\$6,420.40
5/24/2013	ACH	US Treasury	Payroll Taxes	\$6,741.36
Total General Fund Transactions Paid in May 2013 \$5,000 and Over				\$186,869.56
Date	Check#	Payee	Description	Amount
5/9/2013	15143	City of Dallas	Water Purchase	\$18,553.01
5/30/2013	15164	City of Ovilla General Fund	Garbage Transfer for May 2013	\$16,261.36
Total Water & Sewer Fund Transactions Paid in May 2013 \$5,000 and Over				\$34,814.37



## AGENDA ITEM REPORT

### REGULAR AGENDA

**Item 1:** (City Secretary use only)

Meeting Date: June 10, 2013

Department: Code Enforcement/Admin

☐ Discussion ☒ Action

Budgeted Expense: ☐ YES ☐ NO ☒ N/A

Submitted by: Staff

#### Attachments:

I. Current ordinance with markup – red underlined

#### Agenda Item / Topic:

**ITEM 1. DISCUSSION/ACTION** – Consider Planning & Zoning Commission’s recommendation to approve Ordinance 2013-018 repealing Sections 3.05.10 and 3.05.11 of the Ovilla Code of Ordinances and replacing same with new provisions pertaining to the maintenance of fences and inspections of existing fences.

#### Discussion / Justification:

Council asked the P&Z to review certain sections of the fence ordinance and recommend stronger restrictions. With the P&Z’s recommendation, staff has put those suggestions into ordinance form with document approval from legal counsel. This revised ordinance should aid enforcement.

#### Recommendation / Staff Comments:

#### Sample Motion(s):

**“I MAKE A MOTION THAT COUNCIL ACCEPTS / DENIES THE P&Z RECOMMENDED REVISIONS AND APPROVES / DENIES ORDINANCE 2013-018, AMENDING SECTION 3.05 RELATING TO FENCES/EXISTING FENCES AS PRESENTED.”**

**“I MAKE A MOTION THAT COUNCIL APPROVES PROPOSED ORDINANCE 2013-018 WITH THE FOLLOWING REVISIONS:**

**1.-**

**2.-”**

**MOTION:** \_\_\_\_\_

**SECONDED:** \_\_\_\_\_

**OPPOSITION:** \_\_\_\_\_

**ABSTENTION:** \_\_\_\_\_

**VOTE:** \_\_\_\_\_

**ORDINANCE NO. 2013-018**

**AN ORDINANCE OF THE CITY OF OVILLA, TEXAS, REPEALING SECTIONS 3.05.10 AND 3.05.11 OF THE OVILLA CODE OF ORDINANCES, AND REPLACING SAME WITH NEW PROVISIONS PERTAINING TO THE MAINTENANCE OF FENCES AND INSPECTIONS OF EXISTING FENCES; PROVIDING A SAVINGS CLAUSE; PROVIDING A SEVERANCE CLAUSE; PROVIDING FOR INCORPORATION INTO THE OVILLA CODE OF ORDINANCES; PROVIDING FOR IMMEDIATE EFFECT; AND PROVIDING FOR PUBLICATION.**

**WHEREAS**, the City Council of the City of Ovilla, Texas, does find and determine that it is in the best interest of the health, safety and welfare of citizens of the City of Ovilla, Texas, to repeal and replace provisions of the Ovilla Code of Ordinances pertaining to maintenance of fences and inspections of existing fences.

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

**SECTION 1. REPEAL OF CHAPTER 3, ARTICLE 3.05, SECTIONS 3.05.10 AND 3.05.11 OF THE OVILLA CODE OF ORDINANCES**

Chapter 3, Article 3.05, Sections 3.05.10 and 3.05.11 of the Ovilla Code of Ordinances are hereby repealed.

**SECTION 2. ADOPTION OF NEW CHAPTER 3, ARTICLE 3.05, SECTIONS 3.05.10 AND 3.05.11**

The following provisions are hereby adopted as Chapter 3, Article 3.05, Sections 3.05.10 and 3.05.11 of the Ovilla Code of Ordinances:

**Sec. 3.05.010 Maintenance**

(a) Any person, group of persons or corporation owning or having control of any fence within the city shall be responsible to maintain the fence in a safe and visibly presentable condition. This shall include replacement of broken or defective boards, posts, wrought iron, vinyl, brick, stone, blocks, wire or other fence parts. This section requires owners to remove, repair, or replace fences identified in violation that may cause the fence to be unsafe or unsightly.

(b) No permit will be required for normal fence maintenance; however, if the fence has deteriorated beyond fifty percent (50%) of the fence value, and is not in compliance with the provisions of this article including Sec.3.05.010(d), then the terms of this article shall prevail.

(c) A fence is considered dilapidated if 10% of its pickets, bricks, stones, blocks, wire or structural members are damaged, missing, broken or rotted; or if any 8 foot section is more than 15 degrees off vertical alignment.

(d) New fences and replacement fences that replace 50% or more of one side of a fence require permits from the City of Ovilla.



## **ORDINANCE NO. 2013-018**

(e) Wooden fences: The posts and rails of a new or extended fence must not be exposed to an adjacent street, or a neighbor's yard, in other words, the smooth side of a fence must face an adjacent public street or a neighbor's property. Also, both new and replacement wooden fences must have metal posts set in concrete.

(f) Wooden fences must maintain uniformly colored wood or other permanent material which creates an appearance of equal character or visual integrity.

(g) Fences shall be constructed of City Code approved stone, brick, pierced brick, mortar, block, wood or a combination of some or all. The density and design is subject to the Building Code of the City of Ovilla. Wooden fences are required to be natural wood with metal posts except for decorative wooden rail fences. Wood by-products and wood particle boards or sheets of wood by-products of any type are prohibited.

(h) Section 3.05.010(a) requires property owners of fences or those having control of the fences to maintain their fences in a structurally sound, safe and presentable condition. This section requires owners to remove, repair, or replace fences identified in violation. (Removal is not an option where a pool barrier fence, including a locked pool gate, is involved or when zoning regulations specifically require a fence and a locked gate.)

### **Section 3.05.011 Existing Fences**

Existing fences are subject to inspection and may be tagged as safety hazards or public nuisances if not adequately maintained per Sec.3.05.010(c) & (e). Should such notification occur, the owner of the property has ninety (90) days to rectify. Property owners or residents may seek a one-time ninety (90) day extension from the City Council.

### **SECTION 3. SAVINGS CLAUSE**

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

### **SECTION 4. SEVERANCE CLAUSE**

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

### **SECTION 5. INCORPORATION INTO THE CODE OF ORDINANCES**

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

### **SECTION 6. EFFECTIVE DATE**

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

**ORDINANCE NO. 2013-018**

**SECTION 7. PUBLICATION**

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

***PASSED, ADOPTED AND APPROVED*** by the City Council of Ovilla, Texas on this the 10<sup>th</sup> day of June 2013.

\_\_\_\_\_  
Richard Dormier, Mayor

**ATTEST:**

\_\_\_\_\_  
Pamela Woodall, City Secretary

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Ron G. MacFarlane, Jr., City Attorney



## AGENDA ITEM REPORT

### REGULAR AGENDA

### Item 2: (City Secretary use only)

Meeting Date: June 10, 2013

Department: Code Enforcement

☐ Discussion ☒ Action

Budgeted Expense: ☐ YES ☐ NO ☒ N/A

Submitted by: Staff

#### Attachments:

1. Current ordinance with mark up and underline.
2. Revised Ordinance in approved form

#### Agenda Item / Topic:

**ITEM 2.** **DISCUSSION/ACTION** – Consider Planning & Zoning Commission’s recommendation to approve Ordinance 2013-019 amending Chapter 6, Article 6.04, Section 6.04.001 of the Ovilla Code of Ordinances providing new provision pertaining to weeds and grass and other objectional material.

#### Discussion / Justification:

City Council has recommended Planning & Zoning review the grass/weed height portion of the ordinance. City Council suggests changing the height requirements and include stronger language to aid enforcement.

#### Recommendation / Staff Comments:

#### Sample Motion(s):

**“I MAKE A MOTION THAT COUNCIL ACCEPTS/DENIES THE P&Z RECOMMENDED REVISIONS AND APPROVES/DENIES ORDINANCE 2013-019, RELATING TO SECTION 6.04.001, GRASS/WEEDS.”**

**“I MAKE A MOTION THAT COUNCIL APPROVES PROPOSED ORDINANCE 2013-019 WITH THE FOLLOWING REVISIONS:**

1. \_\_\_\_\_
2. \_\_\_\_\_”

**MOTION:** \_\_\_\_\_

**SECONDED:** \_\_\_\_\_

**OPPOSITION:** \_\_\_\_\_

**ABSTENTION:** \_\_\_\_\_

**VOTE:** \_\_\_\_\_



AN ORDINANCE OF THE CITY OF OVILLA, TEXAS, AMENDING CHAPTER 6, ARTICLE 6.04, SECTION 6.04.001 OF THE OVILLA CODE OF ORDINANCES, PROVIDING NEW PROVISIONS PERTAINING TO THE MAXIMUM HEIGHT OF WEEDS AND GRASS AND OTHER OBJECTIONABLE MATERIAL; PROVIDING A SAVINGS CLAUSE; PROVIDING A SEVERANCE CLAUSE; PROVIDING FOR INCORPORATION INTO THE OVILLA CODE OF ORDINANCES; PROVIDING FOR IMMEDIATE EFFECT; AND PROVIDING FOR PUBLICATION.

WHEREAS, the City Council of the City of Ovilla, Texas, does find and determine that it is in the best interest of the health, safety and welfare of citizens of the City of Ovilla, Texas, to amend provisions of the Ovilla Code of Ordinances pertaining to the maximum height of weeds and grass.

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

**SECTION 1. AMENDMENT OF CHAPTER 6, ARTICLE 6.04, SECTION 6.04.001 OF THE OVILLA CODE OF ORDINANCES**

Chapter 6, Article 6.04, Section 6.04.001 of the Ovilla Code of Ordinances is hereby amended to read as follows:

**Sec. 6.04.001- Prohibited; maximum height of weeds and grass; other objectionable material**

It shall be unlawful for any person owning any premises or property and/or his or her agent, within the city, to fail to keep said premises or property free from weeds, rubbish, brush, fallen trees and any other objectionable, unsightly, or unsanitary matter of whatever nature, from the street (road) or streets (roads) if applicable, should the property be located on an adjoining side street (road) to the rear of the premises or property, including city right of ways and alleys. It shall specifically be unlawful to allow grass or weeds to exceed nine inches (9") in height including grass or weeds on private real property located in or on city easements or right-of-ways and alleys located between the street and the rear property line, grass or weeds beside or under fences or beside a structure of any type including barns, sheds, vehicles, trailers and items properly located on grass in the rear of the premises or property.

**SECTION 2. SAVINGS CLAUSE**

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

**SECTION 3. SEVERANCE CLAUSE**

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

**SECTION 4. INCORPORATION INTO THE CODE OF ORDINANCES**

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

**SECTION 5. EFFECTIVE DATE**

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

**SECTION 6. PUBLICATION**

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

***PASSED, ADOPTED AND APPROVED by the City Council of Ovilla, Texas on this the***

***10th day of June, 2013.***

\_\_\_\_\_  
Richard Dormier, Mayor

**ATTEST:**

\_\_\_\_\_  
Pamela Woodall, City Secretary

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Ron G. MacFarlane, Jr., City Attorney

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**AN ORDINANCE OF THE CITY OF OVILLA, TEXAS, AMENDING CHAPTER 6, ARTICLE 6.04, SECTION 6.04.001 OF THE OVILLA CODE OF ORDINANCES, PROVIDING NEW PROVISIONS PERTAINING TO WEEDS AND GRASS AND OTHER OBJECTIONABLE MATERIAL; PROVIDING A SAVINGS CLAUSE; PROVIDING A SEVERANCE CLAUSE; PROVIDING FOR INCORPORATION INTO THE OVILLA CODE OF ORDINANCES; PROVIDING FOR IMMEDIATE EFFECT; AND PROVIDING FOR PUBLICATION.**

**WHEREAS**, the City Council of the City of Ovilla, Texas, does find and determine that it is in the best interest of the health, safety and welfare of citizens of the City of Ovilla, Texas, to amend provisions of the Ovilla Code of Ordinances pertaining to the maximum height of weeds and grass.

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

**SECTION 1. AMENDMENT OF CHAPTER 6, ARTICLE 6.04, SECTION 6.04.001 OF THE OVILLA CODE OF ORDINANCES**

Chapter 6, Article 6.04, Section 6.04.001 of the Ovilla Code of Ordinances is hereby amended to read as follows:

**Sec. 6.04.001 Prohibited; maximum height of weeds and grass; other objectionable material**

It shall be unlawful for any person owning any premises or property and/or his or her agent, within the city, to fail to keep said premises or property free from weeds, rubbish, brush, fallen trees and any other objectionable, unsightly, or unsanitary matter of whatever nature, from the street (road) or streets (roads) if applicable, should the property be located on an adjoining side street (road) to the rear of the premises or property, including city right of ways and alleys. It shall specifically be unlawful to allow grass or weeds to exceed nine inches (9") in height including grass or weeds on private real property located in or on city easements or right-of-ways and alleys located between the street and the rear property line, grass or weeds beside or under fences or beside a structure of any type including barns, sheds, vehicles, trailers and items properly located on grass in the rear of the premises or property.

**SECTION 2. SAVINGS CLAUSE**

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

**SECTION 3. SEVERANCE CLAUSE**

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

**SECTION 4. INCORPORATION INTO THE CODE OF ORDINANCES**

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

**SECTION 5. EFFECTIVE DATE**

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

**SECTION 6. PUBLICATION**

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

***PASSED, ADOPTED AND APPROVED by the City Council of Ovilla, Texas on this the  
10th day of June, 2013.***

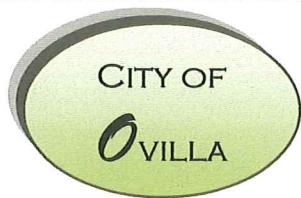
\_\_\_\_\_  
Richard Dormier, Mayor

**ATTEST:**

\_\_\_\_\_  
Pamela Woodall, City Secretary

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Ron G. MacFarlane, Jr., City Attorney



## AGENDA ITEM REPORT

REGULAR AGENDA

Item 3: (City Secretary use only)

Meeting Date: June 10, 2013

Department: Administration

☐ Discussion ☒ Action

Budgeted Expense: ☐ YES ☒ NO ☐ N/A

Submitted by: Staff

### Attachments:

I. Draft Request for Proposal for Strategic Plan

### Agenda Item / Topic:

**ITEM 3. DISCUSSION/ACTION** – Consider development of a citywide multi-year Strategic Plan for the City of Ovilla.

### Discussion / Justification:

Research of City of Ovilla records has not identified that the City has ever had a formal multi-year Strategic Plan. The Plan would formally assess needs and resources, and create a formal Plan regarding future growth and sustainability of the City. It would establish the vision, mission, values, broad goals, strategic issues, and priorities of the Council and citizens. It would serve as a roadmap for addressing neighborhood vitality, public safety, infrastructure sustainability, economic development, customer service, fiscal accountability, recreation, and environmental health. It would be a barometer to better gauge accountability and the efficiency of City's services and programs

### Recommendation / Staff Comments:

Consideration of developing a Five (5) Year Strategic Plan for the City of Ovilla.

### Sample Motion(s):

***"I MAKE A MOTION THAT THE COUNCIL APPROVES / DENIES the development of a formal Request for Proposal or Request for Qualifications for a consultant/firm to provide Strategic Planning services under a fixed price contract not to exceed \$???? for a period not to exceed one (1) year beginning ??? to ???.***

**MOTION:** \_\_\_\_\_

**SECONDED:** \_\_\_\_\_

**OPPOSITION:** \_\_\_\_\_

**ABSTENTION:** \_\_\_\_\_

**VOTE:** \_\_\_\_\_



**City of Ovilla  
Citywide Strategic Plan  
Request for Proposals  
(DRAFT FOR DISCUSSION PURPOSES ONLY)  
Issued ????, 2013**



**Proposals Due ????, 2013 at 5:00 pm**

**Proposals should be sent electronically or delivered to :**

**????? at**

**XXXX@cityof ovilla.org.**

The City of Ovilla is seeking proposals from qualified consultants to guide the development of a five (5) year Strategic Plan for the City. The plan must include mission, vision, values, short-term and long-term goals, objectives, strategies and outcome measures, and will encompass the boundaries of the entire City. The deadline for submission is XXXX, 2013.

## **BACKGROUND**

The City of Ovilla was incorporated in 1963 and is located primarily in Ellis County, with a small portion of the City in Dallas County, approximately 23 miles south of downtown Dallas and 11 miles east of Joe Pool Lake. The City covers approximately 5.7 square miles and has a population of 3,492 as of the 2010 census, which is virtually unchanged from the 2000 census count of 3,405.

The City's tax base is primarily comprised of upscale single-family residential housing. Recently the City has begun to experience considerable residential growth with the expansion of one of its existing neighborhood subdivisions; Ovilla Park with 99 additional lots and a new subdivision, Bryson Manor, with 185 lots. Anticipating continued favorable growth and to encourage future residential and economic growth the City has revised its zoning map to include an Industrial District and a Multi-family District.

The potential for commercial development is anticipated with the expansion of Ovilla Road (State Highway 664). With potential continued growth the City must begin to plan for the future needs of the citizens. There is also the desire to maintain its suburban residential identity but also wants to acquire other diversified methods of revenue. Ovilla has a sound fiscal position and has managed to accumulate a sizable Reserve Fund.

The City does not have a multi-year Strategic Plan to guide the future direction, growth and sustainability of the City.

## **CITY SERVICES**

*[Information to be added about departments, i.e. police/fire, public works, other city staff, recent or planned city projects, other information necessary to convey background on the City government that would benefit the submissions]*

## **PURPOSE AND OVERVIEW OF PROJECT**

The purpose of the City of Ovilla Strategic Plan RFP is to develop an organizational strategy that outlines five-year goals and objectives for the City, as well as strategies to how the City can successfully reach these goals. The City understands that there are a variety of perspectives, models, and approaches that can be used to develop a Strategic plan document; therefore, the selected consultant should be able to discern which model or model(s) will enable the City to complete its ultimate goal of having a roadmap to guide the future growth and sustainability for the next five years. The City of Ovilla requests proposals from consulting firms with demonstrated ability to develop a City-wide strategic plan based on input from City elected officials, City appointed officials, i.e. the City's Economic Development Corporation, City staff, Ovilla citizens and business owners. The plan should incorporate goals, and initiatives with short-term, mid-term, and long-term scope.

The desired outcome will be a detailed document that provides a snapshot of the community, identifies issues to be addressed, and lays out a clear set of goals and action steps necessary to carry out and implement the plan in 1-5 years.

A thorough analysis and public meeting(s) involving City officials, City Staff and community input, as well as other potential methods of engaging input of the relevant City stakeholders should be incorporated in the process. The intent of this effort is to conduct an environmental scan to determine the challenges, opportunities, and priorities of the City as determined by the community stakeholders, and to arrive at a set of action steps to implement the plan based on the priorities determined. It is anticipated that the strategic plan will take place over the course of one to two months.

## **BUDGET**

The budget for this project is up to a maximum of \$XXXX. As a small-sized city, the City of Ovilla does not have unlimited resources available to devote to this project. Achieving good value for our expenditure is an important factor in assessing proposals.



## **PROPOSAL TIME LINE**

Deadline for proposals is XXXX, 2013. They should be sent electronically to or delivered to:

XXXXXXXX

Evaluation Completion & Recommendations on selection to Council – XXXX, 2013

Contract award XXXX

Draft Report due to Staff XXXX

Final Report due to Staff XXXX

Presentation of the above report to the City of Ovilla City Council XXXX

## **SCOPE OF SERVICES**

The chosen consulting firm will work directly with the City Administrator and selected other City staff and elected officials to present a detailed strategic plan to the Mayor, City Council, EDC Board, and community. The scope of the project will include development of the City's Vision statement, Mission Statement, Core Values, and Citywide Goals and Objectives. The scope should also include identification of significant issues of importance, including challenges, opportunities, major strategic initiatives, and prioritized measurable targets and actions to achieve the City and community's objectives. At a minimum, this includes the following:

- Develop a detailed scope and plan process
- Develop a community Vision and Mission Statement, and Core Values
- Develop Prioritized Goals and Objectives
- Measurable Targets
- Prepare a community assessment and snapshot
  - Hold a series of input and brainstorming sessions to gather information and feedback from community leaders, stakeholders, and decision makers
  - Conduct meetings with various City staff, elected officials, and EDC board members to assess the current issues, services, and conditions in the City and community
- Conduct a detailed SWOT analysis of the City and community challenges, issues, services, and conditions
- Outline clear, measurable goals and objectives with a timeline and action plan

- Identify and suggest a plan for implementation and follow-up of the plan as ultimately adopted, including the potential role the consulting firm could play in the implementation of the plan if engaged to do so by the City
- Provide City department, administration, and elected officials with a hard copy and digital strategic planning document for distribution

At a minimum, the topics evaluated and assessed and the goals, objectives, priorities, and action steps developed as part of the plan shall include:

- Infrastructure, Services, and Utilities
- Economic Development
- Marketing and Branding of the City to targeted groups and business categories
- *Fiscal & Financial Future & Sustainability*
- *Planning, Code Enforcement, Environmental, Housing, and Neighborhoods*
- *Parks and Recreation*
- *Quality of Life Elements, including Arts and Cultural Opportunities*
- *Education*
- *Community Transportation and Mobility*
- *Communications and Information Technology*

During the process, the City shall:

- Provide all necessary information, documents, etc. necessary for the development of the strategic plan
- Assist the consultant in setting meetings, locations, other arrangements as necessary to the process
- Review and provide input and feedback on all drafts, studies, reports, proposals, and any other information or documents provided by the consulting firm as part of the process
- Designate a project lead to oversee the process and arrange coordination with representatives from other City Departments and City elected officials as necessary for participation in all meetings, input sessions, overseeing the gathering of data, information, and documents, etc.

## **CONTENTS OF STATEMENT OF QUALIFICATIONS**

At a minimum, the statement of qualification from interested consulting firms shall include the following:

- Letter of Intent, including a statement of project understanding and general scope of the project

- Qualifications of key individuals and firms involved in the project team (if applicable), including resumes, representative projects/case studies and references. Qualifications should include:
  - Experience in creating strategic plans or similar products for small cities (<15,000 people)
  - Evidence that the consultant(s) is responsible for conducting the plan are located in the DFW Metroplex
  - Knowledge and experience in implementing items likely to be of interest in the planning process (financing initiatives, marketing initiatives, economic development initiatives) for small cities
- Description of process including data and information gathering/assessment methodology, project elements and steps, etc.
- General estimate of project cost based
- Proposed project elements and timeline
- Any other information which the consultant/firm believes would aid the City in understanding the consultant/firms qualifications to perform the requested services

## **PROPOSAL EVALUATION**

- Completeness of submittal based on minimum requirements listed above
- Relevant background of consulting team
- Experience with similar projects
- Creativity of approach to project and methodology for gathering stakeholder input
- Quality of presentation materials
- References
- Cost

## **CONTRACT REQUIREMENTS**

Indemnification and Insurance Requirements  
(information to be added)

Proof of Coverage  
(information to be added)

Subcontracting  
(information to be added)

PROPOSAL CONDITIONS

(Information to be added)

## **CONCLUSION**

Respondents shall forward a digital copy and no less than \_\_ physical copies of their proposal to the following address no later than xxxx, 2013 to:

City of Ovilla  
Strategic Planning Initiative  
Attn: XXXXXX  
105 Cockrell Hill  
Ovilla, TX 75154

## **MORE INFORMATION**

Please address all questions and requests for additional information and access to any necessary City documents to:

XXXX, City Administrator  
City Administrator  
105 S. Cockrell Hill Road  
Ovilla, TX 75154  
972-617-7262  
xxxx@cityofovilla.org



# Ovilla City Council

## AGENDA ITEM REPORT

REGULAR AGENDA

Item(s): 4 (City Secretary use only)

Meeting Date: June 10, 2013

Department: Administration

☐ Discussion ☒ Action

Budgeted Expense: ☐ YES ☒ NO ☐ N/A

Submitted By: Staff

Amount: \$ unknown

### Attachments:

1. Ovilla Ordinance No. 459 City Ordinance adopting and establishing a park development fee for neighborhood park facilities
2. Ovilla Code of Ordinances Chapter 10; Subdivision Regulations Division 2, Adequate Public Facilities, Section 10.02.031, 032, 033 Adequate Public Facilities
3. Comprehensive Land Use Plan 2010 Excerpts from Parks and Open Space; pages 4-4, 7-12 thru 15
4. **Draft** Request for Proposals for Parks, Recreation, and Open Space Master Plan

**ITEM 4. DISCUSSION/ACTION** – Consider review of a preliminary RFP for the creation of a “Parks, Recreation and Open Space Master Plan” for future developments.

### Discussion / Justification:

At the Council meeting on May 13, 2013, during the discussion of Item #4 (approval of a preliminary plat application for Bryson Manor Subdivision), a question was raised regarding requirements for parks and open space in new subdivisions. Staff was directed to put a discussion of this issue and a preliminary Request for Proposal for a Parks Master Plan on the next Council Agenda. The above attachments included in your packet are items for your review to assist in the discussion and decision. It should also be noted that a discussion of a Citywide Five Year Strategic Plan is scheduled for the June 10, 2013 Council Meeting, which would also include future strategic direction of Parks, Recreation and Open Space.

### Recommendation / Staff Comments:

N/A

### Sample Motion(s):

**“I MAKE A MOTION THAT COUNCIL APPROVES/DENIES STAFF TO PROCEED WITH THE ISSUANCE OF A REQUEST FOR PROPOSALS FOR A PARKS, RECREATION, MASTER PLAN.”**

**OR**

**“I MAKE A MOTION THAT THIS ITEM BE PLACED ON THE NEXT AGENDA FOR FURTHER DISCUSSION.”**

## ORDINANCE NO. 459

AN ORDINANCE OF THE CITY OF OVILLA, TEXAS, ADOPTING AND ESTABLISHING A PARK DEVELOPMENT FEE FOR NEIGHBORHOOD PARK FACILITIES; ESTABLISHING A SPECIAL FUND; PROVIDING FOR APPEALS AND REFUNDS; CONTAINING A SAVINGS CLAUSE; CONTAINING A SEVERABILITY CLAUSE; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City Council of the City of Ovilla, Texas, finds and determines that residential development, as defined herein below, results in an increase of population, which in turn necessitates additional parkland and park improvements; and

WHEREAS, the City Council of the City of Ovilla, Texas finds and determines it is in the best interests of the citizens of Ovilla, Texas to insure that residential developments will provide sufficient land for parks and provide for the development of park improvements and amenities to meet the demand for future neighborhood parks; and

WHEREAS, the City Council finds and determines the best way to achieve the above described goal is to establish a park development fee for residential development to assure that park facilities are available and adequate to meet the needs created by the development;

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

### SECTION 1. PURPOSE AND INTENT

(a) This Ordinance is adopted to provide recreational areas and amenities in the form of neighborhood parks in the City. The City Council finds that recreational areas, in the form of neighborhood parks and related amenities and improvements, are necessary and in the public welfare, and that the appropriate procedure to provide for same is to impose such a requirement into the procedure for issuance of building permits for dwelling units in the City.

(b) The requirements for park and recreational areas contained in this Ordinance are intended to ensure that there will be sufficient land and improvements to meet the demand and need of the future residents for open space and parks. New residential development or an increase in density by redevelopment in existing neighborhoods creates the need for additional park and recreation facilities. In determining the fee, the City has considered the projected growth in population and development within the City and the amount of neighborhood park facilities needed to accommodate such growth as stated in the standards of the "Future Land Use Plan" of the City of Ovilla Comprehensive Land Use Plan 2000 and the Park Improvement Plan. These standards are the basis for the adoption and application of this Ordinance.

## SECTION 2. DEFINITIONS

For purposes of this Ordinance only, the terms that follow shall have the meanings set forth herein.

**"Benefit Area"** – a neighborhood park benefit area.

**"Building Permit"** – the permit required for new residential construction and/or additions to buildings pursuant to the Code of Ordinances of the City of Ovilla.

**"City"** – the City of Ovilla, Texas.

**"City Administrator"** - The ranking official of the City of Ovilla or the Administrator's designated representative.

**"City Council"** – the City Council of Ovilla, Texas.

**"Development"** – any activity that requires the securing of a building permit for residential uses.

**"Development Fee"** – a fee imposed for the purpose of funding neighborhood park facilities.

**"Dwelling"** – means any building, or portion thereof, designed exclusively for residential occupancy and containing one or more Dwelling units.

**"Dwelling unit"** – one or more rooms arranged, designed, or used as separate living quarters for an individual family, which contains kitchen facilities (only one per dwelling unit permitted), including at least a stove or cooking device, and permanently installed sink, plus bathroom facilities.

**"Household"** – a family living together in a single dwelling unit, with common access to, and common use of, all living and eating areas and all areas and facilities for the preparation and storage of food within the Dwelling unit.

**"Linear Park Facilities"** – land and/or capital improvements used as a linear park, including recreational facilities, vegetation, pedestrian ways and bikeways, access improvements and utilities.

**"Neighborhood Park"** – a park used for a variety of outdoor recreational opportunities and within convenient distances from a majority of the residences to be served thereby.

**"Neighborhood Park Benefit Area"** – an area within the City which is delineated on Exhibit "A", attached hereto and incorporated by reference herein, and within which development fees for park facilities will be collected for new development occurring within such area and within which fees so collected will be expended for those facilities.

**"Neighborhood Park Facilities"** – capital improvements used or to be used as a neighborhood park, including land, improvements, recreational facilities, landscaping,

pedestrian and bikeways, access to the improvements and utilities linear park facilities, which are to be financed in whole or in part through the imposition of development fees.

**"Park Facilities"** – Capital improvements used or to be used as a neighborhood park, including improvements, recreational facilities, playground equipment, picnic shelter, walking trail, multi-use slab with weatherproof basketball backboard and goal, site grading and preparation, turf and vegetation, lighting, parking, landscaping, pedestrian and bikeways, which may be financed in whole or in part through the imposition of development fees.

**"Park Improvements Plan"** – the adopted plan, as may be amended from time to time, which identifies those neighborhood park land and facilities and the average costs for each type of facility which are to be financed in whole or in part through the imposition of development fees pursuant to this ordinance and which is attached hereto as Exhibit "B" as incorporated by reference herein.

**"Parks and Recreation Open Space Master Plan"** – the officially adopted document of Ovilla and amendments thereto, including policies or strategies that may be contained in the City's Comprehensive Plan.

**"Property"** – a legally described parcel of land capable of development pursuant to applicable City ordinances and regulations.

**"Property Owner"** – any person, group of persons, firm or firms, corporation or corporations, or any other entity have a proprietary interest in the land on which a building permit has been requested.

**"Public and Quasi-Public Use"** – a development owned, operated or used by the City; any political subdivision of the State, including but not limited to school districts; the State, any agencies or departments thereof, the Federal Government, and any agencies or departments thereof.

**"Residential Development"** – the development of any property for a dwelling or dwellings, other than motels, hotels, or shelters used temporarily for transients, and other similar uses, as indicated by an application for a building permit.

**"Zoning Ordinance"** – the Zoning Ordinance of the City of Ovilla and including all duly adopted amendments thereto

### **SECTION 3. PARK DEVELOPMENT FEE**

(a) A Development Fee is hereby imposed on all residential development for the purpose of assuring that Park Facilities are available and adequate to meet the needs created by such development while maintaining current and proposed parks and recreation standards pursuant to the Comprehensive/Parks Improvement Plan. The park Development Fee shall be imposed by the City on all residential development at the time of application for a building permit and all fees collected shall be used solely and exclusively for the purpose of acquisition and development of Park Facilities reasonably attributable to residential dwelling units charged the fee.



(b) The Development Fee shall not be imposed on any residential development for which a completed application for a building permit has been received and accepted by the City and permit fees have been paid, on or before the effective date of this Ordinance.

(c) This Ordinance shall be uniformly applicable to residential development but does not apply to activities involving the remodeling, rehabilitation or other improvements to an existing residential structure, or to the rebuilding of a damaged structure or to permits required for accessory uses, unless such activity results in a new dwelling.

(d) For purposes of this Ordinance, property is "served by" Park Facilities when funds collected for such facilities have been spent for facilities identified in Park Improvements Plan within 10 years from the date of collection within the Benefit area in which the property is located.

(e) Imposition of the Development Fee does not alter, negate or otherwise affect any other requirements of City, County, State or Federal legislation or regulations that may apply to a development, including City zoning and/or subdivision regulations that may impose open space and park requirements.

(f) The provisions of this Ordinance shall not be construed to limit the power of the City to utilize other methods authorized under State law or pursuant to other City powers to accomplish the purposes set forth herein, either in substitution or in conjunction with this Ordinance.

#### SECTION 4. PARK BENEFIT AREAS AND CALCULATION OF FEE

(a) There are hereby established one Neighborhood Park Benefit Area, which is designated on the map attached hereto as Exhibit "A"; and incorporated by reference herein. (e) Benefit Area boundaries may be amended from time to time by ordinance of the City Council.

(b) There is hereby established a Park Improvements Plan, attached hereto as Exhibit "B" and incorporated by reference herein, which identifies for each Benefit Area Parks Facilities and the average costs for each type of facility, which are to be financed in whole or in part through the imposition of Development Fees. The Plan shall be reviewed and updated at least every five years by ordinance of the City Council.

(c) The maximum Development Fee shall be calculated separately for each Neighborhood Park Benefit Area, by dividing the average cost of the type of park facility for the benefit area by the expected number of households to be served by such facility. For, if the Parks Improvements Plan reflects an estimated cost of \$500,000 for land and improvements for park for a Benefit Area, and the Comprehensive Plan estimates that 1,000 dwelling units will be constructed within the Benefit Area over the next 10 years, the maximum fee per dwelling unit will be calculated as follows:

$$\frac{\$500,000}{1,000} = \$500 \text{ per dwelling unit.}$$

(d) The City Council may establish a Development Fee in an amount lesser than the maximum permitted fee. If the City Council chooses to establish a fee in an amount less than the maximum permitted fee, the City shall adopt by ordinance two development fee schedules, which may be amended from time to time, which shall establish development fees for each such benefit area. The schedules shall be stated in the form of fees per residential dwelling unit. Schedule 1 shall be the maximum Development Fees which can be imposed on new residential development within each benefit area and Schedule 2 shall be the Development Fees.

(e) The amount of the Development Fee will be determined by multiplying the number of proposed lots reflected in the application for a building permit by an amount specified in the Ovilla Fee Schedule for the Development Fee. The park development fee shall be calculated separately for each neighborhood, by dividing the average cost of the type of park facilities for the Benefit Area by the expected number of households to be served by such facilities.

(f) A subdivider may propose dedication of park land or the construction of park improvements in conjunction with an application for approval of a plat of a residential development. The City may chose to accept the dedication of park land and/or construction and/or Park Facilities at the time of consideration of the application for plat approval. If the City wishes to accept the dedication and/or construction of park facilities, the City and the subdivider shall enter into a reimbursement contract which shall provide a credit against Development Fees due for the development. The City shall retain sole discretion to determine whether to accept proposed contributions of park land or park improvements, and the timing and extent of park improvements.

## **SECTION 5. COLLECTION OF PARK DEVELOPMENT FEE**

(a) An applicant for a building permit for residential development subject to this Ordinance must submit, on a form provided by the City, the proposed number of dwelling units in this development.

(b) Upon receipt of an application for a building permit, the City Administrator shall calculate the amount of the applicable development fee due for the development by first determining the applicable Development Fee rate on Schedule 2, by component fee, for the benefit areas in which the property is located. The component fee then shall be multiplied by the number of dwelling units for which approval is being sought. The Schedule 2 rate in effect at the time of application for the permit shall be used to calculate the Development Fees, except as provided in Subsection (d) below.

(c) The City Administrator shall collect the applicable development fee prior to or at the time of issuance of a building permit. In the event that the number of dwelling units proposed at such time has changed since the application for the building permit was filed, the City Administrator shall recompute the development fee using the method set forth in Subsection 4(b) except that the fee for any additional units shall be based on the development fee rate then in effect.

(d) If a building permit for which a development fee has been paid has expired and a new application is filed, the development fee due shall be computed on the basis of the

development fee rate in effect at the time of the new application, with credit for payment of the old fee being applied against the new rate.

(e) An applicant may appeal a decision by the City Administrator to the City Council as to the applicability of the development fee Ordinance, the exemption of the residential development, or the amount of the Development Fee due in the manner provided in Section 11.

## **SECTION 6. EXPENDITURE OF PARK DEVELOPMENT FEES**

(a) Except as provided in Subsection (b), Development Fees collected for each Benefit area pursuant to this Ordinance must be used solely for the purpose of funding the acquisition of park land and/or improvement of park facilities for such benefit area in accordance with the Park Improvement Plan or for reimbursement to the City for such acquisition and/or improvements.. Development fees collected within a Neighborhood Park Benefit Area also may be used to acquire and/or improve linear park facilities within such Benefit Area, or, to acquire and/or improve neighborhood park facilities within an adjoining Neighborhood Park Benefit Area, subject to the provisions in Subsection (b) hereof. Eligible costs include, but are not limited to land acquisition, including costs of eminent domain, recreational equipment purchase and installation of improvements and amenities, utility installation and relocation, vehicular and pedestrian access, and the planning, engineering and design of the park and its improvements. Development fees may also be used to pay the principal sum and interest and other finance costs on bonds, notes or other obligations issued by or on behalf of the City to finance such park facilities.

(b) The City may transfer Development Fees from the account of a Neighborhood Park Benefit area to an adjoining Neighborhood Park Benefit Area to acquire or construct neighborhood park facilities in the adjoining benefit area; provided that the neighborhood park benefit area from which funds are transferred is at the time of the transfer adequately served by neighborhood park facilities, or that the acquisition and/or development of linear park facilities in the benefit area or in the adjoining Neighborhood Park Benefit Area substantially satisfies the need for neighborhood park facilities on a temporary basis, and further provided that such funds are repaid to the Neighborhood Park Benefit Area from which funds are borrowed, either from funds of the linear park benefit area or from other City park revenues, within a period not to exceed five years.

(c) Development Fees collected shall not be used to maintain, repair or operate the existing park system, nor to finance park and recreational activities other than Park Facilities as herein described.

## **SECTION 7. PARK DEVELOPMENT FEE FUND**

(a) The City Administrator shall establish a separate, interest-bearing Fund into which all Development Fees collected shall be deposited, segregated by Benefit Area. Funds collected within each Benefit Area designated in Exhibit "A" shall be earmarked for expenditure solely for acquisition of Park Facilities and/or improvements within such Benefit Area pursuant to the Parks Improvement Plan.

(b) Interest earned on development fees shall be considered funds of the Development Fee account and shall be used solely for the purposes specified for the funds of such account.

#### SECTION 8. REFUND OF PARK DEVELOPMENT FEE

(a) The current property owner on which a Development Fee has been paid may apply for a refund of such fee if:

1. the property on which a Development Fee has been paid has not been served by Park Facilities, within 10 years from date of collection;
2. the building permit for a residential development, pursuant to which a Development Fee has been paid, has expired, or has been withdrawn, and no application for extension or renewal has been made.

(b) Only the current property owner may petition for a refund. A petition for refund must be filed within one year of the event giving rise to the right to claim a refund.

(c) A petition for refund under Subsection (a) must be submitted to the City Administrator on a form provided by the City for such purpose. The petition must contain: a certified copy of the latest recorded deed for the subject property; current legal description; and a statement of the reasons for which a refund is sought.

(d) If the City Administrator determines that the total development fees collected for the benefit area for a period of 10 years from the date of collection of the development fee for the development for which a refund is being sought exceed the total expenditures from the Development Fee account for the Benefit Area for the same period. The refund amount shall be the development's pro rata share of the excess of fees collected over expenditures, together with interest earned on such amount for the period. The City may periodically compute the difference between expenditures and fees collected for purposes of reviewing refund requests under this subsection.

(e) Within one month of the date of receipt of a petition for refund, the Administrator must provide the petitioner, in writing, with a decision on the refund request. The decision must include the reasons for the decision. If a refund is due petitioner, the City Administrator shall process a refund payment to petitioner.

#### SECTION 10. PROCEDURES FOR UPDATING DEVELOPMENT FEES

(a) At least once every five years, the City Administrator shall prepare a report to the City Council on Development Fees which shall include:

1. a statement summarizing Development Fees collected and disbursed;

2. a statement summarizing park facilities acquisition and development and the status thereof; and
3. a statement summarizing the administration and enforcement of the Development Fee.

(b) The report shall make recommendations, if appropriate, on amendments to this ordinance; changes in the Development Fee; and changes in the Comprehensive Plan.

(c) Based upon the report and such other factors as the City Council deems relevant, the City Council may amend this Ordinance. If the City Council fails to take such action, the fees then in effect shall remain in effect. Nothing herein precludes the City Council from amending the Development Fee at other times.

(d) In its review, the City Council may take into consideration the following factors: inflation as measured by changes in an appropriate land and construction cost index used by the City; improvement cost increases as measured by actual experience during the year; changes in the design, engineering, location or other elements of proposed park facilities; revision to the Comprehensive Plan; and changes in the projected mix and/or intensity of residential development in the City.

## SECTION 11. APPEALS

The property owner or applicant may appeal the following to the City Council:

1. The applicability of the Development Fee;
2. The amount of the fee due; or
3. The amount of refund due.

*The burden of proof is on the property owner to demonstrate that the amount of the fee or the amount of the refund was not calculated according to the applicable schedule of fees. The appellant must file a notice of appeal with the City Secretary within 30 days following the determination by the City Administrator. The notice must be accompanied by a bond or other sufficient surety satisfactory to the City Attorney in an amount equal to the development fee due as calculated by the City Administrator. The posting of a bond or other sufficient surety shall result in a stay of the fee imposed.*

## SECTION 12. FEES

Until changed by the City Council, the Development Fee shall be computed on the basis of \$334.52 per Dwelling unit.

## SECTION 13. SEVERABILITY CLAUSE

If any section, paragraph, subdivision, clause, phrase or provision of this ordinance shall be adjudged or for any reason held to be unconstitutional, void or invalid, the validity of the remaining portions of this ordinance shall not be affected hereby.

SECTION 14. PUBLICATION

The City Secretary of the City of Ovilla is hereby directed to publish the caption and penalty clause of this ordinance in one issue of the official newspaper of the City, as authorized by Section 52.011 of the Texas Local Government Code.

SECTION 15. REPEAL

All ordinances or parts of ordinances which are inconsistent or in conflict herewith are hereby repealed.

SECTION 16. EFFECTIVE DATE

This ordinance shall take effect and be in full force and effect from and after its passage, approval and publication, as required by law.

SECTION 17. PENALTY

Any person, firm or corporation who violates, disobeys, omits, neglects or refuses to comply with or who resists the enforcement of any of the provisions of this ordinance shall be fined not more than Five Hundred Dollars (\$500.00) for each offense. Each day that a violation is permitted to exist shall constitute a separate offense.

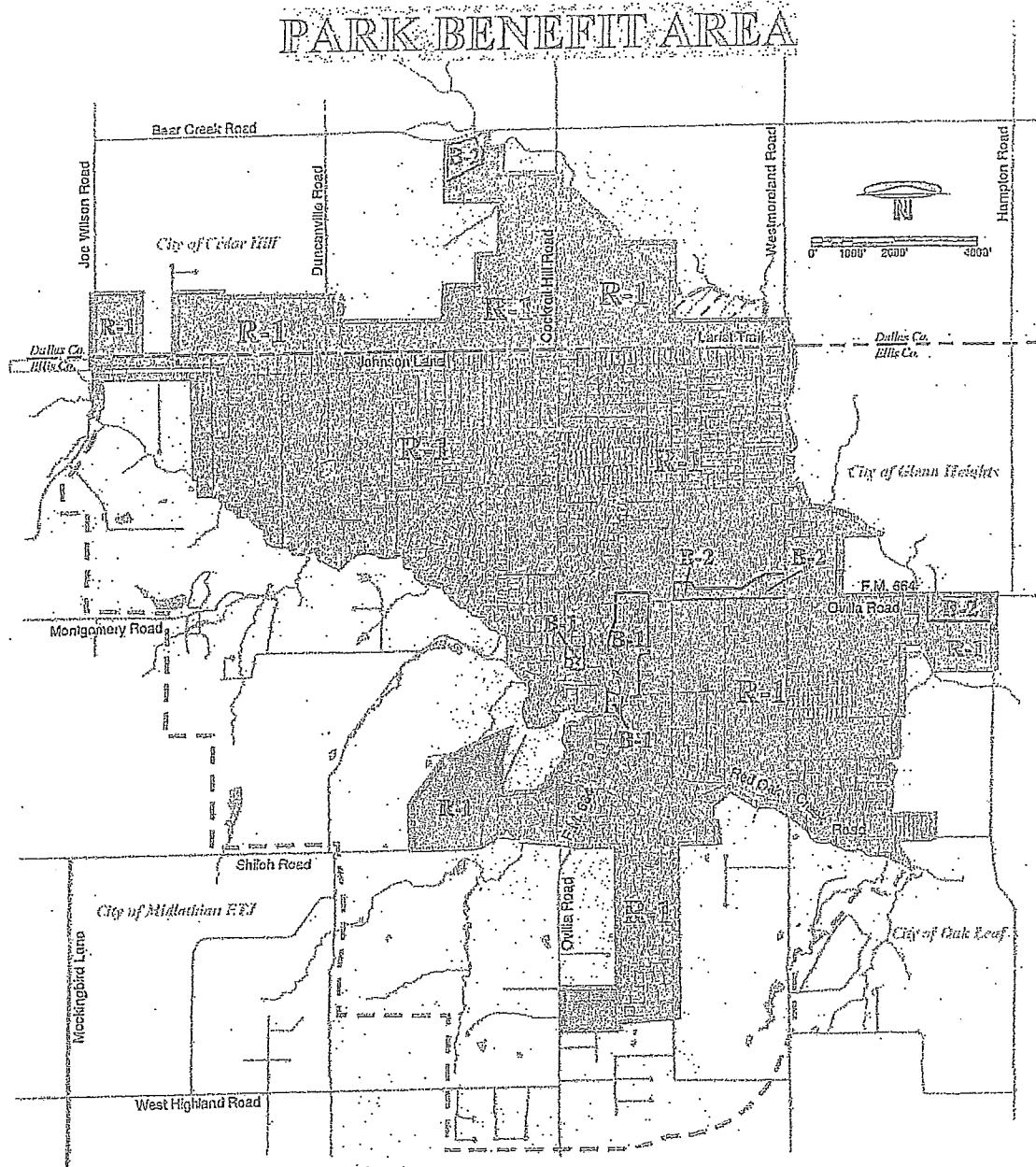
APPROVED AND ADOPTED this the 8<sup>th</sup> day of November, 2004.

William A. "Bae" Turner  
MAYOR

ATTEST:

Velma Gould  
CITY SECRETARY





### Zoning Map Legend



Park Benefit Area

### Map Key

- ☆ City Hall
- Street / Road

## Exhibit B

## PARK IMPROVEMENT PLAN

The following represents needed infrastructure improvements to our existing parks, as well as future land needs for park expansion. These infrastructure improvements and acquisitions may be funded through the identified park development fee.

## Heritage Park – 3.2 acres

<u>Improvement</u>	<u>Estimated cost</u>
Parking lot overlay	\$20,000
Jogging/Walking trail overlay	\$25,000
Lighting	\$5,000
Irrigation	\$12,000

## Fellowship Field – 9.5 acres

Parking lot overlay	\$10,000
Irrigation	\$20,000
Lighting	\$5,000
Fencing	\$10,000

## Cindy Jones Park - .15 acre

Parking lot overlay	\$10,000
Irrigation	\$5,000
Lighting	\$5,000
Playground equipment	\$7,500

## Toddler Park - .10 acre

Parking lot overlay	\$5,000
Irrigation	\$3,500
Lighting	\$2,000
Playground equipment	\$5,000

## Future Expansion – 5 acres for parkland

Acquisition of 5 acres at \$30,000/acre	\$150,000
equipment	\$20,000
lighting	\$20,000
irrigation	\$20,000
fencing	\$15,000

Total estimated improvements	\$375,000
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Ord. # 459

# Exhibit B (cont'!)

## Maximum park fee calculation:

Remaining acreage for residential development =	560
Estimated dwelling units in next ten years =	1121 (560 acres x 2 units per acre minimum)

maximum park development fee=	\$334.52 (total estimated park improvements/ estimated dwelling units)
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**Division 2. Adequate Public Facilities**

**Sec. 10.02.031 Purpose and policy**

(a) These regulations are designed and intended to achieve the following purposes and shall be administered so as to:

(1) Promote the health, safety, morals and general welfare of the community and the safe, orderly and healthful development of the city;

(2) Establish adequate policies and procedures to guide development of the city and its extraterritorial jurisdiction;

(3) Provide for the establishment of minimum specifications for construction and engineering design criteria for public infrastructure improvements to maintain land values, reduce inconveniences to residents of the area, and to reduce related unnecessary costs to the city for correction of inadequate facilities that are designed to serve the public;

(4) Ensure that development of land and subdivisions shall be of such nature, shape and location that utilization will not impair the general welfare;

(5) Ensure against the dangers of fires, floods, erosion, landslides, or other such menaces;

(6) Preserve the natural beauty and topography of the city and to ensure appropriate development with regard to these natural features;

(7) Realistically and harmoniously relate new development of adjacent properties;

(8) Provide the most beneficial circulation of traffic throughout the city, having particular regard to the avoidance of congestion in the streets and highways, and pedestrian traffic movements; and to provide for the proper location and width of streets;

(9) Ensure that public facilities for water supply, drainage, disposal of sanitary and industrial waste, and parks are available for every building site and with adequate capacity to serve the proposed subdivision before issuance of a certificate of occupancy or release of utility connections or final inspection within the boundaries of the plat;

(10) Assure that new development adequately and fairly participates in the dedication and construction of public infrastructure improvements that are necessitated by or attributable to the development or that provide value or benefit that makes the development feasible;

(11) Help prevent pollution, assure the adequacy of drainage facilities, control stormwater runoff, safeguard the water table, and encourage the wise use and management of natural resources throughout the city and its extraterritorial jurisdiction in order to preserve the integrity, stability, and beauty of the community and the value of the land; and

(12) Provide for open spaces through the most efficient design and layout of the land, while preserving the land use intensity as established in the zoning ordinance of the city.

(b) To carry out the purposes hereinabove stated, it is declared to be the policy of the city to guide and regulate the subdivision and development of land in such a manner as to promote orderly growth both within the city and where applicable, within its extraterritorial jurisdiction.

(c) Land must not be platted until proper provision has been made for adequate public facilities for roadways, drainage, water, wastewater, public utilities, capital improvements, parks, recreation facilities, and rights-of-way for streets.

(d) Proposed plats or subdivisions which do not conform to the policies and regulations shall be denied, or, in lieu of denial, disapproved conditioned on conformance with conditions.

(e) There shall be an essential nexus between the requirement to dedicate rights-of-way and easements and/or to construct public works improvements in connection with a new subdivision and the need to offset the impacts on the city's public facilities systems created by such new development.

(Ordinance 06-022, sec. 1 (2.01), adopted 3/9/06)

**Sec. 10.02.032 Adequate public facilities**

(a) Land proposed to be subdivided must be served adequately by essential public facilities and services, including water and wastewater facilities, roadway and pedestrian facilities, drainage facilities and park facilities. An application for a plat or development may be denied unless adequate public facilities necessary to support and serve the development exist or provision has been made for the facilities, whether the facilities are to be located within the property being platted or off-site.

(b) It is necessary and desirable to provide for dedication of rights-of-way and easements for public works improvements to support new development at the earliest stage of the development process.

(c) The city desires to assure both that impacts of new development are mitigated through contributions of rights-of-way, easements and construction of capital improvements, and that a new development be required to contribute not more than its proportionate share of such costs.



(d) Proposed public works improvements serving new development shall conform to and be properly related to the public facilities elements of the city's adopted master plan, other adopted master plans for public facilities and services, and applicable capital improvements plans, and shall meet the service levels specified in such plans.

(Ordinance 06-022, sec. 1 (2.02), adopted 3/9/06)

**Sec. 10.02.033 Minimum standards**

(a) The standards established in this division for dedication and construction of public works improvements and infrastructure are based upon engineering studies and historical usages and demands by different categories of development. These regulations identify certain minimum requirements and sizes for utilities, roadways, parks and other facilities that the city council has determined to be necessary in order to provide the minimum level of service necessary to protect or promote the public health, safety, and welfare and to assure the quality of life currently enjoyed by the citizens of Ovilla. It is the intent of these regulations that no developments occur until and unless these minimum levels of service are met. Therefore, each subdivision in the city shall be required to dedicate, construct and/or upgrade required facilities and infrastructure to a capacity that meets these minimum levels.

(b) For each category of public infrastructure, a minimum standard of infrastructure, and in some cases, service level, has been developed based upon historic studies and construction projects of the city and other cities. These minimum standards take into consideration the soil conditions and topographic configuration of the city, the use and impact analyses of the North Central Texas Council of Governments in developing standard specifications for public works installation, and other historical use and performance experiences of the city that reflect the minimum level of facilities and services that must be built to meet the health, safety and welfare of the citizens of Ovilla.

(c) In order to maintain prescribed levels of public facilities and services for the health, safety and general welfare of its citizens, the city may require the dedication of easements and rights-of-way for or construction of on-site or off-site public works improvements for water, wastewater, road, drainage or park facilities to serve a proposed subdivision, or require the payment of fees in lieu thereof. If adequate levels of public facilities and services cannot be provided concurrent with the schedule of development proposed, the city may deny the subdivision until the public facilities and services can be provided, or require that the development be phased so that the availability and delivery of facilities and services coincides with the demands for the facilities created by the development.

(d) Whenever the city council determines that levels of service in excess of these minimum standards are necessary in order to promote the orderly development of the city, the owner shall qualify for reimbursement for any costs in excess of the minimum levels of service through city participation, to the extent funds are available by a pro rata reimbursement policy or other means adopted by the city.

(Ordinance 06-022, sec. 1 (2.03), adopted 3/9/06)



## Notes

### Public & Semi-Public Land Use

Public and semi-public land uses includes municipal, county, state, and federal government uses, cemeteries, and schools. Land uses typically considered quasi-public include churches and electric, gas, telephone, and television utility uses. Approximately 23.62 acres are utilized by this type of use in the City of Ovilla. Public and semi-public uses account for 0.63 percent of the total area within the City, and approximately 1.43 percent of the developed area in the City.

### Parks & Open Space

Approximately 127 acres of land within the City limits is occupied by public parks or open space. This calculation includes active and passive park area (10 acres), which are listed below, open space, and floodplain area that is likely to remain undeveloped for environmental reasons.

#### *Heritage Park*

This park is located at the heart of the city Heritage Park is adjacent to Ovilla Road and near the West Main Street historic area. At approximately three acres, it functions as a small community park for the entire city. The park has been acquired, built and maintained primarily from donations.

#### Park features:

- Gazebo
- Custom Arch Bridge
- Lighting
- Veteran's Memorial
- Asphalt Jogging Trail
- Benches
- Master Gardeners Club Garden

#### *Toddler Park*

This park is located on a small quarter-acre lot nestled within an established neighborhood on Silver Spur Lane. This park is classified as a neighborhood park for the Westmoreland Road Estates. It is supplied with low-level play equipment, a swing set, and a small pavilion for shade.

#### *The Ballpark*

This park is yet unnamed and is used primarily as baseball/softball fields and can be classified as a community park. The seven-acre park also contains a play area for the young children during the ball games.

#### Park features:

- 3 Ball Fields with backstops, dugouts, lighting, and stands
- Playground with a fort-style playset and swings
- Picnic area with tables

# Notes

requirements are issued by the State Board of Insurance. There are both distance and response time requirements. Every structure should have a station within one and one-half miles "as the crow flies"; the current station provides this coverage for 98 percent of the city. The requirements are a maximum of three minutes to commercial, industrial and heavy residential (apartment complexes) areas and a maximum of five minutes to single family residential areas. The central location of the existing fire station provides an ideal location and should serve the city well into the future. For emergency medical services, the city is currently being served by contract from outside the city limits.

- Library Facilities: The city currently has no public library facilities. As resources become available in the future a library may be considered. The American Library Association provides standards for library facilities which include objectives, activities and requirements that spell out total needs in terms of square feet of floor space, service locations, branches, bookmobiles and bookstack data.
- Community Center: A community center may be added in the future to provide space for community activities. If the community center is located near the existing municipal facilities it will help to focus and maintain the area as town center.

## Parks, Recreation & Open Space

The goals and objectives in this plan express a desire to develop an overall plan, to establish a variety of means for funding, to improve existing facilities, to develop recreational facilities not available at the present time and to ensure the preservation of the natural environment throughout the city.

In the past, standards for park land and facilities were measured in a quantitative fashion expressed as a ratio of land area to population. However, the National Recreation and Park Association, which is the industry standard, has directed their focus to a qualitative standard.

Parks, recreation and open space land uses should be designed as specific areas intended for public and/or private recreation. In addition, these areas should be characterized by their natural beauty. The areas designated for parks, recreation and open space should be the land most suitable for their adaptation and not created by land that has been left over from development. Standards for parks, recreation and open space systems are necessary for communities to establish a base from which to properly plan and implement a complete system of these properties.

This Comprehensive Land Use Plan includes standards for Neighborhood Facilities; Community Parks; City Parks; Special Use Parks; and Greenbelts, Linear Parks and Pathways. The City of Ovilla has approximately 10 acres of parks and recreation area. Currently Ovilla does not own any land designated as open space. This provides approximately 2.57 acres of park land per 1,000 persons. At the present time, the City is under capacity for parks as compared to other similar municipalities.

The total area of a city that is devoted to parks, recreation and open space is dependent upon a multitude of variables; however, a common standard is one acre per one hundred population. This standard would dictate approximately 38.5 acres of parks, recreation and open space in the City of Ovilla for the existing population. As indicated in the Existing Land Use Chapter of this Comprehensive Land Use Plan, there are approximately 127 acres of parks, recreation and open space in the City of Ovilla at this time. Of the 127 acres, 10 acres, are dedicated and developed and the remaining 117 acres are undedicated floodplain.

## Park Classification

Parks, recreation and open space facilities are typically classified by five park types:

- (1) **Neighborhood Facilities:** These facilities serve the daily recreational needs of an entire neighborhood. A neighborhood park is a component of the "neighborhood unit concept". Ideally, a neighborhood has located in its center both an elementary school and a neighborhood park which have a common boundary. The facilities of a neighborhood park may be somewhat limited, but they should serve the needs of a population of between 2,000 and 10,000 residents. In addition to the larger neighborhood facilities there are three types of smaller neighborhood facilities which include; tot lots, neighborhood playgrounds, and neighborhood parks. These parks are often called pocket parks and are sometimes included in the overall development of a new subdivision.

The optimum size of the larger neighborhood park is six (6) to ten (10) acres, however even though the six (6) to ten (10) acre size parks are preferred, several cities in the Metroplex have incorporated several one half (1/2) acre parks within individual subdivision similar to the pocket parks mentioned above. These parks are often provided by the developer as part of an amenities package to enhance the overall development. The park should be located near the center of the neighborhood it serves. It should be easily accessible by vehicles from residential streets, and should be within walking distance of most homes in the neighborhood.

The following recreational facilities are commonly found in neighborhood parks. The facilities vary depending on the needs of the particular neighborhood.

1. Playgrounds with industry-standard safe play surfaces
2. Perimeter edging
3. Play structures and seating areas
4. Level, open areas for team practices and neighborhood pick-up games of baseball, softball, football and soccer

5. Tennis courts and multi-purpose courts for basketball, volleyball and badminton
6. Picnic areas with tables, cooking grills and litter receptacles
7. Landscape development and beautification including color beds, screening, shade, benches, sidewalks, signage, a small parking lot and security lighting.

Other facilities may include drinking fountains, picnic shelters, and multi-use paved jogging trails.

There are several possible locations for future neighborhood parks in the City. These locations are indicated on Figure 7.2, Future Land Use Plan. Most of these locations are areas of limited development at the present time; however, as development occurs the need for these types of facilities will grow.

- (2) **Community Park:** The typical community park serves several neighborhoods located within approximately 1.5 miles of the park. These facilities are typically a major component of a City's park system and include community parks and playfields. The community park should have 20 to 80 acres of land. Locating community parks along thoroughfares as a buffer to the neighborhood is a good idea. Community parks are extremely compatible with junior and high schools, and combining these facilities is beneficial to both.

Community parks have similar facilities to neighborhood parks, although they will typically have more. The playing fields are generally lighted for both day and night activities. Swimming pools are often included in a community park as well as picnic areas, jogging trails, natural areas, open space, and passive areas. Often recreation or community buildings are located in community parks.

- (3) **City Park:** The city park should accommodate the needs of very large sections of the City or the entire City. These parks provide for intense active and passive recreation needs for the entire cross section of the City's population. City parks are large in area generally, over 100 acres. These parks should be located on major thoroughfares to provide easy access. In addition, it is important to provide adequate parking.

Facilities provided in a city park may include the following: golf course, rodeo or equestrian arenas, athletic fields and stadiums, parkways, natural landscaped areas, extensive vegetation, tree stands, water features, ponds, lakes, creeks, rivers, gardens and arboretums, large picnic areas, sports fields, play grounds, play areas, nature, jogging, hiking and biking trails, restroom facilities, swimming pools and/or natatorium, day camps, bridal paths, boating and/or swimming facilities in conjunction with a natural water feature, zoos, botanical gardens, museum, and outdoor theater.

- (4) **Special Use Parks:** A Special Use Park is usually limited to one or two uses. It is sized, located, and developed to best serve its function. Some examples of special use parks are a multipurpose athletic complex, tennis center, aquatic center, golf course, historical site, nature preserve, and recreation center. Depending on its function, this park may serve the entire city. When possible, these parks are located on major thoroughfares.
- (5) **Greenbelts, Linear Parks and Pathways:** These linear style parks are typically used to buffer urban areas. They are often used to connect other city parks and facilities. They are important for their aesthetic value while helping to maintain the natural aspects of the City as development occurs. Ideally, these parks are developed into a comprehensive system that links together all the parks within the City. Linkage parks usually follow utility and drainage easements and floodplains.

Linear and linkage parks can be of varying size and are usually long and narrow in shape. The location of linear parks should take advantage of natural water courses and vegetated areas. They should have accessibility through other parks for pedestrian, equestrian and non-motorized vehicular traffic. Additionally, these parks should be maintained in as natural a state as possible with a minimal amount of disturbance to the environment.

The City of Ovilla does not have any greenbelts or linear parks. However, the Goals and Objectives in this plan state as a goal of the community to "Encourage preservation and expansion of greenbelt areas, especially along creeks throughout the city." This includes the preservation of floodways and floodplains by limiting channelization. The City of Ovilla certainly has ample floodplain to use for this purpose. An additional objective of the plan is to implement a linear park system connecting major parks throughout Ovilla.

Development of additional park land is indicated as a goal of the City. This additional park land should generally conform to the following standards shown in *Table 7.1, Acreage, Service Radius, and Acres Per 1,000 Recommendations*.

**Table 7.1**  
**Acreage, Service Radius, and Acres Per 1,000 Persons Recommendations**

Classification	Acreage	Service Radius	Acres per 1,000
Neighborhood Park	6 to 10	0.25 to 0.5 mile	1 to 2 acres
Community Park	25 or more	1 to 2 miles	5 to 8 acres
City Park	Recommended to be large Community Parks		
Special Service Park	Variable	NA	Variable
Linear/Linkage Park	Variable	NA	Variable

**The City of Ovilla, Texas**  
**REQUEST FOR PROPOSALS**  
**For**  
**PARKS AND OPEN SPACE MASTER PLAN**

The City of Ovilla is seeking to hire a consultant or team of consultants to prepare a Comprehensive Parks, Recreation, Open Space and Trails Master Plan. The Plan will provide a 10 year vision for parks, recreation, open space, and trails, as well as an action plan for implementing the vision. The plan will include research, public involvement, and the development of recommendations for all aspects of the Ovilla park system mission and goals as well as provide a community demand, supply and needs analysis. The selected consultant/consultant team will work closely with the Ovilla Staff and Parks Advisory Committee and will have proven experience and knowledge in park and recreation planning, project management, and effective public involvement.

To receive a copy of the Request for Proposal, please proceed to our website at [www.cityofovilla.org](http://www.cityofovilla.org).

Point of contact:     xxxxx

Proposals must be submitted in accordance with the terms of the Request for Proposal and are to be received no later than xxxx, 2013.



## Table of Contents

<b>I. INTRODUCTION .....</b>	<b>3</b>
<b>II. SCOPE OF WORK .....</b>	<b>4</b>
A. Park, Recreation, Open Space Standards and Inventory .....	4
B. Community Outreach and Public Participation .....	4
C. Recommendations for Future Parks and Open Space .....	5
D. Develop a Master Plan .....	6
E. Deliverables .....	7
<b>III. NECESSARY QUALIFICATIONS .....</b>	<b>7</b>
A. Experience .....	7
B. Staff Qualifications .....	8
C. Contact Person .....	8
D. Organization and Staffing .....	8
<b>IV. GENERAL CONDITIONS .....</b>	<b>8</b>
<b>V. SUBMITTAL FORMAT AND CONTENT .....</b>	<b>10</b>
A. Cover Letter .....	11
B. Table of Contents .....	11
C. Proposed Organization and Staffing .....	12
D. Fees .....	12
E. Acceptance of Conditions .....	12
<b>VI. EVALUATION AND SELECTION PROCESS .....</b>	<b>13</b>
A. Selection Criteria .....	13
B. Submittal Selection Process Selection .....	13
C. Submittal Schedule .....	13
D. Submittal Deadline .....	13
E. Request for Additional Information .....	14

### **Appendix : Ovilla Comprehensive Land Use Plan Park, Recreation & Open Space Notes**

## **I. INTRODUCTION**

### **Solicitation**

The City of Ovilla, hereinafter referred to as “the City,” is seeking proposals from a qualified consultant or team of consultants to prepare a Parks, Recreation and Open Space Master Plan. The City seeks to determine how to best meet the future park and open space needs of its citizens through enhancements of existing parks and acquisition of additional parkland. The City of Ovilla Parks, Recreation and Open Space Master Plan would create a roadmap for the City to establish goals and priorities for the next twenty years.

The main objectives of the entire process, from data gathering to the culmination of the Plan itself, shall be to identify the values of the community, provide a City-wide vision for parks and open space, and establish a strategic direction for delivery of parks. The Parks and Open Space Master Plan will be incorporated into the City’s Comprehensive Land Use Plan 2010.

### **Background**

Ovilla is located less than eighteen miles south of downtown Dallas, and is nestled between State 67 and Interstate Highway 35E. Ovilla is situated in Northern Ellis County and southern Dallas County with the cities of Cedar Hill, Desoto, Glenn Heights, Oak Leaf, and Midlothian adjacent to it. Population is estimated over 3,000. The City is positioned to take advantage of the residential and supporting commercial growth from south Dallas County while maintaining the rural hometown atmosphere. There is an abundance of undeveloped property within the Ovilla city limits and additional area in the Ovilla extraterritorial jurisdiction (ETJ) for future growth.

The City’s Comprehensive Land Use Plan 2010 includes Parks and Open Space Goals and Objectives, with the development of additional park land and recreation as a goal of the City. Approximately 127 acres of land within the city limits is occupied by public parks or open space. This includes active and passive park area (10 acres), open space, and floodplain. The main city parks are Heritage, Toddler, and the Ballpark. The Plan also indicates the standards that additional park land should generally conform.

## **II. SCOPE OF WORK**

The consultant will provide services to the City that will result in a comprehensive master plan that assesses current open space and projected community needs to guide future programmatic decisions and capital improvement planning.

This RFP requests proposals to perform several tasks:

### **A. Update Park Standards and Inventory**

#### *1. Analyze Existing Conditions*

Locate and identify existing public and private parks and open spaces, including:

- ☐ Public parks, trails, conservation areas;
- ☐ Private and non-profit facilities open and accessible to the community;
- ☐ Public school playgrounds and facilities open and accessible to the community.

Develop a map and database to capture information about the geographic location and physical characteristics of the parks and open space system, including park classifications and a list of amenities.

#### *2. Potential Parkland Inventory*

Identify undeveloped land, not necessarily owned by the City, which may have potential for recreation purposes.

### **B. Community Outreach and Public Participation**

This phase embarks on the community outreach process, builds support for the development of new parks and solicits community comment on how the parks should be designed to meet the needs of residents and park users. This would include an initial assessment of community attitudes, interest, and needs as well as an eventual public review of the proposed Master Plan.

#### *1. Coordinate and Manage Master Plan Advisory Committee*

Manage logistics of a Master Plan Advisory Committee and assist with meeting coordination. Work with the Advisory Committee to develop a public participation plan and schedule to ensure broad community engagement and significant community input and awareness of the Master Plan process.

- ☐ Hold orientation meeting with the City, staff and Advisory Committee to review the work plan, timeline and details of the Master Plan progress.
- ☐ Identify stakeholders, partners, and user groups to be included in the process

- ☐ Hold Master Plan Advisory Committee meetings to guide public involvement and relay City thoughts

2. *Community Needs Assessment*

Understand the public's perceived needs for parks and open space through a variety of input gathering formats, such as:

- ☐ Community workshops and stakeholder interviews
- ☐ Residential mail and telephone surveys
- ☐ Worker and visitor intercept studies
- ☐ Community wide meetings
- ☐ Focus group meetings with key constituents

Survey community to determine how they would ideally use and access parks and open space. Gather information about demographic factors including: age group, household income, household size, and ethnicity. Record and compile the information. Track common responses and identify the most popular needs.

Analyze the data and present the results in a format that can be used to prioritize issues that will be addressed in the Draft Master Plan. Conduct meetings with the Parks and Open Space Advisory Committee to analyze the data as well as any related public workshop/public presentation meetings.

3. *Key Trends and Impacts of Demographics and Participation*

Use 2010 Census data to project population and demographic distribution based on anticipated development patterns. Analyze demographic trends in the City that may impact or affect recreation needs and demands for the next 10 years. This will include an analysis of the social and economic benefits of park facilities and open space areas.

**C. Recommendations for Future Parks and Open Space**

1. *Develop Criteria for Potential Sites*

Using relevant data from input from staff, citizens, commissions, Master Plan Advisory Committee and City Council, develop objective criteria, evaluate and make recommendations for future priorities for new land acquisition and park construction.

2. *Identify locations for future open space*

Identify locations and develop strategies for acquisition of new park land. Recommendations should include a prioritization of both land acquisition and facility construction, including how the City of Ovilla might partner with other agencies, including schools, to maximize its resources for our citizens and programs. Both traditional and non-traditional facilities shall be considered.

Attempt to identify any forthcoming trends that might affect the provision of recreation services in Ovilla City and make recommendations on how to address them.

3. *Identify Priority Projects and Areas*

Develop goals, objectives, policies, and standards for pocket, neighborhood and community parks and gardens that will achieve the desired level of services and be responsive to the identified needs of the community. Create a prioritized timetable for the development of parks and open space.

- ☐ Short Term Goals
- ☐ Mid Term Goals
- ☐ Long Term Development Goals

4. *Cost Impacts of Development*

Provide preliminary cost estimates both cumulatively and individually based on current conditions plus anticipated inflation. Analyze and estimate the operational and maintenance costs for the recommendations as well as explore methods of financing for the proposed developments, including grants, dedications, impact fees, etc.

**D. Develop a Master Plan**

1. *Prepare a draft Parks and Open Space Master Plan*

Participate in public workshops to present the results of the community's needs assessment and any preliminary recommendations. The Consultant shall prepare a draft Parks and Open Space Master Plan based on the data collection, needs assessment, input from the community during the public workshops, and any additional analysis of data and mapping. Attend meetings with the Advisory Committee to prepare the draft as well as any related public workshop/public presentation/public meetings. One objective of the Parks and Open Space Master Plan is to update the Open Space element of the City's General Plan.

2. *Prepare a final Parks and Open Space Master Plan*

Finalize the draft Parks and Open Space Master Plan and present the draft document to the staff, Ad hoc committee, Advisory Committee, consultants, Commissions, and City Council for further review and public hearings. Based on input, prepare the final Master Plan. It is imperative that the Master Plan identify specific future tasks that must be completed in order to implement the recommendations of the Master Plan.

### **E. Deliverables**

The Consultant shall prepare and submit the draft and final Parks and Open Space Master Plan documents in the following numbers and manner:

1. XX copies of the Draft Master Plan approved by City Council, Parks and Recreation Commission, and other entities as determined by the City.
2. A minimum of XX copies of the Final Master Plan adopted by City Council, Parks and Recreation Commission, and other entities as determined by the City.
3. All materials to be provided in a Microsoft Office format as well as Adobe Acrobat portable document format (file type \*.PDF), latest version with integrated graphics.
4. All project documents, including notices, meeting minutes, etc., shall be provided in Adobe Acrobat portable document format (file type \*.PDF) and made part of the Draft and Final Master Plan.
5. All documents shall be compiled so that they can be printed in black and white.

Each of these tasks generally outline the work involved, and it shall be the responsibility of each consultant responding to this RFP to identify, with specificity, the tasks, sub-tasks, and meeting time for public workshops, public presentations, and public hearings, including a proposed timetable, to perform the completed work outlined herein. Consultants may suggest additions to the Scope of Services they feel would be beneficial to the City however; the proposal cost may not be based upon provision of such additional services. The City reserves the right to amend this Request for Proposals to include any such services.

## **III. NECESSARY QUALIFICATIONS**

The City of Ovilla will utilize a qualifications-based selection process in determining a consultant that will assist with this project. Consultants will be evaluated primarily on the creativity, experience and expertise in preparing parks master plans as demonstrated to the selection team.

In addition, the City will review the selected consultant's ability to meet schedules, coordinate effectively with other internal and external entities, work effectively with community groups, and the ability to work within budget limitations.

### **A. Experience**

The selected firm must have specific experience in preparing park master plans for cities with similar characteristics to Ovilla City in size, demographics or project scope. Substantiation must be provided regarding the nature of services provided to the client cities or agencies. A comprehensive list of references of cities served must be provided. Cite examples of qualifying projects with dates, contact persons, and scope of work performed. The submittal shall clearly state the number and type of



programs or services performed. If any previous work was audited and found to be in non-compliance with a funding source, this must be cited.

**B. Staff Qualifications**

Staff assigned to complete the Scope of Services must have relevant experience in providing the necessary services as described under the Scope of Services. All personnel assigned to the work must possess appropriate certifications or registrations as required by State agencies, if any.

**C. Contact Person**

The selected firm will be required to identify the person who will be the Project Manager and primary contact person who is authorized to assign the firm's staff to specific projects or tasks. Other staff or sub-contractors may be identified as the specialist in the specific areas or for specific tasks. These individuals must, within reasonable limitations, be accessible to City staff during business hours. The City shall be notified in writing before a change of personnel occurs by the consultant. All such personnel changes must be approved by the City.

**D. Organization and Staffing**

Proposing firms shall provide a description of the Project Manager, other key staff and sub-contractors, if any, and their relationship with City operations. Specifically show how the proposed organization and staffing will provide the City with the quantity and quality of service needed to meet the City's needs. Provide resumes for Project Manager and key staff to clearly demonstrate they possess the adequate skill level and experience to accomplish the required tasks. Provide a Table of Organization indicating the staff hierarchy and responsibilities as it would pertain to the scope of work in this document.

**IV. GENERAL CONDITIONS:**

1. The City of Ovilla shall not be liable for any pre-contractual expenses incurred by any consultant, nor shall any firm include such expenses as part of the proposed cost. Pre-contractual expenses include any expense incurred by a qualification and negotiating any terms with the City.
2. The City reserves the right to withdraw this RFP at any time without prior notice and to reject any and all proposals submitted without indicating any reasons. Any award of contract for services will be made to the firm best qualified and responsive in the opinion of the City.
3. Proposals may, at the City's option, be rejected if they contain any alterations, additions, conditional or alternatives, are incomplete, or contain erasures or

Irregularities of any kind. The City reserves the right to reject any and all proposals. The City expressly reserves the right to postpone submittal opening for its own convenience and to reject any and all submittals responding to this Request for Proposals.

4. The selected firm must agree to indemnify, hold harmless and defend the City, its officers, agents and assigns from any and all liability or loss resulting from any suits, claims or actions brought against the City which result directly or indirectly from the wrongful or negligent actions of the consultant in the performance of the contract.
5. The selected firm, shall at its own cost and expense, procure and maintain general liability insurance in an amount not less than one million dollars (\$1,000,000) per occurrence and annual aggregate, one million dollars (\$1,000,000) per person and two hundred thousand dollars (\$200,000) property damage. Consultants shall also obtain professional liability insurance in the amount of one million dollars (\$1,000,000) per occurrence and annual aggregate. Such insurance shall be procured from an insurer authorized to do business in Texas and approved in writing by the City. The City shall be named as an additional insured. In addition, the consultant and sub-contractors, if any, shall obtain workers' compensation insurance covering all its employees as required by law. Throughout the term of the contract, the consultant shall deliver to the City satisfactory evidence that the insurance has been renewed and that the required premiums have been paid. Insurance covering liability arising from any error, omission or negligent act of the consultant, its officers, or employees with a limit of liability of not less than One Million Dollars (\$1,000,000) per occurrence, and Two Million Dollars (\$2,000,000) in aggregate.
6. The selected firm will be required to comply with all existing State and Federal labor laws including those applicable to equal opportunity employment provisions.
7. Consultant/Contractor is required to have in full force and affect all licenses and permits required by all applicable laws.
8. Consultant, its agents, and employees shall comply with all laws, ordinances, rules and regulations of the Federal, State, County, the City of Ovilla and all governing bodies having jurisdiction applying to work done under the agreement.
9. The City reserves the right to negotiate special requirements and proposed service levels using the selected qualification as a basis. Compensation for services will be negotiated with the selected firm.
10. The selected firm shall not sublet any portion of the agreement with the City without express written permission of the City Administrator or his or designated representative.

11. No discrimination shall be made in the employment of persons because of the race, color, or religion of such persons and every bidder in violation of this section is subject to all penalties imposed for a violation of xxx Labor Code, in accordance with the provisions of Section xxx thereof.
12. The City reserves the right to review and approve the qualifications of subcontracting firms or persons. Substitutions, which are not approved, are considered sufficient grounds for termination of contract.
13. The City, or any of its duly authorized representatives, shall have access to and the right to examine, audit, excerpt, copy or transcribe any pertinent transaction, activity, time and work records, employment records or other records relating to employment. Such material, including all pertinent cost accounting, financial records and proprietary data, will be kept and maintained by the firm for a period of at least four years after completion of a firm's performance unless the City's written permission is given to dispose of same prior to that time.
14. All responses to this Request for Proposals (RFP) shall become the property of the City of Ovilla and will be retained or disposed of accordingly.
15. No amendments, additions, or alternates shall be accepted after the submission date and time.
16. All documents, records, designs, and specifications developed by the selected firm in the course of providing services for the City of Ovilla shall be the property of the City. Anything considered to be proprietary should be so designated by the firm.
17. Acceptance by the City of any qualification submitted pursuant to this Request for Proposals shall not constitute any implied intent to enter into a contract for services.
18. The City reserves the right to issue written notice to all participating firms of any change in the qualification submission schedule should the City determine, in its sole discretion, that such changes are necessary.

## **V. SUBMITTAL FORMAT AND CONTENT**

The submittal should be typed and as brief as possible while adequately describing the qualifications of the firm. All proposals are to be submitted in a sealed package, clearly marked with the title "RFP – Parks and Open Space Master Plan," submittal due date, the firm's name, address, telephone and fax numbers, and e-mail address of the principal contact. Only one submittal per firm will be considered.

The proposing firm shall submit the following information with the package, including the same information on subcontractors, in the following format:

## **A. Cover Letter**

The cover letter shall identify the firm's primary contact (include address, e-mail address and telephone number), responsible for all queries made during the intake and processing of the response. Identify the location of the office housing individuals assigned to provide services. Provide the pertinent Federal Tax I.D. Number. If proposing joint venture partners and subcontractors, include company name(s), the types of services to be provided by each, and the primary contact for each. Included a signed statement, by an officer of the firm with the authority to bind the firm in the event of a contract, attesting that all information submitted with the proposal are true and correct. The signed letter should also include a paragraph stating that the firm is unaware of any conflict of interest in performing the proposed work.

## **B. Table of Contents**

Include a table of contents in your proposal. Tabs or a divider between each section is encouraged.

### *1. Executive Summary*

Provide a summary of the significant information contained in the proposal. Highlight and summarize your qualifications and strengths that will single out your firm as the best firm to accomplish this project.

### *2. Understanding of and Approach to the Project*

- ☐ Provide a summary of your approach to the project.
- ☐ Discuss your understanding and approach to the challenges of this project.
- ☐ List the required information expected from the City by each major task.
- ☐ Indicate participation the firm will require from the City staff and consultants.
- ☐ Describe your approach to working effectively with Ad-hoc committees.
- ☐ Provide an outline of how the Master Plan advisory committee can be most effective throughout the study period and how often they should meet during this period.
- ☐ Describe your approach to effective interaction with community groups.  
Attendance in neighboring and community design presentations will be required.
- ☐ Prepare a general work plan and schedule depicting times/hours to be expended, staff and tasks in order to demonstrate ability to complete the scope of the work in a realistic time frame.

### *3. Experience on Similar Projects*

Include a list of examples of the respondent's experience specifically related to the Scope of Services. Examples shall be listed consecutively and the awarding and completion dates noted for each. For each listing, include the name(s) and telephone number(s) of the respondent's project manager and the client's project

Manager. When listing prime and subcontractors, provide examples in the same manner described herein.

### **C. Proposed Organization and Staffing**

This section shall identify the contact person with primary responsibility for this project, the personnel proposed to work on this project, and joint venture partners and subs. The persons listed will be considered committed to the project with no substitutions without prior agreement with the City.

This portion should include a description of the qualifications of the assigned staff and sub-contractors, relevant experience, and the availability of the staff for the services provided.

Resumes must be provided for the Project Manager and any other key staff members as necessary. In firms with multiple offices, the office location of all key staff must be identified. After selection of a firm by the City, no substitution of key staff or sub-contractors may occur without the written approval of the City

### **D. Fees**

Firms must submit a proposal that includes a schedule of time and materials/reimbursable rates including relevant hourly rates for all levels of staff to be utilized, including sub-contractors, if any. Firms may also provide alternative rate or fee proposals such as retainers and per case specific fees or ranges. Examples of fee structures for similar client work would be helpful.

In addition, include a summary of your total costs in a table as follows:

Description		Amount	Percentage of Fee
a.	Research and Data Collection	\$XX,XXX	XX%
b.	Community Workshops / Focus Groups	\$XX,XXX	XX%
c.	Evaluation of Master Plan Elements	\$XX,XXX	XX%
d.	Resident Household Telephone Survey	\$XX,XXX	XX%
e.	Preparation of Draft Master Plan	\$XX,XXX	XX%
f.	Formal Review and Completion of Final Document	\$XX,XXX	XX%
g.	Parks Master Plan report photocopies and contingencies	\$XX,XXX	XX%

### **E. Acceptance of Conditions**

This section will be a statement offering the firm's acceptance of all conditions listed in the Request for Proposals document. Any exceptions or suggested changes to the RFP, or any contractual obligations, including the suggested change, the reasons therefore and the impact it may have on cost or other considerations on the firm's behalf

must be stated in the submittal. Unless specifically noted by the firm, the City will assume that the proposal is in compliance with all aspects of the RFP.

## **VI. EVALUATION AND SELECTION PROCESS**

### **A. Selection Criteria**

A review committee will evaluate all responses to this RFP that meet the submittal requirements. Consultants will be selected based on professional qualifications and demonstrated competence, according to the responses to information required, as follows:

- ☐ Evaluation of approach (30 points)
- ☐ Firms' past experience on projects of similar size and scope (35 points)
- ☐ Proposed organizational structure and key staff (30 points)
- ☐ Completeness of proposal and adherence to requirements (5 points)

### **B. Submittal Selection Process**

A Selection Committee will review each proposal to determine if it meets the RFP requirements. Failure to meet the requirements of the RFP will be cause for rejection. An Interview Panel will be formed to interview the most qualified respondents. It is mandatory that the designated lead contact from the prime and subcontractor(s) attend. Based on these evaluations a recommendation shall be made to City Council for a final decision.

### **C. Submittal Schedule**

The solicitation, submittal intake, evaluation, and final decision selection will substantially conform to the following schedule.

Distribution/Advertisement	X X X X
Deadline for Submittal	X X X X
Submittal Evaluation	X X X X X
Interviews	X X X X
City Council Approval	X X X X
Notice to Proceed	X X X X

### **D. Submittal Deadline**

Please submit fifteen (15) hard copies and one (1) digital copy of the proposal no later than 5:00 P.M. on XXXX to:



City of Ovilla  
105 S. Cockrell Hill Road  
Ovilla, TX. 75154  
Attn: X X X X X X

The respondent understands that incomplete submittals, incorrect information, or late submittals shall be cause for disqualification. Copies received by e-mail and/or fax shall not be deemed as received.

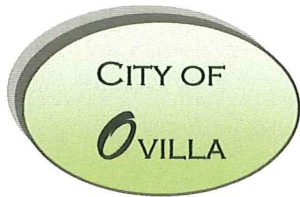
Postmarks will not be accepted.

**E. Request for Additional Information**

If you have any questions regarding this RFP, please contact XXXX at XXXX regarding the RFP contents and should be sent via e-mail to ensure appropriate tracking and response.

**Disclosure Requirements**

Disclosure of any actual or potential conflicts of interest relative to this engagement is of paramount importance to the City. Respondents should take special note of the Disclosure Statement and take extra care to ensure that any actual or potential conflicts of interest are fully disclosed.



## AGENDA ITEM REPORT

Item(s): **TABLED** (City Secretary use only)

Meeting Date: June 10, 2013

Department: Finance/Admin

☐ Discussion ☒ Action

Budgeted Expense: ☒ YES ☐ NO ☐ N/A

Submitted By: Staff

Amount: N/A

### Attachments:

1. Proposed Ordinance
2. Mid-Year Budget Amendments

### Agenda Item / Topic:

**ITEM**      **DISCUSSION/ACTION** – Consider proposed Ordinance 2013-016 of the City of Ovilla, TX, amending the Fiscal Year 2012-2013 Annual Budget and Program of Services in accordance with the Mid-Year Budget Review and Amendment as part of the formal budget process.

### Discussion / Justification:

In compliance with the Ovilla Code of Ordinances, staff is presenting a Mid-Year Budget revision with recommended amendments to the annual budget. The attached budget is balanced. Any significant changes will be reviewed during the Council Meeting.

If approved, the amended budget will be filed with the County Clerk's office as required.

### Recommendation / Staff Comments:

N/A

### Sample Motion(s):

**"I MAKE A MOTION THAT COUNCIL APPROVES ORDINANCE 2013-016 ACCEPTING AND APPROVING AN AMENDED FISCAL YEAR 2012-2013 ANNUAL BUDGET AND ANNUAL PROGRAM OF SERVICES IN ACCORDANCE WITH THE MID-YEAR BUDGET REVIEW AS PRESENTED."**

## **ORDINANCE 2013-016**

**AN ORDINANCE OF THE CITY OF OVILLA, TEXAS, AMENDING THE FISCAL YEAR 2012-2013 ANNUAL BUDGET AND ANNUAL PROGRAM OF SERVICES, IN ACCORDANCE WITH THE MID-YEAR BUDGET REVIEW AND AMENDMENT AS PART OF THE FORMAL BUDGET PROCESS, PROVIDING FOR PUBLICATION OF THIS ORDINANCE AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the City of Ovilla, Texas is a Type A General Law city; and

**WHEREAS**, the City Administrator previously submitted to the City Council a budget for the fiscal year beginning October 1, 2012 and ending September 30, 2013.

**WHEREAS**, the City Council of the City of Ovilla previously approved Ordinance Number 2012-015 on September 24, 2012, officially adopting the Ovilla Annual Budget of the City for Fiscal Year 2012–2013; and

**WHEREAS**, the City Council adopted Ordinance 448 establishing a procedure for a mid-year budget review and amendment as part of the formal budget process.

**WHEREAS**, the City Council of the City of Ovilla in accordance with Ordinance 448, desires to amend Ordinance 2012-015, thereby amending the 2012-2013 Annual Budget of the City.

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

### **SECTION ONE**

That the 2012-2013 Annual Budget, adopted by Ordinance 2012-015, is hereby amended by the City Council of the City of Ovilla.

### **SECTION TWO**

The mid-year budget amendment hereto attached as Exhibit A is approved and adopted for the remaining Fiscal Year commenced October 1, 2012.

### **SECTION THREE**

The amounts listed on the attached budget are hereby appropriated out of their respective and designated funds and the remaining provisions of Ordinance 2012-015 shall remain in full force and effect.

### **SECTION FOUR**

That this ordinance shall take effect immediately from and after its passage as the law in such cases provides, and the City Secretary is directed to furnish a copy of this amendment to the

## ORDINANCE 2013-016

budget to the County Clerk of Ellis County as required by Chapter 102 of the TEXAS LOCAL GOVERNMENT CODE.

***PASSED, APPROVED and ADOPTED at the Regular Meeting of the Ovilla City Council on the 10 day of June 2013.***

---

Richard Dormier, Mayor

ATTEST:

---

Pam Woodall, City Secretary

*Exhibit A attached*

City of Ovilla				
Highlights of Mid-Year Budget Adjustments \$2,500 and above				
Fund	Account #	Account Description	Mid-Year Budget Adjustment	Explanation
GF	4000105	Ad Valorem, Current	(17,000)	Reduction Based on Rev. Received
GF	4000110	Ad Valorem, Delinquent	(16,800)	Reduction Based on Rev. Received
GF	4000113	Interest/Penalties - Prop Tax	(5,050)	Reduction Based on Rev. Received
GF	4000120	Sales Tax	12,000	Sales Tax Revenue Increase
GF	4000125	Sales Tax- Street Improv.	9,000	Sales Tax Revenue Increase
GF	4000130	Franchise Tax	10,000	Increase in Franchise Tax Rev. Received
GF	4000210	Residential Building Permits	4,000	Increase in Building Permits Issued
GF	4000450	Subdivision Fees	60,000	Two New Subdivisions, Ovilla Parc II & Bryson Manor
GF	4000510	Fines - Police	(6,800)	Police Fines Revenue down
GF	4000820	Water Tower Lease	6,000	Water Tower Lease Revenue Increase
GF	4000867	HB3667 TX. Forest Service Grant	(3,840)	Grant not Received
GF	4000870	Insurance Proceeds	4,814	TML Insurance Refunds & other Misc. Insur. Payments
GF	4000885	Proceeds from Sale of Assets	14,400	Proceeds from Sale of Fire Truck
GF	4000890	Misc. Other Revenue	3,000	Lien Payment for Mowing paid for \$4,300
GF	5101120	Part-Time Admin. Support	3,431	Change Admin. Support to Full time for Rest of Year
GF	5102110	Group Insurance	(2,500)	Adjust Insurance for Randy, Sharon & Glennell
GF	5102115	Corrected Tax on Benefits	8,650	Pre-Tax Benefits adjustments from Oct. 2010 till May 2013
GF	5106440	Machinery & Equip.	3,320	Replace City Admin. & City Accountant's Computers
GF	5107420	Buildings	15,700	Costs to Remodel City Hall Front Offices
GF	5107425	Land	56,000	Costs to Purchase Pickard Land

Fund	Account #	Account Description	Mid-Year Budget Adjustment	Explanation
GF	5109001	Reserve for Contingency	(27,690)	\$15,700 Cost for Remodel, \$1,040 for City Sec. Raise, \$8,650 for Pre-Tax Benefit Corrections & \$2,300 for Mosquito Testing
GF	5201180	Merit Raises Staff	(3,208)	Distribute Raises to Police Command Staff
GF	5201410	Patrol	7,092	Distribute Raises to Police Officers
GF	5201480	Merit Raises	(7,092)	Distribute Raises to Police Officers
GF	5301440	Firefighters	5,800	Distribute Raises to Firefighters
GF	5301480	Merit Raises	(5,800)	Distribute Raises to Firefighters
GF	5302160	Worker's Compensation	2,730	Increase due to additional Employees & Audit
GF	5306440	Machinery & Equip.	14,400	Increase to purchase radios from Sale of Fire Truck
GF	5402315	Contract Building Inspections	4,000	Increase in costs for Bldg. Inspect. Due to increase in Bldg. Starts
GF	550560	Repairs- Street Maint. & Repairs	2,625	Increase to make additional street repairs
<b>Total GF Mid-Year Budget Adjustments over \$2500</b>			<b>151,182</b>	
<b>Water &amp; Sewer Fund Mid-Year Budget Adjustments over \$2,500</b>				
W&S	4000460	Water Sales	(105,000)	Adjusted based on Revenue Thru April
W&S	5709002	Capital Improv. Water Reserve	(82,000)	Deduction in Reserve to cover decrease in Water Revenue
W&S	5709003	Capital Improv. Sewer Reserve	(18,000)	Deduction in Reserve to cover decrease in Water Revenue
W&S	5752110	Group Insurance	(3,900)	Reduction in Insurance for \$350 Adjustments
W&S	5805590	Repairs Other	(4,381)	Reallocate funds to cover repair of pump & new pump
<b>Total W&amp;S Fund Mid-Year Budget Adjustments over \$2,500</b>			<b>(213,281)</b>	
<b>Debt Fund Mid-Year Budget Adjustments over \$2,500</b>				
Debt	4000107	Ad Valorem, Current I&S	(5,000)	Reduction Based on Revenue Received
Debt	5159015	Debt Reserves	(7,900)	Reduction due to decrease in Revenue expected

Fund	Account #	Account Description	Mid-Year Budget Adjustment	Explanation
<b>Total Debt Mid-Year Budget Adjustments over \$2,500</b>				
			(12,900)	
<b>4B-EDC Mid-Year Budget Adjustments over \$2,500</b>				
EDC	4000120	Sales Tax	7,000	Increase in Sales Tax Revenue
EDC	8109015	Administrative Reserves	7,125	Increase in Reserves due to increase in Revenue
<b>Total EDC Mid-Year Budget Adjustments over \$2,500</b>			<b>14,125</b>	
<b>Municipal Development District Mid-Year Budget Adjustments over \$2,500</b>				
MDD	4000120	Sales Tax	4,000	Increase in Sales Tax Revenue
MDD	9109015	Administrative Reserves	4,011	Increase in Reserves due to increase in Sales Tax Revenue
<b>Total MDD Mid-Year Budget Adjustments over \$2,500</b>			<b>8,011</b>	
<b>Fire Dept. Auxiliary Fund Mid-Year Budget Adjustments over \$2,500</b>				
Fire Aux.	5336440	Machinery & Equipment	3,500	Increase to purchase additional Radio Equipment
<b>Police Dept. Special Fund Mid-Year Budget Adjustments over \$2,500</b>				
Police Spec.	4000815	Gifts	6,000	Increase in Revenue from Ovilla Service League Dinner Proceeds
Police Spec.	5236440	Machinery & Equip.	3,000	Purchase Lapel Cameras for Officers
Police Spec.	5239010	Admin. Reserves	2,500	Increase to Reserves due to increase in Revenue
<b>Total Police Dept. Special Mid-Year Budget Adjustments over \$2,500</b>			<b>11,500</b>	



**CITY OF OVILLA**  
**Mid-Year**  
**Budget Adjustments**  
**Oct. 1, 2012**  
**Thru**  
**April 30, 2013**  
**Exhibit A**  
**Ordinance 2013-016**



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

**All updates since last Mid-Year budget handout are  
highlighted in Blue**

City of Ovilla General Fund  
Profit Loss Budget vs. Actual  
October 1,2012 thru April 30,

[illegible]

City of Ovilla General Fund  
Profit Loss Budget vs. Actual  
October 1,2012 thru April 30, 2013

	Rev./Expend. For Oct 1,2012 Thru April 30, 2013	Budget 2012- 2013	Dollar Amount Over/(Under) Budget	% of Approved 2012-2013 Budget	Mid Year Budget Adjustment	Adjusted Total Mid-Year Budget	% of Increase/(Decrease) in Budget	Notes
4000415 · Police Reports	108.00	100.00	8.00	108.00%	50.00	150.00	50.00%	
4000420 · Park Lights	0.00	0.00	0.00	0.00%	0.00	0.00	-100.00%	
4000440 · Oak Leaf Animal Control	836.00	2,000.00	(1,164.00)	41.80%	(200.00)	1,800.00	-10.00%	Two new Subdivisions- Ovilla Parc & Bryson Manor
4000450 · Subdivision Fees	60,651.12	1,000.00	59,651.12	6065.11%	60,000.00	61,000.00	6000.00%	
4000480 · Solid Waste (Garbage)	119,655.29	196,000.00	(76,344.71)	61.05%	2,000.00	198,000.00	1.02%	
4000490 · Misc Charges for Services	1,016.61	2,500.00	(1,483.39)	40.66%	0.00	2,500.00	0.00%	
Total 4000400 · Charges for Services	285,295.52	385,675.00	(120,379.48)	68.79%	61,850.00	447,525.00	5941.02%	
4000500 · Fines and Forfeitures								
4000510 · Fines - Police	44,613.31	85,000.00	(40,386.69)	52.49%	(6,800.00)	78,200.00	-8.00%	Police Fines Rev. Down
4000520 · Fines - Animal Control	1,128.00	1,000.00	128.00	112.80%	300.00	1,300.00	30.00%	
4000525 · Fines - Code Enforcement	408.00	2,000.00	(1,592.00)	20.40%	(600.00)	1,400.00	-30.00%	
4000590 · Misc Fines and Forfeitures	25.00	150.00	(125.00)	16.67%	(75.00)	75.00	-50.00%	
Total 4000500 · Fines and Forfeitures	46,174.31	88,150.00	(41,975.69)	52.38%	(7,175.00)	80,975.00	-58.00%	
4000800 · Other Revenue								
4000810 · Heritage Day	2,218.00	5,500.00	(3,282.00)	40.33%	0.00	5,500.00	0.00%	Water Tower Lease Rev. Increase
4000820 · Water Tower Lease	62,392.09	82,000.00	(19,607.91)	76.09%	6,000.00	88,000.00	7.32%	
4000840 · Interest Earned	3,896.79	4,000.00	(103.21)	97.42%	1,500.00	5,500.00	37.50%	
4000861 · ESD #2 Cert Grant	27.67	0.00	27.67	100.00%	28.00	28.00	0.00%	
4000867 · HB3667 TX.Forest Service Grant	0.00	3,840.00	(3,840.00)	0.00%	(3,840.00)	0.00	-100.00%	Grant not Received TML Refunds & Misc. Insurance Pmts.
4000870 · Insurance Proceeds	4,813.19	0.00	4,813.19	100.00%	4,814.00	4,814.00	0.00%	Proceeds from Sale of Fire Truck
4000885 · Proceeds from Sale of Assets	14,400.00	0.00	14,400.00	100.00%	14,400.00	14,400.00	0.00%	
4000887 · HOA Revenue	0.00	1,015.00	(1,015.00)	0.00%	0.00	1,015.00	0.00%	Lien Pmt. For Mowing \$4,300
4000890 · Misc Other Revenue	6,867.84	4,500.00	2,367.84	152.62%	3,000.00	7,500.00	66.67%	
Total 4000800 · Other Revenue	94,615.58	100,855.00	(6,239.42)	93.81%	25,902.00	126,757.00	11.48%	

City of Ovilla General Fund  
Profit Loss Budget vs. Actual  
October 1,2012 thru April 30, 2013

		Rev./Expend. For Oct 1,2012 Thru April 30, 2013	Budget 2012- 2013	Dollar Amount Over/(Under) Budget	% of Approved 2012-2013 Budget	Mid Year Budget Adjustment	Adjusted Total Mid-Year Budget	% of Increase/(Decrease) in Budget	Notes
	4000900 - Transfers In								
	4000925 - Transfer In - 4B-EDC	0.00	2,500.00	(2,500.00)	0.00%	0.00	2,500.00	0.00%	
	4000930 - Transfer In W&S Fund	58,150.50	116,301.00	(58,150.50)	50.00%	0.00	116,301.00	0.00%	
	4000940 - Transfer in MDD	0.00	500.00	(500.00)	0.00%	0.00	500.00	0.00%	
	Total 4000900 - Transfers In	58,150.50	119,301.00	(61,150.50)	50.00%	0.00	119,301.00	0.00%	
	Total Income	1,855,551.32	2,324,531.00	(468,979.68)	79.83%	76,727.00	2,401,258.00	3.30%	
		1,855,551.32	2,324,531.00	(468,979.68)	79.83%	76,727.00	2,401,258.00	3.30%	
	Expense								
	10 - Administration								
	5101100 - Salaries & Wages								
	5101110 - City Administrator	20,635.32	63,225.00	(42,589.68)	32.64%	0.00	63,225.00	0.00%	6.25% Raise approved by City Council
	5101115 - City Secretary	21,527.82	36,375.00	(14,847.18)	59.18%	1,040.00	37,415.00	2.86%	
	5101117 - City Accountant	22,158.69	37,500.00	(15,341.31)	59.09%	0.00	37,500.00	0.00%	Change Admin. Support to Full Time for Rest of Year
	5101120 - Part Time- Admin. Support	4,328.75	7,700.00	(3,371.25)	56.22%	3,431.00	11,131.00	44.56%	
	Total 5101100 - Salaries & Wages	68,650.58	144,800.00	(76,149.42)	47.41%	4,471.00	149,271.00	47.42%	
	5102100 - Employee Benefits								
	5102110 - Group Insurance	6,523.04	16,350.00	(9,826.96)	39.90%	(2,500.00)	13,850.00	-15.29%	Re-adjusted Insurance Pre-Tax Benefit Adjustments
	5102115 - Corrected Tax on Benefits	0.00	0.00	0.00	0.00%	8,650.00	8,650.00	0.00%	
	5102135 - TMRS	4,163.56	7,550.00	(3,386.44)	55.15%	0.00	7,550.00	0.00%	
	5102160 - Worker's Compensation	325.00	440.00	(115.00)	73.86%	200.00	640.00	45.46%	
	5102170 - Payroll Taxes	1,545.03	3,250.00	(1,704.97)	47.54%	0.00	3,250.00	0.00%	
	5102180 - Unemployment Taxes	0.00	1,000.00	(1,000.00)	0.00%	0.00	1,000.00	0.00%	
	5102196 - Membership Dues	230.00	700.00	(470.00)	32.86%	(200.00)	500.00	-28.57%	
	Total 5102100 - Employee Benefits	12,786.63	29,290.00	(16,503.37)	43.66%	6,150.00	35,440.00	1.59%	

City of Ovilla General Fund  
Profit Loss Budget vs. Actual  
October 1,2012 thru April 30, 2013

		Rev./Expend. For Oct 1,2012 Thru April 30, 2013	Budget 2012- 2013	Dollar Amount Over/(Under) Budget	% of Approved 2012-2013 Budget	Mid Year Budget Adjustment	Adjusted Total Mid-Year Budget	% of Increase/(Decrease) in Budget	Notes
	5102200 · Special Services								
	5102210 · Tax Assessing & Collecting Fees	1,553.00	1,800.00	(247.00)	86.28%	(250.00)	1,550.00	-13.89%	
	5102220 · Tax Appraisal Fee	6,813.46	14,000.00	(7,186.54)	48.67%	0.00	14,000.00	0.00%	
	5102230 · Legal Fees	3,562.50	40,000.00	(36,437.50)	8.91%	0.00	40,000.00	0.00%	
	5102240 · Audit	7,155.00	7,155.00	0.00	100.00%	0.00	7,155.00	0.00%	
	5102250 · Accounting	0.00	2,000.00	(2,000.00)	0.00%	0.00	2,000.00	0.00%	
	5102260 · Engineering Fees	11.16	1,000.00	(988.84)	1.12%	0.00	1,000.00	0.00%	
	Total 5102200 · Special Services	19,095.12	65,955.00	(46,859.88)	28.95%	(250.00)	65,705.00	-13.89%	
	5102300 · Contractual Services								
	5102310 · Consultant Fees	8,415.10	30,000.00	(21,584.90)	28.05%	0.00	30,000.00	0.00%	
	Total 5102300 · Contractual Services	8,415.10	30,000.00	(21,584.90)	28.05%	0.00	30,000.00	0.00%	
	5102500 · Operating Services								
	5102530 · Custodial Service Contract	1,855.00	3,600.00	(1,745.00)	51.53%	0.00	3,600.00	0.00%	
	Total 5102500 · Operating Services	1,855.00	3,600.00	(1,745.00)	51.53%	0.00	3,600.00	0.00%	
	5102600 · Special Expenses								
	5102610 · Election - Payroll	0.00	850.00	(850.00)	0.00%	0.00	850.00	0.00%	
	5102620 · Election - Supplies	1,874.39	2,725.00	(850.61)	68.79%	0.00	2,725.00	0.00%	
	5102630 · Meeting Expense	0.00	100.00	(100.00)	0.00%	0.00	100.00	0.00%	
	5102650 · Codification Book Update	375.00	2,000.00	(1,625.00)	18.75%	1,500.00	3,500.00	75.00%	
	Total 5102600 · Special Expenses	2,249.39	5,675.00	(3,425.61)	39.64%	1,500.00	7,175.00	75.00%	
	5103100 · General Supplies								
	5103110 · Office Supplies	3,482.36	6,000.00	(2,517.64)	58.04%	0.00	6,000.00	0.00%	
	5103140 · Uniforms	88.00	300.00	(212.00)	29.33%	0.00	300.00	0.00%	
	Total 5103100 · General Supplies	3,570.36	6,300.00	(2,729.64)	87.37%	0.00	6,300.00	0.00%	
	5103400 · Maintenance Supplies / Parts								



City of Ovilla General Fund  
Profit Loss Budget vs. Actual  
October 1,2012 thru April 30, 2013

		Rev./Expend. For Oct 1,2012 Thru April 30, 2013	Budget 2012- 2013	Dollar Amount Over/(Under) Budget	% of Approved 2012-2013 Budget	Mid Year Budget Adjustment	Adjusted Total Mid-Year Budget	% of Increase/(Decrease) in Budget	Notes
	5103410 · Supplies - Custodial	354.03	1,916.00	(1,561.97)	18.48%	0.00	1,916.00	0.00%	
	5103440 - Maintenance Agreement Expense	235.00	900.00	(665.00)	26.11%	0.00	900.00	0.00%	
	5103460 · Miscellaneous	46.73	200.00	(153.27)	23.37%	0.00	200.00	0.00%	
	Total 5103400 · Maintenance Supplies / Parts	635.76	3,016.00	(2,380.24)	21.08%	0.00	3,016.00	0.00%	
	5104200 · Travel Expenses								
	5104210 · Travel - Local	160.87	500.00	(339.13)	32.17%	0.00	500.00	0.00%	
	5104220 · Professional Development	1,595.04	5,000.00	(3,404.96)	31.90%	0.00	5,000.00	0.00%	
	5104222 · Professional Develop - Council	260.00	1,500.00	(1,240.00)	17.33%	(500.00)	1,000.00	-33.33%	
	5104225 - City Council Meal Expense	876.01	800.00	76.01	109.50%	999.00	1,799.00	124.88%	
	5104230 · Professional Develop - In-House	0.00	100.00	(100.00)	0.00%	0.00	100.00	0.00%	
	Total 5104200 · Travel Expenses	2,891.92	7,900.00	(5,008.08)	190.91%	499.00	8,399.00	91.54%	
	5105200 · Data Processing Expenses								
	5105230 · Data Proc-Maintenance & Repair	2,689.36	4,500.00	(1,810.64)	59.76%	500.00	5,000.00	11.11%	
	5105240 · Data Processing - Software	5,817.78	10,000.00	(4,182.22)	58.18%	0.00	10,000.00	0.00%	
	Total 5105200 · Data Processing Expenses	8,507.14	14,500.00	(5,992.86)	58.67%	500.00	15,000.00	11.11%	
	5105300 · Printing Expense								
	5105310 · Copier Expense	1,787.52	4,800.00	(3,012.48)	37.24%	(1,500.00)	3,300.00	-31.25%	
	5105320 · Printing - Newsletters	1,071.55	4,800.00	(3,728.45)	22.32%	(1,500.00)	3,300.00	-31.25%	
	5105330 · Printing - Forms	550.20	2,000.00	(1,449.80)	27.51%	0.00	2,000.00	0.00%	
	5105350 · Printing - Other	237.36	500.00	(262.64)	47.47%	0.00	500.00	0.00%	
	Total 5105300 · Printing Expense	3,646.63	12,100.00	(8,453.37)	30.14%	(3,000.00)	9,100.00	-62.50%	
	5105400 · Utilities								
	5105410 · Telephone	755.49	1,200.00	(444.51)	62.96%	100.00	1,300.00	8.33%	
	5105415 · Cellular Phone	493.50	1,100.00	(606.50)	44.86%	0.00	1,100.00	0.00%	
	5105417 · Internet	464.91	775.00	(310.09)	59.99%	0.00	775.00	0.00%	

City of Ovilla General Fund  
Profit Loss Budget vs. Actual  
October 1,2012 thru April 30, 2013

		Rev./Expend. For Oct 1,2012 Thru April 30, 2013	Budget 2012- 2013	Dollar Amount Over/(Under) Budget	% of Approved 2012-2013 Budget	Mid Year Budget Adjustment	Adjusted Total Mid-Year Budget	% of Increase/(Decrease) in Budget	Notes
	5105450 · Electricity	1,771.53	6,500.00	(4,728.47)	27.25%	0.00	6,500.00	0.00%	
	Total 5105400 · Utilities	3,485.43	9,575.00	(6,089.57)	36.40%	100.00	9,675.00	8.33%	
	5105500 · Repairs & Bldg Improvements								
	5105520 · Repairs - Buildings	1,418.79	7,000.00	(5,581.21)	20.27%	0.00	7,000.00	0.00%	
	5105540 · Repairs - Machinery & Equipment	208.00	1,000.00	(792.00)	20.80%	0.00	1,000.00	0.00%	
	5105590 · Repairs - Other	0.00	500.00	(500.00)	0.00%	0.00	500.00	0.00%	
	Total 5105500 · Repairs & Bldg Improvements	1,626.79	8,500.00	(6,873.21)	19.14%	0.00	8,500.00	0.00%	
	5105600 · Insurance								
	5105610 · Insurance - Property	841.50	1,250.00	(408.50)	67.32%	0.00	1,250.00	0.00%	
	5105620 · Insurance - Liability	1,037.25	1,385.00	(347.75)	74.89%	0.00	1,385.00	0.00%	
	5105630 · Insurance - Fidelity Bond	250.00	500.00	(250.00)	50.00%	0.00	500.00	0.00%	
	5105635 · Public Officials Surety Bonds	0.00	900.00	(900.00)	0.00%	0.00	900.00	0.00%	
	Total 5105600 · Insurance	2,128.75	4,035.00	(1,906.25)	192.21%	0.00	4,035.00	0.00%	
	5105700 · Other Expenses								
	5105705 · Postage	877.93	6,000.00	(5,122.07)	14.63%	(1,000.00)	5,000.00	-16.67%	
	5105710 · Cash - Over/Short	0.00	10.00	(10.00)	0.00%	0.00	10.00	0.00%	
	5105725 · Records Management Expense	100.00	1,000.00	(900.00)	10.00%	(800.00)	200.00	-80.00%	
	5105730 · Memberships	1,340.00	2,100.00	(760.00)	63.81%	0.00	2,100.00	0.00%	Lower number of legal notices published in paper
	5105740 · Legal Notices/Advertising	1,208.00	6,000.00	(4,792.00)	20.13%	(2,000.00)	4,000.00	-33.33%	
	5105752 · Employment Screening	77.46	300.00	(222.54)	25.82%	0.00	300.00	0.00%	
	5105760 · Bank Service Charge	6.00	25.00	(19.00)	24.00%	0.00	25.00	0.00%	
	5105765 · Filing Fees	275.00	250.00	25.00	110.00%	200.00	450.00	80.00%	
	5105765 · Miscellaneous	321.10	2,000.00	(1,678.90)	16.06%	0.00	2,000.00	0.00%	
	Total 5105700 · Other Expenses	4,205.49	17,685.00	(13,479.51)	23.78%	(3,600.00)	14,085.00	-50.00%	

City of Ovilla General Fund  
Profit Loss Budget vs. Actual  
October 1,2012 thru April 30, 2013

		Rev./Expend. For Oct 1,2012 Thru April 30, 2013	Budget 2012- 2013	Dollar Amount Over/(Under) Budget	% of Approved 2012-2013 Budget	Mid Year Budget Adjustment	Adjusted Total Mid-Year Budget	% of Increase/(Decrease) in Budget	Notes
	5106400 - Minor Capital Outlay								
	5106440 - Machinery & Equipment	1,615.00	2,500.00	(885.00)	64.60%	3,320.00	5,820.00	132.80%	Replace City Admin.& City Acct. Computers
	5106465 - Furniture	659.94	1,375.00	(715.06)	48.00%	0.00	1,375.00	0.00%	
	5106470 - Audio Visual Equipment	0.00	2,000.00	(2,000.00)	0.00%	0.00	2,000.00	0.00%	
	Total 5106400 - Minor Capital Outlay	2,274.94	5,875.00	(3,600.06)	38.72%	3,320.00	9,195.00	132.80%	
	5107400 - Capitalized Assets								
	5107420 - Buildings	15,686.67	0.00	15,686.67	100.00%	15,700.00	15,700.00	0.00%	City Hall Front Office Remodel
	5107425 - Land	1,000.00	0.00	1,000.00	100.00%	56,000.00	56,000.00	0.00%	Pickard Land Purchase
	5107440 - Machinery & Equipment	0.00	0.00	0.00	0.00%	0.00	0.00	-100.00%	
	5107470 - Audio & Visual Equipment	0.00	0.00	0.00	0.00%	0.00	0.00	-100.00%	
	Total 5107400 - Capitalized Assets	16,686.67	0.00	16,686.67	0.00%	71,700.00	71,700.00	-200.00%	
	5109000 - Reserves								
	5109001 - Reserve for Contingency	0.00	44,644.00	(44,644.00)	0.00%	(27,690.00)	16,954.00	-62.02%	15,700 for Remodel, 1,040 City Sec.Raise, \$8,650 For Pre-Tax Benefit Corrections & \$2,300 Mosquito Testing
	Total 5109000 - Reserves	0.00	44,644.00	(44,644.00)	0.00%	(27,690.00)	16,954.00	-62.02%	
	Total 10 - Administration	162,711.70	413,450.00	(250,738.30)	39.36%	53,700.00	467,150.00	12.99%	Admin.budget Diff. due to land purchase
	20 - Police								
	5201100 - Salaries & Wages								
	5201120 - Police Chief	35,581.43	59,995.00	(24,413.57)	59.31%	1,800.00	61,795.00	3.00%	
	5201143 - Command Staff	27,836.25	48,950.00	(19,113.75)	59.29%	1,408.00	48,358.00	3.00%	
	5201150 - Certification Pay	1,384.50	2,400.00	(1,015.50)	57.69%	0.00	2,400.00	0.00%	
	5201180 - Merit Raises Staff	0.00	3,208.00	(3,208.00)	0.00%	(3,208.00)	0.00	-100.00%	
	Total 5201100 - Salaries & Wages	64,802.18	112,553.00	(47,750.82)	57.58%	0.00	112,553.00	6.00%	

City of Ovilla General Fund  
Profit Loss Budget vs. Actual  
October 1,2012 thru April 30, 2013

		Rev/Expend. For Oct 1,2012 Thru April 30, 2013	Budget 2012- 2013	Dollar Amount Over/(Under) Budget	% of Approved 2012-2013 Budget	Mid Year Budget Adjustment	Adjusted Total Mid-Year Budget	% of Increase/(Decrease) in Budget	Notes
	5201400 - Support Salaries								
	5201405 - Support Staff	12,468.01	21,029.00	(8,560.99)	59.29%	631.00	21,660.00	3.00%	
	5201410 - Patrol	136,629.89	236,392.00	(99,762.11)	57.80%	7,092.00	243,484.00	3.00%	Merit Raise
	5201415 - Certification Pay	1,211.55	5,100.00	(3,888.45)	23.76%	(1,156.00)	3,944.00	-22.67%	
	5201480 - Merit Raises	0.00	7,092.00	(7,092.00)	0.00%	(7,092.00)	0.00	-100.00%	Move Merit raise to payroll account
	5201490 - Overtime	4,265.68	6,600.00	(2,334.32)	64.63%	0.00	6,600.00	0.00%	
	Total 5201400 - Support Salaries	154,575.13	276,213.00	(121,637.87)	55.96%	(525.00)	275,688.00	-116.67%	
	5202100 - Employee Benefits								
	5202110 - Group Insurance	28,270.32	54,360.00	(26,089.68)	52.01%	0.00	54,360.00	0.00%	
	5202135 - TMRS	12,293.00	21,405.00	(9,112.00)	57.43%	0.00	21,405.00	0.00%	
	5202160 - Worker's Compensation	6,139.00	8,550.00	(2,411.00)	71.80%	0.00	8,550.00	0.00%	
	5202170 - Payroll Taxes	3,266.27	5,445.00	(2,178.73)	59.99%	0.00	5,445.00	0.00%	
	5202196 - Membership Dues	275.00	315.00	(40.00)	87.30%	(40.00)	275.00	-12.70%	
	Total 5202100 - Employee Benefits	50,243.59	90,075.00	(39,831.41)	55.78%	(40.00)	90,035.00	-12.70%	
	5202300 - Contractual Services								
	5202355 - Contract Labor - Individual	0.00	500.00	(500.00)	0.00%	0.00	500.00	0.00%	
	5202356- Gingerbread House	1,000.00	1,000.00	0.00	100.00%	0.00	1,000.00	0.00%	
	5202380 - Dispatch	12,395.00	13,135.00	(740.00)	94.37%	0.00	13,135.00	0.00%	
	5202385- Jail Expense	2,000.00	2,000.00	0.00	100.00%	0.00	2,000.00	0.00%	
	Total 5202300 - Contractual Services	15,395.00	16,635.00	(1,240.00)	294.37%	0.00	16,635.00	0.00%	
	5202500 - Operating Services								
	5202540 - Computer Maintenance	375.00	500.00	(125.00)	75.00%	0.00	500.00	0.00%	
	5202560 - Internet Subscriptions	0.00	620.00	(620.00)	0.00%	0.00	620.00	0.00%	
	Total 5202500 - Operating Services	375.00	1,120.00	(745.00)	33.48%	0.00	1,120.00	0.00%	
	5202600 - Special Expenses								

City of Ovilla General Fund  
Profit Loss Budget vs. Actual  
October 1,2012 thru April 30, 2013

		Rev./Expend. For Oct 1,2012 Thru April 30, 2013	Budget 2012- 2013	Dollar Amount Over/(Under) Budget	% of Approved 2012-2013 Budget	Mid Year Budget Adjustment	Adjusted Total Mid-Year Budget	% of Increase/(Decrease) in Budget	Notes
	5202675 - National Night Out	306.25	500.00	(193.75)	61.25%	(193.00)	307.00	-38.60%	
	Total 5202600 Special Expenses	306.25	500.00	(193.75)	61.25%	(193.00)	307.00	-38.60%	
	5203100 - General Supplies								
	5203110 - Office Supplies	563.45	1,500.00	(936.55)	37.56%	0.00	1,500.00	0.00%	
	5203140 - Uniforms	555.05	1,400.00	(844.95)	39.65%	0.00	1,400.00	0.00%	
	5203170 - Evidence Gathering	117.11	300.00	(182.89)	39.04%	0.00	300.00	0.00%	
	Total 5203100 - General Supplies	1,235.61	3,200.00	(1,964.39)	38.61%	0.00	3,200.00	0.00%	
	5203400 - Maintenance Supplies & Parts								
	5203410 - Supplies - Custodial	189.01	600.00	(410.99)	31.50%	0.00	600.00	0.00%	
	Total 5203400 - Maintenance Supplies & Parts	189.01	600.00	(410.99)	31.50%	0.00	600.00	0.00%	
	5204200 - Travel Expenses								
	5204210 - Travel - Local	0.00	300.00	(300.00)	0.00%	0.00	300.00	0.00%	
	5204220 - Professional Development	388.87	2,000.00	(1,611.13)	19.44%	0.00	2,000.00	0.00%	
	5204270 - Vehicle Expenses	14,877.71	24,000.00	(9,122.29)	61.99%	0.00	24,000.00	0.00%	
	Total 5204200 - Travel Expenses	15,266.58	26,300.00	(11,033.42)	58.05%	0.00	26,300.00	0.00%	
	5205200 - Data Processing Expenses								
	5205220 - Data Proc - Equipment Rental	0.00	400.00	(400.00)	0.00%	0.00	400.00	0.00%	
	5205240 - Data Processing - Software	18,326.00	18,330.00	(4.00)	99.98%	0.00	18,330.00	0.00%	
	Total 5205200 - Data Processing Expenses	18,326.00	18,730.00	(404.00)	97.84%	0.00	18,730.00	0.00%	
	5205300 - Printing Expenses								
	5205310 - Copier Expense	772.38	1,500.00	(727.62)	51.49%	0.00	1,500.00	0.00%	
	5205330 - Printing - Forms	0.00	600.00	(600.00)	0.00%	(27.00)	573.00	-4.50%	
	5205350 - Printing - Other	87.76	600.00	(512.24)	14.63%	0.00	600.00	0.00%	
	Total 5205300 - Printing Expenses	860.14	2,700.00	(1,839.86)	31.86%	(27.00)	2,673.00	-4.50%	
	5205400 - Utilities								

City of Ovilla General Fund  
Profit Loss Budget vs. Actual  
October 1,2012 thru April 30, 2013

		Rev/Expend. For Oct 1,2012 Thru April 30, 2013	Budget 2012- 2013	Dollar Amount Over/(Under) Budget	% of Approved 2012-2013 Budget	Mid Year Budget Adjustment	Adjusted Total Mid-Year Budget	% of Increase/(Decrease) in Budget	Notes
	5205410 - Telephone	813.60	1,300.00	(486.40)	62.59%	200.00	1,500.00	15.39%	
	5205415 - Cellular Phone	636.99	1,550.00	(913.01)	41.10%	(200.00)	1,350.00	-12.90%	
	5205417 - Internet - PD	809.07	950.00	(140.93)	85.17%	525.00	1,475.00	55.26%	
	5205420 - Wireless Cards	1,139.95	2,350.00	(1,210.05)	48.51%	0.00	2,350.00	0.00%	
	5205450 - Electricity	1,864.54	4,000.00	(2,135.36)	46.62%	0.00	4,000.00	0.00%	
	Total 5205400 - Utilities	5,264.25	10,150.00	(4,885.75)	51.87%	525.00	10,675.00	42.36%	
	5205500 - Repairs & Building Improvements								
	5205520 - Repairs - Building	0.00	300.00	(300.00)	0.00%	0.00	300.00	0.00%	
	5205540 - Repairs- Machinery & Equipment	959.78	700.00	259.78	137.11%	260.00	960.00	37.14%	
	5205550 - Repairs - Vehicles	2,462.21	7,500.00	(5,037.79)	32.83%	0.00	7,500.00	0.00%	
	Total 5205500 - Repairs & Building Improvements	3,421.99	8,500.00	(5,078.01)	40.26%	260.00	8,760.00	37.14%	
	5205600 - Insurance								
	5205610 - Insurance - Property	1,199.25	1,600.00	(400.75)	74.95%	0.00	1,600.00	0.00%	
	5205620 - Insurance - Liability	3,857.25	5,200.00	(1,342.75)	74.18%	0.00	5,200.00	0.00%	
	5205640 - Insurance - Vehicle	1,663.50	2,600.00	(936.50)	63.98%	0.00	2,600.00	0.00%	
	Total 5205600 - Insurance	6,720.00	9,400.00	(2,680.00)	71.49%	0.00	9,400.00	0.00%	
	5205700 - Other Expenses								
	5205752 - Employment Screening	65.00	600.00	(535.00)	10.83%	0.00	600.00	0.00%	
	5205742 - Public Relations	0.00	100.00	(100.00)	0.00%	0.00	100.00	0.00%	
	5205765 - Miscellaneous	418.55	1,800.00	(1,381.35)	23.26%	0.00	1,800.00	0.00%	
	Total 5205700 - Other Expenses	483.55	2,500.00	(2,016.35)	34.09%	0.00	2,500.00	0.00%	
	5206400 - Minor Capital Outlay								
	5206440 - Machinery & Equipment	1,098.00	1,150.00	(52.00)	95.48%	0.00	1,150.00	0.00%	
	5206445 - Personal Protective Equipment	622.95	2,000.00	(1,377.05)	31.15%	0.00	2,000.00	0.00%	
	Total 5206400 - Minor Capital Outlay	1,720.95	3,150.00	(1,429.05)	54.63%	0.00	3,150.00	0.00%	



City of Ovilla General Fund  
Profit Loss Budget vs. Actual  
October 1,2012 thru April 30, 2013

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	5207400 - Capitalized Assets								
	5207440 - Machinery & Equipment	0.00	0.00	0.00	0.00%	0.00	0.00	-100.00%	
	5207450 - Vehicles	0.00	0.00	0.00	0.00%	0.00	0.00	-100.00%	
	Total 5207400 - Capitalized Assets	0.00	0.00	0.00	0.00%	0.00	0.00	-200.00%	
	Total 20 - Police	339,185.33	582,326.00	(243,140.67)	58.25%	0.00	582,326.00	0.00%	
	25 - Municipal Court								
	5251100 - Salaries & Wages								
	5251140 - Municipal Judge	3,080.00	6,000.00	(2,920.00)	51.33%	0.00	6,000.00	0.00%	
	Total 5251100 - Salaries & Wages	3,080.00	6,000.00	(2,920.00)	51.33%	0.00	6,000.00	0.00%	
	5251400 - Support Staff								
	5251405 - Support Staff	16,576.00	27,975.00	(11,399.00)	59.25%	850.00	28,825.00	3.04%	
	5251420 - Jury Fees	36.00	200.00	(164.00)	18.00%	0.00	200.00	0.00%	
	5251425 - City Prosecutor	3,329.72	8,500.00	(5,170.28)	39.17%	0.00	8,500.00	0.00%	
	5251480 - Merit Raises	0.00	850.00	(850.00)	0.00%	(850.00)	0.00	-100.00%	
	5251490 - Overtime	543.93	1,000.00	(456.07)	54.39%	75.00	1,075.00	7.50%	
	Total 5251400 - Support Staff	20,485.65	38,525.00	(18,039.35)	53.18%	75.00	38,600.00	-89.46%	
	5252100 - Employee Benefits								
	5252110 - Group Insurance	3,167.92	5,440.00	(2,272.08)	58.23%	0.00	5,440.00	0.00%	
	5252135 - TMRS	939.09	1,600.00	(660.91)	58.69%	0.00	1,600.00	0.00%	
	5252160 - Worker's Compensation	81.00	110.00	(29.00)	73.64%	0.00	110.00	0.00%	
	5252170 - Payroll Taxes	241.95	425.00	(183.05)	56.93%	0.00	425.00	0.00%	
	5252196 - Membership Dues	0.00	80.00	(80.00)	0.00%	(80.00)	0.00	-100.00%	
	Total 5252100 - Employee Benefits	4,429.96	7,655.00	(3,225.04)	57.87%	(80.00)	7,575.00	-100.00%	
	5252300 - Contractual Services								
	5252375 - Traffic Fines	24,707.90	38,000.00	(13,292.10)	65.02%	0.00	38,000.00	0.00%	

City of Ovilla General Fund  
Profit Loss Budget vs. Actual  
October 1, 2012 thru April 30, 2013

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	Total 5252300 - Contractual Services	24,707.90	38,000.00	(13,292.10)	65.02%	0.00	38,000.00	0.00%	
	5252500 - Operating Services								
	5252540 - Computer Maintenance	0.00	150.00	(150.00)	0.00%	0.00	150.00	0.00%	
	Total 5252500 - Operating Services	0.00	150.00	(150.00)	0.00%	0.00	150.00	0.00%	
	5253100 - General Supplies								
	5253110 - Office Supplies	75.01	75.00	0.01	100.01%	168.00	243.00	224.00%	
	5253140 - Uniforms	28.00	50.00	(22.00)	56.00%	48.00	98.00	96.00%	
	Total 5253100 - General Supplies	103.01	125.00	(21.99)	156.01%	216.00	341.00	320.00%	
	5254200 - Travel Expenses								
	5254210 - Travel Local	0.00	25.00	(25.00)	0.00%	0.00	25.00	0.00%	
	5254220 - Professional Development	23.95	50.00	(26.05)	47.90%	(26.00)	24.00	-52.00%	
	Total 5254200 - Travel Expenses	23.95	75.00	(51.05)	47.90%	(26.00)	49.00	-52.00%	
	5255200 - Data Processing Expenses								
	5255240 - Data Processing - SW Maint.	1,686.67	1,670.00	16.67	101.00%	0.00	1,670.00	0.00%	
	Total 5255200 - Data Processing Expenses	1,686.67	1,670.00	16.67	101.00%	0.00	1,670.00	0.00%	
	5255300 - Printing Expense								
	5255350 - Printing - Other	0.00	200.00	(200.00)	0.00%	0.00	200.00	0.00%	
	Total 5255300 - Printing Expense	0.00	200.00	(200.00)	0.00%	0.00	200.00	0.00%	
	5255600 - Insurance								
	5255620 - Insurance Liability	129.75	275.00	(145.25)	47.18%	(100.00)	175.00	-36.36%	
	5255630 - Insurance - Fidelity Bond	0.00	50.00	(50.00)	0.00%	(50.00)	0.00	-100.00%	
	Total 5255600 - Insurance	129.75	325.00	(195.25)	47.18%	(150.00)	175.00	-136.36%	
	5255700 - Other Expenses								
	5255752 - Employment Screening	0.00	100.00	(100.00)	0.00%	(35.00)	65.00	-35.00%	
	5255765 - Miscellaneous	0.00	75.00	(75.00)	0.00%	0.00	75.00	0.00%	

City of Ovilla General Fund  
Profit Loss Budget vs. Actual  
October 1,2012 thru April 30, 2013

		Rev/Expend. For Oct 1,2012 Thru April 30, 2013	Budget 2012- 2013	Dollar Amount Over/(Under) Budget	% of Approved 2012-2013 Budget	Mid Year Budget Adjustment	Adjusted Total Mid-Year Budget	% of Increase/(Decrease) in Budget	Notes
	Total 5255700 - Other Expenses	0.00	175.00	(175.00)	0.00%	(35.00)	140.00	-35.00%	
	Total 25 - Municipal Court	54,645.89	92,900.00	(38,253.11)	58.82%	0.00	92,900.00	0.00%	
	30 - Fire								
	5301100 - Salaries & Wages								
	5301125 - Fire Chief	0.00	0.00	0.00	0.00%	0.00	0.00	-100.00%	
	5301130 - Asst. Fire Chief	22,545.00	39,000.00	(16,455.00)	57.81%	585.00	39,585.00	1.50%	
	5301140 - Fire Captains	45,530.28	93,600.00	(48,069.72)	48.64%	1,415.00	95,015.00	1.51%	
	5301180 - Merit Raises - Staff	0.00	2,000.00	(2,000.00)	0.00%	(2,000.00)	0.00	-100.00%	Distribute Merit Raise to Payroll Accounts
	Total 5301100 - Salaries & Wages	68,075.28	134,600.00	(66,524.72)	50.58%	0.00	134,600.00	-98.50%	
	5301400 - Support Salaries								
	5301440 - Firefighters	116,941.74	196,200.00	(79,258.26)	59.60%	5,800.00	202,000.00	2.96%	
	5301480 - Merit Raises	0.00	5,800.00	(5,800.00)	0.00%	(5,800.00)	0.00	-100.00%	Distribute Merit Raise to Payroll Accounts
	5301485 - Volunteer Incentive Program	6,875.00	13,000.00	(6,125.00)	52.89%	0.00	13,000.00	0.00%	
	Total 5301400 - Support Salaries	123,816.74	215,000.00	(91,183.26)	57.59%	0.00	215,000.00	-97.04%	
	5302100 - Employee Benefits								
	5302110 - Group Insurance	0.00	0.00	0.00	0.00%	0.00	0.00	-100.00%	
	5302135 - TMRS	1,261.75	2,300.00	(1,038.25)	54.86%	0.00	2,300.00	0.00%	
	5302137 - Volunteer Retirement	1,260.00	2,500.00	(1,240.00)	50.40%	0.00	2,500.00	0.00%	
	5302160 - Worker's Compensation	12,225.25	12,500.00	(274.75)	97.83%	2,730.00	15,230.00	21.84%	Increase due to add'l Employees & Audit
	5302170 - Payroll Taxes	12,754.18	23,500.00	(10,745.82)	54.27%	0.00	23,500.00	0.00%	
	5302196 - Membership Dues	1,355.00	2,000.00	(645.00)	67.75%	0.00	2,000.00	0.00%	
	Total 5302100 - Employee Benefits	28,859.18	42,800.00	(13,940.82)	67.43%	2,730.00	45,530.00	-78.16%	
	5302300 - Contractual Services								
	5302310 - Consultant Fees	0.00	1,600.00	(1,600.00)	0.00%	(1,600.00)	0.00	-100.00%	
	5302380 - Dispatch	12,395.00	12,500.00	(105.00)	99.16%	(100.00)	12,400.00	-0.80%	

City of Ovilla General Fund  
Profit Loss Budget vs. Actual  
October 1,2012 thru April 30, 2013

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	5302385 - Emergency Transport Service	45,027.50	61,400.00	(15,372.50)	74.96%	0.00	61,400.00	0.00%	
	Total 5302300 - Contractual Services	58,422.50	75,500.00	(17,077.50)	77.38%	(1,700.00)	73,800.00	-100.80%	
	5302500 - Operating Services								
	5302510 - Maintenance Agreements	1,593.54	10,505.00	(8,911.46)	15.17%	0.00	10,505.00	0.00%	
	5302540 - Computer Maintenance	375.00	2,000.00	(1,625.00)	18.75%	(500.00)	1,500.00	-25.00%	
	5302570 - Warning System Maintenance	780.00	780.00	0.00	100.00%	0.00	780.00	0.00%	
	5302580 - Generator Maintenance	0.00	1,380.00	(1,380.00)	0.00%	0.00	1,380.00	0.00%	
	Total 5302500 - Operating Services	2,748.54	14,665.00	(11,916.46)	18.74%	(500.00)	14,165.00	-25.00%	
	5302600 - Special Expenses								
	5302675 - National Night Out	0.00	500.00	(500.00)	0.00%	0.00	500.00	0.00%	
	Total 5302600 - Special Expenses	0.00	500.00	(500.00)	0.00%	0.00	500.00	0.00%	
	5303100 - General Supplies								
	5303110 - Office Supplies	602.44	1,400.00	(797.56)	43.03%	0.00	1,400.00	0.00%	
	5303140 - Uniforms	2,052.25	4,000.00	(1,947.75)	51.31%	0.00	4,000.00	0.00%	
	5303160 - Medical Supplies	2,873.43	5,000.00	(2,126.57)	57.47%	0.00	5,000.00	0.00%	
	5303165 - Medical Support	382.65	500.00	(117.35)	76.53%	0.00	500.00	0.00%	
	5303170 - Evidence Gathering	0.00	50.00	(50.00)	0.00%	0.00	50.00	0.00%	
	5303175 - Education Aids	44.09	50.00	(5.91)	88.18%	0.00	50.00	0.00%	
	Total 5303100 - General Supplies	5,954.86	11,000.00	(5,045.14)	54.14%	0.00	11,000.00	0.00%	
	5303400 - Maintenance Supplies & Parts								
	5303410 - Supplies - Custodial	774.91	2,400.00	(1,625.09)	32.29%	0.00	2,400.00	0.00%	
	5303420 - Building Alarm Maintenance	420.00	420.00	0.00	100.00%	0.00	420.00	0.00%	
	Total 5303400 - Maintenance Supplies & Parts	1,194.91	2,820.00	(1,625.09)	42.37%	0.00	2,820.00	0.00%	
	5304200 - Travel Expenses								
	5304220 - Professional Development	808.59	1,000.00	(191.41)	80.86%	500.00	1,500.00	50.00%	

City of Ovilla General Fund  
Profit Loss Budget vs. Actual  
October 1,2012 thru April 30, 2013

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	5304240 · Medical Training	0.00	0.00	0.00	0.00%	0.00	0.00	-100.00%	
	5304270 · Vehicle Expenses	5,313.79	10,000.00	(4,686.21)	53.14%	0.00	10,000.00	0.00%	
	Total 5304200 · Travel Expenses	6,122.38	11,000.00	(4,877.62)	55.66%	500.00	11,500.00	-50.00%	
	5305200 · Data Processing Expenses								
	5305230 · Data Proc-Maintenance & Repair	506.25	500.00	6.25	101.25%	500.00	1,000.00	100.00%	
	5305240 · Data Processing · Software	2,850.00	2,850.00	0.00	100.00%	0.00	2,850.00	0.00%	
	Total 5305200 · Data Processing Expenses	3,356.25	3,350.00	6.25	100.19%	500.00	3,850.00	100.00%	
	5305300 · Printing Expense								
	5305310 · Copier Expense	1,481.50	3,100.00	(1,618.50)	47.79%	0.00	3,100.00	0.00%	
	5305330 · Printing - Forms	0.00	100.00	(100.00)	0.00%	0.00	100.00	0.00%	
	Total 5305300 · Printing Expense	1,481.50	3,200.00	(1,718.50)	46.30%	0.00	3,200.00	0.00%	
	5305400 · Utilities								
	5305410 · Telephone	1,230.65	2,100.00	(869.35)	58.60%	0.00	2,100.00	0.00%	
	5305415 · Cellular Phone	373.52	1,200.00	(826.48)	31.13%	(300.00)	900.00	-25.00%	
	5305417 · Internet - Fire Dept.	2,185.77	3,600.00	(1,414.23)	60.72%	0.00	3,600.00	0.00%	
	5305430 · Natural Gas	1,370.67	1,200.00	170.67	114.22%	300.00	1,500.00	25.00%	
	5305450 · Electricity	2,322.40	8,000.00	(5,677.60)	29.03%	0.00	8,000.00	0.00%	
	Total 5305400 · Utilities	7,483.01	16,100.00	(8,616.99)	46.48%	0.00	16,100.00	0.00%	
	5305500 · Repairs & Bldg Improvements								
	5305520 · Repairs - Building	1,114.45	4,500.00	(3,385.55)	24.77%	0.00	4,500.00	0.00%	
	5305540 · Repairs - Machinery & Equipment	13,105.92	19,000.00	(5,894.08)	68.98%	0.00	19,000.00	0.00%	
	5305545 · Repairs - Apparatus	4,548.87	12,000.00	(7,451.13)	37.91%	0.00	12,000.00	0.00%	
	5305550 · Repairs - Vehicles	226.13	3,500.00	(3,273.87)	6.46%	0.00	3,500.00	0.00%	
	Total 5305500 · Repairs & Bldg Improvements	18,995.37	39,000.00	(20,004.63)	48.71%	0.00	39,000.00	0.00%	
	5305600 · Insurance								

City of Ovilla General Fund  
Profit Loss Budget vs. Actual  
October 1,2012 thru April 30, 2013

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	5305610 · Insurance - Property	0.00	60.00	(60.00)	0.00%	(60.00)	0.00	-100.00%	
	5305620 · Insurance - Liability	5,609.75	6,500.00	(890.25)	86.30%	0.00	6,500.00	0.00%	
	5305640 · Insurance - Vehicle	7,324.50	10,000.00	(2,675.50)	73.25%	0.00	10,000.00	0.00%	
	Total 5305600 · Insurance	12,934.25	16,560.00	(3,625.75)	78.11%	(60.00)	16,500.00	-100.00%	
	5305700 · Other Expenses								
	5305705 · Postage	0.00	200.00	(200.00)	0.00%	0.00	200.00	0.00%	
	5305752 · Employment Screening	156.00	700.00	(544.00)	22.29%	0.00	700.00	0.00%	
	5305765 · Flags & Miscellaneous	0.00	0.00	0.00	0.00%	0.00	0.00	-100.00%	
	5305770 · Matching Fire Grant Expense	0.00	50.00	(50.00)	0.00%	(50.00)	0.00	-100.00%	
	Total 5305700 · Other Expenses	156.00	950.00	(794.00)	16.42%	(50.00)	900.00	-200.00%	
	5306400 · Minor Capital Outlay								
	5306440 · Machinery & Equipment	106.78	10,800.00	(10,693.22)	0.99%	14,400.00	25,200.00	133.33%	Proceeds from Sale of Fire Truck 14,400
	5306445 · Personal Protective Equipment	10,449.00	20,500.00	(10,051.00)	50.97%	(1,420.00)	19,080.00	-6.93%	
	Total 5306400 · Minor Capital Outlay	10,555.78	31,300.00	(20,744.22)	33.73%	12,980.00	44,280.00	126.41%	
	5307400 · Capitalized Assets								
	5307440 · Machinery & Equipment	0.00	0.00	0.00	0.00%	0.00	0.00	-100.00%	
	Total 5307400 · Capitalized Assets	0.00	0.00	0.00	0.00%	0.00	0.00	-100.00%	
	Total 30 · Fire	350,156.55	618,345.00	(268,188.45)	56.63%	14,400.00	632,745.00	2.33%	Difference due to proceeds from sale of Fire Truck
	40 · Community Services								
	5401100 · Salaries & Wages								
	5401135 · ACO/Code Enforcement Officer	20,200.95	34,200.00	(13,999.05)	59.07%	1,025.00	35,225.00	3.00%	Merit Raise
	5401180 · Merit Raises - Staff	0.00	1,025.00	(1,025.00)	0.00%	(1,025.00)	0.00	-100.00%	Distribute Merit Raise to Payroll Accounts
	5401190 · Overtime	0.00	150.00	(150.00)	0.00%	0.00	150.00	0.00%	
	Total 5401100 · Salaries & Wages	20,200.95	35,375.00	(15,174.05)	57.11%	0.00	35,375.00	-97.00%	

City of Ovilla General Fund  
Profit Loss Budget vs. Actual  
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	5402100 · Employee Benefits								
	5402110 · Group Insurance	2,450.00	5,440.00	(2,990.00)	45.04%	(1,200.00)	4,240.00	-22.06%	
	5402135 · TMRS	1,148.78	2,000.00	(851.22)	57.44%	0.00	2,000.00	0.00%	
	5402160 · Worker's Compensation	91.00	275.00	(184.00)	33.09%	(100.00)	175.00	-36.36%	
	5402170 · Payroll Taxes	333.12	550.00	(216.88)	60.57%	0.00	550.00	0.00%	
	5402190 · License	0.00	200.00	(200.00)	0.00%	0.00	200.00	0.00%	
	Total 5402100 · Employee Benefits	4,022.90	8,465.00	(4,442.10)	47.52%	(1,300.00)	7,165.00	-58.42%	
	5402300 · Contractual Services								
	5402315 · Contract Building Inspections	7,284.87	10,000.00	(2,735.13)	72.65%	4,000.00	14,000.00	40.00%	Increase due to new housing starts
	5402325 · Fire Inspections	0.00	600.00	(600.00)	0.00%	0.00	600.00	0.00%	
	5402370 · Impound Fees	405.00	2,000.00	(1,595.00)	20.25%	(600.00)	1,400.00	-30.00%	
	Total 5402300 · Contractual Services	7,689.87	12,600.00	(4,930.13)	92.90%	3,400.00	16,000.00	10.00%	
	5402500 · Operating Services								
	5402540 · Computer Maintenance	0.00	100.00	(100.00)	0.00%	0.00	100.00	0.00%	
	Total 5402500 · Operating Services	0.00	100.00	(100.00)	0.00%	0.00	100.00	0.00%	
	5402600 · Special Expenses								
	5402680 · Environmental Testing	0.00	0.00	0.00	0.00%	2,300.00	100.00	0.00%	
	5402685 · Clean up Day	0.00	100.00	(100.00)	0.00%	(100.00)	0.00	-100.00%	
	Total 5402600 · Special Expenses	0.00	100.00	(100.00)	0.00%	2,200.00	100.00	-100.00%	
	5403100 · General Supplies								
	5403110 · Office Supplies	25.99	35.00	(9.01)	74.26%	0.00	35.00	0.00%	
	5403120 · Animal Care	185.00	240.00	(55.00)	77.08%	100.00	340.00	41.67%	
	5403122 · Pet Supplies	218.67	200.00	18.67	109.34%	450.00	650.00	225.00%	
	5403140 · Uniforms	225.94	350.00	(124.06)	64.55%	0.00	350.00	0.00%	
	Total 5403100 · General Supplies	655.60	825.00	(169.40)	79.47%	550.00	1,375.00	266.67%	



City of Ovilla General Fund  
Profit Loss Budget vs. Actual  
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	5403400 - Maintenance Supplies & Parts								
	5403460 - Miscellaneous	0.00	100.00	(100.00)	0.00%	0.00	100.00	0.00%	
	Total 5403400 - Maintenance Supplies & Parts	0.00	100.00	(100.00)	0.00%	0.00	100.00	0.00%	
	5404200 - Travel Expenses								
	5404210 - Travel - Local	0.00	25.00	(25.00)	0.00%	0.00	25.00	0.00%	
	5404220 - Professional Development	153.33	200.00	(46.67)	76.67%	0.00	200.00	0.00%	
	5404270 - Vehicle Expenses	965.88	1,800.00	(834.12)	53.66%	0.00	1,800.00	0.00%	
	Total 5404200 - Travel Expenses	1,119.21	2,025.00	(905.79)	55.27%	0.00	2,025.00	0.00%	
	5405200 - Data Processing Expenses								
	5405230 - Data Proc. Maint. & Repairs	0.00	100.00	(100.00)	0.00%	0.00	100.00	0.00%	
	Total 5405200 - Data Process. Expenses	0.00	100.00	(100.00)	0.00%	0.00	100.00	0.00%	
	5405300 - Printing Expense								
	5405330 - Printing - Forms	0.00	150.00	(150.00)	0.00%	0.00	150.00	0.00%	
	Total 5405300 - Printing Expense	0.00	150.00	(150.00)	0.00%	0.00	150.00	0.00%	
	5405400 - Utilities								
	5405415 - Cellular Phone	249.37	700.00	(450.63)	35.62%	(150.00)	550.00	-21.43%	
	Total 5405400 - Utilities	249.37	700.00	(450.63)	35.62%	(150.00)	550.00	-21.43%	
	5405600 - Insurance								
	5405610 - Insurance Property	6.00	8.00	(2.00)	75.00%	0.00	8.00	0.00%	
	5405620 - Insurance - Liability	153.75	205.00	(51.25)	75.00%	0.00	205.00	0.00%	
	5405640 - Insurance - Vehicle	392.25	525.00	(132.75)	74.71%	0.00	525.00	0.00%	
	Total 5405600 - Insurance	552.00	738.00	(186.00)	74.71%	0.00	738.00	0.00%	
	5405700 - Miscellaneous								
	5405765 - Miscellaneous	65.00	100.00	(35.00)	65.00%	0.00	100.00	0.00%	
	Total 5405700 - Other Expenses	65.00	100.00	(35.00)	65.00%	0.00	100.00	0.00%	

City of Ovilla General Fund  
Profit Loss Budget vs. Actual  
October 1,2012 thru April 30, 2013

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	5406400 - Minor Capital Outlay								
	5406440 - Machinery & Equipment	0.00	826.00	(826.00)	0.00%	1,600.00	2,426.00	193.71%	
	Total 5406400 - Minor Capital Outlay	0.00	826.00	(826.00)	0.00%	1,600.00	2,426.00	193.71%	
	Total 40 - Community Services	34,534.90	62,204.00	(27,669.10)	55.52%	6,300.00	66,304.00	6.59%	Increase due to Inspections and Expense for Mosquito Testing
	45 - Solid Waste								
	5455400 - Utilities								
	5455465 - Solid waste Pickup (Garbage)	83,126.14	198,000.00	(114,873.86)	41.98%	2,327.00	200,327.00	1.17%	Increased Revenue 400480 to offset expense
	Total 5455400 - Utilities	83,126.14	198,000.00	(114,873.86)	41.98%	2,327.00	200,327.00	1.18%	
	Total 45 - Solid Waste	83,126.14	198,000.00	(114,873.86)	41.98%	2,327.00	200,327.00	1.17%	
	50 - Streets								
	5501400 - Support Staff								
	5501415 - Maintenance Crew	10,768.47	22,500.00	(11,731.53)	47.86%	(1,700.00)	20,800.00	-7.56%	
	5501480 - Merit Raises	0.00	700.00	(700.00)	0.00%	(700.00)	0.00	-100.00%	
	5501490 - Overtime	507.54	1,500.00	(992.46)	33.84%	0.00	1,500.00	0.00%	
	5501500 - Streets - On Call	150.00	750.00	(600.00)	20.00%	0.00	750.00	0.00%	
	Total 5501400 - Support Staff	11,426.01	25,450.00	(14,023.99)	44.90%	(2,400.00)	23,050.00	-107.56%	
	5502100 - Employee Benefits								
	5502110 - Group Insurance	2,715.36	5,440.00	(2,724.64)	49.92%	(400.00)	5,040.00	-7.35%	
	5502135 - TMRS	642.77	1,350.00	(707.23)	47.61%	(100.00)	1,250.00	-7.41%	
	5502160 - Worker's Compensation	1,633.25	1,745.00	(111.75)	93.60%	325.00	2,070.00	18.63%	
	5502170 - Payroll Taxes	165.68	375.00	(209.32)	44.18%	(50.00)	325.00	-13.33%	
	5502190 - License	0.00	122.00	(122.00)	0.00%	0.00	122.00	0.00%	
	Total 5502100 - Employee Benefits	5,157.06	9,032.00	(3,874.94)	57.10%	(225.00)	8,807.00	-9.47%	

City of Ovilla General Fund  
Profit Loss Budget vs. Actual  
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	5502200 - Special Services								
	5502260 - Engineering Fees	0.00	0.00	0.00	0.00%	0.00	0.00	-100.00%	
	5502280 - NCTCOG- SWMP Fees	2,425.00	6,250.00	(3,825.00)	38.80%	0.00	6,250.00	0.00%	
	Total 5502200 - Special Services	2,425.00	6,250.00	(3,825.00)	38.80%	0.00	6,250.00	-100.00%	
	5502600 - Special Expenses								
	5502620 - Emergency Clean Up	0.00	2,500.00	(2,500.00)	0.00%	0.00	2,500.00	0.00%	
	Total 5502600 - Special Expenses	0.00	2,500.00	(2,500.00)	0.00%	0.00	2,500.00	0.00%	
	5503100 - General Supplies								
	5503110 - Office Supplies	0.00	100.00	(100.00)	0.00%	0.00	100.00	0.00%	
	5503140 - Uniforms	223.68	400.00	(176.32)	55.92%	0.00	400.00	0.00%	
	Total 5503100 - General Supplies	223.68	500.00	(276.32)	44.74%	0.00	500.00	0.00%	
	5503400 - Maintenance Supplies & Parts								
	5503405 - Drainage Maintenance	0.00	500.00	(500.00)	0.00%	0.00	500.00	0.00%	
	5503420 - Supplies - Street Signs	853.38	2,000.00	(1,146.62)	42.67%	0.00	2,000.00	0.00%	
	5503460 - Miscellaneous	150.65	214.00	(63.35)	70.40%	0.00	214.00	0.00%	
	Total 5503400 - Maintenance Supplies & Parts	1,004.03	2,714.00	(1,709.97)	36.99%	0.00	2,714.00	0.00%	
	5504200 - Travel Expenses								
	5504220 - Professional Development	0.00	500.00	(500.00)	0.00%	0.00	500.00	0.00%	
	5504270 - Vehicle Expenses (Fuel)	2,339.84	6,000.00	(3,660.16)	39.00%	0.00	6,000.00	0.00%	
	Total 5504200 - Travel Expenses	2,339.84	6,500.00	(4,160.16)	36.00%	0.00	6,500.00	0.00%	
	5505300 - Printing Expense								
	5505350 - Printing-Other	0.00	300.00	(300.00)	0.00%	0.00	300.00	0.00%	
	Total 5505300 - Printing Expense	0.00	300.00	(300.00)	0.00%	0.00	300.00	0.00%	
	5505400 - Utilities								
	5505450 - Electricity	21,186.32	45,500.00	(24,313.68)	46.56%	0.00	45,500.00	0.00%	

City of Ovilla General Fund  
Profit Loss Budget vs. Actual  
October 1,2012 thru April 30, 2013

		Rev./Expend. For Oct 1,2012 Thru April 30, 2013	Budget 2012- 2013	Dollar Amount Over/(Under) Budget	% of Approved 2012-2013 Budget	Mid Year Budget Adjustment	Adjusted Total Mid-Year Budget	% of Increase/(Decrease) in Budget	Notes
	Total 5505400 - Utilities	21,186.32	45,500.00	(24,313.68)	46.56%	0.00	45,500.00	0.00%	
	5505500 - Repairs & Bldg Improvements								
	5505520 - Repairs - Building	0.00	1,000.00	(1,000.00)	0.00%	0.00	1,000.00	0.00%	
	5505540 - Repairs - Machinery & Equipment	1,450.17	3,000.00	(1,549.83)	48.34%	0.00	3,000.00	0.00%	
	5505550 - Repairs - Vehicles	1,022.72	2,500.00	(1,477.28)	40.91%	0.00	2,500.00	0.00%	
	5505560 - Repairs - Street Maint. & Repairs	14,961.37	50,000.00	(35,038.63)	29.32%	2,625.00	52,625.00	5.25%	Increase in Street Maint.
	5505565 - Repairs - Infrastructure Drainage	1,850.80	5,000.00	(3,149.20)	37.02%	0.00	5,000.00	0.00%	
	5505590 - Repairs - Other	299.22	1,500.00	(1,200.78)	19.95%	0.00	1,500.00	0.00%	
	Total 5505500 - Repairs & Bldg Improvements	19,584.28	63,000.00	(43,415.72)	31.09%	2,625.00	65,625.00	5.25%	
	5505600 - Insurance								
	5505610 - Insurance Property	79.00	100.00	(21.00)	79.00%	10.00	110.00	10.00%	
	5505620 - Insurance - Liability	735.75	1,000.00	(264.25)	73.58%	(10.00)	990.00	-1.00%	
	5505640 - Insurance - Vehicle	2,384.25	3,400.00	(1,015.75)	70.13%	0.00	3,400.00	0.00%	
	Total 5505600 - Insurance	3,199.00	4,500.00	(1,301.00)	71.09%	0.00	4,500.00	9.00%	
	5505700 - Other Expenses								
	5505752 -Employment Screening	100.00	100.00	0.00	100.00%	0.00	100.00	0.00%	
	Total 5505700 - Other Expenses	100.00	100.00	0.00	100.00%	0.00	100.00	0.00%	
	5506400 - Minor Capital Outlay								
	5506440 - Machinery & Equipment	988.94	8,100.00	(7,111.06)	12.21%	0.00	8,100.00	0.00%	
	5506445 - Personal Protective Equipment	234.77	300.00	(65.23)	78.26%	0.00	300.00	0.00%	
	5506490 - Other	32.17	500.00	(467.83)	6.43%	0.00	500.00	0.00%	
	Total 5506400 - Minor Capital Outlay	1,255.88	8,900.00	(7,644.12)	14.11%	0.00	8,900.00	0.00%	
	5507400 - Capitalized Assets								
	5507420 - Buildings	0.00	0.00	0.00	0.00%	0.00	0.00	-100.00%	
	5507440 - Machinery & Equipment	2,250.00	8,000.00	(5,750.00)	28.13%	0.00	8,000.00	0.00%	

City of Ovilla General Fund  
Profit Loss Budget vs. Actual  
October 1,2012 thru April 30, 2013

		Rev./Expend. For Oct 1,2012 Thru April 30, 2013	Budget 2012- 2013	Dollar Amount Over/(Under) Budget	% of Approved 2012-2013 Budget	Mid Year Budget Adjustment	Adjusted Total Mid-Year Budget	% of Increase/(Decrease) in Budget	Notes
	5507460 · Infrastructure	0.00	148,000.00	(148,000.00)	0.00%	0.00	148,000.00	0.00%	
	Total 5507400 · Capitalized Assets	2,250.00	156,000.00	(153,750.00)	1.44%	0.00	156,000.00	-100.00%	
	Total 50 · Streets	70,151.10	331,246.00	(261,094.90)	21.18%	0.00	331,246.00	0.00%	
	60 · Parks								
	5602400 · Rentals								
	5602490 · Rental - Other	1,257.42	2,900.00	(1,642.58)	43.36%	0.00	2,900.00	0.00%	
	Total 5602400 · Rentals	1,257.42	2,900.00	(1,642.58)	43.36%	0.00	2,900.00	0.00%	
	5602600 · Special Expenses								
	5602680 · Heritage Day	0.00	8,000.00	(8,000.00)	0.00%	0.00	8,000.00	0.00%	
	Total 5602600 · Special Expenses	0.00	8,000.00	(8,000.00)	0.00%	0.00	8,000.00	0.00%	
	5603400 · Maintenance Supplies & Parts								
	5603460 · Miscellaneous	0.00	250.00	(250.00)	0.00%	0.00	250.00	0.00%	
	Total 5603400 · Maintenance Supplies & Parts	0.00	250.00	(250.00)	0.00%	0.00	250.00	0.00%	
	5605400 · Utilities								
	5605450 · Electricity	3,803.45	9,000.00	(5,196.55)	42.26%	0.00	9,000.00	0.00%	
	Total 5605400 · Utilities	3,803.45	9,000.00	(5,196.55)	42.26%	0.00	9,000.00	0.00%	
	5605500 · Repairs & Bldg Improvements								
	5605520 · Repairs Building	322.35	500.00	(177.65)	64.47%	(175.00)	325.00	-35.00%	
	5605530 · Repairs - IMP other than Bldgs.	512.75	1,000.00	(487.25)	51.28%	0.00	1,000.00	0.00%	
	Total 5605500 · Repairs & Bldg Improvements	835.10	1,500.00	(664.90)	55.67%	(175.00)	1,325.00	-35.00%	
	5605600 · Insurance								
	5605610 · Insurance Property	39.50	160.00	(120.50)	24.69%	(75.00)	85.00	-46.88%	
	5605620 · Insurance Liability	34.50	50.00	(15.50)	69.00%	0.00	50.00	0.00%	
	Total 5605600 · Insurance	74.00	210.00	(136.00)	35.24%	(75.00)	135.00	-46.88%	
	5605700 · Other Expenses								

City of Ovilla General Fund  
Profit Loss Budget vs. Actual  
October 1,2012 thru April 30, 2013

		Rev./Expend. For Oct 1,2012 Thru April 30, 2013	Budget 2012- 2013	Dollar Amount Over/(Under) Budget	% of Approved 2012-2013 Budget	Mid Year Budget Adjustment	Adjusted Total Mid-Year Budget	% of Increase/(Decrease) in Budget	Notes
	5605765 - Miscellaneous	206.47	200.00	6.47	103.24%	200.00	400.00	100.00%	
	Total 5605700 - Other Expenses	206.47	200.00	6.47	103.24%	200.00	400.00	100.00%	
	5606400 - Minor Capital Outlay								
	5606410 - Land Improvements	252.25	500.00	(247.75)	50.45%	50.00	550.00	10.00%	
	5606440 - Machinery & Equip.	241.23	500.00	(258.77)	48.25%	0.00	500.00	0.00%	
	Total 5606400 - Minor Capital Outlay	493.48	1,000.00	(506.52)	49.35%	50.00	1,050.00	10.00%	
	5607400 - Capitalized Assets								
	5607440 - Machinery & Equipment	500.00	3,000.00	(2,500.00)	16.67%	0.00	3,000.00	0.00%	
	Total 5607400 - Capitalized Assets	500.00	3,000.00	(2,500.00)	16.67%	0.00	3,000.00	0.00%	
	Total 60 - Parks	7,169.92	26,060.00	(18,890.08)	27.51%	0.00	26,060.00	0.00%	
	Total Expense	1,101,682.53	2,324,531.00	(1,222,848.47)	47.39%	76,727.00	2,401,258.00	3.30%	
	Net Income	753,868.79	0.00	753,868.79	100.00%	0.00	0.00	-100.00%	

City of Ovilla Water Sewer Fund  
Mid-Year Budget Review  
Oct.1, 2012 Thru April 30, 2013

Income			Rev./Expend. for Oct 1, 2012 - April 30, 2013	Budget 2012- 2013	Dollar Amount Over/(Under) Budget	% of Approved 2012-2013 Budget	Mid Year Budget Adjustment	Adjusted Total Mid- Year Budget	% of Increase /(Decrease) in Budget	Notes
	4000400 - Charges for Services									
	4000460 - Water Sales		490,691.29	1,100,000.00	(609,308.71)	44.61%	(105,000.00)	995,000.00	-9.55%	Adjusted based on Revenue
	4000461 - Sewer Service		84,294.55	150,000.00	(65,705.45)	56.2%	0.00	150,000.00	0.00%	
	4000465 - Water & Sewer Penalties		10,442.75	19,000.00	(8,557.25)	54.96%	(1,000.00)	18,000.00	-5.26%	
	4000471 - Reconnect Fees		3,658.22	5,000.00	(1,341.78)	73.16%	0.00	5,000.00	0.00%	
	4000472 - Meters		575.00	0.00	575.00	100.0%	1,000.00	1,000.00	0.00%	
	4000473 - Connect Fees		1,025.00	2,000.00	(975.00)	51.25%	0.00	2,000.00	0.00%	
	4000478 - Infrastructure Improvement Fee		33,182.44	55,000.00	(21,817.56)	60.33%	0.00	55,000.00	0.00%	
	Total 4000400 - Charges for Services		623,869.25	1,331,000.00	(707,130.75)	46.87%	(105,000.00)	1,226,000.00	-14.81%	
	4000800 - Other Revenue									
	4000840 - Interest Earned		1,370.11	2,500.00	(1,129.89)	54.8%	0.00	2,500.00	0.00%	
	4000890 - Misc Other Revenue		2,500.00	5,000.00	(2,500.00)	50.0%	0.00	5,000.00	0.00%	
	Total 4000800 - Other Revenue		3,870.11	7,500.00	(3,629.89)	51.6%	0.00	7,500.00	0.00%	
Total Income			627,739.36	1,338,500.00	(710,760.64)	46.9%	(105,000.00)	1,233,500.00	-7.85%	
Gross Profit			627,739.36	1,338,500.00	(710,760.64)	46.9%	(105,000.00)	1,233,500.00	-7.85%	
Expense										
	70 - Administration									
	5701100 - Salaries & Wages									
	5701110 - City Administrator		4,888.84	21,220.00	(16,331.16)	23.04%	620.00	21,840.00	2.92%	Merit Raise
	5701115 - City Secretary		5,945.15	12,225.00	(6,279.85)	48.63%	77.00	12,302.00	0.63%	Merit Raise
	5701117 - Finance Accountant		6,887.51	12,500.00	(5,612.49)	53.5%	0.00	12,500.00	0.00%	Change Part-time Admin to Full-time
	5701120 - Part Time Admin. Support		1,111.25	2,550.00	(1,438.75)	43.58%	1,161.00	3,711.00	45.53%	Admin to Full-time
	5701130 - Public Works Director		27,315.70	46,150.00	(18,834.30)	59.19%	1,403.00	47,553.00	3.04%	Merit Raise Distribute Invent
	5701180 - Merit Raises Staff		0.00	2,100.00	(2,100.00)	0.0%	(2,100.00)	0.00	-100.00%	Merit Raise Raise to Payroll Accounts



**City of Ovilla Water Sewer Fund**  
**Mid-Year Budget Review**  
**Oct.1, 2012 Thru April 30, 2013**

			Rev./Expend. for Oct 1, 2012 - April 30, 2013	Budget 2012- 2013	Dollar Amount Over/(Under) Budget	% of Approved 2012-2013 Budget	Mid Year Budget Adjustment	Adjusted Total Mid- Year Budget	% of Increase /(Decrease) in Budget	Notes
		Total 5701100 - Salaries & Wages	45,948.45	96,745.00	(50,796.55)	47.49%	1,161.00	97,906.00	-47.88%	
		5702100 - Employee Benefits								
		5702110 - Group Insurance	3,167.92	5,440.00	(2,272.08)	58.23%	0.00	5,440.00	0.00%	
		5702135 - TWRS	1,546.94	2,700.00	(1,153.06)	57.29%	0.00	2,700.00	0.00%	
		5702170 - Payroll Taxes	399.08	800.00	(400.92)	49.89%	0.00	800.00	0.00%	
		Total 5702100 - Employee Benefits	5,113.94	8,940.00	(3,826.06)	57.2%	0.00	8,940.00	0.00%	
		5702200 - Special Services								
		5702230 - Legal Fees	0.00	1,382.00	(1,382.00)	0.0%	0.00	1,382.00	0.00%	
		5702240 - Audit	5,565.00	5,600.00	(35.00)	99.38%	(35.00)	5,565.00	-0.62%	
		5702250 - Accounting	0.00	1,500.00	(1,500.00)	0.0%	0.00	1,500.00	0.00%	
		Total 5702200 - Special Services	5,565.00	8,482.00	(2,917.00)	65.61%	(35.00)	8,447.00	-0.63%	
		5702300 - Contractual Services /Personnel								
		5702310 - Consultant Fees	0.00	5,000.00	(5,000.00)	0.0%	0.00	5,000.00	0.00%	
		Total 5702300 - Contractual Services /Personnel	0.00	5,000.00	(5,000.00)	0.0%	0.00	5,000.00	0.00%	
		5703100 - General Supplies								
		5703110 - Office Supplies	157.49	800.00	(642.51)	19.69%	(140.00)	660.00	-17.50%	
		Total 5703100 - General Supplies	157.49	800.00	(642.51)	19.69%	(140.00)	660.00	-17.50%	
		5703400 - Maintenance Supplies / Parts								
		5703410 - Supplies - Custodial	0.00	200.00	(200.00)	0.0%	0.00	200.00	0.00%	
		Total 5703400 - Maintenance Supplies / Parts	0.00	200.00	(200.00)	0.0%	0.00	200.00	0.00%	
		5704200 - Travel Expenses								
		5704210 - Travel - Local	0.00	200.00	(200.00)	0.0%	0.00	200.00	0.00%	
		5704220 - Professional Development	0.00	750.00	(750.00)	0.0%	0.00	750.00	0.00%	
		Total 5704200 - Travel Expenses	0.00	950.00	(950.00)	0.0%	0.00	950.00	0.00%	
		5705200 - Data Processing Expenses								
		5705240 - Data Processing - Software	0.00	1,000.00	(1,000.00)	0.0%	0.00	1,000.00	0.00%	

City of Ovilla Water Sewer Fund  
Mid-Year Budget Review  
Oct.1, 2012 Thru April 30, 2013

			Rev./Expend. for Oct 1, 2012 - April 30, 2013	Budget 2012- 2013	Dollar Amount Over/(Under) Budget	% of Approved 2012-2013 Budget	Mid Year Budget Adjustment	Adjusted Total Mid- Year Budget	% of Increase /(Decrease) in Budget	Notes
		Total 5705200 - Data Processing Expenses	0.00	1,000.00	(1,000.00)	0.0%	0.00	1,000.00	0.00%	
		5705300 - Printing Expense								
		5705350 - Printing - Other	0.00	250.00	(250.00)	0.0%	0.00	250.00	0.00%	
		Total 5705300 - Printing Expense	0.00	250.00	(250.00)	0.0%	0.00	250.00	0.00%	
		5705400 - Utilities								
		5705410 - Telephone	755.48	1,300.00	(544.52)	58.11%	0.00	1,300.00	0.00%	
		5705415 - Cellular Phone	222.87	1,100.00	(877.13)	20.26%	(650.00)	450.00	-89.09%	
		5705417 - Internet	464.91	800.00	(335.09)	58.11%	0.00	800.00	0.00%	
		5705450 - Electricity	0.00	0.00	0.00	0.0%	0.00	0.00	-100.00%	
		Total 5705400 - Utilities	1,443.26	3,200.00	(1,756.74)	45.1%	(650.00)	2,550.00	-159.09%	
		5705700 - Other Expenses								
		5705705 - Postage	4,653.40	6,000.00	(1,346.60)	77.56%	0.00	6,000.00	0.00%	
		5705740 - Advertising	0.00	500.00	(500.00)	0.0%	0.00	500.00	0.00%	
		5705760 - Bank Service Charge	72.00	250.00	(178.00)	28.8%	0.00	250.00	0.00%	
		5705765 - Miscellaneous	0.00	100.00	(100.00)	0.0%	0.00	100.00	0.00%	
		5705775 - Credit Card Trans. Fee	1,402.79	3,400.00	(1,997.21)	41.26%	(400.00)	3,000.00	-11.77%	
		Total 5705700 - Other Expenses	6,128.19	10,250.00	(4,121.81)	59.79%	(400.00)	9,850.00	-11.77%	
		5706400 - Minor Capital Outlay								
		5706440 - Machinery & Equipment	0.00	500.00	(500.00)	0.0%	0.00	500.00	0.00%	
		Total 5706400 - Minor Capital Outlay	0.00	500.00	(500.00)	0.0%	0.00	500.00	0.00%	
		5709000 - Reserve								
		5709215 - Transfer Out - General Fund	58,150.50	116,301.00	(58,150.50)	50.0%	0.00	116,301.00	0.00%	
		5709002 - Capital Improv. Water Reserve	0.00	84,000.00	(84,000.00)	0.0%	(82,000.00)	2,000.00	-97.62%	Deduction in Reserve to cover less Water Rev.
		5709003 - Capital Improv. Sewer Reserve	0.00	18,659.00	(18,659.00)	0.0%	(18,000.00)	659.00	-96.47%	Deduction in Reserve to cover less Water Rev.
		5709010 - Administrative Reserves	0.00	750.00	(750.00)	0.0%	0.00	750.00	0.00%	

City of Ovilla Water Sewer Fund  
Mid-Year Budget Review  
Oct.1, 2012 Thru April 30, 2013

			Rev./Expend. for Oct 1, 2012 - April 30, 2013	Budget 2012- 2013	Dollar Amount Over/(Under) Budget	% of Approved 2012-2013 Budget	Mid Year Budget Adjustment	Adjusted Total Mid- Year Budget	% of Increase (/Decrease) in Budget	Notes
		Total 5709000 - Reserve	58,150.50	219,710.00	(161,559.50)	50.0%	(100,000.00)	119,710.00	-194.09%	
	Total 70 - Administration		122,506.83	356,027.00	(233,520.17)	34.41%	(100,064.00)	255,963.00	-28.11%	
	75 - Water									
	5751100 - Salaries & Wages									
		5751133 - Superintendent	25,124.27	44,000.00	(18,875.73)	57.1%	1,350.00	45,350.00	3.07%	Merit Raise
		5751180 - Merit Raises - Staff	0.00	1,350.00	(1,350.00)	0.0%	(1,350.00)	0.00	-100.00%	Distribute Merit Raise to Payroll
	Total 5751100 - Salaries & Wages		25,124.27	45,350.00	-20,225.73	55.4%	0.00	45,350.00	-96.93%	
	5751400 - Support Salaries									
		5751405 - Support Staff	15,945.34	27,000.00	(11,054.66)	59.06%	796.00	27,796.00	2.95%	Merit Raise
		5751415 - Maintenance Crew	28,912.00	49,000.00	(20,088.00)	59.0%	1,454.00	50,454.00	2.97%	Merit Raise
		5751430 - Seasonal Crew	0.00	2,000.00	(2,000.00)	0.0%	0.00	2,000.00	0.00%	
		5751450 - Certification Pay	484.68	1,200.00	(715.32)	40.39%	0.00	1,200.00	0.00%	Distribute Merit Raise to Payroll
		5751480 - Merit Raises	0.00	2,250.00	(2,250.00)	0.0%	(2,250.00)	0.00	-100.00%	
		5751490 - Overtime	1,039.05	4,000.00	(2,960.95)	25.98%	0.00	4,000.00	0.00%	
		5751500 - Water - On Call	350.00	1,000.00	(650.00)	35.0%	0.00	1,000.00	0.00%	
	Total 5751400 - Support Salaries		46,731.07	86,450.00	-39,718.93	54.06%	0.00	86,450.00	-94.09%	
	5752100 - Employee Benefits									
		5752110 - Group Insurance	10,517.92	22,000.00	(11,482.08)	47.81%	(3,900.00)	18,100.00	-17.73%	Adjust Insurance
		5752135 - TWRS	4,317.84	7,000.00	(2,682.16)	61.68%	0.00	7,000.00	0.00%	
		5752160 - Worker's Compensation	1,588.00	2,800.00	(1,212.00)	56.71%	0.00	2,800.00	0.00%	
		5752170 - Payroll Taxes	1,217.85	2,000.00	(782.15)	60.89%	0.00	2,000.00	0.00%	
		5752190 - Licenses	0.00	222.00	(222.00)	0.0%	0.00	222.00	0.00%	
	Total 5752100 - Employee Benefits		17,641.61	34,022.00	(16,380.39)	51.85%	(3,900.00)	30,122.00	-17.73%	
	5752300 - Contractual Services/Personnel									
		5752350 - Contract Labor	0.00	1,500.00	(1,500.00)	0.0%	0.00	1,500.00	0.00%	
		5752380 - Dispatch	8,710.00	9,230.00	(520.00)	94.37%	(520.00)	8,710.00	-5.63%	

City of Ovilla Water Sewer Fund  
Mid-Year Budget Review  
Oct.1, 2012 Thru April 30, 2013

			Rev./Expend. for Oct 1, 2012 - April 30, 2013	Budget 2012- 2013	Dollar Amount Over/(Under) Budget	% of Approved 2012-2013 Budget	Mid Year Budget Adjustment	Adjusted Total Mid- Year Budget	% of Increase /(Decrease) in Budget	Notes
		Total 5752300 · Contractual Services/Personnel	8,710.00	10,730.00	(2,020.00)	81.17%	(520.00)	10,210.00	-5.63%	
		5752400 · Rentals								
		5752420 · Rental - Machinery & Equipment	99.35	500.00	(400.65)	19.87%	0.00	500.00	0.00%	
		5752490 · Rental - Other	0.00	200.00	(200.00)	0.0%	0.00	200.00	0.00%	
		Total 5752400 · Rentals	99.35	700.00	(600.65)	14.19%	0.00	700.00	0.00%	
		5752500 · Operating Services								
		5752580 · Water Testing	1,945.94	4,000.00	(2,054.06)	48.65%	0.00	4,000.00	0.00%	
		5752590 · TCEQ Fees	2,689.65	3,000.00	(310.35)	89.66%	(150.00)	2,850.00	-5.00%	
		Total 5752500 · Operating Services	4,635.59	7,000.00	(2,364.41)	66.22%	(150.00)	6,850.00	-5.00%	
		5753100 · General Supplies								
		5753140 · Uniforms	1,440.56	1,500.00	(59.44)	96.04%	0.00	1,500.00	0.00%	
		Total 5753100 · General Supplies	1,440.56	1,500.00	(59.44)	96.04%	0.00	1,500.00	0.00%	
		5753400 · Maintenance Supplies & Parts								
		5753460 · Miscellaneous	276.03	250.00	26.03	110.41%	0.00	250.00	0.00%	
		Total 5753400 · Maintenance Supplies & Parts	276.03	250.00	26.03	110.41%	0.00	250.00	0.00%	
		5754200 · Travel Expenses								
		5754220 · Professional Development	735.00	1,000.00	(265.00)	73.5%	0.00	1,000.00	0.00%	
		5754270 · Vehicle Expenses	4,027.80	9,000.00	(4,972.20)	44.75%	0.00	9,000.00	0.00%	
		Total 5754200 · Travel Expenses	4,762.80	10,000.00	(5,237.20)	47.63%	0.00	10,000.00	0.00%	
		5755200 · Data Processing Expenses								
		5755230 · Data Proc-Maintenance & Repairs	4,042.50	4,500.00	(457.50)	89.83%	0.00	4,500.00	0.00%	
		5755240 · Data Processing - Software	0.00	500.00	(500.00)	0.0%	0.00	500.00	0.00%	
		5755250 · Data Proc - Computer Repair	0.00	500.00	(500.00)	0.0%	0.00	500.00	0.00%	
		Total 5755200 · Data Processing Expenses	4,042.50	5,500.00	(1,457.50)	73.5%	0.00	5,500.00	0.00%	
		5755300 · Printing Expenses								
		5755310 · Copier Expense	1,314.00	2,700.00	(1,386.00)	48.67%	0.00	2,700.00	0.00%	

City of Ovilla Water Sewer Fund  
Mid-Year Budget Review  
Oct.1, 2012 Thru April 30, 2013

			Rev./Expend. for Oct 1, 2012 - April 30, 2013	Budget 2012- 2013	Dollar Amount Over/(Under) Budget	% of Approved 2012-2013 Budget	Mid Year Budget Adjustment	Adjusted Total Mid- Year Budget	% of Increase /(Decrease) in Budget	Notes
		5755350 - Printing - Other	0.00	1,500.00	(1,500.00)	0.0%	0.00	1,500.00	0.00%	
		Total 5755300 - Printing Expenses	1,314.00	4,200.00	(2,886.00)	31.29%	0.00	4,200.00	0.00%	
		5755400 - Utilities								
		5755415 - Cellular Phone	687.96	900.00	(212.04)	76.44%	400.00	1,300.00	44.44%	
		5755450 - Electricity	10,833.62	28,370.00	(17,536.38)	38.19%	0.00	28,370.00	0.00%	
		5755460 - Water, wholesale	123,977.92	375,000.00	(251,022.08)	33.06%	0.00	375,000.00	0.00%	
		Total 5755400 - Utilities	135,499.50	404,270.00	(268,770.50)	33.52%	400.00	404,670.00	44.44%	
		5755500 - Repairs & Building Improvements								
		5755540 - Repairs- Machinery & Equipment	716.18	8,000.00	(7,283.82)	8.95%	0.00	8,000.00	0.00%	
		5755550 - Repairs - Vehicles	1,032.96	2,000.00	(967.04)	51.65%	0.00	2,000.00	0.00%	
		5755570 - Inventory Expense	10,570.80	18,705.00	(8,134.20)	56.51%	0.00	18,705.00	0.00%	
		5755590 - Repairs - Other	1,136.29	4,601.00	(3,464.71)	24.7%	0.00	4,601.00	0.00%	
		Total 5755500 - Repairs & Building Improvements	13,456.23	33,306.00	(19,849.77)	40.4%	0.00	33,306.00	0.00%	
		5755600 - Insurance								
		5755610 - Insurance - Property	1,944.00	2,600.00	(656.00)	74.77%	0.00	2,600.00	0.00%	
		5755620 - Insurance - Liability	1,294.50	1,750.00	(455.50)	73.97%	0.00	1,750.00	0.00%	
		5755640 - Insurance - Vehicle	1,376.25	2,000.00	(623.75)	68.81%	(150.00)	1,850.00	-7.50%	
		Total 5755600 - Insurance	4,614.75	6,350.00	(1,735.25)	72.67%	(150.00)	6,200.00	-7.50%	
		5755700 - Other Expenses								
		5755752-Employment Screening	0.00	300.00	(300.00)	0.0%	0.00	300.00	0.00%	
		Total 5755700 - Other Expenses	0.00	300.00	(300.00)	0.0%	0.00	300.00	0.00%	
		5756400 - Minor Capital Outlay								
		5756440 - Machinery & Equipment	269.98	1,000.00	(730.02)	27.0%	(300.00)	700.00	-30.00%	
		5756490 - Other	595.72	500.00	95.72	119.14%	300.00	800.00	60.00%	
		Total 5756400 - Minor Capital Outlay	865.70	1,500.00	(634.30)	57.71%	0.00	1,500.00	30.00%	
		5757400 - Capitalized Assets								



**City of Ovilla Water Sewer Fund**  
**Mid-Year Budget Review**  
**Oct.1, 2012 Thru April 30, 2013**

		Rev./Expend. for Oct 1, 2012 - April 30, 2013	Budget 2012- 2013	Dollar Amount Over/(Under) Budget	% of Approved 2012-2013 Budget	Mid Year Budget Adjustment	Adjusted Total Mid- Year Budget	% of Increase /(Decrease) in Budget	Notes
	5802515 - Sardis Collection Expense	1,118.53	2,400.00	(1,281.47)	46.61%	(300.00)	2,100.00	-12.50%	
	5802590 - TCEQ Fees - Sewer	0.00	60.00	(60.00)	0.0%	0.00	60.00	0.00%	
	Total 5802500 - Operating Services	1,118.53	2,460.00	-1,341.47	45.47%	-300.00	2,160.00	-12.50%	
	5803100 - General Supplies								
	5803140 - Uniforms	834.71	1,000.00	(165.29)	83.47%	(73.00)	927.00	-7.30%	
	Total 5803100 General Supplies	834.71	1,000.00	-165.29	83.47%	-73.00	927.00	-7.30%	
	5803400 - Maintenance Supplies & Parts								
	5803460 - Miscellaneous	0.00	343.00	(343.00)	0.0%	0.00	343.00	0.00%	
	Total 5803400 - Maintenance Supplies & Parts	0.00	343.00	-343.00	0.0%	0.00	343.00	0.00%	
	5804200 - Travel Expenses								
	5804220 - Professional Development	355.23	500.00	(144.77)	71.05%	0.00	500.00	0.00%	
	5804270 - Vehicle Expense	831.50	1,600.00	(768.50)	51.97%	0.00	1,600.00	0.00%	
	Total 5804200 - Travel Expenses	1,186.73	2,100.00	(913.27)	56.51%	0.00	2,100.00	0.00%	
	5805400 - Utilities								
	5805450 - Electricity	1,258.89	3,300.00	(2,041.11)	38.15%	0.00	3,300.00	0.00%	
	5805463 - TRA Wastewater Treatment	22,506.00	41,000.00	(18,494.00)	54.89%	0.00	41,000.00	0.00%	
	Total 5805400 - Utilities	23,764.89	44,300.00	(20,535.11)	53.65%	0.00	44,300.00	0.00%	
	5805500 - Repairs & Bldg Improvements								
	5805510 - Repairs - Land Improvements	0.00	300.00	(300.00)	0.0%	0.00	300.00	0.00%	
	5805540 - Repairs- Machinery & Equip.	4,151.00	6,000.00	(1,849.00)	69.18%	1,500.00	7,500.00	25.00%	To Cover Repair of Pump
	5805570 - Inventory Expense	2,560.40	750.00	1,910.40	354.72%	2,000.00	2,750.00	266.67%	Move money to cover new pump & repair
	5805590 - Repairs - Other	321.09	5,000.00	(4,678.91)	6.42%	(4,381.00)	619.00	-87.62%	
	Total 5805500 - Repairs & Bldg Improvements	7,132.49	12,050.00	(4,917.51)	59.19%	(881.00)	11,169.00	204.05%	
	5805600 - Insurance								
	5805610 - Insurance - Property	40.50	100.00	(59.50)	40.5%	(45.00)	55.00	-45.00%	



City of Ovilla Water Sewer Fund  
Mid-Year Budget Review  
Oct.1, 2012 Thru April 30, 2013

			Rev./Expend. for Oct 1, 2012 - April 30, 2013	Budget 2012- 2013	Dollar Amount Over/(Under) Budget	% of Approved 2012-2013 Budget	Mid Year Budget Adjustment	Adjusted Total Mid- Year Budget	% of Increase /(Decrease) in Budget	Notes
			251.25	335.00	(83.75)	75.0%	0.00	335.00	0.00%	
		5805620 - Insurance - Liability								
		5805640 - Insurance - Vehicle	28.50	50.00	(21.50)	57.0%	(12.00)	38.00	-24.00%	
		Total 5805600 - Insurance	320.25	485.00	(164.75)	66.03%	(57.00)	428.00	-69.00%	
		5805700 - Other Expenses								
		5805752- Employment Screening	0.00	200.00	(200.00)	0.0%	0.00	200.00	0.00%	
		Total 5805700 - Other Expenses	0.00	200.00	(200.00)	0.0%	0.00	200.00	0.00%	
		5807400 - Capitalized Assets								
		5807440- Machinery & Equipment	6,349.00	7,250.00	(901.00)	87.57%	1,552.00	8,802.00	21.41%	New pump needed for Cumberland lift Station
		Total 5807400 - Capitalized Assets	6,349.00	7,250.00	(901.00)	87.57%	1,552.00	8,802.00	0.06%	
	Total 80 - Sewer		95,486.98	162,435.00	-66,948.02	58.79%	-680.00	161,755.00	-0.42%	
	Total Expense		568,512.77	1,338,500.00	(769,987.23)	42.47%	(105,064.00)	1,233,436.00	-7.85%	
	Net Income		59,226.59	0.00	59,226.59	100.0%	64.00	64.00	0.00%	

**Ovilla Debt Service**

## Profit & Loss Budget vs. Actual

October 1, 2012 through April 30, 2013

[illegible]



City of Omaha - Park Impact Fund									
2012-2013 Budget vs. Actual									
October 1, 2012 through April 30, 2013									
		Expenditures Oct. 1, 2012 thru April 30, 2013	Approved 2012-2013 Budget	Dollar Amount (Over)/Under Budget	% of Approved 2012-2013 Budget	Mid-Year Budget Adjustment	Final Adjusted Mid-Year Budget	% of Increase/ (Decrease) in Budget	Notes & Adjustments
Income									
	4000400 - Charges for Services								
	4000460 - Park Impact	1,672.60	1,300.00	372.60	128.66%	1,042.00	2,342.00	80.15%	Increase in Building Permits
	Total 4000400 - Charges for Services	1,672.60	1,300.00	372.60	128.66%	1,042.00	2,342.00	80.15%	
	4000800 - Other Revenue								
	4000840 - Interest Earned	14.71	15.00	(0.29)	98.07%	15.00	30.00	100.0%	
	4000900 - Reduction of Fund Balance	0.00	2,185.00	(2,185.00)	0.0%	(1,057.00)	1,128.00	(48.38%)	
	Total 4000800 - Other Revenue	14.71	2,200.00	(2,185.29)	0.67%	(1,042.00)	1,158.00	(47.36%)	
Total Income		1,687.31	3,500.00	(1,812.69)	48.21%	0.00	3,500.00	0.0%	
Expense									
	5606400 - Minor Capital Outlay								
	5606410 - Land Improvements	0.00	500.00	(500.00)	0.0%	0.00	500.00	0.0%	
	5606440 - Machinery and Equipment	0.00	0.00	0.00	0.0%	0.00	0.00	(100.0%)	
	5606490 - Other	0.00	0.00	0.00	0.0%	0.00	0.00	(100.0%)	
	Total 5606400 - Minor Capital Outlay	0.00	500.00	(500.00)	0.0%	0.00	500.00	0.0%	
	5607400 - Capitalized Assets								
	5607440 - Capital Machinery & Equipment	3,000.00	3,000.00	0.00	100.0%	0.00	3,000.00	0.0%	
	Total 5607400 - Capitalized Assets	3,000.00	3,000.00	0.00	100.0%	0.00	3,000.00	0.0%	
	5609000 - Reserves								
	5609035 - Park Impact Reserves	0.00	0.00	0.00	0.0%	0.00	0.00	(100.0%)	
	Total 5609000 - Reserves	0.00	0.00	0.00	0.0%	0.00	0.00	(1.00)	
Total Expense		3,000.00	3,500.00	(500.00)	85.71%	0.00	3,500.00	(1.00)	
Net Income		(1,312.69)	0.00	(1,312.69)	100.0%	0.00	0.00	(100.0%)	

Ovba W&S Impact Fee Fund									
Fiscal Year 2012 Budget VS. Actual									
October 1, 2012 through April 30, 2013									
		Expenditures Oct. 1st 2012 thru April 30, 2013	Approved 2012-2013 Budget	Dollar Amount (Over)/Under Budget	% of Approved 2012-2013 Budget	Mid-Year Budget Adjustment	Final Adjusted Mid- Year Budget	% of Increase/ (Decrease) in Budget	Notes & Adjustments
Income									
	4000400 - Charges for Services								
	4000476 - Water Impact Fee	1,879.00	1,105.00	774.00	170.05%	774.00	1,879.00	70.05%	
	4000477 - Sewer Impact Fee	87.00	0.00	87.00	100.0%	174.00	174.00	0.0%	
	4000400 - Charges for Services - Other	0.00	0.00	0.00	0.0%	0.00	0.00	(100.0%)	
	Total 4000400 - Charges for Services	1,966.00	1,105.00	861.00	177.92%	948.00	2,053.00	85.79%	
	4000800 - Other Revenue								
	4000840 - Interest Earned	100.89	150.00	(49.11)	67.26%	0.00	150.00	0.0%	
	4000845 - Interest Earned - Sewer	0.00	0.00	0.00	0.0%	0.00	0.00	(100.0%)	
	4000880 - Transfer In - Water Impact	0.00	0.00	0.00	0.0%	0.00	0.00	(100.0%)	
	4000885 - Transfer In - Sewer Impact	0.00	0.00	0.00	0.0%	0.00	0.00	(100.0%)	
	4000890 - Miscellaneous Other Revenue	0.00	0.00	0.00	0.0%	0.00	0.00	(100.0%)	
	4000990 - Reduction in Fund Balance	0.00	15,700.00	(15,700.00)	0.0%	(2,203.00)	13,497.00	(14.03%)	
	4000800 - Other Revenue - Other	0.00	0.00	0.00	0.0%	0.00	0.00	(100.0%)	
	Total 4000800 - Other Revenue	100.89	15,850.00	(15,749.11)	0.64%	(2,203.00)	13,647.00	(13.9%)	
Total Income		2,066.89	16,955.00	(14,888.11)	12.19%	(1,255.00)	15,700.00	(7.4%)	
Expense									
	5102300 - Contractual Services								
	5102310 - Consultant Fees	12,738.28	15,700.00	(2,961.72)	81.14%	0.00	15,700.00	0.0%	
	Total 5102300 - Contractual Services	12,738.28	15,700.00	(2,961.72)	81.14%	0.00	15,700.00	0.00	
	5755500 - Repairs								
	5755560 Repairs - Water Lines	0.00	0.00	0.00	0.0%	0.00	0.00	(100.0%)	
	Total - 5755500 - Repairs	0.00	0.00	0.00	0.0%	0.00	0.00	(1.00)	
	5851100 - Salaries	0.00	0.00	0.00	0.0%	0.00	0.00	(100.0%)	
	5857400 - Capitalized Assets								
	5857430 - Improv other than Buildings	0.00	0.00	0.00	0.0%	0.00	0.00	(100.0%)	
	5857470 - Water Lines	0.00	0.00	0.00	0.0%	0.00	0.00	(100.0%)	
	5857480 - Sewer Lines	0.00	0.00	0.00	0.0%	0.00	0.00	(100.0%)	
	5857400 - Capitalized Assets - Other	0.00	0.00	0.00	0.0%	0.00	0.00	(100.0%)	
	Total 5857400 - Capitalized Assets	0.00	0.00	0.00	0.0%	0.00	0.00	(100.0%)	
	5859000 - Reserves								
	5859020 - Water Impact Fees Reserve	0.00	1,205.00	(1,205.00)	0.0%	(1,205.00)	0.00	(100.0%)	
	5859030 - Sewer Impact Fees Reserve	0.00	50.00	(50.00)	0.0%	(50.00)	0.00	(100.0%)	
	5859000 - Reserves - Other	0.00	0.00	0.00	0.0%	0.00	0.00	(100.0%)	
	Total 5859000 - Reserves	0.00	1,255.00	(1,255.00)	0.0%	(1,255.00)	0.00	(100.0%)	
Total Expense		12,738.28	16,955.00	(4,216.72)	75.13%	(1,255.00)	15,700.00	(7.4%)	
Net Income		(10,671.39)	0.00	(10,671.39)	1.00	0.00	0.00	0.00	



Ovilla Municipal Development District  
October 1, 2012 through April 30, 2013

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04/30/12  
Accrual Basis

		<u>Expenditures</u> <u>Oct. 1, 2012</u> <u>thru April 30,</u> <u>2013</u>	<u>Approved</u> <u>2012-2013</u> <u>Budget</u>	<u>Dollar Amount</u> <u>(Over)/Under</u> <u>Budget</u>	<u>% of</u> <u>Approved</u> <u>2012-2013</u> <u>Budget</u>	<u>Mid-Year</u> <u>Budget</u> <u>Adjustment</u>	<u>Final</u> <u>Adjusted Mid-</u> <u>Year Budget</u>	<u>% of</u> <u>Increase/</u> <u>(Decrease)</u> <u>in Budget</u>	<u>Notes &amp;</u> <u>Adjustments</u>
	Income								
	4000100 - Taxes								
	4000120 - Sales tax	14,122.53	20,000.00	(5,877.47)	70.61%	4,000.00	24,000.00	20.0%	Increase in Sales Tax Rev.
	Total 4000100 - Taxes	14,122.53	20,000.00	(5,877.47)	70.61%	4,000.00	24,000.00	20.0%	
	4000800 - Other Revenue								
	4000840 - Interest Income	47.03	20.00	27.03	235.15%	100.00	120.00	500.0%	
	Total 4000800 - Other Revenue	47.03	20.00	27.03	235.15%	100.00	120.00	500.0%	
	Total Income	14,169.56	20,020.00	(5,850.44)	70.78%	4,100.00	24,120.00	20.48%	
	Expense								
	9102200 - Special Services								
	9102230 - Legal Fees	0.00	250.00	(250.00)	0.0%	0.00	250.00	0.0%	
	9102240 - Audit	1,590.00	1,600.00	(10.00)	99.38%	0.00	1,600.00	0.0%	
	9102250 - Accounting	0.00	250.00	(250.00)	0.0%	0.00	250.00	0.0%	
	Total 9102200 - Special Services	1,590.00	2,100.00	(510.00)	75.71%	0.00	2,100.00	0.00	
	9102300 - Consultant Services								
	9102310 - Consultant Fees	0.00	500.00	(500.00)	0.0%	0.00	500.00	0.0%	
	Total 9102300 - Consultant Services	0.00	500.00	(500.00)	0.0%	0.00	500.00	0.00	
	9103100 - General Supplies								
	9103110 - Office Supplies	0.00	100.00	(100.00)	0.0%	0.00	100.00	0.0%	
	Total 9103100 - General Supplies	0.00	100.00	(100.00)	0.0%	0.00	100.00	0.00	
	9104200 - Travel Expense								
	9104220 - Professional Development	0.00	250.00	(250.00)	0.0%	0.00	250.00	0.0%	
	Total 9104200 - Travel Expense	0.00	250.00	(250.00)	0.0%	0.00	250.00	0.00	
	9105600 - Insurance								



Ovilla Municipal Development District  
 October 1, 2012 through April 30, 2013

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 04/30/12  
 Accrual Basis

		<u>Expenditures</u> <u>Oct. 1, 2012</u> <u>thru April 30,</u> <u>2013</u>	<u>Approved</u> <u>2012-2013</u> <u>Budget</u>	<u>Dollar Amount</u> <u>(Over)/Under</u> <u>Budget</u>	<u>% of</u> <u>Approved</u> <u>2012-2013</u> <u>Budget</u>	<u>Mid-Year</u> <u>Budget</u> <u>Adjustment</u>	<u>Final</u> <u>Adjusted Mid-</u> <u>Year Budget</u>	<u>% of</u> <u>Increase/</u> <u>(Decrease)</u> <u>in Budget</u>	<u>Notes &amp;</u> <u>Adjustments</u>
	9105620 - Insurance - Liability	216.75	200.00	16.75	108.38%	89.00	289.00	44.5%	
	Total 9105600 - Insurance	216.75	200.00	16.75	108.38%	89.00	289.00	44.5%	
	9105700 - Other Expenses								
	9105705 - Postage	0.00	25.00	(25.00)	0.0%	0.00	25.00	0.0%	
	Total 9105700 - Other Expenses	0.00	25.00	(25.00)	0.0%	0.00	25.00	0.0%	
	9109000 - Reserves								
	9109015 - Administrative Reserves	0.00	16,345.00	(16,345.00)	0.0%	4,011.00	20,356.00	24.54%	Increase in Sales Tax Rev.
	9109215 - Transfer out-General Fund	0.00	500.00	(500.00)	0.0%	0.00	500.00	0.0%	
	Total 9109000 - Reserves	0.00	16,845.00	(16,845.00)	0.0%	4,011.00	20,856.00	0.25	
	Total Expense	1,806.75	20,020.00	(18,213.25)	9.03%	4,100.00	24,120.00	0.69	
	Net Income	12,362.81	0.00	12,362.81	100.0%	0.00	0.00	(100.0%)	

Fire Dept. Auxiliary Fund  
October 1, 2012 Thru April 30, 2013

		Expenditures Oct. 1, 2012 thru April 30, 2013	Approved 2012- 2013 Budget	Dollar Amount (Over)/Under Budget	% of Approved 2012-2013 Budget	Mid-Year Budget Adjustment	Final Adjusted Mid-Year Budget	% of Increase/ (Decrease) In Budget	Notes & Adjustments
	Income								
	4000800 - Other Revenue								
	4000815 - Gifts	1,240.00	1,500.00	(260.00)	82.67%	0.00	1,500.00	0.0%	
	4000830 - Vending Machines	57.00	1,000.00	(943.00)	5.7%	(800.00)	200.00	(80.0%)	
	4000870 - Reimbursement	0.00	0.00	0.00	0.0%	0.00	0.00	(100.0%)	
	4000880 - Transfer In	0.00	5,750.00	(5,750.00)	0.0%	800.00	6,550.00	13.91%	To Record Add'l Rev. needed from Reserves to cover Expenses
	4000890 - Miscellaneous Other Revenue	0.00	0.00	0.00	0.0%	0.00	0.00	(100.0%)	
	4000800 - Other Revenue - Other	0.00	0.00	0.00	0.0%	0.00	0.00	(100.0%)	
	Total 4000800 - Other Revenue	1,297.00	8,250.00	(6,953.00)	15.72%	0.00	8,250.00	0.0%	
	Total Income	1,297.00	8,250.00	(6,953.00)	15.72%	0.00	8,250.00	0.0%	
	Expense								
	5332100 - Employee Benefits								
	5332196 - Membership Dues	0.00	100.00	(100.00)	0.0%	0.00	100.00	0.0%	
	5332100 - Employee Benefits - Other	0.00	0.00	0.00	0.0%	0.00	0.00	(100.0%)	
	Total 5332100 - Employee Benefits	0.00	100.00	(100.00)	0.0%	0.00	100.00	0.0%	
	5333400 - Maintenance Supplies and Parts								
	5333410 - Supplies - Custodial	0.00	0.00	0.00	0.0%	0.00	0.00	(100.0%)	
	5333460 - Supplies - Miscellaneous	487.86	3,000.00	(2,512.14)	16.26%	(2,000.00)	1,000.00	(66.67%)	
	5333400 - Maintenance Supplies and Parts - Other	0.00	0.00	0.00	0.0%	0.00	0.00	(100.0%)	
	Total 5333400 - Maintenance Supplies and Parts	487.86	3,000.00	(2,512.14)	16.26%	(2,000.00)	1,000.00	(66.67%)	
	5334200 - Travel Expenses								
	5334220 - Professional Development	0.00	150.00	(150.00)	0.0%	0.00	150.00	0.0%	
	5334230 - In-house Professional Development	0.00	0.00	0.00	0.0%	0.00	0.00	(100.0%)	
	5334200 - Travel Expenses - Other	0.00	0.00	0.00	0.0%	0.00	0.00	(100.0%)	
	Total 5334200 - Travel Expenses	0.00	150.00	(150.00)	0.0%	0.00	150.00	0.0%	
	5335500 - Repairs and Bldg Improvements								

Fire Dept. Auxiliary Fund  
October 1, 2012 Thru April 30, 2013

		Expenditures Oct. 1, 2012 thru April 30, 2013	Approved 2012- 2013 Budget	Dollar Amount (Over)/Under Budget	% of Approved 2012-2013 Budget	Mid-Year Budget Adjustment	Final Adjusted Mid-Year Budget	% of Increase/ (Decrease) in Budget	Notes & Adjustments
	5335540 - Repairs - Machinery & Equipment	0.00	0.00	0.00	0.0%	0.00	0.00	(100.0%)	
	5335550 - Repairs - Vehicle	0.00		0.00	0.0%	0.00	0.00	(100.0%)	
	5335500 - Repairs and Bldg Improvements - Other	0.00	0.00	0.00	0.0%	0.00	0.00	(100.0%)	
	Total 5335500 - Repairs and Bldg Improvements	0.00	0.00	0.00	0.0%	0.00	0.00	(100.0%)	
	5335700 - Other Expense								
	5335705 - Postage	0.00	0.00	0.00	0.0%	0.00	0.00	(100.0%)	
	5335735 - Official Functions	416.00	3,000.00	(2,584.00)	13.87%	(1,500.00)	1,500.00	(50.0%)	
	5335765 - Miscellaneous	713.89	2,000.00	(1,286.11)	35.7%	0.00	2,000.00	0.0%	
	5335700 - Other Expense - Other	0.00	0.00	0.00	0.0%	0.00	0.00	(100.0%)	
	Total 5335700 - Other Expense	1,129.89	5,000.00	(3,870.11)	22.6%	(1,500.00)	3,500.00	(30.0%)	
	5336400 - Minor Capital Outlay								
	5336440 - Machinery & Equipment	0.00	0.00	0.00	0.0%	3,500.00	3,500.00	0.0%	Add'l. Funds to purchase Radio Equip.
	5336400 - Minor Capital Outlay - Other	0.00	0.00	0.00	0.0%	0.00	0.00	(100.0%)	
	Total 5336400 - Minor Capital Outlay	0.00	0.00	0.00	0.0%	3,500.00	3,500.00	0.0%	
	5339000 - Reserve								
	5339010 - Admin Reserves	0.00	0.00	0.00	0.0%	(800.00)	(800.00)	0.0%	
	5339000 - Reserve - Other	0.00	0.00	0.00	0.0%	0.00	0.00	(100.0%)	
	Total 5339000 - Reserve	0.00	0.00	0.00	0.0%	0.00	0.00	(100.0%)	
	66900 - Reconciliation Discrepancies	0.00	0.00	0.00	0.0%	0.00	0.00	(100.0%)	
	Total Expense	1,617.75	8,250.00	(6,632.25)	19.61%	0.00	8,250.00	0.0%	
	Net Income	(320.75)	0.00	(320.75)	100.0%	0.00	0.00	(100.0%)	

Ovilla Police Department Special Fund									
Profit & Loss Budget vs. Actual									
October 1, 2012 through April 30, 2013									
		Expenditures Oct. 1, 2012 thru April 30, 2013	Approved 2012-2013 Budget	Dollar Amount (Over)/Under Budget	% of Approved 2012-2013 Budget	Mid-Year Budget Adjustment	Final Adjusted Mid-Year Budget	% of Increase/ (Decrease) in Budget	Notes & Adjustments
Income									
	4000800 • Other Revenue								
	4000815 • Gifts	14,000.61	8,000.00	6,000.61	175.01%	6,000.00	14,000.00	75.0%	
	4000816 • National Night Out	0.00	0.00	0.00	0.0%	0.00	0.00	(100.0%)	
	Total 4000800 • Other Revenue	14,000.61	8,000.00	6,000.61	175.01%	6,000.00	14,000.00	75.0%	
Total Income		14,000.61	8,000.00	6,000.61	175.01%	6,000.00	14,000.00	75.0%	
Expense									
	5232600 • Special Expenses								
	5232675 • National Night Out	0.00	0.00	0.00	0.0%	0.00	0.00	(100.0%)	
	5232600 - Special Expenses Other	568.59	2,265.00	(1,696.41)	25.1%	0.00	2,265.00	0.0%	
	Total 5232600 • Special Expenses	568.59	2,265.00	(1,696.41)	25.1%	0.00	2,265.00	(1.00)	
	5235500 • Repairs and Bldg Improvements								
	5235540 • Repairs - Machinery & Equipment	0.00	100.00	(100.00)	0.0%	0.00	100.00	0.0%	
	Total 5235500 • Repairs and Bldg Improvements	0.00	100.00	(100.00)	0.0%	0.00	100.00	0.0%	
	5235700 • Other Expense								
	5235735 • Official Functions	0.00	500.00	(500.00)	0.0%	500.00	1,000.00	100.0%	
	5235765 • Miscellaneous	0.00	0.00	0.00	0.0%	0.00	0.00	(100.0%)	
	Total 5235700 • Other Expense	0.00	500.00	(500.00)	0.0%	500.00	1,000.00	100.0%	
	5236400 • Minor Capital Outlay								
	5236440 • Machinery and Equipment	2,060.00	1,800.00	260.00	114.44%	3,000.00	4,800.00	166.67%	Purchase camera's for Police Officers
	Total 5236400 • Minor Capital Outlay	2,060.00	1,800.00	260.00	114.44%	3,000.00	4,800.00	166.67%	
	5239000- Reserves								
	5239010-Administrative Reserves	0.00	3,335.00	(3,335.00)	0.0%	2,500.00	5,835.00	74.96%	
	Total 5239000 - Reserves	0.00	3,335.00	(3,335.00)	0.0%	2,500.00	5,835.00	0.75	
Total Expense		2,628.59	8,000.00	(5,371.41)	32.86%	6,000.00	14,000.00	2.42	
Net Income		11,372.02	0.00	11,372.02	100.0%	0.00	0.00	(100.0%)	



# **Ovilla Fire Department**

## **Communications Plan**

## **Communications Plan**

### **Background:**

In approximately 2010 the cities of Ovilla, Midlothian and Red Oak received a radio infrastructure grant to build an interoperable system to improve communications in the response area. Which includes the cities of Ovilla, Midlothian and Red Oak, all of these cities are capable of switching to the new analog system. The system has been under several tests by communication vendors, fire and police. What has been discovered is that the current and "new analog" system will be inferior to the digital technology the system is capable of operating. The digital signal will increase the signal strength in the city as well as the dispatch area. The following cities have received grants and or have purchased the P25/ digital capable radios that are needed to operate on the digital signal.

Ovilla Fire (3 mobile 6 portable 2012)

Ovilla Police

Midlothian Fire

Midlothian Police

Red Oak Fire

Red Oak Police

All of the three police departments have switched to the digital signal. Ovilla Fire has been working towards purchasing the needed equipment. Midlothian Fire and Red Oak Fire have purchased the equipment to receive the digital signal.

### **Current situation:**

- The Ovilla Fire Department is not currently P25 compliant. (FCC recommendation)
- Ovilla Fire Department has purchased 3 of the 13 needed mobile radios.
- Ovilla Fire Department has purchased 6 of the 22 needed portable radios

**Plan:**

**Phase I (Mid-Year FY 2012-2013)**

In this phase we will purchase six mobile radios and nine portables.

At the completion of Phase I we will be able to change to the analog/digital system.

Cost \$20,690.40

**Recommended funding:**

\$14,400.00 from the sale of 1991 rehab apparatus

\$2935.28 from Ovilla Fire auxiliary account

\$3355.12 from FY 2012-2013 budget (Machinery)

**Phase II (FY 2013-2014)**

In this phase we will purchase the remaining four mobile radios and seven portables.

At the completion of Phase II we will be P25 compliant and analog/digital capable.

Cost \$14,727.24

**Recommend funding:**

FY 2013-2014 Budget

**Summary:**

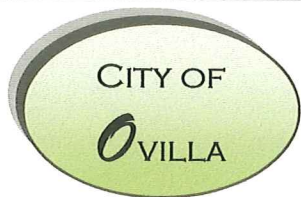
Due to the safety aspect of emergency communications this is much needed. We have not been able to identify any current communication grants. After completion of phase two we will have something that the City of Ovilla has not had in the past and that is a back up to the primary communication system. We will then also be interoperable with our own police department.

Thank You,

Phillip Brancato

Asst Fire Chief





## AGENDA ITEM REPORT

### EXECUTIVE SESSION (City Secretary use only)

Meeting Date: June 10, 2013

Department: Administration

☐ Discussion ☒ Action

Budgeted Expense: ☐ YES ☐ NO ☒ N/A

Submitted by: -

<b>Attachments:</b>
I. N/A
<b>Agenda Item / Topic:</b>
<p>Closed Meeting called pursuant to Texas Government Code Section 551.074 – Personnel Matters</p> <p><b>ITEM 5. DISCUSSION/ACTION</b> – Deliberate the procedures and timeline for the transition from the duties of interim City Administrator to the permanent City Administrator.</p> <p><b>COUNCIL WILL RECONVENE INTO OPEN SESSION, AND TAKE ACTION NECESSARY PURSUANT TO EXECUTIVE SESSION, IF NEEDED.</b></p>
<b>Discussion / Justification:</b>
<b>Recommendation / Staff Comments:</b>
<b>Sample Motion(s):</b>
<p><b>"I MAKE A MOTION THAT COUNCIL . . . "</b></p>