

# City of *OVILLA* City Council

Rachel Huber, Place One  
Dean Oberg, Place Two

Richard Dormier, Mayor  
David Griffin, Place Three, Mayor Pro Tem

Doug Hunt, Place Four  
Michael Myers, Place Five

Monday, June 14, 2021

105 S. Cockrell Hill Road, Ovilla, TX 75154  
6:30 P.M.

Council Chamber Room

## AGENDA

NOTICE is hereby given of a Regular Meeting of the City Council of the City of Ovilla, to be held on Monday, June 14, 2021 at 6:30 P.M. via Zoom, for the purpose of considering the following items:

### SUPPLEMENTAL NOTICE OF MEETING BY TELEPHONE CONFERENCE:

In accordance with order of the Office of the Governor, the City Council of the CITY OF OVILLA will conduct the meeting scheduled at 6:30 PM, Monday, June 14, 2021 by Zoom/Teleconference in order to advance the public health goal of limiting face-to-face meetings (also called "social distancing") to slow the spread of the Coronavirus (COVID-19).

The public toll-free dial-in number to participate in the telephonic meeting is:

Telephone: 1-346-248-7799 Meeting ID: 969 5834 4388

If you would like to join the meeting with your computer, tablet, or smartphone:

<https://zoom.us/j/96958344388>

#### I. CALL TO ORDER

- Invocation – led by PL2 Dean Oberg
- US. Pledge of Allegiance and TX Pledge – led by PL3 David Griffin

#### II. COMMENTS, PRESENTATIONS, ANNOUNCEMENTS, PROCLAMATIONS

- PRESENTATIONS - Welcoming Plaques for our recent established businesses in Town
  - Legacy Nutrition – 713 W. Main Street
  - Snow Place Like Home – 713 W. Main Street
  - Tiverton Bakery – 839 E. Main Street
  - Cup of Alaska – 696 W. Main Street
  - Bella Rose – 702 W. Main Street
  - Ovilla Barber Shop – 700 W. Main Street #2
  - Village Counseling and Consulting, PLLC – 700 W. Main Street

- Representative to give presentation on Smart Earth Technologies Radio Read System

#### III. CITIZENS COMMENTS

#### IV. CONSENT AGENDA

The following items may be acted upon in one motion. No separate discussion or action is necessary unless requested by a Council Member, in which event those items will be pulled from the consent agenda for individual consideration on the regular agenda during this meeting.

- C1. Financial Transactions over \$5000
- C2. Municipal buildings cleaning agreement (authorize CM to sign)
- C3. Emergency Repair to Bent Tree Aerial Sewer Line
- C4. Ellis County Emergency Management Plan update
- C5. Armstrong Forensic Laboratory, Inc. Agreement
- C6. Minutes of the Regular City Council Meeting April 12, 2021
- C7. Minutes of the Regular City Council Meeting May 10, 2021
- C8. Minutes of the Special Council Workshop May 27, 2021

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## IV. REGULAR AGENDA

- ITEM 1. **DISCUSSION/ACTION** – Consideration of and action on Resolution R2021-07 accepting the annual financial audit report for the year ended September 30, 2020, prepared by BKD CPAs and Advisors.
- ITEM 2. **DISCUSSION/ACTION** – Receive recommendation from the Planning and Zoning Commission to consider and act on a site plan application submitted by Ovilla Road Baptist Church/Ovilla Christian School, located at 3251 Ovilla Road, Ovilla, Ellis County Texas.
- ITEM 3. **DISCUSSION/ACTION** – Consideration of and action on a Meritorious Exception, as permitted by Chapter 3, Section 3.06.012 in the Ovilla Code of Ordinances, filed by Cowtown Graphics & Signs, representative of the Ovilla Road Baptist Church 3251 Ovilla Road, Texas to place a new non-illuminated sign at the same location of 3251 Ovilla Road, Ovilla, TX., authorizing the City Manager to execute said permit.
- ITEM 4. **DISCUSSION/ACTION** – Consideration of and action on a request submitted by Dee A. and Mattie Raven to rotate the property front for the construction of a residential dwelling on Block 2, Lot 4, more commonly known as 106 Brookwood Court, Brookwood Estates, Ellis County, Ovilla, TX 75154 to face Cockrell Hill Road.
- ITEM 5. **DISCUSSION/ACTION** – Consideration of and action on the authorization of payment to TCAP/GEXA Energy ancillary recovery fees from the February 2021 winter storm freeze disaster.
- ITEM 6. **DISCUSSION/ACTION** – Consideration of and action on Ordinance No. 2021-11 of the City of Ovilla, Texas, amending Chapter 10 (subdivision regulation), Article 10.02, Division 3 (plat requirements and procedures); providing a requirement of plats prior to the issuance of permits and construction of improvements; providing a savings clause; providing a severance clause; providing for publication; and providing an effective date.
- ITEM 7. **DISCUSSION/ACTION** – Consideration of and action on Resolution R2021-08 for the full city opening and operations, and whether to continue virtual and/or teleconference public meetings after the opening of the city municipality.
- ITEM 8. **DISCUSSION/ACTION** – Consideration of and action to approve a proposed Budget Calendar for Fiscal Year 2021-2022 budget preparations.
- ITEM 9. **DISCUSSION/ACTION** – Consideration of and action on Ordinance No. 2021-12 of the City of Ovilla, Texas, repealing Chapter 1, Article 1.09, Division 4, of the Code of Ordinances of the City of Ovilla, dissolving the Park Board; providing a savings clause; providing a severance clause; providing for immediate effect; and providing for publication.
- ITEM 10. **DISCUSSION/ACTION** – Receive staff and recommendation from the Board Review Committee to consider and act on a volunteer board appointment to fill a vacancy to serve an open term on the Municipal Development District (MDD) Board of Directors.
- ITEM 11. **DISCUSSION/ACTION** – Receive recommendation from the Board Review Committee to consider and act on a volunteer board appointment to fill a vacancy to serve an open term on the Planning and Zoning Commission.



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- ITEM 12. **DISCUSSION/ACTION** – Consideration of and action to determine if Council is interested in the sale of and with any restrictions of .504-acre, Block 4, Lot 8, Brookwood Addition 2, “Water-Well lot”, directing staff to work with legal counsel.
- ITEM 13. **DISCUSSION/ACTION** – Consideration of and action to authorize the city manager to approve a contract with a licensed real estate appraiser to obtain a formal fair market value on the City property of .504-acre, Block 4, Lot 8, Brookwood Addition 2, “Water-Well lot”, Ovilla, Ellis County, Texas 75154.
- ITEM 14. **DISCUSSION/ACTION** – Consideration of and action to determine the use restrictions of 708 W. Main Street, directing staff to work with legal counsel for the preparation of sale.
- ITEM 15. **DISCUSSION/ACTION** – Consideration of and action to authorize the city manager to approve a contract with a licensed real estate appraiser to obtain a formal fair market value on the City property of 708 W. Main Street, Ovilla, Ellis County, Texas 75154.
- ITEM 16. **DISCUSSION/ACTION** – Consideration of and action on 2021 Heritage Day Committee appointments to facilitate plans of the 2021 Heritage Day Celebration and festivities.
- ITEM 17. **DISCUSSION/ACTION** – Consideration of any item(s) pulled from the Consent Agenda for individual consideration and action.

## **STAFF REPORTS**

- **Department Activity Reports / Discussion**
  - Police Department Chief B. Windham
  - Fire Department Chief B. Kennedy
  - Public Works Departments Public Works Director J. Kuykendall
    - 1. Construction/Development
    - 2. Water/wastewater
    - 3. Streets
    - 4. Parks
    - 5. Monthly Code/Animal Control Reports
  - Administration
    - 1. Financials (non-reconciled) Finance Director Sharon Jungman
      - a) Monthly Municipal Court Report
      - b) UB Cut-Off May 2021
    - 2. Administration Reports City Manager P. Woodall  
City Secretary G. Miller

## **V. EXECUTIVE SESSION**

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

### **A. *Convene into Executive Session.***

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

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ITEM 1. DISCUSSION/ACTION – Deliberate the appointment, employment, evaluation, reassignment and/or duties of the Chief of Police.

B. Reconvene into Regular (Open) Session

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

## VIII. ADJOURNMENT

THIS IS TO CERTIFY THAT A COPY OF THE NOTICE OF the June 14, 2021 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 11th day of June 2021 prior to 6:00 p.m., in compliance with Chapter 551, Texas Government Code.

  
G Miller, City Secretary

DATE OF POSTING: JUNE 11, 21 TIME: 3:30 am/pm  
DATE TAKEN DOWN: \_\_\_\_\_ TIME: \_\_\_\_\_ am/pm



PLEASE SILENCE ALL CELL PHONES & OTHER ELECTRONIC EQUIPMENT WHILE THE CITY COUNCIL MEETING IS IN SESSION.

*A recording of the meeting will be made and will be available to the public in accordance with the Open Meetings Act upon written request*

06.14.2021

## Consent Item(s) C1 – C8

To  
Honorable Mayor  
and Council

From  
Staff

CC  
Applicable  
Departments

### BACKGROUND AND JUSTIFICATION:

**C1. Financial Transactions over \$5000**

These are transactions from October 1, 2020 thru April 30, 2021

**STAFF RECOMMENDATION:** Staff recommends approval

**C2. Municipal Buildings Cleaning agreement**

This is the agreement for cleaning service for the Municipal buildings

**STAFF RECOMMENDATION:** Staff recommends approval

**C3. Emergency Repair to Bent Tree Aerial Sewer Line**

**STAFF RECOMMENDATION:** Staff recommends approval

**C4. Ellis County Emergency Management Plan update**

**STAFF RECOMMENDATION:** Staff recommends approval

**C5. Armstrong Forensic Laboratory, Inc.**

This is an agreement for classification of drug testing.

**STAFF RECOMMENDATION:** Staff recommends approval

**C6. Minutes of the Regular City Council Meeting April 12, 2021**

**STAFF RECOMMENDATION:** Staff recommends approval.

**C7. Minutes of the Regular City Council Meeting May 10, 2021**

**STAFF RECOMMENDATION:** Staff recommends approval.

**C8. Minutes of the Special City Council Meeting May 27, 2021**

**STAFF RECOMMENDATION:** Staff recommends approval.

City of Ovilla

Tel 972-617-7262

105 S. Cockrell Hill Road  
Ovilla, Texas 75154

[www.cityofovilla.org](http://www.cityofovilla.org)





**Date: June 14, 2021**

**To: Honorable Mayor and Council Members**

**Subject: Transactions over \$5,000 From  
October 1, 2020 thru  
April 30, 2021**

**From:**

**Sharon Jungman – Finance Director**



City of Ovilla  
Transaction Detail Report  
10/1/2020 - 4/30/2021

6/1/2021 4:55 PM

**100 - General Fund**

**Account 100-10-52250**

Post Date	Transaction Date	Source	Check #	Line Description	Debit	Credit	Balance
12/11/2020	12/11/2020	AP Invoice		FY2020 Reconciliations	5,925.00	0.00	5,925.00
Total					<u>5,925.00</u>	<u>0.00</u>	

**100 - General Fund**

**Account 100-20-52380**

Post Date	Transaction Date	Source	Check #	Line Description	Debit	Credit	Balance
10/9/2020	10/9/2020	AP Invoice		Semi Annual Dispatch	20,475.00	0.00	20,475.00
4/23/2021	4/23/2021	AP Invoice		Communications Contract 4/1/21-9/30/21	20,475.00	0.00	40,950.00
Total					<u>40,950.00</u>	<u>0.00</u>	

**100 - General Fund**

**Account 100-20-52390**

Post Date	Transaction Date	Source	Check #	Line Description	Debit	Credit	Balance
11/25/2020	11/25/2020	AP Invoice		SRRG/SRT annual Membership	8,250.00	0.00	8,250.00
Total					<u>8,250.00</u>	<u>0.00</u>	

**100 - General Fund**

**Account 100-20-55240**

Post Date	Transaction Date	Source	Check #	Line Description	Debit	Credit	Balance
10/2/2020	10/2/2020	AP Invoice		Crimes Software For FY21	16,500.00	0.00	16,500.00
Total					<u>16,500.00</u>	<u>0.00</u>	

**100 - General Fund**

**Account 100-2311000**

Post Date	Transaction Date	Source	Check #	Line Description	Debit	Credit	Balance
10/16/2020	10/16/2020	AP Invoice		TMRS-Employer 10/10/2020	5,128.00	0.00	(5,329.38)
10/29/2020	10/29/2020	AP Invoice		TMRS-Employer 10/24/2020	5,429.09	0.00	(10,758.47)
11/24/2020	11/24/2020	AP Invoice		TMRS-Employer 11/21/2020	5,188.19	0.00	(15,946.66)
12/11/2020	12/11/2020	AP Invoice		TMRS-Employer 12/5/2020	5,238.72	0.00	(21,185.38)
12/22/2020	12/22/2020	AP Invoice		TMRS-Employer 12/19/2020	5,008.80	0.00	(26,194.18)
1/7/2021	1/7/2021	AP Invoice		TMRS-Employer 1/2/2021	5,108.42	0.00	(31,302.60)
2/19/2021	2/19/2021	AP Invoice		TMRS-Employer 2/13/2021	5,177.55	0.00	(36,480.15)
3/2/2021	3/2/2021	AP Invoice		TMRS-Employer 2/27/2021	5,574.88	0.00	(42,055.03)
4/15/2021	4/15/2021	AP Invoice		TMRS-Employer 4/10/2021	5,165.78	0.00	(47,220.81)
Total					<u>47,019.43</u>	<u>0.00</u>	

**100 - General Fund**

**Account 100-2311500**

Post Date	Transaction Date	Source	Check #	Line Description	Debit	Credit	Balance
10/16/2020	10/16/2020	AP Invoice		Federal Withholding 10/10/2020	5,287.26	0.00	(10,728.19)

10/29/2020	10/29/2020	AP Invoice	Federal Withholding 10/24/2020	5,935.92	0.00	(16,664.11)
11/13/2020	11/13/2020	AP Invoice	Federal Withholding 11/7/2020	5,148.28	0.00	(21,812.39)
11/24/2020	11/24/2020	AP Invoice	Federal Withholding 11/21/2020	5,627.08	0.00	(27,439.47)
12/11/2020	12/11/2020	AP Invoice	Federal Withholding 12/5/2020	5,654.41	0.00	(33,093.88)
12/22/2020	12/22/2020	AP Invoice	Federal Withholding 12/19/2020	5,130.67	0.00	(38,224.55)
1/7/2021	1/7/2021	AP Invoice	Federal Withholding 1/2/2021	5,363.95	0.00	(43,588.50)
1/22/2021	1/22/2021	AP Invoice	Federal Withholding 1/16/2021	5,131.77	0.00	(48,720.27)
2/4/2021	2/4/2021	AP Invoice	Federal Withholding 1/30/2021	5,380.20	0.00	(54,100.47)
2/19/2021	2/19/2021	AP Invoice	Federal Withholding 2/13/2021	5,646.42	0.00	(59,746.89)
3/2/2021	3/2/2021	AP Invoice	Federal Withholding 2/27/2021	7,102.71	0.00	(66,849.60)
3/18/2021	3/18/2021	AP Invoice	Federal Withholding 3/13/2021	5,105.58	0.00	(71,955.18)
4/15/2021	4/15/2021	AP Invoice	Federal Withholding 4/10/2021	5,282.07	0.00	(77,237.25)
4/28/2021	4/28/2021	AP Invoice	Federal Withholding 4/24/2021	5,146.36	0.00	(82,383.61)
Total				76,942.68	0.00	

**100 - General Fund**

**Account 100-2312150**

Post Date	Transaction Date	Source	Check #	Line Description	Debit	Credit	Balance
1/7/2021	1/7/2021	AP Invoice		ER PD BCBS 1/2/2021	9,972.08	0.00	(9,972.08)
2/4/2021	2/4/2021	AP Invoice		ER PD BCBS 1/30/2021	11,258.80	0.00	(21,230.88)
3/2/2021	3/2/2021	AP Invoice		ER PD BCBS 2/27/2021	11,258.80	0.00	(32,489.68)
3/31/2021	3/31/2021	AP Invoice		ER PD BCBS 3/27/2021	11,258.80	0.00	(43,748.48)
Total					43,748.48	0.00	

**100 - General Fund**

**Account 100-30-52385**

Post Date	Transaction Date	Source	Check #	Line Description	Debit	Credit	Balance
2/1/2021	2/1/2021	AP Invoice		EMS Services for Oct-Dec. 2020	15,889.75	0.00	15,889.75
3/31/2021	3/31/2021	AP Invoice		EMS FOR EMERGENCY MEDICAL TRANSPOR	15,889.75	0.00	31,779.50
4/15/2021	4/15/2021	AP Invoice		EMS FOR EMERGENCY MEDICAL TRANSPOR	15,889.75	0.00	47,669.25
Total					47,669.25	0.00	

**100 - General Fund**

**Account 100-30-53415**

Post Date	Transaction Date	Source	Check #	Line Description	Debit	Credit	Balance
12/23/2020	12/23/2020	AP Invoice		Life Pack 15 Plus Accessories	37,787.54	0.00	37,787.54
12/23/2020	12/23/2020	AP Invoice		Chest Compression Device & Accessories	15,138.58	0.00	52,926.12
12/29/2020	12/29/2020	AP Invoice		AED	10,455.00	0.00	63,381.12
12/30/2020	12/30/2020	AP Invoice		Access, for Life Pak and AED	7,592.92	0.00	70,974.04
2/11/2021	2/11/2021	AP Invoice		Parts for Life Pak 15	7,200.00	0.00	78,174.04
Total					78,174.04	0.00	

**100 - General Fund**

**Account 100-30-55545**

Post Date	Transaction Date	Source	Check #	Line Description	Debit	Credit	Balance
11/13/2020	11/13/2020	AP Invoice		E-702 -Pump Drain , warning Lights, Rear f	10,485.07	0.00	10,485.07

4/15/2021	4/15/2021	AP Invoice		REPAIRS TO BRUSH TRUCK 702	10,298.74	0.00	20,783.81
Total					20,783.81	0.00	

**100 - General Fund**

**Account 100-30-56445**

Post Date	Transaction Date	Source	Check #	Line Description	Debit	Credit	Balance
2/1/2021	2/1/2021	AP Invoice		20 sets of Bunker Gear	41,977.80	0.00	41,977.80
Total					41,977.80	0.00	

**100 - General Fund**

**Account 100-45-55465**

Post Date	Transaction Date	Source	Check #	Line Description	Debit	Credit	Balance
11/6/2020	11/6/2020	AP Invoice		Trash Service for October	23,002.34	0.00	23,002.34
12/11/2020	12/11/2020	AP Invoice		Waste Disposal for November	22,987.73	0.00	45,990.07
1/7/2021	1/7/2021	AP Invoice		Trash collection for December 2020	22,900.07	0.00	68,890.14
2/11/2021	2/11/2021	AP Invoice		Trash collection for January 2021	23,388.48	0.00	92,278.62
3/5/2021	3/5/2021	AP Invoice		Trash collection for February 2021	23,403.41	0.00	115,682.03
4/15/2021	4/15/2021	AP Invoice		Trash Collection for March 2021	23,418.34	0.00	139,100.37
Total					139,100.37	0.00	

**100 - General Fund**

**Account 100-50-57463**

Post Date	Transaction Date	Source	Check #	Line Description	Debit	Credit	Balance
10/30/2020	10/30/2020	AP Invoice		Water Street Bridge Progress Billing #1	103,233.00	0.00	103,233.00
2/5/2021	2/5/2021	AP Invoice		Construct Redi-Rock Retaining Wall for Wat	99,764.42	0.00	202,997.42
Total					202,997.42	0.00	

**200 - Water And Utilities Fund**

**Account 200-75-53425**

Post Date	Transaction Date	Source	Check #	Line Description	Debit	Credit	Balance
4/23/2021	4/23/2021	AP Invoice		Emergency Disaster Winter Storm 2021	5,465.00	0.00	5,465.00
Total					5,465.00	0.00	

**200 - Water And Utilities Fund**

**Account 200-75-55460**

Post Date	Transaction Date	Source	Check #	Line Description	Debit	Credit	Balance
11/13/2020	11/13/2020	AP Invoice		Water purchase for 10-1 to 10-29-20	39,858.92	0.00	39,858.92
12/18/2020	12/18/2020	AP Invoice		Water Purchase for 10-30 to 12-1	35,640.91	0.00	75,499.83
2/1/2021	2/1/2021	AP Invoice		Water Purchase 12/2 to 12/29/20	27,731.02	0.00	103,230.85
2/25/2021	2/25/2021	AP Invoice		Water Purchase for 12-30 to 2/2/21	28,440.66	0.00	131,671.51
4/15/2021	4/15/2021	AP Invoice		WATER PURCHASE 3/5/20 - 3/30/21	23,422.37	0.00	155,093.88
4/15/2021	4/15/2021	AP Invoice		WATER PURCHASE 2/3/20 - 3/4/21	26,484.19	0.00	181,578.07
Total					181,578.07	0.00	

**200 - Water And Utilities Fund**

**Account 200-80-55463**

Post Date	Transaction Date	Source	Check #	Line Description	Debit	Credit	Balance
10/2/2020	10/2/2020	AP Invoice		Sewer Service for October	14,065.00	0.00	14,065.00

10/16/2020	10/16/2020	AP Invoice		Sewer Treatment for November	14,065.00	0.00	28,130.00
12/11/2020	12/11/2020	AP Invoice		Waste Disposal for December	33,066.00	0.00	61,196.00
12/18/2020	12/18/2020	AP Invoice		Waste Disposal for January	33,066.00	0.00	94,262.00
2/1/2021	2/1/2021	AP Invoice		Sewage Treatment for Feb. 2021	33,066.00	0.00	127,328.00
2/25/2021	2/25/2021	AP Invoice		Sewage Treatment for March 2021	33,066.00	0.00	160,394.00
4/15/2021	4/15/2021	AP Invoice		O&M WATER TREATMENT FOR MAY 2021	33,066.00	0.00	193,460.00
4/15/2021	4/15/2021	AP Invoice		O&M WATER TREATMENT	33,066.00	0.00	226,526.00
					Total	226,526.00	0.00

#### 200 - Water And Utilities Fund

#### Account 200-80-57440

Post Date	Transaction Date	Source	Check #	Line Description	Debit	Credit	Balance
1/7/2021	1/7/2021	AP Invoice		Aluminum Build a Box - safety box 6x6x6	8,973.00	0.00	8,973.00
					Total	8,973.00	0.00

#### 200 - Water And Utilities Fund

#### Account 200-80-57450

Post Date	Transaction Date	Source	Check #	Line Description	Debit	Credit	Balance
3/11/2021	3/11/2021	AP Invoice		2021 GMC Double Cab Pickup 2500 VIN #4	32,325.20	0.00	32,325.20
					Total	32,325.20	0.00

#### 400 - Debt Service Fund

#### Account 400-15-57940

Post Date	Transaction Date	Source	Check #	Line Description	Debit	Credit	Balance
2/19/2021	2/19/2021	AP Invoice		Bond Interest Pmt.	75,000.00	0.00	75,000.00
					Total	75,000.00	0.00

#### 500 - Municipal Development District Fund

#### Account 500-10-9109216

Post Date	Transaction Date	Source	Check #	Line Description	Debit	Credit	Balance
10/30/2020	10/30/2020	AP Invoice		Progress Billing #1 on City Hall Parking Lot	52,426.80	0.00	52,426.80
12/3/2020	12/3/2020	AP Invoice		City Hall Parking Lot Progress Billing #2	99,675.00	0.00	152,101.80
2/5/2021	2/5/2021	AP Invoice		City Hall Parking Final Bill less Retainage	46,150.85	0.00	198,252.65
3/31/2021	3/31/2021	AP Invoice		CITY HALL PARKING LOT PROJECT FINAL R	10,618.35	0.00	208,871.00
4/30/2021	4/30/2021	AP Invoice		PEDESTRIAN CROSSING SIGNS	6,526.75	0.00	215,397.75
					Total	215,397.75	0.00



## **JANITORIAL SERVICES AGREEMENT**

This Janitorial Services Agreement (herein "Agreement") is made and entered into by and between the CITY OF OVILLA, TEXAS, a Texas general law municipality (herein the "City"), and INTEGRITY FACILITY SOLUTIONS (herein the "Company").

### **W I T N E S S E T H**

WHEREAS, the City desires to obtain janitorial services from the Company; and

WHEREAS, the Company represents that it is qualified and capable of performing the services set forth herein and is willing to enter into this Agreement with the City to perform such services.

**NOW, THEREFORE**, in consideration of the premises and covenants and conditions herein, the City and the Company agree as follows:

### **I. SCOPE, DESCRIPTION AND SCHEDULE OF SERVICES**

The scope and description of services to be rendered by Company are set forth in "Exhibit A" attached hereto and incorporated herein for all purposes.

### **II. TERM**

The term of this Agreement will be for a one (1) year from the date of City's execution hereof. This Agreement may be extended for years two (2) and three (3) if the City and Company agree and if the City issues a notice of intent to renew at least thirty (30) days prior to the expiration date of term.

### **III. QUALITY OF SERVICE**

The Company shall be responsible for the professional quality, technical accuracy, timely completion and coordination of services furnished by the Company and its agents, servants, employees and contractors under this Agreement.

### **IV. LIABILITY NOT RELIEVED BY ACCEPTANCE**

Approval or acceptance by the City of the services performed by the Company hereunder shall not in any way relieve the Company of responsibility for the any technical accuracy or quality of the Company's work. The City's review, approval or acceptance of, or payment for, any of the Company's goods or services shall not be construed to operate as a

## **JANITORIAL SERVICES AGREEMENT**

waiver of any of the City's rights under this Agreement or any cause of action arising out of the performance of this Agreement.

### **V. EQUIPMENT, SUPPLIES AND MATERIALS**

The Company will provide all necessary equipment, supplies and materials required to perform its services under this Agreement. Such equipment supplies and materials shall be subject to approval by the City. The Company is responsible for keeping its equipment safe and operable at all times.

The City will supply electrical power, hot and cold water, hand soap for designated dispensers, toilet paper, paper towels, bags for soiled sanitary napkins and in-office receptacle plastic bags used for the collection of trash. The Company must maintain a record of the supplies used from the City's stock inventory. The Company will provide all other cleaning materials and supplies for the satisfactory cleaning of the City's facilities. All cleaning products shall be compatible with the building materials. Compatibility shall be determined by the manufacturer's recommendations and approved by the City. No additional charges shall be made for these items.

### **VI. QUALITY CONTROL PROGRAM**

The Company will be expected to maintain a quality control program. The City may require the Company to submit a draft quality control plan ("QCP") for review and approval prior to the start of this Agreement or anytime during the term of the Agreement. The QCP shall be a system for identifying and correcting deficiencies in the quality of services before the level of performance becomes unacceptable and/or the City's designated representative points out the deficiencies. The Company shall perform QCP inspections, outside of facility operating hours, no less than weekly for each facility serviced. The Company's QCP records shall be available and open for the City's review at all times. Copies of all quality control inspection reports completed by the Company shall be provided to the City on a regular basis. Services that do not meet the requirements of the City shall be corrected within two (2) days.

### **VII. PERSONNEL QUALIFICATIONS**

The Company shall have and maintain an active, experienced, trained, competent and reliable supervisor dedicated to the City facilities to supervise the janitorial services provided hereunder; and the supervisor shall be authorized to represent and act for the Company. All supervisors must be fluent in English and have an intimate knowledge of the various cleaning tasks, equipment and materials so as to be able to maintain and control an effective quality control program.

## **JANITORIAL SERVICES AGREEMENT**

All of Company's employees must pass a criminal background check and must be able to meet the requirements stipulated with the United States Department of Justice Employment Eligibility Verification Form (I-9).

Employees are required to wear clean company uniforms and display company picture identification badges while on City premises to clearly identify themselves as employees of the Company.

### **VIII. SCHEDULING AND ACCESS TO BUILDINGS**

Access to the buildings shall be as directed by the City. Company's employees are not to be accompanied in their work areas on the premises by any other person (adult or minor) unless said persons are authorized Company employees. The Company shall be responsible for all persons admitted to the City facilities by the Company, its officers, agents or employees. The Company must establish procedures to ensure that all City facilities are secured as required by the City.

The Company shall schedule all required services so as not to interfere with City operations. In any facility that is not occupied twenty-four/seven (24/7), Company's services shall be performed accomplished during non-use hours. Normally, work will not begin prior to 5:00 pm, Monday through Friday.

**THE USE, ALTERATION OF TAMPERING OF ANY ELECTRONIC EQUIPMENT, AUDIO-VISUAL EQUIPMENT, CITY WIFI OR INTERNET, OR SECURITY MONITORING EQUIPMENT OF THE CITY BY COMPANY OR ANY PERSON ACTING ON BEHALF OF THE COMPANY IS STRICTLY PROHIBITED AND SHALL SUBJECT COMPANY TO TERMINATION AND POSSIBLE CRIMINAL PROSECUTION OF ANYONE VIOLATING THE THIS PROVISION.**

### **IX. COMPENSATION**

The compensation to be paid to the Company shall be \$15,615 and paid to Company within thirty (30) days of receipt of Company's invoice.

### **X. TERMINATION**

Either party may cancel or terminate this Agreement upon thirty (30) days' written

## **JANITORIAL SERVICES AGREEMENT**

notice to the other party with the provision and understanding that immediately upon receipt of notice of such cancellation all work and labor then in progress shall be completed at the compensation rate provided under this Agreement, unless otherwise agreed to by the parties, and further provided that the Company shall be compensated in accordance with the terms of this Agreement for all work satisfactorily accomplished and provided to City prior to the receipt of notice of such termination.

### **XI. INDEMNIFICATION AND INSURANCE**

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

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

- A. Commercial General Liability insurance with combined single limits of not less than \$1,000,000.00; and
- B. Automobile Liability insurance providing coverage for owned, non-owned, hired and leased vehicles of Company with combined single limits for injury or damage in anyone (1) accident of \$1,000,000.00; and
- C. Statutory workers' compensation and employers' liability insurance as required by state law.

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



## **JANITORIAL SERVICES AGREEMENT**

Certificates of insurance verifying each of the above conditions and providing for thirty (30) days' prior written notice of cancellation or reduced coverage shall be submitted to the City within thirty (30) days of the execution of this Agreement.

### **XII. INDEPENDENT CONTRACTOR**

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

### **XIII. NOTICES**

All notices and communications under this Agreement to be mailed or delivered to the City shall be sent to the address of the City as follows, unless and until the Company is otherwise notified:

Pamela Woodall  
City Manager  
City of Ovilla  
105 S. Cockrell Hill Rd.  
Ovilla, Texas 75154

All notices and communications under this Agreement to be mailed or delivered to the Company shall be sent to the address of the Company as follows, unless and until the City is otherwise notified:


### **XIV. ASSIGNMENT**

This Agreement shall not be assignable in whole or in part without the written consent of the City.

## **JANITORIAL SERVICES AGREEMENT**

### **XV. SEVERABILITY**

Should any word, phrase, sentence, paragraph or other provision or portion of this Agreement be construed to be unlawful or unenforceable by a court of competent jurisdiction, such circumstance shall not affect the validity of the remaining portions of this Agreement which shall remain in full force and effect.

### **XVI. BINDING EFFECT**

This Agreement shall be binding upon and ensure to the benefit of the parties hereto and their respective permitted successors and permitted assigns.

### **XVII. GOVERNING LAW AND VENUE**

This Agreement shall be governed by, and its provisions construed in accordance with, the laws of the State of Texas. Venue for any action arising from or related to this Agreement shall be the State District Courts of Dallas County, Texas.

### **XVIII. DISPUTE RESOLUTION**

**COMPANY AND CITY AGREE THAT ALL DISPUTES ARISING FROM OR RELATED TO THIS AGREEMENT, INCLUDING BUT NOT LIMITED TO ANY AND ALL REPRESENTATIONS OR WARRANTIES WHICH CANNOT BE RESOLVED THROUGH INFORMAL NEGOTIATIONS SHALL BE RESOLVED BY WAY OF A TRIAL BEFORE THE JUDGE OF A COURT OF COMPETENT JURISDICTION. COMPANY AND CITY HEREBY WAIVE ANY AND ALL RIGHTS TO A TRIAL BY JURY. COMPANY AND CITY ACKNOWLEDGE AND REPRESENT THAT THEY HAVE KNOWINGLY AND VOLUNTARILY WAIVED THEIR RESPECTIVE RIGHTS TO A JURY TRIAL WITH RESPECT TO ANY LEGAL MATTER OR DISPUTE ARISING FROM OR RELATED TO THIS AGREEMENT.**

### **XIX. AMENDMENT AND WAIVER**

No amendment or waiver of any provision of this Agreement and no consent to any departure from any provision or requirement of this Agreement, shall be effective or binding unless and until set forth in a writing signed by each party, and then any such waiver or consent shall be effective only in a specific instance and for the specific purpose for which it was given. No notice or any other communication given by one party to the other party shall be construed

## **JANITORIAL SERVICES AGREEMENT**

to be or constitute an approval or ratification by the other party of any matter contained or referred to in such notice, unless the same be consented to by the other party in writing.

### **XX. ENTIRE AGREEMENT**

This Agreement constitutes the entire agreement between the parties, and there exist no other written or oral understandings, agreements, or assurances with respect to any matters except as set forth herein. Unless expressly stated, this Agreement confers no rights to or upon any person or entity that is not a party hereto.

### **XXI. LEGAL CONSTRUCTION**

Unless the context requires otherwise, words of the masculine gender shall be construed to include correlative words of feminine and neuter genders and vice versa, and words of the singular number shall be construed to include correlative words of the plural number and vice versa. The parties agree that this Agreement or any provision of this Agreement shall not be construed in favor of or against any party on the basis that the party did or did not author this Agreement or any provision hereto. This Agreement and all of the terms and provisions herein shall be liberally construed to effectuate the purposes set forth herein and to sustain the validity of this Agreement.

**EXECUTED** this \_\_\_\_ day of \_\_\_\_\_, 2021.

**CITY OF OVILLA, TEXAS:**

By: \_\_\_\_\_  
Richard Dormier, Mayor

ATTEST:

\_\_\_\_\_  
G Miller, City Secretary

APPROVED AS TO FORM:

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

## JANITORIAL SERVICES AGREEMENT

COMPANY:

\_\_\_\_\_

By: \_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name and Title

# **Bent Tree**

## **Aerial Sewer Line**

To whom it may concern

Due to the nature of the situation concerning the aerial sewer crossing at bent tree we are treating this matter as an emergency. Brush and debris from recent heavy rainfall has collected and pushed up against the line causing concern of a line rupture that would result in major & costly repairs as well as cleanup that would involve TCEQ and possible fines from the state. This needs to be addressed asap to prevent this from becoming an issue the work will be contracted out since it will require large equipment to complete this job correctly and safely.

City Of Ovilla

**Yarling Custom Fence LLC and CF Services**

3712 E. Ovilla Rd Ste 101  
Red Oak, TX 75154 US  
(972) 268-2918  
vince@customfencetx.com  
www.customfencetx.com



## Estimate

**ADDRESS**

James Kuykendall  
City Of Ovilla  
105 S Cockerell Hill Rd  
Ovilla, Tx 75154

**ESTIMATE # 5101**

**DATE 05/28/2021**

ACTIVITY	QTY	RATE	AMOUNT
<b>location</b> creek pipe crossing	1	0.00	0.00
<b>service</b> -remove brush from pipe at creek and haul off -excavate out and haul off up to 50 yards (5 loads) of silt from around pipe	1	11,400.00	11,400.00

will access creek via row between houses by using 1 driveway entry as access and driving between trees to the creek  
once complete, we will regrade this area using native material and cushion sand (up to 20 yds)

row must be mostly dry as to not cause more damage to yards and more mess in the streets

does not include any permits, erosion control or street cleaning

Custom Fence & CF Services will call in an underground utility locate prior to excavation. This locate request only provides location of utility company owned lines. Customer is responsible for notifying us of location of privately owned buried lines. Custom Fence & CF Services will not be held responsible for any damage to privately owned lines due to excavation or any other tasks while on customers property. Repairs to these lines will be the customers responsibility and at the customers expense.

Proposals are only valid for 10 days unless otherwise specified.  
Quote is only for mechanically augered postholes. If any other means of excavation is required additional charges may be needed. Custom Fence and CF Services are not responsible for locating property corner stakes or boundaries.

**TOTAL**

**\$11,400.00**

*James Kuykendall* P.W. Director



# CITY OF OVILLA, TEXAS

## Quotations Form

Quotations Taken By:	JAMES KUYKENDALL
Department:	Public Works
Date:	6-4-21

### Description of Product or Service:

❖ Indicates preferred/chosen vendor

QUOTE #1	
Vendor Name:	Viking Custom Fence & Excavation
Address:	3712 E. OVILLA RD STE 101 RED OAK TX 75154
Contact Person:	Vince
Phone No:	972-268-2918
Contact Date/Time:	Jun 2 2021.
HUB Status:	
Price:	\$11,400.00

QUOTE #2	
Vendor Name:	Ellis County Pub. W
Address:	301 N 8TH ST Midlothian TX 76065
Contact Person:	Kyle Butler
Phone No:	972-825-5305
Contact Date/Time:	June 2-2021
HUB Status:	
Price:	WONT ACCEPT THE JOB.

QUOTE #3	
Vendor Name:	Circle H Contractor.
Address:	1530 W FM 875 Midlothian, TX 76065
Contact Person:	Blake Norwood
Phone No:	972-723-0802
Contact Date/Time:	MAY 28, -2021
HUB Status:	
Price:	NO RESPONSE

**JUSTIFICATION FOR NOT CHOOSING THE LOWEST BID:**

# **APPROVAL & IMPLEMENTATION**

## **Ellis County**

### **Emergency Management Plan**

This letter promulgates the Ellis County Emergency Management Plan that provides the conceptual framework for mitigating, preparing, responding to, and recovering from any disaster that threatens life, property, and the resources of within Ellis County or any of the signatory cities of this plan.

This plan applies to all county and signatory cities' departments and agencies assigned emergency responsibilities as well as those department and agencies that may respond to any emergency or disaster situation that arises in the county or the cities.

The Emergency Management Director, in close consultation with the Emergency Management Coordinator, shall provide guidance and direction to all phases of emergency management—Mitigation, Preparedness, Response, and recovery.

This plan is hereby accepted for approval and implementation by the county's Emergency Management Director and the Emergency Management Coordinator.

By the affixing of our signatures on this letter, we, the County Judge and mayors of the signatory cities, do deem this plan in place. This plan supercedes all previous plans and is effective immediately.

---

MAYOR OF OVILLA

---

DATE

# **EMERGENCY MANAGEMENT BASIC PLAN**

## **FOR**

## **Ellis County, Texas**



*FEBRUARY 10, 2021*

## RECORD OF CHANGES

CHANGE #	DATE OF CHANGE	DESCRIPTION	CHANGED BY
1	09/18/15	Removed all annotations of Waxahachie from the Basic	Ralph Mulvany
2	09/18/15	"Authority" – Added Federal – lines 6-12; State – 2; Acronyms - added	Ralph Mulvany
3	09/18/15	Definitions – Added- Area Command, Public Information. Updated – 6a(6); 6b(7); 6c(7); 6d; 10	Ralph Mulvany
4	09/18/15	Concept of Operations – added – B8 & 9; added references to NIMS throughout document; added G2c	Ralph Mulvany
5	09/18/15	Administrative Support- added A.2; added – D. Training; Added – F. Post-incident and Exercise Review	Ralph Mulvany
6	09/18/15	Plan Development and Maintenance – added website to E3	Ralph Mulvany
7	09/18/15	Attachments – Attachment 2 – added websites; Attachment 7 – added	Ralph Mulvany
8	01/26/2016	Approved by the Commissioners Court	Ralph Mulvany
9	01/30/2017	Addition the Attachment 8 (NIMS Compliance Summary) and update the NIMS Training requirement and recommendations	Ralph Mulvany
10	02/10/2021	Updated for the 5 year update of the Basic Document	Ralph Mulvany

# APPROVAL & IMPLEMENTATION

## Ellis County

### Emergency Management Plan

This letter promulgates the Ellis County Emergency Management Plan that provides the conceptual framework for mitigating, preparing, responding to, and recovering from any disaster that threatens life, property, and the resources of within Ellis County or any of the Signatory Cities of this plan.

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This plan is hereby accepted for approval and implementation by the County's Emergency Management Director and the Emergency Management Coordinator.

By the affixing of our signatures on this letter, we, the County Judge and Mayors of the Signatory Cities, do deem this plan in place. This plan supercedes all previous plans and is effective immediately.

\_\_\_\_\_  
County Judge, Ellis County

\_\_\_\_\_  
Date

\_\_\_\_\_  
MAYOR OF ALMA

\_\_\_\_\_  
DATE

\_\_\_\_\_  
MAYOR OF BARDWELL

\_\_\_\_\_  
DATE

\_\_\_\_\_  
MAYOR OF FERRIS

\_\_\_\_\_  
DATE

\_\_\_\_\_  
MAYOR OF GARRETT

\_\_\_\_\_  
DATE

\_\_\_\_\_  
MAYOR OF ITALY

\_\_\_\_\_  
DATE

\_\_\_\_\_  
MAYOR OF MAYPEARL

\_\_\_\_\_  
DATE

\_\_\_\_\_  
MAYOR OF MIDLOTHIAN

\_\_\_\_\_  
DATE

\_\_\_\_\_  
MAYOR OF MILFORD

\_\_\_\_\_  
DATE

\_\_\_\_\_  
MAYOR OF OAK LEAF

\_\_\_\_\_  
DATE

\_\_\_\_\_  
MAYOR OF OVILLA

\_\_\_\_\_  
DATE

\_\_\_\_\_  
MAYOR OF PALMER

\_\_\_\_\_  
DATE

\_\_\_\_\_  
MAYOR OF PECAN HILL

\_\_\_\_\_  
DATE



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# BASIC PLAN

## I. AUTHORITY

### A. Federal

1. Robert T. Stafford Disaster Relief & Emergency Assistance Act, (as amended), 42 U.S.C. 5121
2. Emergency Planning and Community Right-to-Know Act, 42 USC Chapter 116
3. Emergency Management and Assistance, 44 CFR
4. Hazardous Waste Operations & Emergency Response, 29 CFR 1910.120
5. Homeland Security Act of 2002
6. Homeland Security Presidential Directive. *HSPD-5*, Management of Domestic Incidents
7. Homeland Security Presidential Directive, *HSPD-3*, Homeland Security Advisory System
8. National Incident Management System
9. National Response Framework
10. National Strategy for Homeland Security, July 2002
11. Nuclear/Radiological Incident Annex of the National Response Framework
12. Presidential Policy Directive 8 – National Preparedness

### B. State

1. Government Code, Chapter 418 (Emergency Management)
2. Government Code, Chapter 421 (Homeland Security)
3. Government Code, Chapter 433 (State of Emergency)
4. Government Code, Chapter 791 (Inter-local Cooperation Contracts)
5. Health & Safety Code, Chapter 778 (Emergency Management Assistance Compact)
6. Executive Order of the Governor Relating to Emergency Management
7. Executive Order of the Governor Relating to the National Incident Management System
8. Administrative Code, Title 37, Part 1, Chapter 7 (Division of Emergency Management)
9. *The Texas Homeland Security Strategic Plan*, Parts I and II, December 15, 2003
10. *The Texas Homeland Security Strategic Plan*, Part III, February 2004

### C. Local

1. Commissioner's Court Order # 8330, dated July 11, 1988.
2. Joint Resolution between Ellis County and the Cities of Ellis County dated Nov 10, 2003.
3. Inter-local Agreements & Contracts. See the summary in Attachment 6.

## II. PURPOSE

This Basic Plan outlines our approach to emergency operations, and is applicable to Ellis County. It provides general guidance for emergency management activities and an overview of our methods of mitigation, preparedness, response, and recovery. The plan describes our emergency response organization and assigns responsibilities for various emergency tasks. This plan is intended to provide a framework for more specific functional annexes that describe in more detail who does what, when, and how. This plan applies to all local officials, departments, and agencies. The primary audience for the document includes our Chief Elected Official and other Elected Officials, the emergency management staff, department and agency heads and their senior staff members, leaders of local volunteer organizations that support emergency operations, and others who may participate in our Mitigation, Preparedness, Response, and Recovery efforts to include the whole of community.

## III. EXPLANATION OF TERMS

### A. Acronyms

AAR	After Action Report
ARC	American Red Cross
CFR	Code of Federal Regulations
DDC	Disaster District Committee
DHS	Department of Homeland Security
EOC	Emergency Operations or Operating Center
FBI	Federal Bureau of Investigation
FEMA	Federal Emergency Management Agency, an element of the U.S. Department of Homeland Security
Hazmat	Hazardous Material
HSPD-5	Homeland Security Presidential Directive 5
ICP	Incident Command Post
ICS	Incident Command System
IP	Improvement Plan
JFO	Joint Field Office
JIC	Joint Information Center
NIMS	National Incident Management System
NRF	National Response Framework
OSHA	Occupational Safety & Health Administration
PIO	Public Information Officer
SOPs	Standard Operating Procedures
SOC	State Operations Center
TRRN	Texas Regional Response Network
TSA	The Salvation Army

### B. Definitions

1. Area Command (Unified Area Command). An organization established
  - a. to oversee the management of multiple incidents that are each being managed by an ICS organization or

- b. to oversee the management of large or multiple incidents to which several Incident Management Teams have been assigned. Sets overall strategy and priorities, allocates critical resources according to priorities, ensures that incidents are properly managed, and ensures that objectives are met and strategies followed. Area Command becomes Unified Area Command when incidents are multijurisdictional.
2. Disaster District. Disaster Districts are regional state emergency management organizations mandated by the Executive Order of the Governor relating to Emergency Management whose boundaries parallel those of Highway Patrol Districts and Sub-Districts of the Texas Department of Public Safety.
  3. Disaster District Committee. The DDC consists of a Chairperson (the local Highway Patrol captain or command lieutenant), and agency representatives that mirror the membership of the State Emergency Management Council. The DDC Chairperson, supported by committee members, is responsible for identifying, coordinating the use of, committing, and directing state resources within the district to respond to emergencies.
  4. Emergency Operations Center. Specially equipped facilities from which government officials exercise direction and control and coordinate necessary resources in an emergency situation.
  5. Public Information. Information that is disseminated to the public via the news media before, during, and/or after an emergency or disaster ensuring the needs of the whole community are addressed.
  6. Emergency Situations. As used in this plan, this term is intended to describe a *range* of occurrences, from a minor incident to a catastrophic disaster. It includes the following:
    - a. Incident. An incident is a situation that is limited in scope and potential effects. Characteristics of an incident include:
      - 1) Involves a limited area and/or limited population.
      - 2) Evacuation or in-place sheltering is typically limited to the immediate area of the incident.
      - 3) Warning and public instructions are provided in the immediate area, not community-wide.
      - 4) One or two local response agencies or departments acting under an incident commander normally handle incidents. Requests for resource support are normally handled through agency and/or departmental channels.
      - 5) May require limited external assistance from other local response agencies or contractors.
      - 6) For the purposes of the NRF, incidents include the full range of occurrences that require an emergency response to protect life or property.
    - b. Emergency. An emergency is a situation that is larger in scope and more severe in terms of actual or potential effects than an incident. Characteristics include:
      - 1) Involves a large area, significant population, or important facilities.

- 2) May require implementation of large-scale evacuation or in-place sheltering and implementation of temporary shelter and mass care operations.
  - 3) May require community-wide warning and public instructions.
  - 4) Requires a sizable multi-agency response operating under an incident commander.
  - 5) May require some external assistance from other local response agencies, contractors, and limited assistance from state or federal agencies.
  - 6) The EOC will be activated to provide general guidance and direction, coordinate external support, and provide resource support for the incident.
  - 7) For the purposes of the NRF, an emergency (as defined by the Stafford Act) is "any occasion or instance for which, in the determination of the President, Federal assistance is needed to supplement State and local efforts and capabilities to save lives and to protect property and public health and safety, or to lessen or avert the threat of catastrophe in any part of the United States."
- c. Disaster. A disaster involves the occurrence or threat of significant casualties and/or widespread property damage that is beyond the capability of the local government to handle with its organic resources. Characteristics include:
- 1) Involves a large area, a sizable population, and/or important facilities.
  - 2) May require implementation of large-scale evacuation or in-place sheltering and implementation of temporary shelter and mass care operations.
  - 3) Requires community-wide warning and public instructions.
  - 4) Requires a response by all local response agencies operating under one or more incident commanders.
  - 5) Requires significant external assistance from other local response agencies, contractors, and extensive state or federal assistance.
  - 6) The EOC will be activated to provide general guidance and direction, provide emergency information to the public, coordinate state and federal support, and coordinate resource support for emergency operations.
  - 7) For the purposes of the NRF, a *major disaster* (as defined by the Stafford Act) is any catastrophe, regardless of the cause, which in the determination of the President causes damage of sufficient severity and magnitude to warrant major disaster federal assistance.
- d. Catastrophic Incident. For the purposes of the NRF, this term is used to describe any natural or manmade occurrence that results in extraordinary levels of mass casualties, property damage, or disruptions that severely affect the population, infrastructure, environment, economy, national morale, and/or government functions. An occurrence of this magnitude would result in sustained national impacts over prolonged periods of time, and would immediately overwhelm local and state capabilities. All catastrophic incidents are *Incidents of National Significance*.
7. Hazard Analysis. A document, published separately from this plan, that identifies the local hazards that have caused or possess the potential to adversely affect public health and safety, public or private property, or the environment.
8. Hazardous Material (Hazmat). A substance in a quantity or form posing an unreasonable risk to health, safety, and/or property when manufactured, stored, or



transported. The substance, by its nature, containment, and reactivity, has the capability for inflicting harm during an accidental occurrence. Is toxic, corrosive, flammable, reactive, an irritant, or a strong sensitizer, and poses a threat to health and the environment when improperly managed. Includes toxic substances, certain infectious agents, radiological materials, and other related materials such as oil, used oil, petroleum products, and industrial solid waste substances

9. Inter-local agreements. Arrangements between governments or organizations, either public or private, for reciprocal aid and assistance during emergency situations where the resources of a single jurisdiction or organization are insufficient or inappropriate for the tasks that must be performed to control the situation. Commonly referred to as mutual aid agreements.
10. Stafford Act. The Robert T. Stafford Disaster Relief and Emergency Assistance Act authorizes federal agencies to undertake special measures designed to assist the efforts of states in expediting the rendering of aid, assistance, emergency services, and reconstruction and rehabilitation of areas devastated by disaster.
11. Standard Operating Procedures. Approved methods for accomplishing a task or set of tasks. SOPs are typically prepared at the department or agency level. May also be referred to as Standard Operating Guidelines (SOGs).

#### **IV. SITUATION AND ASSUMPTIONS**

##### **A. Situation**

Our County and Signatory Cities are exposed to many hazards, all of which have the potential for disrupting the community, causing casualties, and damaging or destroying public or private property. A summary of our major hazards is provided in Figure 1. More detailed information is provided in our Hazard Analysis, published separately.

**Figure 1**

## HAZARD SUMMARY

	Likelihood of Occurrence*	Estimated Impact on Public Health & Safety			Estimated Impact on Property	
Hazard Type:	(See below)	Limited	Moderate	Major	Limited Major	Moderate
<b>Natural</b>						
Drought	LIKELY	←-----→			←-----→	
Earthquake	UNLIKELY	N/A			N/A	
Flash Flooding	LIKELY	←-----→			→	←-----
Flooding (river or tidal)	OCCASIONAL	←-----→			←-----→	
Hurricane	UNLIKELY	N/A			N/A	
Subsidence	OCCASIONAL	←-----→			←-----→	
Tornado	LIKELY	←-----→			→	←-----
Wildfire	OCCASIONAL	←-----→			←-----→	
Winter Storm	OCCASIONAL	←-----→			←-----→	
<b>Technological</b>						
Dam Failure	UNLIKELY	N/A			N/A	
Energy/Fuel Shortage	OCCASIONAL	←-----→			←-----→	
Hazmat/Oil Spill (fixed site)	OCCASIONAL	←-----→			→	←-----
Hazmat/Oil Spill (transport)	LIKELY	←-----→			→	←-----
Major Structural Fire	OCCASIONAL	←-----→			→	←-----
Nuclear Facility Incident	UNLIKELY	N/A			N/A	
Water System Failure	LIKELY	←-----→			→	←-----
<b>Security</b>						
Civil Disorder	OCCASIONAL	←-----→			←-----→	
Enemy Military Attack	UNLIKELY	N/A			N/A	
Terrorism	OCCASIONAL	←-----→			→	←-----
* Likelihood of Occurrence: Unlikely, Occasional, Likely, or Highly Likely						

### B. Assumptions

1. Our County will continue to be exposed to and subject to the impact of those hazards described above and as well as lesser hazards and others that may develop in the future.
2. It is possible for a major disaster to occur at any time and at any place. In many cases, dissemination of warning to the public and implementation of increased readiness measures may be possible. However, some emergency situations occur with little or no warning.
3. Outside assistance will be available in most emergency situations, affecting our County. Since it takes time to summon external assistance, it is essential for us to be prepared to carry out the initial emergency response on an independent basis.

4. Proper mitigation actions, such as floodplain management, and fire inspections, can prevent or reduce disaster-related losses. Detailed emergency planning, training of emergency responders and other personnel, and conducting periodic emergency drills and exercises can improve our readiness to deal with emergency situations.

## **V.CONCEPT OF OPERATIONS**

### **A. Objectives**

The objectives of our emergency management program are to protect public health and safety and preserve public and private property.

### **B. General**

1. It is our responsibility to protect public health and safety and preserve property from the effects of hazardous events. We have the primary role in identifying and mitigating hazards, preparing for and responding to, and managing the recovery from emergency situations that affect our community.
2. It is impossible for government to do everything that is required to protect the lives and property of our population. Our citizens have the responsibility to prepare themselves and their families to cope with emergency situations and manage their affairs and property in ways that will aid the government in managing emergencies. We will assist our citizens in carrying out these responsibilities by providing public information and instructions prior to and during emergency situations.
3. Local government is responsible for organizing, training, and equipping local emergency responders and emergency management personnel, providing appropriate emergency facilities, providing suitable warning and communications systems, and for contracting for emergency services. The state and federal governments offer programs that provide some assistance with portions of these responsibilities.
4. To achieve our objectives, we have organized an emergency management program that is both integrated (employs the resources of government, organized volunteer groups, and businesses) and comprehensive (addresses mitigation, preparedness, response, and recovery). This plan is one element of our preparedness activities.
5. This plan is based on an all-hazard approach to emergency planning. It addresses general functions that may need to be performed during any emergency situation and is not a collection of plans for specific types of incidents. For example, the warning annex addresses techniques that can be used to warn the public during any emergency situation, whatever the cause.
6. Departments and agencies tasked in this plan are expected to develop and keep current standard operating procedures that describe how emergency tasks will be performed. Departments and agencies are charged with ensuring the training and equipment necessary for an appropriate response are in place.

7. This plan is based upon the concept that the emergency functions that must be performed by many departments or agencies generally parallel some of their normal day-to-day functions. To the extent possible, the same personnel and material resources used for day-to-day activities will be employed during emergency situations. Because personnel and equipment resources are limited, some routine functions that do not contribute directly to the emergency may be suspended for the duration of an emergency. The personnel, equipment, and supplies that would normally be required for those functions will be redirected to accomplish emergency tasks.
8. We have adopted the National Incident Management System (NIMS) in accordance with the President's Homeland Security Directive (HSPD)-5. Our adoption of NIMS will provide a consistent approach to the effective management of situations involving natural or man-made disasters, or terrorism. NIMS allows us to integrate our response activities using a set of standardized organizational structures designed to improve interoperability between all levels of government, private sector, and nongovernmental organizations.
9. This plan, in accordance with the National Response Framework (NRF), is an integral part of the national effort to prevent, and reduce America's vulnerability to terrorism, major disasters, and other emergencies, minimize the damage and recover from attacks, major disasters, and other emergencies that occur. In the event of an Incident of national significance, as defined in HSPD-5, we will integrate all operations with all levels of government, private sector, and nongovernmental organizations through the use of NRF coordinating structures, processes, and protocols.

### **C. Operational Guidance**

We will employ the six components of the NIMS in all operations, which will provide a standardized framework that facilitates our operations in all phases of emergency management. Attachment 7 provides further details on the NIMS.

1. Initial Response. Our emergency responders are likely to be the first on the scene of an emergency situation. They will normally take charge and remain in charge of the incident until it is resolved or others who have legal authority to do so assume responsibility. They will seek guidance and direction from our local officials and seek technical assistance from state and federal agencies and industry where appropriate.
2. Implementation of ICS
  - a. The first local emergency responder to arrive at the scene of an emergency situation will implement the incident command system and serve as the incident commander until relieved by a more senior or more qualified individual. The incident commander will establish an incident command post (ICP) and provide an assessment of the situation to local officials, identify response resources required, and direct the on-scene response from the ICP.
  - b. For some types of emergency situations, a specific incident scene may not exist in the initial response phase and the EOC may accomplish initial response actions, such as mobilizing personnel and equipment and issuing precautionary warning to

the public. As the potential threat becomes clearer and a specific impact site or sites identified, an incident command post may be established, and direction and control of the response transitioned to the Incident Commander.

3. Source and Use of Resources.

- a. We will use our own resources, all of which meet the requirements for resource management in accordance with the NIMS, to respond to emergency situations, purchasing supplies and equipment if necessary, and request assistance if our resources are insufficient or inappropriate. §418.102 of the Government Code provides that the county should be the first channel through which a municipality requests assistance when its resources are exceeded. If additional resources are required, we will:
  - 1) Summon those resources available to us pursuant to inter-local agreements. See Attachment 6 to this plan, which summarizes the inter-local agreements and identifies the officials authorized to request those resources.
  - 2) Summon emergency service resources that we have contracted for. See Attachment 6.
  - 3) Request assistance from volunteer groups active in disasters.
  - 4) Request assistance from industry or individuals who have resources needed to deal with the emergency situation.
- b. When external agencies respond to an emergency situation within our jurisdiction, we expect them to conform to the guidance and direction provided by our incident commander, which will be in accordance with the NIMS.

**D. Incident Command System (ICS)**

1. We intend to employ ICS, an integral part of the NIMS, in managing emergencies. ICS is both a strategy and a set of organizational arrangements for directing and controlling field operations. It is designed to effectively integrate resources from different agencies into a temporary emergency organization at an incident site that can expand and contract with the magnitude of the incident and resources on hand. A summary of ICS is provided in Attachment 7.
2. The Incident Commander is responsible for carrying out the ICS function of command -- managing the incident. The four other major management activities that form the basis of ICS are operations, planning, logistics, and finance/administration. For small-scale incidents, the incident commander and one or two individuals may perform all of these functions. For larger incidents, a number of individuals from different departments or agencies may be assigned to separate staff sections charged with those functions.
3. An Incident Commander using response resources from one or two departments or agencies can handle the majority of emergency situations. Departments or agencies participating in this type of incident response will normally obtain support through their own department or agency.

4. In emergency situations where other jurisdictions or the state or federal government are providing significant response resources or technical assistance, it is generally desirable to transition from the normal ICS structure to a Unified or Area Command structure. This arrangement helps to ensure that all participating agencies are involved in developing objectives and strategies to deal with the emergency. Attachment 7 provides additional information on Unified and Area Commands.
5. Over the course of an emergency response the Incident Commander may change. For example during the response to an incident involving the release of a large quantity of a hazardous material, the initial incident commander may be the local fire chief that arrives on the scene first. Subsequently, over the course of the response, as efforts shift to long term clean up, the role of Incident Commander may transfer over to a state or federal regulatory authority such as an official from the Texas Commission on Environmental Quality (TCEQ) or a United States Environmental Protection Agency (EPA) On-Scene Coordinator in the Region.

## **E. ICS - EOC Interface**

1. For major emergencies and disasters, the Emergency Operations Center (EOC) will be activated. When the EOC is activated, it is essential to establish a division of responsibilities between the incident command post and the EOC. A general division of responsibilities is outlined below. It is essential that a precise division of responsibilities be determined for specific emergency operations.
2. The Incident Commander is generally responsible for field operations, including:
  - a. Isolating the scene.
  - b. Directing and controlling the on-scene response to the emergency situation and managing the emergency resources committed there.
  - c. Warning the population in the area of the incident and providing emergency instructions to them.
  - d. Determining and implementing protective measures (evacuation or in-place sheltering) for the population in the immediate area of the incident and for emergency responders at the scene.
  - e. Implementing traffic control arrangements in and around the incident scene.
  - f. Requesting additional resources from the EOC.
3. The EOC is generally responsible for:
  - a. Providing resource support for the incident command operations.
  - b. Issuing community-wide warning.
  - c. Issuing instructions and providing information to the general public.
  - d. Organizing and implementing large-scale evacuation.
  - e. Organizing and implementing shelter and mass arrangements for evacuees.
  - f. Coordinating traffic control for large-scale evacuations.
  - g. Requesting assistance from the State and other external sources.
4. In some large-scale emergencies or disasters, emergency operations with different objectives may be conducted at geographically separated scenes. In such situations,



more than one incident command operation may be established. If this situation occurs, a transition to an Area Command or a Unified Area Command is desirable, and the allocation of resources to specific field operations will be coordinated through the EOC.

## **F. State, Federal & Other Assistance**

### **1. State & Federal Assistance**

- a. If local resources are inadequate to deal with an emergency situation, we will request assistance from the State. State assistance furnished to local governments is intended to supplement local resources and not substitute for such resources, including mutual aid resources, equipment purchases or leases, or resources covered by emergency service contracts. As noted previously, Cities must request assistance from their county before requesting state assistance.
- b. Requests for state assistance should be made to the Disaster District Committee (DDC) Chairperson, who is located at the Department of Public Safety District Office in Waco. See Appendix 2 to Annex M, Resource Management, for a form that can be used to request state assistance. In essence, state emergency assistance to local governments begins at the DDC level and the key person to validate a request for, obtain, and provide that state assistance and support is the DDC Chairperson. A request for state assistance must be made by the chief elected official (the County Judge/Mayor) and may be made by telephone, fax, or teletype. The DDC Chairperson has the authority to utilize all state resources within the district to respond to a request for assistance, with the exception of the National Guard. Use of National Guard resources requires approval of the Governor.
- c. The Disaster District staff will forward requests for assistance that cannot be satisfied by state resources within the District to the State Operations Center (SOC) in Austin for action.

### **2. Other Assistance**

- a. If resources required to control an emergency situation are not available within the State, the Governor may request assistance from other states pursuant to a number of interstate compacts or from the federal government through the Federal Emergency Management Agency (FEMA).
- b. For major emergencies and disasters for which a Presidential declaration has been issued, federal agencies may be mobilized to provide assistance to states and local governments. The *National Response Framework (NRF)* describes the policies, planning assumptions, concept of operations, and responsibilities of designated federal agencies for various response and recovery functions. The *Nuclear/Radiological Incident Annex of the NRP* addresses the federal response to major incidents involving radioactive materials.
- c. FEMA has the primary responsibility for coordinating federal disaster assistance. No direct federal disaster assistance is authorized prior to a Presidential

emergency or disaster declaration, but FEMA has limited authority to stage initial response resources near the disaster site and activate command and control structures prior to a declaration and the Department of Defense has the authority to commit its resources to save lives prior to an emergency or disaster declaration. See Annex J, Recovery, for additional information on the assistance that may be available during disaster recovery.

- d. The NRF applies to Stafford and non-Stafford Act incidents and is designed to accommodate not only actual incidents, but also the threat of incidents. Therefore, NRF implementation is possible under a greater range of incidents.

## **G. Emergency Authorities**

1. Key federal, state, and local legal authorities pertaining to emergency management are listed in Section I of this plan.
2. Texas statutes and the Executive Order of the Governor Relating to Emergency Management provide local government, principally the chief elected official, with a number of powers to control emergency situations. If necessary, we shall use these powers during emergency situations. These powers include:
  - a. Emergency Declaration. In the event of riot or civil disorder, the County Judge may request the Governor to issue an emergency declaration for this jurisdiction and take action to control the situation. Use of the emergency declaration is explained in Annex U, Legal.
  - b. Disaster Declaration. When an emergency situation has caused severe damage, injury, or loss of life or it appears likely to do so, the County Judge may by executive order or proclamation declare a local state of disaster. The County Judge may subsequently issue orders or proclamations referencing that declaration to invoke certain emergency powers granted the Governor in the Texas Disaster Act *on an appropriate local scale* in order to cope with the disaster. These powers include:
    - 1) Suspending procedural laws and rules to facilitate a timely response.
    - 2) Using all available resources of government and commandeering private property, subject to compensation, to cope with the disaster.
    - 3) Restricting the movement of people and occupancy of premises.
    - 4) Prohibiting the sale or transportation of certain substances.
    - 5) Implementing price controls.

A local disaster declaration activates the recovery and rehabilitation aspects of this plan. A local disaster declaration is required to obtain state and federal disaster recovery assistance. See Annex U, Legal, for further information on disaster declarations and procedures for invoking emergency powers.

- c. Authority for Evacuations. State law provides a county judge or mayor with the authority to order the evacuation of all or part of the population from a stricken or threatened area within their respective jurisdictions.

## **H. Actions by Phases of Emergency Management**

1. This plan addresses emergency actions that are conducted during all four phases of emergency management.

- a. Mitigation

We will conduct mitigation activities as an integral part of our emergency management program. Mitigation is intended to eliminate hazards, reduce the probability of hazards causing an emergency situation, or lessen the consequences of unavoidable hazards. Mitigation should be a pre-disaster activity, although mitigation may also occur in the aftermath of an emergency situation with the intent of avoiding repetition of the situation. Our mitigation program is outlined in Annex P, Mitigation.

- b. Preparedness

We will conduct preparedness activities to develop the response capabilities needed in the event an emergency. Among the preparedness activities included in our emergency management program are:

- 1) Providing emergency equipment and facilities.
- 2) Emergency planning, including maintaining this plan, its annexes, and appropriate SOPs.
- 3) Conducting or arranging appropriate training for emergency responders, emergency management personnel, other local officials, and volunteer groups who assist us during emergencies.
- 4) Conducting periodic drills and exercises to test our plans and training.

- c. Response

We will respond to emergency situations effectively and efficiently. The focus of most of this plan and its annexes is on planning for the response to emergencies. Response operations are intended to resolve an emergency situation while minimizing casualties and property damage. Response activities include warning, emergency medical services, firefighting, law enforcement operations, evacuation, shelter and mass care, emergency public information, search and rescue, as well as other associated functions.

- d. Recovery

If a disaster occurs, we will carry out a recovery program that involves both short-term and long-term efforts. Short-term operations seek to restore vital services to the community and provide for the basic needs of the public. Long-term recovery focuses on restoring the community to its normal state. The federal government, pursuant to the Stafford Act, provides the vast majority of disaster recovery assistance. The recovery process includes assistance to individuals, businesses, and to government and other public institutions. Examples of recovery programs include temporary housing, restoration of government services, debris removal,

restoration of utilities, disaster mental health services, and reconstruction of damaged roads and bridges. Our recovery program is outlined in Annex J, Recovery.

e. Stand Down

When a centralized County coordination presence is no longer required, the local EOC implements the demobilization plan to transfer responsibilities to recovery assistance program oversight and monitoring that shifts back to individual agencies' offices.

f. After Action Critique

Following a public emergency, all agencies submit an after action report through the local EOC detailing problems encountered and key issues affecting performance. Data from these issues and targeted reviews are analyzed and provided, as appropriate, to management for consideration. After a particularly large or unique public emergency operation, the jurisdiction also may convene an interagency forum to identify lessons learned. Each agency involved is encouraged to keep records of its activity to assist in preparing its own after action report.

g. Training

Various emergency management planning and preparedness training courses should be held in order to familiarize emergency response personnel with emergency management plans and communication and coordination systems in place. Individual jurisdictions should seek to take advantage of training opportunities offered by their county and/or the state.

h. Testing Your Plan

- 1) Testing the plan during a drill or exercise is the best way to identify problem areas and evaluate preparedness without actually experiencing a disaster. All drills and emergency management exercises should include some sort of post-exercise critique to help identify shortfalls in planning -- problems in organization or operational concepts and procedures that do not work well in practice. These shortfalls should be addressed in the next iteration of the local planning process.
- 2) The County of Ellis also tests their plan when they respond to an actual emergency or disaster. Emergency responders who observe problems attributable to unworkable or incomplete plans and procedures should be encouraged to identify those problems as soon as they become evident. A formal post incident review should be conducted after any major emergency or disaster to identify lessons learned; such reviews should specifically consider the adequacy of the current plan. If deficiencies are identified, they should be addressed in the next round of planning.

## **VI. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES**

### **A. Organization**

#### **1. General**

Most departments and agencies of local government have emergency functions in addition to their normal day-to-day duties. During emergency situations, our normal organizational arrangements are modified to facilitate emergency operations. Our governmental organization for emergencies includes an executive group, emergency services, and support services. Attachment 3 depicts our emergency organization.

#### **2. Executive Group**

The Executive Group provides guidance and direction for emergency management programs and for emergency response and recovery operations. The Executive Group includes the County Judge, Mayor(s), City Manager(s), and Emergency Management Coordinator(s).

#### **3. Emergency Services**

Emergency Services include the Incident Commander and those departments, agencies, and groups with primary emergency response actions. The incident commander is the person in charge at an incident site.

#### **4. Emergency Support Services**

This group includes departments and agencies that support and sustain emergency responders and also coordinate emergency assistance provided by organized volunteer organizations, business and industry, and other sources.

#### **5. Volunteer and Other Services**

This group includes organized volunteer groups and businesses that have agreed to provide certain support for emergency operations.

### **B. Assignment of Responsibilities**

#### **1. General**

For most emergency functions, successful operations require a coordinated effort from a number of departments, agencies, and groups. To facilitate a coordinated effort, elected and appointed officials, departments and agency heads, and other personnel are assigned primary responsibility for planning and coordinating specific emergency functions. Generally, primary responsibility for an emergency function will be assigned to an individual from the department or agency that has legal responsibility for that function or possesses the most appropriate knowledge and skills. Other officials, departments, and agencies may be assigned support responsibilities for specific emergency functions. Attachment 4 summarizes the general emergency responsibilities of local officials, department and agency heads, and other personnel.

2. The individual having primary responsibility for an emergency function is normally responsible for coordinating preparation of and maintaining that portion of the emergency plan that addresses that function. Plan and annex assignments are outlined in Attachment 5. Listed below are general responsibilities assigned to the Executive Group, Emergency Services, Support Services, and other Support Agencies. Additional specific responsibilities can be found the functional annexes to this Basic Plan.

3. Executive Group Responsibilities

a. The County Judge will:

- 1) Establish objectives and priorities for the emergency management program and provide general policy guidance on the conduct of that program.
- 2) Monitor the emergency response during disaster situations and provides direction where appropriate.
- 3) With the assistance of the Public Information Officer, keep the public informed during emergency situations.
- 4) With the assistance of the legal staff, declare a local state of disaster, request the Governor declare a state of emergency, or invoke the emergency powers of government when necessary.
- 5) Request assistance from other local governments or the State when necessary.
- 6) Direct activation of the EOC.

b. The Executive Assistant to the Judge/City Manager or Emergency Manager Coordinator (EMC) will:

- 1) Implement the policies and decisions of the governing body relating to emergency management.
- 2) Organize the emergency management program and identifies personnel, equipment, and facility needs.
- 3) Assign emergency management program tasks to departments and agencies.
- 4) Ensure that departments and agencies participate in emergency planning, training, and exercise activities.
- 5) Coordinate activation of the EOC and supervise its operation.

c. The Emergency Management Coordinator (EMC) will:

- 1) Serve as the staff advisor to our County Judge on emergency management matters.
- 2) Keep the County Judge governing body apprised of our preparedness status and emergency management needs.
- 3) Coordinate local planning and preparedness activities and the maintenance of this plan.
- 4) Prepare and maintain a resource inventory.
- 5) Arrange appropriate training for local emergency management personnel and emergency responders.
- 6) Coordinate periodic emergency exercises to test our plan and training.
- 7) Manage the EOC, develop procedures for its operation, and conduct training for those who staff it.
- 8) Activate the EOC when required.
- 9) Perform day-to-day liaison with the state emergency management staff and other local emergency management personnel.
- 10) Coordinate with organized volunteer groups and businesses regarding emergency operations.

4. Common Responsibilities

All emergency services and support services will:

- a. Provide personnel, equipment, and supplies to support emergency operations upon request.
- b. Develop and maintain SOPs for emergency tasks.
- c. Provide trained personnel to staff the incident command post and EOC and conduct emergency operations.
- d. Provide current information on emergency resources for inclusion in the Resource List in Appendix 1 to Annex M, Resource Management.
- e. Report information regarding emergency situations and damage to facilities and equipment to the Incident Commander or the EOC.

## 5. Emergency Services Responsibilities

### a. The Incident Commander will:

- 1) Manage emergency response resources and operations at the incident site command post to resolve the emergency situation.
- 2) Determine and implement required protective actions for response personnel and the public at an incident site.

### b. Warning.

- 1) Primary responsibility for this function is assigned to the Emergency Management Coordinator, who will prepare and maintain Annex A (Warning) to this plan and supporting SOPs.
- 2) Emergency tasks to be performed include:
  - a) Receive information on emergency situations.
  - b) Alert key local officials of emergency situations.
  - c) Disseminate warning information and instructions to the public through available warning systems ensuring the needs of the whole community are addressed.
  - d) Disseminate warning and instructions to institutional facilities such as schools and hospitals.

### c. Communications.

- 1) Primary responsibility for this function is assigned to the County Sheriff, who will prepare and maintain Annex B (Communications) to this plan and supporting SOPs.
- 2) Emergency tasks to be performed include:
  - a) Identify the communications systems available with the local area and determine the connectivity of those systems, and ensure their interoperability.
  - b) Develop plans and procedures for coordinated use of the various communications systems available in this jurisdiction during emergencies.
  - c) Determine and implement means of augmenting communications during emergencies, including support by volunteer organizations.



d. Radiological Protection.

- 1) Primary responsibility for this function is assigned to the Fire Marshal, who will prepare and maintain Annex D to this plan and supporting SOPs.
- 2) Emergency tasks to be performed include:
  - a) Maintain inventory of radiological equipment.
  - b) Ensure response forces include personnel with current training in radiological monitoring and decontamination.
  - c) Respond to radiological incidents and terrorist incidents involving radiological materials.
  - d) Make notification concerning radiological incidents to state and federal authorities.

e. Evacuation.

- 1) Primary responsibility for this function is assigned to the County Sheriff who will prepare and maintain Annex E (Evacuation) to this plan and supporting SOPs.
- 2) Emergency tasks to be performed include:
  - a) Identify areas where evacuation has been or may in the future and determine of population at risk.
  - b) Perform evacuation planning for known risk areas to include route selection and determination of traffic control requirements.
  - c) Develop simplified planning procedures for ad hoc evacuations.
  - d) Determine emergency public information requirements ensuring the needs of the whole community are addressed.
  - e) Perform evacuation planning for individuals with functional and access needs and institutional facilities (schools, hospitals, nursing homes, and other institutions).

f. Firefighting.

- 1) Primary responsibility for this function is assigned to the Fire Marshal, who will prepare and maintain Annex F (Firefighting) to this plan and supporting SOPs.
- 2) Emergency tasks to be performed include:
  - a) Fire prevention activities.
  - b) Fire detection and control.

- c) Hazardous material and oil spill response.
- d) Terrorist incident response.
- e) Evacuation support.
- f) Post-incident reconnaissance and damage assessment.
- g) Fire safety inspection of temporary shelters.
- h) Prepare and maintain fire resource inventory.

g. Law Enforcement.

- 1) Primary responsibility for this function is assigned to the County Sheriff who will prepare and maintain Annex G (Law Enforcement) to this plan and supporting SOPs.
- 2) Emergency tasks to be performed include:
  - a) Maintenance of law and order.
  - b) Traffic control.
  - c) Terrorist incident response.
  - d) Provision of security for vital facilities, evacuated areas, and shelters.
  - e) Access control for damaged or contaminated areas.
  - f) Warning support.
  - g) Post-incident reconnaissance and damage assessment.
  - h) Prepare and maintain law enforcement resource inventory.

h. Health and Medical Services.

- 1) Primary responsibility for this function is assigned to the Ellis County Local Health Authority, who will prepare and maintain Annex H (Health & Medical Services) to this plan and supporting SOPs.
- 2) Emergency tasks to be performed include:
  - a) Coordinate health and medical care and EMS support during emergency situations.
  - b) Public health information and education.
  - c) Inspection of food and water supplies.
  - d) Develop emergency public health regulations and orders.
  - e) Coordinate collection, identification, and interment of deceased victims.

i. Direction and Control.

- 1) Primary responsibility for this function is assigned to the County Judge, EMC Coordinator, and appropriate jurisdictions, who will prepare and maintain Annex N (Direction & Control) to this plan and supporting SOPs.
- 2) Emergency tasks to be performed include:

- a) Direct and control our local operating forces.
- b) Maintain coordination with neighboring jurisdictions and the Disaster District in Waco.
- c) Maintain the EOC in an operating mode or be able to convert the designated facility space into an operable EOC rapidly.
- d) Assigns representatives, by title, to report to the EOC and develops procedures for crisis training.
- e) Develops and identifies the duties of the staff, use of displays and message forms, and procedures for EOC activation.
- f) Coordinates the evacuation of areas at risk.

j. Hazardous Materials & Oil Spill.

- 1) The primary responsibility for this function is assigned to the local Fire Department and County Environmental Department, the Fire Marshal who will prepare and maintain Annex Q (Hazardous Material & Oil Spill Response) to this plan and supporting SOPs. The National Oil and Hazardous Substances Pollution Contingency Plan addresses the Federal response to oil spills and hazardous materials releases.
- 2) Emergency tasks to be performed include:
  - a) In accordance with OSHA regulations, establish ICS to manage the response to hazardous materials incidents.
  - b) Establish the hazmat incident functional areas (e.g., Hot Zone, cool zone, Cold Zone, etc.)
  - c) Determine and implement requirements for personal protective equipment for emergency responders.
  - d) Initiate appropriate actions to control and eliminate the hazard in accordance with established hazmat response guidance and SOPs.
  - e) Determine areas at risk and which public protective actions, if any, should be implemented.
  - f) Apply appropriate firefighting techniques if the incident has, or may, result in a fire.
  - g) Determines when affected areas may be safely reentered.

k. Search & Rescue.

- 1) The primary responsibility for this function is assigned to the Fire Marshal, who will prepare and maintain Annex R (Search and Rescue) to this plan and supporting SOPs.
- 2) Emergency tasks to be performed include:
  - a) Coordinate and conduct search and rescue activities.
  - b) Identify requirements for specialized resources to support rescue operations.

- c) Coordinate external technical assistance and equipment support for search and rescue operations.

I. Terrorist Incident Response.

- 1) Primary responsibility for this function is assigned to the County Sheriff's Office, who will prepare and maintain Annex V (Terrorist Incident Response) to this plan and supporting SOPs.
- 2) Emergency tasks to be performed include:
  - a) Coordinate and carry out defensive anti-terrorist activities, including criminal intelligence, investigation, protection of facilities, and public awareness activities.
  - b) Coordinate and carry out offensive counter-terrorist operations to neutralize terrorist activities.
  - c) Carry out terrorism consequence operations conducted in the aftermath of a terrorist incident to save lives and protect public and private property.
  - d) Ensure required notification of terrorist incidents is made to state and federal authorities.

6. Support Services Responsibilities

a. Shelter and Mass Care.

- 1) Primary responsibility for this function is assigned to the County Health Authority, American Red Cross-Dallas Area Chapter, and Salvation Army of Ellis County, who will prepare and maintain Annex C (Shelter and Mass Care) to this plan and supporting SOPs
- 2) Emergency tasks to be performed include:
  - a) Perform emergency shelter and mass care planning.
  - b) Coordinate and conduct shelter and mass care operations with our other departments, relief agencies, and volunteer groups.

b. Public Information.

- 1) Primary responsibility for this function is assigned to the County Public Information Officer (PIO) (Assistant to the County Judge), who will prepare and maintain Annex I (Public Information) to this plan and supporting SOPs.
- 2) Emergency tasks to be performed include:
  - a) Establish a Joint Information Center (JIC)
  - b) Conduct on-going hazard awareness and public education programs.
  - c) Pursuant to the Joint Information System (JIS), compile and release information and instructions for the public during emergency situations and respond to questions relating to emergency operations.

- d) Provide information to the media and the public during emergency situations.
- e) Arrange for media briefings.
- f) Compiles print and photo documentation of emergency situations.

c. Recovery.

- 1) Primary responsibility for this function is assigned to the Emergency Management Coordinator, Long-term Recovery Committee (LTRC), and American Red Cross-Dallas Area Chapter, who will prepare and maintain Annex J (Recovery) to this plan and supporting SOPs.
- 2) Emergency tasks to be performed include:
  - a) Establish and train a damage assessment team using local personnel. Coordinate the efforts of that team with state and federal damage assessment personnel who may be dispatched to assist us.
  - b) Assess and compile information on damage to public and private property and needs of disaster victims and formulate and carry out programs to fill those needs.
  - c) If damages are beyond our capability to deal with, compile information for use by our elected officials in requesting state or federal disaster assistance.
  - d) If we are determined to be eligible for state or federal disaster assistance, coordinate with state and federal agencies to carry out authorized recovery programs.

d. Public Works & Engineering.

- 1) Primary responsibility for this function is assigned to the County Engineer, who will prepare and maintain Annex K (Public Works & Engineering) to this plan and supporting SOPs.
- 2) Emergency tasks to be performed include:
  - a) Protect government facilities and vital equipment where possible.
  - b) Assess damage to streets, bridges, traffic control devices, and other public facilities.
  - c) Direct temporary repair of vital facilities.
  - d) Restore damaged roads and bridges.
  - e) Restore waste treatment and disposal systems.
  - f) Arrange for debris removal.
  - g) General damage assessment support.
  - h) Building inspection support.
  - i) Provide specialized equipment to support emergency operations.
  - j) Support traffic control and search and rescue operations.

e. Utilities.

- 1) Primary responsibility for this function is assigned to the County Engineer, who will prepare and maintain Annex L (Energy and Utilities) to this plan and supporting SOPs.
- 2) Emergency tasks to be performed include:
  - a) Prioritize restoration of utility service to vital facilities and other facilities.
  - b) Arrange for the provision of emergency power sources where required.
  - c) Identify requirements for emergency drinking water and portable toilets to the department or agency responsible for mass care.
  - d) Assess damage to, repair, and restore public utilities.
  - e) Monitor recovery activities of privately owned utilities.

f. Resource Management.

- 1) Primary responsibility for this function is assigned to the County Auditor, who will prepare and maintain Annex M (Resource Management) to this plan and supporting SOPs.
- 2) Emergency tasks to be performed include:
  - a) Maintain an inventory of emergency resources.
  - b) During emergency operations, locates supplies, equipment, and personnel to meet specific needs.
  - c) Maintain a list of suppliers for supplies and equipment needed immediately in the aftermath of an emergency.
  - d) Establish emergency purchasing procedures and coordinate emergency procurements.
  - e) Establish and maintain a manpower reserve and coordinate assignment of reserve personnel to departments and agencies that require augmentation.
  - f) Coordinate transportation, sorting, temporary storage, and distribution of resources during emergency situations.
  - g) Establish staging areas for resources, if required.
  - h) During emergency operations, identify to the Donations Management Coordinator those goods, services, and personnel that are needed.
  - i) Maintain records of emergency-related expenditures for purchases and personnel.

g. Human Services.

- 1) Primary responsibility for this function is assigned to the Waxahachie Chapter of the Salvation Army and American Red Cross-Dallas Area Chapter, who will prepare and maintain Annex O (Human Services) to this plan and supporting SOPs

2) Emergency tasks to be performed include:

- a) Identify emergency feeding sites.
- b) Identify sources of clothing for disaster victims.
- c) Secure emergency food supplies.
- d) Coordinate the operation of shelter facilities, whether operated by local government, local volunteer groups, or organized disaster relief agencies such as the American Red Cross.
- e) Coordinate special care requirements for disaster victims such as the aged, functional and access needs individuals, and others.
- f) Coordinate the provision of disaster mental health services to disaster victims, emergency workers, and/or others suffering trauma due to the emergency incident/disaster.

h. Hazard Mitigation.

1) The primary responsibility for this function is assigned to the County Engineer, who will prepare and maintain Annex P (Hazard Mitigation) to this plan and supporting SOPs.

2) Emergency tasks to be performed include:

- a) Maintain the local Hazard Analysis.
- b) Identify beneficial pre-disaster hazard mitigation projects and seek approval from local officials to implement such projects.
- c) In the aftermath of an emergency, determine appropriate actions to mitigate the situation and coordinate implementation of those actions.
- d) Coordinate and carry out post-disaster hazard mitigation program.

i. Transportation.

1) The primary responsibility for this function is assigned to the County Engineer, who will prepare and maintain Annex S (Transportation) to this plan and supporting SOPs.

2) Emergency tasks to be performed include:

- a) Identifies local public and private transportation resources and coordinates their use in emergencies.
- b) Coordinates deployment of transportation equipment to support emergency operations.
- c) Establishes and maintains a reserve pool of drivers, maintenance personnel, parts, and tools.
- d) Maintains records on use of transportation equipment and personnel for purpose of possible reimbursement.

j. Donations Management.

- 1) The primary responsibility for this function is assigned to the Emergency Management Coordinator (EMC) and Long-term Recovery Committee (LTRC), who will prepare and maintain Annex T (Donations Management) to this plan and supporting SOPs.
- 2) Emergency tasks to be performed include:
  - a) Compile resource requirements identified by the Resource Management staff.
  - b) Solicit donations to meet known needs.
  - c) Establish and implement procedures to receive, accept or turn down offers of donated goods and services, and provide instructions to donors of needed goods or services.
  - d) In coordination with the Resource Management staff, establish a facility to receive, sort, and distribute donated goods.

k. Legal.

- 1) The primary responsibility for this function is assigned to the County Attorney, who will prepare and maintain Annex U (Legal) to this plan and supporting SOPs.
- 2) Emergency tasks to be performed include:
  - a) Advise local officials on emergency powers of local government and procedures for invoking those measures.
  - b) Review and advise our officials on possible legal issues arising from disaster operations.
  - c) Prepare and/or recommend legislation to implement the emergency powers that may be required during an emergency.
  - d) Advise local officials and department heads on record-keeping requirements and other documentation necessary for the exercising of emergency powers.

- i. Department and agency heads not assigned a specific function in this plan will be prepared to make their resources available for emergency duty at the direction of our chief elected official.



## 7. Volunteer & Other Services

- a. Volunteer Groups. The following are local volunteer agencies that can provide disaster relief services and traditionally have coordinated their efforts with our local government:

1) Waxahachie Chapter, American Red Cross.

The Red Cross provides shelter management, feeding at fixed facilities and through mobile units, first aid, replacement of eyeglasses and medications, provision of basic clothing, and limited financial assistance to those affected by emergency situations, and feeding for emergency workers.

2) Waxahachie Chapter, The Salvation Army.

The Salvation Army provides emergency assistance to include mass and mobile feeding, temporary shelter, counseling, missing person services, medical assistance, and the warehousing and distribution of donated good including food clothing, and household items. It also provides referrals to government and private agencies for special services.

3) Southern Baptist Convention Disaster Relief.

Provides mobile feeding units staffed by volunteers. Active in providing disaster childcare, the agency has several mobile childcare units. It can also assist with clean-up activities, temporary repairs, reconstruction, counseling, and bilingual services.

4) Radio Amateur Civil Emergency Service (RACES).

The Radio Amateur Civil Emergency Service (RACES) provides amateur radio support for emergency operations, including communications support in the EOC.

b. Business Support.

The following businesses have agreed to provide support for emergency operations as indicated:

- 1) Wal-Mart
- 2) Home Depot

## **VII. DIRECTION AND CONTROL**

### **A. General**

1. The County Judge is responsible for establishing objectives and policies for emergency management and providing general guidance for disaster response and

recovery operations, all in compliance with the NIMS. During disasters, she/he may carry out those responsibilities from the EOC.

2. The County Judge will provide overall direction of the response activities of all our departments. During major emergencies and disaster, she/he will normally carry out those responsibilities from the EOC.
3. Emergency Management Coordinator (EMC) will manage the EOC.
4. The Incident Commander, assisted by a staff sufficient for the tasks to be performed, will manage the emergency response at an incident site.
5. During emergency operations, department heads retain administrative and policy control over their employees and equipment. However, personnel and equipment will carry out mission assignments directed by the incident commander. Each department and agency is responsible for having its own operating procedures to be followed during response operations, but interagency procedures, such as a common communications protocol, may be adopted to facilitate coordinated effort.
6. If our own resources are insufficient or inappropriate to deal with an emergency situation, we may request assistance from other jurisdictions, organized volunteer groups, or the State. The process for requesting State or Federal assistance is covered in section V.F of this plan; see also the Request for Assistance form in Annex M, Appendix 2. External agencies are expected to conform to the general guidance and directed provided by our senior decision-makers.

## **B. Emergency Facilities**

1. Incident Command Post. Except when an emergency situation threatens, but has not yet occurred, and those situations for which there is no specific hazard impact site (such as a severe winter storm or area-wide utility outage), an incident command post or command posts will be established in the vicinity of the incident site(s). As noted previously, the incident commander will be responsible for directing the emergency response and managing the resources at the incident scene.
2. Emergency Operating Center. When major emergencies and disasters have occurred or appear imminent, we will activate our EOC, which is located at the **Multipurpose Room, 109 S. Jackson St Waxahachie (Courts Building) (Approved by the Commissioners Court Minutes, dated October 22, 2019, Minute order 458.19, (3.3) designating the room as the Ellis County Emergency Operation Center (EOC))**. Counties and jurisdictions should work to establish locations for alternate emergency operation facilities should the area of current operation centers be impacted.

The following individuals are authorized to activate the EOC:

- a. County Judge
- b. Emergency Management
- c. County Fire Marshal

3. The general responsibilities of the EOC are to:
  - a. Assemble accurate information on the emergency situation and current resource data to allow local officials to make informed decisions on courses of action.
  - b. Working with representatives of emergency services, determine and prioritize required response actions and coordinate their implementation.
  - c. Provide resource support for emergency operations.
  - d. Suspend or curtail government services, recommend the closure of schools and businesses, and cancellation of public events.
  - e. Organize and activate large-scale evacuation and mass care operations.
  - f. Provide emergency information to the public.
4. Representatives of those departments and agencies assigned emergency functions in this plan will staff the EOC. EOC operations are addressed in Annex N (Direction and Control). The interface between the EOC and the incident command post is described in paragraph V.E above.
5. Our Alternate EOC is located at 1150 U.S. 67 FRONTAGE RD #300, MIDLOTHIAN, TX 76065 or Waxahachie Emergency Operation Center, 630 FARLEY ST, WAXAHACHIE, TX 75165. This facility will be used if our primary EOC becomes unusable.
6. We have a mobile command and control vehicles, which may be used as an incident command post .
  - a. Ellis County Sheriff's Office
  - b. Red Oak Fire Department Command Bus
  - c. Ennis Mobile Command Truck

### **C. Line of Succession**

- i; The line of succession for the County Judge is:
  - a. County Judge
  - b. County Judge pro tem
  - c. County Engineer
- ii. The line of succession for the Emergency Management Coordinator is:
  - a. Fire Marshal

## VIII. READINESS LEVELS

- A. Many emergencies follow some recognizable build-up period during which actions can be taken to achieve a gradually increasing state of readiness. We use a four-tier system. Readiness Levels will be determined by the County Judge or, for certain circumstances, the Emergency Management Coordinator. General actions to be taken at each readiness level are outlined in the annexes to this plan; more specific actions will be detailed in departmental or agency SOPs.
- B. The following Readiness Levels will be used as a means of increasing our alert posture.
1. Level IV (4): Normal Conditions
    - a. Emergency incidents occur and local officials are notified. One or more departments or agencies respond to handle the incident; an incident command post may be established. Limited assistance may be requested from other jurisdictions pursuant to established inter-local agreements.
    - b. The normal operations of government are not affected.
  2. Level III (3): Increased Readiness
    - a. Increased Readiness refers to a situation that presents a greater potential threat than "Level IV (4)", but poses no immediate threat to life and/or property. Increased readiness actions may be appropriate when the situations similar to the following occur:
      - 1) Tropical Weather Threat. A tropical weather system has developed that has the potential to impact the local area. Readiness actions may include regular situation monitoring, a review of plans and resource status, determining staff availability and placing personnel on-call.
      - 2) Tornado Watch indicates possibility of tornado development. Readiness actions may include increased situation monitoring and placing selected staff on alert.
      - 3) Flash Flood Watch indicates flash flooding is possible due to heavy rains occurring or expected to occur. Readiness actions may include increased situation-monitoring, reconnaissance of known trouble spots, deploying warning signs.
      - 4) Wildfire Threat. During periods of extreme wildfire threat, readiness actions may include deploying additional resources to areas most at risk, arranging for standby commercial water tanker support, conducting daily aerial reconnaissance, or initiating burn bans.
      - 5) Mass Gathering. For mass gatherings with previous history of problems, readiness actions may include reviewing security, traffic control, fire protection, and first aid planning with organizers and determining additional requirements.

- b. Declaration of “Level III (3)” will generally require the initiation of the “Increased Readiness” activities identified in each annex to this plan.

### 3. Level II (2): High Readiness

- a. High Readiness refers to a situation with a significant potential and probability of causing loss of life and/or property. This condition will normally require some degree of warning to the public. Actions could be triggered by severe weather warning information issued by the National Weather Service such as:
  - 1) Tropical Weather Threat. A tropical weather system may impact the local area within 72 hours. Readiness actions may include continuous storm monitoring, identifying worst-case decision points, increasing preparedness of personnel and equipment, updating evacuation checklists, verifying evacuation route status, and providing the public information for techniques to protect homes and businesses on the evacuation routes.
  - 2) Tornado Warning. Issued when a tornado has actually been sighted in the vicinity or indicated by radio, and may strike in the local area. Readiness actions may include activating the EOC, continuous situation monitoring, and notifying the public about the warning.
  - 3) Flash Flood Warning. Issued to alert persons that flash flooding is imminent or occurring on certain streams or designated areas, and immediate action should be taken. Readiness actions may include notifying the public about the warning, evacuating low-lying areas, open shelters to house evacuees, and continuous situation monitoring.
  - 4) Winter Storm Warning. Issued when heavy snow, sleet, or freezing rain are forecast to occur separately or in a combination. Readiness actions may include preparing for possible power outages, putting road crews on stand-by to clear and/or sand the roads, and continuous situation monitoring.
  - 5) Mass Gathering. Civil disorder with relatively large-scale localized violence is imminent. Readiness actions may include increased law enforcement presence, putting hospitals and fire departments on alert, and continuous situation monitoring.
  - 6) Human-Induced Hazards. The hazards include acts of terrorism that may involve weapons of mass destruction such as dirty bombs, chemical and biological agents, and hazardous materials and oil spills.
  - 7) Homeland Security Advisory System Level Orange. If the Federal Officials receive intelligence indicating the likelihood of a terrorist attack, the national threat alert system may be raised to Orange thus triggering an increase to Level II (2): High Readiness locally.
- b. Declaration of a “Level II (2)” will generally require the initiation of the “High Readiness” activities identified in each annex to this plan.

#### 4. Level I (1): Maximum Readiness

- a. Maximum Readiness refers to situation that hazardous conditions are imminent. This condition denotes a greater sense of danger and urgency than associated with a “Level II (2)” event. Actions could also be generated by severe weather warning information issued by the National Weather Service combined with factors making the event more imminent.
  - 1) Tropical Weather Threat. The evacuation decision period is nearing for an approaching tropical weather system that may impact the local area. Readiness actions may include continuous situation monitoring, cull activation of the EOC, recommending precautionary actions for special facilities, placing emergency personnel and equipment into position for emergency operations, and preparing public transportation resources for evacuation support.
  - 2) Tornado Warning. Tornado has been sighted especially close to a populated area or moving towards a populated area. Readiness actions may include taking immediate shelter and put damage assessment teams on stand-by.
  - 3) Flash Flood Warning. Flooding is imminent or occurring at specific locations. Readiness actions may include evacuations, rescue teams on alert, sheltering evacuees and/or others displaced by the flooding, and continuous monitoring of the situation.
  - 4) Mass Gathering. Civil disorder is about to erupt into large-scale and widespread violence. Readiness actions may include having all EMS units on stand-by, all law enforcement present for duty, notify the DDC that assistance may be needed and keep them apprised of the situation, and continuous situation monitoring is required.
  - 5) Human-Induced Hazards. Following the release of information regarding intentional or accidental releases of harmful agents that may be chemical, biological, or radiological in nature, officials may declare a Level I (1) alert, Maximum Readiness. Readiness actions may include the deployment of HazMat teams, requests for additional resources, and the issuing of evacuation or shelter-in-place advisories.
  - 6) Homeland Security Advisory System Level Red. If the Federal Officials receive intelligence indicating the likelihood of a terrorist attack, the national threat alert system may be raised to Red thus triggering an increase to Level I (1) of Maximum Readiness
- b. Declaration of “Level I (1)” will generally require the initiation of the “Maximum Readiness” activities identified in each annex to this plan.

## **IX. ADMINISTRATION AND SUPPORT**

### **A. Agreements and Contracts**

1. Should our local resources prove to be inadequate during an emergency; requests will be made for assistance from other local jurisdictions, other agencies, and industry in accordance with existing mutual-aid agreements and contracts and those agreements and contracts concluded during the emergency. Such assistance may include equipment, supplies, or personnel. All agreements will be entered into by authorized officials and should be in writing whenever possible. Agreements and contracts should identify the local officials authorized to request assistance pursuant to those documents.
2. In an effort to facilitate assistance pursuant to mutual aid agreements, our available resources are identified and are a part of the Texas Regional Response Network (TRRN).
3. The agreements and contracts pertinent to emergency management that we are a party to are summarized in Attachment 6.

### **B. Reports**

1. Hazardous Materials Spill Reporting. If we are responsible for a release of hazardous materials of a type or quantity that must be reported to state and federal agencies, the department or agency responsible for the spill shall make the required report. See Annex Q, Hazardous Materials and Oil Spill Response, for more information. If the party responsible for a reportable spill cannot be located, the Incident Commander and County Fire Marshal shall ensure that the required report(s) are made.
2. Initial Emergency Report. This short report should be prepared and transmitted by the EOC when an on-going emergency incident appears likely to worsen and we may need assistance from other local governments or the State. See Annex N, Direction and Control for the format and instructions for this report.
3. Situation Report. A daily situation report should be prepared and distributed by the EOC during major emergencies or disasters. See Annex N, Direction and Control, for the format of and instructions for this report.
4. After Action Report/Lessons. These reports should be prepared to document response efforts in order to identify strengths in the current system as well as areas for improvements. This shall be considered part of the planning process. Reports should be distributed, after each major emergency or disaster as well as exercises and simulations.
5. Other Reports. Several other reports covering specific functions are described in the annexes to this plan.

### **C. Records**

1. Record Keeping for Emergency Operations

The County/Signatory City is responsible for establishing the administrative controls necessary to manage the expenditure of funds and to provide reasonable accountability and justification for expenditures made to support emergency operations. This shall be done in accordance with the established local fiscal policies and standard cost accounting procedures.

- a. Activity Logs. The Incident Command Post and the EOC shall maintain accurate logs recording key response activities, including:
  - 1) Activation or deactivation of emergency facilities.
  - 2) Emergency notifications to other local governments and to state and federal agencies.
  - 3) Significant changes in the emergency situation.
  - 4) Major commitments of resources or requests for additional resources from external sources.
  - 5) Issuance of protective action recommendations to the public.
  - 6) Evacuations.
  - 7) Casualties.
  - 8) Containment or termination of the incident.
- b. Incident Costs. All department and agencies shall maintain records summarizing the use of personnel, equipment, and supplies during the response to day-to-day incidents to obtain a estimate of annual emergency response costs that can be used as in preparing future department or agency budgets.
- c. Emergency or Disaster Costs. For major emergencies or disasters, all departments and agencies participating in the emergency response shall maintain detailed of costs for emergency operations to include:
  - 1) Personnel costs, especially overtime costs
  - 2) Equipment operations costs
  - 3) Costs for leased or rented equipment
  - 4) Costs for contract services to support emergency operations
  - 5) Costs of specialized supplies expended for emergency operations

These records may be used to recover costs from the responsible party or insurers or as a basis for requesting financial assistance for certain allowable response and recovery costs from the state and/or federal government.

## 2. Preservation of Records

- a. In order to continue normal government operations following an emergency situation disaster, vital records must be protected. These include legal documents as well as property and tax records. The principal causes of damage to records are fire and water; therefore, essential records should be protected accordingly.



Each agency responsible for preparation of annexes to this plan will include protection of vital records in its SOPs.

- b. If records are damaged during an emergency situation, we will seek professional assistance to preserve and restore them.

#### **D. Training**

It will be the responsibility of each agency director to ensure that agency personnel, in accordance with the NIMS, possess the level of training, experience, credentialing, currency, physical and medical fitness, or capability for any positions they are tasked to fill. (See Attachment 8 for training breakdown)

#### **E. Consumer Protection**

Consumer complaints regarding alleged unfair or illegal business practices often occur in the aftermath of a disaster. Such complaints will be referred to the County Attorney, who will pass such complaints to the Consumer Protection Division of the Office of the Attorney General.

#### **F. Post-Incident and Exercise Review**

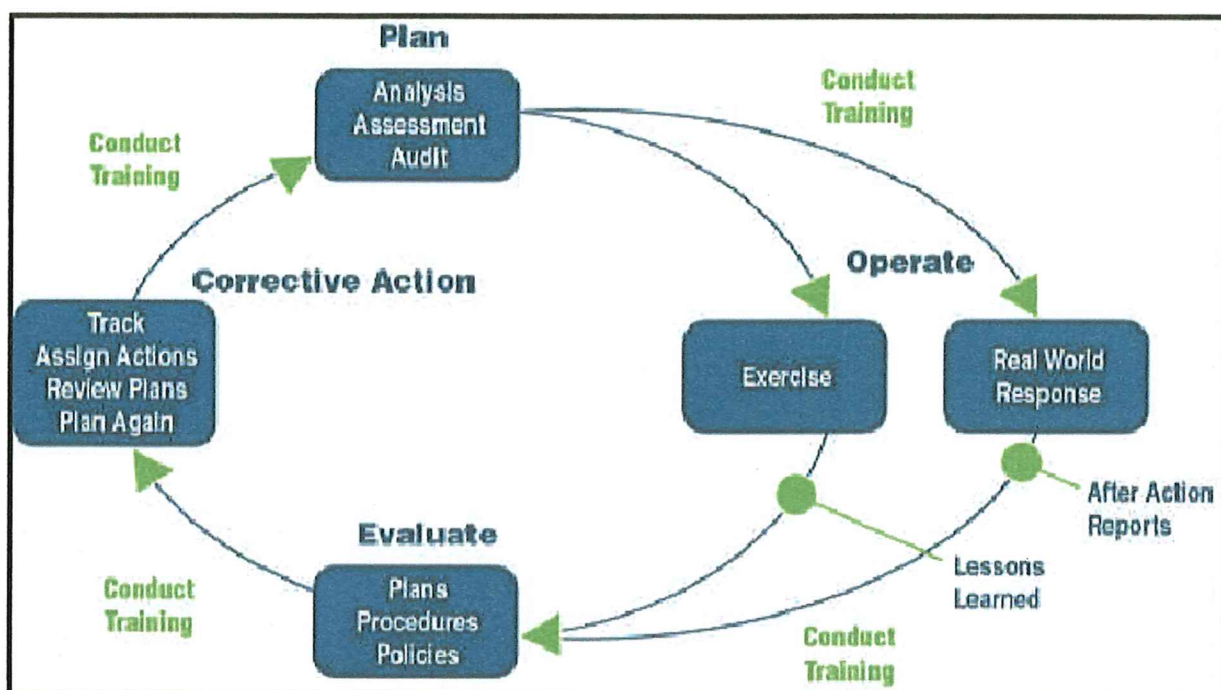
The County Judge is responsible for organizing and conducting a critique following the conclusion of a significant emergency event/incident or exercise. The After Action Report (AAR) will entail both written and verbal input from all appropriate participants. An Improvement Plan will be developed based on the deficiencies identified, and an individual, department, or agency will be assigned responsibility for correcting the deficiency and a due date shall be established for that action.

### **X. PLAN DEVELOPMENT AND MAINTENANCE**

#### **A. Preparedness Cycle**

The EMP will be maintained, reviewed, and updated following a preparedness cycle that includes four phases: Plan, Operate, Evaluate, and Corrective Action. Participation of primary and support agencies during all phases of this cycle ensures the plan reflects the current policies, organizational structures, and methodologies utilized by County response organizations.

Figure 6: Emergency Management Planning Cycle



## B. Plan Development

The County Judge is responsible for approving and promulgating this plan.

## C. Distribution of Planning Documents

1. The County Judge shall determine the distribution of this plan and its annexes. In general, copies of plans and annexes should be distributed to those individuals, departments, agencies, and organizations tasked in this document. Copies should also be set-aside for the EOC and other emergency facilities.
2. The Basic Plan should include a distribution list (See Attachment 1 to this plan) that indicates who receives copies of the basic plan and the various annexes to it. In general, individuals who receive annexes to the basic plan should also receive a copy of this plan, because the Basic Plan describes our emergency management organization and basic operational concepts.

## D. Review

The Basic Plan and its annexes shall be reviewed annually by local officials. The County Judge/EMC will establish a schedule for annual review of planning documents by those tasked in them.

## E. Update

1. This plan will be updated based upon deficiencies identified during actual emergency situations and exercises and when changes in threat hazards, resources and capabilities, or government structure occur.
2. The Basic Plan and its annexes must be revised or updated by a formal change at least **every five years**. Responsibility for revising or updating the Basic Plan is assigned to the Emergency Management Coordinator (EMC). Responsibility for revising or updating the annexes to this plan is outlined in Section VI.B, Assignment of Responsibilities, as well as in each annex. For details on the methods of updating planning documents as well as more information on when changes should be made, refer to Chapter 3 of the Texas Division of Emergency Management (TDEM) *Local Emergency Management Planning Guide* (TDEM-10).  
Chapter 3 <https://tdem.texas.gov/wp-content/uploads/2020/01/TDEM-10-1.pdf>
3. Revised or updated planning documents will be provided to all departments, agencies, and individuals tasked in those documents.
4. §418.043(4) of the Government Code provides that DEM shall review local emergency management plans. The process for submitting new or updated planning documents to DEM is described in Chapter 6 of the DEM-10. The County Judge is responsible for submitting copies of planning documents to our TDEM District Coordinator for review.

## ATTACHMENTS:

1. Distribution List
2. References
3. Organization for Emergencies
4. Functional Responsibility Matrix
5. Annex Assignments
6. Summary of Agreements & Contracts
7. National Incident Management System
8. NIMS Compliance Summary
9. Court Order Adopting NIMS

<p align="center"><b>ATTACHMENT 1</b> <b>DISTRIBUTION LIST</b></p>
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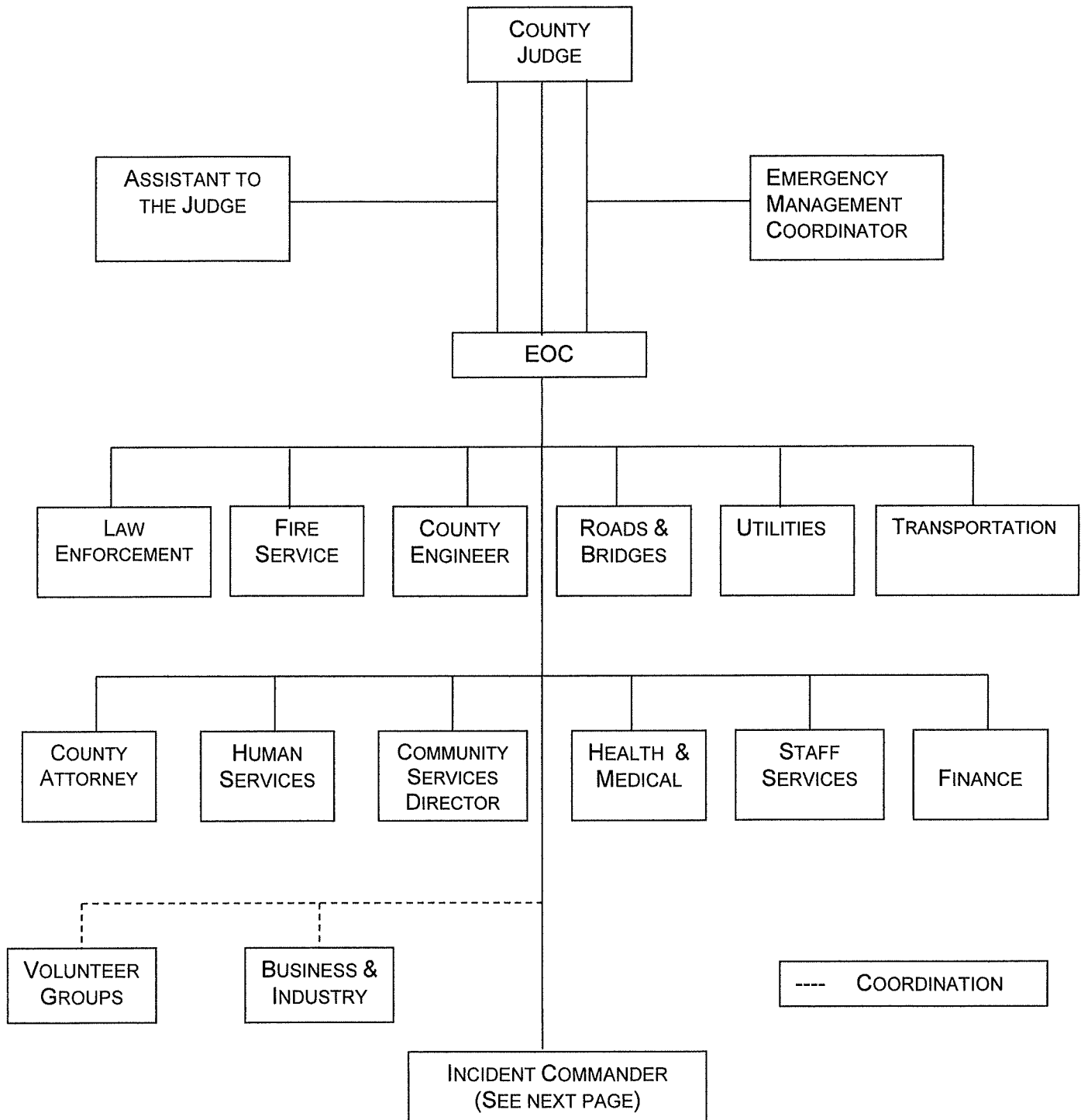
<u>Jurisdiction/Agency Plan</u>	<u>Basic Plan</u>	<u>Annexes</u>
EOC Reference Library	2	All
County Judge/Mayor	1	All
City Manager	1	All
Each County Commissioner	1	All
EMC	1	All
City Secretary/Asst. to the Judge	1	All
County Sheriff	2	All
Police Chief	1	All
Each Constable	1	All
Fire Chief/Fire Marshal	2	All
County Auditor Office	1	All
County Purchasing Office	1	All
Community Services Director	1	C, E, O
County Health Officer	1	C, D, H, O, Q
Finance Director/Tax Assessor	1	J, M
City Public Works Director/County Engineer	1	E, G, J, K, L, S
Public Utilities Director	1	J, K, L
Human Resources Director	1	C, M, O, T
County Attorney	1	All
Justices of the Peace	1	All
Medical Examiner	1	G, H, N
RACES Officer	1	All
Radiological Officer	1	D, E, Q
_____ Hospital	1	C, E, S
County Animal Control	1	E, H
ISD Transportation Director	1	C, E, H, O
County Independent School District	1	C, E, O, S
Ellis County Local Emergency Planning Committee	1	All
American Red Cross	1	C, E, J, O, T
The Salvation Army	1	C, E, J, O, T
Southern Baptist Convention Disaster Relief	1	C, E, J, O, T
Hazard County Rural Transportation Service	1	S
GDEM Regional Liaison Officer	1	All

## ATTACHMENT 2 REFERENCES

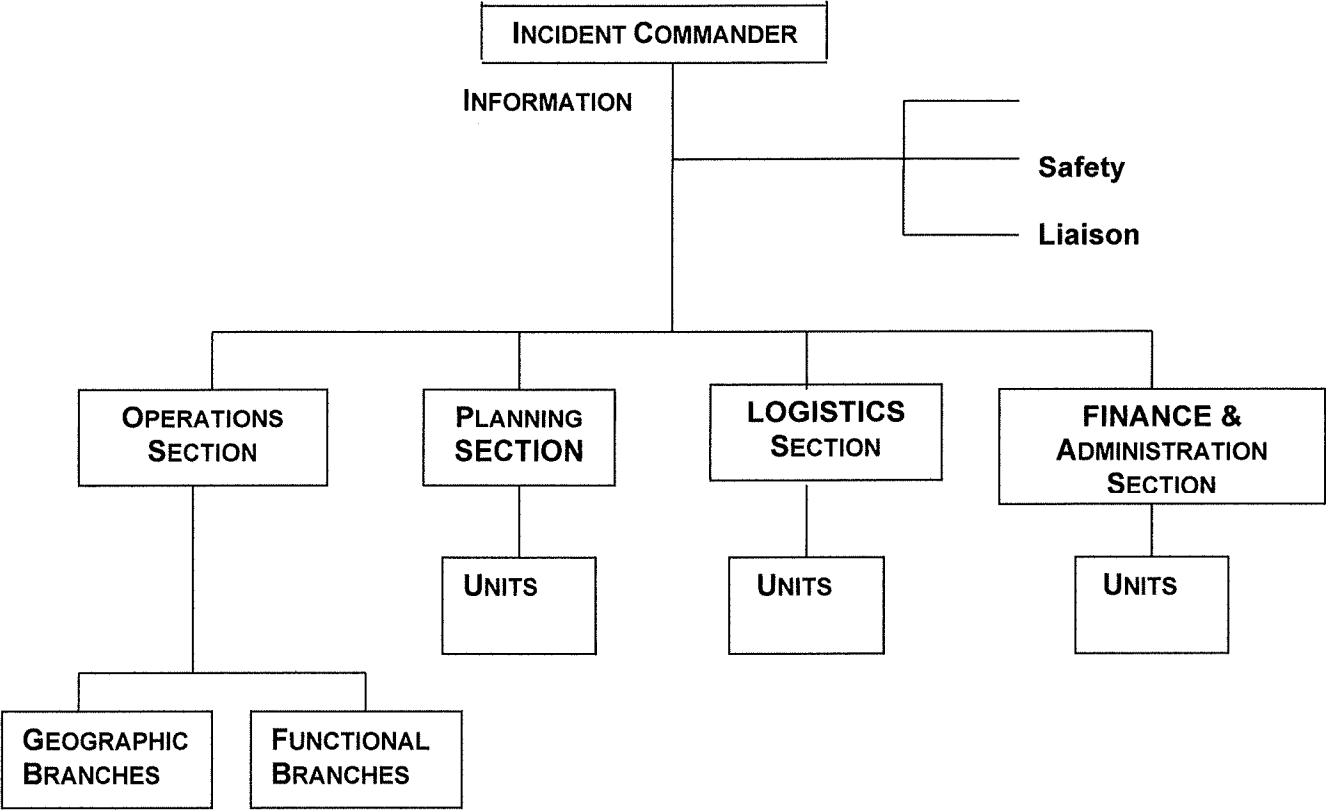
1. Texas Department of Public Safety, Texas Division of Emergency Management, *Local Emergency Management Planning Guide*, DEM-10  
<HTTPS://TDEM.TEXAS.GOV/WP-CONTENT/UPLOADS/2020/01/TDEM-10-1.PDF>
2. Texas Department of Public Safety, Texas Division of Emergency Management, *Disaster Recovery Manual*  
<https://tdem.texas.gov/form-library/>
3. Texas Department of Public Safety, Texas Division of Emergency Management, *Mitigation Handbook*  
<HTTPS://TDEM.TEXAS.GOV/FUTURE-PROOFING/>
4. FEMA, Independent Study Course, IS-288: *The Role of Voluntary Organizations in Emergency Management IS-288.a The Role of Voluntary Organizations in Emergency Management* - (2/12/2015)  
<https://training.fema.gov/is/crslist.aspx?page=6>
5. FEMA, *Comprehensive Preparedness Guide (CPG-101)*  
[HTTPS://WWW.FEMA.GOV/SITES/DEFAULT/FILES/2020-05/CPG\\_101\\_V2\\_30NOV2010\\_FINAL\\_508.PDF](HTTPS://WWW.FEMA.GOV/SITES/DEFAULT/FILES/2020-05/CPG_101_V2_30NOV2010_FINAL_508.PDF)
6. U. S. Department of Homeland Security, *National Response Plan*  
[http://www.dhs.gov/xlibrary/assets/NRP\\_Brochure.pdf](http://www.dhs.gov/xlibrary/assets/NRP_Brochure.pdf)
7. 79<sup>th</sup> Texas Legislature, *House Bill 3111*

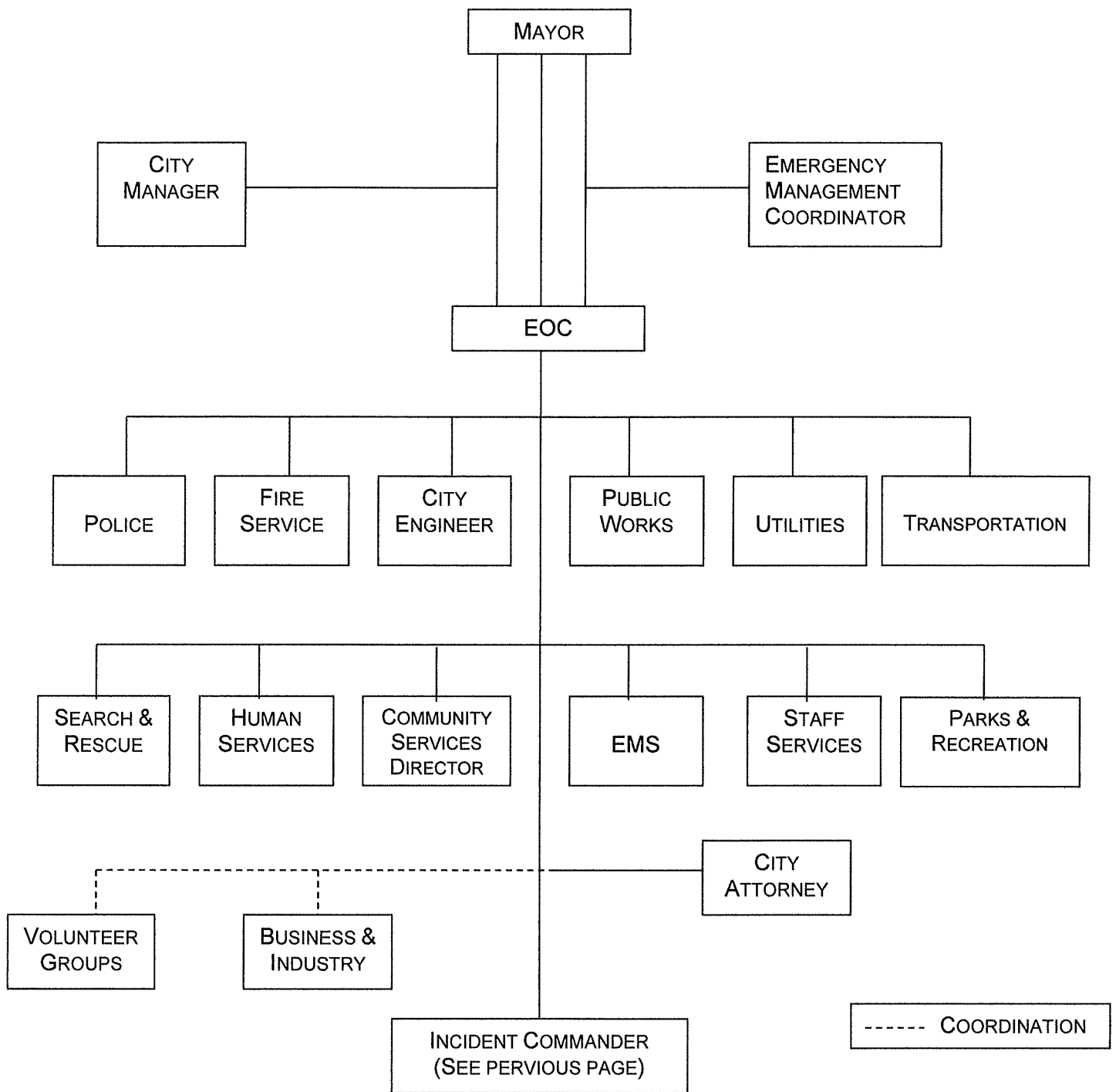
**ATTACHMENT 3**  
**ORGANIZATION FOR EMERGENCY MANAGEMENT**

**ORGANIZATION FOR EMERGENCY MANAGEMENT – COUNTY PROGRAM**



**ORGANIZATION FOR EMERGENCY MANAGEMENT – SIGNATORY CITY**







**ATTACHMENT 4**  
**EMERGENCY MANAGEMENT FUNCTIONAL RESPONSIBILITIES**

**FUNCTIONAL RESPONSIBILITIES**

	Warning	Communications	Shelter & Mass Care	Radiological Protection	Evacuation	Firefighting	Law Enforcement	Health & Medical	Public Information	Recovery	Public Works & Engineering	Utilities	Resource Management	Direction & Control	Human Services	Hazard Mitigation	Hazmat & Oil Spill Response	Search & Rescue	Transportation	Donations Management	Legal	Terrorist Incident Response
County Judge/Mayor	S	S	S	S	S	S	S	S	S	S	S	S	S	P	S	S	S	S	S	S	S	S
Asst. to Judge/City Manager									P	S			S							S		
EMC	S	C	C	C	S	C	C	C	C	C	C	C	S	C	C	S	C	C	C	S	C	C
Law Enforcement	P	P	S	S	P	S	P						S	S	S		S	S		S		P
Fire Service	S	S	S	P	S	P							S	S		S	P	S		S		S
Public Works		S	S	S	S		S			S	P	S	S	S		P	S	S				S
Utilities		S								S		P	S	S		S	S			S		S
Health & Medical Services			S	S	S			P					S	S	S		S	S	S	S		S
Human Services			S		S								S		P	S				S		S
Community Services			P	S	S								S	S	S					P		S
Human Resources													P							S		
Tax Assessor/Finance Dir.										P			S			S				S		
Transportation/ISD			S		S								S		S		S		P			S
City/County Attorney's Office					S								S			S				S	P	S
Search & Rescue					S									S				P				S

P – INDICATES PRIMARY RESPONSIBILITY  
S – INDICATES SUPPORT RESPONSIBILITY  
C – INDICATES COORDINATION RESPONSIBILITY

**ATTACHMENT 5  
ANNEX ASSIGNMENTS**

<b>ANNEX</b>	<b>ASSIGNED TO:</b>
Annex A: Warning	Emergency Management Coordinator
Annex B: Communications	County Sheriff
Annex C: Shelter & Mass Care	Red Cross/Salvation Army
Annex D: Radiological Protection	Fire Marshal
Annex E: Evacuation	County Sheriff
Annex F: Firefighting	Fire Marshal
Annex G: Law Enforcement	County Sheriff
Annex H: Health and Medical Services	Ellis County Health Officer & AMR
Annex I: Public Information	Asst. to the Judge
Annex J: Recovery	Emergency Management Coordinator/Red Cross/LTRC
Annex K: Public Works & Engineering	County Engineer
Annex L: Utilities	County Engineer
Annex M: Resource Management	County Auditor
Annex N: Direction & Control	Emergency Management
Annex O: Human Services	Human Services Director/ Salvation Army/ LTRC
Annex P: Hazard Mitigation	County Engineer
Annex Q: Hazardous Materials & Oil Spill Response	Fire Marshal
Annex R: Search & Rescue	Fire Marshal/ Emergency Management
Annex S: Transportation	County Engineer
Annex T: Donations Management	Emergency Management Coordinator/ LTRC
Annex U: Legal	County Attorney
Annex V: Terrorist Incident Response	County Sheriff

<p style="text-align: center;"><b>ATTACHMENT 6</b> <b>SUMMARY OF AGREEMENTS &amp; CONTRACTS</b></p>
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**Agreements**

Joint resolutions establishing an interjurisdictional emergency management program with Ellis County and the following Cities: Alma, Bardwell, Ennis, Ferris, Garrett, Glenn Heights, Italy, Maypearl, Midlothian, Milford, Oak Leaf, Ovilla, Palmer, Pecan Hill, Red Oak, and Waxahachie. The Unincorporated areas are: Avalon, Forrester, and Telico. The agreements are stored in the office of Emergency Management as well as the Ellis County Clerk's Office.

Mutual Aid Agreements are currently all verbal. A committee has recently been formed between S. Dallas County Cities and N. Ellis County Cities to form a mutual aid system. The Ellis Dallas Unified command Team (EDUCT) is currently working with city and County Attorneys to create a written Mutual Aid agreement.

<p style="text-align: center;"><b>ATTACHMENT 7</b> <b>NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS) SUMMARY</b></p>
--

## **A. BACKGROUND**

1. NIMS is a comprehensive, national approach to incident management that is applicable to all jurisdictional levels and across functional disciplines. This system is suitable across a wide range of incidents and hazard scenarios, regardless of size or complexity. It provides a flexible framework for all phases of incident management, as well as requirements for processes, procedures, and systems designed to improve interoperability.
2. NIMS is a multifaceted system that provides a national framework for preparing for, preventing, responding to, and recovering from domestic incidents.

## **B. COMPONENTS**

1. Command and Management. The incident management structures employed by NIMS can be used to manage emergency incidents or non-emergency events such as celebrations. The system works equally well for small incidents and large-scale emergency situations. The system has built-in flexibility to grow or shrink depending on current needs. It is a standardized system, so personnel from a variety of agencies and geographic locations can be rapidly incorporated into a common management structure.
  - a. Incident Management System. A system that can be used to manage emergency incidents or non-emergency events such as celebrations.

### **1) FEATURES OF ICS**

ICS has a number of features that work together to make it a real management system. Among the primary attributes of ICS are:

- a) Common Terminology. ICS requires the use of common terminology, such as the use of standard titles for facilities and positions within an organization, to ensure efficient and clear communications.
- b) Organizational Resources. All resources including personnel, facilities, major equipment, and supply items used to support incident management activities must be "typed" with respect to capability. This typing will minimize confusion and enhance interoperability.
- c) Manageable Span of Control. Span of control should ideally vary from three to seven. Anything less or more requires expansion or consolidation of the organization.
- d) Organizational Facilities. Common terminology is used to define incident facilities, the activities conducted at these facilities, and the organizational positions that can be found working there.

- e) Use of Position Titles. All ICS positions have distinct titles.
- f) Reliance on an Incident Action Plan. The incident action plan, which may be verbal or written, is intended to provide supervisory personnel a common understanding of the situation and direction for future action. The plan includes a statement of objectives, organizational description, assignments, and support material such as maps. Written plans are desirable when two or more jurisdictions are involved, when state and/or federal agencies are assisting local response personnel, or there has been significant turnover in the incident staff.
- g) Integrated Communications. Integrated communications includes interfacing disparate communications as effectively as possible, planning for the use of all available systems and frequencies, and requiring the use of clear text in communications.
- h) Accountability. ICS is based on an orderly chain of command, check-in for all responders, and only one supervisor for each responder.

## 2) UNIFIED COMMAND

- a) Unified Command is a variant of ICS used when there is more than one agency or jurisdiction with responsibility for the incident or when personnel and equipment from a number of different agencies or jurisdictions are responding to it. This might occur when the incident site crosses jurisdictional boundaries or when an emergency situation involves matters for which state and/or federal agencies have regulatory responsibility or legal requirements.
- b) ICS Unified Command is intended to integrate the efforts of multiple agencies and jurisdictions. The major change from a normal ICS structure is at the top. In a Unified command, senior representatives of each agency or jurisdiction responding to the incident collectively agree on objectives, priorities, and an overall strategy or strategies to accomplish objectives; approve a coordinated Incident Action Plan; and designate an Operations Section Chief. The Operations Section Chief is responsible for managing available resources to achieve objectives. Agency and jurisdictional resources remain under the administrative control of their agencies or jurisdictions, but respond to mission assignments and direction provided by the Operations Section Chief based on the requirements of the Incident Action Plan.

## 3) AREA COMMAND

- a) An Area Command is intended for situations where there are multiple incidents that are each being managed by an ICS organization or to oversee the management of large or multiple incidents to which several Incident Management Teams have been assigned. Area Command becomes Unified Area Command when incidents are multijurisdictional.

- b) The organization of an Area Command is different from a Unified Command in that there is no operations section, since all operations are conducted on-scene, at the separate ICPs.
  - b. Multiagency Coordination Systems. Multiagency coordination systems may be required for incidents that require higher level resource management or information management. The components of multiagency coordination systems include facilities, equipment, EOCs, specific multiagency coordination entities, personnel, procedures, and communications; all of which are integrated into a common framework for coordinating and supporting incident management.
  - c. Public Information. The NIMS system fully integrates the ICS Joint Information System (JIS) and the Joint Information Center (JIC). The JIC is a physical location where public information staff involved in incident management activities can collocate to perform critical emergency information, crisis communications, and public affairs functions. More information on JICs can be obtained in the DHS *National Incident Management System Plan*, dated March 2004.
2. Preparedness. Preparedness activities include planning, training, and exercises as well as certification of response personnel, and equipment acquisition and certification. Activities would also include the creation of mutual aid agreements and Emergency Management Assistance Compacts. Any public information activities such as publication management would also be preparedness activities.
  3. Resource Management. All resources, such as equipment and personnel, must be identified and typed. Systems for describing, inventorying, requesting, and tracking resources must also be established.
  4. Communications and Information Management. Adherence to NIMS specified standards by all agencies ensures interoperability and compatibility in communications and information management.
  5. Supporting Technologies. This would include any technologies that enhance the capabilities essential to implementing the NIMS. For instance, voice and data communication systems, resource tracking systems, or data display systems.
  6. Ongoing Management and Maintenance. The NIMS Integration Center provides strategic direction and oversight in support of routine review and continual refinement of both the system and its components over the long term.

## **ATTACHMENT 8**

### **NIMS Compliance Summary**

#### **A. Background**

The National Incident Management System (NIMS) blends effective emergency preparedness and response practices into a comprehensive national framework for incident management. The NIMS will enable responders at all levels to work together more effectively to manage domestic incidents no matter what the cause, size or complexity.

The benefits of the NIMS system will be significant:

- Standardized organizational structures, processes and procedures;
- Standards for planning, training and exercising, and personnel qualification standards;
- Equipment acquisition and certification standards;
- Interoperable communications processes, procedures and systems;
- Information management systems; and
- Supporting technologies--voice and data communications systems, information systems, data display systems and specialized technologies.

#### **B. NIMS Adoption**

Pursuant to NIMS Compliance requirements, the county of Ellis acknowledges the importance of the use of NIMS and has formally adopted NIMS as evidenced in Commissioners' Court Order # 214.05 (*Refer to Appendix 9—Court Order Adopting NIMS*)

#### **C. NIMS Training**

The County recognizes the need for training of personnel to properly implement and use the NIMS. As such, all executive, managerial, and First Responder are to be trained as indicated below.

##### **1) All Elected and/or Appointed Ellis County Officials**

- a) are required to complete the following courses within 180 day of taking office. These courses can be found at the following website:

<https://training.fema.gov/is/crslist.aspx?page=1>.

- 1) IS-100.b - Introduction to ICS for Operational First Responders (ICS-100)
- 2) IS-200.b - ICS for Single Resources and Initial Action Incidents - (ICS-200)

- 3) IS-700.a - National Incident Management System (NIMS) An Introduction - (ICS-700)
  - 4) IS-800.b - National Response Framework, An Introduction - (ICS-800)
- b) are required to complete the following course within 180 day of taking office. The course will be scheduled by the Ellis County Emergency Management Office
- 1) G-402 - Incident Command System Overview for Executives and Senior Officials, ICS 402
- c) the following courses are optional, but recommended, for **Elected and/or Appointed Ellis County Officials**. These courses will be scheduled by the Ellis County Emergency Management Office.
- 1) ICS 300: Intermediate Incident Command System for Expanding Incidents
  - 2) ICS 400: Advanced Incident Command System for Command and General Staff - Complex Incidents
  - 3) Incident Command System (ICS) Forms Review

## 2) **Department heads**

- a) that may serve in the Emergency Operations Center (EOC) before, during, or after an emergency are required to complete the following courses within 180 days of taking office. These courses can be found at the following website:  
<https://training.fema.gov/is/crslist.aspx?page=1> .
- 1) IS-100.b - Introduction to ICS for Operational First Responders (ICS-100)
  - 2) IS-200.b - ICS for Single Resources and Initial Action Incidents - (ICS-200)
  - 3) IS-700.a - National Incident Management System (NIMS) An Introduction - (ICS-700)
  - 4) IS-800.b - National Response Framework, An Introduction - (ICS-800)
- b. are required to complete ICS courses listed below if they are designated to serve in the Emergency Operation Center within 12 month of taking office. The course will be scheduled by the Ellis County Emergency Management Office.
- 1) Incident Command System (ICS) Forms Review
  - 2) ICS 300: Intermediate Incident Command System for Expanding Incidents
  - 3) ICS 400: Advanced Incident Command System for Command and General Staff - Complex Incidents
- b) The following courses are optional, but recommended, for **Department heads** that may not be designated to serve in the Emergency Operations Center (EOC) before, during, or after an emergency. These courses will be scheduled by the Ellis County Emergency Management Office.
- 1) ICS 300: Intermediate Incident Command System for Expanding Incidents
  - 2) ICS 400: Advanced Incident Command System for Command and General Staff - Complex Incidents



**3) Other Ellis County Employees**

- a) The Public Information Officer is required to take - IS-702.a National Incident Management System (NIMS) Public Information Systems
- b) The Public Works personnel is required to take - IS-100.PWb Introduction to the Incident Command System for Public Works Personnel
- c) The Law Enforcement personnel are required to take - IS-100.LEb Introduction to the Incident Command System for Law Enforcement
- d) All Ellis County Employees are required to take the following ICS Courses.  
<https://training.fema.gov/is/crslist.aspx?page=1> .
  - 1) IS-100.b - Introduction to ICS for Operational First Responders (ICS-100)
  - 2) IS-200.b - ICS for Single Resources and Initial Action Incidents - (ICS-200)
  - 3) IS-700.a - National Incident Management System (NIMS) An Introduction - (ICS-700)
  - 4) IS-800.b - National Response Framework, An Introduction - (ICS-800)

**ELLIS COUNTY TRAINING MATRIX**

Discipline/Job	IS-100	IS-100.LEb	IS-100.PWb	IS-200	IS-300	IS-400	IS-700	IS-702	IS-800	G-402	ICS FORMS
Elected and/or Appointed Ellis County Officials	R			R	OP	OP	R		R	R	OP
Department Heads – That may be required to serve in the Emergency Operations Center (EOC) before, during, or after an emergency	R			R	R	R	R		R	OP	R
Department Heads – That are <u>not</u> required to serve in the Emergency Operations Center (EOC) before, during, or after an emergency	R			R	OP	OP	R		R	OP	OP
Public Information Officers	R			R	R	R	R	R	R	OP	OP
Emergency Management Personnel	EM			EM	EM	EM	EM		EM	EM	EM
Department Heads Representative that may be required to serve in the Emergency Operations Center (EOC) before, during, or after an emergency	R			R	R	R	R		R	OP	OP
All other Ellis County Employees - That are not required to serve in the Emergency Operations Center (EOC) before, during, or after an emergency	R			R			R		R		
Public Works Employee - That may be required to serve in the Emergency Operations Center (EOC) before, during, or after an emergency	R		R	R	R	R	R		R		R
Law Enforcement Employee - That may be required to serve in the Emergency Operations Center (EOC) before, during, or after an emergency	R	R		R	R	R	R		R		R

### **Legend**

May not be required (See other disciplines/jobs.)	
Required	R
Required if position has "overall emergency management responsibilities	EM
Required - Elected and/or Appointed Ellis County Officials	EO
Required – Department Heads	DH
Optional Training	OP

Website for Online Training: <https://training.fema.gov/is/crslist.aspx>

## **Public Information and NIMS**

Public information concerning any emergency or disaster will be handled in the general guidelines outlined in Annex I—Public Information with the Public Information Officer, being trained on the NIMS component dealing with Public Information, ensuring that all public information is handled accordingly within concepts of NIMS.

## **D. Resource Management and NIMS**

During any disaster or emergency, resources will be managed as outlined in Annex M—Resource Management with particular respect to the guidelines established under NIMS.

Pursuant to DEM requirements, the county will enter all of its emergency response resources into the Texas Regional Response Network (T.R.R.N.) database. This information will be updated on a yearly basis or sooner as required by changes in resource inventory.

**ATTACHMENT 9**  
**COURT ORDER ADOPTING NIMS**

**COMMISSIONERS COURT ORDER  
ADOPTING THE NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS)**

ORDER NO. 214.05

BY THE COMMISSIONERS COURT OF ELLIS COUNTY, TEXAS, ADOPTING THE NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS) AS THE STANDARD FOR INCIDENT MANAGEMENT.

WHEREAS, on February 28, 2003, the President issued Homeland Security Presidential Directive (HSPD) - 5 that directed the Department of Homeland Security in cooperation with representatives of federal, state, and local government, to develop a National Incident Management System (NIMS) to provide a consistent approach to the effective management of situations involving natural disasters, man-made disasters or terrorism; and

WHEREAS, the final NIMS was released on March 1, 2004, and

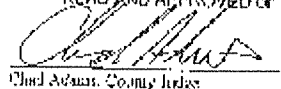
WHEREAS, the NIMS contains a precise mode for the accomplishment of the significant responsibilities associated with prevention, preparedness, response, recovery, and mitigation of all major and national hazards situations, and

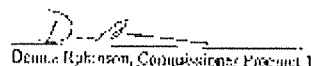
WHEREAS, the HSPD-5 requires that state and local governments adopt the NIMS by fiscal year 2005 as a pre-condition to the receipt of federal grants, contract and activities related to the management and preparedness for certain disaster and hazard situations; and

WHEREAS, the County of Ellis desires to adopt the NIMS as required by HSPD-5;

BE IT ORDERED, ADJUDGED AND DECREED BY THE COMMISSIONERS' COURT OF ELLIS COUNTY, TEXAS that Ellis County, Texas does hereby adopt the National Incident Management System

READ AND APPROVED on first reading this the 14<sup>th</sup> day of September 2005

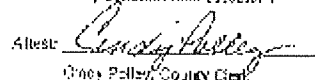
  
Chad Adams, County Judge

  
Dennis Robinson, Commissioner Precinct 1

  
Keith Sims, Commissioner Precinct 3

  
Larry Jones, Commissioner Precinct 2

  
Ron Brown, Commissioner Precinct 4

Attest:   
Cindy Proctor, County Clerk



## Armstrong Labs Agreement for Police Drug Testing

In recent legislative history, the Texas Legislature passed a bill that allowed for the production/possession of hemp. The amount of THC allowed is significantly less than in marijuana. Due to the nature of the laws, the Ellis County DA requires marijuana to be tested before cases can be filed. This affects not only arrests for marijuana but for Unlawful Carrying a Weapon (UCW). Particularly, handgun possession becomes illegal when committing another criminal act, such as possession of marijuana. In order to file the UCW, we must test the marijuana to make sure it is marijuana and not hemp. The State lab will no longer test smaller amounts of marijuana; therefore, we must use a private facility. The private facilities have testing and witness fees. Testing is not too costly; however, witness fees begin to become expensive. An agreement with the lab needs to be signed in order to conduct business.

**Findings/Current Activity:** Detective Kretlow did some research and found Armstrong Forensic Laboratory to be the most cost effective for the city. The initial testing starts at \$115, and the witness fees range from \$300 to \$600 an hour.

### Financial Impact:

- \$115 testing
- \$300-\$600 an hour for witness fees
- current budget should hold for current testing.
- future budgets will need to be enhanced for testing and witness fees



# Armstrong

*Forensic Laboratory, Inc.*

## 2021 FEE SCHEDULE

THC Quantitation

Blood Alcohol Content

Controlled Substance Identification

Court Testimony



# Analytical Cost

Armstrong's Analytical conforms to American Society of Testing Materials (ASTM) and the Scientific Working Group for Analysis of Seized Drugs (SWGDrugs) Recommendations for Code of Professional Practice.

All analysis performed in Texas by Texas Forensic Science Commission licensed analysts.

## THC IDENTIFICATION AND QUANTITATION

- Microscopic Examination
  - Evidence Description
  - Weight of Evidence
- Quantitation by Gas Chromatography Flame Ionization Detectors (GC-FID)

### Price:

Green leafy/Plant Material	\$115.00/Unit
ECig, Edibles, Non-green leafy material	\$260.00/Unit

## BLOOD ALCOHOL CONTENT

- Gas Chromatography for Ethyl Alcohol in Blood Quantitation

### Price:

BAC	\$95.00/Unit
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## CONTROLLED SUSTANCE AND PHARMUECTICAL IDENTIFICATION

- Microscopic Examination
  - Evidence Description
  - Weight of Evidence
- Dual Category A Identification
  - Fourier Transform Infrared Spectrometry (FTIR)
  - Gas Chromatography Mass Spectrometry (GCMS)

### Price:

Controlled Substances Full Scan	\$130.00/Unit
Additional Component(s) Reported, Same Sample	\$ 55.00/Component
Quantitation of Component	\$130.00/Unit

Standard turn-around is twenty (20) business days.

### **Expedited Turn-around Options:**

ASAP TAT – 100% Analytical Surcharge  
5 Day TAT – 50% Analytical Surcharge

# Consultation and Court Fees

Description of Service	Rate
<i>Andrew T. Armstrong, Ph.D., C.P.C.</i>	
Consultation, Travel, Phone and Standby	\$395.00/Hour
Court Presentation and Deposition	\$495.00/Hour
Video Deposition	\$595.00/Hour
<i>Kelly Wouters, Ph.D.</i>	
Consultation, Travel, Phone and Standby	\$295.00/Hour
Court Presentation and Deposition	\$395.00/Hour
Video Deposition	\$495.00/Hour
<i>Alexandra Easley, Ph.D.</i>	
Consultation, Travel, Phone and Standby	\$245.00/Hour
Court Presentation and Deposition	\$345.00/Hour
Video Deposition	\$445.00/Hour
<i>Additional Services</i>	
Affidavit of Laboratory Analysis: Upon Request	\$100.00/Case
Evidence Storage (6 mos.): Upon Request	\$ 75.00/Case
Evidence Return Shipping	\$ 55.00/Batch

## Notes:

- Controlled Substance Full Scan represents a full analysis, including weight and report of the primary controlled substance in the item or sub-sample.

Quantitative results (purity) are a separate analysis from the identification. Depending on the number of different units submitted as a single item, multiple sub-samples may be required for a representative analysis.

For evidence that must be sub-sampled to meet analytical methodologies, each sub-sample will be treated as an individual unit.

Armstrong maintains a library of reference standards including numerous synthetic drugs.

If a submitted sample contains a controlled substance not already included in Armstrong's libraries, the purchase of a reference standard may be necessary to confirm the identification.

In the event any additional cost is necessary, Armstrong will contact the Client for approval.
- Additional component(s) identified in the same sample will be reported for \$50.00 per additional component per sample.

Additional Component is considered to mean any other potentially significant analyte identified within the results; controlled or non-controlled by the State of Texas.
- Event Charges may be incurred when Armstrong is requested to provide services that require efforts beyond the scope of its standard work-shift. (Mon.- Fri., 7a.m. - 6 p.m.)

Travel Expenses are charged as a Pass Through Cost. Mileage is charged at \$0.70 per mile.

# Price Acknowledgement

Pricing detailed in this Fee Schedule, is valid for one (1) year from the date of the Acknowledgement. All services proposed will be provided as the proposed cost(s) at any time those services are performed for all case work submitted within the agreement period of one (1) year. That is, should testimony on a case that was originally analyzed in the 2021 pricing period, Armstrong will perform that service at the agreed rate. Armstrong reserves the right to initiate negotiations related to any proposed service or fee for work to be submitted after the end of the 2021 agreement period.

As a standard business policy, Armstrong's General Terms and Conditions effective at the time services are performed, will be incorporated into this proposal and any services provided by Armstrong by reference. A copy of Armstrong's General Terms and Conditions is available on request.

This Fee Schedule is accepted and forms an agreement between signer and Armstrong Forensic Laboratory, Inc.

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Signature of Authorized Personnel

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Date

---

Ben Armstrong

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Date

---

Print Name and Title

---

President

---

Title

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Agency



**CITY OF OVILLA MINUTES**  
**Monday April 12, 2021**  
**Regular City Council Meeting**  
**105 S. Cockrell Hill Road, Ovilla, TX 75154**

In accordance with order of the Office of the Governor the CITY COUNCIL of the CITY OF OVILLA conducted a meeting at 6:30 PM, Monday April 12, 2021, via Zoom in order to advance the public health goal of limiting face-to-face meetings (also called "social distancing") to slow the spread of the Coronavirus (COVID-19).

The public was permitted to offer public comments via Zoom as provided by the agenda and as permitted by the presiding officer during the meeting.

Mayor Dormier called the Council Meeting of the Ovilla City Council to order at 6:30 PM, with notice of the meeting duly posted.

The following City Council Members were present or on Zoom Meeting:

Rachel Huber	Council Member, Place 1
Dean Oberg	Council Member, Place 2
David Griffin	Mayor Pro Tem, Place 3
Doug Hunt	Council Member, Place 4 (joined 6:41 pm)
Michael Myers	Council Member, Place 5

Mayor Dormier noted the participating Council Members, thus constituting a quorum. City Secretary, department directors and various staff were also present and on the Zoom call.

**CALL TO ORDER**

PL3 Griffin gave the invocation and PL4 Hunt led the reciting of the U.S. Pledge of Allegiance and the Pledge to the Texas Flag.

**ANNOUNCEMENTS, PROCLAMATIONS, PRESENTATIONS, COMMENTS**

- **Proclamation** – Telecommunications Month as well as Child Abuse Prevention Months – were presented by Mayor Dormier

**CITIZEN COMMENTS:**

- Mary Cavanaugh – 108 Nob Hill – spoke about no soliciting signs at the entrance to subdivisions and why it is not allowed.

**CONSENT AGENDA**

1. Financial Transactions over \$5,000 (October 1, 2020 thru January 31, 2021)
2. Regular Meeting Minutes 2021.03.08

PL4 Hunt made the motion to approve the consent items as presented.  
Seconded by PL5 Myers

*No opposition/abstentions.*

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

Recorded Vote:

PL1 Huber AYE

PL2 Oberg AYE

Mayor Pro Tem Griffin AYE

PL4 Hunt AYE

PL5 Myers AYE

**EXECUTIVE SESSION**

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

*A. Convene into Executive Session at 6:42 PM*

**ITEM 1. DISCUSSION/ACTION** – Called pursuant to Section 551.071 of the Texas Government Code. Consultation with the city attorney on a matter in which the attorney's legal duty of confidentiality to the City clearly conflicts with the open meeting requirements of the Texas Open meeting Act.

*B. Reconvene into Regular (Open) Session at 7:08 PM*

*No motion was made.*

**PUBLIC HEARING**

Mayor Dormier opened the Public Hearing at 7:13 PM.

**Case PZ21.03** - Receive staff presentation and citizen comments on an amendment to Chapter 10, Article 10.02, Division 5, Section 10.02.132 "Utility Easements" of the Ovilla Code of Ordinances, requiring Utility Easements of not less than ten feet (10') shall be provided along and adjacent to both sides of alleyways and rights-of-way.

- a. PRESENTATION* – Mayor Dormier reviewed Ordinance 2021-08 amending Utility Easements in the Ovilla Code.
- b. RECOMMENDATION* – Recommendation was received from the Planning & Zoning Commission regarding easements.

**PUBLIC HEARING** there being none that wanted to address this item, the Public Hearing was closed at 7:16 PM.

**REGULAR AGENDA**

**ITEM 1. DISCUSSION** – Receive recommendation from the planning and Zoning Commission to consider an act on Ordinance 2021-08 of the City of Ovilla Texas amending Chapter 10 Article 10.02, Division 5, Section 10.02.132 "Utility Easements" of the Ovilla Code of Ordinances; requiring Utility Easements of not less than ten feet (10') shall be provided along and adjacent to both sides of alleyways and rights-of-way.

There was no discussion on this Item therefore the mayor called for a motion:

PL5 Myers made the motion to approve the Ordinance 2021-08 of the City Council of the City of Ovilla, Texas, amending chapter 10 Article 10.02, Division 5, Section 10.02.132 "Utility Easements" of the Ovilla Code of Ordinances; requiring Utility Easements of not less than ten feet (10') shall be provided along and adjacent to both sides of alleyways and rights-of-way.  
Seconded by PL2 Oberg.

*No opposition/abstentions.*

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

**Recorded Vote:**PI1 Huber AYEPL2 Oberg AYEMayor Pro Tem Griffin AYEPL4 Hunt AYEPL5 Myers AYE

**ITEM 2. DISCUSSION** – Review and discuss information requested by Place 5 Myers from the Police Chief regarding traffic enforcement and police activity management data for the past four years.

Place 5 Myers inquired with Chief Windham to prepare the following information for discussion:

Police Chief Windham presented charts with the following information included to see a history of police activity in Ovilla for the past four years. It was laid out differently on charts and graphs to get a historical view of police department activity and whether it is increasing or decreasing.

It was explained that most if not all of this data is contained in the monthly reports submitted to the council. Topics discussed:

1. Calls for service by month for the past 48 months.
2. Number of full-time sworn and part time sworn officers by month for the past 48 months.
3. Total of traffic stops made by month for the past 48 months.
4. Total of warnings by month for traffic stops for the past 48 months.
5. Total citations issued for traffic violations by month for the past 48 months.
6. Percentage of stops vs citations issued by month for the past 48 months.
7. The Ticket Writers books – only one left.
8. The education on citizens not to speed.

A best guess projection was discussed of the additional needs of the PD for the next budget cycle.

***Discussion Only***

**ITEM 3. DISCUSSION/ACTION** – Consideration of and action on a breach of contract with Community Waste Disposal, directing staff as necessary.

Staff and Council both received (or witnessed) complaints in the past that the City's contracted refuse vendor, Community Waste Disposal (CWD) had placed trash collections in the recycle truck. On March 25, 2021, photos were taken of this occurring and the resident addressed this issue via email to CWD's Municipal Coordinator, Jason Roemer. His email confirmed the issue.

Based on Section 5 Contractor Services, 5.8 Recycling Service, CWD is in breach of contract, which is cause for termination. Staff is not recommending termination at this time but possibly a letter from legal counsel to be placed in the contract file as notice to avoid this incident again.

Staff was advised that a letter would be appropriate to send.

***No Action.***



**ITEM 4. DISCUSSION/ACTION** – Consideration of and action on a request to provide utility services to a potential new residential subdivision in the city's ETJ, Windsor Development.

Pam Woodall, CM explained that city staff received an email from Mr. Ernest Martinek inquiring about 35-acres purchased by Windsor Development, LLC, located at the southwest corner of Westmoreland and Red Oak Creek Road. Mr. Martinek advised that the intent is to develop a high-end subdivision with (22) 1-1.5 ac lots.

Upon research, this particular piece of land is not listed in any CCN. *(A Certificate of Convenience and Necessity (CCN) grants a CCN holder the exclusive right to provide retail water and/or sewer utility service to an identified geographic area. Chapter 13 of the Texas Water Code requires a CCN holder to provide continuous and adequate service to the area within its CCN boundary.)*

After speaking with Mr. Moon, attorney for Mr. Martinek, it was clear that Windsor Development representatives preferred to remain in the County, whereas city personnel advised that extending services outside the city limits would require consideration by the Council.

After discussion a motion the mayor called for a motion:

PL4 Hunt made the motion to proceed with discussions on Windsor Development concerning water delivery to Windsor Development and discussions for future annexation to the City of Ovilla.

Seconded by PL5 Myers.

*No opposition/abstentions.*

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

Recorded Vote:

PI1 Huber AYE

PL2 Oberg AYE

Mayor Pro Tem Griffin AYE

PL4 Hunt AYE

PL5 Myers AYE

**ITEM 5. DISCUSSION/ACTION** – Receive recommendation from the review committee to consider and act on the selection of Birkhoff, Hendricks and Carter, LLP to provide the City with professional engineering services and approve a contract for those services.

PL4 Hunt made the motion to approve the selection of Birkhoff, Hendricks and Carter, LLP to provide the City with professional engineering services and have the City Attorney to write up the contract.

Seconded by PL2 Oberg.

*No opposition/abstentions.*

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

Recorded Vote:

PI1 Huber AYE

PL2 Oberg AYE

Mayor Pro Tem Griffin AYE

PL4 Hunt AYE

PL5 Myers AYE

**ITEM 6. DISCUSSION/ACTION** – Consideration of and action on committee member appointments to the Comprehensive Land Use Plan Review Committee.

Council members instructed Pam Woodall, CM to begin the steps of running the Comprehensive Land Use Plan Committee. They instructed contacting the chair of the Planning & Zoning Commission to see if she would participate in the CLUP.

Council members appointed the following:

1. Gary Jones
2. Karl Kouns
3. Michael Mohon
4. Alan Whittaker
5. David Hinson
6. Dani Muckleroy
7. Kenneth Rarick

PL3 Griffin made the motion to accept the of committee members to the Comprehensive Land Use Plan. Seconded by PL4 Hunt.

*No opposition/abstentions.*

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

Recorded Vote:

PI1 Huber AYE

PL2 Oberg AYE

Mayor Pro Tem Griffin AYE

PL4 Hunt AYE

PL5 Myers AYE

**ITEM 7. DISCUSSION/ACTION** – Receive recommendation from the Municipal Development District for consideration of and action on a budget amendment to approve signage, lighting, fencing and other miscellaneous additional expenses for the completion of the Main Street Parking Lot.

The Council accepted the recommendation from the MDD. The MDD also recommends the amount of \$28,000.

PL2 Oberg made the motion to accept the recommendation of the Municipal Development District for the consideration of and action on a budget amendment to approve signage, lighting, fencing and other miscellaneous additional expenses for the completion of the Main Street Parking Lot.

Seconded PL1 Huber.

*No opposition/abstentions.*

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

Recorded Vote:

PI1 Huber AYE

PL2 Oberg AYE

Mayor Pro Tem Griffin AYE

PL4 Hunt AYE

PL5 Myers AYE

**ITEM 8. DISCUSSION/ACTION** – Receive recommendation from the Municipal Development District for consideration of an action on a budget amendment to approve renovations to the Ovilla Police Department Building.

PL4 Hunt made the motion to accept the recommendation of the Municipal Development District for the consideration of and action on a budget amendment to approve renovations to the Ovilla Police Department Building. Seconded PL5 Myers.

*No opposition/abstentions.*

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

Recorded Vote:

PI1 Huber AYE

PL2 Oberg AYE

Mayor Pro Tem Griffin AYE

PL4 Hunt AYE

PL5 Myers AYE

**ITEM 9. DISCUSSION/ACTION** – Consideration of and action on staff's recommendations for the safe reopening of the city facilities.

Discussion on the topic of re-opening City Hall for public entry at this point from the Emergency Management Team, is to stay closed. Chief Kennedy spoke of the number of cases that may occur after the Spring Break Vacation for travelers – as it did from over the Thanksgiving and Christmas holidays. The consensus was to stay closed at this time, and revisit at next month's Council Meeting.

*No Action.*

**ITEM 10. DISCUSSION/ACTION** – Consideration of any item(s) pulled from the Consent Agenda for individual consideration and action.

*None.*

#### STAFF REPORTS

- Department Activity Reports / Discussion
  - Police Department Chief B. Windham
  - Fire Department Chief B. Kennedy
  - Public Works Departments Public Works Director J. Kuykendall
    - 1. Construction/Development
    - 2. Water/wastewater
    - 3. Streets
    - 4. Monthly Code/Animal Control Reports
  - Administration Finance Director Sharon Jungman
    - 1. Financials (non-reconciled)
      - a) Monthly Municipal Court Report
    - 2. Administration Reports City Manager P. Woodall  
City Secretary G. Miller

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

*Mayor Dormier – Speed control devices in Ovilla*

*PL1 Huber – Heritage Day*

The City Council Meeting was Adjourned at 9:27 pm.

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

ATTEST:

\_\_\_\_\_  
G Miller, City Secretary

***Approved June 14, 2021***



# CITY OF OVILLA MINUTES

**Monday May 10, 2021**

**Regular City Council Meeting**

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

In accordance with order of the Office of the Governor the CITY COUNCIL of the CITY OF OVILLA conducted a meeting at 6:30 PM, Monday May 10, 2021 via Zoom in order to advance the public health goal of limiting face-to-face meetings (also called "social distancing") to slow the spread of the Coronavirus (COVID-19).

The public was permitted to offer public comments via Zoom as provided by the agenda and as permitted by the presiding officer during the meeting.

Mayor Dormier called the Council Meeting of the Ovilla City Council to order at 6:30 PM, with notice of the meeting duly posted.

The following City Council Members were present or on Zoom Meeting:

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

Mayor Dormier noted the participating Council Members, thus constituting a quorum. City Secretary, department directors and various staff were also present and on the Zoom call.

## CALL TO ORDER

PL5 Myers gave the invocation and PL3 Griffin led the reciting of the U.S. Pledge of Allegiance and the Pledge to the Texas Flag.

## ANNOUNCEMENTS, PROCLAMATIONS, PRESENTATIONS, COMMENTS

- Proclamations – Memorial Day, Municipal Clerks Week, National Police Week and Public Works Week – were presented by Mayor Dormier.

## CITIZEN COMMENTS:

- Pamilee Koval – 713 W. Main – spoke about not being in agreement with the purposed fencing to be installed on City property adjacent to her property

## CONSENT AGENDA

- C1. Financial Transactions over \$5000
- C2. Quarterly Investment Report
- C3. Cash Flow Balance Report as of March 31, 2021
- C4. Service Agreement for HVAC bi-annual maintenance by and between the City of Ovilla and Direct Services.
- C5. Comprehensive Land Use Plan Applicant John Knight.
- C6. First Responder Grant Services Consulting Agreement Contract.

PL4 Hunt made the motion pull Consent Items C2 & C3 for discussion and consideration and place as Item 18.

PL5 Myers made the motion to approve all Consent Items other than Items pulled, as presented. Seconded by PL2 Oberg.

No opposition/abstentions.



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

Recorded Vote:

PI1 Huber AYE

PL2 Oberg AYE

Mayor Pro Tem Griffin AYE

PL4 Hunt AYEAYE

PL5 Myers AYE

REGULAR AGENDA

ITEM 1. DISCUSSION/ACTION – Consideration of and action on nominations and an appointment of Mayor Pro Tem.

Mayor Dormier asked for any nominations:

PL1 Rachel Huber was given by PL3 Griffin

PL4 Doug Hunt was given by PL2 Oberg

A vote was conducted and PL4 Doug Hunt was appointed Mayor Pro Tem with a 3 – 2 vote.

*No opposition/abstentions.*

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

Recorded Vote:

PI1 Huber AYE

PL2 Oberg AYE

Mayor Pro Tem Griffin AYE

PL4 Hunt AYE

PL5 Myers AYE

ITEM 2. DISCUSSION/ACTION – Consideration of and action on Resolution R2021-05 authorizing and approving the appointment of a Municipal Court Judge for a two-year term effective immediately.

PL2 Oberg made the motion to approve the appointment of Municipal Court Judge for a two-year term effective immediately. PL5 Myers Seconded.

*No opposition/abstentions.*

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

Recorded Vote:

PI1 Huber AYE

PL2 Oberg AYE

Mayor Pro Tem Griffin AYE

PL4 Hunt AYE

PL5 Myers AYE

- ITEM 3. DISCUSSION/ACTION** – Consideration of and action on Ordinance 2021-09 of the City Council of the City of Ovilla, Texas, amending Chapter 2, Article 2.01 of the Code of Ordinances of; repealing and replacing Chapter 2, Article 2.02, amending Article A3.000, Section A3.001 of the Appendix to the Ovilla Code of Ordinance; amending the definition of “Vaccinated Animal”, providing requirements for the vaccination, and registration of dogs and cats; providing for the issuance of registrations; and providing registrations fees.

PL4 Hunt made the motion to approve action on the Ordinance 2021-09 of the City Council regarding “Vaccinated Animals” providing the requirements for the vaccination, and the registration of dogs and cats; providing for the issuance of registrations; and providing registration fees. PL1 Huber seconded.

*No opposition/abstentions.*

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

Recorded Vote:

PI1 Huber AYE

PL2 Oberg AYE

Mayor Pro Tem Griffin AYE

PL4 Hunt AYE

PL5 Myers AYE

- ITEM 4. DISCUSSION/ACTION** – Consideration of and action on a Meritorious Exception, Chapter 3, Section 3.06.012 Granting of Exceptions of the Ovilla Code of Ordinances, filed by First Graphic Services to place a 8’ X 12’ pole sign for Broadmoor Estates on Westmoreland Road, Ovilla, Ellis County, Texas.

PL4 Hunt made the motion to approve the Meritorious Exception, Chapter 3, Section 3.06.012 granting of exceptions of the Ovilla Code of Ordinances, filed by First Graphic Services to place a 8’X12’ pole sign for Broadmoor Estates on Westmoreland Road. PL2 Oberg seconded.

*No opposition/abstentions.*

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

Recorded VoAYEte:

PI1 Huber AYE

PL2 Oberg AYE

Mayor Pro Tem Griffin AYE

PL4 Hunt AYE

PL5 Myers AYE

- ITEM 5. DISCUSSION/ACTION** – Consideration of and action on a variance to Chapter 14, Section 32, Temporary Uses and Special Events, 32.3 Permitted Special Events to allow unlimited Sundays for the set-up of Mobile Penny Paws Vet Community Outreach low-cost animal vaccinations at the Pickard House, 713 West Main Street, Ovilla, TX 75154.

Mayor Dormier opened discussion on this item by asking Ms. Koval to give highlights of the approved event. Ms. Koval stated the first time went well with the event. There were estimated 13 dogs that were seen by the staff. The following were concerns touched on by Council:

- Penny Paws has a new building being built in DeSoto
- Sales tax
- This is a mobile vet clinic and concern was for the resident veterinarian in town, who is a current resident

PL2 Oberg made the motion to DENY the Special Events Permit for Sunday set up of Penny Paws Vet Community Outreach. Seconded by PL4 Hunt.

*One opposition.*

**VOTE: The motion to DENY carried: 4-1**

Recorded Vote:

PI1 Huber AYE

PL2 Oberg AYE

Mayor Pro Tem Griffin AYE

PL4 Hunt AYE

PL5 Myers - NAY

**ITEM 6. DISCUSSION/ACTION** – Consideration of and action on a Meritorious Exception, Chapter 3, Section 3.06.012 Granting of Exceptions of the Ovilla Code of Ordinances, filed by Pamilee Koval to place a temporary 4'X5' pole sign for Penny Paws Mobile Vet in yard of 713 W. Main Street on the north and/or east side of property.

PL4 Hunt made the motion to DENY the Meritorious Exception for a pole sign at the location of 713 W. Main for Penny Paws Vet Community Outreach. Seconded by PL4 Hunt.

*No opposition.*

**VOTE: The motion to DENY carried: 5-0**

Recorded Vote:

PI1 Huber AYE

PL2 Oberg AYE

Mayor Pro Tem Griffin AYE

PL4 Hunt AYE

PL5 Myers - AYE

**ITEM 7 DISCUSSION/ACTION** – Receive annual report from staff and recommendation from the Board Review Committee to consider and act on volunteer board appointments/reappointment(s) to serve a term on the Board of Adjustment and/or direct staff to solicit for new applicants.

PL3 Griffin made the motion for the following appointments/reappointments:

- PL1 Carol Richtsmeier
- PL3 Barbara Betik
- PL5 Bert Holombek
- PL7 Michael Mohon

Seconded by PL2 Oberg.

No opposition.

VOTE: The motion to approved carried: 5-0

Recorded Vote:

PI1 Huber AYE

PL2 Oberg AYE

Mayor Pro Tem Griffin AYE

PL4 Hunt AYE

PL5 Myers - AYE

ITEM 8. DISCUSSION/ACTION – Receive annual report from staff and recommendation from the Board Review Committee to consider and act on volunteer board appointments and/or reappointment(s) to serve a term on the Economic Development Corporation (EDC) Board of Directors and/or direct staff to solicit for new applicants.

PL3 Griffin made the motion for the following appointments/reappointments:

- PL2 Bob Betik
- PL4 Lynn Henderson
- PL6 Amanda McCloskey

Seconded by PL4 Hunt.

No opposition.

VOTE: The motion to approve carried: 5-0

Recorded Vote:

PI1 Huber AYE

PL2 Oberg AYE

Mayor Pro Tem Griffin AYE

PL4 Hunt AYE

PL5 Myers - AYE

ITEM 9. DISCUSSION/ACTION – Receive annual report from staff and recommendation from the Board Review Committee to consider and act on volunteer committee appointments and/or reappointment(s) to serve a term on the Municipal Development District Board of Directors and/or direct staff to solicit for new applicants.

No Action

ITEM 10. DISCUSSION/ACTION – Receive annual report from staff and recommendation from the Board Review Committee to consider and act on volunteer committee appointments and/or reappointment(s) to serve a term on the Ovilla Park Board Advisory Committee and/or direct staff to solicit for new applicants.

Staff will contact present Board members for their desires to possibly serve on another Board if this board is dissolved by City Council.

No Action

ITEM 11. DISCUSSION/ACTION – Receive annual report from staff and recommendation from the Board Review Committee to consider and act on volunteer board appointment and/or

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



reappointment(s) to serve a term on the Planning and Zoning Commission and/or direct staff to solicit for new applicants.

PL3 Griffin made the motion for the following appointments/reappointments:

- PL1 Pat Gray
- PL3 Carol Lynch
- PL5 Dani Muckleroy
- PL7 James Hall

Seconded by PL1 Huber.

*No opposition.*

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

**Recorded Vote:**

PI1 Huber AYE

PL2 Oberg AYE

Mayor Pro Tem Griffin AYE

PL4 Hunt AYE

PL5 Myers - AYE

**ITEM 12. DISCUSSION/ACTION** – Receive recommendation from the Municipal Development District for consideration of and action to approve the Municipal Development District FY2020-2021 Budget amendments to fund the completion of the Main Street Parking Lot located at 702 W. Main Street and Phase 1 renovations to the police station.

PL4 Hunt made the motion to approve the recommendation from the Municipal Development District FY2020-2021 Budget amendments to fund the completion of the Main Street Parking Lot located at 702 W. Main Street and Phase 1 renovations to the police station, as well as an additional \$500 for the new audit portion bringing the amount to \$459,931. Seconded by PL2 Oberg.

*No opposition.*

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

**Recorded Vote:**

PI1 Huber AYE

PL2 Oberg AYE

Mayor Pro Tem Griffin AYE

PL4 Hunt AYE

PL5 Myers - AYE

**ITEM 13. DISCUSSION/ACTION** – Consideration of and action on Ordinance 2021-10 of the City of Ovilla, TX, amending the Fiscal Year 2020-2021 Annual Budget and Program of Services in accordance with Chapter 1, Article 1.05, Section 1.05.038 Mid-Year Budget Review and Amendment, of the City of Ovilla Code of Ordinances, as part of the formal budget process.

PL4 Hunt made the motion to approve the Ordinance 2021-10 of the City of Ovilla, TX, amending the Fiscal Year 2020-2021 Annual Budget and Program of Services in accordance with Chapter 1, Article

1.05, Section 1.05.308 Mid-Year Budget Review and Amendment, of the City of Ovilla Code of Ordinances, as part of the formal budget process. Seconded by PL1 Huber.

*No opposition.*

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

**Recorded Vote:**

PI1 Huber AYE

PL2 Oberg AYE

Mayor Pro Tem Griffin AYE

PL4 Hunt AYE

PL5 Myers - AYE

**ITEM 14 DISCUSSION** – Review and discuss the need for speed humps in Ovilla Oaks Residential Subdivision and direct staff as necessary.

There were various concerns on the topic of placing speed humps in Ovilla Oaks.

Consensus with the councilmembers was they would be more problematic instead of being helpful to the citizens.

*No Action.*

**ITEM 15. DISCUSSION/ACTION** – Consideration of and action to either cancel or to set the official date for Heritage Day 2021, appointing various assignments to facilitate plans of the 2021 Heritage Day Celebration and festivities.

The councilmembers decided to revisit this topic for discussion and assignments in the June meeting.

*No Action.*

**ITEM 16. DISCUSSION/ACTION** – Consideration of and action on the opening of municipal facilities to the public and the option to discontinue zoom.

PL4 Hunt made the motion to open the municipal buildings with the recommended listed provisions provided beginning Monday June 7<sup>th</sup>, 2021. Including the opening of Municipal Court and Council/Board Meetings.

Seconded by PL2 Oberg.

*One Opposition.*

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

**Recorded Vote:**

PI1 Huber AYE

PL2 Oberg AYE

Mayor Pro Tem Griffin AYE

PL4 Hunt AYE

PL5 Myers - NAY

**ITEM 17. DISCUSSION/ACTION** – Consideration of and action on the future plans for 708 Main Street.

Staff was instructed to get the deed restrictions on the property, as well as an asbestos abatement.

*No Action*

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

Consent Items C2 and C3 were pulled for further consideration.

PL4 Hunt stated that C3 was directed to be pulled by mistake.

Explanation of the request to pull Item C2 - Quarterly Investment Report was if there is any time frame on when reconciliation would take place.

PL4 Hunt explained that C2 ESD#4 Interlocal Agreement was pulled from consent by mistake.

PL4 Hunt made the motion to approve the ESD#4 Interlocal Services Agreement FY2020-2021

PL2 Oberg made the motion to approve the Consent Items C2 and C3 that were pulled for further consideration for discussion. Seconded by PL1 Huber.

**Recorded Vote:**

PL1 Huber AYE

PL2 Oberg AYE

Mayor Pro Tem Griffin AYE

PL4 Hunt AYE

PL5 Myers AYE

*No opposition/abstentions.*

**VOTE: The motion carried unanimously: 5-0**

**ITEM 19. DISCUSSION/ACTION** – Consideration of and action to set a date and time for a ‘Police Basic Operational Workshop’ with Council and police command staff.

The date and time of May 19, 2021 @ 4:00 pm was agreed on.

**Recorded Vote:**

PL1 Huber AYE

PL2 Oberg AYE

Mayor Pro Tem Griffin AYE

PL4 Hunt AYE

PL5 Myers AYE

*No opposition/abstentions.*

**VOTE: The motion carried unanimously: 5-0**

- **Department Activity Reports / Discussion**

- Police Department

Chief B. Windham

- Fire Department

Chief B. Kennedy

- Public Works Departments

Public Works Director J. Kuykendall

1. Construction/Development

2. Water/wastewater

3. Streets

4. Parks

5. Monthly Code/Animal Control Reports

- Administration
  - 1. Financials (non-reconciled) Finance Director Sharon Jungman
    - a) Monthly Municipal Court Report
  - 2. Administration Reports City Manager P. Woodall  
City Secretary G. Miller

REQUESTS FOR FUTURE AGENDA ITEMS AND/OR ANNOUNCEMENTS BY COUNCIL AND STAFF  
*None.*

The City Council Meeting was Adjourned at 9:15 pm.

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

ATTEST:

\_\_\_\_\_  
G Miller, City Secretary

***Approved June 14, 2021***



# CITY OF OVILLA MINUTES

**Monday May 27, 2021**

**Special City Council Meeting and Workshop**

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

In accordance with order of the Office of the Governor the CITY COUNCIL of the CITY OF OVILLA conducted a meeting at 4:15 PM, Thursday, May 27, 2021, via Zoom in order to advance the public health goal of limiting face-to-face meetings (also called "social distancing") to slow the spread of the Coronavirus (COVID-19).

The public was permitted to offer public comments via Zoom as provided by the agenda and as permitted by the presiding officer during the meeting.

Mayor Dormier called the Council Meeting of the Ovilla City Council to order at 4:20 PM, with notice of the meeting duly posted.

The following City Council Members were present or on Zoom Meeting:

Rachel Huber	Council Member, Place 1
Dean Oberg	Council Member, Place 2 (arriving @ 4:28 PM)
David Griffin	Mayor Pro Tem, Place 3
Doug Hunt	Council Member, Place 4
Michael Myers	Council Member, Place 5

Mayor Dormier noted the participating Council Members, thus constituting a quorum. City manager City Secretary, Police Chief, Police Sgts and Police Lt. were also present and on the Zoom call.

## **CALL TO ORDER**

PL5 Myers gave the invocation and PL4 Hunt, PL5 Myers led the reciting of the U.S. Pledge of Allegiance and the Pledge to the Texas Flag.

## **ANNOUNCEMENTS, PROCLAMATIONS, PRESENTATIONS, COMMENTS**

- None.

## **CITIZEN COMMENTS:**

- None.

## **CONSENT AGENDA**

- C1. Service Agreement for HVAC bi-annual maintenance by and between the City of Ovilla and Direct Services.
- C2. Resolution R2021-06 to deny the request for Oncor Electric to amend its distribution cost recovery factor to increase distribution rates within the city.

PL4 Hunt made the motion pull Consent Item C2 for discussion and consideration. Seconded by PL1 Huber.

PL4 Hunt made the motion to approve all Consent Item C1, as presented.

Seconded by PL3 Griffin.

No opposition/abstentions.

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

**Recorded Vote:**

**PI1 Huber AYE**

**PL2 Oberg AYE**

**Mayor Pro Tem Griffin AYE**

PL4 Hunt AYE  
PL5 Myers AYE

**REGULAR AGENDA**

**ITEM 1. DISCUSSION** – Receive and discuss presentation from command staff regarding operations of Ovilla Police Department to include policing strategies and staff information.

Police Chief Brian Windham gave a presentation through Power Point. Some of the topics that were discussed were as follows:

- PL5 Myers requesting a survey report for the Police Department in every Council Packet with the monthly Staff Reports.
- Ticket Writers
- Criminal activity in Ovilla takes place more in the night hours
- Traffic activity usually takes place more in the pre-and post- work hours during the day, in the city.
- Council expressed much appreciation for all of the work that our Police Department is doing to keep our citizens safe.

*Discussion only.*

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

*None.*

The City Council Meeting was Adjourned at 7:25 pm.

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

ATTEST:

\_\_\_\_\_  
G Miller, City Secretary

***Approved June 14, 2021***



# Ovilla City Council

## AGENDA ITEM REPORT

### Item 1

Meeting Date: June 14, 2021

Department: Finance

☒ Discussion ☒ Action

Budgeted Expense: ☐ YES ☐ NO ☒ N/A

Submitted By: Staff

Reviewed By: ☒ City Manager

☐ City Secretary

☐ City Attorney

☒ Finance Director

☒ Other: Staff

#### Attachments:

1. Resolution R2021-07
2. Annual Financial Audit

#### Agenda Item / Topic:

**ITEM 1.** DISCUSSION/ACTION – Consideration of and action on Resolution R2021-07 accepting the annual financial audit report for the year ended September 30, 2020, prepared by BKD CPAs and Advisors.

#### Discussion / Justification:

B.K.D. CPA and Advisors will present, review, and answer questions on the Annual Financial Report for the City's fiscal year ended September 30, 2020.

#### Recommendation / Staff Comments:

Staff recommends approval.

#### Sample Motion(s):

I move to approve/deny Resolution R2021-07 accepting the Annual Financial Audit Report prepared by BKD CPAs and Advisors, for the year ended September 30, 2020.

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**City of Ovilla, Texas**

Independent Auditor's Report and Financial Statements

September 30, 2020

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**City of Ovilla, Texas**

**Independent Auditor's Report and Financial Statements**

**September 30, 2020**

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**City of Ovilla, Texas**

**Independent Auditor's Report and Financial Statements**

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## **Independent Auditor's Report**

The Honorable Mayor and Members of City Council  
City of Ovilla, Texas  
Ovilla, Texas

We have audited the accompanying financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of the City of Ovilla, Texas (City) as of and for the year ended September 30, 2020, and the related notes to the financial statements, which collectively comprise the City's basic financial statements as listed in the table of contents.

### ***Management's Responsibility for the Financial Statements***

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### ***Auditor's Responsibility***

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.



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The Honorable Mayor and Members of City Manager  
City of Ovilla, Texas  
Page 2

## ***Opinions***

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of the City, as of September 30, 2020, and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

## ***Other Matters***

### ***Required Supplementary Information***

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis, budgetary comparison, pension, and other postemployment benefit information as listed in the table of contents be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board (GASB), who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

### ***Other Information***

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the City's basic financial statements. The accompanying budgetary comparison schedules and combining fund financial statements as listed in the table of contents are presented for purposes of additional analysis and are not a required part of the basic financial statements. The budgetary comparison schedules and combining fund financial statements are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the budgetary comparison schedules and combining fund statements are fairly stated in all material respects in relation to the basic financial statements as a whole.



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**City of Ovilla, Texas**  
**Management's Discussion and Analysis (Unaudited)**  
**Year Ended September 30, 2020**

As management of the City of Ovilla, Texas, we offer readers of the City's financial statements this narrative overview and analysis of the financial activities of the City for the fiscal year ended September 30, 2020.

***Financial Highlights***

- The assets and deferred outflows of resources of the City exceeded its liabilities and deferred inflows of resources at the close of the most recent fiscal year by \$5,513,861 (net position). Of this amount, \$1,774,712 represents unrestricted net position, which may be used to meet the City's ongoing obligations to citizens and creditors.
- The City's total net position increased \$917,983 from prior year. \$704,192 of this increase was attributed to governmental activities and an increase of \$213,791 was due to business-type activities.
- At the close of the current fiscal year, the City's governmental funds reported combined fund balances of \$1,142,675, a decrease of \$118,771 in comparison with the prior year. Approximately 47 percent of this amount (\$531,792) is available for spending at the City's discretion (unassigned fund balance).
- At the end of the current fiscal year, unassigned fund balance for the general fund was \$531,792, or approximately 13 percent of total general fund expenditures.
- The City's total outstanding long-term bonded debt decreased by \$415,000 during the current fiscal year because of scheduled debt service payments.

***Overview of the Financial Statements***

The discussion and analysis provided here is intended to serve as an introduction to the City's basic financial statements. The City's basic financial statements consist of three components: 1) government-wide financial statements, 2) fund financial statements, and 3) the notes to financial statements. This report also includes required supplementary information intended to furnish additional detail to support the basic financial statements themselves.

**Government-wide Financial Statements.** The *government-wide financial statements* are designed to provide readers with a broad overview of the City's finances, in a manner similar to a private-sector business.

The *statement of net position* presents financial information on all of the City's assets, liabilities, and deferred inflows/outflows of resources, with the difference reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the City is improving or deteriorating.

**City of Ovilla, Texas**  
**Management's Discussion and Analysis (Unaudited)**  
**Year Ended September 30, 2020**

The *statement of activities* presents information showing how the City's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported for some items that will only result in cash flows in future fiscal periods (e.g., uncollected taxes and earned but unused compensated absences).

Both of the government-wide financial statements distinguish functions of the City's that are principally supported by taxes and intergovernmental revenues (governmental activities) from other functions that are intended to recover all or a significant portion of their costs through user fees and charges (business-type activities). The governmental activities of the City include general government, public safety, streets, cultural and recreational, and solid waste. The business-type activities of the City include the City's water and sewer operations.

The government-wide financial statements include not only the City itself (known as the primary government), but also a legally separate economic development corporation and legally separate municipal development district for which the City is financially accountable. Financial information for these component units is reported separately from the financial information presented for the primary government itself.

The government-wide financial statements can be found on pages 12-13 of this report.

**Fund Financial Statements.** A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The City, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. All of the funds of the City can be divided into three categories: governmental funds, proprietary funds, and fiduciary funds.

**Governmental Funds.** Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on near-term inflows and outflows of spendable resources, as well as on balances of spendable resources available at the end of the fiscal year. Such information may be useful in assessing a government's near-term financing requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the government's near-term financing decisions. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures, and changes in fund balances provide a reconciliation to facilitate this comparison between governmental funds and governmental activities.

The basic governmental fund financial statements can be found on pages 14-17 of this report.

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**City of Ovilla, Texas**  
**Management's Discussion and Analysis (Unaudited)**  
**Year Ended September 30, 2020**

***Proprietary Funds.*** The City maintains one type of proprietary fund, an enterprise fund. An enterprise fund is used to report the same functions presented as business-type activities in the government-wide financial statements. The City uses an enterprise fund to account for its water and sewer operations.

Proprietary funds provide the same type of information as the government-wide financial statements, only in more detail. The proprietary fund financial statements provide separate information for the Water and Sewer Fund, which is considered to be a major fund of the City.

The basic proprietary fund financial statements can be found on pages 18-20 of this report.

***Fiduciary Funds.*** The City's fiduciary fund was used to account for resources held for the benefit of parties outside the government. The accounting used for the fiduciary fund was much like that used for the proprietary fund. During fiscal year 2020, the fiduciary fund was closed and the residual was transferred to the general fund.

***Notes to the Financial Statements.*** The notes provide additional information that is necessary to acquire a full understanding of the data provided in the government-wide and fund financial statements. The notes to the financial statements can be found on pages 23-52 of this report.

***Other Information.*** In addition to the basic financial statements and accompanying notes, this report also presents *required supplementary information* concerning the City's progress in funding its obligation to provide pension and OPEB benefits to its employees. Required supplementary information can be found on pages 50-53 of this report.

The budget to actual schedules and combining statements in connection with debt service fund, water and sewer fund and nonmajor governmental funds are presented immediately following the required supplementary information on budget, pensions and other postemployment benefits. These schedules and statements can be found on pages 55-59 of this report.

**City of Ovilla, Texas**  
**Management's Discussion and Analysis (Unaudited)**  
**Year Ended September 30, 2020**

**Government-wide Overall Financial Analysis**

Net position for the City may serve as a useful indicator of a government's financial stability. For the City's, assets and deferred outflows of resources exceeded liabilities and deferred inflows of resources by \$5,513,861, at the close of the most recent fiscal year.

A condensed version of the government-wide statement of net position follows:

	Governmental Activities		Business-type Activities		Total	
	2020	2019	2020	2019	2020	2019
Current and other assets	\$ 2,291,209	\$ 2,336,142	\$ 1,619,359	\$1,560,334	\$ 3,910,568	\$ 3,896,476
Capital assets	4,526,122	3,979,664	2,626,605	2,566,867	7,152,727	6,546,531
Total assets	6,817,331	6,315,806	4,245,964	4,127,201	11,063,295	10,443,007
Deferred outflows of resources	147,153	274,083	30,081	56,771	177,234	330,854
Long-term liabilities	3,066,607	3,973,721	741,465	958,998	3,808,072	4,932,719
Other liabilities	1,542,255	1,058,577	257,791	181,134	1,800,046	1,239,711
Total liabilities	4,608,862	5,032,298	999,256	1,140,132	5,608,118	6,172,430
Deferred inflows of resources	98,446	4,607	20,104	946	118,550	5,553
Net position:						
Net investment in capital assets	1,336,773	480,379	1,989,055	1,844,926	3,325,828	2,325,305
Restricted	409,381	355,745	3,940	3,835	413,321	359,580
Unrestricted	511,022	716,860	1,263,690	1,194,133	1,774,712	1,910,993
Total net position	\$ 2,257,176	\$ 1,552,984	\$ 3,256,685	\$ 3,042,894	\$ 5,513,861	\$ 4,595,878

A portion of the City's net position (60.32 percent) reflects its investment in capital assets (e.g., land, construction in progress, buildings, improvements, machinery and equipment, and infrastructure), less any related outstanding debt that was used to acquire those assets. The City uses these capital assets to provide a variety of services to its citizens. Accordingly, these assets are not available for future spending. Although the City's investment in capital assets is reported net of related debt, it should be noted that the resources used to repay this debt must be provided from other sources, since the capital assets themselves cannot be used to liquidate these liabilities.

An additional portion of the City's net position (7.5 percent) represents resources that are subject to external restrictions on how they may be used. The remaining balance of \$1,774,712 is unrestricted and may be used to meet the City's ongoing obligations to its citizens and creditors.

The City's net investment in capital assets increased as a result of scheduled principal payments and capital asset additions exceeding the current year's depreciation.

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**City of Ovilla, Texas**  
**Management's Discussion and Analysis (Unaudited)**  
**Year Ended September 30, 2020**

At the end of the current fiscal year, the City is able to report positive balances in all reported categories of net position, both for the City as a whole, as well as for its separate governmental and business-type activities.

The City's overall net position increased \$917,983 from the prior fiscal year. The reasons for this overall increase are discussed in the following sections for governmental activities and business-type activities.

**Governmental Activities.** During the current fiscal year, net position for governmental activities increased \$704,192 from the prior fiscal year for an ending balance of \$2,257,176. Revenues benefitted from an increase in property taxes (\$159,100) and sales tax (\$67,439). Public safety expenses decreased during the year due to an increase in wages and repairs and maintenance (\$259,712). General government expenses increased by \$319,705 due to

**Business-type Activities.** For the City's business-type activities, the current fiscal year resulted in a net increase in net position of \$213,791 for an ending balance of \$3,256,685. Charges for services increased 5.58 percent (\$83,130). Total expenses decreased 3.60 percent (\$50,993). The growth, in large part, is attributable to increased tax valuations and controlled costs.

**City of Ovilia, Texas**  
**Management's Discussion and Analysis (Unaudited)**  
**Year Ended September 30, 2020**

A summary of the government-wide statement of activities follows:

	Governmental Activities		Business-type Activities		Total	
	2020	2019	2020	2019	2020	2019
<b>REVENUES:</b>						
<b>Program revenues:</b>						
Charges for services	\$ 1,001,852	\$ 824,538	\$ 1,573,125	\$ 1,489,995	\$ 2,574,977	\$ 2,314,533
Operating grants and contributions	52,429	16,083	-	-	52,429	16,083
Capital grants and contributions	-	-	-	84,996	-	84,996
<b>General revenues:</b>						
Property taxes	2,555,587	2,396,487	-	-	2,555,587	2,396,487
Sales taxes	411,437	343,998	-	-	411,437	343,998
Franchise taxes	161,892	169,397	-	-	161,892	169,397
Investment earnings	39,414	18,050	172	9,725	39,586	27,775
Miscellaneous	233,331	162,388	-	-	233,331	162,388
Gain on sale of capital assets	3,330	-	-	-	3,330	-
Insurance proceeds	-	-	-	-	-	-
<b>Total revenues</b>	<b>4,459,272</b>	<b>3,930,941</b>	<b>1,573,297</b>	<b>1,584,716</b>	<b>6,032,569</b>	<b>5,515,657</b>
<b>EXPENSES:</b>						
General government	891,305	571,600	-	-	891,305	571,600
Public safety	2,022,028	2,281,740	-	-	2,022,028	2,281,740
Streets	331,791	301,911	-	-	331,791	301,911
Cultural and recreation	129,281	113,034	-	-	129,281	113,034
Solid waste	252,471	243,253	-	-	252,471	243,253
Interest and fiscal charges	123,326	133,015	-	-	123,326	133,015
Water and sewer	-	-	1,364,384	1,415,377	1,364,384	1,415,377
<b>Total expenses</b>	<b>3,750,202</b>	<b>3,644,553</b>	<b>1,364,384</b>	<b>1,415,377</b>	<b>5,114,586</b>	<b>5,059,930</b>
Increase (decrease) in net position before transfers	709,070	286,388	208,913	169,339	917,983	455,727
Transfers	(4,878)	115,529	4,878	(115,529)	-	-
Increase (decrease) in net position	704,192	401,917	213,791	53,810	917,983	455,727
Net position, beginning	1,552,984	1,151,067	3,042,894	2,989,084	4,595,878	4,140,151
<b>Net position, ending</b>	<b>\$ 2,257,176</b>	<b>\$ 1,552,984</b>	<b>\$ 3,256,685</b>	<b>\$ 3,042,894</b>	<b>\$ 5,513,861</b>	<b>\$ 4,595,878</b>

**City of Ovilla, Texas**  
**Management's Discussion and Analysis (Unaudited)**  
**Year Ended September 30, 2020**

## ***Financial Analysis of Funds***

As noted earlier, the City uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

**Governmental Funds.** The focus of the City's governmental funds is to provide information on near-term inflows, outflows, and balances of spendable resources. Such information is useful in assessing the City's financing requirements. In particular, unassigned fund balance may serve as a useful measure of a government's net resources available for discretionary use as they represent the portion of fund balance which has not yet been limited to use for a particular purpose by either an external party, the City itself, or a group or individual that has been delegated authority to assign resources for use for particular purposes by the City Council.

At September 30, 2020, the City's governmental funds reported combined fund balances of \$1,142,675, an decrease of \$118,771 in comparison with the prior year. Approximately 47 percent of this amount (\$531,792) constitutes unassigned fund balance, which is available for spending at the City's discretion. The remainder of the fund balance is either restricted or committed, to indicate that it is: 1) restricted for particular purposes (\$409,381) or 2) committed by Council for infrastructure improvements (\$201,502).

The general fund is the chief operating fund of the City. At the end of the current fiscal year, unassigned fund balance of the general fund was \$531,792, while total fund balance was \$799,324. As a measure of the general fund's liquidity, it may be useful to compare both unassigned fund balance and total fund balance to total general fund expenditures. Unassigned fund balance represents approximately 13 percent of total general fund expenditures, while total fund balance represents approximately 20 percent of that same amount.

The fund balance of the City's general fund decreased by \$159,285 during the current fiscal year.

The debt service fund, a major governmental fund, had a slight decrease in fund balance during the current year of \$8,920 to bring the year end fund balance to \$154,361.

**Proprietary Fund.** The City's proprietary fund provides the same type of information found in the government-wide financial statements, but in more detail.

Unrestricted net position of the Water and Sewer Fund at the end of the year was \$1,263,690. The total increase in net position was \$213,791. Operating revenues increased in 2020 by \$83,130 (5.58 percent). Operating expenses decreased \$18,719 (1.40 percent).

## ***General Fund Budgetary Highlights***

**Original budget compared to final budget.** During the year, the City increased the original estimated expenditures by \$107,179. The main components of the difference between original budget and final amended budget can be materially summarized as follows:

- \$49,993 increase in general government expenditures
- \$5,320 increase in police and fire radio expenditures
- \$21,836 increase in streets expenditures



## City of Ovilla, Texas

**Management's Discussion and Analysis (Unaudited)**  
**Year Ended September 30, 2020**

**Final budget compared to actual results.** General fund budgeted revenues of \$4,998,651 exceeded actual revenues of \$3,885,814 by \$1,112,837.

Budgeted general fund expenditures of \$5,034,238 exceeded actual expenditures of \$4,058,685. This \$975,553 positive variance in expenditures was achieved through a series of expenditure restrictions imposed during the year in response to the pandemic.

**Capital Assets and Debt Administration**

**Capital Assets.** The City's investment in capital assets for its governmental and business-type activities as of September 30, 2020, amounts to \$7,152,727 (net of accumulated depreciation). This investment in capital assets includes land, buildings, improvements, machinery and equipment, and infrastructure. The total increase in capital assets for the current fiscal year was approximately 9.26 percent.

	Governmental Activities		Business-type Activities		Total	
	2020	2019	2020	2019	2020	2019
Land	\$ 397,763	\$ 397,763	\$ 86,700	\$ 86,700	\$ 484,463	\$ 484,463
Construction in progress	90,490	24,569	-	20,764	90,490	45,333
Buildings	452,680	179,977	45,802	48,133	498,482	228,110
Improvements	-	-	2,436,152	2,345,729	2,436,152	2,345,729
Machinery and equipment	746,539	670,722	57,951	65,541	804,490	736,263
Infrastructure	2,838,650	2,706,633	-	-	2,838,650	2,706,633
Total	\$ 4,526,122	\$ 3,979,664	\$ 2,626,605	\$ 2,566,867	\$ 7,152,727	\$ 6,546,531

Major capital asset events during the current fiscal year included the following:

- Building additions of approximately \$297,000 related to a new public works building and playground equipment.
- Machinery and equipment additions of approximately \$313,000 related to new vehicles for the police and fire department.
- Infrastructure improvements of approximately \$212,000 related to construction on Street Georgetown Road and Silver Spur Lane.
- Water and sewer improvements of approximately \$250,000 related to Main Street sewer line construction.

Additional information on the City's capital assets can be found in *Note 6* on pages 33-34 of this report.

**Long-term Debt.** At the end of the current fiscal year, the City had total bonded debt outstanding of \$3,855,000.



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## City of Ovilla, Texas Management's Discussion and Analysis (Unaudited) Year Ended September 30, 2020

	Governmental Activities		Business-type Activities		Primary Government Total	
	2020	2019	2020	2019	2020	2019
General obligation bonds	\$ 3,098,368	\$ 3,431,915	\$ 756,632	\$ 838,085	\$ 3,855,000	\$ 4,270,000
Totals	\$ 3,098,368	\$ 3,431,915	\$ 756,632	\$ 838,085	\$ 3,855,000	\$ 4,270,000

The City's total debt decreased by \$415,000, (10 percent) during the current fiscal year. The reason for the decrease is regularly scheduled debt service payments combined with no new debt issuances during the fiscal year.

The City maintains a "AA" rating from Standard & Poor's Ratings for general obligation debt.

Additional information on the City's long-term debt can be found in *Note 7* on pages 44-47 of this report.

### ***Economic Factors and Next Year's Budgets and Rates***

The FY2020-21 Budget calls for adopting the Property Tax Rate of \$0.660 per \$100 of assessed property valuation. The operating and debt tax rates are projected to change to \$0.5200 and \$0.1400, respectively. The total combined budget of \$6,844,674 represents a decrease of \$1,226,979 from the FY2019-20 Amended Budget of \$8,071,653.

According to both Ellis County and Dallas County Appraisal Districts, the total assessed property value for 2021 equals \$ 411,962,523. This is an 8.22% increase over 2020. The budget includes projected increase taxes and charges for services.

Water and Sewer Fund revenue is budgeted to increase by 4.85% over the prior period adopted budget.

The City's annual debt service is \$570,000, including principal of \$420,000 and interest of \$150,000. The outstanding debt reflects \$3,855,000 in General Obligation Refunding Bonds payable through 2029.

### **Requests for Information**

This financial report is designed to provide a general overview of the City's finances for all those with an interest in the government's finances. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to the Office of the City Secretary, 105 South Cockrell Hill Rd., Ovilla, Texas 75154.

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**Basic Financial Statements**

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## City of Ovilia, Texas Statement of Net Position September 30, 2020

	Primary Government			Component Units	
	Governmental Activities	Business-type Activities	Total	Ovilla 4B Economic Development Corporation	Ovilla Municipal Development District
<b>ASSETS</b>					
Cash and cash equivalents	\$ 1,749,475	\$ 1,142,588	\$ 2,892,063	\$ 816,227	\$ 413,451
Investments	314,676	-	314,676	-	-
Receivables (net of allowances for uncollectibles)	183,526	249,013	432,539	31,370	15,870
Due from component unit	14,372	-	14,372	-	-
Internal balances	29,160	(29,160)	-	-	-
Inventories	-	13,055	13,055	-	-
Restricted cash and cash equivalents	-	243,863	243,863	-	-
Capital assets					
Nondepreciable	488,253	86,700	574,953	-	-
Depreciable, net of accumulated depreciation	4,037,869	2,539,905	6,577,774	-	-
Total Assets	6,817,331	4,245,964	11,063,295	847,597	429,321
<b>DEFERRED OUTFLOWS OF RESOURCES</b>					
Deferred outflows of resources – Pension	133,612	27,933	161,545	-	-
Deferred outflows of resources – OPEB	13,541	2,148	15,689	-	-
Total Deferred Outflows of Resources	147,153	30,081	177,234	-	-
<b>LIABILITIES</b>					
Current liabilities:					
Accounts payable	381,031	41,291	422,322	34,876	5,450
Accrued wages payable	104,524	17,602	122,126	-	-
Accrued interest payable	15,703	3,678	19,381	-	-
Other accrued liabilities	110,902	-	110,902	-	-
Due to primary government	-	-	-	13,747	625
Customer deposits	-	105,560	105,560	-	-
Unearned revenue	511,022	-	511,022	-	-
Compensated absences	81,508	7,225	88,733	-	-
Bonds payable – current	337,565	82,435	420,000	-	-
Noncurrent liabilities:					
Bonds payable	2,821,784	689,478	3,511,262	-	-
Net pension liability	188,786	39,969	228,755	-	-
Total OPEB liability	56,037	12,018	68,055	-	-
Total Liabilities	4,608,862	999,256	5,608,118	48,623	6,075
<b>DEFERRED INFLOWS OF RESOURCES</b>					
Deferred inflows of resources – Pension	91,878	19,452	111,330	-	-
Deferred inflows of resources – OPEB	6,568	652	7,220	-	-
Total Deferred Inflows of Resources	98,446	20,104	118,550	-	-
<b>NET POSITION</b>					
Net investment in capital assets	1,336,773	1,989,055	3,325,828	-	-
Restricted for:					
Cultural and recreational	122,025	-	122,025	-	-
Debt service	154,361	-	154,361	-	-
Economic development	-	-	-	798,974	-
Infrastructure improvements	-	3,940	3,940	-	-
Municipal development	-	-	-	-	423,246
Public safety	37,702	-	37,702	-	-
Streets	95,293	-	95,293	-	-
Unrestricted	511,022	1,263,690	1,774,712	-	-
Total Net Position	\$ 2,257,176	\$ 3,256,685	\$ 5,513,861	\$ 798,974	\$ 423,246

See Notes to Financial Statements

**City of Ovilla Texas**  
**Statement of Activities**  
**Year Ended September 30, 2020**

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Function/Programs:	Net (Expense) Revenue and Changes in Net Position							
	Program Revenues			Primary Government			Component Units	
	Expenses	Charges for Services	Operating Grants and Contributions	Governmental Activities	Business-type Activities	Total	Ovilla 4B Economic Development Corporation	Ovilla Municipal Development Corporation
<b>Primary Government:</b>								
Governmental activities:								
General government	\$ 891,305	\$ 193,874	\$ -	\$ (697,431)	\$ -	\$ (697,431)	\$ -	\$ -
Public safety	2,022,028	473,403	52,429	(1,496,196)	-	(1,496,196)	-	-
Streets	331,791	-	-	(331,791)	-	(331,791)	-	-
Cultural and recreation	129,281	13,820	-	(115,461)	-	(115,461)	-	-
Solid waste	252,471	320,755	-	68,284	-	68,284	-	-
Interest and fiscal charges	123,326	-	-	(123,326)	-	(123,326)	-	-
Total governmental activities	<u>3,750,202</u>	<u>1,001,852</u>	<u>52,429</u>	<u>(2,695,921)</u>	<u>-</u>	<u>(2,695,921)</u>	<u>-</u>	<u>-</u>
Business-type activities:								
Water and sewer	1,364,384	1,573,125	-	-	208,741	208,741	-	-
Total business-type activities	<u>1,364,384</u>	<u>1,573,125</u>	<u>-</u>	<u>-</u>	<u>208,741</u>	<u>208,741</u>	<u>-</u>	<u>-</u>
Total primary government	<u>\$ 5,114,586</u>	<u>\$ 2,574,977</u>	<u>\$ 52,429</u>	<u>(2,695,921)</u>	<u>208,741</u>	<u>(2,487,180)</u>	<u>-</u>	<u>-</u>
<b>Component Units:</b>								
Ovilla 4B Economic Development Corporation	\$ 50,064	\$ -	\$ -				(50,064)	-
Ovilla Municipal Development District	23,487	-	-				-	(23,487)
Total component units	<u>\$ 73,551</u>	<u>\$ -</u>	<u>\$ -</u>				<u>(50,064)</u>	<u>(23,487)</u>
General revenues:								
Property taxes				2,555,587	-	2,555,587	-	-
Sales taxes				411,437	-	411,437	164,375	88,313
Franchise taxes				161,892	-	161,892	-	-
Investment earnings				39,414	172	39,586	4,894	3,440
Miscellaneous				233,331	-	233,331	-	-
Gain on sale of capital assets				3,330	-	3,330	-	-
Transfers				(4,878)	4,878	-	-	-
Total general revenues and transfers				<u>3,400,113</u>	<u>5,050</u>	<u>3,405,163</u>	<u>169,469</u>	<u>91,753</u>
Change in net position				704,192	213,791	917,983	119,405	68,266
Net Position, Beginning of Year				1,552,984	3,042,894	4,595,878	679,569	354,980
Net Position, End of Year				<u>\$ 2,257,176</u>	<u>\$ 3,256,685</u>	<u>\$ 5,513,861</u>	<u>\$ 798,974</u>	<u>\$ 423,246</u>

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**City of Ovilla, Texas**  
**Balance Sheet – Governmental Funds**  
**September 30, 2020**

	General Fund	Debt Service Fund	Total Nonmajor Funds	Total Governmental Funds
<b>ASSETS</b>				
Cash and cash equivalents	\$ 1,396,088	\$ 166,885	\$ 186,502	\$ 1,749,475
Investments	314,676	-	-	314,676
Receivables (net of allowance for uncollectibles)				
Taxes	114,837	7,959	15,685	138,481
Accounts receivable	45,045	-	-	45,045
Due from other funds	42,607	2,593	335	45,535
Due from component unit	14,372	-	-	14,372
Total assets	<u>1,927,625</u>	<u>177,437</u>	<u>202,522</u>	<u>2,307,584</u>
<b>LIABILITIES</b>				
Accounts payable	367,499	-	13,532	381,031
Accrued wages payable	104,524	-	-	104,524
Other accrued liabilities	110,902	-	-	110,902
Due to other funds	335	16,040	-	16,375
Unearned revenue	511,022	-	-	511,022
Total liabilities	<u>1,094,282</u>	<u>16,040</u>	<u>13,532</u>	<u>1,123,854</u>
<b>DEFERRED INFLOWS OF RESOURCES</b>				
Unavailable revenue - property taxes	34,019	7,036	-	41,055
Total deferred inflows of resources	<u>34,019</u>	<u>7,036</u>	<u>-</u>	<u>41,055</u>
<b>FUND BALANCES</b>				
Restricted:				
Cultural and recreational	64,243	-	57,782	122,025
Debt service	-	154,361	-	154,361
Public safety	1,787	-	35,915	37,702
Streets	-	-	95,293	95,293
Committed:				
Infrastructure improvements	201,502	-	-	201,502
Unassigned	531,792	-	-	531,792
Total fund balances	<u>799,324</u>	<u>154,361</u>	<u>188,990</u>	<u>1,142,675</u>
Total liabilities, deferred inflows of resources, and fund balances	<u>\$ 1,927,625</u>	<u>\$ 177,437</u>	<u>\$ 202,522</u>	<u>\$ 2,307,584</u>

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**City of Ovilia, Texas**  
**Reconciliation of the Balance Sheet of Governmental Funds**  
**to the Statement of Net Position**  
**September 30, 2020**

Amounts reported for governmental activities in the statement of net position are different because:

Total fund balance – governmental funds	\$ 1,142,675
Capital assets (net of accumulated depreciation) used in governmental activities are not current financial resources and, therefore, are not reported in the fund financial statements.	4,526,122
Revenues earned but not available within 60 days of year-end are not recognized as revenue in the fund financial statements.	41,055
Interest payable on long-term debt does not require current financial resources, therefore interest payable is not reported as a liability in the fund financial statements.	(15,703)
Long-term liabilities including bonds payable, compensated absences, net pension liability and total OPEB liability and the related deferred outflows and deferred inflows for pensions and OPEB, are not due and payable in the current period and therefore are not reported in the fund financial statements.	<u>(3,436,973)</u>
Net position of governmental activities	<u><u>\$ 2,257,176</u></u>

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## City of Ovilla, Texas

## Statement of Revenues, Expenditures, and Changes in Fund Balances –

## Governmental Funds

Year Ended September 30, 2020

	General Fund	Debt Service Fund	Total Nonmajor Funds	Total Governmental Funds
<b>REVENUES</b>				
Property taxes	\$ 2,086,621	\$ 460,351	\$ -	\$ 2,546,972
Sales taxes	329,150	-	82,287	411,437
Franchise taxes	161,892	-	-	161,892
Licenses and permits	90,103	-	-	90,103
Fines and forfeitures	61,151	-	2,796	63,947
Charges for services	843,119	-	-	843,119
Special assessment	-	-	4,683	4,683
Miscellaneous	223,075	-	-	223,075
Intergovernmental	51,209	-	-	51,209
Contributions and donations	200	-	1,020	1,220
Investment earnings	39,294	120	-	39,414
Total revenues	3,885,814	460,471	90,786	4,437,071
<b>EXPENDITURES</b>				
Current:				
General government	814,576	-	-	814,576
Public safety	1,825,973	-	1,236	1,827,209
Streets	218,514	-	116	218,630
Cultural and recreational	99,890	-	-	99,890
Solid waste	252,471	-	-	252,471
Debt service:				
Principal	-	333,547	-	333,547
Interest and fiscal charges	-	130,966	-	130,966
Capital outlay	847,261	-	40,000	887,261
Total expenditures	4,058,685	464,513	41,352	4,564,550
Excess (deficiency) of revenues over (under) expenditures	(172,871)	(4,042)	49,434	(127,479)
<b>OTHER FINANCING SOURCES (USES)</b>				
Transfers in	297	108,460	-	108,757
Transfers out	-	(113,338)	-	(113,338)
Insurance revenues	9,959	-	-	9,959
Sale of capital assets	3,330	-	-	3,330
Total other financing sources (uses)	13,586	(4,878)	-	8,708
Net change in fund balances	(159,285)	(8,920)	49,434	(118,771)
Fund balances, beginning of year	958,609	163,281	139,556	1,261,446
Fund balances, end of year	\$ 799,324	\$ 154,361	\$ 188,990	\$ 1,142,675

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**City of Ovilia, Texas**  
**Reconciliation of the Statement of Revenues,**  
**Expenditures and Changes in Fund Balances of**  
**Governmental Funds to the Statement of Activities**  
**For the Year Ended September 30, 2020**

Amounts reported for governmental activities in the statement of activities are different because:

Net change in fund balances – total governmental funds	\$	(118,771)
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Governmental funds report capital outlays as expenditures. However, in the statement of activities, the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense. This is the amount by which capital outlays of \$887,261 exceeded depreciation of \$340,803 in the current year.		546,458
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Certain revenues in the statement of activities that do not provide current financial resources are not reported as revenue in the governmental funds. This amount is the net change in deferred inflows of resources.		8,615
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Repayment of debt principal is an expenditure in the governmental funds, but repayment of debt reduces long-term liabilities in the statement of net position. Also, government funds report premiums and discounts when debt is first issued, whereas these amounts are deferred and amortized in the statement of activities.		339,936
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Current year pension and OPEB expenditures are reported on the fiscal year basis in the governmental statement of revenues, expenditures and changes in fund balance and as actuarially determined in the government-wide statement of activities. These differences are reflected in deferred outflows/inflows of resources balances.		(50,792)
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Current year changes in long-term liabilities for compensated absences do not require the use of current financial resources; therefore they are not reported as expenditures in the governmental funds.		(22,505)
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Current year change in accrued interest payable does not require the use of current financial resources; therefore, it is not reported as an expenditure in the governmental funds.		1,251
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Change in net position of governmental activities	\$	704,192
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**City of Ovilla, Texas**  
**Statement of Net Position – Proprietary Fund**  
**September 30, 2020**

	Water and Sewer Fund
<b>ASSETS</b>	
<b>Current assets</b>	
Cash and cash equivalents	\$ 1,142,588
Receivables (net of allowance for doubtful accounts)	
Accounts receivable	249,013
Inventories	13,055
Restricted cash and cash equivalents	243,863
Total current assets	<u>1,648,519</u>
<b>Noncurrent assets</b>	
Capital assets	
Nondepreciable	86,700
Depreciable, net of accumulated depreciation	<u>2,539,905</u>
Total noncurrent assets	<u>2,626,605</u>
Total assets	<u>4,275,124</u>
<b>DEFERRED OUTFLOWS OF RESOURCES</b>	
Deferred outflows of resources – Pension	27,933
Deferred outflows of resources – OPEB	<u>2,148</u>
Total deferred outflows of resources	<u>30,081</u>
<b>LIABILITIES</b>	
<b>Current liabilities</b>	
Accounts payable	41,291
Accrued wages payable	17,602
Compensated absences	7,225
Customer deposits	105,560
Due to other funds	29,160
Accrued interest payable	3,678
Bonds payable – current	<u>82,435</u>
Total current liabilities	<u>286,951</u>
<b>Noncurrent liabilities</b>	
Long-term debt, less current portion	689,478
Net pension liability	39,969
Total OPEB liability	<u>12,018</u>
Total noncurrent liabilities	<u>741,465</u>
Total liabilities	<u>1,028,416</u>
<b>DEFERRED INFLOWS OF RESOURCES</b>	
Deferred inflows of resources – Pension	19,452
Deferred inflows of resources – OPEB	<u>652</u>
Total deferred inflows of resources	<u>20,104</u>
<b>NET POSITION</b>	
Net investment in capital assets	1,989,055
Restricted for:	
Infrastructure improvements	3,940
Unrestricted	<u>1,263,690</u>
Total net position	<u>\$ 3,256,685</u>

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## City of Ovilla, Texas

### Statement of Revenues, Expenses, and Changes in Fund Net Position – Proprietary Fund Year Ended September 30, 2020

	<b>Water and Sewer Fund</b>
<b>OPERATING REVENUES</b>	
Water sales	\$ 905,754
Sewer service charges	422,791
Impact fees	55,766
Infrastructure improvement fees	76,662
Miscellaneous	112,152
	<hr/>
Total operating revenues	1,573,125
	<hr/>
<b>OPERATING EXPENSES</b>	
Water administration	112,162
Water	635,813
Sewer	390,043
Depreciation	194,787
	<hr/>
Total operating expenses	1,332,805
	<hr/>
Operating income	240,320
	<hr/>
<b>NONOPERATING REVENUES (EXPENSES)</b>	
Investment earnings	172
Interest and fiscal charges	(31,579)
	<hr/>
Total nonoperating revenues (expenses)	(31,407)
	<hr/>
Income before transfers	208,913
	<hr/>
Transfers in	113,338
Transfers out	(108,460)
	<hr/>
Change in net position	213,791
	<hr/>
<b>Net Position, Beginning of Year</b>	3,042,894
	<hr/>
<b>Net Position, End of Year</b>	\$ 3,256,685
	<hr/>

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## City of Ovilia, Texas

### Statement of Cash Flows – Proprietary Fund Year Ended September 30, 2020

	<u>Water and Sewer Fund</u>
<b>OPERATING ACTIVITIES</b>	
Receipts from customers	\$ 1,579,370
Receipt of customer deposits	8,708
Payments to suppliers for goods and services	(1,054,469)
Payments to employees for salaries and benefits	(103,858)
Net cash provided by operating activities	<u>429,751</u>
<b>NONCAPITAL FINANCING ACTIVITIES</b>	
Transfers from other funds	139,665
Transfers to other funds	(108,460)
Net cash provided by noncapital financing activities	<u>31,205</u>
<b>CAPITAL AND RELATED FINANCING ACTIVITIES</b>	
Acquisition and construction of capital assets	(254,525)
Principal paid on capital debt	(83,123)
Interest and fiscal charges paid on capital debt	(31,885)
Net cash used in capital and related financing activities	<u>(369,533)</u>
<b>INVESTING ACTIVITIES</b>	
Interest on investments	172
Net cash provided by investing activities	<u>172</u>
Net increase in cash and cash equivalents	91,595
Cash and Cash Equivalents, Beginning of Year (including \$136,930 reported as restricted assets)	<u>1,294,856</u>
Cash and Cash Equivalents, End of Year (including \$243,863 reported as restricted assets)	<u>\$ 1,386,451</u>
<b>Reconciliation of Operating Income to Net Cash Provided by Operating Activities:</b>	
Operating income	\$ 240,320
Adjustment to reconcile operating income to net cash provided by operating activities:	
Depreciation	194,787
(Increases) decreases in assets and deferred outflows of resources:	
Accounts receivable and unbilled revenue	6,245
Prepaid expenses	-
Deferred outflows of resources	1,126
Increases (decreases) in liabilities and deferred inflows of resources:	
Accounts payable	(28,613)
Accrued liabilities	6,707
Customer deposits	8,708
Compensated absences	(7,148)
Net pension liability	(40,307)
Total OPEB liability	3,204
Deferred inflows of resources	44,722
Total adjustments	<u>189,431</u>
Net cash provided by operating activities	<u>\$ 429,751</u>

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**City of Ovilla, Texas**  
**Statement of Fiduciary Net Position**  
**Fiduciary Fund**  
**September 30, 2020**

	<u>Insurance Trust Fund</u>
<b>ASSETS</b>	
Cash and cash equivalents	<u>\$ -</u>
Total assets	<u>-</u>
<b>NET POSITION</b>	
Restricted for employee benefits	<u>-</u>
Total net position	<u><u>-</u></u>

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**City of Ovilla, Texas**  
**Statement of Changes in Fiduciary Net Position**  
**Fiduciary Fund**  
**For the Year Ended September 30, 2020**

	<u>Insurance Trust Fund</u>
<b>Additions</b>	
Contributions	
Employer	\$ -
Investment income	-
Total additions	<u>-</u>
<b>Deductions</b>	
Benefits	-
Total deductions	<u>-</u>
<b>Transfers out</b>	<u>(297)</u>
 Net decrease in fiduciary net position	 (297)
Net position, beginning of year	<u>297</u>
Net position, end of year	<u>\$ -</u>

**City of Ovilla, Texas**  
**Notes to the Financial Statements**  
**September 30, 2020**

**Note 1: Summary of Significant Accounting Policies**

The accounting policies of the City of Ovilla, Texas conform to accounting principles applicable to governments as promulgated by the Governmental Accounting Standards Board (GASB). The City of Ovilla's significant accounting policies are described below.

***Description of the Government-wide Financial Statements***

The government-wide financial statements (i.e., the statement of net position and the statement of activities) report information on all of the nonfiduciary activities of the primary government and its component units. The fiduciary activities are reported only in the fund financial statements.

*Governmental activities*, which normally are supported by taxes, intergovernmental revenues, and other nonexchange transactions, are reported separately from *business-type activities*, which rely to a significant extent on fees and charges to external customers for support. Likewise, the *primary government* is reported separately from the legally separate *component units* for which the primary government is financially accountable.

***Reporting Entity***

The City of Ovilla, Texas (the "City") is a general law municipality and was incorporated in 1963. The accompanying financial statements present the City and its component units, entities for which the City is considered to be financially accountable. The City (the primary government) is financially accountable if it appoints a voting majority of the organization's governing board and (1) is able to impose its will on the organization or (2) there is a potential for the organization to provide specific financial benefit to or impose specific financial burden on the City. Additionally, the City is required to consider other organizations for which the nature and significance of their relationship with the City are such that exclusion would cause the City's financial statements to be misleading or incomplete. The financial statements are formatted to allow the user to clearly distinguish between the primary government and its component units.

***Discretely Presented Component Units***

The Corporation and District described below are included in the City's reporting entity because the City appoints the governing body and are fiscally dependent on the City. The Corporation and District are reported as discretely presented component units since the governing body is not substantively the same as the governing body of the City, and they provide services to the citizens of Ovilla and the surrounding area as opposed to only the primary government. To emphasize that they are legally separate from the City, they are reported in separate columns in the financial statements.

The Ovilla 4B Economic Development Corporation was created under Section 4B of the Development Corporation Act of 1979, as amended, Article 5190.6, Vernon's Texas civil statutes, as amended, and is responsible for collecting and disbursing the one-half percent sales tax to be used for economic development within the City. The members of the Corporation's board are appointed by the City. The City can impose its will on the Corporation by significantly influencing the program, projects, activities, or level of service performed by the Corporation. The Corporation is presented as a governmental fund type and has a September 30 year-end. The Ovilla Municipal

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**City of Ovilla, Texas**  
**Notes to the Financial Statements**  
**September 30, 2020**

Development District was created in accordance with Chapter 377 of the Texas Local Government Code and is responsible for collecting and disbursing the one-quarter percent sales tax to be used for municipal development within the City. The members of the District's board are appointed by the City. The City can impose its will on the District by significantly influencing the program, projects, activities, or level of service performed by the District. The District is presented as a governmental fund type and has a September 30 year-end.

Separate financial statements for the Corporation and District are not issued.

***Basis of Presentation***

**Government-Wide Financial Statements**

While separate government-wide and fund financial statements are presented, they are interrelated. The governmental activities column incorporates data from governmental funds, while business-type activities incorporate data from the City's enterprise fund. Separate financial statements are provided for governmental funds, proprietary fund, and fiduciary fund, even though the latter is excluded from the government-wide financial statements.

As discussed earlier, the City has two discretely presented component units. The Ovilla 4B Economic Development Corporation and Ovilla Municipal Development District are shown in separate columns in the government-wide financial statements.

As a general rule, the effect of interfund activity has been eliminated from the government-wide financial statements. Exceptions to this general rule are charges between the City's water function and various other functions of the City. Elimination of these charges would distort the direct costs and program revenues reported for the various functions concerned.

**Fund Financial Statements**

The fund financial statements provide information about the City's funds, including its fiduciary fund. Separate statements for each fund category—governmental, proprietary, and fiduciary—are presented. The emphasis of fund financial statements is on major governmental and the enterprise funds, each displayed in a separate column. All remaining governmental funds are aggregated and reported as nonmajor. Major individual governmental and enterprise funds are reported as separate columns in the fund financial statements.

The City reports the following major governmental funds:

The General Fund is the City's primary operating fund. It accounts for all financial resources of the City, except those required to be accounted for in another fund.

The Debt Service Fund is used to account for the accumulation of resources for, and the payment of, general long-term debt principal, interest, and related costs.



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**City of Ovilla, Texas**  
**Notes to the Financial Statements**  
**September 30, 2020**

The City reports the following major enterprise fund:

The Water and Sewer Fund accounts for the activities of the sewage pumping stations and collection systems, and the water distribution system.

During the course of operations, the City has activity between funds for various purposes. Any residual balances outstanding at year end are reported as due from/to other funds. While these balances are reported in fund financial statements, certain eliminations are made in the preparation of the government-wide financial statements. Balances between the funds included in governmental activities (i.e., the governmental funds) are eliminated so that only the net amount is included as internal balances in the governmental activities' column. Similarly, balances between the funds included in business-type activities (i.e. enterprise fund) are eliminated so that only the net amount is included as internal balance in business-type activity column.

Further, certain activity occurs during the year involving transfers of resources between funds. In fund financial statements, these amounts are reported at gross amounts as transfers in/out. While reported in fund financial statements, certain eliminations are made in the preparation of the government-wide financial statements. Transfers between the funds included in governmental activities are eliminated so that only the net amount is included as transfers in the governmental activities' column. Similarly, balances between the funds included in business-type activities are eliminated so that only the net amount is included as transfers in the business-type activities column.

***Measurement Focus and Basis of Accounting***

The accounting and financial reporting treatment is determined by the applicable measurement focus and basis of accounting. Measurement focus indicates the type of resources being measured such as current financial resources or economic resources. The basis of accounting indicates the timing of transactions or events for recognition in the financial statements.

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

The governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the government considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to compensated absences, pension and OPEB obligations, and claims and judgments, are recorded only when payment is due. General capital asset acquisitions are reported

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**City of Ovilla, Texas**  
**Notes to the Financial Statements**  
**September 30, 2020**

as expenditures in governmental funds. Issuance of long-term debt and acquisitions under capital leases are reported as other financing sources.

Property taxes, sales taxes, franchise taxes, licenses, and interest associated with the current fiscal period are all considered to be susceptible to accrual and so have been recognized as revenues of the current fiscal period. Entitlements are recorded as revenues when all eligibility requirements are met, including any time requirements, and the amount is received during the period or within the availability period for this revenue source (within 60 days of year-end). Expenditure-driven grants are recognized as revenue when the qualifying expenditures have been incurred and all other eligibility requirements have been met, and the amount is received during the period or within the availability period for this revenue source (within 60 days of year-end). All other revenue items are considered to be measurable and available only when cash is received by the City.

The proprietary fund is reported using the economic resources measurement focus and the accrual basis of accounting.

***Budgetary Policy and Control***

**Budgetary Basis of Accounting**

Budgets are adopted on a basis consistent with accounting principles generally accepted in the United States of America and are used as a management control device. For management purposes, the City adopts budgets for all funds. An annual budget is legally adopted by the General Fund, Debt Service Fund, and Water and Sewer Fund. The City maintains budgetary controls to ensure compliance with legal provisions embodied in the appropriated budget approved by the City Council. The level of budgetary control (that is, the level at which expenditures cannot legally exceed the appropriated amount) for the operating budget is within a fund. Budgeted amounts presented are the original adopted budget and the budget as further amended by the City Council (if amended).

**Continuing Appropriations**

The unexpended and unencumbered appropriations, which are available and recommended for continuation to the following fiscal year, are approved by the City Council for carryover. These commitments are reported as a designation of fund balance. Encumbered appropriations lapse at year-end but are recommended to the City Council for carryover. There were no unexpended and unencumbered appropriations at year-end.

***Cash and Cash Equivalents***

The City's cash and cash equivalents are considered to be cash on hand, demand deposits, certificates of deposit and short-term investments with original maturities of three months or less from the date of acquisition.

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**City of Ovilla, Texas**  
**Notes to the Financial Statements**  
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***Investments***

Nonnegotiable certificates of deposit are carried at amortized cost. The government investment pools, TexPool and TexSTAR operate in accordance with state laws and regulations. Investments in external pools are carried at either net asset value or amortized cost, as determined by each pool's individual investment valuation method and whether there is a readily determinable fair value of the pool as of the City's fiscal year end. In instances where pools transact at amortized cost, such as TexPool, no readily determinable fair value is deemed available.

***Restricted Assets***

Certain proceeds of the City's enterprise fund bonds are classified as restricted assets on the statement of net position because they are maintained in separate bank accounts and their use is limited by applicable bond covenants of City ordinance, resulting in enabling legislation. The "bond construction" account is used to report those proceeds of bond issuances that are restricted for use in construction. The "infrastructure impact fees" account is used to segregate resources accumulated for infrastructure improvements. The "customer deposits" account is used to segregate customer deposits that will be returned in a future period.

**Business-type Activities**

Customer deposits	\$ 105,560
Bond construction account	134,363
Infrastructure impact fees	<u>3,940</u>

<b>Total Restricted Assets</b>	<b><u>\$ 243,863</u></b>
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***Inventories***

Inventories are valued at cost using the first-in/first-out (FIFO) method and consist of expendable supplies. The cost of such inventories is recorded as expenditures/expenses when consumed rather than when purchased.

**City of Ovilla, Texas**  
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***Capital Assets***

Capital assets, which include property, plant, equipment and infrastructure assets (e.g., roads, bridges, sidewalks and similar items), are reported in the applicable governmental or business-type activities columns in the government-wide financial statements. Capital assets are defined by the City as assets with an initial, individual cost of more than \$5,000 and an estimated useful life in excess of one year. As the City constructs or acquires additional capital assets each period, they are capitalized and reported at historical cost. The reported value excludes normal maintenance and repairs which are essentially amounts spent in relation to capital assets that do not increase the capacity or efficiency of the item or increase its estimated useful life. Donated capital assets are recorded at their acquisition value at the date of donation. Land and construction in progress are not depreciated. The other property, plant, equipment, and infrastructure of the primary government are depreciated using the straight-line method over the following estimated useful lives:

<u>Assets</u>	
Buildings	30 to 40 Years
Improvements	5 to 40 Years
Machinery and equipment	3 to 15 Years
Infrastructure	10 to 40 Years

***Unearned Revenue***

In the governmental activities and general fund, unearned revenue of \$511,022 represents monies received in advance related to a 35-year telecom easement the City granted during fiscal year 2018. The City is amortizing the balance over the life of the easement and will recognize revenue each year on a straight-line basis.

***Compensated Absences***

The City's policy permits employees to accumulate earned but unused vacation benefits, which are eligible for payment upon separation from City service. The liability for such leave is reported as incurred in the government-wide and proprietary fund financial statements. A liability for those amounts is recorded in the governmental funds only if the liability has matured as a result of employee resignations or retirements. The liability for compensated absences includes salary related benefits, where applicable. Vacation leave shall be taken during the year following its accumulation.

***Long-term Obligations***

In the government-wide financial statements and proprietary fund financial statements, long-term debt and other long-term obligations are reported as liabilities in the applicable governmental activities, business-type activities, or proprietary fund type statement of net position. Bond premiums and discounts are deferred and amortized over the life of the bonds using the straight-line method. Bonds payable are reported net of the applicable bond premium or discount. Bond issuance costs are expensed during the period of issuance.

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**City of Ovilla, Texas**  
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In the fund financial statements, governmental fund types recognize bond premiums and discounts, as well as bond issuance costs, during the current period. The face amount of debt issued is reported as other financing sources. Premiums received on debt issuances are reported as other financing sources while discounts on debt issuances are reported as other financing uses. Issuance costs, whether or not withheld from the actual debt proceeds received, are reported as debt service expenditures.

***Pensions***

For purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the Fiduciary Net Position of the Texas Municipal Retirement System (TMRS) and additions to/deductions from the City's Fiduciary Net Position have been determined on the same basis as they are reported by TMRS. For this purpose, plan contributions are recognized in the period that compensation is reported for the employee, which is when contributions are legally due. Benefit payments and refunds are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

***Defined Benefit Other Postemployment Benefit Plan***

The City has a single-employer defined benefit other postemployment benefit (OPEB) plan (Plan). For purposes of measuring the total OPEB liability, deferred outflows of resources and deferred inflows of resources related to OPEB and OPEB expense have been determined on the same basis as they are reported by the Plan. For this purpose, benefit payments are recognized when due and payable in accordance with the benefit terms.

***Deferred Outflows/Inflows of Resources***

In addition to assets, the statement of net position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, deferred outflows of resources, represents a consumption of net position that applies to a future reporting period(s) and so will not be recognized as an outflow of resources (expense/expenditure/reduction of net pension liability or total OPEB liability) until then. The City has the following items that qualify for reporting in this category:

- Pension and OPEB contributions after measurement date – These contributions are deferred and recognized as a reduction of the pension and OPEB liabilities in the subsequent fiscal year end.
- Difference in expected and actual experience – pension – This difference is deferred and amortized over the average remaining service life of all participants in the pension plan and recorded as a component of pension expense beginning with the period in which they are incurred.
- Difference in assumption changes – pension – This difference is deferred and amortized over the average remaining service life of all participants in the pension plan and recorded as a component of pension expense beginning with the period in which they are incurred.

## City of Ovilia, Texas

## Notes to the Financial Statements

September 30, 2020

- Difference in expected and actual experience – OPEB – This difference is deferred and amortized over the average remaining service life of all participants in the OPEB plan and recorded as a component of OPEB expense beginning with the period in which they are incurred.
- Difference in assumption changes – OPEB – This difference is deferred and amortized over the average remaining service life of all participants in the OPEB plan and recorded as a component of OPEB expense beginning with the period in which they are incurred.

In addition to liabilities, the statement of net position or balance sheet will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, deferred inflows of resources, represents an acquisition of net position that applies to a future reporting period(s) and so will not be recognized as an inflow of resources (revenue/increase of net pension liability or total OPEB liability) until that time. The City has the following items that qualify for reporting in this category:

- Difference in expected and actual experience – pension – This difference is deferred and amortized over the average remaining service life of all participants in the pension plan and recorded as a component of pension expense beginning with the period in which they are incurred.
- Difference in expected and actual experience – OPEB – This difference is deferred and amortized over the average remaining service life of all participants in the OPEB plan and recorded as a component of OPEB expense beginning with the period in which they are incurred.
- Difference in assumption changes – OPEB – This difference is deferred and amortized over the average remaining service life of all participants in the OPEB plan and recorded as a component of OPEB expense beginning with the period in which they are incurred.
- Difference in projected and actual earnings on pension plan investments – This difference is deferred and amortized as a component of pension expense on a closed basis over a five-year period beginning with the period in which the difference occurred.
- Unavailable revenue – This arises only under a modified accrual basis of accounting. Accordingly, unavailable revenue is reported only in the governmental funds balance sheet. The governmental funds report unavailable revenues from property taxes. In the General Fund, deferred inflows of resources consist of property taxes of \$34,019. In the Debt Service Fund, unavailable revenues consist of property taxes in the amount of \$7,036. These amounts are deferred and recognized as an inflow of resources in the period that the amounts become available.

**Net Position**

Net position represents the difference between assets, deferred outflows of resources, liabilities, and deferred inflows of resources of governmental and business-type activities and proprietary funds. The government-wide and proprietary fund financial statements utilize a net position presentation. Net position is categorized as net investment in capital assets, restricted and unrestricted.

**City of Ovilia, Texas**  
**Notes to the Financial Statements**  
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- Net Investment in Capital Assets – This amount consists of capital assets, net of accumulated depreciation/amortization and reduced by outstanding balances of bonds, notes, and other debt that are attributable to the acquisition, construction, or improvement of those assets. Deferred outflows of resources and deferred inflows of resources that are attributable to the acquisition, construction, or improvement of those assets or related debt are included in this component of net position.
- Restricted Net Position – This amount is restricted by external parties such as creditors, grantors, contributors, or laws or regulations of other governments and restrictions imposed by law through constitutional provisions or enabling legislation.
- Unrestricted Net Position – This amount is the net position that does not meet the definition of “net investment in capital assets” or “restricted net position”.

Sometimes the government will fund outlays for a particular purpose from both restricted (e.g., restricted bond or grant proceeds) and unrestricted resources. In order to calculate the amounts reported as restricted – net position and unrestricted net-position in the government-wide and proprietary fund financial statements, a flow assumption must be made about the order in which the resources are considered to be applied. It is the City’s policy to consider restricted-net position to have been depleted before unrestricted-net position is applied.

***Fund Balance Policies and Classifications***

In the fund financial statements, governmental funds report fund balance into classifications that comprise a hierarchy based on the extent to which the City is bound to honor constraints on the specific purpose for which amount in those funds can be spent. The classifications of fund balance are Nonspendable, Restricted, Committed, Assigned, and Unassigned.

- Nonspendable: This classification includes amounts that cannot be spent because they are either (a) not in a spendable form or (b) are legally or contractually required to remain intact.
- Restricted: This classification includes amounts for which constraints have been placed on the use of the resources either (a) externally imposed by creditors, grantors, contributors, or laws and regulations of other governments or (b) imposed by law through constitutional provisions or enabling legislation.
- Committed: This classification includes amounts that can be used only for specific purposes pursuant to constraints imposed by formal action (ordinance) by the highest level of decision making authority, namely the City Council, prior to the end of the reporting period. These amounts cannot be used for any other purpose unless the City Council removes or changes the specified use by taking the same type of formal action that was employed when the funds were initially committed. This classification also includes contractual obligations to the extent that existing resources have been specifically committed for use in satisfying those contractual requirements.

**City of Ovilla, Texas**  
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- **Assigned:** This classification includes amounts that are constrained by the City's intent to be used for specific purposes but are neither restricted nor committed. This intent can be expressed by the City Council or through the City Council delegating this responsibility to the City Manager. Assigned fund balances are constrained by intent to be used for specific purposes but are neither restricted nor committed. Assignments are made by the City management based on the City Council's direction.
- **Unassigned:** This classification represents the residual net resources in excess of the other classifications. The General Fund is the only fund that can report a positive unassigned fund balance. In other governmental funds it is not appropriate to report a positive unassigned fund balance amount. However, in governmental funds other than the general fund, if expenditures incurred for specific purposes exceed the amounts that are restricted, committed, or assigned to those purposes, it may be necessary to report a negative unassigned fund balance in that fund.

When both restricted and unrestricted resources (the total of committed, assigned, and unassigned fund balance) are available for specified expenditures, a flow assumption must be made about the order in which the resources are considered to be applied. It is the City's policy to consider restricted fund balance to have been depleted before using any of the components of unassigned fund balance. Further, when the components of unassigned fund balance can be used for the same purpose, committed fund balance is depleted first, followed by assigned fund balance. Unassigned fund balance is applied last.

### ***Use of Estimates***

The preparation of financial statements in conformity with generally accepted accounting principles requires the City's management to make estimates and assumptions that effect reported amounts of assets, deferred outflows of resources, liabilities and deferred inflows of resources at the date of the financial statements and the reported changes in net position during the reporting period. Actual results may differ from those estimates.

### ***Program and General Revenues***

Amounts reported as program revenues include 1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment and 2) grants and contributions (including special assessments) that are restricted to meeting the operational or capital requirements of a particular function or segment.

All taxes, including those dedicated for specific purposes, and other internally dedicated resources are reported as general revenues rather than as program revenues.



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**City of Ovilla, Texas**  
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***Property Taxes***

Property tax revenue is recognized in the fiscal year for which the taxes have been levied providing they become available. Available means due, or past due and receivable within the current period and collected within the current period or expected to be collected soon enough thereafter (not to exceed 60 days) to be used to pay liabilities in the current period.

***Proprietary Funds Operating and Nonoperating Revenues and Expenses***

Proprietary funds distinguish operating revenues and expenses from nonoperating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with a proprietary fund's principal ongoing operations. The principal operating revenues of the water and sewer fund is charges to customers for sales and services. The water and sewer fund also recognizes as operating revenue the portion of tap fees intended to recover the cost of connecting new customers to the system. Operating expenses for the enterprise fund includes the cost of sales and services, administrative expenses, and depreciation on capital assets. All revenues and expenses not meeting this definition are reported as nonoperating revenues and expenses.

***Future Change in Accounting Principles***

The GASB issued its Statement No. 84 (GASB 84), *Fiduciary Activities* in January 2017. The objective of this Statement is to improve guidance regarding the identification of fiduciary activities for accounting and financial reporting purposes and how those activities should be reported. GASB 84 establishes criteria for identifying fiduciary activities of all state and local governments. The focus of the criteria generally is on: (1) whether a government is controlling the assets of the fiduciary activity and (2) the beneficiaries with whom a fiduciary relationship exists. Separate criteria are included to identify fiduciary component units and postemployment benefit arrangements that are fiduciary activities. The City expects to first apply GASB 84 during the year ending September 30, 2021. The impact of applying the Statement has not been determined.

The GASB also issued its Statement No. 87 (GASB 87), *Leases* in June 2017. This new Statement establishes a single model for lease accounting based on the principle that leases represent the financing of the right to use an underlying asset. GASB 87 includes the accounting guidance for both lessees and lessors. The City expects to first apply GASB 87 during the year ending September 30, 2022, using the facts and circumstances in place at the time of adoption, rather than retroactive to the time each lease was begun. The impact of applying the Statement has not been determined.

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**City of Ovilla, Texas**  
**Notes to the Financial Statements**  
**September 30, 2020**

**Note 2: Deposits and Investments**

***Deposits***

At September 30, 2020, the carrying amount of the City's cash and cash equivalents (including certificates of deposit) was \$3450,602 and the respective bank balances totaled \$3,762,538. At September 30, 2020, the carrying amount and respective bank balance of the Corporation's cash and cash was \$816,227 and the respective bank balance totaled \$816,227. At September 30, 2020, the carrying amount and respective bank balance of the District's cash and cash equivalents was \$413,451. Nonnegotiable certificates of deposit are carried at amortized cost.

***Custodial Credit Risk***

There is a risk that, in the event of a bank failure, the City's deposits may not be returned. Both the City's investment policy and the Texas Public Funds Investment Act requires that all deposits of the City that exceed the Federal Depository Insurance Corporation (FDIC) coverage levels are collateralized with securities held by a third-party custodian in the City's name. As of September 30, 2020, the value of the City and its discretely presented component units deposits and investments not insured through the FDIC have been fully collateralized and meet the requirements of the City's policy and state statutes.

***Investment***

The City's investment policies are governed by state statutes. The City's investment policies further limit state statutes such that eligible investments include the following:

1. Obligations of the United States or its agencies and instrumentalities.
2. Direct obligations of the state of Texas or its agencies and instrumentalities.
3. Collateralized mortgage obligations directly issued by a federal agency instrumentality of the United States, the underlying security for which is guaranteed by an agency or instrumentalities of the United States.
4. Other obligations, the principal and interest of which are unconditionally guaranteed or insured by the state or the United States of America or its agencies and instrumentalities.
5. Obligations of states, agencies, counties, cities, and other political subdivisions or any state having been rated as to investment quality by a nationally recognized investment rating firm and having received a rating of not less than "A" or its equivalent.
6. Pooled investments with other government entities as authorized by the Interlocal

**City of Ovilla, Texas**  
**Notes to the Financial Statements**  
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**Investment Pools**

During the year, the City invested in multiple public fund investment pools, including TexPool and TexSTAR. Each pool's governing body is comprised of individuals who are employees, officers, or elected officials of participants in the funds or who do not have a business relationship with the fund and are qualified to advise. Investment objective and strategies of the pools are to seek preservation of principal, liquidity, and current income through investment in a diversified portfolio of short-term marketable securities. Pools offer same day access to investment funds. The City can liquidate funds daily without penalty and there is no unfunded commitment.

Federated Investors is the full-service provider for the TexPool program. As the provider, the responsibilities include managing the assets, providing participant services, and arranging for all custody and other functions in support of the operations under a contract with the State Comptroller of Public Accounts. JPMorgan Investment Management (JPMIM) and Hilltop Securities, Inc. (HSAM) serve as co-administrators for TexSTAR under an agreement with the TexSTAR board of directors. JPMIM serves as an investment advisor to TexSTAR, while HSAM provides administrative participant support and marketing services.

Following the criteria for GASB Statement No. 79, *Certain External Investment Pools and Pool Participants*, TexPool uses amortized cost and TexStar uses NAV to value portfolio assets. As is legally permissible for municipalities and school districts in the state, TexPool and TexSTAR invest in a high-quality portfolio of short-term investments. Investments in the pools are considered to be cash equivalents when preparing these financial statements.

**Interest Rate Risk**

Interest rate risk is the risk that changes in the market interest rates will adversely affect the fair value of an investment. In accordance with its investment policy, the City manages its exposure to declines in fair market values by limiting the weighted average days to maturity of its investment portfolio to 24 months (730 days). This means investing operating funds primarily in short-term securities, money market mutual funds or similar investment pools.

**Credit Risk**

Generally, credit risk is the risk that an issuer of an investment will not fulfill its obligation to the holder of the investment. The City's investment policy requires that investment pools be continuously rated no lower than "AAA" or "AAA-m" or an equivalent rating by at least one nationally recognized rating service. TexPool and TexSTAR are both currently rated AAA by Standard and Poor's.

**City of Ovilla, Texas**  
**Notes to the Financial Statements**  
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**Fair Value of Investments**

The City measures and records its investments using fair value measurement guidelines established by generally accepted accounting principles (GAAP). These guidelines recognize a three-tiered fair value hierarchy as follows:

**Level 1** Quoted prices for identical investments in active markets;

**Level 2** Observable inputs other than those in Level 1; and

**Level 3** Unobservable inputs.

The City has no investments that are required to be included in the fair value hierarchy at September 30, 2020.

	Fair Value	Quoted Prices in Active Markets for Identical Assets (Level 1)	Significant Other Observable Inputs (Level 2)	Significant Unobservable Inputs (Level 3)
Investments measured at net asset value - TexSTAR	\$ 10,960	\$ -	\$ -	\$ -
Investment measured at amortized cost - TexPool	324	-	-	-
Nonnegotiable certificates of deposit	314,676	-	-	-
Total investments	<u>\$ 325,960</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

Investments that are measured using the net asset value per share (or its equivalent) practical expedient and amortized cost have not been classified in the fair value hierarchy. Additionally, certificates of deposits are excluded from the fair value hierarchy as their carrying amounts approximate fair value.

**City of Ovilla, Texas**  
**Notes to the Financial Statements**  
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**Note 3: Property Taxes**

The City's property tax is levied each October 1 on the assessed value listed as of the prior January 1 for all real and personal property. Appraised values are established by the Ellis Appraisal District as market value and assessed at 100% of appraised value. Property taxes attach as an enforceable lien on property as of January 1. The Ellis County Tax Assessor/Collector bills and collects the City's property taxes, which are due October 1. Full payment can be made prior to the next January 31 to avoid penalty and interest charges. Over time substantially all property taxes are collected. Allocations of property tax levy by purpose for 2020 are as follows (amounts per \$100 assessed value):

<u>Fund Type</u>	<u>2020</u>	<u>2019</u>
General Fund	\$ 0.54183	\$ 0.53342
Debt Service Fund	\$ 0.11817	\$ 0.12658
Total	<u>\$ 0.66000</u>	<u>\$ 0.66000</u>

In the Governmental Funds, property taxes are recorded as receivables when assessed. At fiscal year-end, property tax receivables represent delinquent taxes. If delinquent taxes are not paid within 60 days of this fiscal year-end, they are recorded as unavailable revenue. Revenues are recognized as the related ad valorem taxes are collected. In Texas, county-wide central appraisal districts are required under the Property Tax Code to assess all property within the appraisal district on the basis of 100 percent of its market value and are prohibited from applying any assessment ratios. The value of property within the appraisal district must be reviewed every five years; however, the City may, at its own expense, require annual reviews of appraised values. The City may challenge appraised values established by the appraisal district through various appeals, and, if necessary, take legal action. Under this legislation, the City continues to set tax rates on City property. If a city with a population of less than 30,000 adopts a tax rate that exceeds the greater of the city's voter-approval tax rate or the de minimis tax rate, the city council must order an election to approve the adopted tax rate for the November uniform election date.

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**City of Ovilla, Texas**  
**Notes to the Financial Statements**  
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**Note 4: Receivables and Interfund Balances**

Amounts are aggregated into a single accounts receivable (net of allowance for uncollectibles) line for certain funds and aggregated columns. Below is the detail of receivables for the general, debt service, water and sewer fund, and nonmajor governmental funds, including the applicable allowances for uncollectible accounts:

Receivables	General	Debt Service	Nonmajor Governmental	Water and Sewer	Total
Taxes	\$ 137,515	\$ 13,266	\$ 15,685	\$ -	\$ 166,466
Accounts	48,242	-	-	263,669	311,911
Less allowance for uncollectibles	<u>(25,875)</u>	<u>(5,307)</u>	<u>-</u>	<u>(14,656)</u>	<u>(45,838)</u>
Net receivables	<u>\$ 159,882</u>	<u>\$ 7,959</u>	<u>\$ 15,685</u>	<u>\$ 249,013</u>	<u>\$ 432,539</u>

**Interfund Balances**

The composition of interfund balances as of September 30, 2020, was as follows:

Receivable Fund	Payable Fund	Amount
General Fund	Debt Service	\$ 16,040
Park Impact	General Fund	335
General Fund	Water and Sewer Fund	26,567
Debt Service	Water and Sewer Fund	2,593
General Fund	Ovilla 4B Economic Development Corporation	13,747
General Fund	Ovilla Municipal District Development	625

The outstanding balances between funds result mainly from the time lag between the dates that (1) interfund goods and services are provided or reimbursable expenditures occur, (2) transactions are recorded in the accounting system, and (3) payments between funds are made.

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**City of Ovilla, Texas**  
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**Note 5: Interfund Transfers**

All interfund transfers between the various funds are approved supplements to the operations of those funds. Transfers between funds for the year ended September 30, 2020, were as follows:

	Transfers in			Total Transfers Out
	<i>Major Governmental</i>		<i>Major Enterprise</i>	
	General	Debt Service	Water and Sewer	
Transfers out				
Debt Service	\$ -	\$ -	\$ 113,338	\$ 113,338
Water and Sewer	-	108,460	-	108,460
Insurance Trust	297	-	-	297
Total transfers in	<u>\$ 297</u>	<u>\$ 108,460</u>	<u>\$ 113,338</u>	<u>\$ 222,095</u>

Transfers were primarily used to move funds from the Water and Sewer Fund to the Debt Service Fund for the payment of bonds.

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## City of Ovilla, Texas

### Notes to the Financial Statements

#### September 30, 2020

### Note 6: Capital Assets

Capital asset activity for the year ended September 30, 2020, was as follows:

	Balance Beginning of Year	Additions	Sales/ Disposals	Transfers	Balance End of Year
<b>Governmental activities</b>					
Capital assets not being depreciated					
Land	\$ 397,763	\$ -	\$ -	\$ -	\$ 397,763
Construction in progress	24,569	65,921	-	-	90,490
Total capital assets not being depreciated	422,332	65,921	-	-	488,253
Capital assets being depreciated					
Buildings	392,754	296,634	-	-	689,388
Machinery and equipment	3,291,294	313,165	(29,877)	-	3,574,582
Infrastructure	3,277,256	211,541	-	-	3,488,797
Total capital assets being depreciated	6,961,304	821,340	(29,877)	-	7,752,767
Less accumulated depreciation					
Buildings	(212,777)	(23,931)	-	-	(236,708)
Machinery and equipment	(2,620,572)	(237,348)	29,877	-	(2,828,043)
Infrastructure	(570,623)	(79,524)	-	-	(650,147)
Total accumulated depreciation	(3,403,972)	(340,803)	29,877	-	(3,714,898)
Total capital assets being depreciated, net	3,557,332	480,537	-	-	4,037,869
Governmental activities capital assets, net	\$ 3,979,664	\$ 546,458	\$ -	\$ -	\$ 4,526,122
<b>Business-type activities</b>					
Capital assets not being depreciated					
Land	\$ 86,700	\$ -	\$ -	\$ -	\$ 86,700
Construction in progress	20,764	-	-	(20,764)	-
Total capital assets not being depreciated	107,464	-	-	(20,764)	86,700
Capital assets being depreciated					
Buildings	85,084	-	-	-	85,084
Improvements	5,647,001	249,675	-	20,764	5,917,440
Machinery and equipment	308,788	4,850	-	-	313,638
Total capital assets being depreciated	6,040,873	254,525	-	20,764	6,316,162
Less accumulated depreciation					
Buildings	(36,951)	(2,331)	-	-	(39,282)
Improvements	(3,301,272)	(180,016)	-	-	(3,481,288)
Machinery and equipment	(243,247)	(12,440)	-	-	(255,687)
Total accumulated depreciation	(3,581,470)	(194,787)	-	-	(3,776,257)
Total capital assets being depreciated, net	2,459,403	59,738	-	20,764	2,539,905
Business-type activities capital assets, net	\$ 2,566,867	\$ 59,738	\$ -	\$ -	\$ 2,626,605



**City of Ovilla, Texas**  
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Depreciation expense was charged to functions/programs of the primary government as follows:

**Governmental Activities**

General government	\$ 14,989
Public safety	188,290
Streets	111,550
Culture and recreation	<u>25,974</u>
Total depreciation expense – governmental activities	<u>\$ 340,803</u>

**Business-type Activities**

Water and Sewer	<u>\$ 194,787</u>
Total depreciation expense – business-type activities	<u>\$ 194,787</u>

**Note 7: Long-term Debt**

The following is a summary of the long-term debt activity for the year ended September 30, 2020:

	Balance Beginning of Year	Borrowings/ Additions	Repayments/ Reductions	Balance End of Year	Due within One Year
Governmental activities					
General obligation bonds	\$ 3,431,915	\$ -	\$ (333,547)	\$ 3,098,368	\$ 337,565
Premium on bonds	71,622	-	(7,163)	64,459	-
Discount on bonds	(4,252)	-	774	(3,478)	-
Compensated absences	<u>59,003</u>	<u>79,900</u>	<u>(57,395)</u>	<u>81,508</u>	<u>81,508</u>
Total governmental activities	<u>3,558,288</u>	<u>79,900</u>	<u>(397,331)</u>	<u>3,240,857</u>	<u>419,073</u>
Business-type activities					
General obligation refunding bonds	838,085	-	(81,453)	756,632	82,435
Premium on bonds	17,491	-	(1,749)	15,742	-
Discount on bonds	(540)	-	79	(461)	-
Compensated absences	<u>14,873</u>	<u>2,637</u>	<u>(10,285)</u>	<u>7,225</u>	<u>7,225</u>
Total business-type activities	<u>869,909</u>	<u>2,637</u>	<u>(93,408)</u>	<u>779,138</u>	<u>89,660</u>
Total primary government	<u>\$ 4,428,197</u>	<u>\$ 82,537</u>	<u>\$ (490,739)</u>	<u>\$ 4,019,995</u>	<u>\$ 508,733</u>

General obligation refunding bonds issued for governmental activity purposes are liquidated by the debt service fund. Governmental compensated absences will be liquidated by the general fund. General obligation refunding bonds issued for business-type activities are repaid from those activities. Business-type compensated absences will be liquidated by those activities.

**City of Ovilia, Texas**  
**Notes to the Financial Statements**  
**September 30, 2020**

**General Obligation Bonds**

The City issues general obligation bonds to provide funds for the acquisition, construction and maintenance of major capital facilities. General obligation bonds have been issued for both governmental and business-type activities. General obligation bonds are direct obligations and pledge the full faith and credit of the government. The debt service requirements for the City's bonds payable are as follows:

Fiscal Year	Governmental Activities		Business-type Activities		Total
	Principal	Interest	Principal	Interest	
2021	\$ 337,565	\$ 120,559	\$ 82,435	\$ 29,441	\$ 570,000
2022	341,584	110,432	83,416	26,968	562,400
2023	361,677	96,769	88,323	23,631	570,400
2024	377,752	82,302	92,248	20,098	572,400
2025	393,826	67,192	96,174	16,408	573,600
2026-2029	1,285,964	104,645	314,036	25,555	1,730,200
	<u>\$ 3,098,368</u>	<u>\$ 581,899</u>	<u>\$ 756,632</u>	<u>\$ 142,101</u>	<u>\$ 4,579,000</u>

**Note 8: Defined Benefit Pension Plan**

**Plan Description**

The City participates as one of 888 plans in the nontraditional, joint contributory, hybrid agent multiple-employer defined benefit pension plan administered by the Texas Municipal Retirement System (TMRS). TMRS is an agency created by the State of Texas and administered in accordance with the *TMRS Act*, Subtitle G, Title B, Texas Government Code (TMRS Act) as an agent multiple-employer retirement system for municipal employees in the State of Texas. The TMRS Act places the general administration and management of the System with a six-member Board of Trustees. Although the Governor, with the advice and consent of the Senate, appoints the Board, TMRS is not fiscally dependent on the State of Texas. TMRS' defined benefit pension plan is a tax-qualified plan under Section 401 (a) of the Internal Revenue Code. TMRS issues a publicly available comprehensive annual financial report (CAFR) that can be obtained at [www.tmrs.com](http://www.tmrs.com).

All eligible employees of the City are required to participate in TMRS.

**City of Ovilla, Texas**  
**Notes to the Financial Statements**  
**September 30, 2020**

**Benefits Provided**

TMRS provides retirement, disability, and death benefits. Benefit provisions are adopted by the governing body of the City, within the options available in the state statutes governing TMRS.

At retirement, the benefit is calculated as if the sum of the employee's contributions, with interest, and the city-financed monetary credits with interest were used to purchase an annuity. Members may choose to receive their retirement benefit in one of seven payment options. Members may also choose to receive a portion of their benefit as a Partial Lump Sum Distribution in an amount equal to 12, 24, or 36 monthly payments, which cannot exceed 75 percent of the member's deposits and interest.

**Employees Covered by Benefit Terms**

At the December 31, 2019 valuation and measurement date, the following employees were covered by the benefit terms:

Inactive employees or beneficiaries currently receiving benefits	18
Inactive employees entitled to but not yet receiving benefits	37
Active employees	25
	80

**Contributions**

The contribution rates for employees in TMRS are either 5 percent, 6 percent, or 7 percent of employee gross earnings, and the City matching percentages are either 100 percent, 150 percent, or 200 percent, both as adopted by the governing body of the City. Under the state law governing TMRS, the contribution rate for each city is determined annually by the actuary, using the Entry Age Normal (EAN) actuarial cost method. The actuarially determined rate is the estimated amount necessary to finance the cost of benefits earned by employees during the year, with an additional amount to finance any unfunded accrued liability.

Employees for the City were required to contribute 7 percent of their annual gross earnings during the fiscal year. The contribution rates for the City were 9.99 percent and 9.73 percent in calendar years 2020 and 2019, respectively. The City's contributions to TMRS for the year ended September 30, 2020, were \$139,428, and were equal to the required contributions.

**Net Pension Liability**

The City's Net Pension Liability (NPL) was measured as of December 31, 2019, and the Total Pension Liability (TPL) used to calculate the Net Pension Liability was determined by an actuarial valuation as of that date.

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**City of Ovilia, Texas**  
**Notes to the Financial Statements**  
**September 30, 2020**

**Actuarial Assumptions**

The Total Pension Liability in the December 31, 2019, actuarial valuation was determined using the following actuarial assumptions:

Inflation	2.5% per year
Overall payroll growth	2.75% per year
Investment rate of return	6.75%, net of pension plan investment expense, including inflation

Salary increases were based on a service-related table. Mortality rates for active members are based on PUB(10) mortality tables with the Public Safety table used for males and the General Employee table used for females. Mortality rates for healthy retirees and beneficiaries are based on the gender-distinct 2019 Municipal Retirees of Texas mortality tables. Based on the size of the City, rates are multiplied by an additional factor of 100.0 percent, which adds an additional layer of conservatism. The rates are projected on a fully generational basis by scale UMP to account for future mortality improvements. For disabled annuitants, the mortality tables for healthy retirees is used with a 4 year set-forward for males and a 3 year set-forward for females. In addition, a 3.5 percent and 3 percent minimum mortality rate is applied, for males and females respectively, to reflect the impairment for younger members who become disabled. The rates are projected on a fully generational basis by scale UMP to account for future mortality improvements subject to the floor.

The actuarial assumptions were developed primarily from the actuarial investigation of the experience of TMRS over the four-year period from December 31, 2014 to December 31, 2018. They were adopted in 2019 and first used in the December 31, 2019 actuarial valuation. The post-retirement mortality assumption for Annuity Purchase Rates (APRs) is based on the Mortality Experience Investigation Study covering 2009 through 2011 and dated December 31, 2013. Plan assets are managed on a total return basis with an emphasis on both capital appreciation as well as the production of income in order to satisfy the short-term and long-term funding needs of TMRS.

The long-term expected rate of return on pension plan investments was determined using a building-block method in which best estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. In determining their best estimate of a recommended investment return assumption under the various alternative asset allocation portfolios, GRS focused on the area between: (1) arithmetic mean (aggressive) without an adjustment for time (conservative) and (2) the geometric mean (conservative) with an adjustment for time (aggressive).

**City of Ovilla, Texas**  
**Notes to the Financial Statements**  
**September 30, 2020**

The target allocation and best estimates of real rates of return for each major asset class in fiscal year 2020 are summarized in the following table:

Asset Class	Target Allocation	Long-term Expected Real Rate of Return (Arithmetic)
Global Equity	30.00%	5.30%
Core Fixed Income	10.00%	1.25%
Non-Core Fixed Income	20.00%	4.14%
Real Return	10.00%	3.85%
Real Estate	10.00%	4.00%
Absolute Return	10.00%	3.48%
Private Equity	10.00%	7.75%
	<u>100.00%</u>	

**Discount Rate**

The discount rate used to measure the Total Pension Liability was 6.75 percent. The projection of cash flows used to determine the discount rate assumed that employee and employer contributions will be made at the rates specified in statute. Based on that assumption, the pension plan's Fiduciary Net Position was projected to be available to make all projected future benefit payments of current active and inactive employees. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the Total Pension Liability.

**Changes in the Net Pension Liability**

	Increase (Decrease)		
	Total Pension Liability (a)	Plan Fiduciary Net Position (b)	Net Pension Liability (a) - (b)
Balances at October 1, 2019	\$ 3,294,406	\$ 2,839,785	\$ 454,621
Changes for the year:			
Service cost	206,345	-	206,345
Interest (on the total pension liability)	225,012	-	225,012
Difference between expected and actual experience	(14,448)	-	(14,448)
Changes of assumptions	17,779	-	17,779
Benefit payments, including refunds of employee contributions	(128,138)	(128,138)	-
Administrative expense	-	(2,481)	2,481
Contributions - member	-	94,654	(94,654)
Contributions - employer	-	438,791	(438,791)
Net investment income	-	129,665	(129,665)
Other	-	(75)	75
Net Changes	<u>306,550</u>	<u>532,416</u>	<u>(225,866)</u>
Balances at September 30, 2020	<u>\$ 3,600,956</u>	<u>\$ 3,372,201</u>	<u>\$ 228,755</u>

**City of Ovilia, Texas**  
**Notes to the Financial Statements**  
**September 30, 2020**

**Sensitivity of the Net Pension Liability (Asset) to Changes in the Discount Rate**

The following presents the net pension liability (asset) of the City, calculated using the discount rate of 6.75 percent, as well as what the City's net pension liability (asset) would be if it were calculated using a discount rate that is 1-percentage-point lower (5.75 percent) or 1-percentage-point higher (7.75 percent) than the current rate:

1% Decrease in Discount Rate (5.75%)	Current Single Rate Assumption (6.75%)	1% Increase in Discount Rate (7.75%)
\$ 786,950	\$ 228,755	\$ (226,013)

**Pension Plan Fiduciary Net Position**

Detailed information about the pension plan's Fiduciary Net Position is available in a separately-issued TMRS financial report. That report may be obtained on the Internet at [www.tmrs.com](http://www.tmrs.com).

***Pension Expense and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions***

For the year ended September 30, 2020, the City recognized pension expense of \$191,927.

At September 30, 2020, the City reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Difference in expected and actual experience	\$ 43,775	\$ 10,468
Difference between projected and actual investment earnings on pension plan investments	-	100,862
Changes of assumptions	12,881	-
Contributions subsequent to the measurement date	104,889	-
Total	<u>\$ 161,545</u>	<u>\$ 111,330</u>

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**City of Ovilla, Texas**  
**Notes to the Financial Statements**  
**September 30, 2020**

\$104,889 reported as deferred outflows of resources related to pensions resulting from contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability for the year ending September 30, 2021. Other amounts reported as deferred outflows and inflows of resources related to pensions will be recognized in pension expense as follows:

2021	\$ 6,283
2022	(17,309)
2023	5,773
2024	(49,421)
	<u>\$ (54,674)</u>

***Allocation of Pension Items***

The City allocates pension items between governmental activities and business-type activities on the basis of employee payroll funding. For the governmental activities, the net pension liability is liquidated by the general fund. For the business type activities, the water and sewer fund liquidates the net pension liability.

**Note 9: Postemployment Benefits Other Than Pensions**

***Plan Description***

TMRS administers a defined benefit group-term life insurance plan known as the Supplemental Death Benefits Fund (SDBF). This is a voluntary program in which participating member cities may elect, by ordinance, to provide group-term life insurance coverage for their active members, including or not including retirees. As the SDBF covers both active and retiree participants with no segregation of assets, the SDBF is considered to be an unfunded OPEB plan (i.e. no assets are accumulated in a trust that meets the criteria in paragraph 4 of GASB Statement No. 75).

***Benefits Provided***

The death benefit for active employees provides a lump-sum payment approximately equal to the employee's annual salary (calculated based on the employee's actual earnings for the 12-month period preceding the month of death). The death benefit for retirees is considered another postemployment benefit (OPEB) and is a fixed amount of \$7,500.

**City of Ovilla, Texas**  
**Notes to the Financial Statements**  
**September 30, 2020**

**Employees Covered by Benefit Terms**

At the December 31, 2019 valuation and measurement date, the following employees were covered by the benefit terms:

Inactive employees currently receiving benefits	10
Inactive employees entitled to but not yet receiving benefits	3
Active employees	25
	38

**Benefit Payments**

The City contributes to the SDBF at a contractually required rate as determined by an annual actuarial valuation. The rate is equal to the cost of providing one-year term life insurance. The funding policy for the SDBF program is to assure that adequate resources are available to meet all death benefit payments for the upcoming year. The intent is not to pre-fund retiree term life insurance during employees' entire careers.

The City's total SBDF contribution rates were 0.16 and 0.14 percent for calendar year 2020 and 2019, respectively. The retiree portion of the total SBDF contribution rates for the City were 0.03 percent in both calendar year 2020 and 2019.

**Total OPEB Liability**

The City's Total OPEB Liability (TOL) was measured as of December 31, 2019, and was determined by an actuarial valuation as of that date.

**Actuarial Assumptions**

The Total OPEB Liability in the December 31, 2019 actuarial valuation was determined using the following actuarial assumptions:

Actuarial Cost Method	Entry-Age Normal
Discount Rate	2.75% as of December 31, 2019 (3.71% as of December 31, 2018)
Inflation	2.50%
Salary Increase	3.50% to 11.50%, including inflation
Retirees' share of benefit related costs	\$0

Mortality rates for retirees and beneficiaries are based on the gender-distinct 2019 Municipal Retirees of Texas mortality tables. Based on the size of the City, rates are multiplied by an additional factor of 100.0 percent, which adds an additional layer of conservatism. The rates are projected on a fully generational basis by scale UMP to account for future mortality improvements. For disabled annuitants, the mortality tables for healthy retirees is used with a 4 year set-forward for males and a 3 year set-forward for females. In addition, a 3.5 percent and 3 percent minimum mortality rate is applied, for males and females respectively, to reflect the impairment for younger



## City of Ovilla, Texas

### Notes to the Financial Statements

#### September 30, 2020

members who become disabled. The rates are projected on a fully generational basis by scale UMP to account for future mortality improvements subject to the floor.

The actuarial assumptions were developed primarily from the actuarial investigation of the experience of TMRS over the four-year period from December 31, 2014 to December 31, 2018. They were adopted in 2019 and first used in the December 31, 2019 actuarial valuation.

#### Discount Rate

The discount rate used to measure the Total OPEB Liability as of December 31, 2019 was 2.75 percent, compared to 3.71 percent as of December 31, 2018. Because the Supplemental Death Benefits Fund is considered an unfunded trust under GASB Statement No. 75, the relevant discount rate for calculating the Total OPEB Liability is based on the Fidelity Index's "20-Year Municipal GO AA Index" rate as of the measurement date of December 31, 2019.

#### Changes in the Total OPEB Liability

	<b>Total OPEB Liability</b>
Balance at October 1, 2019	\$ 49,902
Changes for the year:	
Service cost	3,380
Interest (on the total OPEB liability)	1,907
Difference between expected and actual experience	916
Changes in assumptions or other inputs	12,356
Benefit payments	(406)
Balance at September 30, 2020	<u>\$ 68,055</u>

#### Sensitivity of the Total OPEB Liability to Changes in the Discount Rate

The following presents the Total OPEB liability of the City, calculated using the discount rate of 2.75 percent, as well as what the City's total OPEB liability would be if it were calculated using a discount rate that is 1-percentage-point lower (1.75 percent) or 1-percentage-point higher (3.75 percent) than the current rate:

1% Decrease 1.75%	Current Discount Rate (2.75%)	1% Increase 3.75%
\$ 83,856	\$ 68,055	\$ 56,004

**City of Ovilla, Texas**  
**Notes to the Financial Statements**  
**September 30, 2020**

***OPEB Expense and Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEB***

For the year ended September 30, 2020, the City recognized OPEB expense of \$6,273.

At September 30, 2020, the City reported deferred outflows of resources and deferred inflows of resources related to OPEB from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Difference in expected and actual experience	\$ 793	\$ 4,485
Changes of assumptions	13,216	2,735
Contributions subsequent to the measurement date	1,680	-
Total	<u>\$ 15,689</u>	<u>\$ 7,220</u>

\$1,680 reported as deferred outflows of resources related to OPEB resulting from contributions subsequent to the measurement date will be recognized as a reduction of the total OPEB liability for the year ending September 30, 2021. Other amounts reported as deferred outflows and inflows of resources related to OPEB will be recognized in OPEB expense as follows:

2021	\$ 986
2022	986
2023	986
2024	986
2025	465
Thereafter	<u>2,380</u>
	<u>\$ 6,789</u>

***Allocation of OPEB Items***

The City allocates OPEB items between governmental activities and business-type activities on the basis of employee payroll funding. For the governmental activities, the total OPEB liability is liquidated by the general fund. For the business type activities, the water and sewer fund liquidates the total OPEB liability.

**City of Ovilla, Texas**  
**Notes to the Financial Statements**  
**September 30, 2020**

**Note 10: Commitments, Contingencies, and Uncertainties**

***Commitments***

The City has entered into a memorandum of agreement with the City of Dallas, Texas to purchase treated water for a term of thirty years, expiring in 2039. The City pays for water based on the volume received at a flat rate as determined under the contract. The City of Dallas agrees to provide potable water to meet volume and demand requirements of the City. Delivery of potable water are subject to and limited to available system supply and system deliverability, as determined by the Director of Water Utilities of Dallas. If the City ceases to take water from the City of Dallas because other surface water supplies have been developed or acquired, the City shall for five years or the balance of this contract, whichever is less, remain liable for demand charges at the billing level in effect at such cessation.

Expenses incurred for the year ended September 30, 2020 were \$393,272.

The City has entered into a contract with the Trinity River Authority of Texas - Red Oak Creek Regional Wastewater System to obtain wastewater treatment services. In the contract, the Authority agreed to acquire and construct a regional wastewater treatment system to serve the City and other contractual parties, in the area of the watershed or drainage basin of Red Oak Creek, being a tributary of the Trinity River, and located in Ellis and Dallas Counties, Texas. The Trinity River Authority (TRA) is a governmental agency, which is controlled by directors appointed by the governor.

The City is responsible for a proportionate share of the system's annual operation, maintenance and debt service costs for the term of the contract. These costs are determined annually and are payable in monthly installments.

Expenses incurred for the year ended September 30, 2020 were \$260,650.

The City has entered into a contract with Progressive Waste Solutions of TX, Inc. that grants the exclusive right to operate and maintain the collection, transportation and recycling or disposal of municipal solid waste, expiring in November 30, 2023.

Expenses incurred for the year ended September 30, 2019 were \$252,471.

***Contingencies***

Amounts received or receivable from grantor agencies are subject to audit and adjustment by grantor agencies. Any disallowed claims, including amounts already collected, may constitute a liability of the applicable funds. The amount, if any, of expenditures which may be disallowed by the grantor, cannot be determined at this time although the City expects such amounts, if any, to be immaterial.

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**City of Ovilla, Texas**  
**Notes to the Financial Statements**  
**September 30, 2020**

***Risk Management***

The City is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. The City maintains commercial insurance coverage covering each of those risks of loss. Management believes such coverage is sufficient to preclude any significant uninsured losses to the City. Settled claims have not exceeded this commercial coverage in any of the past three fiscal years.

***Economic Environment***

As a result of the occurrence and SARs-CoV-2 virus and the incidence of COVID-19, economic uncertainties have arisen which may negatively affect the financial position, results of operations and cash flows of City. The duration of these uncertainties and the ultimate financial effects cannot be reasonably estimated at this time.

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## **Required Supplementary Information**

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## City of Ovilla, Texas

## Required Supplementary Information

## Schedule of Revenues, Expenditures and Changes in Fund Balances

## Budget to Actual – General Fund

Year Ended September 30, 2020

	Budgeted Amounts		Actual	Variance with Final Budget -
	Original	Final	Amounts	Positive(Negative)
REVENUES				
Property taxes	\$ 2,154,430	\$ 2,154,430	\$ 2,086,621	\$ (67,809)
Sales taxes	240,500	240,500	329,150	88,650
Franchise taxes	163,000	163,000	161,892	(1,108)
Licenses and permits	108,460	108,460	90,103	(18,357)
Fines and forfeitures	227,800	227,800	61,151	(166,649)
Charges for services	900,496	900,496	843,119	(57,377)
Miscellaneous	1,034,513	1,083,405	223,075	(860,330)
Intergovernmental	113,000	113,000	51,209	(61,791)
Contributions and donations	-	-	200	200
Investment income	7,560	7,560	39,294	31,734
Total revenues	4,949,759	4,998,651	3,885,814	(1,112,837)
EXPENDITURES				
Current:				
General government	1,060,530	1,110,463	814,576	295,887
Public safety	1,875,330	1,875,330	1,825,973	49,357
Streets	377,749	399,585	218,514	181,071
Cultural and recreational	325,556	347,392	99,890	247,502
Solid waste	258,553	258,553	252,471	6,082
Capital outlay	1,029,341	1,042,915	847,261	195,654
Total expenditures	4,927,059	5,034,238	4,058,685	975,553
Excess (deficiency) of revenues over (under) expenditures	22,700	(35,587)	(172,871)	(137,284)
OTHER FINANCING SOURCES (USES)				
Insurance proceeds	-	-	9,959	9,959
Sale of capital assets	-	-	3,330	3,330
Transfers in	7,300	7,300	297	(7,003)
Transfers out	(30,000)	(30,000)	-	30,000
Total other financing sources (uses), net	(22,700)	(22,700)	13,586	36,286
Net changes in fund balances	-	(58,287)	(159,285)	(100,998)
Fund Balances, Beginning of Year	958,609	958,609	958,609	-
Fund Balances, End of Year	\$ 958,609	\$ 900,322	\$ 799,324	\$ (100,998)

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# City of Ovilla, Texas

## Required Supplementary Information

### Schedule of Changes in City's Net Pension Liability and Related Ratios

#### Texas Municipal Retirement System (Unaudited)

	Measurement Year 2014	Measurement Year 2015	Measurement Year 2016	Measurement Year 2017	Measurement Year 2018	Measurement Year 2019
<b>Total pension liability:</b>						
Service cost	\$ 133,126	\$ 152,418	\$ 169,345	\$ 186,109	\$ 196,139	\$ 206,345
Interest (on the Total Pension Liability)	131,163	146,343	158,406	178,592	199,433	225,012
Difference between expected and actual experience	30,618	(33,064)	40,946	38,596	99,321	(14,448)
Change in assumptions	-	68,368	-	-	-	17,779
Benefit payments, including refunds of employee contributions	(73,514)	(101,887)	(70,894)	(85,146)	(113,965)	(128,138)
<b>Net change in total pension liability</b>	<b>221,393</b>	<b>232,178</b>	<b>297,803</b>	<b>318,151</b>	<b>380,928</b>	<b>306,550</b>
<b>Total pension liability – beginning</b>	<b>1,843,952</b>	<b>2,065,345</b>	<b>2,297,523</b>	<b>2,595,326</b>	<b>2,913,477</b>	<b>3,294,405</b>
<b>Total pension liability – ending (a)</b>	<b>\$ 2,065,345</b>	<b>\$ 2,297,523</b>	<b>\$ 2,595,326</b>	<b>\$ 2,913,477</b>	<b>\$ 3,294,405</b>	<b>\$ 3,600,955</b>
<b>Plan fiduciary net position:</b>						
Contributions – employer	\$ 65,545	\$ 87,584	\$ 93,871	\$ 113,088	\$ 136,171	\$ 129,665
Contributions – employee	94,459	69,779	75,265	82,978	99,975	94,654
Net investment income	107,420	3,054	143,377	327,413	(83,870)	438,791
Benefit payments, including refunds of employee contributions	(73,514)	(101,887)	(70,894)	(85,146)	(113,965)	(128,138)
Administrative expense	(1,121)	(1,861)	(1,623)	(1,700)	(1,623)	(2,481)
Other	(92)	(92)	(87)	(86)	(85)	(75)
<b>City's net change in plan fiduciary net position</b>	<b>192,697</b>	<b>56,577</b>	<b>239,909</b>	<b>436,547</b>	<b>36,603</b>	<b>532,416</b>
<b>Plan fiduciary net position – beginning</b>	<b>1,877,451</b>	<b>2,070,148</b>	<b>2,126,725</b>	<b>2,366,634</b>	<b>2,803,181</b>	<b>2,839,784</b>
<b>Plan fiduciary net position – ending (b)</b>	<b>\$ 2,070,148</b>	<b>\$ 2,126,725</b>	<b>\$ 2,366,634</b>	<b>\$ 2,803,181</b>	<b>\$ 2,839,784</b>	<b>\$ 3,372,200</b>
<b>City's net pension liability – ending (a) – (b)</b>	<b>\$ (4,803)</b>	<b>\$ 170,798</b>	<b>\$ 228,692</b>	<b>\$ 110,296</b>	<b>\$ 454,621</b>	<b>\$ 228,755</b>
<b>Plan fiduciary net position as a percentage of total pension liability</b>	<b>100.23%</b>	<b>92.57%</b>	<b>91.19%</b>	<b>96.21%</b>	<b>86.20%</b>	<b>93.65%</b>
<b>Covered payroll</b>	<b>\$ 955,646</b>	<b>\$ 996,849</b>	<b>\$ 1,075,213</b>	<b>\$ 1,185,406</b>	<b>\$ 1,272,801</b>	<b>\$ 1,352,193</b>
<b>City's net pension liability as a percentage of covered payroll</b>	<b>-0.50%</b>	<b>17.13%</b>	<b>21.27%</b>	<b>9.30%</b>	<b>35.72%</b>	<b>16.92%</b>

#### Other Information:

For the 2019 valuation, inflation used was 2.5%, investment rate of return and discount rate used was 6.75% and actuarial studies were updated through December 31, 2018.

This schedule is presented to illustrate the requirement to show information for 10 years. However, until a full 10-year trend is compiled, the City will present information for only those years for which information is available. Information has been determined as of the City's measurement date (December 31).

DRAFT

**City of Ovilla, Texas**  
**Required Supplementary Information**  
**Schedule of City's Pension Contributions**  
**Texas Municipal Retirement System (Unaudited)**

	Fiscal Year 2015	Fiscal Year 2016	Fiscal Year 2017	Fiscal Year 2018	Fiscal Year 2019	Fiscal Year 2020
Actuarially determined contribution	\$ 76,327	\$ 90,963	\$ 108,758	\$ 119,502	\$ 131,837	\$ 139,428
Contribution in relation of the actuarially determined contribution	1,377,502	1,517,046	108,758	119,502	131,837	139,428
Contribution deficiency (excess)	\$ (1,301,175)	\$ (1,426,083)	\$ -	\$ -	\$ -	\$ -
Covered payroll	\$ 955,673	\$ 1,040,711	\$ 1,166,120	\$ 1,231,768	\$ 1,368,217	\$ 1,404,914
Contributions as a percentage of covered payroll	144.14%	145.77%	9.33%	9.70%	9.64%	9.92%

Notes to Schedule of Contributions

**Valuation Date:**

Notes

Actuarially determined contribution rates are calculated as of December 31 and become effective in January 13 months later.

**Methods and Assumptions Used to Determine Contribution Rates:**

Actuarial Cost Method	Entry Age Normal
Amortization Method	Level Percentage of Payroll, Closed
Remaining Amortization Period	25 years
Asset Valuation Method	10 Year smoothed market; 12% soft corridor
Inflation	2.50%
Salary Increases	3.50% to 11.5%, including inflation
Investment Rate of Return	6.75%
Retirement Age	

Mortality

Experience-based table of rates that are specific to the City's plan of benefits. Last updated for the 2019 valuation pursuant to an experience study of the period 2014 - 2018  
Post-retirement: 2019 Municipal Retirees of Texas Mortality Tables. The rates are projected on a fully generational basis with scale UMP.  
Pre-retirement: PUB(10) mortality tables, with the Public Safety table used for males and the General Employee table used for females. The rates are projected on a fully generational basis with scale UMP.

**Other Information:**

Notes

There were no benefit changes during the most recent fiscal year.

This schedule is presented to illustrate the requirement to show information for 10 years. However, until a full 10-year trend is compiled, the City will present information for only those years for which information is available. Information has been determined as of the City's most recent fiscal year-end (September 30).



# DRAFT

**City of Ovilla, Texas**  
**Required Supplementary Information**  
**Schedule of Changes in City's Total OPEB Liability and Related Ratios**  
**Supplemental Death Benefit Plan (Unaudited)**

	Measurement Year 2017	Measurement Year 2018	Measurement Year 2019
<b>Total OPEB liability:</b>			
Service cost	\$ 3,083	\$ 3,818	\$ 3,380
Interest (on the Total OPEB Liability)	1,782	1,864	1,907
Difference between expected and actual experience	-	(6,229)	916
Change in assumptions	4,343	(3,799)	12,356
Benefit payments, including refunds of employee contributions	<u>(356)</u>	<u>(382)</u>	<u>(406)</u>
<b>Net change in Total OPEB liability</b>	<b>8,852</b>	<b>(4,728)</b>	<b>18,153</b>
<b>Total OPEB liability – beginning</b>	<b><u>45,778</u></b>	<b><u>54,630</u></b>	<b><u>49,902</u></b>
<b>Total OPEB liability – ending</b>	<b><u>\$ 54,630</u></b>	<b><u>\$ 49,902</u></b>	<b><u>\$ 68,055</u></b>
 <b>Covered employee payroll</b>	 \$ 1,185,406	 \$ 1,272,801	 \$ 1,352,193
 <b>City's total OPEB liability as a percentage of covered employee payroll</b>	 4.61%	 3.92%	 5.03%

**Notes to Schedule:**

No assets are accumulated in a trust that meets the criteria in paragraph 4 of GASB 75 to pay related benefits.

Changes of Benefit Terms:

None

Changes of Assumptions:

Changes of assumptions and other inputs reflect the effects of changes in the discount rate each period. The following are the discount rates used in each period:

2018	3.71%
2019	2.75%

This schedule is presented to illustrate the requirement to show information for 10 years. However, until a full 10-year trend is compiled, the City will present information for only those years for which information is available. Information has been determined as of the City's measurement date (December 31).

DRAFT

**Budgetary Comparison Schedules and  
Combining Fund Financial Statements**

# DRAFT

## City of Ovilla, Texas

### Schedule of Revenues, Expenditures and Changes in Fund Balances

#### Budget to Actual – Debt Serviced Fund

Year Ended September 30, 2020

	Budgeted Amounts		Actual Amounts	Variance with Final Budget - Positive(Negative)
	Original	Final		
<b>REVENUES</b>				
Property taxes	\$ 468,990	\$ 468,990	\$ 460,351	\$ (8,639)
Investment income	550	550	120	(430)
Total revenues	<u>469,540</u>	<u>469,540</u>	<u>460,471</u>	<u>(9,069)</u>
<b>EXPENDITURES</b>				
Debt service:				
Principal retirement	415,000	415,000	333,547	81,453
Interest and fiscal charges	163,000	163,000	130,966	32,034
Total expenditures	<u>578,000</u>	<u>578,000</u>	<u>464,513</u>	<u>113,487</u>
Excess (deficiency) of revenues over (under) expenditures	<u>(108,460)</u>	<u>(108,460)</u>	<u>(4,042)</u>	<u>104,418</u>
<b>OTHER FINANCING SOURCES (USES)</b>				
Transfers in	108,460	108,460	108,460	-
Transfers out	-	-	(113,338)	(113,338)
Total other financing sources (uses), net	<u>108,460</u>	<u>108,460</u>	<u>(4,878)</u>	<u>(113,338)</u>
Net changes in fund balances	-	-	(8,920)	(8,920)
<b>Fund Balances, Beginning of Year</b>	<u>163,281</u>	<u>163,281</u>	<u>163,281</u>	<u>-</u>
<b>Fund Balances, End of Year</b>	<u>\$ 163,281</u>	<u>\$ 163,281</u>	<u>\$ 154,361</u>	<u>\$ (8,920)</u>

# DRAFT

## City of Ovilla, Texas

### Schedule of Revenues, Expenditures and Changes in Net Position

#### Budget to Actual – Water and Sewer Fund

Year Ended September 30, 2020

	Budgeted Amounts		Actual Amounts	Variance with Final Budget - Positive(Negative)
	Original	Final		
<b>OPERATING REVENUES</b>				
Water sales	\$ 823,000	\$ 823,000	\$ 905,754	\$ 82,754
Sewer service charge	410,569	410,569	422,791	12,222
Impact fees	29,995	29,995	55,766	25,771
Infrastructure improvement fees	33,000	33,000	76,662	43,662
Miscellaneous	137,728	267,928	112,152	(155,776)
Total revenues	1,434,292	1,564,492	1,573,125	8,633
<b>OPERATING EXPENSES</b>				
Water administration	243,472	243,472	112,162	131,310
Water	930,962	1,061,162	635,813	425,349
Sewer	412,758	412,758	390,043	22,715
Depreciation	-	-	194,787	(194,787)
Total expenditures	1,587,192	1,717,392	1,332,805	384,587
Operating income (loss)	(152,900)	(152,900)	240,320	393,220
<b>NONOPERATING REVENUES (EXPENSES)</b>				
Investment earnings	2,900	2,900	172	2,728
Interest expense	-	-	(31,579)	(31,579)
Total nonoperating revenues (expenses)	2,900	2,900	(31,407)	(28,511)
Income before transfers, net				
Transfers in	150,000	150,000	113,338	36,662
Transfers out	-	-	(108,460)	108,460
Transfers, net	150,000	150,000	4,878	145,122
Change in Net Position	-	-	213,791	509,491
Net Position, Beginning of Year	3,042,894	3,042,894	3,042,894	-
Net Position, End of Year	\$ 3,042,894	\$ 3,042,894	\$ 3,256,685	\$ 509,491

## Nonmajor Governmental Funds

### ***Special Revenue Funds***

Special revenue funds are used to account for the proceeds of specific revenue sources that are restricted by law or administrative action to be used for specified purposes.

*Fire Department Auxiliary* – This fund is used to account for donations to the Fire Department which in turn are spent on education, firefighter awards banquet and community services such as National Night Out and Heritage Day.

*Park Impact Fees* – This fund is used to account for funds received from an impact fee assessed through new building permits and is used to purchase new park equipment and make improvements to our parks.

*Police Department Special* – This fund is used to account for donations to the Police Department which in turn are spent on education, protective equipment, police awards and community services such as National Night Out and Heritage Day.

*Street Maintenance* – This fund is used to account for the 1/4 cent Street Maintenance Tax revenues and expenditures devoted to street repair, mill and overlay, and reconstruction projects.

*Court Technology Fund* – This fund accounts for the collection of a municipal court technology fee. The proceeds of a fee attached to each conviction are dedicated to acquisition of technology that enhances the operation efficiency of the court.

*Court Security Fund* – This fund accounts for the collection of a municipal court security fee. The proceeds of a fee attached to each conviction are dedicated to secure the municipal court.

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**City of Ovilla, Texas**  
**Combining Balance Sheet**  
**Nonmajor Governmental Funds**  
**September 30, 2020**

	Fire Department Auxiliary Fund	Park Impact Fees Fund	Police Department Special Fund	Street Maintenance Fund	Court Technology Fund	Court Security Fund	Total Nonmajor Governmental Funds
<b>ASSETS</b>							
Cash and cash equivalents	\$ 3,590	\$ 70,899	\$ 1,236	\$ 79,608	\$ 6,529	\$ 24,640	\$ 186,502
Receivables	-	-	-	15,685	-	-	15,685
Due from other funds	-	335	-	-	-	-	335
Total assets	<u>3,590</u>	<u>71,234</u>	<u>1,236</u>	<u>95,293</u>	<u>6,529</u>	<u>24,640</u>	<u>202,522</u>
<b>LIABILITIES</b>							
Accounts payable	-	13,452	-	-	-	80	13,532
Total liabilities	<u>-</u>	<u>13,452</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>80</u>	<u>13,532</u>
<b>FUND BALANCES</b>							
Restricted							
Public safety	3,590	-	1,236	-	6,529	24,560	35,915
Cultural and recreational	-	57,782	-	-	-	-	57,782
Streets	-	-	-	95,293	-	-	95,293
Total fund balances	<u>3,590</u>	<u>57,782</u>	<u>1,236</u>	<u>95,293</u>	<u>6,529</u>	<u>24,560</u>	<u>188,990</u>
Total liabilities and fund balances	<u>\$ 3,590</u>	<u>\$ 71,234</u>	<u>\$ 1,236</u>	<u>\$ 95,293</u>	<u>\$ 6,529</u>	<u>\$ 24,640</u>	<u>\$ 202,522</u>

# DRAFT

**City of Ovilia, Texas**  
**Combining Statement of Revenues, Expenditures,**  
**and Changes in Fund Balances**  
**Nonmajor Governmental Funds**  
**September 30, 2020**

	Fire Department Auxiliary Fund	Park Impact Fees Fund	Police Department Special Fund	Street Maintenance Fund	Court Technology Fund	Court Security Fund	Total Nonmajor Governmental Funds
<b>REVENUES</b>							
Sales tax	\$ -	\$ -	\$ -	82,287	\$ -	\$ -	\$ 82,287
Fines and forfeitures	-	-	-	-	1,488	1,308	2,796
Special assessment	-	4,683	-	-	-	-	4,683
Contributions and donations	-	-	1,020	-	-	-	1,020
Total revenues	-	4,683	1,020	82,287	1,488	1,308	90,786
<b>EXPENDITURES</b>							
Public safety	-	-	-	-	-	1,236	1,236
Streets	-	-	-	116	-	-	116
Capital outlay	-	40,000	-	-	-	-	40,000
Total expenditures	-	40,000	-	116	-	1,236	41,352
Excess (deficiency) of revenues over (under) expenditures	-	(35,317)	1,020	82,171	1,488	72	49,434
Net change in fund balances	-	(35,317)	1,020	82,171	1,488	72	49,434
Fund balances, beginning of year	3,590	93,099	216	13,122	5,041	24,488	139,556
Fund balances, end of year	\$ 3,590	\$ 57,782	\$ 1,236	\$ 95,293	\$ 6,529	\$ 24,560	\$ 188,990

RESOLUTION NO. R2021-07

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OVILLA, TEXAS ACCEPTING THE ANNUAL FINANCIAL AUDIT REPORT FOR THE YEAR ENDED SEPTEMBER 30, 2020, PREPARED BY BKD CERTIFIED PUBLIC ACCOUNTANTS AND ADVISORS, LLC.

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

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

**WHEREAS**, the City of Ovilla has an agreement with BKD CPAs and Advisors, to conduct and manage their annual audits and prepare financial statements.

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

Section 1.

The City Council of the City of Ovilla hereby approves and accepts the Annual Financial Audit Report for the year ended September 30, 2020, prepared by BKD CPAs and Advisors.

Section 2.

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

*PASSED, APPROVED, AND RESOLVED this 14 day of June 2020.*

**APPROVED:** \_\_\_\_\_

Richard Dormier, **MAYOR**

**ATTEST:** \_\_\_\_\_

G Miller, **CITY SECRETARY**





# Ovilla City Council

## AGENDA ITEM REPORT

### Item 2

Meeting Date: June 14, 2021

Department: Administration

☒ Discussion ☒ Action

Budgeted Expense: ☐ YES ☐ NO ☒ N/A

Submitted By: Staff

Reviewed By: ☒ City Manager

☒ City Secretary

☐ City Attorney

☐ Finance Director

☒ Other: PW Staff

#### Attachments:

1. Site Plan
2. Planning and Zoning recommendation

#### Agenda Item / Topic:

ITEM 2. DISCUSSION/ACTION – Receive recommendation from the Planning and Zoning Commission to consider and act on a site plan application submitted by Ovilla Road Baptist Church/Ovilla Christian School, located at 3251 Ovilla Road, Ovilla, Ellis County Texas.

#### Discussion / Justification:

##### Site Plan Application

NAME: OVILLA ROAD BAPTIST CHURCH / OVILLA CHRISTIAN SCHOOL  
AUTHORIZED AGENT OF RECORD: Jack Odom, Facility Director & Matt Bowles, Senior Pastor  
APPLICATION DATE: April 28, 2021  
LOCATION: 3251 Ovilla Road  
UTILITIES: Ovilla water / sewer  
ZONING: Commercial  
PROPOSED LAND USE: Educational use  
MAJOR THOROUGHFARE: Highway 664 Ovilla Road

**APPLICANT'S PROPOSAL:** A request to place two (mobile unit) educational buildings which will add 4 classrooms to Ovilla Christian School. Construction and site plan has been reviewed by all necessary public works employees, (construction, water/sewer and code requirements) and the fire department. There were no issues with the layout. Buildings will be on concrete blocks and connected to concrete sidewalks. The walkways will be completely canopied from the main school to the mobile unit classes.

There are no immediate proposals for additional parking at this time. As, the buildings are for elementary classes which are for drop-off students. All additions and ramps are ADA compliant. The Planning and Zoning Commission recommended approval with a review by Council in 5-years.

#### Recommendation / Staff Comments:

Staff recommends approval.

#### Sample Motion(s):

I move to approve/deny the site plan application submitted by Ovilla Road Baptist Church/Ovilla Christian School, located at 3251 Ovilla Road, Ovilla, Ellis County Texas, for the placement of two educational mobile unit buildings as presented.

# City of Ovilla

Phone: (972) 617-7262

Fax: (972) 515-3221

105 S. Cockrell Hill Rd.

Ovilla, Texas 75154

## Commercial Building Permit Application

Building Permit Number:	<b>83</b>	Valuation:	<b>\$200,000</b>
Project Name:	Temporary Elementary Classroom		Square Foot: <b>3072 Building</b>
Project Address:	<b>3251 Ovilla Road, Ovilla Tex</b>		
Project Description:	New <input type="checkbox"/> C/O <input type="checkbox"/> Sign <input type="checkbox"/> Other <input type="checkbox"/> approx 165' Fence <input checked="" type="checkbox"/> Flatwork <input type="checkbox"/> Electrical <input type="checkbox"/>		
Scope of Work:	Bring in 2 Buss Bling for 4 Classrooms Will include Fencing, Concrete Walkways & Canopy		

Owner Information:			
Name:	Ovilla Christian School - Ovilla Road		Contact Person: <b>Jack Olson</b>
Address:	<b>325 Ovilla Rd Ovilla Tx Baptist</b>		
Phone Number:	<b>972-617-8544</b>	Fax Number:	
		Mobile Number:	<b>972-841-8382</b>

Engineer	Contact Person	Phone Number	Fax Number
Architect	Contact Person	Phone Number	Fax Number
General Contractor	Contact Person: <b>Jack Olson</b>	Phone Number: <b>972-841-8382</b>	Contractor License Number
Mechanical Contractor	Contact Person: <b>N/A</b>	Phone Number	Contractor License Number
Electrical Contractor	Contact Person: <b>Speech Creek Elec</b>	Phone Number: <b>972-754-2134</b>	Contractor License Number
Plumbing Contractor	Contact Person	Phone Number	Contractor License Number

**A certificate of occupancy must be issued before any building is occupied.**

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.

Signature of Applicant: \_\_\_\_\_

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

### OFFICE USE ONLY:

Approved by:	Date approved:
Approved by Fire:	Date approved:

Plan Review Fee: \_\_\_\_\_  
 Building Permit Fee: \_\_\_\_\_  
 Capital Recovery Fee: \_\_\_\_\_  
 Fire Meter: \_\_\_\_\_  
 Water Meter Cost: \_\_\_\_\_  
 Water Impact: \_\_\_\_\_  
 Sewer Connection Fee: \_\_\_\_\_  
 Sewer Impact: \_\_\_\_\_  
 Fire Fee: \_\_\_\_\_

Permit Fees: \_\_\_\_\_  
 Issued Date: \_\_\_\_\_  
 Issued By: \_\_\_\_\_

BV Project # \_\_\_\_\_



# Residential Building Permit Application

## City of Ovilla

105 S. Cockrell Hill Rd., Ovilla, TX 75154  
Phone: (972) 617-7262 | Fax: (972) 515-3221

<b>Building Permit #</b>	2021-0083	<b>Valuation:</b>	\$200,000.00
<b>Zoning:</b>		<b>Valuation w/</b>	\$0.00
		<b>Land:</b>	
<b>Project Address:</b>	3251 OVILLA RD	<b>Subdivision:</b>	
<b>Lot:</b>	<b>Block:</b>		
<b><u>Project Description:</u></b>			
New SFR		Flatwork	
Plumbing/Electrical		Accessory Building	
Swimming Pool		Sprinkler	
SFR Remodel/Addition		Fence	
Roof		Mechanical	
Other		Specify Other:	
<b>Proposed Use:</b>	TEMPORARY BUILDING		
<b>Description of Work:</b>	ELEMENTARY CLASSROOMS		
	2 BUILDINGS, 4 CLASSROOMS		
	WILL INCLUDE FENCING, CONCRETE WALKWAY & CANOPY		
<b><u>Area Square Feet:</u></b>			
<b>Living:</b>		<b>Garage:</b>	<b>Covered Porch:</b>
<b>Total:</b>	0.00		
<b># of Stories:</b>			

### **Homeowner Details**

**Name:** OVILLA ROAD BAPTIST  
**Address:** 3251 OVILLA RD, OVILLA ,TX 75154  
**Phone #** (972) 617-8544 **Email:**

### **Applicant Details**

**Applicant Type:** Agent  
**Name:** JACK ODOM  
**Address:** ,  
**Phone #** (972) 841-8382 **Email:**

**General Contractor Details**

License #

Company:

Name: JACK ODOM

Phone # (972) 841-8382 Email:

**Mechanical Contractor Details**

License #

Company:

Name:

Phone # Email:

**Electrical Contractor Details**

License #

Company: SOUTH CREEK ELECTRIC

Name: RUSTY GREEN

Phone # (972) 754-2134 Email:

**Plumber/Irrigator Details:**

License #

Company:

Name:

Phone # Email:

---

Applicant's Signature**Office Use Only:**

Approved By :		Date approved:	
City Manager:		Date Approved:	

Plan Review Fee: \$0.00  
Building Permit Fee: \$0.00  
Park Impact Fee: \$0.00  
Capital Recovery Fee: \$0.00  
Fire Meter: \$0.00  
Water Meter Cost: \$0.00  
Water Impact: \$0.00  
Sewer Connection Fee: \$0.00  
Sewer Impact: \$0.00

Total Fees: \$0.00  
Issued Date:  
Expiry Date:  
Issued By:  
BV Project #



# Building Permit

City of Ovilla

---

105 S. Cockrell Hill Rd., Ovilla, TX 75154  
Phone: (972) 617-7262 | Fax: (972) 515-3221

Permit No. 2021-0083

**Location:** 3251 OVILLA RD

**Description:** ELEMENTARY CLASSROOMS

2 BUILDINGS, 4 CLASSROOMS

WILL INCLUDE FENCING, CONCRETE WALKWAY & CANOPY

**Owner:** OVILLA ROAD BAPTIST

**Date Issued:**

**Building Inspector:** \_\_\_\_\_

**This Permit To Be Posted In Conspicuous Place On Site**





**APPLICATION FOR SITE PLAN**  
**Subject Property Information**

Applicant Ovilla Road Baptist Church Phone 972-617-8544  
Mailing Address 3251 Ovella Church Road, Ovilla TX  
Property General Location 325 Ovella RD Ovilla TX  
Current Zoning: Mixed General Commercial and R22  
Area in Subdivision: Residential 20,000 SF Property is Part of Historical District  
Total Acres \_\_\_\_\_ Number of Lots \_\_\_\_\_ Average Lot Size \_\_\_\_\_

Engineer or Land Planner \_\_\_\_\_ Phone \_\_\_\_\_

Company: \_\_\_\_\_

Mailing Address \_\_\_\_\_

\_\_\_\_\_ City Limits \_\_\_\_\_ Extraterritorial Jurisdiction (ETJ)

Subdivision Name \_\_\_\_\_

#### 24.4 REGULATIONS AND REQUIREMENTS

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

- A. Massing. A building should be of appropriate human-scale, with mass and size similar to those in the adjacent block-face or within the historic overlay district.
- B. Height. The height of finished floor from grade should be similar to traditional houses in the vicinity, and should be sufficient to suggest a traditional pier-and-beam foundation.
- C. Roof Height. The height of the cornice and the roof ridge(s) should also fit within the range of dimensions of traditional or historic residences in the district.
- D. Roof Form. Roof forms should be sloping, either hipped or gabled, with an eave overhang dimension that reflects traditional roof conditions.
- E. Building Materials. Exterior building materials shall reflect the traditional materials of similar buildings in Ovilla: wood siding (horizontal lap or novelty siding); limestone or field stone in traditional dimensions and tooling, or brick in traditional dimensions.

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

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

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

## **24.5 SITE PLAN REQUIREMENTS**

A site plan shall be required for any building construction located within the Core Historical Area. A building permit shall not be issued for any such construction until the site plan and a specific use permit has been approved by the City Council upon recommendation by the Planning and Zoning Commission. Building permits for non-substantive construction and improvements, as determined by the City Administrator, may be approved administratively.

## **Section 26 - Site Plan Requirements**



### **26.1 GENERALLY**

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



### **26.2 REQUIRED PRIOR TO BUILDING PERMIT**

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



### **26.3 CHANGES TO THE SITE PLAN**

A. Approval Required. Except as otherwise provided in subsection C below, any site plan that is amended shall require approval of the City Council, upon recommendation of the Planning and Zoning Commission.

B. Amendment Affecting Use. Changes to the site plan which will affect the use of the land may require either an amendment to a Planned Development or a rezoning of property, whichever applies.

C. Minor Changes. Changes of details within a site plan which do not alter the basic physical relationship of the property to adjacent properties; do not alter the use permitted; and do not increase the density, floor area, height, or reduce the yards provided at the boundary of the site as indicated on the approved site plan, may be authorized by the Administrative Official. An aggrieved party may

appeal the decision of the Administrative Official to the Zoning Board of Adjustment in accordance with the provisions of this ordinance.

#### 26.4 COUNCIL APPROVAL

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

#### 26.5 SITE PLAN HEARING NOTICES

A. Notice to Owners. The Administrative Official shall send notice to owners of record of property within two hundred (200) feet of the property under consideration of a site plan consideration by the Planning and Zoning Commission.

B. Sign Required. The City Administrator shall cause at least one (1) sign to be erected on the property for which the site plan consideration of the Planning and Zoning Commission has been requested. The sign shall have total area of at least four (4) square feet and shall be located adjacent to the street. Such sign shall be erected on or before the first notice to property owners and shall be removed immediately after final action by the City Council, or when the applicant withdraws the request, whichever comes first. The sign shall contain a notice of hearing on a site plan and the telephone number of the public official from whom dates of public hearing may be obtained. The erection or continued maintenance of signs shall not be deemed a condition precedent to the granting of any site plan recommendation or approval or the holding of any public hearing.

C. Site Plans with No Zoning Change Requested. City Council approval of a site plan required for the issuance of a building permit for a structure on a site for which no zoning change has been requested, or which is not in a planned development district shall not constitute an official public hearing as required by state law. Notice of the consideration of the site plan by the City Council in the posted agenda of the Council shall be sufficient notice for the purposes of approving a site plan by City Council action for the issuance of a building permit.

#### 26.6 SITE PLAN CONSIDERATION

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

A. Ordinance Compliance. Compliance with the Zoning Ordinance, the Subdivision Ordinance, and all other ordinances of the City; and

B. Public's Health, Safety and Welfare. Such other measures as will secure and protect public health, safety, morals, and general welfare.



## 26.7 SITE PLAN CONTENT

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

1. The boundary lines and dimensions of the property, existing subdivision lots, available utilities, easements, roadways, sidewalks, emergency access easements, and public rights-of-way;
2. Topography of the property proposed for development in contours of not more than two feet, apart with any proposed grade elevations, if different from existing elevations. (Note: If the natural contour of the land is to be altered or changed in any location on the property more than four (4) feet, the site plan must provide detailed information on the proposed grading plan. This information shall include the correlation of the proposed grading plan to the surrounding properties and the use of those surrounding properties and shall include information indicating the drainage and the line of sight effect the proposed grading plan will have on the surrounding properties;
3. One-hundred year floodplains, water courses, marshes, drainage areas, and other significant environmental features including, but not limited to, rock outcroppings and major tree groupings. Topographic and drainage map information provisions may be waived by the reviewing body when the inclusion of such data would not materially contribute to the necessary evaluation of the project petition;
4. The location of existing trees, including notations of those trees to be preserved;
5. The location and proposed uses of all existing and proposed buildings or structures, including all refuse storage areas, and the minimum distance between buildings. Where building complexes are proposed, the location of each building and the minimum distances between buildings, and between buildings and the property line, street line, and/or alley shall be submitted. For buildings more than one (1) story in height, elevations and/or perspective drawings shall be required in order that the relationship of the buildings to adjacent property, open spaces, and to other features of the development plan may be determined. The drawings must indicate the square footage, the height, number of floors and exposures for access, light, and air. A designation of the maximum building coverage of the site shall be indicated on the site plan;
6. Total number, location, and arrangement of off-street parking and loading spaces, where required. The plan should include a table of the required and proposed off-street parking and off-street loading spaces with the building area;
7. All points of vehicular ingress, egress, and circulation within the property and all special traffic regulation facilities proposed or required to assure the safe function of the circulation plan;

8. Setbacks, lot coverage, and when relevant, the relationship of the setbacks provided and the height of any existing or proposed building or structure;
9. The location, size, and arrangement of all outdoor signs, exterior auditory speakers, and lighting;
10. The type, location, and quantity of all plant material used for landscaping, and the type, location, and height of fences or screening and the plantings around them. When necessary to protect the public health, safety, or welfare, the City Council or the Planning and Zoning Commission may require landscaping and screening requirements to be in place prior to the start of construction pursuant to an approved site plan;
11. Where multiple types of land uses are proposed, a delineation of the specific areas to be devoted to various land uses;
12. Vicinity map, north point, scale, name of development, name of owner, name of planner, total acreage of project, and street address or common description of the property;
13. Current land uses and zoning district of the property and current land uses and zoning districts of contiguous properties and buildings on the exterior of the site and within twenty-five (25) feet of all property lines;
14. Existing buildings on the exterior of the site and within one hundred (100) feet of all property lines;
15. The location and size of existing and proposed surface and subsurface drainage facilities, including culverts, drains, and detention ponds, showing size and direction of flow;
16. The number of square feet of the property after construction which will constitute impervious area or impervious surface and vegetated areas;
17. Roadway speeds and distances of adjacent driveways from all proposed driveways and streets;
18. Architectural drawings, such as elevations, concept sketches or renderings depicting building types and other significant proposed improvements including the treatment and use of open spaces, etc., where the submission of such drawings would more clearly portray the nature and character of the applicant's land use and development proposals;
19. Legal description of the total site area proposed for rezoning, development or specific use permit;

Grade	2021-2022 Total Enrolled per Grade	New Students Enrolled (included in total)	Applications In-process (not enrolled yet)	Summer Enrollment Projection	Max per Section for 21-22
1	24	4	1	9	18
2	24	1	1	6	18
3	20	2	1	6	18
4	15		1	2	18
5	14		3	1	18
6	23	1	3	8	24
7	22		4	6	24
8	14	2	1	5	24
9	23	1	1	0	24
10	25	1	0	0	25
11	33		0	0	33
12	20		1	0	20
K	21	5	6	3	15
PK	11	11	4	9	12
<b>Total</b>	<b>289</b>	<b>28</b>	<b>27</b>	<b>55</b>	

split class

<b>Current enrolled</b>	<b>283</b>
<b>Applications in process</b>	<b>33</b>
<b>Summer projection</b>	<b>55</b>
<b>Projected TOTAL for 21-22</b>	<b>371</b>





3-31-21

Mike! We would choose to not do the ramp & have steps instead. The reason is to make the area between the building a Covered Courtyard like area for the kids.

Thanky  
Jack Abou









Each of the Buildings  
Will have Bath Room  
It is understood that  
Ovilla Road Baptist will  
be responsible for providing  
proper site condition  
for the Temporary Buildings





# Parking

We are not proposing additional parking. Our parking areas are adequate.

We have 140 paved, striped parking spaces. We also have 54 gravel parking spaces and a large area of gravel and grass as overflow spaces.

—  
Our firelanes on the front & back areas of our property have 6 speed bumps. Three on the back side & three on the front parking area.

—



See  
attached Picture

# Sidewalk Canopy Cover Detail

material:

Roof 17' Wide 26 Ga

3" Post 15' Center 11 Ga

Purlins 11 Ga

Gutter & Downspouts  
Included

30'

12'

80 feet

approx 122 linear feet 6' Wide

approx 740 Square feet





See Section  
See Large  
Sheet Plan

~~Wrought Iron Fence~~

gate  
215 feet

GATE  
53'

Sports Court

Gym

Temporary  
Buildings  
here

Wrought  
Iron Fence

GATE 100'

Education  
Building

Total length 168 feet  
3 gates - Fence Metal 11 GA  
Post 8' apart

20. Signature and title of the applicant, certifying the information presented in the plans, and supporting documents reflect a reasonably accurate portrayal of the nature and character of the applicant's proposals;

21. Any proposed dedications of land for public use, including easements, trails, parkland, open space and floodplain; and

22. The proposed name of the business or development.

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

**Plan Preparer's Acknowledgement:**

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

Received on 4.28.2021

Official Filing Date \_\_\_\_\_

**City of Ovilla**  
**105 S. Cockrell Hill Road**  
**Ovilla, TX 75154**  
**972.617.7262**  
**FAX: 972.515.3221**  
**Added excerpt for Mr. Sims.**

**24.2 BOUNDARIES OF HISTORIC AREAS**

The physical boundaries of the Historical Overlay District shall be defined as follows:

A. Historical Compatibility Area: Beginning at the southern tip of Dillard Farms going west to Westlawn Road, south down Willow Wood Road to Water Street, then east to the curve of Red Oak Creek Road to include the cemeteries, then northeast to the end of East University Street, then north to the southern tip of Dillard Farms Road.

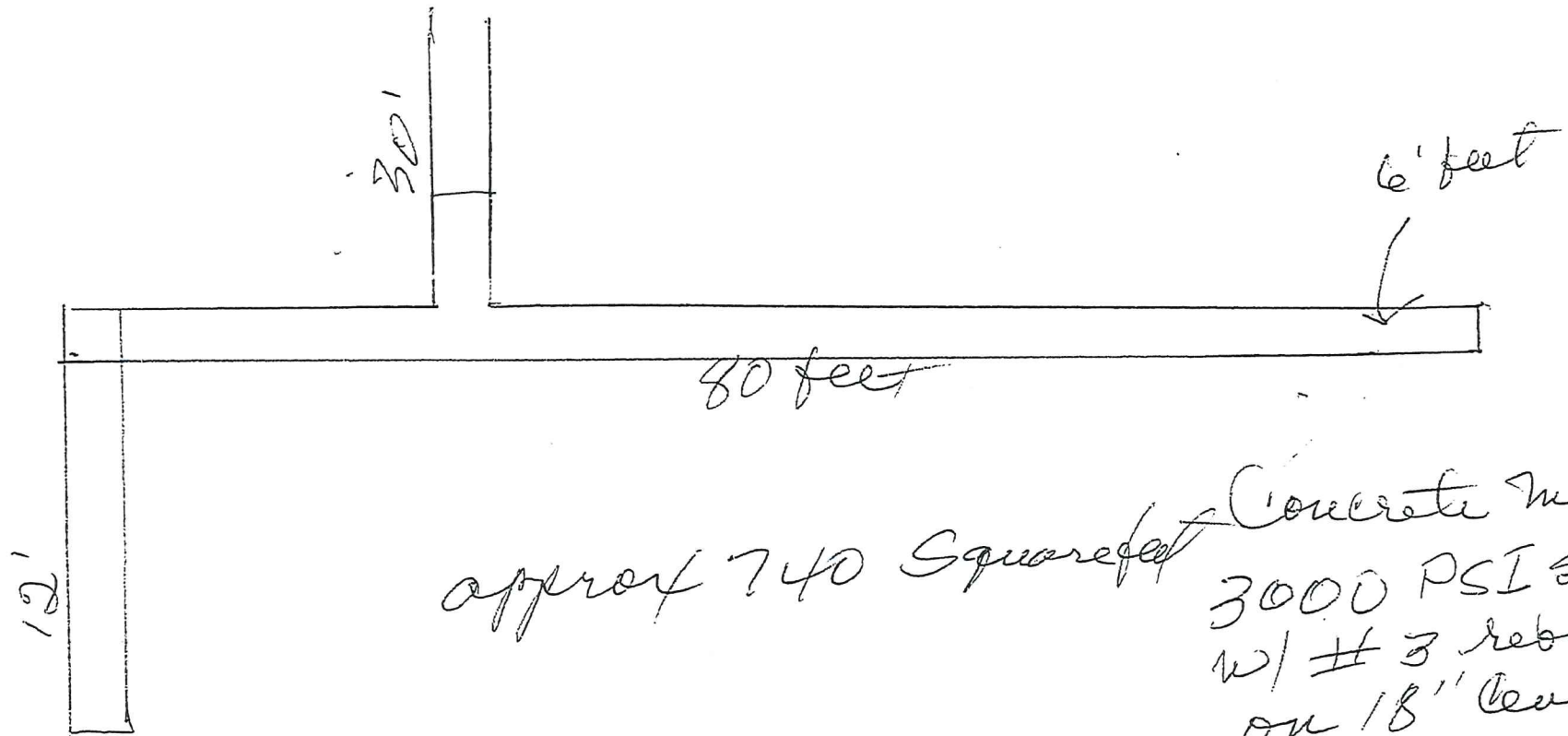
B. Core Historical Area: Beginning at the south east intersection of W. Main Street and Cockrell Hill Road, then south on Cockrell Hill Road to Water Street to West Main Street. Continue East across Ovilla Road to the curve toward East Main, curving North onto the West side of East Main Street and continuing North for five hundred feet and then west back to the south east intersection of West Main Street and Cockrell Hill Road.







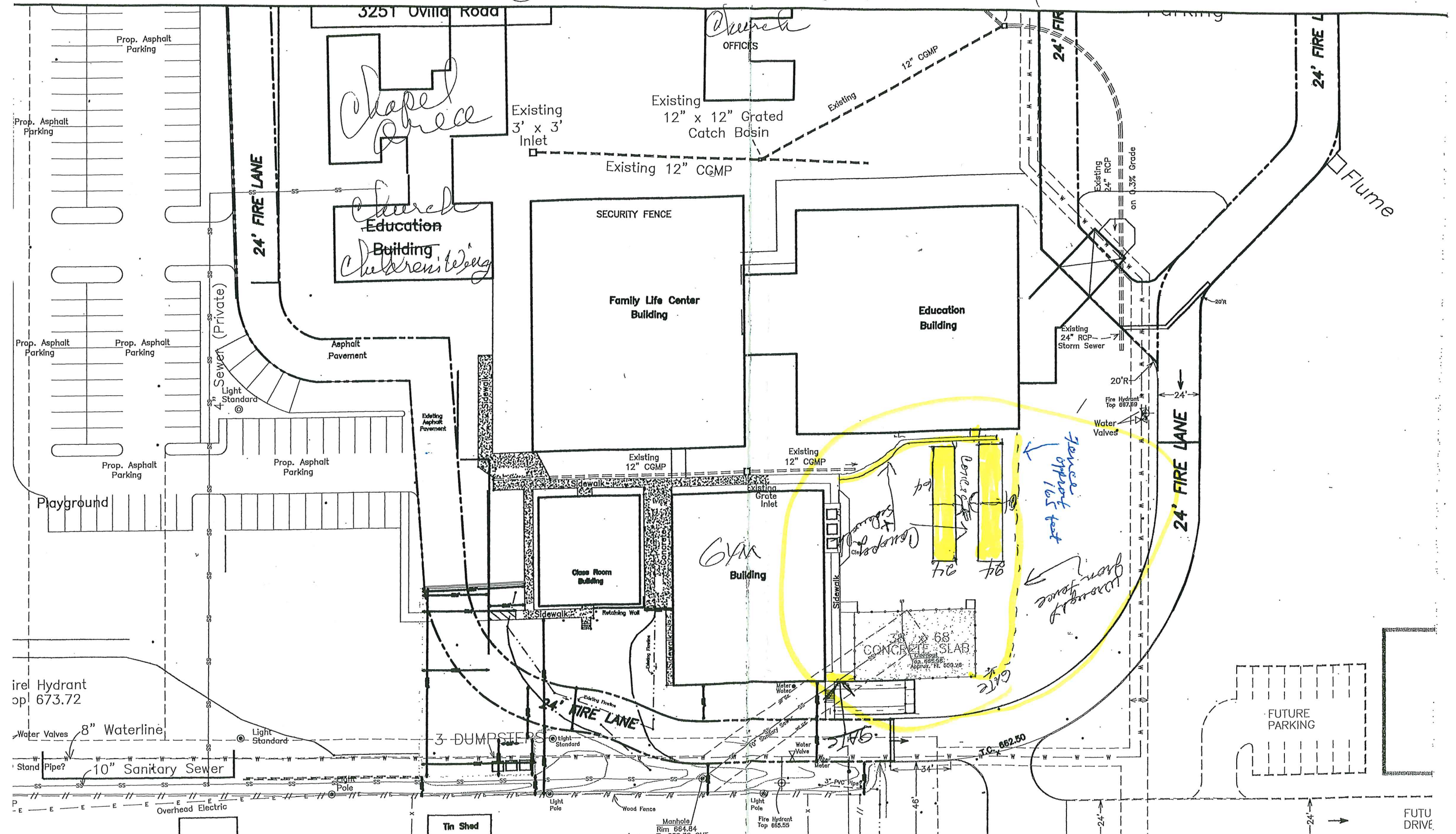
# Concrete Sidewalk Detail



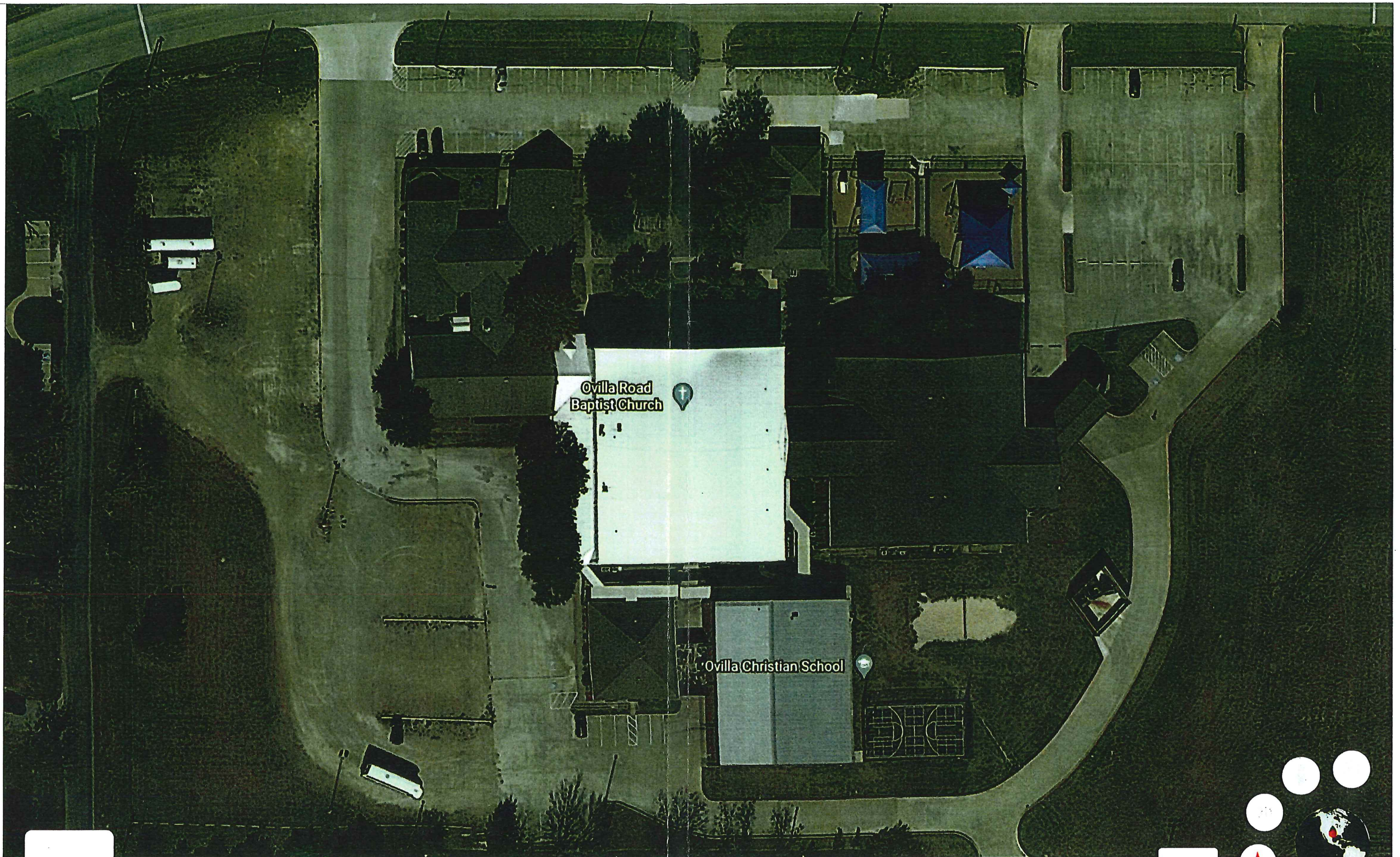
approx 740 Square feet Concrete mix  
3000 PSI strength  
w/ #3 rebar  
on 18" centers

not to scale

Orilla Road







100%

Camera: 469 m 32°31'50"N 96°53'01"W 205 m





## City of OVILLA Planning & Zoning Commission Recommendation

- ITEM 1. **DISCUSSION/ACTION** – Review, consider and act on PZ21.04, a Site Plan Application submitted by Ovilla Road Baptist Church, to install two temporary buildings for classrooms, located at 3251 Ovilla Rd., Ovilla, Texas, and forward recommendation report to the Ovilla City Council.

\*\*\*\*\*

### THE FOLLOWING MOTION WAS MADE BY PL4 Commissioner Whittaker

*"I move that the Planning and Zoning Commission approve the recommendation of the site plan application request submitted by Ovilla Road Baptist Church at 3251 Ovilla Rd., Ovilla, TX for installation of two temporary buildings for a five (5) year period with any extension to be approved by the Ovilla City Council and forward recommendation report to the Ovilla City Council."*

Seconded by PL 6 Commissioner Hart.

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

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

PL5 Alexander    ABSENT  
PL6 Hart          AYE  
PL7 Zimmermann ABSENT

4     FOR

0     AGAINST

0     ABSTAIN

\*\*\*\*\*

C. Lynch  
Presiding Officer of P&Z

6/10/21  
Date

Cathy Baeta  
Board Secretary

6/10/21  
Date



# Ovilla City Council

## AGENDA ITEM REPORT

### Item 3

Meeting Date: June 14, 2021

Department: Administration

☒ Discussion ☒ Action

Budgeted Expense: ☐ YES ☐ NO ☒ N/A

Submitted By: Staff

Reviewed By: ☒ City Manager

☒ City Secretary

☐ City Attorney

☐ Accountant

☒ Other: Code Enforcement

Deputy CS

#### Attachments:

1. Permit Application
2. Excerpt from Ovilla Code of Ordinances

#### Agenda Item / Topic:

**ITEM 3. DISCUSSION/ACTION** – Consideration of and action on a Meritorious Exception, as permitted by Chapter 3, Section 3.06.012 in the Ovilla Code of Ordinances, filed by Cowtown Graphics & Signs, representative of the Ovilla Road Baptist Church 3251 Ovilla Road, Texas to place a new non-illuminated sign at the same location of 3251 Ovilla Road, Ovilla, TX., authorizing the City Manager to execute said permit.

#### Discussion / Justification:

Applicant ORBC is requesting an exception to the Code of Ordinance that prohibits the square footage of a new canopy, non-illuminated sign for the Church. Cowtown Graphics & Signs will place a sign at the west elevation of the church. The sign is 120 square feet total.

#### Sec. 3.06.004 Schedule for permanent signs

A person commits an offense if that person erects, places, displays or locates a permanent or temporary sign that does not meet the requirements of this article or tables included within

Sign Type	Permitted District	Permit Required?	Maximum Area (sq. ft.)	Height of Sign	Number of Signs	Setback	Spacing of Signs
Canopy, marquee, or projection	All non-residential uses and zoning districts	Yes	9 square feet	Shall not exceed the height of the main structure	One sign for each main structure, or tenant for each street frontage	—	—

(Ordinance 07-014, ex. A, sec. 4, adopted 8/13/07)

#### Sec. 3.06.012 Granting of exceptions

(a) Generally. It is not the intention of these criteria to discourage innovation. It is entirely conceivable that signage proposals could be made that, while clearly nonconforming to this article and thus not allowable under these criteria, have obvious merit in not only being appropriate to the particular site or location, but also in making a positive contribution to the visual environment.

(b) Request for exception. Upon request of an interested party, the city council, upon recommendation by the administrative official, shall hear and shall seriously and fairly consider a request for a meritorious exception under this section.

(c) Conditions. The city council may impose conditions on the granting of an exception if the council deems such condition further carries out the intent and purpose of this article.

(Ordinance 07-014, ex. A, sec. 16, adopted 8/13/07)

<b>Recommendation / Staff Comments:</b>
<b>Sample Motion(s):</b>
I move to approve/deny the Meritorious Exception as permitted by chapter 3 Section 3.06.012 in the Ovilla Code of Ordinances filed by Cowtown Graphics & Signs, representative of the Ovilla Road Baptist Church 3251 Ovilla Road, Texas to place a new non-illuminated sign at the same location as presented, authorizing the City Manager to execute said permit.





# Residential Building Permit Application

## City of Ovilla

105 S. Cockrell Hill Rd., Ovilla, TX 75154  
Phone: (972) 617-7262 | Fax: (972) 515-3221

<b>Building Permit #</b>	2021-0142	<b>Valuation:</b>	\$5,000.00
<b>Zoning:</b>		<b>Valuation w/</b>	\$0.00
		<b>Land:</b>	
<b>Project Address:</b>	3251 OVILLA RD		
<b>Lot:</b>	<b>Block:</b>	<b>Subdivision:</b>	
<b><u>Project Description:</u></b>			
New SFR		Flatwork	
Plumbing/Electrical		Accessory Building	
Swimming Pool		Sprinkler	
SFR Remodel/Addition		Fence	
Roof		Mechanical	
Other		Specify Other:	
<b>Proposed Use:</b>	SIGN		
<b>Description of Work:</b>	NEW NON-ILLUMINATED SIGN ON WEST ELEVATION OF CHURCH		
<b><u>Area Square Feet:</u></b>			
<b>Living:</b>	<b>Garage:</b>	<b>Covered Porch:</b>	
<b>Total:</b> 0.00			
<b># of Stories:</b>			

### **Homeowner Details**

**Name:** OVILLA ROAD BAPTIST  
**Address:** 3251 OVILLA RD, OVILLA ,TX 75154  
**Phone #** (817) 446-6000 **Email:** Patty@cowtownsigns.com

### **Applicant Details**

**Applicant Type:** Agent  
**Name:** PATTY WICKER  
**Address:** ,  
**Phone #** (817) 446-6000 **Email:** Patty@cowtownsigns.com

**General Contractor Details**

License # 18875

Company: COWTOWN GRAPHICS &amp; SIGNS

Name: ROGER CARROLL

Phone # (817) 446-6000 Email: Patty@cowtownsigns.com

**Mechanical Contractor Details**

License #

Company:

Name:

Phone # Email:

**Electrical Contractor Details**

License #

Company:

Name:

Phone # Email:

**Plumber/Irrigator Details:**

License #

Company:

Name:

Phone # Email:

---

Applicant's Signature***Office Use Only:***

Approved By :		Date approved:	
City Manager:		Date Approved:	

Plan Review Fee: \$0.00  
Building Permit Fee: \$60.00  
Park Impact Fee: \$0.00  
Capital Recovery Fee: \$0.00  
Fire Meter: \$0.00  
Water Meter Cost: \$0.00  
Water Impact: \$0.00  
Sewer Connection Fee: \$0.00  
Sewer Impact: \$0.00

Total Fees: \$60.00  
Issued Date:  
Expiry Date:  
Issued By:  
BV Project #



# Building Permit

## City of Ovilla

---

105 S. Cockrell Hill Rd., Ovilla, TX 75154  
Phone: (972) 617-7262 | Fax: (972) 515-3221

Permit No. 2021-0142

**Location:** 3251 OVILLA RD

**Description:** NEW NON-ILLUMINATED SIGN ON WEST ELEVATION OF CHURCH

**Owner:** OVILLA ROAD BAPTIST

**Date Issued:**

**Building Inspector:** \_\_\_\_\_

**This Permit To Be Posted In Conspicuous Place On Site**



# City of Ovilla

email: [cellis@cityofovilla.org](mailto:cellis@cityofovilla.org)

Phone: (972) 617-7262

Fax: (972) 515-3221

105 S. Cockrell Hill Rd.

Ovilla, Texas 75154

## Residential Building Permit Application

Building Permit Number:	<u>142</u>	Valuation:	<u>5000.00</u>
Zoning:		Valuation w/land:	
Project Address:	<u>3251 Ovilla Rd</u>		
Lot:		Subdivision:	
Project Description:	NEW SFR <input type="checkbox"/> SFR REMODEL/ADDITION <input type="checkbox"/> SPECIFY OTHER: <u>Sign</u>		
	PLUMBING/ELECTRICAL <input type="checkbox"/>	FLATWORK <input type="checkbox"/>	SPRINKLER <input type="checkbox"/>
	SWIMMING POOL <input type="checkbox"/>	ACCESSORY BUILDING <input type="checkbox"/>	FENCE <input type="checkbox"/>
Proposed Use:	<u>new sign</u>		
Description of Work:	<u>new non-illuminated sign on west elevation of church</u>		
Area Square Feet:		Covered	
Living:	Garage:	Porch:	Total: <u>120 sq ft</u> Number of stories: <u></u>

Homeowner's name:	<u>Ovilla Road Baptist Church</u>		
Address:	<u>3251 Ovilla Rd</u>		
Phone Number:	<u>817-446-6000</u>	Home Number	<u>N/A</u>
		Mobile Number:	<u>n/a</u>

<b>General Contractor</b>	Contact Person	Phone Number	Contractor License Number
<u>Cowtown Graphics &amp; Signs</u>	<u>Roger Carroll</u>	<u>817-446-6000</u>	<u>18875</u>
<b>Mechanical Contractor</b>	Contact Person	Phone Number	Contractor License Number
<b>Electrical Contractor</b>	Contact Person	Phone Number	Contractor License Number
<b>Plumber/Irrigator</b>	Contact Person	Phone Number	Contractor License Number

[X] I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.

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

Signature of Applicant: Roger Carroll Date: 5/25/21

### OFFICE USE ONLY:

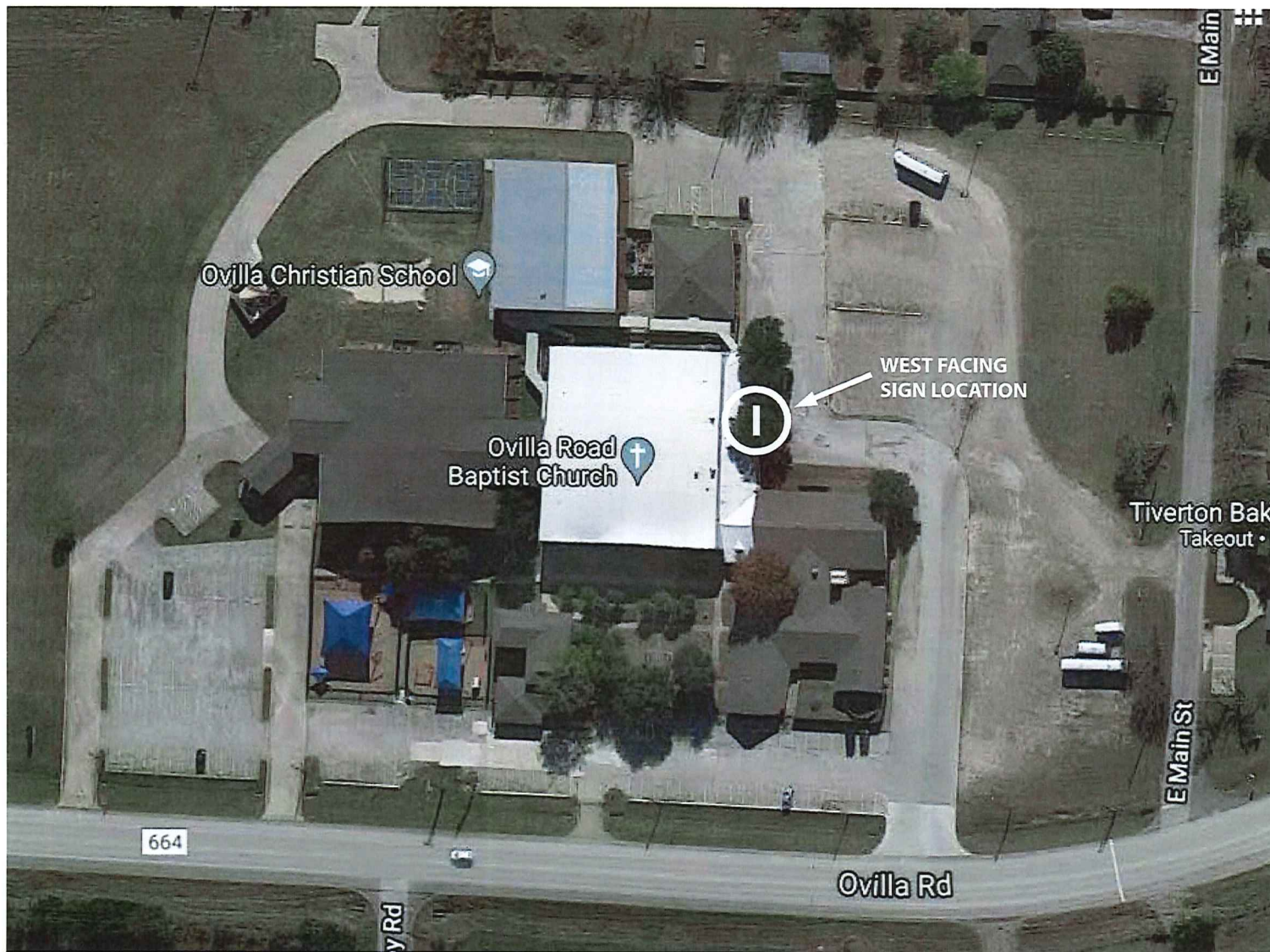
Approved by:	Date approved:	
City Manager:	Date approved:	

Plan Review Fee: \_\_\_\_\_  
Building Permit Fee: \_\_\_\_\_  
Park Impact Fee: \_\_\_\_\_  
Capital Recovery Fee: \_\_\_\_\_  
Fire Meter: \_\_\_\_\_  
Water Meter Cost: \_\_\_\_\_  
Water Impact: \_\_\_\_\_  
Sewer Connection Fee: \_\_\_\_\_  
Sewer Impact: \_\_\_\_\_

Receipt # \_\_\_\_\_

Total Fees: \_\_\_\_\_  
Issued Date: \_\_\_\_\_  
Expires: 180 Days  
Issued By: \_\_\_\_\_

BV Project # \_\_\_\_\_



**SIGN TYPE** C **NON LIT BUILDING SIGN**  
SCALE: NTS

**COMPANY:** Ovilla Road Baptist Church  
3251 Ovilla Rd.  
Ovilla, TX 75154

**PROJECT:** Building Sign

**DATE:** 5-20-21

**DRAWING #:** 1

**REVISION #:** 3

**SIZE:** 20' x 6'

**COLORS:** WHITE & BLACK

**MATERIALS:** .08" Aluminum  
.37" Aluminum

**DESIGNER:** RJ

**SALESPERSON:** Peyton Westrum

**CONTACT:** Brittney Burnett

**COWTOWN**  
GRAPHICS & SIGNS  
VISUAL BRANDING SOLUTIONS



TSCL 18875 - 817.446.6000 - [www.cowtownsigns.com](http://www.cowtownsigns.com) - 5065 MLK Freeway - Fort Worth, TX 76119  
Regulated by the Texas Department of Licensing and Regulation - PO Box 12157, Austin, TX 78711 - 1.800.603.9202 - 512.463.6599 - [www.tdlr.texas.gov](http://www.tdlr.texas.gov)

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**SIGN TYPE C** NON LIT BUILDING SIGN  
SCALE: NTS

**COMPANY:** Ovilla Road Baptist Church  
3251 Ovilla Rd.  
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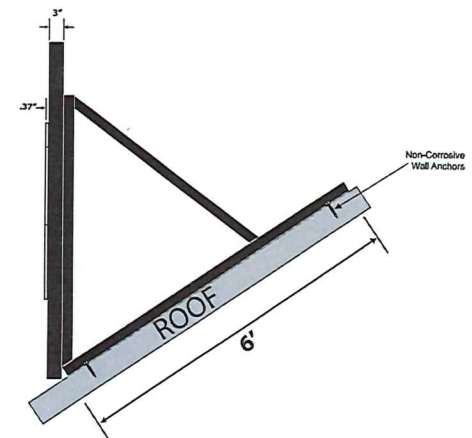
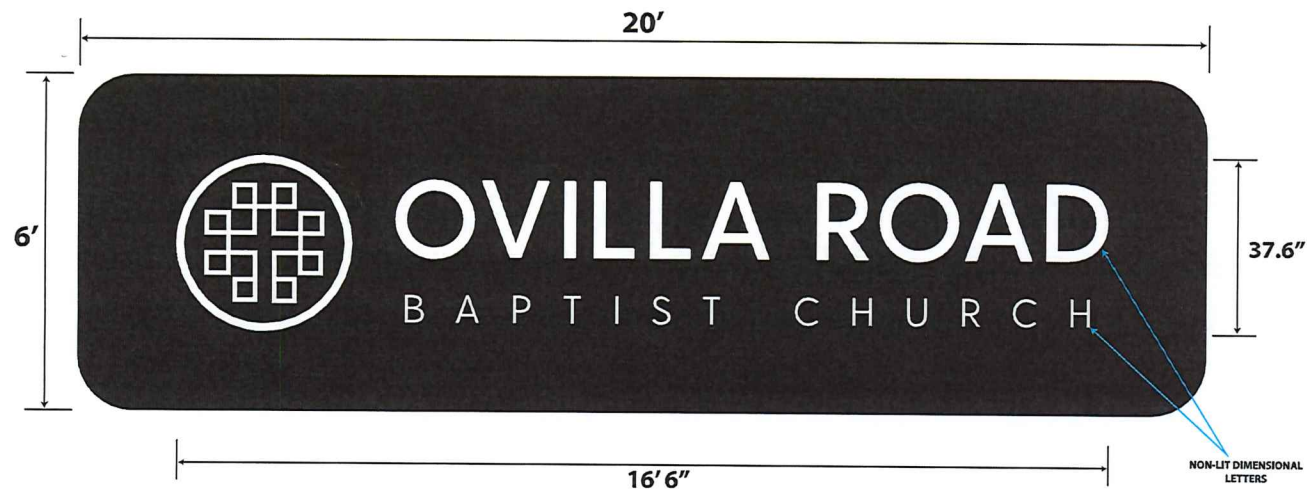
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#### Non-Lit Dimensional Letters w/ Backpanel • Front View

SCALE: NTS • For Production / For Presentation

#### ALUMINUM DIMENSIONAL LETTERS

QUANTITY: ONE (1)  
 Overall Height: 6'  
 Overall Length: 20'  
 Total Sq.Ft.: 120 ft  
 Face: White  
 Backer Panel: Black

#### NOTES:

- All paint two-stage automotive acrylic

**SIGN TYPE C** NON LIT BUILDING SIGN  
 SCALE: NTS

**COMPANY:** Ovilla Road Baptist Church  
 3251 Ovilla Rd.  
 Ovilla, TX 75154

**PROJECT:** Building Sign

**DATE:** 5-20-21

**DRAWING #:** 1

**REVISION #:** 3

**SIZE:** 20' x 6'

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 .37" Aluminum

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**CONTACT:** Brittney Burnett

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**From:** Mike Dooly <MDooly@cityofovilla.org>  
**Sent:** Tuesday, June 1, 2021 2:13 PM  
**To:** Patty Wicker <Patty@cowtownsigns.com>  
**Subject:** ORBC Sign request

Ms. Wicker, Regarding the sign permit requested by Ovilla Road Baptist Church. Here is the sign ordinance from the City of Ovilla Code of Ordinances and the definition of canopy sign also from the City of Ovilla Code of Ordinances. Your request is for 120 sq foot of sign and the ordinance only allows for 9 square feet unless you are granted an exception from the City of Ovilla City Council. To make the request please contact City Secretary Glenell Miller and let her know you have a denied sign permit and would like to be placed on the City of Ovilla City Council Agenda. She will be able to help you with your request.

Thank you

Mike Dooly  
 Community Services  
 The Great City of Ovilla

Sign Type	Permitted District	Permit Required?	Maximum Area (sq. ft.)	Height of Sign	Number of Signs	Setback	Spacing of Signs
Wall	All non-residential uses and zoning districts	Yes	25% of wall facing the street	Attached to structure and not to exceed the roof line	One sign for each business or tenant, for each street frontage	—	—
Pole and pylon	None	NA	NA	NA	NA	NA	NA
Monument	All non-residential uses and zoning districts	Yes	100 sq. ft. in residential districts & RC;	8 feet	One sign for each premises, or for each street frontage	10' (any portion of the sign)	No restrictions
			200 sq. ft. in all other non-residential districts	12 feet			
Canopy, marquee, or projection	All non-residential uses and zoning districts	Yes	9 square feet	Shall not exceed the height of the main structure	One sign for each main structure, or tenant for each street frontage	—	—

(Ordinance 07-014, ex. A, sec. 4, adopted 8/13/07)

#### Sec. 3.06.012 Granting of exceptions

- (a) Generally. It is not the intention of these criteria to discourage innovation. It is entirely conceivable that signage proposals could be made that, while clearly nonconforming to this article and thus not allowable under these criteria, have obvious merit in not only being appropriate to the particular site or location, but also in making a positive contribution to the visual environment.
- (b) Request for exception. Upon request of an interested party, the city council, upon recommendation by the administrative official, shall hear and shall seriously and fairly consider a request for a meritorious exception under this section.
- (c) Conditions. The city council may impose conditions on the granting of an exception if the council deems such condition further carries out the intent and purpose of this article.

(Ordinance 07-014, ex. A, sec. 16, adopted 8/13/07)

## Glennell Miller

---

**From:** Patty Wicker <Patty@cowtownsigns.com>  
**Sent:** Tuesday, June 1, 2021 3:38 PM  
**To:** Glennell Miller  
**Cc:** Mike Dooly; Peyton Westrum  
**Subject:** Ovilla Road Baptist Church Sign- Request for info on appearance before City Council  
**Attachments:** Ovilla Church-Site Plan.pdf; Ovilla Rd bldg sign permit drawing.pdf; Sign permit Application.pdf

Dear Ms. Miller,

I would like to know the process and any cost involved with presenting a request to City Council for the attached sign that was denied by Mr. Mike Dooly in his email below.

Would you please guide me through this process so I may explain it to the Church?  
Thank you,  
Patty

**Patty Wicker**  
Project Manager

5065 MLK Fwy | Fort Worth, TX 76119  
Ph# 817-446-6000 | TSCL 18875

[patty@cowtownsigns.com](mailto:patty@cowtownsigns.com)  
[www.cowtownsigns.com](http://www.cowtownsigns.com)



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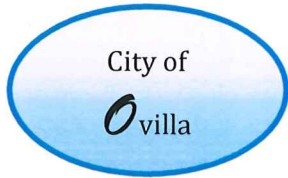
**From:** Mike Dooly <MDooly@cityofovilla.org>  
**Sent:** Tuesday, June 1, 2021 2:13 PM  
**To:** Patty Wicker <Patty@cowtownsigns.com>  
**Subject:** ORBC Sign request

Ms.Wicker, Regarding the sign permit requested by Ovilla Road Baptist Church. Here is the sign ordinance from the City of Ovilla Code of Ordinances and the definition of canopy sign also from the City of Ovilla Code of Ordinances. Your request is for 120 sq foot of sign and the ordinance only allows for 9 square feet unless you are granted an exception from the City of Ovilla City Council. To make the request please contact City Secretary Glenell Miller and let her know you have a denied sign permit and would like to be placed on the City of Ovilla City Council Agenda. She will be able to help you with your request.

Thank you

Mike Dooly  
Community Services  
The Great City of Ovilla





# Ovilla City Council

## AGENDA ITEM REPORT

### Item 4

Meeting Date: June 14, 2021

Department: Code/Administration

☒ Discussion ☒ Action

Budgeted Expense: ☐ YES ☐ NO ☒ N/A

Submitted By: Staff

Reviewed By: ☒ City Manager

☒ City Secretary

☐ City Attorney

☒ Finance Director

☒ Other: Staff

#### Attachments:

1. Submitted information

#### Agenda Item / Topic:

**ITEM 4. DISCUSSION/ACTION** – Consideration of and action on a request submitted by Dee A. and Mattie Raven to rotate the property front for the construction of a residential dwelling on Block 2, Lot 4, more commonly known as 106 Brookwood Court, Brookwood Estates, Ellis County, Ovilla, TX 75154 to face Cockrell Hill Road.

#### Discussion / Justification:

Staff has researched the City Code with regard to this request from Mr. Raven. Chapter 3, Section 3.09.007 addresses house numbers and that they shall be assigned to each proposed lot or tract in the subdivision.

The front of all properties is consistent with the address – this one being 106 Brookwood Court. There are approximately 6 homes in this subdivision with Brookwood Court addresses whose backyard properties abut Cockrell Hill Road. All of these homes' front yard properties face Brookwood Court.

Chapter 3, Section 29.8 of the Ovilla Code of Ordinance addresses the established building line, and the required front yard shall comply with the building line established by the ordinance or plat approved.

Section 8.1 of the Zoning Ordinance addresses required conformance, stating that construction must be in conformity with all the regulations for that district.

Section 10.02.128 states that no residential driveway shall have direct access to a major thoroughfare (defined by speed limit and/or Comprehensive Land Use Plan) without the approval of P&Z and Council.

Due to the age of Brookwood Estates Subdivision, the building restrictions do not specify how a home should face but does imply that the front yard coincides with the street address.

There is no specific area in the Ovilla Code that states the rotation can or cannot be allowed. If Council approves the rotation, the requestor will still have multiple variances to file.

#### Recommendation / Staff Comments:

#### Sample Motion(s):

I move to approve/deny the request submitted by Mr. Dee Raven, to rotate the property front and home to face Cockrell Hill Road at the address of 106 Brookwood Court.

**Dee A. and Mattie Raven**  
**927 Green briar Ln**  
**Duncanville, Texas 75137**  
**214-695-9972**  
**deeartest@aol.com**

To: City Manager and all concern Parties:

My name is Dee A. and Mattie Raven; we are requesting that you all review the enclosed documentation of property at 106 Brookwood Court, Ovilla. I am asking the City to grant us permission to face our home toward Cockrell Hill Rd, and grant permission to have an entry off Cockrell Hill. The majority of the frontage of the lot is facing Cockrell Hill.

If I face the house toward Brookwood Court it only give me about 35 ft of frontage and the rest would be facing the driveway and garage of the neighbor. They have made it known that they do not want any of the trees cut down in front along the driveway, the trees would be on there lot.

We also would agree to the mail box being on the Brookwood CT. side and a Brookwood Ct address if we could get the entry from Cockrell Hill. This decision will determine whether we continue with the purchase of property.

**Documentation:**

1. The two (2) front pages are the Exterior of the house. Final decision on which one has not been made.
2. Copy of the File Plat of Lot.
3. Copy of frontage of Lot from Cockrell Hill with marking of house location on lot.(2pgs)
4. Drawing of house location and possible driveways and detached building location.
5. Copy of frontage wood fence and copy of replacement fence. (2pgs).
6. Copy of the actual floor plans.

Thank you for your time and consideration. You may contact me at the above phone or email.

*Dee A. Raven*  
Dee A. Raven

REC 5-14-2021





①









House will set

Cockrell Hill Rd

3





Center OF LOT

3

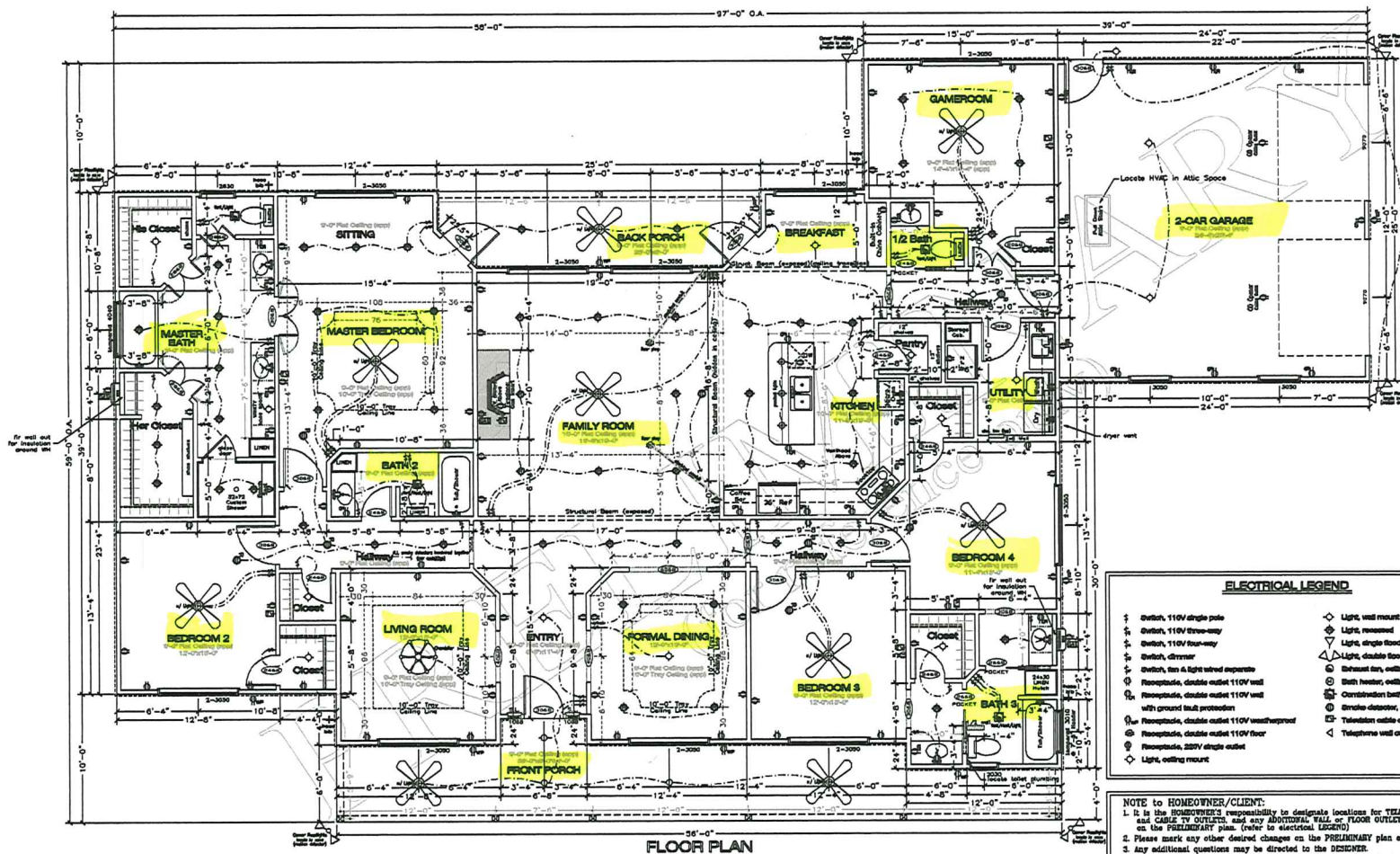








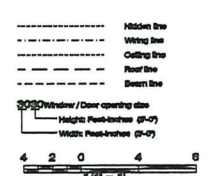
5



#### ELECTRICAL LEGEND

- |  |                                 |
|--|---------------------------------|
| ⊕ Switch, 110V single pole   | ⊕ Light, wall mount             |
| ⊕ Switch, 110V three-way   | ⊕ Light, recessed               |
| ⊕ Switch, 110V four-way  | ⊕ Light, single flood           |
| ⊕ Switch, dimmer   | ⊕ Light, double flood           |
| ⊕ Switch, dim & light w/valve expander                             | ⊕ Exhaust fan, ceiling mount    |
| ⊕ Receptacle, double outlet 110V wall                              | ⊕ Bath heater, ceiling mount    |
| ⊕ Receptacle, double outlet 110V wall with ground fault protection | ⊕ Combination bath vent/heater  |
| ⊕ Receptacle, double outlet 110V weatherproof                      | ⊕ Smoke detector, ceiling mount |
| ⊕ Receptacle, double outlet 110V floor                             | ⊕ Television cable outlet       |
| ⊕ Receptacle, 220V single outlet                                   | ⊕ Telephone wall outlet         |
| ⊕ Light, ceiling mount   |                                 |

#### STANDARD DETAILS



**NOTE TO HOMEOWNER/CLIENT:**  
 1. It is the HOMEOWNER'S responsibility to designate locations for TELEPHONE and CABLE TV OUTLETS, and any ADDITIONAL WALL or FLOOR OUTLETS on the PRELIMINARY plan. (refer to electrical LEGEND)  
 2. Please mark any other desired changes on the PRELIMINARY plan as well.  
 3. Any additional questions may be directed to the DESIGNER.  
 4. Keep (1) copy for your records and return (1) copy with marked changes. PLEASE USE A RED PEN TO MAKE CHANGES TO DRAWINGS.

TOTAL LIVING AREA	3,002 SF
COVERED PORCHES	555 SF
GARAGE	600 SF
<b>TOTAL (under roof)</b>	<b>4,157 SF</b>

**JC WoodWorks**  
 1407 Princeton  
 Longview, TX 75901  
 Phone: (937) 746-2110  
 Fax: (937) 746-2110  
 Email: jcw@jcw.com

**JC Design**  
 1407 Princeton  
 Longview, TX 75901  
 Phone: (937) 746-2110  
 Fax: (937) 746-2110  
 Email: jcd@jcd.com

Residence for: **Mr. & Mrs. Dee Raven**  
 Date: 10/05/2013  
 Scale: 1/4" = 1'-0"  
 Sheet: 1/4

6





1









# Ovilla City Council

## AGENDA ITEM REPORT

### Item 5

Meeting Date: June 14, 2021

Department: Finance

☒ Discussion ☒ Action

Budgeted Expense: ☐ YES ☒ NO ☐ N/A

Submitted By: Staff

Reviewed By: ☒ City Manager

☒ City Secretary

☒ City Attorney

☒ Finance Director

☐ Other: Staff

#### Attachments:

1. Letter from Gexa Energy (confidential payment options)
2. TCAP report
3. ERCOT Report (attorney-client privileged)

#### Agenda Item / Topic:

**ITEM 5. DISCUSSION/ACTION** – Consideration of and action on the authorization of payment to TCAP/GEXA Energy ancillary recovery fees from the February 2021 winter storm freeze disaster.

#### Discussion / Justification

Staff received notice by letter from Gexa Energy regarding a "Storm Recovery" (Ancillary Adjustment) owed from the City of Ovilla. Because Ovilla has an existing agreement with TCAP, we have various options on how to pay the city's portion. Regardless, if cities lost power, all cities pay based on hourly KWh usage on each day from 02/14/2021 – 02/20/2021. During the winter storm ancillary service prices increased over 500%. TCAP cannot cover those costs

Currently TCAP is lobbying at the legislature and has made comments at the PUC regarding the pricing and were able to negotiate various payment options. The city manager sat through a virtual meeting of TCAP addressing the concerns and discussions of this new storm recovery charge and there is no other option but to pay. The only options we have are how we pay.

Option 1-Lump Sum Payment of \$24,445.39 is the most cost saving option. Additional options are in the letter.

Staff will use the funds for payment with the recent grant monies received.

#### Recommendation / Staff Comments:

Staff recommends option 1

#### Sample Motion(s):

I move to approve payment to Gexa Energy Option 1, Lump Sum Payment of \$24,445.39 as presented.



May 5, 2021

Dear,

The February winter storm was unprecedented and devastating to the State of Texas. The effects are still being felt and will be for a while. We have been made aware of some storm related charges by retail electric provider GEXA and wanted to inform you about them prior to receiving a letter from GEXA.

A member's monthly bill is comprised of three main components, the energy rate, the transmission and distribution rate, and the ancillary charges rate. TCAP works to set a fixed energy rate that covers the cost of the power, which is fixed for the life of the contract. The PUC approves the transmission and distribution rate that covers the cost to get the electricity to users, which may change annually. ERCOT sets the ancillary charges rate that is meant to ensure grid reliability, which changes hourly. (Please see the attached FAQ sheet for more information.)

Due to TCAP membership, there were no extreme energy rate fluctuations as other consumers experienced. However, the winter storm caused unprecedented peaks in the ERCOT ancillary service charge which is now being assessed to every consumer within ERCOT, not just our members. There was nothing that TCAP could have done to prevent this charge.

Although the ancillary service charge spike caused by the winter storm couldn't be prevented, being a member of TCAP will allow you some payment options that others in the market will not have. *These options are confidential.* GEXA has offered our members the following three options for payment of the winter storm ancillary service charge invoice: 1) pay in one lump sum, 2) pay monthly through the end of the current contract that ends in 2022, or 3) if you have signed an SHP contract, pay monthly through the end of 2028. GEXA has advised they will be sending letters by next week regarding each member's individual winter storm ancillary service charges and payment options.

TCAP has always kept our members in mind through our favorable contract provisions that are not found elsewhere in the market. We have been providing comments to the PUC on needed market changes when possible and we continue to monitor the legislative, ERCOT, and PUC hearings regarding all winter storm issues.

I encourage you to review the attached frequently asked questions and be on the lookout for the letter coming from GEXA. As always, if you have additional question or would like TCAP to attend a meeting to answer questions, please contact me at 972-764-3136.

Sincerely,

Margaret Somereve  
Executive Director





## Frequently Asked Questions

### Isn't my Energy Rate fixed?

**Correct! TCAP always secures a fixed energy rate for its members.** There may be variations in how this energy is procured to allow TCAP to take advantage of market opportunities and provide even lower prices to its members, but your energy rate will always be a fixed price known by members prior to their need to budget for these future expenditures.

The Ancillary Services costs being billed in this instance are ERCOT incurred costs related to maintaining the reliable operations of the electric grid in Texas. Historically, these costs are very small and reconciliation of these costs is typically handled by TCAP. In this instance, the extreme circumstances created by Winter Storm Uri caused these costs to increase by multiples to levels never experienced in our Texas energy market and it is unfortunately necessary to directly assign these costs to members.

### What are Ancillary Services?

Ancillary Services are reliability products procured by ERCOT as grid operator to maintain the stability and reliability of the electric grid. They typically consist of payments to generators (and certain end users) to stand ready to provide additional generation or load relief needed to balance the electric grid during times of rapid changes. Without these reliability products, the system could suffer from inferior quality electricity (brown outs) that can damage motors and appliances and suffer more frequent black-outs including the possibility of collapsing the entire grid. Recovery from a massive grid collapse could take weeks to restore. ERCOT bills the cost of ancillary services to entities (like Retail Electric Providers) that serve end-use customers and are commonly passed on to the customer in various ways.

### Why were ancillary services priced so high?

Typically, the costs of ancillary services is very small. There is often a large amount of excess unused generation capacity on the electric grid and the ancillary services market is a way to possibly capture some incremental revenue for this unused capacity. With a large amount of excess generation capacity bidding for a small amount of ancillary services, prices are typically very low.

During Winter Storm Uri in February the ERCOT electric grid lost about half of its total generation capacity. Without enough generation to meet end user demand, ERCOT was forced to call for outages. With little additional generation capacity in reserve, the price of these products rose to levels that had never been experienced in the ERCOT market.

In addition, it was discovered during these times that the market price cap that was meant to set an absolute ceiling price on energy did not extend to ancillary services and the price of these products rose to a level far in excess of the energy price ceiling. This subsequently resulted in the PUC's Independent Market Monitor recommending to the PUC and ERCOT that these prices be capped at the energy ceiling price during the event.

### Why have they not been re-priced?

ERCOT and the PUC chose to ignore the recommendations of the Independent Market Monitor and refused to reprice these products. The Lieutenant Governor of Texas held a press conference urging the PUC and ERCOT to follow the recommendations of the PUC's Independent Market Monitor and the



Texas Senate passed a bill to force this repricing. Unfortunately, the Texas House refused to follow the Senate's lead and thus no legislative relief has yet been enacted.

### **Can they be hedged?**

The Independent Market Monitor testified before the Texas House that these costs can be difficult if not impossible to hedge. Historically, TCAP has periodically investigated opportunities to hedge these costs, but has not been able to find an option that is both cost effective and provides adequate protection from potential future cost increases.

Additionally, it is very common for customer contracts to have provisions that allow for a seller to pass through any cost increases incurred due to changes in laws and regulations by both legislative and regulatory bodies. In this instance, even if the costs had been hedged (for instance, if they had been included within the fixed contract price), actions taken by the Public Utilities Commission during the winter event did change certain aspects of regulations and market protocols and as such, could open the door for these cost increases to be passed on to the buyer.

ERCOT operates as a revenue-neutral organization and costs it incurs to support the operations of the grid will be passed on to market participants. While there may ultimately be variations in how individual market participants will pay these costs, ultimately these costs will be recovered by ERCOT.

### **Why am I being billed for these charges?**

Typically, TCAP maintains a reserve account to cover any cost variations incurred for ancillary services. If costs come in a bit higher than planned, TCAP uses the reserve account to cover these costs. If the costs come in a little lower than planned, TCAP retains the excess funds in the reserve account. When the reserve account reaches a level higher than both contractual requirement and normally deemed necessary to fund anticipated cost variations, TCAP will refund the excess amounts to members.

During the winter event, ancillary service prices increased to level over 500% greater than those experienced prior to the event. This tremendous cost increase is simply beyond the level TCAP can cover using the reserve account. Thus, these costs will need to be recovered from members directly.

### **How were these costs allocated to members?**

Since almost all of these costs are associated with the extreme conditions incurred during Winter Storm Uri, and since many members had a number of facilities without power during this time, these costs were allocated to members based on their electric usage during the winter storm.

### **What are my payment options?**

TCAP has worked with our REP and supplier to offer three options for repayment. These options are confidential. The base option is an installment payment plan for the remaining term of the current contract (December 2022). The second option is to pay in full now. This plan may be preferable for members that have excess or rainy day funds or feel they can finance repayment cheaper than the other options offered. The final option, which is available to the vast majority of TCAP members is to spread the payments over the term of both the current and future supply contract. This would extend payback to 2028 and drastically reduce the monthly payment amount.





# Ovilla City Council

## AGENDA ITEM REPORT

### Item 6

Meeting Date: June 14, 2021

Department: Administration/Planning

☒ Discussion ☒ Action

Budgeted Expense: ☐ YES ☐ NO ☒ N/A

Submitted By: Staff

Reviewed By: ☒ City Manager

☒ City Secretary

☒ City Attorney

☐ Finance Director

☒ Other: Staff

#### Attachments:

1. Ordinance 2021-11

#### Agenda Item / Topic:

**ITEM 6.** DISCUSSION/ACTION – Consideration of and action on Ordinance No. 2021-11 of the City of Ovilla, Texas, amending Chapter 10 (subdivision regulation), Article 10.02, Division 3 (plat requirements and procedures); providing a requirement of plats prior to the issuance of permits and construction of improvements; providing a savings clause; providing a severance clause; providing for publication; and providing an effective date.

#### Discussion / Justification:

This ordinance ensures that all properties requesting permits are platted.

#### Recommendation / Staff Comments:

Staff recommends approval.

#### Sample Motion(s):

I move to approve/deny Ordinance No. 2021-11 of the City of Ovilla, Texas, amending Chapter 10 (subdivision regulation), Article 10.02, Division 3 (plat requirements and procedures); providing a requirement of plats prior to the issuance of permits and construction of improvements; providing a savings clause; providing a severance clause; providing for publication as presented.



**ORDINANCE NO. 2021-11**

**AN ORDINANCE OF THE CITY OF OVILLA, TEXAS, AMENDING CHAPTER 10 (SUBDIVISION REGULATION), ARTICLE 10.02, DIVISION 3 (PLAT REQUIREMENTS AND PROCEDURES); PROVIDING A REQUIREMENT OF PLATS PRIOR TO THE ISSUANCE OF PERMITS AND CONSTRUCTION OF IMPROVEMENTS; PROVIDING A SAVINGS CLAUSE; PROVIDING A SEVERANCE CLAUSE; PROVIDING FOR PUBLICATION; AND PROVIDING AN EFFECTIVE DATE.**

WHEREAS, the City of Ovilla, Texas, is a Type-A General Law Municipality within the State of Texas (the "City"); and

WHEREAS, City staff periodically reviews the City's Code of Ordinances and recommends revisions thereto based on, among other things, current needs, outdated provisions, changes in the law, advances in technology, and for the protection of citizens of the City; and

WHEREAS, the City's staff had recommended an amendment to the City's subdivision ordinance by the addition of a requirement for an approved plat for land prior to the issuance of any permit by the city and prior to the construction of any improvement on such land; and

WHEREAS, based on the recommendations of staff, the City Council finds and determines that it is prudent and in the best interests of the health, safety and welfare of the citizens of the City to amend the subdivision regulations as set forth herein.

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

**SECTION 1. INCORPORATION OF RECITALS**

The foregoing recitals are hereby incorporated by reference and made a part hereof as if fully set forth.

**SECTION 2. AMENDMENT OF CHAPTER 10, ARTICLE 10.02, DIVISION 3, OF THE CODE OF ORDINANCES OF THE CITY OF OVILLA**

Chapter 10, Article 10.02, Division 3, of the Code of Ordinances of the City of Ovilla is hereby amended by the addition of Section 10.02.060 to read as follows:

## ORDINANCE NO. 2021-11

### Sec. 10.02.060. Plat and Approval Required

Unless and until a plat or replat shall have been first approved in the manner provided herein, it shall be unlawful for any person, firm, corporation, or organization to construct or cause to be constructed any streets, utilities, buildings or other improvements to any tract of land, and it shall be unlawful for any official of the city to issue any permit for such improvements or to serve or connect said land, or any part thereof, or for the use of owners or purchasers of said land, or any part thereof, with any public utilities such as water, sewers, lights, gas, etc., which may be owned, controlled, distributed, franchised, or supplied by the city. No building permits will be issued for the construction of any building on any unplatted land within the City of Ovilla; provided, however, that minor repair permits may be issued.

### SECTION 3. SAVINGS CLAUSE

This ordinance shall be cumulative of all provisions of ordinances and of the Code of Ordinances for the City of Ovilla, Texas, as amended, except where the provisions of this ordinance are in direct conflict with the provisions of such ordinances and such Code, in which event, conflicting provisions of such ordinances and Code are hereby superseded.

### SECTION 4. SEVERANCE CLAUSE

Should any word, sentence, paragraph, subdivision, clause, phrase, or section of this Ordinance, or of the Code of Ordinances, as amended hereby, be adjudged or held to be void or unconstitutional, the same shall not affect the validity of the remaining portions of said Ordinance or the Code of Ordinances, as amended hereby, which shall remain in full force and effect.

### SECTION 5. EFFECTIVE DATE

Because of the nature of the interests sought to be protected and of the safeguards sought to be provided by this Ordinance, and in the interest of the health, safety, and welfare of the citizens of Ovilla, Texas, this Ordinance shall take effect immediately after its 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.

**ORDINANCE NO. 2021-11**

**PASSED, APPROVED and ADOPTED** by the City Council, the City of Ovilla, Texas, on this the 14th day of June, 2021.

---

Richard Dormier, Mayor

ATTEST:

---

G Miller, City Secretary

APPROVED AS TO FORM:

---

Ron G. MacFarlane, Jr., City Attorney



# Ovilla City Council

## AGENDA ITEM REPORT Item 7

Meeting Date: June 14, 2021

Department: Administration

☒ Discussion ☒ Action

Budgeted Expense: ☐ YES ☐ NO ☒ N/A

Submitted By: Staff

Reviewed By: ☒ City Manager

☒ City Secretary

☒ City Attorney

☐ Finance Director

☐ Other

### Attachments:

1. Resolution R2021-08
2. Executive Governors Orders

### Agenda Item / Topic:

**ITEM 7. DISCUSSION/ACTION** – Consideration of and action on Resolution R2021-08 for the full city opening and operations, and whether to continue virtual and/or teleconference public meetings after the opening of the city municipality.

### Discussion / Justification:

At the May 10, 2021 City Council meeting the full opening of city facilities was discussed. The motion to open the city facilities on Monday June 7<sup>th</sup>, 2021 as well as holding our Municipal Court proceedings in person, meetings held by boards/commissions and City Council meetings was passed however, the motion was not clear on the continuation of Zoom/Teleconference meetings along with the in person meetings.

After further discussions with Legal Counsel, it was determined not to continue or discontinue the meetings via Zoom/teleconference until a Resolution was approved doing so. Staff, as well as council had discussed continuing the meetings via Zoom/Teleconference at least until September 2021. This could possibly be enough time to have a better mindset on the spread of COVID-19 and how our City can continue to keep our city's employees and citizens safe in the best manner they can.

### Recommendation / Staff Comments:

Staff recommends approval.

### Sample Motion(s):

I make the motion to **approve/deny** the Resolution R2021-08 for the full city opening an operations, and whether to continue virtual and/or teleconference public meetings after the opening of the city municipality.

## **RESOLUTION NO. R2021-08**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OVILLA, TEXAS, APPROVING AND ALLOWING CITIZENS' ATTENDANCE OF PUBLIC MEETINGS IN PERSON; CONTINUING ALLOWING ATTENDANCE OF PUBLIC MEETINGS BY VIDEO AND TELEPHONE CONFERENCE UNTIL AT LEAST SEPTEMBER OF 2021; PROVIDING A SAVINGS CLAUSE; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE.**

WHEREAS, on March 13, 2020, the governor of the State of Texas issued a disaster declaration due to the novel coronavirus disease pandemic (COVID-19) and has renewed such declaration each subsequent month; and

WHEREAS, the governor has issued various executive orders and suspensions of certain Texas laws in response to COVID-19 in order to protect the health and safety of the public; and

WHEREAS, the governor temporarily suspended certain requirements of the Texas Open Meetings Act and ordered that local governments were allowed to hold public meetings by way of video and telephone conferencing; and

WHEREAS, COVID-19 vaccines are now relatively easy to obtain; and

WHEREAS, a significant number of citizens of Ovilla and the State of Texas have been vaccinated; and

WHEREAS, the rate of COVID-19 cases, hospitalizations and deaths has dramatically decreased; and

WHEREAS, the City Council of the City of Ovilla finds and determines that it is now in the best interest of the citizens of Ovilla and the administration of city governance to allow attendance of public meetings in person; and

WHEREAS, the City Council further finds and determines that allowing attendance of public meetings by video and telephone conference (Zoom™ meetings) should be continued at least until September of 2021.

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

---

**RESOLUTION NO. R2021-08**



SECTION 1. All meetings of the City of Ovilla that are subject to the Texas Open Meetings Act shall immediately be made available for attendance in person by members of the public.

SECTION 2. All meetings of the City of Ovilla that are subject to the Texas Open Meetings Act shall continue to be made available for attendance by video and telephone conferencing (Zoom™ meetings) until, at least, the month of September 2021 at which time the City Council will consider the continuation or discontinuation of such form of attendance.

SECTION 3. The phrases, clauses, sentences, paragraphs and sections of this Resolution are severable, and if any phrase, clause, sentence, paragraph or section of this Resolution shall be declared to be unconstitutional or invalid by any court of competent jurisdiction, such unconstitutionality or invalidity shall not affect any of the remaining phrases, clauses, sentences, paragraphs and sections of this Resolution.

SECTION 4. This Resolution shall become effective immediately upon its passage and approval.

**RESOLVED, PASSED and APPROVED** this the 14<sup>th</sup> day of June, 2021.

---

Richard Dormier, Mayor

ATTEST:

---

G Miller, City Secretary

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**RESOLUTION NO. R2021-08**

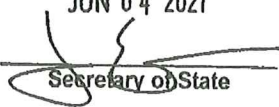


GOVERNOR GREG ABBOTT

June 4, 2021

FILED IN THE OFFICE OF THE  
SECRETARY OF STATE  
2pm O'CLOCK

JUN 04 2021

  
Secretary of State

Mr. Joe Esparza  
Deputy Secretary of State  
State Capitol Room 1E.8  
Austin, Texas 78701

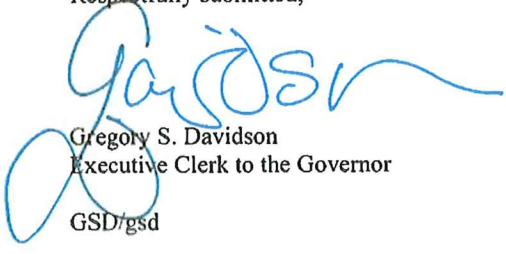
Dear Mr. Deputy Secretary:

Pursuant to his powers as Governor of the State of Texas, Greg Abbott has issued the following:

A proclamation renewing the declaration stating that the novel coronavirus (COVID-19) poses an imminent threat of disaster for all counties in Texas.

The original proclamation is attached to this letter of transmittal.

Respectfully submitted,

  
Gregory S. Davidson  
Executive Clerk to the Governor

GSD/gsd

Attachment

# PROCLAMATION

BY THE

## Governor of the State of Texas

---

TO ALL TO WHOM THESE PRESENTS SHALL COME:

WHEREAS, I, Greg Abbott, Governor of Texas, issued a disaster proclamation on March 13, 2020, certifying under Section 418.014 of the Texas Government Code that the novel coronavirus (COVID-19) poses an imminent threat of disaster for all counties in the State of Texas; and

WHEREAS, in each subsequent month effective through today, I have issued proclamations renewing the disaster declaration for all Texas counties; and

WHEREAS, I have issued executive orders and suspensions of Texas laws in response to COVID-19, aimed at protecting the health and safety of Texans and ensuring an effective response to this disaster; and

WHEREAS, a state of disaster continues to exist in all counties due to COVID-19;

NOW, THEREFORE, in accordance with the authority vested in me by Section 418.014 of the Texas Government Code, I do hereby renew the disaster proclamation for all counties in Texas.

Pursuant to Section 418.017, I authorize the use of all available resources of state government and of political subdivisions that are reasonably necessary to cope with this disaster.

Pursuant to Section 418.016, any regulatory statute prescribing the procedures for conduct of state business or any order or rule of a state agency that would in any way prevent, hinder, or delay necessary action in coping with this disaster shall be suspended upon written approval of the Office of the Governor. However, to the extent that the enforcement of any state statute or administrative rule regarding contracting or procurement would impede any state agency's emergency response that is necessary to cope with this declared disaster, I hereby suspend such statutes and rules for the duration of this declared disaster for that limited purpose.

In accordance with the statutory requirements, copies of this proclamation shall be filed with the applicable authorities.



IN TESTIMONY WHEREOF, I have hereunto signed my name and have officially caused the Seal of State to be affixed at my office in the City of Austin, Texas, this the 4th day of June, 2021.

A handwritten signature in black ink, reading "Greg Abbott", is written over a horizontal line.

GREG ABBOTT  
Governor


FILED IN THE OFFICE OF THE  
SECRETARY OF STATE  
2:01 PM  
O'CLOCK

JUN 04 2021

*Governor Greg Abbott*  
June 4, 2021

*Proclamation*  
Page 2

ATTESTED BY:

  
JOE ESPARZA  
Deputy Secretary of State

FILED IN THE OFFICE OF THE  
SECRETARY OF STATE  
2:44 O'CLOCK  
JUN 04 2021



# Ovilla City Council

## AGENDA ITEM REPORT

### Item 8

Meeting Date: June 14, 2021

Department: Finance

☒ Discussion ☒ Action

Budgeted Expense: ☐ YES ☐ NO ☒ N/A

Submitted By: S. Jungman

Reviewed By: ☒ City Manager

☒ City Secretary

☐ City Attorney

☒ Finance Director

☒ All Directors

#### Attachments:

1. Proposed Calendar

#### Agenda Item / Topic:

**ITEM 8. DISCUSSION/ACTION** – Consideration of and action to approve a proposed Budget Calendar for Fiscal Year 2021-2022 budget preparations.

#### Discussion / Justification:

To assure staff and Council meet target dates in compliance with Truth-N-Taxation law for the creation of the fiscal year budget and the tax rate, staff has prepared a proposed Fiscal Year 2021-2022 Budget Calendar for consideration.

Certified taxable values from Dallas County are expected on July 25, 2021.

Certified taxable values from Ellis County are expected on July 25, 2021.

#### Key Dates:

**Monday, July 19- (Special meeting)** – Budget Workshop #1 with City Council 5:00 p.m. Review General Fund, Capital Improvements, Equipment Purchases, Streets Capital Improvement Plan.

**Wednesday, July 21- (Special Meeting)** - Budget Workshop #2 with City Council 5:00 p.m. Review Water & Sewer Fund, Park Impact Fund, W&S Impact Fund, 4B EDC Fund, MDD, Fire Auxillary, Police Special Fund and Debt Service. Review Water Rates, Review Sewer Rates, Review Health Benefit Rates.

**Monday, August 9- (Regular Meeting)** – Regular Council Meeting at 6:30 p.m. to review preliminary determination of tax rate (Dallas, Ellis) and revisions directed to staff from previous two workshops.

**Tuesday, August 10- (Special Meeting)** – Discuss preliminary tax rate, take record vote and set public hearing.

**Monday, August 16- (Special Meeting)** - Public hearing at 6:00 p.m. on tax rate (and any budget revisions to discuss)

**Monday, August 30- (Special Meeting)** – 2<sup>nd</sup> Public hearing at 6:00 p.m. on tax rate if necessary (and any budget revisions to discuss)

**Monday, September 13- Regular Council Meeting** - Public hearing on budget, adopt budget and adopt tax rate/ratify tax rate.

#### Recommendation / Staff Comments:

Staff recommends approval.

#### Sample Motion(s):

I move to approve the proposed Budget Calendar for Fiscal Year 2021-2022 budget preparations as presented. **OR**, ... with presented revisions as noted.



			<b>City of Ovilla</b>	
			<b>Budget Calendar for FY2022</b>	
<b>Date</b>	<b>Day</b>	<b>Time</b>	<b>Action</b>	<b>Participants</b>
June 14, 2021	Monday	6:30 PM	FY2021-2022 Budget Calendar Presented to Council	Council, CM, Finance, Dept. Heads
June 15 thru June 29, 2021			City Manager conducts budget meetings with Department Heads	CM, Finance, Dept. Heads
July 12, 2021	Monday	6:30 PM	City Council Meeting	Council, CM, Finance, Dept. Heads
July 12, 2021	Monday		Post Notices for Workshop #1 and Workshop #2	City Secretary
July 19, 2021	Monday	5:00 PM	Budget Workshop #1 Review General Fund, W&S	Council, CM, Finance, Dept. Heads
July 21, 2021	Wednesday	5:00 PM	Budget Workshop #2- Joint Meeting with EDC, MDD & Parks Board and to review the remainder of the Funds.	Council, CM, Finance, Dept. Heads
July 21, 2021	Wednesday	5:00 PM	EDC Board Meeting- Review of Proposed Budget	EDC Board, Council CM, Finance, Dept. Heads
July 21, 2021	Wednesday	5:30 PM	MDD Board Meeting-Review of Proposed Budget	MDD Board, Council, CM, Finance, Dept. Heads
July 21, 2021	Wednesday	6:00 PM	Park Board Meeting (if needed)	Park Board, Council, CM, Finance, Dept. Heads
July 22 thru July 30, 2021			Revisions made to proposed budget and prepare preliminary Tax R	CM, Finance
July 25, 2021	Sunday		Chief Appraisers Certify the approved Appraisal roll to all taxing un	Ellis County Appraisal District
August 5, 2021	Thursday		Post Notice of City Council Meeting & MDD Meeting	City Secretary
August 9, 2021	Monday	5:00 PM	MDD Board Meeting-to Approve Proposed Budget	MDD Board, CM, Finance
August 9, 2021	Monday	6:30 PM	Regular City Council Meeting- Discuss Preliminary Tax Rate and take a record Vote on proposed Tax Rate. Schedule a Public Hearing for August 16th	Council, CM, Finance, Dept. Heads
August 9, 2021	Monday		Send Notice of Public Hearing to the newspaper	City Secretary
August 10, 2021	Tuesday		Rate decided at Aug.9 meeting, notify newspaper to publish Effective and Rollback tax Rates	City Secretary
August 10, 2021	Tuesday		Proposed Budget Filed with City Secretary	CM, Finance
August 10, 2021	Tuesday		Deliver Proposed Budget to Council	City Secretary
August 12, 2021	Thursday		Post Notice for Public Hearing #1	City Secretary
August 16, 2021	Monday	5:00 PM	EDC Board Meeting- Approve Proposed Budget	EDC Board, CM, Finance
August 16, 2021	Monday	6:00 PM	Public Hearing on Tax Rate and Proposed Budget	Council, CM, Finance
August 23, 2021	Monday		Send Notice of Public Hearing to the newspaper if needed	City Secretary
August 26, 2021	Thursday		Post Notice for Public Hearing #2 on Tax Rate if needed	City Secretary
August 30, 2021	Monday	5:00 PM	Special Council Meeting to Hold Public Hearing #2 on Budget and Tax Rate if needed.	Council, CM, Finance, Dept. Heads
Sept. 9, 2021	Thursday		Post Notice for City Council Meeting	City Secretary
Sept. 13, 2021	Monday	6:30 PM	City Council Meeting to Adopt Budget, then Adopt 2021 Tax Rate & Ratify Tax Rate	Council, CM, Finance, Dept. Heads
City Council Meetings				
EDC Board Meetings				
MDD Board Meetings				
City Secretary				
Park Board				



# Ovilla City Council

## AGENDA ITEM REPORT

### Item 9

Meeting Date: June 14, 2021

Department: Administration

☒ Discussion ☒ Action

Budgeted Expense: ☐ YES ☐ NO ☒ N/A

Submitted By: Staff

Reviewed By: ☒ City Manager

☒ City Secretary

☒ City Attorney

☒ Finance Director

☒ Other: Staff

#### Attachments:

1. Ordinance No. 2021-12

#### Agenda Item / Topic:

**ITEM 9. DISCUSSION/ACTION** – Consideration of and action on Ordinance No. 2021-12 of the City of Ovilla, Texas, repealing Chapter 1, Article 1.09, Division 4, of the Code of Ordinances of the City of Ovilla, dissolving the Park Board; providing a savings clause; providing a severance clause; providing for immediate effect; and providing for publication.

#### Discussion / Justification:

During the May 10, 2021, Regular Council meeting there was brief discussion regarding the consideration to dissolve the Park Board Advisory Committee. It has been difficult to keep active and participating members. This year during Covid-19, has proved even more difficult. At current, there are not enough members for a quorum due to the resignations of three members.

The two members on this board have expressed acceptance to serve on other boards if the Park Board is dissolved.

#### Recommendation / Staff Comments:

Staff recommends approval

#### Sample Motion(s):

I move to approve/deny Ordinance No. 2021-12 of the City of Ovilla, Texas, repealing Chapter 1, Article 1.09, Division 4, of the Code of Ordinances of the City of Ovilla, dissolving the Park Board as presented.

## ORDINANCE NO. 2021-12

### **AN ORDINANCE OF THE CITY OF OVILLA, TEXAS, REPEALING CHAPTER 1, ARTICLE 1.09, DIVISION 4, OF THE CODE OF ORDINANCES OF THE CITY OF OVILLA, DISSOLVING THE PARK BOARD; PROVIDING A SAVINGS CLAUSE; PROVIDING A SEVERANCE CLAUSE; PROVIDING FOR IMMEDIATE EFFECT; AND PROVIDING FOR PUBLICATION.**

WHEREAS, the City's staff periodically reviews the City's ordinances and recommends revisions thereto based on current needs, outdated provisions, changes in the law, advances in technology, changes in costs and necessary fees, administrative needs, and for the protection of citizens of the City; and

WHEREAS, City staff has recommended dissolution of the City's Park Board; and

WHEREAS, the City Council finds and determines that it is in the best interest of the citizens of the City of Ovilla and the efficient administration of the City's local governance to dissolve the Park Board.

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

#### **SECTION 1. REPEAL OF CHAPTER 1, ARTICLE 1.09, DIVISION 4, OF THE CODE OF ORDINANCES OF THE CITY OF OVILLA**

Chapter 1, Article 1.09, Division 4, of the Code of Ordinances of the City of Ovilla is hereby repealed in its entirety and the City's Park Board is hereby dissolved.

#### **SECTION 2. SAVINGS CLAUSE**

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

#### **SECTION 3. SEVERANCE CLAUSE**

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

#### **SECTION 4. EFFECTIVE DATE**

## ORDINANCE NO. 2021-12

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

### SECTION 5. PUBLICATION

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

**PASSED, APPROVED and ADOPTED** by the City Council of Ovilla, Texas on this the 14th day of June, 2021

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Richard Dormier, Mayor

ATTEST:

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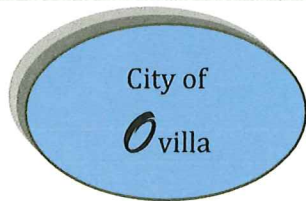
G Miller, City Secretary

APPROVED AS TO FORM:

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Ron G. MacFarlane, Jr., City Attorney





# Ovilla City Council

## AGENDA ITEM REPORT

### Item 10

Meeting Date: June 14, 2021

Department: Administration

☒ Discussion ☒ Action

Budgeted Expense: ☐ YES ☐ NO ☒ N/A

Submitted By: Staff

Amount: N/A

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

☒ Finance Director ☐ Other

#### Attachments:

1. N/A

#### Agenda Item / Topic:

ITEM 10. DISCUSSION/ACTION –Receive staff and recommendation from the Board Review Committee to consider and act on a volunteer board appointment to fill a vacancy to serve an open term on the Municipal Development District (MDD) Board of Directors.

#### Discussion / Justification:

This item is only applicable if Council dissolved the Park Board Advisory Committee as listed in Item 9.

Matthew Edwards, an active and supportive Park Board Advisory Committee member is willing and ready to serve on the Municipal Development District Board. Place 5 is an open position that terms in November 2021.

There are no applications pending.

#### Recommendation / Staff Comments:

The Boards and Commission Appointment Review Committee recommends appointment.

#### Sample Motion(s):

I move that Council appoints the following to serve as Place 5 on the MDD:

PL5 Matthew Edwards





# Ovilla City Council

## AGENDA ITEM REPORT

### Item 11

Meeting Date: June 14, 2021

Department: Administration

☒ Discussion ☒ Action

Budgeted Expense: ☐ YES ☐ NO ☒ N/A

Submitted By: Staff

Reviewed By: ☒ City Manager

☒ City Secretary

☐ City Attorney

☐ Accountant

☐ Other: Staff

#### Attachments:

1. N/A

#### Agenda Item / Topic:

**ITEM 11. DISCUSSION/ACTION** – Receive recommendation from the Board Review Committee to consider and act on a volunteer board appointment to fill a vacancy to serve an open term on the Planning and Zoning Commission.

#### Discussion / Justification:

This item is only applicable if Council dissolved the Park Board Advisory Committee as listed in Item 9.

Josh Lewis, an active and supportive Park Board Advisory Committee member is willing and ready to serve on the Planning and Zoning Commission. PL2 is an open position that terms in 2022.

There are no applications pending.

#### Recommendation / Staff Comments:

The Boards and Commission Appointment Review Committee recommends appointment.

#### Sample Motion(s):

I move that City Council appoints the following to serve as Place 2 on the P&Z:  
PL2 Josh Lewis



# Ovilla City Council

## AGENDA ITEM REPORT Item 12

Meeting Date: June 14, 2021

Department: Administration

☒ Discussion ☒ Action

Budgeted Expense: ☐ YES ☐ NO ☒ N/A

Submitted By: Staff

Reviewed By: ☒ City Manager

☒ City Secretary

☒ City Attorney

☒ Finance Director

☒ Other: Staff

### Attachments:

1. Plat

### Agenda Item / Topic:

**ITEM 12. DISCUSSION/ACTION** – Consideration of and action to determine if Council is interested in the sale of and with any restrictions of .504-acre, Block 4, Lot 8, Brookwood Addition 2, "Water-Well lot", directing staff to work with legal counsel.

### Discussion / Justification:

Staff has received communication from a possible interested party on the purchase of the vacant lot owned by Ovilla City in the Brookwood Estates Addition.

Information to consider:

1. Restriction to plat into an adjacent lot.
2. Confirm the water-well is closed.

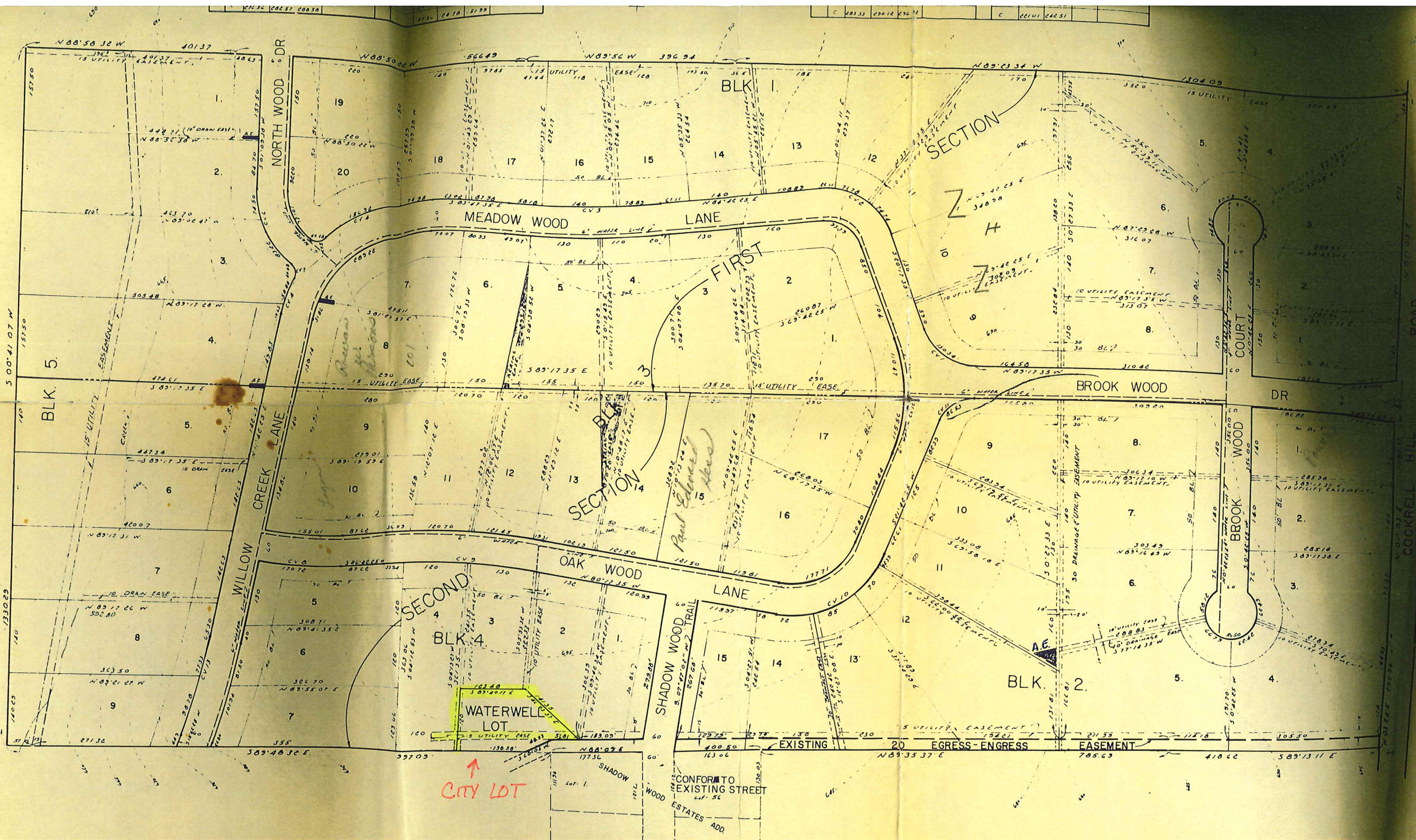
### Recommendation / Staff Comments:

Staff recommends approval.

### Sample Motion(s):

I move to approve/deny the sale of .504-acre, Block 4, Lot 8, Brookwood Addition 2, "Water-Well lot", with the noted restriction(s), directing staff to work with legal counsel.





↑  
CITY LOT

BROOKWOOD ADDITION  
FIRST & SECOND SECTIONS  
CITY OF ELLIS TO OF OVILLA, TEXAS COUNTY  
G H CONTRACTORS, INC. OWNER  
PARKS RAGLAND SURVEYOR

STATE OF TEXAS  
COUNTY OF DALLAS  
BEFORE ME, the undersigned authority, on this 19th day of November, 1999, personally appeared \_\_\_\_\_, known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that he executed the same for the purposes and consideration therein expressed.

GIVEN UNDER MY HAND AND SEAL OF OFFICE this 19th day of November, 1999.

NOTARY PUBLIC  
STATE OF TEXAS

STATE OF TEXAS  
COUNTY OF DALLAS  
BEFORE ME, the undersigned authority, on this 19th day of November, 1999, personally appeared \_\_\_\_\_, known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that he executed the same for the purposes and consideration therein expressed.

GIVEN UNDER MY HAND AND SEAL OF OFFICE this 19th day of November, 1999.

NOTARY PUBLIC  
STATE OF TEXAS





# Ovilla City Council

## AGENDA ITEM REPORT Item 13

Meeting Date: June 14, 2021

Department: Administration

☒ Discussion ☒ Action

Budgeted Expense: ☐ YES ☒ NO ☐ N/A

Submitted By: Staff

Reviewed By: ☒ City Manager

☒ City Secretary

☒ City Attorney

☒ Finance Director

☒ Other: Staff

### Attachments:

1. ECAD property view

### Agenda Item / Topic:

ITEM 13. **DISCUSSION/ACTION** – Consideration of and action to authorize the city manager to approve a contract with a licensed real estate appraiser to obtain a formal fair market value on the City property of .504-acre, Block 4, Lot 8, Brookwood Addition 2, "Water-Well lot", Ovilla, Ellis County, Texas 75154.

### Discussion / Justification:

If Council approved Item 12, directing staff to move forward with the process of the sale of the lot in Brookwood Addition 2, an appraisal for a formal fair market value would need to be accomplished, per the city attorney.

### Recommendation / Staff Comments:

Staff recommends approval.

### Sample Motion(s):

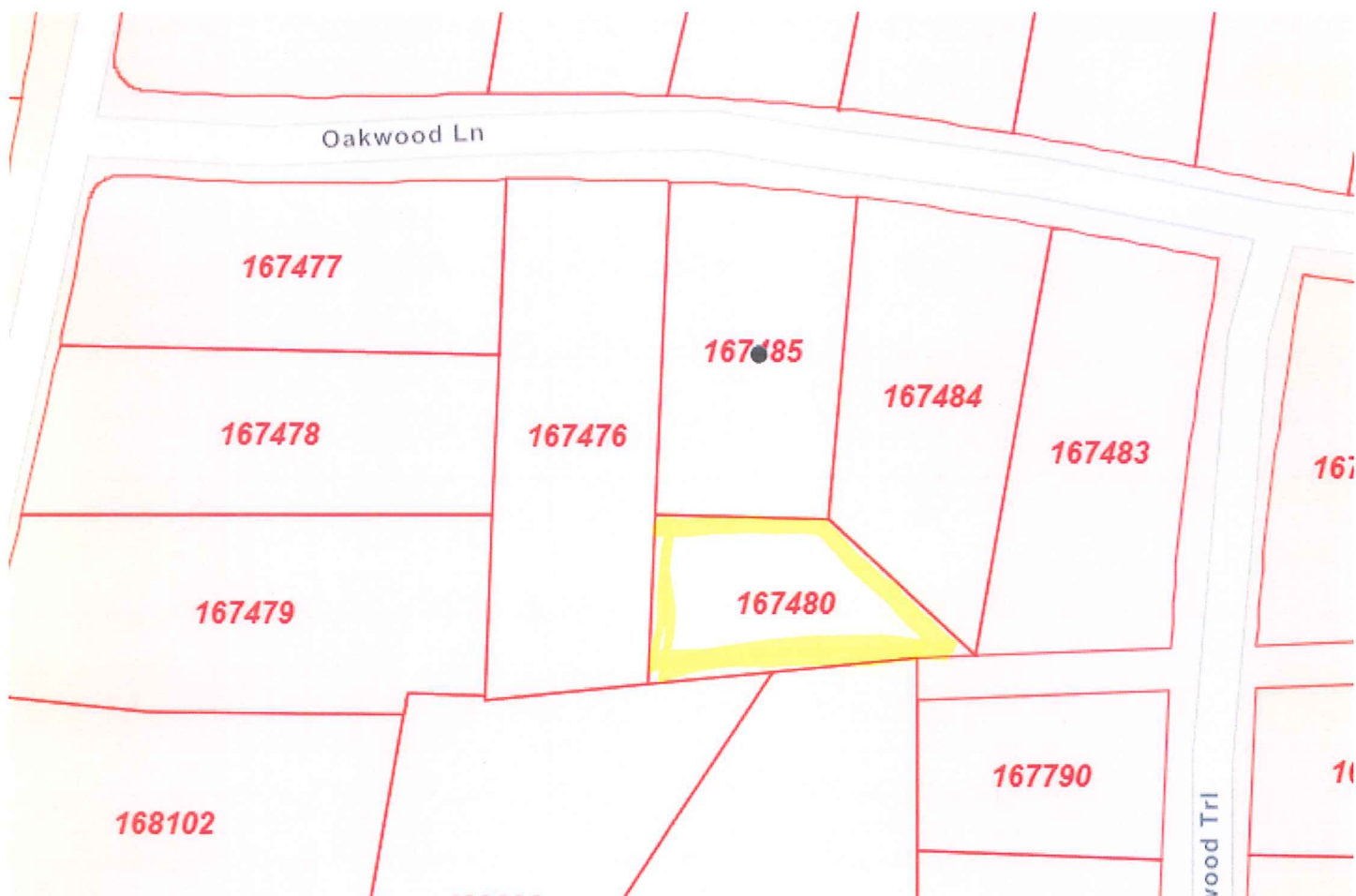
I move to approve/deny the authorization of the city manager to approve a contract with a licensed real estate appraiser, not to exceed \_\_\_\_\_ to obtain a formal fair market value on the City property of .504-acre, Block 4, Lot 8, Brookwood Addition 2, "Water-Well lot", Ovilla, Ellis County, Texas 75154.

## Pam Woodall

---

**From:** Cathy Gaeta  
**Sent:** Monday, May 24, 2021 10:29 AM  
**To:** Pam Woodall  
**Subject:** Property Info - Oakwood Ln/Property ID 167480

<https://esearch.elliscad.com/Property/View/167480>







# Ovilla City Council

## AGENDA ITEM REPORT

### Item 14

Meeting Date: June 14, 2021

Department: Administration

☒ Discussion ☒ Action

Budgeted Expense: ☐ YES ☒ NO ☐ N/A

Submitted By: Staff

Reviewed By: ☒ City Manager

☒ City Secretary

☒ City Attorney

☒ Finance Director

☒ Other: Staff

#### Attachments:

1. Plat
2. Asbestos abatement

#### Agenda Item / Topic:

ITEM 14. DISCUSSION/ACTION – Consideration of and action to determine the use restrictions of 708 W. Main Street, directing staff to work with legal counsel for the preparation of sale.

#### Discussion / Justification:

During the May 10, 2021 Council meeting, the consensus of the Council was to move forward with the preparations for the possible sale of 708 W. Main Street.

Does Council wish to sell as is or does Council want staff to complete the asbestos abatement first?

Restrictions that need to be determined:

1. Asbestos disclosure
2. Commercial use only for this property
3. Preferred restaurant use

#### Recommendation / Staff Comments:

Staff recommends approval.

#### Sample Motion(s):

I move to approve/deny noted restrictions for the sale of 708 W. Main Street, directing staff to work with legal counsel for the preparation of sale.

# SURVEY PLAT

COPYRIGHT DATE 10-22-2018

BEING ALL THAT CERTAIN LOT, TRACT OR PARCEL OF LAND BEING 1.92 ACRES IN THE JAMES MCNAMARA SURVEY, ABSTRACT NO. 693, ELLIS COUNTY, TEXAS, AS DESCRIBED IN DEED EXECUTED BY ASTER E. MCLEMORE TO JOHN ALTON WHITE AND ANITA WHITE RECORDED IN VOLUME 779 PAGE 259, DEED RECORDS OF ELLIS COUNTY, TEXAS, AND AS DESCRIBED IN DEED EXECUTED BY DAVID E. WHITE AND WIFE, RESSIE WHITE TO JOHN A. WHITE AND WIFE, ANITA J. WHITE RECORDED IN VOLUME 965 PAGE 793, OFFICIAL PUBLIC RECORDS OF ELLIS COUNTY, TEXAS AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:  
BEGINNING AT A 3/8" IRON PIPE FOUND IN THE NORTH LINE OF COCKRELL HILL ROAD AND BEING THE SW CORNER OF SAID WHITE TRACT AS DESCRIBED IN VOLUME 779 PAGE 259 DIRECT;  
THENCE N02°57'16"W ALONG THE WEST LINE OF SAID WHITE TRACT AND THE EAST LINE OF A TRACT TO THE SHILOH CUMBERLAND PRESBYTERIAN CHURCH AS RECORDED IN VOLUME 585 PAGE 535 OF THE DEED RECORDS OF ELLIS COUNTY, TEXAS, A DISTANCE OF 225.42 FEET TO A 3/8" IRON PIPE FOUND FOR CORNER AND BEING THE NE CORNER OF SAID CHURCH TRACT; (DEED NORTH 228.5)  
THENCE N85°32'42"E WITH THE NORTH LINE OF SAID WHITE TRACTS A DISTANCE OF 333.06 FEET TO A POINT IN THE APPROXIMATE CENTERLINE OF A BRANCH; (DEED EAST)  
THENCE WITH THE APPROXIMATE CENTERLINE OF SAID CREEK BRANCH THE FOLLOWING COURSE AND DISTANCE: S01°56'37"E, 104.85 FEET, S47°00'00"E, 86.0 FEET, AND S07°45'00"W, 89.70 FEET TO A POINT FOR CORNER;  
THENCE N89°46'31"W WITH THE SOUTH LINE OF SAID WHITE TRACT A DISTANCE OF 269.03 FEET TO A 5/8" IRON PIPE FOUND FOR THE SEC OF SAID WHITE TRACT DESCRIBED IN VOLUME 779 PAGE 259 DIRECT AND BEING IN THE NORTH LINE OF COCKRELL HILL ROAD; (DEED N84°45'55"W A DISTANCE OF 105.32 FEET TO THE POINT OF BEGINNING AND CONTAINING 1.97 ACRES OF LAND, MORE OR LESS.

TRACT 1  
VOL. 2703 PG. 1633

SWITZER 0.46 AC TRACT  
VOL. 917 PG. 212

N85°52'42"E  
333.06'

S 85°16'03" W  
204.28'

VOL. 513 PG. 300

VOL. 685 PG. 535

85623.3 Sq. Feet  
1.97 Acres

BASIS OF BEARING  
1. BEARINGS SHOWN HEREON ARE REFERENCED TO TEXAS COORDINATE SYSTEM OF 1983, NORTH CENTRAL ZONE, AND ARE BASED ON THE NORTH AMERICAN DATUM OF 1983. (2011 ADJUSTMENTS)  
2. ALL AREAS SHOWN HEREON ARE CALCULATED BASED ON SURFACE MEASUREMENTS  
3. ALL DISTANCES ARE MEASURED IN US SURVEY FEET.

LEGEND	
	POWER POLE
	WOOD DECK
	CONCRETE
	GRAVEL
	BRICK
	ASPHALT
	ROCK
	PROPERTY LINE
	FENCE
	BUILDING LINE
	EASEMENT LINE
	IRON ROD FOUND
	IRON ROD SET
	POWER LINE
	POWER BOX
	IMPROVEMENTS



**JIMMY W. POGUE, INC.**  
"Registered Professional Land Surveyors"  
FIRM NO. 101219-00  
2106 N. Highway 87 (214) 371-0856 Voice  
Midlothian Texas 76065 (214) 371-8900 Fax  
Jimmilyn D. Woodard R.P.L.S. No. 5398

G.F. Number: 1810007 Title Company: ELLIS COUNTY ABST.  
Certified to: CITY OF OVILLA  
Job Number: 126053 Date: 10-22-2018

"A professional company operating in your best interest"

N88°46'55"W  
105.32'

MAIN STREET  
(COCKRELL HILL ROAD)

N89°46'31"W  
269.03'

CLERK'S FILE NO.  
2018-1823122

ACCEPTED BY:

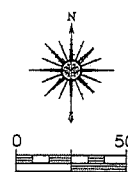
ALLISON & RICH GRENBORG  
VOLUME 2113 PAGE 719  
ALLISON & RICH GRENBORG  
VOLUME 2113 PAGE 719

OVILLA AUTOMOTIVE  
VOL. 2020 PG. 415

NOTE: APPROXIMATE LOCATION OF 15" UTILITY ESMT. TO CITY OF OVILLA VOLUME 1119 PAGE 609 D.R.E.C.T. 30' TEMP. CONST. ESMT. ACTUAL ESMT. CENTERLINE OF WASTEWATER COLLECTION LINE

I, Jimmilyn D. Woodard, Registered Professional Land Surveyor of the State of Texas, do hereby certify that this Survey Plat is a representation of the property shown herein as determined by a survey on the ground. The date and dimensions of said property being as indicated by the plat. The area, location and type of shown ground improvements are as shown. CONSENT MEASUREMENTS ARE AS SHOWN ON SURVEY. EXCEPT AS SHOWN ON SURVEY, THERE ARE NO ABOVE GROUND ENCROACHMENTS OR ABOVE GROUND PROJECTIONS. This survey makes no judgment as to the ownership of the property, only that the property exists on the ground as shown and surveyed there is description provided in this survey. This Survey was performed exclusively for the parties shown herein and is intended for a single use. This Survey remains the property of the Jimmy W. Pogue, Inc. Unauthorized reuse is not permitted without the expressed written permission of the President of company. This survey is an original work protected by United States Copyright Law and International Treaties. All rights reserved. Do not make legal copies.

Jimmilyn D. Woodard RPLS #5398  
THIS SURVEY VALID WITH EMBOSSED SEAL AND ORIGINAL SIGNATURE IN BLUE INK





**Resource Environmental Consulting, Inc.**

9330 LBJ Freeway, Suite 900

Dallas, Texas 75243

Office: (972) 385-4535

email: dlee@recenviro.com

---

May 16, 2021

Mr. Dean Oberg  
City of Ovilla  
105 S. Cockrell Hill Road  
Ovilla, Texas 75154

RE: **Proposal for Services - Asbestos Abatement & Monitoring**  
Former Residence  
708 W. Main Street  
Ovilla, Texas 75154  
REC Proposal No.: 21244

Mr. Oberg:

Resource Environmental Consulting, Inc. (REC) is pleased to present this proposal to provide Asbestos Abatement Services to the City of Ovilla. The scope of work and cost estimates to complete the project are presented below.

**SCOPE OF WORK**

This proposal includes turn key services to remove the asbestos-containing materials identified in REC's Asbestos Survey Report, dated November 11, 2018. The proposed scope of work has been separated into the following four tasks:

- Task I** REC will subcontract asbestos abatement to be conducted in accordance to the Texas Asbestos Health Protection Rules and is inclusive of all labor, materials, disposal, and mobilization fees necessary to complete the project in accordance to applicable regulations.
- Task II** REC will prepare and file the mandatory state notification. As required by state regulations, the notification must be filed a minimum of ten (10) business days prior to abatement activities. REC will prepare asbestos abatement specifications that will detail all abatement activities required of the contractor. The state required specifications will be written to ensure strict compliance with Texas Asbestos Health Protection Rules.
- Task III** REC will subcontract daily air monitoring during all abatement activities throughout the duration of the project. Air monitoring will include baseline, ambient and final clearance sampling in accordance to Texas Asbestos Health Protection Rules. Air analysis will be conducted by using the Phase Contrast Microscopy (PCM) in accordance to the National Institute for Occupational Safety and Health (NIOSH) Method 7400A.
- Task IV** REC will prepare a final report documenting all abatement activities and procedures, and air sampling data. The final report will be issued to the City of Ovilla within five (5) business days after completion of the project.

**ESTIMATED COST**

The estimated work tasks presented herein are to be performed on a lump sum basis in accordance to the following schedule of fees.

TASK NO.	DESCRIPTION	COST
Task I	<u>Asbestos Abatement Services</u> Asbestos Abatement	\$13,970.00
Task II	<u>State Notifications &amp; Project Specifications</u> Prepare State Notification Prepare Abatement Specifications	No Charge \$300.00
Task III	<u>Air Monitoring</u> Conduct Air Monitoring (4 shifts x \$600/shift)	\$2,400.00
Task IV	<u>Final Report</u> Prepare Final Report	\$300.00
	<b>Project Total:</b>	<b>\$16,970.00</b>

**ASSUMPTIONS**

The following assumptions are made for the project:

- Electricity and water will be provided to REC by the City of Ovilla during the project.
- The City of Ovilla will receive an invoice for \$985 from the Texas Department of State Health Services to be paid by the City.

**PROJECT SCHEDULE**

It is estimated that no more than four (4) work shifts will be necessary to complete the project.

REC appreciates the opportunity to be of service to the City of Ovilla and is looking forward to working with you on this project. If you have any questions, or require additional information, please do not hesitate to contact me at (972) 385-4535.

Sincerely,

**RESOURCE ENVIRONMENTAL CONSULTING, INC.**



Dyana M. Lee

President

TDSHS Licensed Asbestos Consultant #10-5341



# Ovilla City Council

## AGENDA ITEM REPORT Item 15

Meeting Date: June 14, 2021

Department: Administration

☒ Discussion ☒ Action

Budgeted Expense: ☐ YES ☒ NO ☐ N/A

Submitted By: Staff

Reviewed By: ☒ City Manager

☒ City Secretary

☒ City Attorney

☒ Finance Director

☒ Other: Staff

### Attachments:

1. N/A

### Agenda Item / Topic:

**ITEM 15. DISCUSSION/ACTION** – Consideration of and action to authorize the city manager to approve a contract with a licensed real estate appraiser to obtain a formal fair market value on the City property of 708 W. Main Street, Ovilla, Ellis County, Texas 75154.

### Discussion / Justification:

If Council approved Item 14, directing staff to move forward with the process of the sale of 708 W. Main Street, an appraisal for a formal fair market value would need to be accomplished, per the city attorney.

### Recommendation / Staff Comments:

Staff recommends approval.

### Sample Motion(s):

I move to approve/deny the authorization of the city manager to approve a contract with a licensed real estate appraiser, not to exceed \$\_\_\_\_\_, to obtain a formal fair market value on the City property of 708 W. Main Street, Ovilla, Ellis County, Texas 75154.





# Ovilla City Council

## AGENDA ITEM REPORT

### Item 16

Meeting Date: May 10, 2021

Department: Administration

☒ Discussion ☒ Action

Budgeted Expense: ☒ YES ☐ NO ☒ N/A

Submitted By: P. Woodall

Amount: N/A

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

☒ Finance Director

☒ Other: Staff

#### Attachments:

#### Agenda Item / Topic:

ITEM 16. DISCUSSION/ACTION – Consideration of and action on 2021 Heritage Day Committee appointments to facilitate plans of the 2021 Heritage Day Celebration and festivities.

#### Discussion / Justification:

#### Recommendation / Staff Comments:

N/A

#### Sample Motion(s):

*I move to approve the cancelation of Heritage Day 2021 as discussed due to the COVID-19 pandemic.*

*I move to set the official date for Heritage Day 2021 as \_\_\_\_\_ and appoint the various assignments to facilitate the festivities:*

- 1. Coordinator*
- 2. Managing secretarial assistant*
- 3. Managing grounds and outside preparations*
- 4. Financials*



# Ovilla City Council

## AGENDA ITEM REPORT Item 17

Meeting Date: June 14, 2021

Department: Administration

☒ Discussion ☒ Action

Budgeted Expense: ☐ YES ☐ NO ☒ N/A

Submitted By: Staff

Reviewed By: ☒ City Manager

☒ City Secretary

☐ City Attorney

☒ Accountant

☒ Other

### Attachments:

### Agenda Item / Topic:

ITEM 17. DISCUSSION/ACTION – Consideration of any item(s) pulled from the Consent Agenda for individual consideration and action.

### Discussion / Justification:

### Recommendation / Staff Comments:

Staff recommends approval.

### Sample Motion(s):

I move to approve/deny

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

To: Mayor Richard Dormier  
Ovilla City Council  
Pam Woodall, City Manager

Subject: Police Department Monthly Activity Report

Calls For Service	May 2021	May 2021 YTD	May 2020	May 2020 YTD
Accident	4	27	1	20
Alarms	23	90	13	70
Arrest	2	13	1	18
Assault/Assault FV	0	3	0	3
Assists	123	364	79	340
Building / House Security Check	390	2277	493	3384
Burglary	0	0	0	2
Burglary of Motor Vehicle	0	0	0	1
Criminal Mischief	0	0	2	2
Disturbance	10	56	21	60
Neighborhood Check	832	4773	820	5232
Other Calls for Service	77	467	48	399
Suspicious Person	8	26	7	21
Suspicious Vehicle	26	94	19	98
Theft	0	1	0	4
Traffic Assignment/School Enforcement	45	309	14	98
<b>TOTAL CALLS FOR SERVICE</b>	<b>1540</b>	<b>8500</b>	<b>1518</b>	<b>9752</b>

Volunteer and Reserve Officer Hours	4	143	0	32
Average Response Time (Minutes)	4.23	3.928	4.05	4.388

STAFFING	
Full Time Sworn	10
Full Time Civillian	1
Part Time Sworn	2
Reserve Officer	2
Total Staffing	<u>15</u>



In an effort to minimize confusion over traffic citation/warning data, we are providing a different format for some numbers for council. What we have done is ask the officers to:

- For serious moving violations where a citation is not issued, please issue a written warning.
- For non-serious/equipment/regulatory violations, where a citation is not issued, a verbal warning will suffice.

Citations=85

- Moving/Serious=61
- Non-serious/Equipment/Regulatory=17
- Criminal=7

Written warnings=25

- Moving/Serious=15
- Equipment/Regulatory=10

Verbal warnings=129

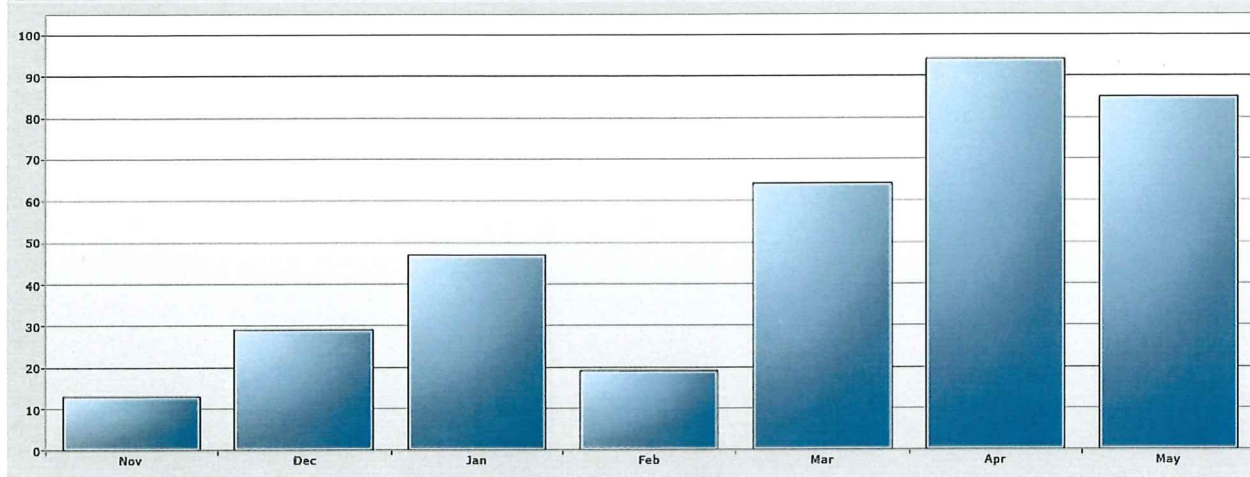
Total stops=239

Percent of serious violations receiving citations vs written warnings,  $61/76$  ( $76=61+15$ )=**80%**

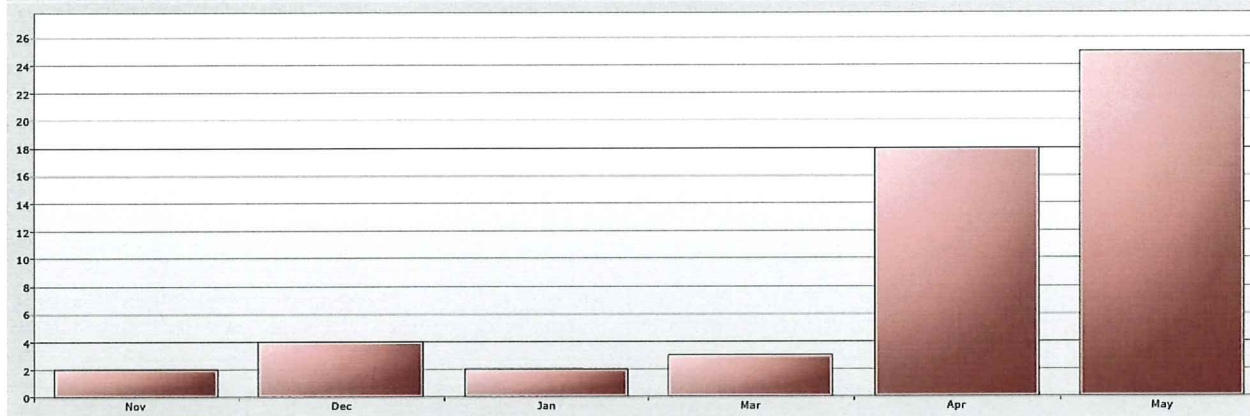
Percent of violations receiving citation vs written warnings,  $85/110$  ( $110=85+25$ )=**77%**

Percent of all stops receiving citations vs warning,  $85/239$ =**36%**

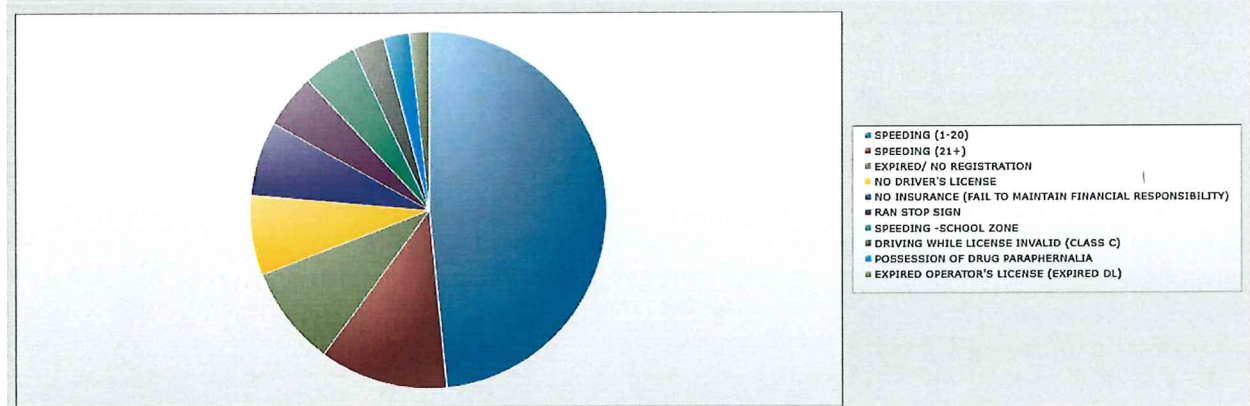
Monthly Ticket Activity



Monthly Warning Activity



Most Common Violations



Brian Windham  
Chief of Police



May 1	TO	May 31, 2021	MILEAGE	MAINTENANCE PERFORMED
Police Unit #	Begin	End	Accrued	
116	108,623	109,102	479	
117	106,210	107,100	890	
216	34,060	34,581	521	
119	46,596	48,033	1,437	
120	33,045	35,343	2,298	Oil Change, Flat Tire Repair
220	34,448	35,986	1,538	Flat Tire Repair, New Battery



*Date:*

*Name*

*Address*

Dear Mr./Ms.

The Ovilla Police Department is continuously working toward the betterment of our department and community. We are concerned with the quality of service and the safety of our community. In order to better serve you, we have developed a short two-minute online survey to help us better understand how we are doing in the community. Please use the information below and log into the website provided and complete the survey. The information you provide is anonymous. Please complete only one survey per correspondence.

If you have any concerns or questions, please feel free to contact us at 972-617-7262

Website: <https://www.surveymonkey.com> [REDACTED]

Password [REDACTED]

Sincerely,

Brian Windham  
Chief of Police, City of Ovilla

# Ovilla Fire Department May Monthly Report



**Fire Chief Brandon Kennedy**

105 S. Cockrell Hill Road  
Ovilla Texas, 75154  
[cityofovilla.org](http://cityofovilla.org)

## **Mission Statement**

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

## **Summary of Staffing for the Department**

- Currently the Department has 0 Firefighter Paramedic position open.
- Currently the Department has 2 Firefighter Basic position open.
- Currently the Department has 5 Volunteer Firefighter position open.
  
- Current Staffing
  - 2 Chiefs
  - 5 Captains
  - 23 Firefighter Paramedics
  - 6 Firefighter EMT-Basics
  - 7 Volunteer Firefighters
  - Total Staffing of 43 out of 50 positions
  
- Of the Volunteers on staff,
  - 4 of them are Dual Certified, meaning they have their Fire Certs and EMT Basic and or Paramedic
  - 1 have just their Fire Certs
  - 1 have just their EMT Basic or Paramedic
  - 1 Volunteer does not have any Certification currently.

## **Grants Report**

- Have turned in four Texas Forestry Service Grants, waiting for notification of award and they will remain active until they are awarded without reapplying for them.
  - 01/23/2018 applied for a bunker gear grant that we are still waiting to hear if awarded
  - 01/23/2018 applied for a Brush Truck Chassis grant that we are still waiting to hear if awarded
  - 08/29/2019 applied for a Skid Unit to be placed onto Brush Truck Chassis if awarded
  - 01/23/2018 applied for a Brush Truck grant that we are still waiting to hear if awarded
  - 12/30/2020 submitted all paperwork for the Coronavirus Relief Fund (CRF),
    - Allotted – \$207,515.00
    - Have Received – \$207,515.00



### Summary of Events for the Department

- For the month of May we had a 15% increase in call volume compared to May of 2020. We made a total of 81 calls (May 2020 we ran 70) through dispatch, and several public service calls that were not dispatched. These come from a resident calling the station phone and needing assistance with smoke detector batteries. We are trying to reach out to the residents to let them know we can assist them with smoke detector batteries and installation. We will not purchase them but if they purchase the detector and or batteries, we will be happy to assist them.
- Siren Testing complete, and all are working properly.
- COVID-19 Monitoring
- FD ran a total of 1 possible COVID-19 calls this month, with 0 of these being in the City Limits. They are "possible" due to a positive screening result through our dispatch questionnaire process.

*This does not mean that they have or will test positive at the emergency room.*

### Summary of Staffing for the Month

- 7 days a week we have 3 - 24-hour part time positions (0800 – 0800)
- These positions were **100%** filled this month.
- 7 Days a week we have 2 – 12-hour shifts that are covered by volunteers (0800 – 2000) and (2000 – 0800)
- **53 / 62** Volunteer shifts were covered, and these 53 shifts we had 4 personnel on the Engine.

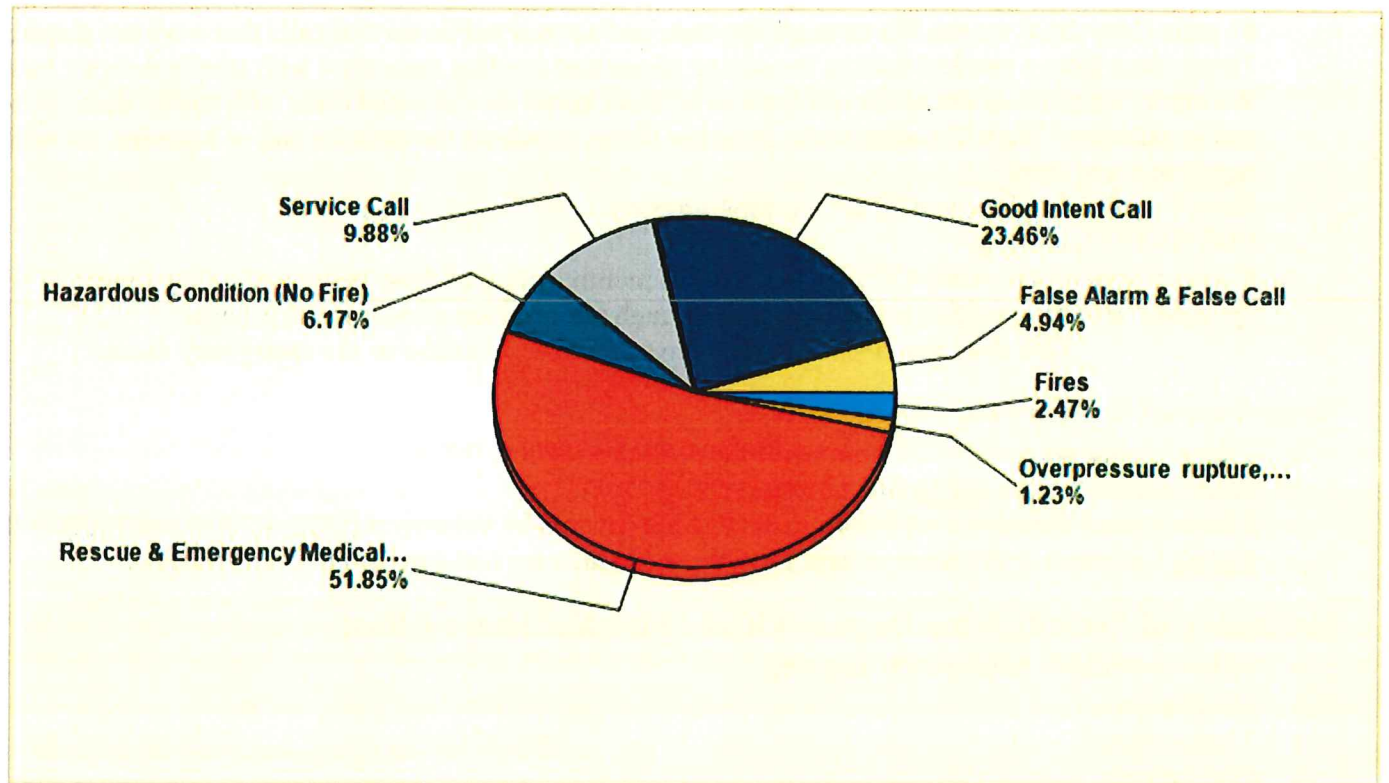
### Summary of Activity from Deputy Chief / Fire Marshal's Office

- 40 hours of Crisis Intervention Training
- 16 consults
- 3 Inspections
- CQI Reports
- 3 meetings
- Assist PD as needed
- Budget planning for 21-22

### Monthly Call Summary

INCIDENT COUNT		
INCIDENT TYPE	# INCIDENTS	
EMS	42	
FIRE	39	
TOTAL	81	
MUTUAL AID		
Aid Type	Total	
Aid Given	12	
Aid Received	1	
OVERLAPPING CALLS		
# OVERLAPPING	% OVERLAPPING	
15	18.52	
LIGHTS AND SIREN - AVERAGE RESPONSE TIME (Dispatch to Arrival)		
Station	EMS	FIRE
Station 701	0:06:55	0:06:56
AVERAGE FOR ALL CALLS		0:06:54
LIGHTS AND SIREN - AVERAGE TURNOUT TIME (Dispatch to Enroute)		
Station	EMS	FIRE
Station 701	0:01:14	0:01:06
AVERAGE FOR ALL CALLS		0:01:14
AGENCY	AVERAGE TIME ON SCENE (MM:SS)	
Ovilla Fire Department	35:32	



**Breakdown by Major Incident Type**

MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	2	2.47%
Overpressure rupture, explosion, overheating - no fire	1	1.23%
Rescue & Emergency Medical Service	42	51.85%
Hazardous Condition (No Fire)	5	6.17%
Service Call	8	9.88%
Good Intent Call	19	23.46%
False Alarm & False Call	4	4.94%
<b>TOTAL</b>	<b>81</b>	<b>100%</b>

Average 0.25 fire per week

Average 2.62 calls per day

Average 20.25 calls per week

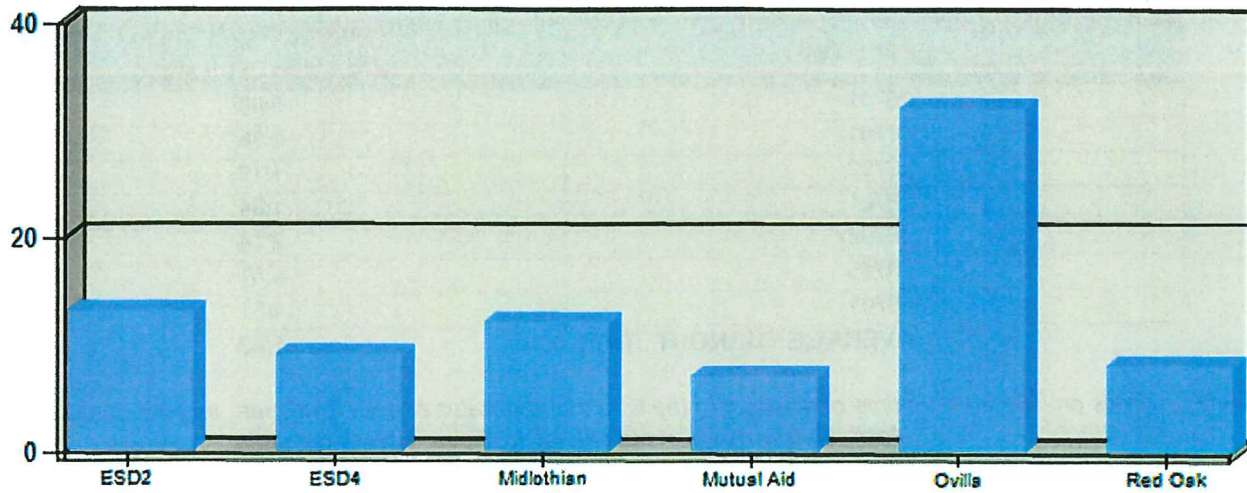
C701 Responses | 13

C702 Responses | 10

Number of Overlapping Calls | **15**

**Total Ovilla Fire Department Runs | 81**

## Breakdown by Districts



ZONE	# INCIDENTS
ESD2 - ESD #2	13
ESD4 - ESD #4	9
Midlothian - Midlothian City Limits	12
Mutual Aid - Mutual Aid	7
Ovilla - City Limits	32
Red Oak - Red Oak City Limits	8

**TOTAL: 81**

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

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

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

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

ZONE TITLE	AVERAGE RESPONSE TIME IN MINUTES (DISPATCH TO ARRIVED)
Mutual Aid - Mutual Aid	26.27
Midlothian - Midlothian City Limits	20.85
Red Oak - Red Oak City Limits	10.2
ESD4 - ESD #4	8.18
ESD2 - ESD #2	7.7
Ovilla - City Limits	5.34
Average Response Time	7.07

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



**Average Turn Out Time Dispatch to En-Route by Apparatus**

APPARATUS	TURNOUT TIME (min) (Dispatch to Enroute)
B701	0:00
C701	0:36
C702	1:19
E701	1:34
E702	2:14
R755	4:51
S701	1:31
<b>AVERAGE TURNOUT TIME:</b>	<b>1:43</b>

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

**Incident Count Per Apparatus**

APPARATUS	# of INCIDENTS
B701	1
C701	13
C702	10
E701	53
E702	2
R755	5
S701	1

This is showing how many runs were made by apparatus. AIDAU is number of runs made by an Automatic Aid Unit due to our unit being on another call.

**Fleet Report**

Ovilla Fire Department Mileage, Fuel and Maintenance Report for May					
Apparatus	Beginning Mileage	Ending Mileage	Mileage for the Month	Fuel Expenses	Maintenance Expenditures
B701	59,953	59,978	25	\$ -	\$ 102.02
B702	4,227	4,240	13	\$ -	\$ -
C701	35,707	35,906	199	\$ 96.03	\$ -
C702	6,241	6,828	587	\$ 51.79	\$ -
S701	109,635	109,836	201	\$ 15.44	\$ -
E701	26,541	26,604	63	\$ -	\$ 3,865.00
E702	31,082	31,556	474	\$ 121.56	\$ 190.00
E703	-		0	\$ -	\$ -
R755	21,391	21,542	151	\$ 46.13	\$ -
Station Supplies (Small Equipment Fuel, Propane, Other)				\$ -	\$ -
Totals for the Month			1,713	\$ 330.95	\$ 4,157.02

## COVID-19 Update as of June 2nd, 2021

### DSHS Dashboard: Ellis County

- Confirmed Cases: 19,071
  - Probable: 3,996
- Active (estimated): 55
- Deaths: 317
- Recovered (estimated): 22,936
- Test Administered in Ellis County: 201,938
  - Molecular Test: 174,128
  - Antibody Test: 7,394
  - Antigen Test: 20,416

### Current Executive Orders: GA- 10, 13, 34 & 36

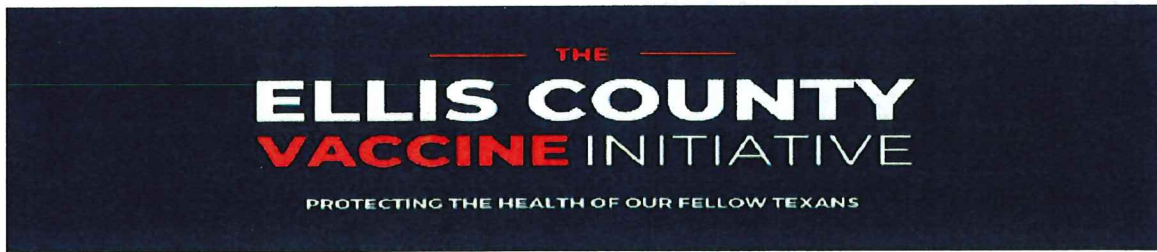
### **Executive Order GA-36 Update: May 18, 2021**

#### **Governor Abbott Issues Executive Order Prohibiting Government Entities From Mandating Masks**

AUSTIN - Governor Greg Abbott [issued an Executive Order](#) prohibiting governmental entities in Texas — including counties, cities, school districts, public health authorities, or government officials — from requiring or mandating mask wearing. Public schools may continue to follow current mask-wearing guidelines through June 4. After June 4, no student, teacher, parent, or other staff member or visitor can be required to wear a mask while on campus.

Beginning May 21, local governments or officials that attempt to impose a mask mandate or impose a limitation inconsistent or conflicting with the Executive Order can be subject to a fine of up to \$1,000.

Exempt from the Executive Order are state-supported living centers, government-owned or operated hospitals, Texas Department of Criminal Justice facilities, Texas Juvenile Justice Department facilities, and county and municipal jails.



## **Ellis County Vaccination Hub Situation Report**

---

**Total doses Administered: 81,201**

- Moderna:
  - 1<sup>st</sup> Dose: 10,035
  - 2<sup>nd</sup> Dose: 9,812
- Pfizer:
  - 1<sup>st</sup> Dose: 32,532
  - 2<sup>nd</sup> Dose: 28,818
- J&J:
  - Dose: 42

**Average Wait Time: 20 minutes**

**Number of No-Shows: 3,348 (4.13%)**

**Wasted Doses: 29**

**Number of 1<sup>st</sup> doses Administered: 42,531**

**Number of 2<sup>nd</sup> doses Administered: 38,583**

**Total Adverse Reactions: 21**

- Vaccine Related: 10 (All anxiety related)
- Non-Vaccine Related: 7



**National Updates:**

Last Updated at (M/D/YYYY)	Cases	Deaths	Vaccine Doses Administered
6/2/2021, 2:23 PM	<b>33,295,926</b>	<b>595,647</b>	<b>296,647,582</b>

**US DEATH RATE: 1.80 %\***

\*Based off current deaths divided by total confirmed

**Globally:**

Last Updated at (M/D/YYYY)	Cases	Deaths	Vaccine Doses Administered
6/2/2021, 2:23 PM	<b>171,331,780</b>	<b>3,683,305</b>	<b>1,966,847,270</b>

**GLOBAL DEATH RATE: 2.15\***

\*Based off current deaths divided by total confirmed

**OVERALL COST UPDATES:****State Threshold: \$38,472,708.00 Million**

- As of April 28, 2020: \$6,428,783,956.26 billion has been met.
  - County DSOs \$395,112,254.00

**Ellis County Threshold: \$ 574,502.40****Sub Total (Potential Reimbursed): Current Amount \$ 1,710,594.53**

- Ellis County: \$543,009.55
- Alma
- Bardwell
- Cedar Hill
- Ennis: \$141,339.49
- Ferris: \$ 60,198.65
- Garret
- Grand Prairie
- Glenn Heights: \$59,498.62
- Italy: \$12,313.42
- Mansfield
- Maypearl (ISD): \$5,952.68
- Midlothian \$16,310.34
- Millford (ISD): *pending*
- Oak Leaf: *pending*
- Ovilla: \$22,967.22
- Pecan Hill
- Red Oak: \$305,774.09
- Waxahachie: \$550,655.47

Examples of items included in total: Staff labor, Cleaning, Office Supplies, Cleaning & Services

## **GOVERNOR'S UPDATES:**

### **COVID:**

On May 20, Governor Abbott announced that the Texas Health and Human Services Commission (HHSC) has received approval from the U.S. Department of Agriculture for a second round of federal Pandemic Electronic Benefit Transfer (P-EBT) food benefits for families with children who have temporarily lost access to free or reduced-price school meals due to COVID-19 during the 2020-2021 school year.

On May 18, Governor Abbott issued an Executive Order prohibiting governmental entities in Texas — including counties, cities, school districts, public health authorities, or government officials — from requiring or mandating mask wearing. Public schools may continue to follow current mask-wearing guidelines through June 4. After June 4, no student, teacher, parent, or other staff member or visitor can be required to wear a mask while on campus.

On May 17, Governor Abbott informed the U.S. Department of Labor that Texas will opt out of further federal unemployment compensation related to the COVID-19 pandemic, effective June 26, 2021. This includes the \$300 weekly unemployment supplement from the Federal Pandemic Unemployment Compensation program.

# PUBLIC WORKS DIRECTOR REPORT

**TO: Honorable Mayor and City Council Members, City Manager-Pam Woodall**

**FROM: James Kuykendall – Public Works Director**

**TOPIC: May 2021 Public Works Overview Report**

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## **Employee Status Report**

- At this time, we do not have any employees out for covid 19.
- We are currently accepting applications for the new Parks maintenance position.
- I currently have one employee waiting for TCEQ approval for a testing date.

## **Public Works Project Overview**

- The Public Works department would like to thank the City Council and staff for continued support on our efforts to make Ovilla a customer friendly city.
- **Public Parking Lot** - the fence has been delivered. Installation will begin as the ground dries.
- **Walking paths and crosswalks** - Flashing pedestrian signs and the crosswalk signs have been installed. They are compliant. We have been waiting on a dry day to paint the crosswalks.
- **Vehicle Status-** 2021 GMC warning lights have been delivered and are working on getting the installed.
- **Stand by generators** - I spoke with a Kohlor representative and he is getting the information together for a quote. He did tell me that it would be cheaper to have two separate units for Public Works and PD. The wiring is what drives the price up if we do one unit. We can purchase our propane tanks outright, to be able to shop around for the cheapest price for the fuel. He did tell me that a 20kw will operate Public Works no problem PD is getting some info together so we can see what size unit will be needed for them.
- **Water Department** - The Water/Wastewater department has completed all regulatory reports for sampling and water quality to TCEQ for the month of May. The CCR has been completed and sent to print.
- **Street Department** - the street department has been working on potholes and street repairs between the storms and rain.
- **Parks department** - The parks department has kept up with the mowing as well as could be with the rain. Also, keeping the playgrounds cleaned and in top shape. Ainsley was ask to evaluate a leak at the Fire Department coming from the roof and was able to determine what it was. Also found some structural issues that need to be inspected.



# PUBLIC WORKS DIRECTOR REPORT

- **The American Water Infrastructure Act.**

We have been working with Birkoff and Hendricks to complete the Risk and Resilience Analysis. It has been completed and will be filed on 6/29/21. At that point we will starting phase two of the report.

- **MS4 report update.** We are still working with TCEQ and their ENVIRO-MENTOR department to get everything where it needs to be as far as being compliant. It's taking longer because most of them are working from home. We are making good progress.

- Public Works thanks the City Council and Mayor for your continued support.

# CONSTRUCTION/PROJECTS REPORT

**TO: Honorable Mayor and City Council Members - Pam Woodall, City Manager  
James Kuykendall, Public Works Director**

**FROM: Randall Bailey**

**TOPIC: Construction Inspection/Overview Report May 2021**

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## **Bryson Manor Phase III**

- Circle H Construction has completed installation of 10' storm drain inlet box and a 4'X4' storm drain inlet box.
- Met with Westfall Engineering on drainage issue and are working on correcting those issues.
- Rock check dam was installed in detention pond.
- Circle H is trenching in conduit for other utilities.

## **Water Street Bridge**

- J&K Excavation has completed Rip-Rap rock and grouted it in on the county side of the bridge
- J&K Excavation has cleaned up 90% of the debris on stie
- This project is 95% complete.

## **Broadmoor Estates**

- Retaining wall contractor has continued working on the retaining walls.
- Texas Inlet Contractor has continued installing the concrete storm drain inlet box tops.

*\*\*\* Due to the amount of rainfall that we have had this month progress has been slow at all sites*



# CONSTRUCTION/PROJECTS REPORT



**Water Street Bridge**

# CITY OF OVILLA

## WATER DEPT

**TO: Honorable Mayor and City Council Members, City Manager- Pam Woodall, Public Works Director- James Kuykendall**

**FROM: Daniel Durham – Water/Wastewater Superintendent**

**TOPIC: Water/Wastewater Monthly Report for May 2021**

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**Water/Wastewater Staffing: Superintendent- 1 / Utility Crew Leader- 1  
Pending / Utility Worker- 1 (Water Dept fully staffed)**

**Work Orders completed for the month of May 2021.**

	Gov Pilot Reporting Balances	
	Completed	Remaining
Water/Wastewater Dept -	22	3

## WATER

- **CCR- 2020 Annual Consumer Confidence Report was completed and will be sent out this month to all water consumers for review.**
- **State Reporting – Monthly Bacti sample results reported TCEQ**
- **Water repairs – 822 Cockrell Hill. Rd angle stop was replaced, and service was extended 6ft out so that homeowner can install fence.**
- **Streets- Water Dept help streets with road repairs on Cockrell Hill. Rd**
- **Water cutoffs – Water cutoffs were performed for month of May.**
- **Gallons pumped- 12.266.000MG Retail Billed 8.142.600MG, Retail Unbilled 18.6K , Builder metered 1.5K , Maintenance flushing 100K,**
- **Daily water sampling and pump station site check. (State Requirement)**



# CITY OF OVILLA

## WATER DEPT

- **Daily Monitoring Chemical Feed - CL2 & NH3 feed rate and ratio check. (State Requirement)**
- **NAP Nitrification Action Plan performed daily @ 5 distribution locations. (State Requirement)**
- **Monthly TCEQ BACTI- water samples collected and sent to lab. (State Requirement)**
- **Performed calibration checks -chlorine meter & HACH SL1000 meter (State Requirement)**
- **Flushed dead end main's- Per state requirement.**
- **Water Meter's- Read monthly water meters.**
- **Monthly Repairs List- Completed monthly repairs list for replacing meter lids, boxes & water meters as needed.**

## WASTEWATER

- **Daily Site Checks of Liftstations**
  - **Highland Meadows Lift Station. (State Requirement)**
  - **Daily site checks and maintenance at Cumberland Lift station. (State Requirement)**
  - **Daily site checks and maintenance Heritage lift station. (State Requirement)**
- **Site Maintenance- Cleaned all stations and wet wells.**
- **Liftstation preventive maintenance- Added lift station degreaser / Emulsifier once weekly to all stations as part of a maintenance program.**
- **Cumberland Liftstation- Pump #1 was replaced as scheduled station operating as should.**

**This completes the monthly report for Ovilla Water/Wastewater Dept in the month of May 2021.**

# STREETS AND DRAINAGE REPORT

**TO: Honorable Mayor and City Council Members, City Manager-Pam Woodall  
James Kuykendall –Public Works Director**

**FROM: Johnny Cruz**

**TOPIC: Public Works Overview Report May 2021**

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## **Street/Drainage**

- Ordered 27 tons of hot mix asphalt.
- Excavate saw cut section in front of City Hall cut in flume to divert water runoff from flowing towards city hall and spread road base and compact prep for asphalt over lay.
- Potholes patched: Shiloh, Bryson, Westmoreland, Red Oak Creek Rd, Hosford, Holly, Thorn Tree, Johnson Ln, Duncanville Rd, Joe Wilson, 900 block of Cockrell Hill Rd.
- Picked up glass in the road and shoulder from car accident Ovilla Rd @ Main St.
- Hauled off broken tree limb blocking roadway on Bryson caused by Thunderstorm.
- Hauled off broken tree limb on Shiloh Rd @ Claremont caused by Thunderstorm.
- Cut up fallen cedar tree in creek causing a dam and water to turn stagnant 803 Ovilla Oaks.
- Replaced stop sign pole Silverwood @ Cockrell Hill Rd. the pole was knocked down.
- Knocked down guard rail from accident 900 block of Cockrell Hill was stood back and post where re-concreted.

**Street and Drainage Department**

*Johnny Cruz*



# PARK DEPARTMENT REPORT

**TO: Honorable Mayor and City Council Members, Pam Woodall - City Manager,  
James Kuykendall – Public Works Director**

**FROM: Ainsley Jarvis – Park Department**

**TOPIC: Park Department Report May 2021**

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## **HERITAGE PARK**

- Trimmed smaller trees around walking trail
- More frequent cleanings in the restrooms due to the wet month we had and the mud tracked in. (sometimes 2-3 times a day)
- Mowed Park 3 times this month
- Maintenance of the asphalt walking trail
- Emptied garbage cans weekly or when full.

## **CINDY JONES PARK**

- Mowed park 2 times this month
- Emptied garbage can only once
- Raked out kiddie cushion on playground during inspections and picked up garbage on premises.

## **ASHBURNE GLEN PARK**

- Mowed Park 2 times this month
- Picked up garbage on premises
- Sidewalk maintenance throughout park to remove dirt and debris
- Raked out kiddie cushion under swings and around playground equipment while inspecting park

## **SILVER SPUR PARK**

- Mowed park 1 time this month
- Raked kiddie cushion under swings during inspection of playground equipment.

# PARK DEPARTMENT REPORT

***\*\*Also mowed grass at City Hall, Public Works Department, Founders Park, Ashburne Glen frontage on Cockrell Hill Road, both baseball fields, sections of land on Ovilla Road at tornado siren, and across from Vertical Church. This month's mowing was not as routine as we would have liked due to the rain. This also meant Park traffic was down in the playground areas.***

## **FACILITIES**

- Raised and lowered flags 2 separate times at Heritage Park, City Hall and at Cindy Jones Park.
- Changed marque signage 3 times
- Put chairs back in council/court room
- Fixed leaky faucet in lady washroom in City Hall
- Put up hand sanitizer dispensers in city hall
- Start working on front lobby of city hall taking down shelves patching walls and trim to repaint room for June 7<sup>th</sup> opening

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

To: Mayor Richard Dormier  
Ovilla City Council  
City Manager Pam Woodall

Subject: **Code Enforcement Monthly Report**

Calls For Service	May 2021	May.2021 YTD	May .2020	
Complaint (Nuis 15 Permit 7,Parking 6)	28	121	46	
Follow up (Nuis 15 Permit 10 Park 6)	33	131	53	
Door Notice (Nui - 5 Permit 2 Parking 3)	10	52	22	
Mail Notice ( Parking 2 nuisance 7 perm 3 )	12	75	30	
Posted Property (nuisance 2)	2	19	20	
Court 5 (4 FTA- 4 Nuisance, ,)	\$0	\$0	\$0.00	
Citizen Contacts	31	189	74	
Permits Reviewed	16	93	16	
Permits Issued	14	77	11	
Inspections	23	138	14	
Nuisance Abated by City 1 illegal dump	2	12	4	
Nuisance Signs (Garage sale-11 business 24 )	36	138	23	
BOA 1 app fence	1	6	2	

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

To: Mayor Richard Dormier  
Ovilla City Council  
City Manager Ms.Pam Woodall

Subject: **Animal Control Monthly Report**

Calls For Service	May.2021	May.2021 YTD	May.2020	
Complaint (Regist-15 At Large14 Bark 0)	29	107	33	
Follow up	31	113	38	
Door Notice (Regis-6, Bark 1 at large 4	11	35	26	
Impounded Animal (Dog 9 Cat 1)	11	15	13	
Animal welfare check	13	92	3	
Impound Results (Transport 9 Ret to own 1 )	10	18	13	
Impound fee collected	\$35.00	\$180.00	235	
Court	\$0.00	\$0.00	129	
Citizen Contacts	24	80	31	
Animal registration \$	0	29	13	
Registration Letter Mailed	0	54	22	
Nuisance letter -1 barking 1 At large	2	8	5	
Animals released	0	13	2	
Deceased removed	23	91	17	
Oak Leaf - ( 2 Dogs1 cat	3	6	7	
Traps Checked Out	4	12	7	





**Date: June 14, 2021**

**To: Honorable Mayor and Council Members**

**Subject: Financial Statement Summaries for  
October 1, 2020 thru April 30, 2021**

**This period covers 58% of the FY2021 Budget.**

**(With Unreconciled Bank Statements)**

**From:**

**Sharon Jungman – Finance Director**

## CITY-WIDE OPERATING FUND TOTALS

For FY2021 October 2020 thru April 2021



		2020	2021	2021	2021
		Actual	Actual	Adopted	% of Budget
		To Date	To Date	Budget	Used
<b>TOTAL REVENUES</b>					
100	General Fund	3,015,903	3,039,619	4,382,620	69%
110	Lease	-	-	1,100	0%
120	Street Improvement	36,493	60,807	63,000	97%
130	Court Technology	1,221	927	2,000	46%
140	Court Security	1,029	1,071	1,500	71%
200	Water & Utilities	911,469	944,074	1,666,879	57%
250	WWW Infrastructure Improv.	39,133	38,476	65,000	59%
400	Debt Service Fund	465,244	564,157	570,550	99%
500	Municipal Devel. District	47,275	58,582	527,331	11%
600	4B Economic Devel. Fund	76,149	122,864	160,920	76%
700	Park Impact Fund	3,680	-	26,000	0%
800	Water & Utilities Impact Fund	30,081	1	131,705	0%
<b>Total</b>		<b>\$ 4,627,676</b>	<b>\$ 4,830,578</b>	<b>\$ 7,598,605</b>	<b>64%</b>

		2020	2021	2021	2021
		Actual	Actual	Adopted	% of Budget
		To Date	To Date	Budget	Used
<b>TOTAL EXPENDITURES</b>					
100	General Fund	2,014,071	2,485,536	4,382,620	57%
110	Lease	-	-	1,100	0%
120	Street Improvement	-	-	63,000	0%
130	Court Technology	-	-	2,000	0%
140	Court Security	756	480	1,500	32%
200	Water & Utilities	674,796	806,511	1,666,879	48%
250	WWW Infrastructure Improv.	(4)	-	65,000	0%
400	Debt Service Fund	199,012	75,000	570,550	13%
500	Municipal Devel. District	70	220,731	527,331	42%
600	4B Economic Devel. Fund	7,176	5,592	159,420	4%
700	Park Impact Fund	-	-	26,000	0%
800	Water & Utilities Impact Fund	-	-	131,705	0%
<b>Total</b>		<b>\$ 2,895,878</b>	<b>\$ 3,593,849</b>	<b>\$ 7,597,105</b>	<b>47%</b>

City of Ovilla  
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<b>100 - General Fund</b>	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% of Budget	Budget Remaining
<b>Revenue Summary</b>							
Taxes	52,964.74	221,164.33	(168,199.59)	2,339,277.54	2,654,965.00	88.11%	315,687.46
Licenses-Permits-Fees	12,126.01	10,621.58	1,504.43	32,730.38	127,510.00	25.67%	94,779.62
Services	207,730.50	47,144.46	160,586.04	368,774.39	565,960.00	65.16%	197,185.61
Fines & Forfeitures	6,737.56	10,458.32	(3,720.76)	29,789.68	125,550.00	23.73%	95,760.32
Other Revenue	17,699.83	40,476.70	(22,776.87)	112,899.93	485,785.00	23.24%	372,885.07
Transfers	0.00	11,708.34	(11,708.34)	0.00	422,850.00	0.00%	422,850.00
Intergovernmental	49,771.42	0.00	49,771.42	156,147.52	0.00	0.00%	(156,147.52)
Revenue Totals	<u>347,030.06</u>	<u>341,573.73</u>	<u>5,456.33</u>	<u>3,039,619.44</u>	<u>4,382,620.00</u>	<u>69.36%</u>	<u>1,343,000.56</u>
<b>Expense Summary</b>							
Employee Benefits	44,565.82	37,663.31	6,902.51	261,847.28	457,931.00	57.18%	196,083.72
Other Expense	2,031.73	3,947.53	(1,915.80)	12,777.50	48,370.00	26.42%	35,592.50
Personnel	227,736.95	165,959.54	61,777.41	1,245,517.91	2,012,096.00	61.90%	766,578.09
Special Services	3,730.00	12,828.73	(9,098.73)	43,944.90	147,575.00	29.78%	103,630.10
Contractual Services	39,616.95	22,395.64	17,221.31	124,032.45	280,781.00	44.17%	156,748.55
Operating Services	8,764.02	8,162.53	601.49	53,847.81	98,142.00	54.87%	44,294.19
Special Expenses	(1,260.14)	2,720.22	(3,980.36)	102,433.53	32,650.00	313.73%	(69,783.53)
Supplies	3,886.60	4,968.73	(1,082.13)	25,491.22	58,350.00	43.69%	32,858.78
Professional Development	803.38	2,024.00	(1,220.62)	4,952.44	26,800.00	18.48%	21,847.56
Software & Computer Equipment	2,365.03	6,516.33	(4,151.30)	43,121.54	78,029.00	55.26%	34,907.46
Printing Expense	717.49	1,474.12	(756.63)	7,273.16	17,644.00	41.22%	10,370.84
Utilities	31,164.89	31,640.08	(475.19)	187,356.30	379,480.00	49.37%	192,123.70
Repairs - Bldg & Machinery	12,053.16	11,792.32	260.84	46,652.18	141,668.00	32.93%	95,015.82
Insurance	10,185.34	3,712.41	6,472.93	33,405.98	39,579.00	84.40%	6,173.02
Minor Capital Outlay	1,137.82	11,215.71	(10,077.89)	66,372.04	124,925.00	53.13%	58,552.96
Vehicle Expenses	4,774.22	3,857.40	916.82	18,374.25	46,300.00	39.69%	27,925.75
Capital Outlay	0.00	10,416.67	(10,416.67)	206,231.92	389,000.00	53.02%	182,768.08
Rentals	0.00	274.89	(274.89)	1,903.37	3,300.00	57.68%	1,396.63
Expense Totals	<u>392,273.26</u>	<u>341,570.16</u>	<u>50,703.10</u>	<u>2,485,535.78</u>	<u>4,382,620.00</u>	<u>56.71%</u>	<u>1,897,084.22</u>

City of Ovilla  
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<b>110 - LEOSE</b>	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% of Budget	Budget Remaining
<b>Revenue Summary</b>							
Other Revenue	0.00	91.67	(91.67)	0.00	1,100.00	0.00%	1,100.00
Revenue Totals	0.00	91.67	(91.67)	0.00	1,100.00	0.00%	1,100.00
<b>Expense Summary</b>							
Professional Development	0.00	91.63	(91.63)	0.00	1,100.00	0.00%	1,100.00
Expense Totals	0.00	91.63	(91.63)	0.00	1,100.00	0.00%	1,100.00



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<b>120 - Street Improvement Fund</b>	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% of Budget	Budget Remaining
<b>Revenue Summary</b>							
Taxes	5,684.85	5,247.90	436.95	60,806.99	63,000.00	96.52%	2,193.01
Revenue Totals	<u>5,684.85</u>	<u>5,247.90</u>	<u>436.95</u>	<u>60,806.99</u>	<u>63,000.00</u>	<u>96.52%</u>	<u>2,193.01</u>
<b>Expense Summary</b>							
Capital Outlay	0.00	5,247.90	(5,247.90)	0.00	63,000.00	0.00%	63,000.00
Expense Totals	<u>0.00</u>	<u>5,247.90</u>	<u>(5,247.90)</u>	<u>0.00</u>	<u>63,000.00</u>	<u>0.00%</u>	<u>63,000.00</u>

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<b>130 - Court Technology</b>	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% of Budget	Budget Remaining
<b>Revenue Summary</b>							
Fines & Forfeitures	230.91	166.60	64.31	927.47	2,000.00	46.37%	1,072.53
Revenue Totals	<u>230.91</u>	<u>166.60</u>	<u>64.31</u>	<u>927.47</u>	<u>2,000.00</u>	<u>46.37%</u>	<u>1,072.53</u>
<b>Expense Summary</b>							
Software & Computer Equipment	0.00	166.60	(166.60)	0.00	2,000.00	0.00%	2,000.00
Expense Totals	<u>0.00</u>	<u>166.60</u>	<u>(166.60)</u>	<u>0.00</u>	<u>2,000.00</u>	<u>0.00%</u>	<u>2,000.00</u>

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<b>140 - Court Security</b>	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% of Budget	Budget Remaining
<b>Revenue Summary</b>							
Fines & Forfeitures	272.51	124.95	147.56	1,071.10	1,500.00	71.41%	428.90
Revenue Totals	<u>272.51</u>	<u>124.95</u>	<u>147.56</u>	<u>1,071.10</u>	<u>1,500.00</u>	<u>71.41%</u>	<u>428.90</u>
<b>Expense Summary</b>							
Other Expense	79.95	99.96	(20.01)	479.70	1,200.00	39.98%	720.30
Reserve	0.00	24.99	(24.99)	0.00	300.00	0.00%	300.00
Expense Totals	<u>79.95</u>	<u>124.95</u>	<u>(45.00)</u>	<u>479.70</u>	<u>1,500.00</u>	<u>31.98%</u>	<u>1,020.30</u>

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<b>200 - Water And Utilities Fund</b>	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% of Budget	Budget Remaining
<b>Revenue Summary</b>							
Services	98,844.44	106,190.94	(7,346.50)	916,085.23	1,274,800.00	71.86%	358,714.77
Other Revenue	0.00	5,837.49	(5,837.49)	27,988.64	70,050.00	39.96%	42,061.36
Transfers	0.00	26,604.27	(26,604.27)	0.00	322,029.00	0.00%	322,029.00
Revenue Totals	<u>98,844.44</u>	<u>138,632.70</u>	<u>(39,788.26)</u>	<u>944,073.87</u>	<u>1,666,879.00</u>	<u>56.64%</u>	<u>722,805.13</u>
<b>Expense Summary</b>							
Personnel	34,272.06	28,622.83	5,649.23	207,761.57	340,466.00	61.02%	132,704.43
Employee Benefits	9,777.90	8,274.96	1,502.94	59,842.34	98,982.00	60.46%	39,139.66
Special Services	1,040.00	7,477.53	(6,437.53)	1,040.00	94,200.00	1.10%	93,160.00
Contractual Services	0.00	1,106.65	(1,106.65)	1,050.00	14,000.00	7.50%	12,950.00
Supplies	199.17	750.39	(551.22)	5,284.39	8,150.00	64.84%	2,865.61
Special Expenses	7,351.40	0.00	7,351.40	11,762.53	0.00	0.00%	(11,762.53)
Professional Development	897.45	534.37	363.08	3,018.56	5,700.00	52.96%	2,681.44
Software & Computer Equipment	373.09	1,124.63	(751.54)	8,035.04	13,500.00	59.52%	5,464.96
Printing Expense	1,506.21	129.12	1,377.09	1,506.21	1,550.00	97.17%	43.79
Utilities	118,435.61	60,478.93	57,956.68	422,399.16	725,691.00	58.21%	303,291.84
Other Expense	1,175.10	833.12	341.98	5,298.88	9,880.00	53.63%	4,581.12
Rentals	0.00	72.10	(72.10)	276.83	1,130.00	24.50%	853.17
Operating Services	460.66	699.84	(239.18)	6,314.92	8,400.00	75.18%	2,085.08
Vehicle Expenses	401.09	804.36	(403.27)	3,751.90	8,215.00	45.67%	4,463.10
Repairs - Bldg & Machinery	284.34	3,529.16	(3,244.82)	14,544.73	39,500.00	36.82%	24,955.27
Insurance	2,136.72	675.95	1,460.77	6,410.18	8,115.00	78.99%	1,704.82
Minor Capital Outlay	55.21	842.77	(787.56)	4,765.38	7,150.00	66.65%	2,384.62
Capital Outlay	0.00	13,655.61	(13,655.61)	43,448.20	173,950.00	24.98%	130,501.80
Reserve	0.00	9,021.39	(9,021.39)	0.00	108,300.00	0.00%	108,300.00
Expense Totals	<u>178,366.01</u>	<u>138,633.71</u>	<u>39,732.30</u>	<u>806,510.82</u>	<u>1,666,879.00</u>	<u>48.38%</u>	<u>860,368.18</u>



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<b>250 - WWW Infrastructure Improvements</b>	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% of Budget	Budget Remaining
<b>Revenue Summary</b>							
Services	5,437.90	5,414.50	23.40	38,475.54	65,000.00	59.19%	26,524.46
Revenue Totals	<u>5,437.90</u>	<u>5,414.50</u>	<u>23.40</u>	<u>38,475.54</u>	<u>65,000.00</u>	<u>59.19%</u>	<u>26,524.46</u>
<b>Expense Summary</b>							
Reserve	0.00	5,414.50	(5,414.50)	0.00	65,000.00	0.00%	65,000.00
Expense Totals	<u>0.00</u>	<u>5,414.50</u>	<u>(5,414.50)</u>	<u>0.00</u>	<u>65,000.00</u>	<u>0.00%</u>	<u>65,000.00</u>

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<b>400 - Debt Service Fund</b>	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% of Budget	Budget Remaining
<b>Revenue Summary</b>							
Other Revenue	0.00	45.83	(45.83)	1.75	550.00	0.32%	548.25
Transfers	0.00	9,021.39	(9,021.39)	0.00	108,300.00	0.00%	108,300.00
Taxes	6,696.99	38,459.61	(31,762.62)	564,155.34	461,700.00	122.19%	(102,455.34)
Revenue Totals	<u>6,696.99</u>	<u>47,526.83</u>	<u>(40,829.84)</u>	<u>564,157.09</u>	<u>570,550.00</u>	<u>98.88%</u>	<u>6,392.91</u>
<b>Expense Summary</b>							
Long Term Debt	0.00	47,526.81	(47,526.81)	75,000.00	570,550.00	13.15%	495,550.00
Expense Totals	<u>0.00</u>	<u>47,526.81</u>	<u>(47,526.81)</u>	<u>75,000.00</u>	<u>570,550.00</u>	<u>13.15%</u>	<u>495,550.00</u>

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<b>500 - Municipal Development District Fund</b>	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% of Budget	Budget Remaining
<b>Revenue Summary</b>							
Taxes	6,183.58	5,331.20	852.38	57,943.03	64,000.00	90.54%	6,056.97
Other Revenue	0.00	283.22	(283.22)	638.85	3,400.00	18.79%	2,761.15
Transfers	0.00	0.00	0.00	0.00	459,931.00	0.00%	459,931.00
Revenue Totals	<u>6,183.58</u>	<u>5,614.42</u>	<u>569.16</u>	<u>58,581.88</u>	<u>527,331.00</u>	<u>11.11%</u>	<u>468,749.12</u>
<b>Expense Summary</b>							
Special Services	0.00	133.33	(133.33)	0.00	2,100.00	0.00%	2,100.00
Supplies	0.00	8.33	(8.33)	0.00	100.00	0.00%	100.00
Insurance	100.07	23.32	76.75	300.21	280.00	107.22%	(20.21)
Reserve	0.00	5,449.50	(5,449.50)	0.00	65,420.00	0.00%	65,420.00
Capital Outlay	7,007.65	0.00	7,007.65	220,430.95	459,431.00	47.98%	239,000.05
Expense Totals	<u>7,107.72</u>	<u>5,614.48</u>	<u>1,493.24</u>	<u>220,731.16</u>	<u>527,331.00</u>	<u>41.86%</u>	<u>306,599.84</u>

City of Ovilla  
Financial Statement  
As of April 30, 2021

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<b>600 - 4B Economic Development Fund</b>	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% of Budget	Budget Remaining
<b>Revenue Summary</b>							
Taxes	11,369.69	10,412.50	957.19	121,614.00	125,000.00	97.29%	3,386.00
Other Revenue	0.00	433.16	(433.16)	1,249.80	5,200.00	24.03%	3,950.20
Transfers	0.00	2,434.02	(2,434.02)	0.00	30,720.00	0.00%	30,720.00
Revenue Totals	<u>11,369.69</u>	<u>13,279.68</u>	<u>(1,909.99)</u>	<u>122,863.80</u>	<u>160,920.00</u>	<u>76.35%</u>	<u>38,056.20</u>
<b>Expense Summary</b>							
Grant Expense	0.00	416.67	(416.67)	5,000.00	5,000.00	100.00%	0.00
Reserve	0.00	11,037.25	(11,037.25)	0.00	132,500.00	0.00%	132,500.00
Special Services	0.00	441.51	(441.51)	0.00	6,800.00	0.00%	6,800.00
Supplies	0.00	16.66	(16.66)	0.00	200.00	0.00%	200.00
Professional Development	0.00	416.50	(416.50)	0.00	5,000.00	0.00%	5,000.00
Printing Expense	363.00	25.00	338.00	363.00	300.00	121.00%	(63.00)
Insurance	114.37	26.65	87.72	228.74	320.00	71.48%	91.26
Other Expense	0.00	899.64	(899.64)	0.00	10,800.00	0.00%	10,800.00
Expense Totals	<u>477.37</u>	<u>13,279.88</u>	<u>(12,802.51)</u>	<u>5,591.74</u>	<u>160,920.00</u>	<u>3.47%</u>	<u>155,328.26</u>



City of Ovilla  
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<b>700 - Park Impact Fund</b>	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% of Budget	Budget Remaining
<b>Revenue Summary</b>							
Services	0.00	833.00	(833.00)	0.00	10,000.00	0.00%	10,000.00
Other Revenue	0.00	1,332.80	(1,332.80)	0.00	16,000.00	0.00%	16,000.00
Revenue Totals	<u>0.00</u>	<u>2,165.80</u>	<u>(2,165.80)</u>	<u>0.00</u>	<u>26,000.00</u>	<u>0.00%</u>	<u>26,000.00</u>
<b>Expense Summary</b>							
Capital Outlay	0.00	2,165.80	(2,165.80)	0.00	26,000.00	0.00%	26,000.00
Expense Totals	<u>0.00</u>	<u>2,165.80</u>	<u>(2,165.80)</u>	<u>0.00</u>	<u>26,000.00</u>	<u>0.00%</u>	<u>26,000.00</u>

City of Ovilla  
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<b>800 - Water And Utilities Impact Fee Fund</b>	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% of Budget	Budget Remaining
<b>Revenue Summary</b>							
Services	0.00	10,723.22	(10,723.22)	0.00	128,705.00	0.00%	128,705.00
Other Revenue	0.00	0.00	0.00	0.88	0.00	0.00%	(0.88)
Transfers	0.00	250.00	(250.00)	0.00	3,000.00	0.00%	3,000.00
Revenue Totals	<u>0.00</u>	<u>10,973.22</u>	<u>(10,973.22)</u>	<u>0.88</u>	<u>131,705.00</u>	<u>0.00%</u>	<u>131,704.12</u>
<b>Expense Summary</b>							
Contractual Services	0.00	250.00	(250.00)	0.00	3,000.00	0.00%	3,000.00
Reserve	0.00	10,721.12	(10,721.12)	0.00	128,705.00	0.00%	128,705.00
Expense Totals	<u>0.00</u>	<u>10,971.12</u>	<u>(10,971.12)</u>	<u>0.00</u>	<u>131,705.00</u>	<u>0.00%</u>	<u>131,705.00</u>

## Ovilla Municipal Court Report

<b>FY-2020-2021</b>	<b>Total Traffic Cases Filed</b>	<b>City Ordinance Filed</b>	<b>Total Revenue</b>	<b>Amount Kept by City</b>	<b>Amount sent to State</b>	<b>Warrants Issued</b>	<b>Warrants Cleared</b>	<b>Uncontested Disposition</b>	<b>Defensive Driving</b>	<b>Deferred Disposition</b>	<b>Compliance Dismissals</b>	<b>Trial</b>
<b>October</b>	20	0	\$5,853.00	\$2,980.44	\$2,872.56	0	2	7	2	1	0	0
<b>November</b>	15	0	\$5,601.67	\$3,516.61	\$2,085.06	0	3	7	3	6	0	0
<b>December</b>	29	3	\$9,085.90	\$6,032.82	\$3,053.08	0	3	15	9	7	0	0
<b>January</b>	46	1	\$7,019.60	\$4,305.42	\$2,714.18	0	3	5	9	5	0	0
<b>February</b>	19	0	\$4,709.70	\$2,812.74	\$1,896.96	0	7	7	4	7	0	0
<b>March</b>	64	2	\$10,436.61	\$6,312.23	\$4,124.38	0	10	21	5	14	0	0
<b>April</b>	94	5	\$13,019.20	\$7,433.53	\$5,585.67	0	4	16	15	9	1	0
<b>May</b>	93	0	\$15,578.80	\$9,209.71	\$6,369.09	19	9	22	11	2	1	0
<b>June</b>												
<b>July</b>												
<b>August</b>												
<b>September</b>												
<b>Totals</b>	<b>380</b>	<b>11</b>	<b>\$71,304.48</b>	<b>\$42,603.50</b>	<b>\$28,700.98</b>	<b>19</b>	<b>41</b>	<b>100</b>	<b>58</b>	<b>51</b>	<b>2</b>	<b>0</b>

2019-2020 FY

<b>May</b>	11	3	\$1,882.00	\$1,277.94	\$604.06	0
<b>FY Totals</b>	315	9	\$83,729.29	\$57,034.70	\$26,694.59	157

### Staffing

Full Time Court Clerk	1
Full Time Deputy Court Clerk	1
Judge	1
Prosecutor	1

## Schedule of Cares Grant for Covid Reimbursements and Expenses

### Grant Funds Received

Date	Amount
9/16/2020	41,503.00
3/19/2021	106,376.10
4/20/2021	49,771.42
5/4/2021	9,864.48
<b>Total Funds Rec'd, which is the amount we were capped at</b>	<b>207,515.00</b>
<b>Total Expenses Submitted Thru 12-31-20</b>	<b>261,935.02</b>
<b>Deficit of Expenses turned in to what was paid</b>	<b>(54,420.02)</b>
<b>Total Expenses Submitted</b>	<b>261,935.02</b>
<b>Payroll Submitted Expenses</b>	<b>(146,030.47)</b>
<b>Balance of Covid Purchases Submitted for expenses other than payroll</b>	<b>115,904.55</b>
<b>Total Funds Rec'd</b>	<b>207,515.00</b>
<b>Balance of Covid Purchases Submitted for expenses other than payroll</b>	<b>115,904.55</b>
<b>Balance of Covid Rev. Less unbudgeted expenses incurred without payroll</b>	<b>91,610.45</b>

### Covid Rev & Expenses by Fiscal Year by Fund View

#### FY2020

FY2020 Covid Revenue Rec'd from Grant	41,503.00
FY2020 Total Covid Expenses	115,684.52
<b>Total Net Covid Deficit</b>	<b>(74,181.52)</b>

#### FY2021

FY2021 Covid Revenue Rec'd from Grant	166,012.00
FY2021 Total Covid Expenses	151,607.83
<b>Total Net Covid Revenue</b>	<b>14,404.17</b>

#### FY2020 and FY2021

Total for Both Years of Covid Rev.	207,515.00
Total for Both Years of Covid Expenses	267,292.35
<b>Net Deficit of Covid Revenue Rec'd less Total Covid Expenses Incurred</b>	<b>(59,777.35)</b>

### Covid Rev. & Expenses by FY Less Personnel Costs

#### FY2020

FY2020 Covid Revenue	41,503.00
FY2020 Total Covid Expenses Less Personnel Costs Submitted	11,159.88
<b>Total Net Covid Revenue without Personnel</b>	<b>30,343.12</b>

**FY2021**

FY2021 Covid Revenue	166,012.00
FY2021 Total Covid Expenses less Personnel Costs Submitted	109,574.00
<b>Total Net Covid Revenue without Personnel</b>	<b>56,438.00</b>

**FY2020 and FY2021**

Total for Both Years of Covid Rev.	207,515.00
Total for Both Years of Covid Expenses Less Payroll	120,733.88
<b>Total Net Covid Revenue without Personnel</b>	<b>86,781.12</b>

**Note: additional Covid expenses were incurred after the Grant Expenses were submitted on 12/31/2020**



## Ovilla UB Cut-Off APRIL 2021

FY-2020-2021	TOTAL LETTERS MAILED	TOTAL CUT-OFFS	TOTAL # REMAINING OFF	TOTAL AMOUNT COLLECTED	TOTAL AMOUNT IN ARREARS	CUSTOMERS ON PAYMENT PLAN
MARCH	170	49	7	\$10,236.12	\$2,115.45	1
APRIL	129	26	2	\$3,793.43	\$210.08	0
MAY	137	29	0	\$4,788.06	\$0.00	0
Totals	436	104	9	\$18,817.61	\$2,325.53	1

**HONORABLE MAYOR AND CITY COUNCIL OF OVILLA**  
**Administration Monthly Report for June 2021 Council**  
**City Manager - City Secretary**

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**ADMINISTRATION, front office, and HR –**

1. Christian “Chris” Wallace, our new customer service representative will begin her first day with Ovilla on June 28. This will be the first time in over a year the front office is fully staffed.
2. Municipal Court continues to conduct court via Zoom but will also begin Court sessions in person at the June (end of the month) Court date.
3. Comprehensive Land Use Plan Review Committee has been notified of appointments and will begin the review soon.
4. BKD Auditors have kept finance busy with continued audit questions as far back as 2018. The draft audit is presented this June meeting.
5. HR and CM continue working on a revised Employees Policies Manual.
6. Public Works repaired the drainage at the municipal building. No more issues with all the recent rains.

**BOARDS AND COMMISSIONS –**

**Board of Adjustment:**

1. June 21 – No meeting scheduled.

**Economic Development Corporation:**

1. Next scheduled meeting June 21, 2021, if we need to address necessary activity.

**Municipal Development District:**

1. Meeting in July if any activity needs to be addressed.

**Park Board Advisory Committee:**

1. Not enough members for a quorum.

**Planning and Zoning Commission:**

- Met on June 07 to consider Ovilla Road Baptist Church/Ovilla Christian School portable classrooms.

**CURRENT AND PLANNED DEVELOPMENT PROJECTS-**

**Residential:**

- Broadmoor Estates Phase II – construction plans are emailed.
- Bryson Manor III – Storm drains installed.
  - Met with BM engineers and homeowners to discuss the drainage corrections to the draining along Bryson Lane.
- Miracle Farms / Hollywood Estates / 20-acres east of Broadmoor Estates – still pending.
- Windsor Development LLC – No new information – pending.

**Infrastructure:**

- Water Street Bridge-
  - Received final invoice.
- Main Street Parking lot expansion at 701 W. Main
  - Fence installed.
- Police Building Renovation
  - Retention moved to the old public works offices. PW staff built portable metal shelves and moved all boxes and fire-proof file cabinets during the rain days.
- TXDot 664 expansion – no new information.



**HONORABLE MAYOR AND CITY COUNCIL OF OVILLA**  
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**Code:**

- 101 Oakwood Drive. Staff received advice from legal counsel. Code received information that the home may be sold in the near future.
- 900 Cockrell Hill – considerations and research for abatement process.

**Other/Misc.**

- Emergency expense approval for the clean out of the creek at Bent Tree where the aerial sewer line crosses in Cumberland Estates. Due to the rains, brush and debris has collected and has placed pressure on the line, causing concern of rupture.
- RRA Analysis is complete. Final report to be ready by June 18.
  - Engineers will submit the Certification form to the EPA June 21
  - Engineers will begin work on EPA study after submittal of cert.
- Two-weeks annual clean-up was successful, albeit the rain. Report from CWD is attached.
- Finance will begin the reviews of our bonds in the upcoming week, looking for an opportunity to refinance. The Finance Director has been in communication with Hilltop Securities advising that our earliest date to refinance is August 2021.
- Finance is in the FY2021-2022 budget preparations and online software support with ECAD for up-to-date information on Ovilla.



## MAY 2021 BUILDING PERMITS

Date Issued	Applicant First Name	Applicant Last Name	Property Address	Date Approved	Permit Number	Proposed Use	Valuation Bldg	Valuation Bldg w Land	BV Project No	Fee Building Permit	Fee Capital Recovery	Fee Fire Meter	Fee Park Impact	Fee Plan Review	Fee Sewer Connection	Fee Sewer Impact	Fee Water Impact	Fee Water Meter Cost	Fees Due	Living Sq Ft	Total Sq Ft	Property County
5/7/2021	STEPHANIE	SORRELS	624 MEADOW LARK DR	4/19/2021	2020-0689	FENCE	0	0		25	0	0	0	0	0	0	0	0	25	0	0	ELLIS
5/17/2021	GINA	BALDERRAMA	119 CLAREMONT DR	4/14/2021	2021-0092	SWIMMING POOL	76000	0	2021-007459	901.38	0	0	0	0	0	0	0	0	901.4	0	0	ELLIS
5/27/2021	ROGELIO	COBARRUBIAS	108 SILVERWOOD DR	5/27/2021	2021-0094	ROOF	12550	0		50	0	0	0	0	0	0	0	0	50	0	0	ELLIS
5/4/2021	ADAM	GONZALEZ	210 WILLOW CREEK LN	4/21/2021	2021-0104	FLATWORK	7360	0		40	0	0	0	0	0	0	0	0	40	0	0	ELLIS
5/20/2021	CANDACE	HARDY	WESTMORELAND RD	5/17/2021	2021-0110	SIGN	500	0		60	0	0	0	0	0	0	0	0	60	0	0	ELLIS
5/3/2021	JOSEPH	KERR	312 SHADOWWOOD TRL	5/3/2021	2021-0120	FENCE	16000	0		25	0	0	0	0	0	0	0	0	25	0	0	ELLIS
5/3/2021	BLAKE	LEPPER	201 WHITE ROCK CT	5/3/2021	2021-0121	ACCESSORY BUILDING	13248	0		40	0	0	0	0	0	0	0	0	40	0	0	ELLIS
5/4/2021	PAUL	COLE	696 W MAIN ST	5/3/2021	2021-0122	PLUMBING	1200	0		125	0	0	0	0	0	0	0	0	125	0	0	ELLIS
5/18/2021	HEATHER	STYLES	3500 BRYSON MANOR DR	5/13/2021	2021-0123	SWIMMING POOL	50000	0	2021-009679	700.69	0	0	0	0	0	0	0	0	700.7	0	0	ELLIS
5/11/2021	AUDEL	VALENCIA	316 FOUNTAIN CREEK CT	5/6/2021	2021-0127	FLATWORK	1500	0		40	0	0	0	0	0	0	0	0	40	0	0	ELLIS
5/17/2021	WILLIAM	YARBOROUGH	114 CLAREMONT DR	5/11/2021	2021-0128	ACCESSORY BUILDING	35000	0		516.59	0	0	0	0	0	0	0	0	516.6	0	0	ELLIS
5/17/2021	SCOTT	SLAVENS	3510 BRYSON MANOR DR	5/11/2021	2021-0129	FLATWORK	3909.5	0		40	0	0	0	0	0	0	0	0	40	0	0	ELLIS
5/10/2021	DANIEL	JOHNSON	100 WESTLAWN DR	5/10/2021	2021-0130	PLUMBING	32500	0		125	0	0	0	0	0	0	0	0	125	0	0	ELLIS
5/11/2021	DEBBIE	ANDERSON	829 COCKRELL HILL RD	5/11/2021	2021-0131	ROOF	28449.23	0		50	0	0	0	0	0	0	0	0	50	0	0	DALLAS
5/18/2021	MATT	DULWORTH	109 ELMWOOD DR	5/17/2021	2021-0133	SEPTIC	8800	0		275	0	0	0	0	0	0	0	0	275	0	0	ELLIS
5/18/2021	JASON	ARMSTRONG	613 CLINTON ST	5/18/2021	2021-0134	ROOF	18335.23	0		50	0	0	0	0	0	0	0	0	50	0	0	ELLIS
5/13/2021	ERLINE	JEFFERSON	202 WILLIAMSBURG LN	5/13/2021	2021-0135	MECHANICAL	18095	0		125	0	0	0	0	0	0	0	0	125	0	0	ELLIS
5/18/2021	JIMMIE	DALE	202 WILLIAMSBURG LN	5/17/2021	2021-0137	PLUMBING	1935	0		100	0	0	0	0	0	0	0	0	100	0	0	ELLIS
5/26/2021	LOREEN	SILVA	1404 RED OAK CREEK RD	5/26/2021	2021-0140	ELECTRIC INSPECTION	1	0		100	0	0	0	0	0	0	0	0	100	0	0	ELLIS
5/27/2021	ROGELIO	BALTAZAR	701 GEORGETOWN RD	5/27/2021	2021-0144	ROOF	6500	0		50	0	0	0	0	0	0	0	0	50	2528	3594	ELLIS

Department Assigned	Concern Address	Date Received	Date Entered	Date In Progress	Date Closed	Concern Description
Animal Services	613 BUCKBOARD ST	3/17/2020	3/17/2020	3/17/2020		5 HORSES ON 1 ACRE VIOLATION; MAXIMUM ALLOWED 2
Animal Services	465 JOHNSON LN	11/10/2020	11/12/2020	11/12/2020		UNREGISTERED ANIMAL
Animal Services	307 JOHNSON LN	11/12/2020	11/12/2020	11/12/2020		UNREGISTERED ANIMALS
Animal Services	200 COCKRELL HILL RD	11/13/2020	11/13/2020	11/13/2020		UNREGISTERED ANIMAL
Animal Services	338 JOHNSON LN	11/25/2020	11/30/2020	11/30/2020		UNREGISTERED DOGS
Animal Services	338 JOHNSON LN	11/25/2020	11/30/2020	11/30/2020		
Animal Services	125 LARIAT TRL	12/16/2020	12/17/2020	12/17/2020		UNREGISTERED DOGS
Animal Services	100 SILVERWOOD DR	12/18/2020	12/21/2020	12/21/2020		UNREGISTERED DOGS
Animal Services	808 COCKRELL HILL RD	1/7/2021	1/7/2021	1/13/2021		PUBLIC NUISANCE DOGS BARKING
Animal Services	808 COCKRELL HILL RD	1/7/2021	1/7/2021	1/7/2021		UNREGISTERED ANIMALS
Animal Services	130 MEADOW GLEN LN	4/23/2021	4/26/2021	4/26/2021		NUISANCE ANIMAL-DOG BARKING
Animal Services	111 WESTLAWN DR	4/29/2021	5/3/2021	5/3/2021		UNREGISTERED ANIMAL
Animal Services	111 WESTLAWN DR	4/29/2021	5/3/2021	5/3/2021		UNRESTRAINED DOG
Animal Services	611 GEORGETOWN RD	5/20/2021	5/20/2021	5/20/2021		UNRESTRAINED DOGS
Animal Services	180 WATER ST		5/12/2021		5/12/2021	cow in road
Animal Services	116 LARIAT TRL		5/12/2021	5/12/2021	5/13/2021	3 german shepherd dogs sighted at box car bear creek at cockrell hill, then 114 lariat trail
Animal Services	705 GEORGETOWN RD		4/27/2021	4/27/2021	5/18/2021	bite reported to Ovilla Police by Red Oak medical
Animal Services	505 OVILLA OAKS DR		5/25/2021		5/25/2021	injured possum in road, removed by AC
Animal Services	611 GEORGETOWN RD		5/19/2021	5/19/2021		2 husky dog and 1 beagle mix? in yard, front door open
Animal Services	613 BUCKBOARD ST		4/28/2021	4/16/2021		3 horses on 1 acre
Animal Services	139 SUBURBAN DR		7/18/2020	12/9/2020		<p>Re: RAC-2020-01242</p> <p>My complaint was submitted on 4/21/2020. Resident at 139 Suburban Drive has had three horses on his property since April 12 — over three months now. The smell from the horse manure continues to be disgusting and the amount of flies is also a huge problem. The resident apparently got rid of appliance in back yard but the large pile of debris remains (continuing to attract rodents/snakes) as well as other issues outlined in my complaint.</p> <p>It should not take this long to rectify problems at that residence. I am unable to enjoy the use of my back yard and pool much of the time due to the stench. Their disregard for neighbors, the neighborhood and the City of Ovilla is appalling. If/when I were to decide to sell my home, the lack of upkeep and appearance of that property would definitely affect my property value.</p>
Animal Services	139 SUBURBAN DR		4/21/2020	4/22/2020		<p>Resident brought three horses to his property on April 12, where they have been living since that time. The smell at times is sickening and I'm unable to enjoy my back yard due to the smell. When you go check the residence, you will also notice all fencing is falling over, high weeds, junk vehicles, and big pile of trash (and appliances) at the back of the property. The pile of trash is a huge concern since it attracts rats, snakes, etc. This disregard for upkeep and appearance of the property affects the property value of the neighborhood and City.</p>
Animal Services	307 JOHNSON LN		10/30/2020	10/30/2020		3 dogs plus 1 in yard, 3 loose on johnson 1 pyrineese 3 smaller. 1 heeler.

Code Enforcement	520 WESTMORELAND RD	6/14/2018	6/14/2018	6/21/2018		
Code Enforcement	JOHNSON LN	7/5/2019	7/5/2019			Concerned about high grass/weeds/snakes.
Code Enforcement	803 E MAIN ST	8/14/2019	8/20/2019	8/20/2019		DUMPSTER SCREENING
Code Enforcement	201 BROOKWOOD CT	8/20/2019	8/21/2019	8/21/2019		OUTSIDE STORAGE
Code Enforcement	338 JOHNSON LN	11/11/2019	11/14/2019	11/14/2019		PARKING VEHICLE IN YARD
Code Enforcement	613 GEORGETOWN RD	3/27/2020	3/27/2020			QUESTIONS REGARDING INSPECTIONS
Code Enforcement	838 COCKRELL HILL RD	4/14/2020	4/17/2020	4/17/2020		FENCE NEEDS REPAIR
Code Enforcement	210 WILLIAMSBURG LN	4/24/2020	4/30/2020	4/30/2020		DOG BARKING
Code Enforcement	213 LARIAT TRL	5/8/2020	5/19/2020	5/28/2020		JUNK VEHICLE
Code Enforcement	900 RED OAK CREEK DR	5/15/2020	5/28/2020	5/28/2020		PUBLIC NUISANCE



Department Assigned	Concern Address	Date Received	Date Entered	Date In Progress	Date Closed	Concern Description
Code Enforcement	116 LARIAT TRL	7/24/2020	7/24/2020	7/24/2020		FENCE CONSTRUCTION WITHOUT PERMIT
Code Enforcement	621 MEADOW LARK DR	8/26/2020	8/28/2020	8/28/2020		TRAILER PARKING
Code Enforcement	101 OAKWOOD LN	9/16/2020	9/16/2020	9/16/2020		PUBLIC NUISANCE OUTSIDE STORAGE
Code Enforcement	102 LARIAT TRL	11/3/2020	11/3/2020	11/3/2020		ROOF REPLACED WITHOUT PERMIT
Code Enforcement	513 FOREST EDGE LN	11/6/2020	11/6/2020	11/6/2020		NEW ROOF ALREADY CONSTRUCTED
Code Enforcement	834 E MAIN ST	11/6/2020	11/6/2020	11/6/2020		Lights coming from the church at night disturb him - too bright and come into his house. Kids from the church park at his house and have sex - then get out an urinate in the road. He has fussed at them before. Kids from the church school are seen running (track) and come too close to his property - loud and rude.
Code Enforcement	834 E MAIN ST	11/6/2020	11/6/2020	11/6/2020		Cassaro Winery it too loud on the weekends. He cannot hear his television, rest or sleep. He is ill and cannot rest. Additionally, Vertical Church is too loud.
Code Enforcement	509 FOREST EDGE LN	11/6/2020	11/6/2020	11/6/2020		NEW ROOF ALREADY CONTRUCTED
Code Enforcement	503 FOREST EDGE LN	11/6/2020	11/6/2020	11/6/2020		NEW ROOF ALREADY CONSTRUCTED
Code Enforcement	509 FOREST EDGE LN	11/12/2020	11/12/2020	11/12/2020		NO CONTRACTOR REGISTRATION
Code Enforcement	507 FOREST EDGE LN	11/12/2020	11/12/2020	11/12/2020		NO CONTRACTOR REGISTRATION
Code Enforcement	372 JOHNSON LN	12/14/2020	12/15/2020	12/15/2020		TRASH CONTAINERS LEFT OUT
Code Enforcement	901 RED OAK CREEK DR	12/15/2020	12/16/2020	12/16/2020		FENCE NEEDING REPAIR
Code Enforcement	613 GREEN MEADOWS LN	12/18/2020	12/21/2020	12/21/2020		ROOF CONSTURCTION WITHOUT PERMIT
Code Enforcement	3321 OVILLA RD	12/30/2020	12/31/2020	12/31/2020		Received a late evening call from a Council member asking Code to check Ovilla Auto for violations, stating that some junked vehicles had been visible for longer than 90-days. Additionally, the outside visible area was junky and needed cleaning up.
Code Enforcement	3322 FM 664	12/31/2020	1/5/2021	1/5/2021		JUNK VEHICLE
Code Enforcement	300 E UNIVERSITY ST	1/22/2021	1/22/2021	1/22/2021		Home unkept in many areas outside.
Code Enforcement	300 E UNIVERSITY ST	2/5/2021	2/5/2021	2/5/2021		OUTSIDE STORAGE
Code Enforcement	509 FOREST EDGE LN	2/12/2021	2/12/2021	2/12/2021		NO CONTRACTOR REGISTRATION
Code Enforcement	509 FOREST EDGE LN	2/12/2021	2/12/2021	2/12/2021		NO ROOF PERMIT
Code Enforcement	318 COVINGTON LN	3/3/2021	3/3/2021	3/3/2021		Resident voiced concerns that contractors at Bryson Manor are leaving trash and debris at construction site(s) and along Shiloh Road.
Code Enforcement	696 W MAIN ST	3/11/2021	3/11/2021	3/11/2021		NO BACKFLOW PREVENTION TEST
Code Enforcement	696 W MAIN ST	3/12/2021	3/15/2021	3/15/2021		DUMPSTER SCREENING
Code Enforcement	2885 OVILLA RD	3/12/2021	3/15/2021	3/15/2021		DUMPSTER SCREENING
Code Enforcement	803 E MAIN ST	3/12/2021	3/15/2021	3/15/2021		DUMPSTER SCREENING
Code Enforcement	403 COCKRELL HILL RD	3/16/2021	3/16/2021	3/16/2021		Believe this is the correct address. There are multiple houses along this area that have vehicles on the grass.
Code Enforcement	1908 DUNCANVILLE RD	3/16/2021	3/16/2021	3/16/2021		trailer and other equipment in the front side of the yard.
Code Enforcement	6980 CEDAR CT	3/25/2021	3/29/2021	3/29/2021	5/18/2021	TRAILER PARKED IN DRIVEWAY LONGER THAN 48 HOURS
Code Enforcement	7010 CHERRY CT	3/25/2021	3/29/2021	3/29/2021	5/18/2021	TRAILER PARKED IN DRIVEWAY LONGER THAN 48 HOURS
Code Enforcement	830 E MAIN ST	3/25/2021	3/29/2021	3/29/2021		ACCESSORY BUILDING NEEDS REPAIR

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Code Enforcement	372 JOHNSON LN	3/25/2021	3/29/2021	3/29/2021		TRAILER PARKED IN DRIVEWAY LONGER THAN 48 HOURS
Code Enforcement	620 WILLIAM DR	3/29/2021	3/29/2021	3/29/2021	5/18/2021	OUTSIDE STORAGE
Code Enforcement	207 COCKRELL HILL RD	3/29/2021	3/29/2021	3/29/2021		JUNK VEHICLE
Code Enforcement	422 JOHNSON LN	3/30/2021	3/30/2021	3/30/2021	5/18/2021	BRUSH
Code Enforcement	106 WESTLAWN DR	3/30/2021	3/30/2021	3/30/2021		OUTSIDE STORAGE
Code Enforcement	213 LARIAT TRL	3/30/2021	3/30/2021	3/30/2021		HOME OCCUPATION VIOLATION OUTSIDE STORAGE
Code Enforcement	207 COCKRELL HILL RD	4/5/2021	4/5/2021	4/5/2021		Complainant emailed CM this date with these comments: Can anything be done here. There are also three cars not pictured in the back yard that are clearly junk. All this is visible from Silverwood. This property is an eyesore and a poor representation of our neighbor hood
Code Enforcement	116 WATER ST	4/6/2021	4/6/2021			Please investigate and if operating as a Bed and Breakfast they will need to be shut down. (see link) <a href="https://www.airbnb.com/rooms/41936183?source_impression_id=p3_1617732547_cRooml7fGbMbapnS">https://www.airbnb.com/rooms/41936183?source_impression_id=p3_1617732547_cRooml7fGbMbapnS</a>
Code Enforcement	233 LARIAT TRL	4/7/2021	4/7/2021	4/7/2021	5/18/2021	DRIVEWAY CONSTRUCTION WITHOUT PERMIT
Code Enforcement	233 LARIAT TRL	4/7/2021	4/7/2021	4/7/2021		JUNK VEHICLE
Code Enforcement	213 LARIAT TRL	4/8/2021	4/8/2021	4/8/2021		JUNK VEHICLE
Code Enforcement	100 OAKWOOD LN	4/12/2021	4/13/2021	4/13/2021	5/18/2021	JUNK VEHICLE
Code Enforcement	1908 DUNCANVILLE RD	4/14/2021	4/14/2021	4/14/2021		Multiple vehicles and trailers in yard
Code Enforcement	307 JOHNSON LN	4/15/2021	4/15/2021		5/14/2021	Multiple vehicles park on the grass on the side front of the house
Code Enforcement	3251 OVILLA RD	4/15/2021	4/15/2021	4/15/2021		834 E. Main Street (Chief Windham has already done some checking) The school has started parking their buses next to our house The church fence is falling down. As you are aware we had to go to court to get issues resolved with the church/school many years back. The court determined with us that the church was in the wrong. Certain requirements were mandated by the court for the church to take care of. These are the issues that have come up again that we need your assistance on.  1)They had to build a privacy fence between our properties. They have not maintained their fence and it is falling down. I sent an email to the church on Sept 17th 2021 hoping to get them to do the right thing and repair or replace the fence. They did get back with me that they had gotten estimates for the repair/replacement and that is was being submitted to the board for approval. I never heard back from them. Please get with the church to resolve this issue.  2)They were told they were not to park their buses anywhere along our property line. They have been parking there buses ever since then at the corner of Ovilla Rd. and Main St. away
Code Enforcement	101 OVILLA CREEK CT	4/23/2021	4/23/2021		5/14/2021	Complaint about the high grass at this location.
Code Enforcement	133 SUBURBAN DR	4/26/2021	4/26/2021	4/26/2021		FENCE CONSTRUCTION WITHOUT PERMIT
Code Enforcement	207 COCKRELL HILL RD	4/29/2021	5/3/2021	5/3/2021		PUBLIC NUISANCE OUTSIDE STORAGE
Code Enforcement	3001 OVILLA RD	5/5/2021	5/5/2021		5/7/2021	Has vehicle parked on front of property for sale.
Code Enforcement	615 EDGEWOOD LN	5/6/2021	5/6/2021	5/6/2021	5/18/2021	BRUSH PILED
Code Enforcement	113 LARIAT TRL	5/7/2021	5/10/2021	5/10/2021		TRAILER BOAT PARKED IN YARD

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Code Enforcement	101 OAKWOOD LN	5/7/2021	5/10/2021	5/10/2021		NUISANCE OUTSIDE STOARGE
Code Enforcement	1900 DUNCANVILLE RD	5/12/2021	5/12/2021		5/12/2021	Customer called stating his and a few others on his street have not had their brush/limbs collected in over six weeks. They collect trash & recycle but haven't don't their limbs/brush.
Code Enforcement	631 WILLIAM DR	5/12/2021	5/14/2021	5/14/2021	5/18/2021	BRUSH PILED
Code Enforcement	630 WILLIAM DR	5/12/2021	5/14/2021	5/14/2021	5/18/2021	BRUSH PILED
Code Enforcement	713 W MAIN ST	5/13/2021	5/14/2021	5/14/2021		PERMIT FOR MULTIPLE EVENTS DENIED
Code Enforcement	3500 BRYSON MANOR DR	5/14/2021	5/14/2021			Complaint about high weeds on Shiloh and Bryson Manor rats are coming into home areas. Please cut down weeds behind homes.
Code Enforcement	103 WILLOW CREEK LN	5/20/2021	6/3/2021	6/3/2021		Administration and Council have concerns that multiple beehives are kept at or near this location. Unable to visit a friend's house without getting a bee sting and cannot sit outside. Is this beekeeper licensed?
Code Enforcement	125 LARIAT TRL	5/24/2021	5/24/2021	5/24/2021		ACCESSORY BUILDING CONSTRUCTION WITHOUT PERMIT
Code Enforcement	107 ASHBURNE GLEN LN	5/26/2021	5/26/2021	5/26/2021		FENCE CONSTRUCTION WITHOUT A PERMIT
Code Enforcement	501 ASHBURNE GLEN CIR		5/6/2021	5/6/2021	5/11/2021	resident reported street light not on at night
						There has been a significant increase of salesmen walking from house to house on Red Oak Creek Rd in the past month (between S. Westmoreland and Hampton Rd.). They are a public nuisance and often overly-assertive. I cannot find any information regarding the legality of this on the city website or in the Code of Ordinances. Would you please address this soon?
Code Enforcement	RED OAK CREEK DR		8/28/2020	2/3/2021		Thank you for helping to make our community a safe and friendly place.
Code Enforcement	713 W MAIN ST		5/13/2021	5/13/2021		request for multiple special events on property denied by city council
Code Enforcement	129 CLAREMONT DR		5/3/2021	5/3/2021		littering, storm water violation , blowing leaves and grass clipping into storm drain
Code Enforcement	900 RED OAK CREEK DR		4/15/2021	4/15/2021		The house at 900 Red Oak Creek burned out two years ago and has been an eyesore since then. There is also an abandoned automobile, lawn tractor, two jet skis, motorboat as well as much other various junk in the yard. I have seen rats running around the structure and wonder what else might be in the house. I assume that the City is aware of this and I would like to know what can be done to rectify the situation. It probably devalues the surrounding properties, of which mine is one. I look forward to a timely response regarding the city's responsibility in this matter. and perhaps comment on what I might do to get things moving in a positive direction.
Code Enforcement	109 ELMWOOD DR		4/26/2021			The new home being built at 109 Elmwood is pouring a driveway in the utility easement that serves the homes on Shadowwood Trail. Once this is done will utility trucks still be able to get to the transformers and internet and phone lines in the easement.
Code Enforcement	625 CARDINAL DR		3/29/2021	3/29/2021		VEHICLE PARKED IN YARD
Code Enforcement	105 COCKRELL HILL RD STE 2		3/23/2021	3/23/2021		PLEASE PURCHASE AND DISTRIBUTE MOUSE TRAPS IN THE OLD PUBLIC WORKS OFFICE (THE NEW RETENTION ROOM) ASAP.
Code Enforcement	GEORGETOWN RD		1/20/2021			trash dumped on side of road
Code Enforcement	901 RED OAK CREEK DR		12/15/2020	12/16/2020		Iron fence in need of painting and repair
Code Enforcement	605 MEADOW LARK DR		7/3/2019			Tall Grass
Code Enforcement	101 OAKWOOD LN		9/16/2020	11/2/2020		Continual mess at this property. Abatement should be the option if not cleaned up immediately.

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						Received a phone call from a concerned resident living in Ovilla Oaks that attests to walking in his neighborhood daily. Individual advised that there was a dead live-oak at 701 Ovilla Oaks and he voiced concern of it falling and hurting people or damaging the surrounding area. It is a large live-oak.  PW Director and I drove to the location and it is a rather large dead tree and could cause concern if it fell. It is clearly on the residential property. There is what appears to be phone line cable in front of the tree. That could be cause of concern if the tree fell. Not sure what if anything we can do at this time. Please advise.
Code Enforcement	701 OVILLA OAKS DR		6/25/2020	6/24/2020		
Code Enforcement	2885 OVILLA RD		5/2/2019	2/4/2020		No dumpster screening
Code Enforcement	803 E MAIN ST		5/2/2019	2/4/2020		No dumpster screening.
Code Enforcement	3357 OVILLA RD		5/2/2019	2/4/2020		No dumpster screening
Code Enforcement	696 W MAIN ST		5/2/2019	2/4/2020		no dumpster screening
Code Enforcement	1212 RED OAK CREEK DR		11/5/2019			Tall grass at 1212 ROCD
Code Enforcement	GEORGETOWN RD		5/17/2019			Corner of Hosford Rd & Georgetown- Debris and tall grass.
Code Enforcement	613 GEORGETOWN RD		5/17/2019			Tall Grass
Code Enforcement	1408 RED OAK CREEK DR		5/2/2019			I know that this has been addressed, but the CO-OP noticed it also, Motor home parked in front of home, added dirt in front yard to increase parking lot, 3 driveway lanes in front of yard now.
Code Enforcement	300 E UNIVERSITY ST		5/1/2019	5/1/2019		High Grass, and Junk on 300 and the empty lot next door that is owned by the same person.
Code Enforcement	109 GREENWOOD DR		5/1/2019	5/1/2019		High Grass around the property
Code Enforcement	107 GREENWOOD DR		5/1/2019	5/1/2019		High Grass around property
Code Enforcement	1408 RED OAK CREEK DR		9/5/2018			
Code Enforcement	105 COCKRELL HILL RD RD		1/16/2018			Christmas tree in PD parking lot matter taken care of.
Code Enforcement	905 RED OAK CREEK DR		12/1/2017	12/1/2017		

Drainage	7051 PLUM CT	7/28/2020	7/28/2020			Continued concerns resulting from water run off coming from adjacent home built by Lillian Homes. Complainant's pool is under water. Lillian has not done as promised in building 94 ft retaining wall - per meeting with Lillian Homes rep Gary.
Drainage	201 WILLOW WOOD LN	7/31/2020	7/31/2020			Approximately a year ago, culvert and ditch work was conducted along Westlawn to Willow Wood. MS Huber has advised that work was never completed and would like to see that happen.
Drainage	105 COCKRELL HILL RD RD	9/21/2020	9/21/2020			709 Buckboard need to jet out culvert
Drainage	3790 BRYSON LN	4/30/2021	5/4/2021	5/4/2021		Homeowner voiced concerns with the drainage issues at their home - especially since the heavy rains and work conducted by the developer in the past few months. Staff will inspect and review BMIII draining study plans and then contact BMIII engineers. This may be a county issue. Staff will evaluate first before contact with county.
Drainage	103 COCKRELL HILL RD	5/18/2021	5/18/2021			Pam Koval called and said she spoke with James and he directed her to call city hall to place a work order to work on the drainage from 103 Cockrell Hill. Water from the ballfields goes towards the house at 103.

Facilities	105 COCKRELL HILL RD RD	9/16/2019	1/12/2020			Please take the containers to the retention room for storage - as well as the 2 matching mauve chairs. Thank you.
Facilities	105 COCKRELL HILL RD RD	1/27/2020	1/27/2020			Please deliver books for the BOA this afternoon.

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Facilities	105 COCKRELL HILL RD RD	2/5/2020	2/5/2020			UPDATE: 2- 18 EDC MTG @ 6 BOA MTG @ 7 (take down 'special' from the last boa) ALSO add: Special Council Mtg today 2-5 @ 4:30 PM
Facilities	105 COCKRELL HILL RD RD	2/12/2020	2/12/2020			BOA books to be delivered please - they are ready
Facilities	105 COCKRELL HILL RD RD	2/18/2020	2/14/2020			Add: Spaghetti Dinner 2-21 @ 6
Facilities	105 COCKRELL HILL RD RD	3/23/2020	3/23/2020			Thank you! The marquee looks good!
Facilities	105 COCKRELL HILL RD RD	4/29/2020	4/29/2020			The reflectors for the entrance to City Hall are gone. (the hole) Please replace.
Facilities	105 COCKRELL HILL RD RD	5/8/2020	5/8/2020			2 Council Member books are ready to be delivered ASAP Thank you.
Facilities	105 COCKRELL HILL RD RD	5/29/2020	5/29/2020			In order to have enough COVID spread out room for tonight's meeting - we do need the desk out of the Council chamber room. (it is trash) Thank you - G
Facilities	105 COCKRELL HILL RD RD	6/10/2020	6/10/2020			NEED TO PAINT SMALL SECTION OF WALL IN FRONT OFFICE
Facilities	105 COCKRELL HILL RD RD	6/10/2020	6/10/2020	6/12/2020		NEED TO PAINT CITY MANAGER'S NEW OFFICE
Facilities	105 COCKRELL HILL RD RD	6/10/2020	6/10/2020	6/12/2020		PLEASE SCHEDULE TO SWITCH CITY MANAGER'S OFFICE WITH CONFERENCE ROOM ON THURSDAY MORNING, 6/11/20
Facilities	105 COCKRELL HILL RD RD	7/6/2020	7/6/2020			PLEASE INSTALL THE TWO SIGNS IN THE TWO PARKING SPACES IN FRONT OF THE FIRE DEPARTMENT FOR THE FIRE CHIEF AND DEPUTY FIRE CHIEF.
Facilities	105 COCKRELL HILL RD RD	7/28/2020	7/28/2020			Please take down the information regarding fireworks on the Marquee Please keep the 'see city website for updates' posted  ****MARQUEE NEEDS TO SAY 'SEE CITY WEBSITE FOR UPDATES' ABOVE THE WEBSITE ADDRESS, PLEASE****
Facilities	105 COCKRELL HILL RD RD	9/23/2020	9/23/2020			Put together conference room table and chairs, move map file to PW building, & complete baseboards in city offices please.
Facilities	105 COCKRELL HILL RD RD	9/25/2020	9/25/2020			Ellis County is starting the dirt work for public works parking lot.
Facilities	105 COCKRELL HILL RD RD	9/25/2020	9/25/2020			Spread the dirt and cover the road base lot next to the city of ovilla monument that the county is hauling from public works parking lot
Facilities	105 COCKRELL HILL RD	12/31/2020	12/31/2020	12/31/2020		It was reported that the garage area has a couple of leaks from the rain. Please check the retention room for leaks. Thank you.
Facilities	105 COCKRELL HILL RD	5/4/2021	5/4/2021		5/11/2021	Please remove May 3 Park Board 5pm
Facilities	105 COCKRELL HILL RD	5/11/2021	5/11/2021		5/11/2021	Please add May 13 Coffee with a Cop 9am
Facilities	105 COCKRELL HILL RD	5/12/2021	5/12/2021		5/12/2021	MAY 13 COFFEE WITH A COP9:00AM ZOOM MTGS MAY 17EDC6:00PM BOA7:00PM
Facilities	105 COCKRELL HILL RD	5/18/2021	5/18/2021		5/18/2021	Please put all chairs back in the council room.
Facilities	105 COCKRELL HILL RD	5/20/2021	5/20/2021		5/21/2021	REMOVE CURRENT INFO (LEAVE CITYOFOVILLA.ORG) AT VERY TOP ADD: CITY OFFICE CLOSED MAY 31
Facilities	105 COCKRELL HILL RD	5/25/2021	5/25/2021		5/25/2021	LEAVE SPACE TO ADD UPCOMING THINGS BELOW IT.
Facilities	105 COCKRELL HILL RD	5/25/2021	5/25/2021		5/25/2021	FAUCET IN LADIES BATHROOM SINK IS DRIPPING
Facilities	105 COCKRELL HILL RD	5/25/2021	5/25/2021		5/25/2021	PLEASE ADD: MAY 27 COUNCIL SPECIAL MTG/WORKSHOP 4:15PM (ZOOM)
Facilities	105 COCKRELL HILL RD	5/25/2021	5/25/2021		5/25/2021	We need another couple of sanitizers hung - in the Conference Room and in the kitchen. Thank you
Facilities	105 COCKRELL HILL RD	5/25/2021	5/25/2021	5/25/2021	5/25/2021	2 council packets to deliver today, before 4:30 thank you
Facilities	105 COCKRELL HILL RD	5/25/2021	5/25/2021			Animal Control building, vent for door , awning cover to deflect rain away from a/c window
Facilities	105 COCKRELL HILL RD	4/13/2021	4/13/2021	4/13/2021		S. Jungman asked for Ainsley to switch out all of the a/c unit filters. I am creating the ticket only. Thank you g
Facilities	105 COCKRELL HILL RD RD	6/15/2020	6/15/2020			The Lights in the men's bathroom at the PD are messing up and out again. Ansley looked at it before and thinks there is an electrical issue. Chief would like for the lights to be looked at and the strobe lighting to be fixed. Please let me know when you can come look at it.



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Garbage	618 MEADOW LARK DR	4/26/2021	4/26/2021		5/4/2021	CUSTOMER CALLED STATING CANS ARE BEING LEFT IN FRONT OF MAIL BOX & HAS REC'D NOTICE FROM POST OFFICE THAT THEY WILL NOT DELIVER MAIL.
Garbage	719 WESTMORELAND RD	4/26/2021	4/28/2021			Customer called stating neighbor north of them has limbs that have been sitting out for a month. I described to her the requirement for pick up and she did state that the limbs are not within those guidelines. It sounds more like a code violation. Not really sure
Garbage	3151 OVILLA RD	4/26/2021	4/28/2021			Customer called stating that trash was missed. This has happened numerous times and has called CWD and was told someone would come out there to collect. Same issue for a year. Asked to speak with supervisor/manager and was told they were on the phone. Please contact customer regarding issue.
Garbage	601 BUCKBOARD ST	5/3/2021	5/3/2021		5/3/2021	TRASH NOT COLLECTED GEORGETOWN/BUCKBOARD/HOSFORD/MALLOY
Garbage	132 MEADOW GLEN LN	5/3/2021	5/7/2021		5/7/2021	They have several limbs out for bulk. She said they called CWD two week ago and was told next week (4/30) was the scheduled bulk pick up and it would be collected. It was not collected on Friday. Homeowner called CWD Friday and was told it would be collected Saturday. They called CWD Saturday and was told it was collected. She did state they have more than 4 cubic yards out, but it doesn't appear that anything was collected this weekend. Please give the homeowners a call to either confirm it was collected or let them know when it will be collected.
Garbage	618 MEADOW LARK DR	5/4/2021	5/4/2021		5/4/2021	Customer called stating recycle bin in the way of his mailbox & again post office did not deliver as well as his neighbors.
Garbage	304 E UNIVERSITY ST	5/4/2021	5/4/2021		5/4/2021	Customer called stating they never received a trash can from CWD, explained to him that CWD only provides recycle carts. He stated that CWD does provide trash bins that the City was "lying" about that. Their trash still has not been picked up.  Also stated that they used old cans from a different trash company and CWD was picking it up previously but now has stopped.  Please contact customer, they have called CWD and said their account was noted about the issue.
Garbage	599 GEORGETOWN RD	5/7/2021	5/10/2021		5/10/2021	TRASH WAS NOT COLLECTED AGAIN PER CUSTOMER. PLEASE COLLECT & ADVISE.
Garbage	300 WESTMORELAND RD	5/14/2021	5/17/2021		5/17/2021	Customer called stating his recycle was not collected and this happens on numerous occasions. Neighbors were collected but not his.  Please collect & advise.
Garbage	1900 DUNCANVILLE RD	5/14/2021	5/14/2021		5/17/2021	Trash was missed Thursday
Garbage	439 JOHNSON LN	5/21/2021	5/21/2021		5/21/2021	CUSTOMER CALLED STATING TRASH WAS MISSED.
Garbage	105 COCKRELL HILL RD	5/21/2021	5/21/2021		5/21/2021	EMAIL FROM JASON AT 7:57PM we were not able to finish a small section of trash pickup today. Truck just packed out and we have about 30 minutes left that we will get first thing tomorrow before starting the Friday route. (JOHNSON, DUNCANVILLE, JUNIPER)
Garbage	711 W MAIN ST	5/21/2021	5/21/2021		5/21/2021	TRASH MISSED
Garbage	133 SUBURBAN DR	5/21/2021	5/24/2021	5/21/2021		Poor service - failed to pick up.
Garbage	105 COCKRELL HILL RD	5/24/2021	5/24/2021		5/24/2021	Half of Meadow Glen missed Friday Requested it be collected today
Garbage	101 WILLOW CREEK LN	5/28/2021	5/28/2021		5/28/2021	Customer called stating trash was not collected and neighbors and basically the whole street. Please collect & advise
Garbage	907 OVILLA OAKS DR	5/28/2021	5/28/2021		5/28/2021	Customer stating trash was not collected. Please advise & collect.
Garbage	307 E UNIVERSITY ST	5/28/2021	5/28/2021		5/28/2021	Rest of street collected, but hers was missed
Garbage	305 SHADOWWOOD TRL	5/28/2021	5/28/2021		5/28/2021	RESIDENTS TRASH MISSED
Parks	105 COCKRELL HILL RD RD	5/12/2020	5/12/2020			Large tree has fallen in the creek heritage park at the water fall needs to be removed

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Parks	ASHBURNE GLEN CIR	10/9/2020	10/9/2020	10/9/2020		Ashburne Glen park coming off forest edge side walk is lifting creating a tripping hazard
Parks	105 COCKRELL HILL RD	10/26/2020	10/30/2020	10/30/2020		STARTING DAY FOR REMOVAL AND INSTALLATION OF NEW EQUIPMENT AT CINDY JONES PARK.
Parks	105 COCKRELL HILL RD	11/4/2020	11/4/2020	11/4/2020		Refinish 2 spring riding amusement features for parks
Parks	105 COCKRELL HILL RD	11/12/2020	11/12/2020	11/12/2020		PL1 Huber asks that the Service League building be painted.
Parks	105 COCKRELL HILL RD	11/23/2020	11/24/2020	11/23/2020		TREES IN CINDY JONES PARK NEED TO BE TRIMMED .

Street Department	105 COCKRELL HILL RD RD	2/27/2020	2/27/2020			Main Street to North Cockrell Hill Road the streets are showing bad places. Sub-grade is coming up. Please check this area and set a plan of action for repairs and maintenance.
Street Department	105 COCKRELL HILL RD RD	3/30/2020	3/30/2020			Cockrell Hill Road is showing a lot of alligatoring from the Ellis/Dallas County line all through to the light at 664. Some areas are really bad and need resurfacing, not just a pothole fill.
						As of this date, as far as we are concerned, this issue has NEVER been resolved completely since 3/29/2018!  The first picture is the street of Shadowwood. The streets go up to every driveway all nice and neat. A few weeks ago you were out there repairing all the small cracks all the way down the street. Very nicely! The second picture is the end of Elmwood by Shadowwood. Such a nice, clean well maintained street with no house with a mailbox and two driveways. The last two pictures are the other end of Elmwood! Yes, really!!! This end has a mail box and three driveways! We have seen city employees here looking at it, so we know you are aware that it is now worse than ever! This street is a big mess and is approximately 3 feet more narrow than the other streets in Brookwood. I believe this time period that we have been patient and waited for proper repair of over two years is enough (since the last two times Brookwood streets were redone, we were overlooked so really is way over two years). Not sure what we need to do next but we do pay our taxes and we do deserve better than this!! And again, you would not want your street to look like ours!! Totally unacceptable!!
Street Department	300 WILLOW CREEK LN	4/9/2020	4/13/2020			The Warren's - 300 Willow Creek
Street Department	105 COCKRELL HILL RD RD	5/15/2020	5/15/2020			Patch pothole at Pickard Bridge turning off Ovilla RD
Street Department	144 WATER ST	7/18/2020	7/18/2020			No trespassing sign - was taken down by unknowns and tacky message left on pole.
Street Department	201 WILLOW WOOD LN	7/31/2020	7/31/2020			MS Huber would like speed humps on Willowwood. She advised that police have issued citations but the speeding continues.
Street Department	105 COCKRELL HILL RD RD	8/6/2020	8/6/2020			Need to take F250 service truck to sardis tire to have new tires mounted
Street Department	105 COCKRELL HILL RD RD	8/6/2020	8/6/2020			Purchase paint to spray storage containers
Street Department	123 SUBURBAN DR	8/10/2020	8/10/2020			Utility pole is leaning. Per James, have someone drive by to check it out.
Street Department	705 SILVER SPUR LN	8/26/2020	8/26/2020	8/26/2020		Home owner at 705 Silver Spur voiced appreciation for the culvert clean-out being done by Ellis County Precinct, however, he would ask that a City representative contact him and come to his residence to enable him to show how this will affect his property - creating other drainage issues. He asks what can be done to remedy his drainage issue.
Street Department	105 COCKRELL HILL RD RD	9/16/2020	9/16/2020			Purchase paint to spray 40' container
Street Department	105 COCKRELL HILL RD RD	9/23/2020	9/23/2020		5/11/2021	pick up loads of road base to spread inside pole barn bays and out in front of pole barn
Street Department	105 COCKRELL HILL RD RD	9/23/2020	9/23/2020			Take down front section of fence at the water tower to prep for new panel fence.
Street Department	105 COCKRELL HILL RD RD	9/24/2020	9/24/2020			Set pole and install no truck sign 105 Cockrell Hill
Street Department	105 COCKRELL HILL RD RD	9/24/2020	9/24/2020			Take 2011 Chevy, 1998 Ford dump truck, Crack Seal trailer for inspections.
Street Department	105 COCKRELL HILL RD RD	9/25/2020	9/25/2020			Patch pot holes Johnson, Joe Wilson, Malloy

Department Assigned	Concern Address	Date Received	Date Entered	Date In Progress	Date Closed	Concern Description
Street Department	105 COCKRELL HILL RD RD	10/1/2020	10/1/2020			Grade dirt with box blade on the hill by city of ovilla sign
Street Department	105 COCKRELL HILL RD RD	10/5/2020	10/6/2020			Texas Bit in progress of laying new asphalt roads North ends of Buckboard, Georgetown, and connecting street of Silver Spur
Street Department	827 RED OAK CREEK DR	10/8/2020	10/8/2020			827 Red Oak Creek replace old Ovilla City Limit sign
Street Department	105 COCKRELL HILL RD RD	10/8/2020	10/8/2020			At the intersection of Shiloh and Bryson rough section of road with continuous pot holes West bound Ln of Shiloh
Street Department	105 COCKRELL HILL RD RD	10/9/2020	10/9/2020			Northwood and that section of Brookwood are in bad shape and require much needed road repairs.
Street Department	913 RED OAK CREEK DR	10/13/2020	10/13/2020			RESIDENT CALLED TO REQUEST STREET LIGHT. HE SPOKE TO ONCOR AND WAS DIRECTED TO THE CITY TO DO A STUDY AND US REQUEST A LIGHT WITH ONCOR. SAID HE ON A CURVE AND IT IS VERY DARK.
Street Department	105 COCKRELL HILL RD	10/14/2020	10/28/2020			At the entrances of Cardinal & Meadowlark install slow children at play sign
Street Department	105 COCKRELL HILL RD	10/19/2020	10/19/2020			Help Parks dept. remove concrete culverts, broken concrete slap etc. (Silver Spur Park)
Street Department	105 COCKRELL HILL RD	10/21/2020	10/21/2020			Texas Bit completed the overlay of parking lots to City Hall, Police Station.
Street Department	105 COCKRELL HILL RD	10/29/2020	10/29/2020			Help Parks dept. clean up Cindy Jones Park for the installation of new play ground equipment
Street Department	105 COCKRELL HILL RD	10/30/2020	10/30/2020			Go to Sunnyvale Plant pick up 5 tons of cold mix asphalt
Street Department	105 COCKRELL HILL RD	11/6/2020	11/6/2020			Pick up 6 yards of sand (Living Earth)
Street Department	105 COCKRELL HILL RD	12/8/2020	12/9/2020			Need to pick up 9 tons of asphalt
Street Department	105 COCKRELL HILL RD	12/10/2020	12/11/2020			Start crack sealing sector #2 Water St, Westlawn, Silverwood, Greenwood, Willowood, Shadowwood, Lariat Suburban, Westmain, Cockrell Hill Rd
Street Department	105 COCKRELL HILL RD	12/31/2020	12/31/2020	12/31/2020		Certain city offices are encountering rain water coming inside the building: Front city hall office, garage at the police station.
Street Department	105 COCKRELL HILL RD	1/4/2021	1/4/2021			Need to pull edges off of road (Northwood) cut down high spots sweep and prep for asphalt overlay
Street Department	105 COCKRELL HILL RD	2/11/2021	2/11/2021			Sand bridges and major intersections Cockrell Hill, Water St, Bryson, Shiloh Rd, Westmoreland, Red Oak Creek, City Hall parking lot
Street Department	312 COVINGTON LN	2/24/2021	2/24/2021			Please fix Shiloh Road! It is so bad after our ice storm. It needs so much T.L.C. Its been bad but now its BAD BAD!
Street Department	105 COCKRELL HILL RD	2/25/2021	2/25/2021	2/25/2021		Received call on voicemail of bad road area on Shiloh near Ovilla Road.
Street Department	1900 DUNCANVILLE RD	2/26/2021	2/26/2021	2/26/2021		Potholes all along D-Ville Road.
Street Department	SHILOH RD	3/2/2021	3/5/2021			Road damaged from freeze on Shiloh in front of Claremont Dr. need to mill up spread and compact and prep for chip seal overlay
Street Department	606 CREEK VIEW CIR	3/8/2021	3/8/2021	3/8/2021		Resident wants speed humps in Ovilla Oaks
Street Department	901 OVILLA OAKS DR	4/1/2021	4/6/2021			Citizen called and said that there are several streetlight poles in the Ovilla Oaks subdivision that the poles need painting and have become an eyesore. He contacted Oncor and they told him to contact the city. You can reach Terry Davidson @214-616-0246 for further details.
Street Department	105 COCKRELL HILL RD	4/12/2021	4/12/2021		5/20/2021	Install poles and cross walking signs along walking trail
Street Department	105 COCKRELL HILL RD	4/12/2021	4/12/2021		5/28/2021	Hook up brush hog to Kubota tractor
Street Department	105 COCKRELL HILL RD	4/19/2021	4/19/2021		5/19/2021	Pick up loads of pea gravel level out access road by Cindy Jones Park.
Street Department	915 COCKRELL HILL RD	4/26/2021	4/26/2021		5/26/2021	Patch entrance of drive way 915 Cockrell Hill Rd damaged form water leak dig up
Street Department	105 COCKRELL HILL RD	5/3/2021	5/7/2021		5/3/2021	Excavate saw cut section in front of City Hall cut in flume to divert water runoff from flowing towards city hall and spread road base and compact prep for asphalt over lay
Street Department	105 COCKRELL HILL RD	5/5/2021	5/5/2021		5/5/2021	Glass on both side of the intersection at Ovilla Rd and Main St. Some in the road as well (from accident on Friday, April 30) Please have this cleaned up.

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Street Department	105 COCKRELL HILL RD	5/6/2021	5/7/2021		5/6/2021	Pick up 9 tons of hot mix asphalt (luna Plant) and over lay section of parking lot City Hall
Street Department	105 COCKRELL HILL RD	5/7/2021	5/7/2021		5/7/2021	Had 18 tons of hot mix asphalt delivered to City Hall and over lay section of parking lot a long side of City Hall
Street Department	803 OVILLA OAKS DR	5/10/2021	5/14/2021		5/14/2021	Cut up a fallen cedar tree in Creek causing a dam and water to turn stagnant
Street Department	BRYSON LN	5/10/2021	5/14/2021		5/14/2021	Fallen tree limb on Bryson shoulder of the road. Needs to be hauled off.
Street Department	105 COCKRELL HILL RD	5/10/2021	5/10/2021			Check for pot holes Shiloh, Bryson, Westmoreland, Joe Wilson, Red Oak Creek, Hosford, Holly, Brookwood edition, Thorn Tree, Johnson Ln, Duncanville
Street Department	105 COCKRELL HILL RD	5/12/2021	5/12/2021	5/12/2021		clean junk from old public works side of city hall building - including old furniture, desks, fans, etc.
Street Department	201 WILLOWWOOD LN	5/17/2021	5/17/2021	5/17/2021		Place 1 Huber called this morning and advised that her street was receiving too much water run-off from Westlawn and that the 'ditch' was too shallow.
Street Department	COCKRELL HILL RD	5/28/2021	5/28/2021		5/28/2021	Need to patch pot holes 900 block of Cockrell Hill Rd
Street Department	200 SILVERWOOD DR		5/12/2021		5/12/2021	Resident called and would like the cones picked up from where work was done please.
Street Department	105 S. Cockrell Hill		5/19/2021		5/20/2021	Stop sign is too short. Should be 7 ft from the bottom of the roadway I think.
Street Department	900 COCKRELL HILL RD		3/2/2021		5/25/2021	Damage guard rail and reflective sign due to a motor vehicle accident. Accident report #20OP003826, driver and insurance information available at the police department for compensation.
Street Department	623 Edgewood Ln		5/30/2021			Not really a tree branch in the street, but nothing else seemed appropriate. I am concerned about the tall dead tree that is just south of the bridge going over Red Oak Creek on Ovilla Road. I know there has been some trimming done on it, but it needs to be completely cut down. It is a hazard.
Street Department	703 GEORGETOWN RD		5/11/2021			This is James Beaty at 703 Georgetown Rd.. Several months ago the city came out and 'cleaned out' the ditches by the road in front of my house. Before they did this I never had a problem with drainage in my ditch. Now water is ponding in the ditch and not draining correctly to the storm sewer. I cant even mow my entire yard for many days after a rain event because the ditch is so muddy for so long. I would really appreciate it if they could come and correct the drainage issue they caused. Thank you.
Street Department	214 WILLOW CREEK LN		4/30/2021			Someone needs to take a look at the drainage problem on our property. There needs to be a drain pipe installed across Elmwood on Willow Creek Lane. We are getting the blunt of the drain water on our property.
Street Department	3500 BRYSON MANOR DR		3/28/2021			There is a median directly in front of our home and it comes out about 10 feet in front of our driveway which makes it difficult to turn left from our driveway to get to Shiloh road. When I leave my house, I have to swing out to the right, out of my driveway, to make a hard left turn because of this median. My husband has a new truck an cannot make a left turn from our driveway to the correct side of the median. In order for him to leave our driveway to get to Shiloh, he turns left on the wrong side of the median, the on coming traffic side. This is dangerous and inconvenient. We're asking that y'all please come see what we're talking about in hopes that this median can be modified.
Street Department	401 BURTONWOOD CIR		3/12/2021	3/15/2021		STREET LIGHT IS OUT LOCATED 401 Burtonwood cir thks
Street Department	105 LARIAT TRL		9/18/2020			103 Lariat, 105 Lariat low hanging tree limbs hitting school buses. At the intersection of Lariat @ Westmoreland trim back tree branches blocking visibility pulling onto Westmoreland.
Street Department	RED OAK CREEK DR		5/17/2020			Many tree branches growing out into the road on the sides and also low hanging branches need trimming. On the first curve to the left going south after passing the Methodist Church there is a small tree on east side of curve that really needs taking out as it does trike vehicles.
Street Department	SHILOH RD		4/23/2020			East bound shiloh Road, West of Ovilla Road. Limbs and tee debris protruding into the road.

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Street Department	556 JOHNSON LN		8/12/2019	8/12/2019		NEED TO CORRECT DRAINAGE ISSUE AT CULVERT Hello, my name is Kristen Smith and I live at 202 Split Rock Terrace in Ovilla. We have been without water for hours today, and have had no communication from the City to expect this outage, or even to let us know how long it will be before water service is restored. I have signed up for text alerts, but have received nothing about this. Water Outage is not a typo. We are seriously disappointed that in 2020 we have to live like it's 1950 and the well ran dry. Our city taxes have increased, as have our water/garbage collection bills and have yet to learn what the 'impound fee' is, so I'd like an answer to that as well. There is nothing on the City's website explaining this water outage, or how long it's going to last. Had we been notified, we could have made provisions to ride the outage out, but that courtesy was not extended to us. So now, it's a sink of dirty breakfast dishes, inability to flush the toilets or do the family laundry. Oh, and it's a pandemic so we can't even wash our hands. I guess we'll fix lunch after dousing ourselves in hand sanitizer. Great way to live.  I expect a call or text to 214-226-7483 or the courtesy of a reply by email.
Water/Wastewater	202 SPLIT ROCK TER	9/8/2020	9/9/2020			Due to the pandemic, even though I live less than 2 miles from

Water/Wastewater	105 COCKRELL HILL RD RD	9/17/2020	9/21/2020			Had four concrete flumes framed and poured in front of boxed culverts at the intersection of Westlawn & Willowwood
Water/Wastewater	609 CARDINAL DR	9/22/2020	9/22/2020			Check for meter leak
						Complainant, Mr. Rarick sent this during the ice storm. I held it allowing time for crews to handle the water emergencies resulting from the ice storm. I believe we already have a 'report of concern' open a large tree branch/log behind this property at the creek also.  1. Some type of animal is building a dam, on the south side of the bridge on Shiloh in the creek. 2. Large trucks are travelling over that same bridge that appear to be over the set limits. I think the bridge needs to be inspected. 3. There is a dam building up against the sanitary sewer line that runs across the creek near my lot. There is still a large tree log pushed against the line. Spring rains could be too much pressure on that line. 4. The creek is still not draining, therefore I have a lake behind our house which becomes a mosquito breeding ground every summer.  The bridge is a real concern. The other items need some attention.
Water/Wastewater	109 OAK FOREST LN	2/18/2021	3/2/2021	3/2/2021		
Water/Wastewater	603 MEADOW LARK DR	4/5/2021	4/5/2021			VALVE NEXT TO WATER METER IS BROKEN, WATER LEAK ON STREET SIDE. (REPORTED BY PHONE TO DANIEL)
Water/Wastewater	321 SHADOWWOOD TRL	4/23/2021	4/23/2021			IN-READ FOR NEW CUSTOMER
						FINAL OUT READ
Water/Wastewater	520 WESTMORELAND RD	5/3/2021	5/3/2021		5/4/2021	DO NOT LOCK BOX/APPLICATION/DEP REC'D FROM NEW CUSTOMER
Water/Wastewater	108 ROBIN GLEN LN	5/3/2021	5/3/2021		5/4/2021	FINAL OUT READING **MAY 4TH** DO NOT LOCK BOX/APPLICATION/DEP REC'D
Water/Wastewater	808 COCKRELL HILL RD	5/4/2021	5/4/2021		5/4/2021	UNLOCK BOX/ IN READ
Water/Wastewater	108 BENT TREE LN	5/4/2021	5/4/2021		5/5/2021	APPLICATION/DEP REC'D FOR NEW CUSTOMER.
Water/Wastewater	101 HIGH RIDGE CT	5/5/2021	5/5/2021		5/10/2021	CUSTOMER STATING HIGH BILL REREAD METER
Water/Wastewater	120 SUBURBAN DR	5/7/2021	5/7/2021		5/7/2021	TURN CUSTOMER BACK ON & GET IN READING.
Water/Wastewater	117 NOB HILL LN	5/7/2021	5/7/2021		5/7/2021	FINAL OUT READING AS OF 5/7/21
Water/Wastewater	101 NORTHWOOD ST	5/7/2021	5/17/2021		5/17/2021	CUSTOMER STATING HIGH BILL/REREAD METER
Water/Wastewater	610 GREEN MEADOWS LN	5/10/2021	5/10/2021		5/10/2021	IN READING FOR NEW CUSTOMER
						TURN CUSTOMER BACK OFF AT REQUEST/ GET READING



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Water/Wastewater	105 COCKRELL HILL RD STE 2	5/10/2021	5/10/2021		5/14/2021	PLACED METER BOOKS IN PW BASKET/ START READINGS 5/12/21
Water/Wastewater	132 MEADOW GLEN LN	5/12/2021	5/12/2021		5/13/2021	CUSTOMER STATING HIGH BILL/REREAD METER
Water/Wastewater	438 JOHNSON LN	5/13/2021	5/13/2021		5/15/2021	PER CUSTOMER PLEASE TURN BACK ON WATER & GET IN READING
Water/Wastewater	919 COCKRELL HILL RD	5/14/2021	5/14/2021		5/18/2021	FINAL OUT READING/LOCK BOX
Water/Wastewater	105 COCKRELL HILL RD	5/17/2021	5/17/2021		5/17/2021	SEE ATTACHED MAY 2021 REREAD LIST
Water/Wastewater	105 COCKRELL HILL RD	5/17/2021	5/17/2021		5/17/2021	SEE ATTACHED MAY 2021 REPAIR LIST
Water/Wastewater	111 ROBIN GLEN LN	5/18/2021	5/18/2021		5/21/2021	IN-READ/UNLOCK BOX FOR NEW CUSTOMER ***MAY 21***
Water/Wastewater	3418 OVILLA RD	5/19/2021	5/19/2021		5/19/2021	IN-READ/UNLOCK FOR NEW CUSTOMER
Water/Wastewater	834 E MAIN ST	5/20/2021	5/20/2021		5/21/2021	CUSTOMER CALLED STATING HONEY BEES IN METER BOX.
Water/Wastewater	919 COCKRELL HILL RD	5/24/2021	5/24/2021		5/24/2021	PLEASE UNLOCK/IN READ FOR NEW CUSTOMER
Water/Wastewater	101 HIGH VIEW CT	5/28/2021	5/28/2021			FINAL OUT READ FOR EXISTING CUSTOMER **JUNE 3**  DO NOT LOCK BOX APP/DEP REC'D FOR NEW CUSTOMER
Water/Wastewater	122 SUBURBAN DR		5/10/2021		5/10/2021	Customer called stating that there's a leak inside the meter box the way he describe it sounds like a gasket please verify and fix as needed.
Water/Wastewater	226 WILLIAMSBURG LN		5/3/2021		5/10/2021	Please camera customer sewer service line from the house to the main. Note any issues found and mark any damaged spots found.
Water/Wastewater	WESTMORELAND RD		5/10/2021		5/11/2021	Please remove construction meter from Broadmoor Estates contractor is finished with it.
Water/Wastewater	601 BUCKBOARD ST		4/28/2021		5/11/2021	Change out water meter. Customer has been having high water bills for no apparent reason says that they have not changed the way they use water inside or outside.
Water/Wastewater	822 COCKRELL HILL RD		4/20/2021		5/20/2021	Replace broke angle stop and move meter to the top of the hill. Homeowner will be installing a new fence and has requested that we move the meter to the outside of where the new fence will be installed. I believe this is 3/4' need to verify prior to the job for material reasons.
Water/Wastewater	806 COCKRELL HILL RD		6/1/2021			Please lower the valve pad to ground level at the corner of Cockrell Hill. Rd and Lariat Trl customer says that he cannot mow over it
Water/Wastewater	822 COCKRELL HILL RD		5/25/2021			Finish clean up of angle stop replacement.
Water/Wastewater	226 WILLIAMSBURG LN		5/10/2021			Replace section of sewer service at the city / customer clean out due to roots in the joints of the fitting.
Water/Wastewater	401 SHADOWWOOD TRL		4/28/2021			Place a concrete pad around the fire hydrant valve and fill in low spots where washed out.
Water/Wastewater	710 HOLLINGSWORTH LN		4/26/2021			Need to replace angle stop its hard to operate and leaks by when turned off. Homeowner has a leak to repair and cant do so because water wont shut off all the way.
Water/Wastewater	411 SHADOWWOOD TRL		4/23/2021			Customer states that the angle stop wont turn off the water to his home all the way and believes he has a leak under his foundation at the house.
Water/Wastewater	3251 OVILLA RD		3/9/2021			2' Valve is leaking needs to be replaced at the second entrance going into the parking lot
Water/Wastewater	113 ASHBURNE GLEN LN		2/23/2021			Need to replace the angle stop at this location due to the operation nut being broke.
Water/Wastewater	SHILOH RD		9/17/2020			Circle H is now working on the water main installation.
Water/Wastewater	105 COCKRELL HILL RD RD		7/8/2020			Take monthly water samples and carry to the lab.