

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, December 09, 2019 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, December 09, 2019 at 6:30 P.M. in the Ovilla Municipal Building, Council Chamber Room, 105 S. Cockrell Hill Road, Ovilla, Texas, 75154, for the purpose of considering the following items:

I. CALL TO ORDER

- Invocation
- US. Pledge of Allegiance and TX Pledge

II. COMMENTS, PRESENTATIONS, ANNOUNCEMENTS

Proclamation:

1. Ovilla Christian School Volleyball Team Class 2A Championship Wins

- **Citizen Comments**

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

III. CONSENT AGENDA

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

IV. REGULAR AGENDA

- ITEM 1. **DISCUSSION/ACTION** – Case PZ19.12. Receive recommendation report from the Planning and Zoning Commission to consider and act on a final plat application submitted by Massey Shaw Development for Bryson Manor Phase III, Ovilla, Ellis County, Texas.
- ITEM 2. **DISCUSSION/ACTION** – Consideration of and action directing staff to move forward with the Water Street Bridge repair project and construction plans for the RFP.
- ITEM 3. **DISCUSSION** – Receive report from Park Board Chair Brian Treadaway to review and discuss Park Board goals and new ideas for future community events.
- ITEM 4. **DISCUSSION/ACTION** – Consideration of and action on the creation of and funding of a Street/Park Superintendent position in Public Works Department.
- ITEM 5. **DISCUSSION/ACTION** – Consideration of and action on Resolution R2019-26 approving an updated organizational chart.
- ITEM 6. **DISCUSSION/ACTION** – Consideration of and action to approve Outdoor Weather Alert Siren System maintenance and software update.
- ITEM 7. **DISCUSSION** – Review and discuss the City's municipal facilities needs.

City of *OVILLA* City Council

Rachel Huber, Place One
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V. STAFF REPORTS

• Department Activity Reports / Discussion

- Police Department
- Fire Department
- Public Works
- Finance
- Administration

Chief B. Windham
Chief B. Kennedy
Interim PW Director D. Durham
Accountant L. Harding

1. Monthly Code/Animal Control Reports
2. Monthly Municipal Court Report

Code/AC Officer M. Dooly
City Secretary P. Woodall

VI. EXECUTIVE SESSION

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

A. Convene into Executive Session.

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

ITEM 1. **DISCUSSION/ACTION** – Deliberate the appointment, employment, evaluation, reassignment and/or duties of the City Secretary/Acting City Manager.

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

ITEM 2. **DISCUSSION/ACTION** – Deliberate the appointment, employment, evaluation, reassignment and/or duties of the Public Works Director.

Closed Meeting called pursuant to Texas Government Code §551.071 – Consultation w/Attorney.

ITEM 3. **DISCUSSION/ACTION** – Consultation with the City Attorney regarding contemplated employment law litigation and settlement offer.

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 December 09, 2019 Regular City Council Agenda was posted on the City Hall bulletin board, a place convenient and readily accessible to the general public at all times, and to the City's website, www.cityofovilla.org, on the 6th day of December 2019 prior to 6:00 p.m., in compliance with Chapter 551, Texas Government Code.



Pamela Woodall, City Secretary

DATE OF POSTING:

12.06.2019

TIME: 10:00

DATE TAKEN DOWN:

TIME:

am/pm

am/pm

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

This facility is wheelchair accessible. If you plan to attend this public meeting and have a disability that requires special arrangements, please call 972-617-7262 at least 48 hours in advance. Reasonable accommodation will be made to assist your needs. PLEASE SILENCE ALL CELL PHONES & OTHER ELECTRONIC EQUIPMENT WHILE THE CITY COUNCIL MEETING IS IN SESSION.

Pursuant to section 30.06, penal code (trespass by holder of license to carry a concealed handgun), a person licensed under subchapter h, chapter 411, government code (concealed handgun law), may not enter this property with a concealed handgun.

De conformidad con lo establecido en el artículo 30.06 del Código Penal (entrar sin autorización en una propiedad por parte de un titular de un permiso para portar armas ocultas) una persona con licencia bajo el subcapítulo h, capítulo 411 del código de gobierno (ley de portación oculta de armas), no puede entrar en esta propiedad portando una arma oculta.

Pursuant to Section 30.07, Penal Code (trespass by license holder with an openly carried handgun), a person licensed under Subchapter H, Chapter 411, Government Code (handgun licensing law), may NOT enter this property with a handgun that is carried openly.

Conforme a la seccion 30.07, del código Penal (entrada sin autorización por titular de licencia con una pistola visible) una persona con licencia bajo el subcapítulo h, capítulo 411 del código de gobierno (ley de licencias de pistolas), no puede entrar en sta propiedad con una postola visible.



PROCLAMATION

I, Richard A. Dormier, Mayor of the City of Ovilla, take great pleasure in congratulating the OVILLA CHRISTIAN SCHOOL VOLLEYBALL TEAM for winning their second in a row TAPPS (Texas Association of Private Parochial Schools) Class 2A State Championship on November 8, 2019 at Waco's University High School.

WHEREAS, The Lady Eagles capped another season with a straight-set win over Austin Waldorf School for the second year in a row; and

WHEREAS, four players were chosen as part of the 12 player all-tournament squad: Audrey Nunes, Tessa Henry, Molly Echard and Halle Jessie. Ovilla Christian finished this season with a 29-7-5 record; and

WHEREAS, the 13 players on the roster as well as 2 managers lead by coach Mollie McBride on the Ovilla Christian School Volleyball Team have represented the citizens of Ellis County and the City of Ovilla in achieving the highest honors for a high school volleyball team; and

WHEREAS, these team members serve as role models to all youth. The dedication of the team to practice, teamwork, high goals, hard work and mental attitude serve as an example to all Ellis County students; and

WHEREAS, the students and supporting staff of Ovilla Christian School have shown great leadership and dedication. Their fellow students have supported them in an enthusiastic manner that does Ovilla Christian School and all of Ellis County proud.

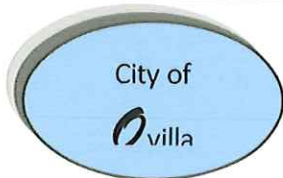
NOW THEREFORE, I, Richard A. Dormier, Mayor of Ovilla, on behalf of the entire Ovilla City Council, do hereby recognize November 20, 2019, as Ovilla Christian School Volleyball Day.



IN WITNESS WHEREOF, I hereby affix my signature this 20th day of November in the year of our Lord two thousand nineteen.

Richard A. Dormier, Mayor
City of Ovilla

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



Ovilla City Council

AGENDA ITEM REPORT

Item 1

Meeting Date: December 09, 2019

Department: Administration/Code

☒ Discussion ☒ Action

Budgeted Expense: ☐ YES ☐ NO ☒ N/A

Submitted By: P. Woodall, City Secretary/Interim CM

Amount: N/A

Reviewed By: ☒ Interim CM

☒ Other: M. Dooly, D. Durham

Attachments:

1. Final Plat, Application & Documents
2. Planning & Zoning Recommendation Sheet

Agenda Item / Topic:

ITEM 1. **DISCUSSION/ACTION** – Case PZ19.12. Receive recommendation report from the Planning and Zoning Commission to consider and act on a final plat application submitted by Massey Shaw Development for Bryson Manor Phase III, Ovilla, Ellis County, Texas.

Discussion / Justification:

SUBDIVISION NAME: Final Plat Information
OWNER: Bryson Manor Phase 3
ENGINEER: Massey Shaw Development
ENGINEER: Michael Westfall, Civil Engineer
APPLICATION DATE: November 26, 2019
LOCATION: Terminus of Bryson Manor Drive
UTILITIES: Ovilla water / Sardis Water
ZONING: R15
PROPOSED LAND USE: Residential Subdivision
MAJOR THOROUGHFARE: Highway 664 Ovilla Road
APPLICANT'S PROPOSAL: Develop 113 lots 111 residential home sites with 2 HOA lots. Total area in subdivision is 74.4 acres in the city limits of Ovilla.

This is the 3rd phase of Bryson Manor – origination in October 2019. This phase is consistent with city code residential building requirements and in accordance with the Development Agreement.

Recommendation / Staff Comments:

Staff recommends approval.

Sample Motion(s):

I move to APPROVE/ DENY PZ CASE 2019.12. a final plat application submitted by Massey Shaw Development for Bryson Manor Phase III, Ovilla, Ellis County, Texas.

**CITY OF OVILLA
APPLICATION FOR FINAL PLAT APPROVAL**



__x__ Final Plat

Applicant Michael Westfall Phone 214-846-9397

Mailing Address PO BOX 250485, Plano, TX 75025

Applicant's Interest in Property Civil Engineer
(owner, agent, lessee, option to buy, etc.)

Engineer or Land Planner (same as applicant) Phone _____

Mailing Address _____

Location of Property terminus of Bryson Manor Drive

x City Limits _____ Extraterritorial Jurisdiction (ETJ)

Subdivision Name Bryson Manor Phase 3

Area in Subdivision: 74.4 Total Acres 74.4 Number of Lots 113 Average Lot Size 21,656

Fee Due City for Application \$ \$6,050 calculated as follows:

Final Plat

\$ 400 Application Fee

\$ 50 per lot X 113 total number of lots, plus

\$ 50 per acre X _____ each acre not designated as a subdivision lot (not to include streets)

- Plus \$50 per acre not designated as a subdivision lot (Residential)
- Plus 100% of engineering costs associated with review in excess of amount paid in initial fees.

Inspection Fees (inspection of utilities, infrastructure, etc.) Calculated by multiplying the cost estimate of the subdivision improvements by the applicable percentage.

Subdivision Improvements Cost Estimate	Applicable Percentage
\$200,000 or less	3.20
\$200,001 to \$400,000	3.10
\$400,001 to \$600,000	3.00
More than \$600,000	2.90

**CITY OF OVILLA
APPLICATION FOR FINAL PLAT APPROVAL**



Minimum Fee:

1. Standard subdivision procedure: \$3,750.00
2. Short form procedure: \$400.00

Plat amendment:

1. Application fee: \$400.00
2. Engineering fee: \$50.00 per lot residential
\$50.00 per lot non residential

(Plus, 100% of engineering costs associated with review in excess of amount paid above)

Plat vacation: \$275.00

Traffic impact analysis review: \$450.00
(Plus, 100% of engineering costs associated with TIA)

Tree plan review: \$25.00 per lot

County filing fee – actual cost

Variance request (per item) \$150.00

Received on 11.26.2019

Official Filing Date 11.26.2019

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



This document shall not be recorded for any purpose and shall not be used or viewed or relied upon as a final survey document

FINAL PLAT
BRYSON MANOR

PHASE 3

111 RESIDENTIAL LOTS ~ 2 HOA LOTS
74,401 ACRES

**U.S. BILLINGSLEY SURVEY, ABSTRACT NUMBER 20
AN ADDITION TO THE CITY OF OVILA**

SEPTEMBER, 2019
ELLIS COUNTY, TEXAS
SCALE: 1"=2'

OWNER

SHAW DEVELOPMENT GROUP, LLC
0255 WOODLAND DRIVE

LAS, TX 75221-1100

NO. 1

AXIS
P.O. BOX 575 | WAXAHACHIE, TEXAS 75166
214.903.6200 | TULIP FIRM NO. 10194307

INFO@AXIS-SURVEY.COM

CAB. _____ SLIDE _____ 180138 1 OF 6

FINAL PLAT
BRYSON MANOR
PHASE 3

111 RESIDENTIAL LOTS ~ 2 HOA LOTS
74.401 ACRES
R. BILLINGSLEY SURVEY, ABSTRACT NUMBER 1
AN ADDITION TO THE CITY OF OVILLA
ELLIS COUNTY, TEXAS

SEPT/2019

SCALE: 1"=100'

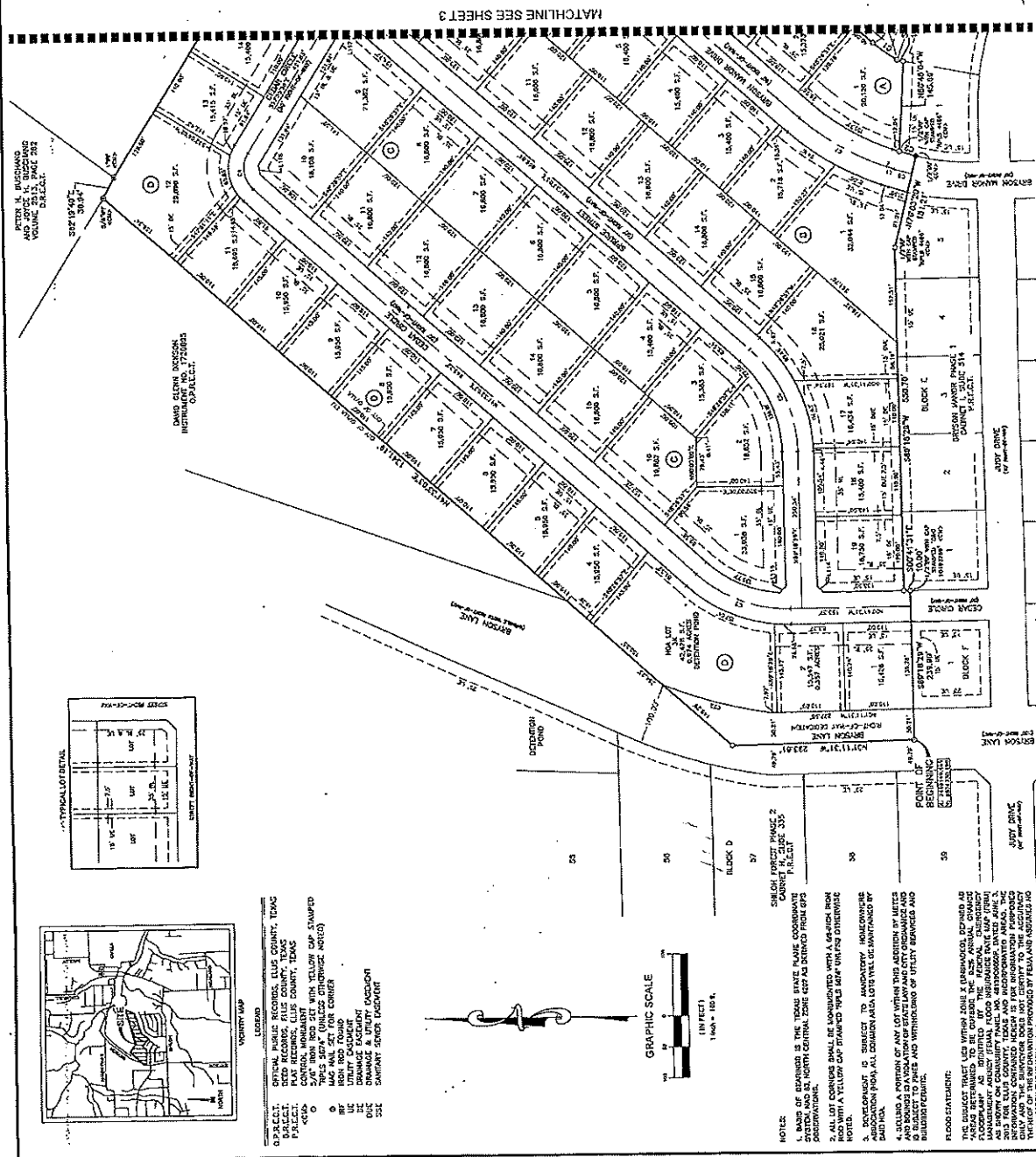
OWNER
SHAW DEVELOPMENT GROUP, LLC
6225 WOODLAND DRIVE
DALLAS, TX 75230

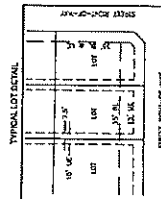
TURNKEY

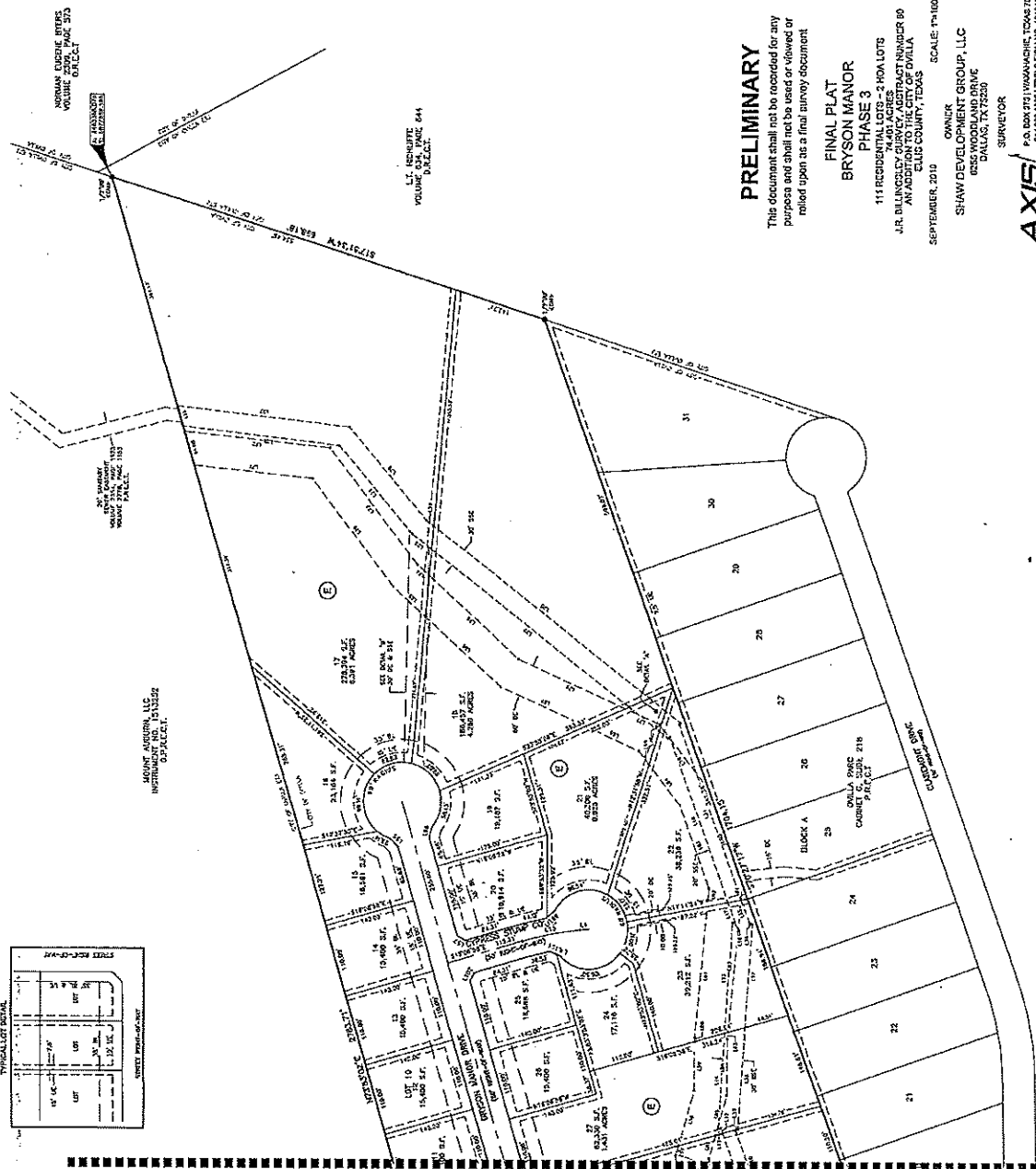
AXIS

K 576 | WAXMAUNCH, TEXAS 75160
X 8200 | TRIPLE 5 FIRM NO. 10194387
INFO@AXIS-OLIVKY.COM

LAB. SLIDE 180138 2 OF 6







PRELIMINARY

This document shall not be recorded for any purpose and shall not be used or viewed or rolled upon as a final survey document

FINAL PLAT
BRYSON MANOR
PHASE 3

PHASE 3
111 RESIDENTIAL LOTS - 2 HOM LOTS
74.401 ACRES
R. BILLINGSLEY CURVEY, ABSTRACT NUMBER 80
AN ADDITION TO THE CITY OF DALLA
ELLIS COUNTY, TEXAS

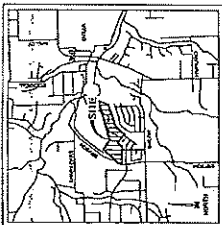
SEPTEMBER, 2010 SCALE: 1"=100'

OWNER
SHAW DEVELOPMENT GROUP, LLC
0255 WOODLAND DRIVE
DALLAS, TX 75230

2010

AXIS
SURVEYING

CAB. _____ SLIDE _____ 180138 4 OF 6



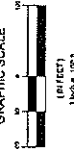
CONCLUSIONS

- 010701
- OFFICIAL PUBLIC RECORDS, ELLIS COUNTY, TEXAS
PLAT RECORDS, ELLIS COUNTY, TEXAS
PLAT RECORDS, ELLIS COUNTY, TEXAS
C/O
5/8" BORN 100 SET WITH YELLOW CAP STAMPED
"HOLS 8947" (UNLESS OTHERWISE NOTED)
HOLS 8947 FOR CORNER
NOT FOR BOUND
NOT FOR RECORD
BURNING DEPARTMENT
BRANNICE & UTILITY DEPARTMENT
SANTITARY POWER DEPARTMENT
- PAGE 252

MATCHLINE SEE SHEET 3



SPRING 2016



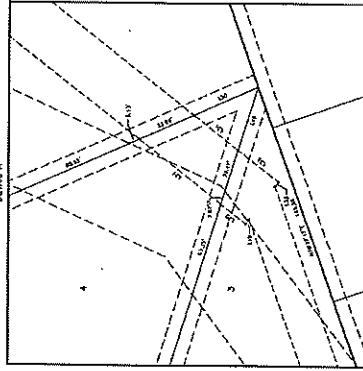
NOTES

- THE BASIS OF THEREAFTER IS THE TOTAL STATE FUND CONTRIBUTION TO THE STATE OF NEW YORK. THE TOTAL STATE FUND CONTRIBUTION TO THE STATE OF NEW YORK IS THE TOTAL STATE FUND CONTRIBUTION TO THE STATE OF NEW YORK.

Model Statistic:

[illegible]

INQID: 10/11/22



This document shall not be recorded for any purpose and shall not be used or viewed or rolled upon as a final survey document.

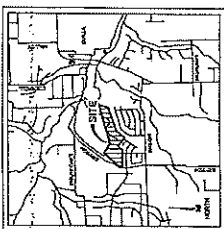
1111 RESIDENTIAL LOTS ~ 2 HOA LOTS
74.401 ACRES
J.R. BILLINGSLEY SURVEY, ABSTRACT NUMBER 1
AN ADDITION TO THE CITY OF CIVILLA
ELLIS COUNTY, TEXAS

6255 WOODLAND DRIVE
DALLAS, TX 75230
SURVEYOR

CAB. _____ SLIDE _____ 180138 5 OF 6

[illegible]

RANKING	CROSS COUNTRY					CROSS COUNTRY
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54	17:50.47	33:50.67	71.52	235:42.93	472.74	472.74
55	17:50.47	33:50.67	71.52	235:42.93	472.74	472.74
56	17:50.47	33:50.67	71.52	235:42.93	472.74	472.74
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100	17:50.47	33:50.67	71.52	235:42.93	472.74	472.74



090301

1. BASIS OF ESTIMATES IS THE TEXAS STATE PLANE COORDINATE SYSTEM, NAD 83, NORTH CENTRAL ZONE 4502 AT DCMY-0 FROM GPS OBSERVATIONS.

3. DEVELOPMENT" IS SUBJECT TO MANDATORY HOMEOWNERS ASSOCIATION (HOA). ALL COMMON AREA LOTS WILL BE MAINTAINED BY SAID HOA.

7000 STATE AVENUE

THE SUBJECT TRAIT LES WITHIN ZONE X (ENHANCED), DEFINED AS AREAS DISCRETELY TO BE OUTLINED BY THE FEDERAL BUREAU OF INVESTIGATION, AS IDENTIFIED BY THE FEDERAL BUREAU OF INVESTIGATION MANAGEMENT AGENCY (FBI), 1000 BUREAU BLVD, BOSTON, MASSACHUSETTS 02108, FOR THE CITY OF TEXAS, TEXAS AND INFORMATION PURPOSES. THE INFORMATION CONTAINED HEREIN IS FOR INFORMATION PURPOSES ONLY AND THE BUREAU DOES NOT CERTIFY TO THE ACCURACY OR COMPLETENESS OF THE INFORMATION PROVIDED BY FBI AND ASSURES NO



City of OVILLA Planning & Zoning Commission Recommendation

DISCUSSION/ACTION – Case **PZ19.12** - Review & Consider approval of a final plat application filed by Massey Shaw for development of Bryson Manor Subdivision Phase 3 located between Judy Drive and Bryson Lane, Ovilla, Texas and forward recommendation to the Ovilla City Council.

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

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

PL5 Alexander AYE
PL6 Hart AYE
PL7 Zimmermann AYE

6 FOR

0 AGAINST

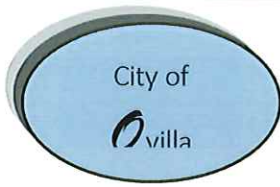
0 ABSTAIN

C. Lynch
Presiding Officer of P&Z

12/2/19
Date

G. Miller
Board Secretary

12.2.2019
Date



Ovilla City Council

AGENDA ITEM REPORT

Item 2

Meeting Date: December 09, 2019

Department: Administration

☒ Discussion ☒ Action

Budgeted Expense: ☒ YES ☐ NO ☐ N/A

Submitted By: P. Woodall, City Secretary, (I)CM

Amount: N/A

Reviewed By: ☒ Interim City Manager ☒ City Secretary ☒ City Engineer
☒ Accountant ☒ Other: Daniel Durham

Attachments:

1. Engineer cost estimates
2. Email correspondence from County

Agenda Item / Topic:

ITEM 2. **DISCUSSION/ACTION** – Consideration of and action directing staff to move forward with the Water Street Bridge repair project and construction plans for the RFP.

Discussion / Justification:

Staff received confirmation verbally and in writing from the County with commitment to reimburse the City the cost estimates and engineering fees for their portion of the repair of Water Street Bridge project. Mr. Kyle Butler will be present to assure Council that the County is ready to precede with Eikon's preparation of the construction and bid documents.

Ovilla City Council approved the City's portion of this project in February 2019. We are ready to move forward.

Recommendation / Staff Comments:

Staff recommends approval.

Sample Motion(s):

I move to approve/deny directing staff to move forward with the Water Street Bridge repair project and construction plans for the RFP.

Pam Woodall

From: Kyle Butler <kyle.butler@co.ellis.tx.us>
Sent: Tuesday, November 12, 2019 3:47 PM
To: Pam Woodall
Subject: Interlocal and estimated pricing
Attachments: Scan.pdf

Pam , attached is the estimated cost that EIKON has provided to our County Engineers and myself, we agree with the estimated cost and engineering cost to move forward with Ovilla going out for an RFP to choose a contractor for the headwall and the bridge repair for Bryson Ln. Once Ovilla has chosen a contractor and the actual cost comes in for both parties then I can take it to Commissioners Court for approval for the section of headwall that the county will be responsible for . The cost shouldn't vary much from the estimate cost that EIKON has provided to all of us. You shouldn't have to wait until your Dec Council to start your RFP process unless you just want to. I know everyone is anxious to get this process in motion. The county will pay the contractor and EIKON direct for work that is done for us, just like it reads in our interlocal agreement. Let me know if there is anything else that you need from me at this moment.

Thanks again,

Kyle Butler

Commissioner

ELLIS COUNTY ROAD & BRIDGE PCT. 4

1011 Eastgate Rd.

Midlothian, Tx. 76065

972-825-5305





DESIGNING CONFIDENCE

ADDITIONAL SERVICES REQUEST #01

September 20, 2019

Pam Woodall
Acting City Manager
City of Ovilla
105 S. Cockrell Hill Road
Ovilla, Texas 75157
(972) 612-2762
PWoodall@cityofovilla.com

RE: Water Street Bridge Improvements
EIKON Project No. 18138.09
Original Work Order Date: 02/05/2019

Dear Pam:

As requested, EIKON is pleased to submit this proposal for professional design services related to the above referenced project. Our explanation of scope alterations and Fee are outlined below.

Description of Additional Requested Items

We understand that the project's additional services requested include design of concrete retaining walls along the Red Oak creek bank for the Ellis County portion of the Water Street Bridge improvement project. Due to localized flood events, remedial repairs are required for both the City of Ovilla and Ellis county-maintained sections of the bridge and creek. Originally, the County had planned to make their own repairs to the creek banks. The new structural and civil design drawings will be added to the current construction plan set. It is our understanding that the increase in engineering design fees and construction cost will be paid for/reimbursed to the City by Ellis County.

Explanation of Scope Alterations

As requested, we are proposing the addition of approximately 200 linear feet of concrete retaining wall along the eroded Red Oak Creek bank adjacent to the Water Street Bridge project. This area of the creek falls under Ellis County jurisdiction for maintenance. EIKON will prepare civil grading, wall layout plans and structural wall design plans for inclusion into the Water Street Bridge Improvements construction plan set. EIKON will also coordinate the designs between both the City and County.

Additionally, the new retaining wall plans will be separated within the contract bid schedules to allow associated costs to be accounted for to determine the amount of work that will be paid for by the County. Bid documents will also break-out bid maintenance bonds for the City and County work.

Schedule:

EIKON will complete the desired option within three weeks upon receiving the approved contract modification.

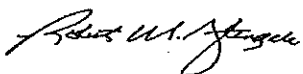
Fee:

• Fee of Basic Services:	
Civil – Retaining Wall Layout/Grading Plan	\$ 6,000
Structural – Retaining Wall design and details	\$ 2,800
Construction Administration Fees	<u>\$ 2,000</u>
TOTAL	\$10,800

Reimbursable Fees to be invoiced at cost in accordance with original contract.

We anticipate a contract modification will be issued with signature.

City of Ovilla
Water Street Bridge Improvements
18183.09

EIKON		CLIENT	
By:		By:	_____
Name:	<u>Robert M. Stengele, PE</u>	Name:	_____
Title:	<u>Director of Civil Engineering</u>	Title:	_____
Date:	<u>September 20, 2019</u>	Date:	_____



DESIGNING CONFIDENCE

WORK ORDER No. 1

CITY OF OVILLA MASTER SERVICE AGREEMENT

Date February 5, 2019 Rev3

Client John Dean, MPA, ICMA-CM
City Manager
City of Ovilla
105 S Cockrell Hill Road
Ovilla, Texas 75154
(972) 612-2762
JDEAN@cityofovilla.org
(Delivered via email)

Project Name and Location Water Street Bridge Improvements
Ovilla, Texas 75154

As requested, EIKON Consulting Group, LLC (EIKON) is pleased to submit this proposal for professional design services related to the above referenced project. Our proposed Scope of Services, Assumptions, Deliverables, Schedule and Fee are outlined below. Terms and Conditions are as executed per contract dated July 19, 2018.

General Project Description

We understand that this project consists of survey and engineering design for bridge and creek improvements for repair and rehabilitation to the existing Water Street bridge over Red Oak Creek. The two-lane roadway bridge is located west of the Water Street and FM 664 intersection.

The existing bridge is a 109' long, three simple span, reinforced concrete pan girder bridge on concrete abutments. Design services include a bridge inspection and design of improvements to remedy items outlined in the 2017 TXDOT Bridge inspection report. Improvements will also include design of transition from bridge into upstream channel grading (by Ellis County), including gabions, and/or concrete armoring of the creek wash-out area adjacent to the bridge for added erosion protection, and downstream channel grading.

Bidding and construction administration services are also included as optional services that would occur on an as-needed, hourly basis

Scope of Services (Exhibit A)

Description of Services

Structural

- EIKON will perform a structural evaluation of the existing bridge structure and provide recommendations
 - The evaluation will be based on a visual observation, any plans available and experience
 - Analysis includes review of the latest TXDOT Bridge Inspection report

- Bridge Embankment Design – removal of concrete panels that have eroded and design of new concrete slope protection under the bridge.
- Design of miscellaneous bridge repairs for:
 - Concrete deck cracking;
 - Gabions and creek armoring to protect from scour and erosion;
 - Backfill of erosion at the NW wingwall; and
 - Backfilling/protection of exposed drilled shafts.
- Development of Specifications (On Plan or Manual)
- Job Site Visits as Necessary (1 assumed)

Civil

- EIKON will prepare construction plans that will include the site improvements suitable for construction and bidding. EIKON will prepare the following design plans:
 - Existing Conditions and Demolition Plan
 - Grading, Erosion Repair and Creek Armoring Plan
 - Recommended Erosion and Sediment Control Plan and Details
 - Site Construction Details
 - Development of Specifications (On Plan or Manual)
 - Opinion of Probable Cost
- We assume that the Storm Water Pollution Prevention Plan (SWPPP) and Notice of Intent (NOI) will be prepared by the Contractor. If the Client prefers, EIKON will subcontract this service and provide the SWPPP and NOI as a reimbursable expense.
- Permitting and approvals are anticipated to be limited to the City of Ovilla. EIKON will respond to two (2) sets of City comments on design plans and resubmit to the City for approval.
- EIKON has included hours to attend up to two (2) project design meetings with the Client to coordinate the project through the submittal process and discuss design comments.
- EIKON would be pleased to attend additional project meetings at the Client's request at an hourly basis of compensation plus reimbursable expenses. However, these will be pre-approved prior to meeting.
- Job site visits during construction as necessary (1 assumed)

Topographic Survey

EIKON will subcontract with a Registered Professional Land Surveyor to complete a topographic survey for the project area. Existing above grade features such as structures, water and wastewater service locations and mains, inlet and storm drain flow lines, franchised utility locations, contours and other features will be obtained as determined from above ground Texas 811 markings, on-the-ground observation of features and appurtenances, and available City record drawings.

Construction Administration

EIKON will perform construction administration services on an as-requested, as-needed basis for the City of Ovilla.

Services may include:

- Contract Documents and Bid Proposal
- Bidding Assistance
- Construction Kickoff Meeting and Occasional Site Meetings with Contractor
- Checking Shop Drawings
- Answering RFIs
- Clarification of Drawings as Requested
- Site Observations
- Project Close Out

Assumptions

- Client will provide necessary information for timely completion of the project.
- EIKON will not provide the following services:
 - Continuous on-site Observation or Quality Control
 - Construction Materials Testing
 - Permitting
 - On site Construction Administration.
 - Review of contractor's application for payment.
- Special inspections (if required) shall be performed by a third-party company.
- American Disabilities Act (ADA) or Texas Accessibility Standards (TAS) review may be required and will be a reimbursable expense
- EIKON's fee assumes that the project will progress in a continuous and orderly fashion and we will expedite the project as much as practical. Significant project delays through no fault of EIKON may be basis for negotiation of additional fee for professional services.
- In the event that additional work is required in connection with this project, we propose to complete the work on an hourly basis at our current rates then in effect. Prior to the start of any new work, we will identify a Scope of Work with associated tasks, submit a budgetary cost estimate, and a proposed work schedule for your approval.
- Changes in design by the Client and/or the Owner after conceptual design is completed and/or after any City submittals and/or approvals will be an extra service requiring a separate proposal/Additional Services Request.
- Permitting and Approval by Local (City) or County will be coordinated.
- Construction as-built drawings are not included.

Deliverables

- EIKON will deliver 2 sets of 24"x36" size drawings to the client at 90% and 100%
- EIKON will submit PDF format electronic drawings

Schedule (Exhibit B)

The construction drawings will be completed in approximately 30 days from completion of the topographic survey.

Fee (Exhibit C)

- Fixed Fee and hourly (refer to the scope of services and assumptions):
 - Structural: \$6,000
 - Civil: \$10,500
 - Survey: \$4,000
 - Construction Administration: \$5,000 (Hourly, NTE)
 - TOTAL: \$25,500**

Out-of-pocket expenses (reimbursable expenses) will be billed at cost not to exceed \$1,000.00.


Invoices are processed monthly and are based on percent complete.

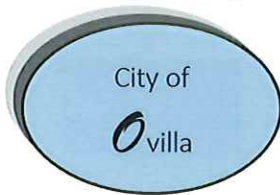
Fees shall be paid within thirty (30) days after the delivery of an invoice from EIKON.

Notice to Proceed

EIKON must receive (by fax, email, or regular mail) this signed services agreement. **This proposal will remain in effect for thirty (30) days.**

IN WITNESS WHEREOF, the parties have entered into this Agreement as of the date set forth above.

EIKON		CLIENT	
By: _____		By:  _____	
Name: <u>Robert M. Stengele, P.E.</u>		Name: <u>John R Dean Jr.</u>	
Title: <u>Director of Civil Engineering</u>		Title: <u>City Manager</u>	
Date: <u>January 22, 2019</u>		Date: <u>2/11/2019</u>	



Ovilla City Council

AGENDA ITEM REPORT

Item 3

Meeting Date: December 09, 2019

Department: Administration/Park

☒ Discussion ☐ Action

Budgeted Expense: ☐ YES ☐ NO ☒ N/A

Submitted By: P. Woodall, City Secretary, (I)CM

Amount: N/A

Reviewed By: ☒ City Manager ☒ City Secretary ☐ City Attorney

☐ Accountant

☒ Other: Daniel Durham

Attachments:

1. Information to be presented at the meeting.

Agenda Item / Topic:

ITEM 3. *DISCUSSION* – Receive report from Park Board Chair Brian Treadaway to review and discuss Park Board goals and new ideas for future community events.

Discussion / Justification:

Staff met with Chair Treadaway to receive the Park Board's input for future goals. Mr. Treadaway would like to address the Council. Some items for discussion (but not all) may include:

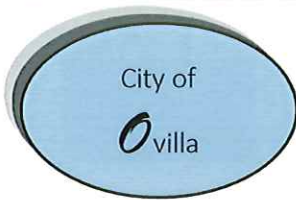
1. Pavilion and Founders Park development and funding
2. New playground equipment
3. Alternate location for music and movie events
4. Consider improving restrooms at the ballfields or replace them
5. Determine who is responsible for the ballfields and the rental of the fields
6. Add grills at Heritage and Ashburne Glen Parks
7. Public Park Signs and identification for each park

Recommendation / Staff Comments:

N/A

Sample Motion(s):

N/A



Ovilla City Council

AGENDA ITEM REPORT

Item 4

Meeting Date: December 09, 2019

Department: Administration/PW

☒ Discussion ☒ Action

Budgeted Expense: ☐ YES ☒ NO ☐ N/A

Submitted By: P. Woodall, City Secretary, (I)CM

Amount: \$27,192.65

Reviewed By: ☒ City Manager ☒ City Secretary ☐ City Attorney

☒ Accountant

☒ Other: HR Department/ Interim PW Director

Attachments:

1. Position reassignment
2. Job Description
3. Cost Differential Sheet

Agenda Item / Topic:

ITEM 4. **DISCUSSION/ACTION** – Consideration of and action on the creation of and funding of a Street/Park Superintendent position in Public Works Department.

Discussion / Justification:

To enhance the organization and increase efficiency of the Public Works Department, staff has prepared a new tier separating the water/sewer and general fund divisions of the department.

Approved in the FY2019-2020 Budget, there are 7.5 funded positions in the Public Works Department. Staff is proposing to take one of those positions and reassign it to a Street/Park Superintendent, having 2.5 maintenance workers under that tier. This supervisory position will be a lateral position to the Water/Sewer Superintendent; both supervisory positions answering to the PW Director.

With this proposed restructure to the Public Works Department, it is intended to allow specified training and additional knowledge to those employees in their specified fields. This too, will add to the proficiency of both divisions of the Department.

Financial impact is \$27,192.65

Personnel costs are considerably under budget due to under staffed positions in the Public Works Department.

Recommendation / Staff Comments:

Staff recommends approval.

Sample Motion(s):

I move to approve/deny the creation of and funding of a Street/Park Superintendent position in Public Works Department.

PUBLIC WORKS STREET/PARK SUPERINTENDENT PW DEPARTMENT FOR THE CITY OF OVILLA



Effective: Fiscal Year 2019-2020

Funded position: No

Staff: 1 – reassign one current position with new job description.

1. HR will post internally

Reports to: Public Works Director

Objective: To provide an efficient work plan for proactive and re-active response for streets and parks in the city.

Formulating Action Plan/Framework/Goals:

1. Organize a policies and procedures
2. Prepare Maintenance Plan

The Public Works Street/Park Superintendent will manage street maintenance, projects related to and all landscaping maintenance.

PROPOSED CLASSIFICATION FOR EMPLOYEES: ☒ Full time ☐ Part time

Proposed Effective Date: December 09, 2019

Requirements & Knowledge for positions: Advanced knowledge and skills; ability to learn job related state law; flexibility to work evening meetings when required; interaction with the public and desire to facilitate the needs of the city.

Administration / Budget use only

DEPARTMENT APPROVED: ____ YES ____ NO DATE APPROVED: _____

CITY MANAGER: _____ DATE: _____



Streets and Parks Superintendent Job Description

The Streets and Parks Superintendent manages street and traffic sign installation and maintenance, drainage projects, landscaping maintenance, landscaping projects, street right-of-way mowing, tree trimming and removal, installation and maintenance of irrigation systems and other tasks as assigned by the Director.

Reports to:

Public Works Director

Salary:

Pay to commensurate with experience.

Exempt:

Yes

Essential Functions:

- Evaluate the condition of all City of Ovilla streets and parks, on an ongoing basis and schedule needed repairs and/or maintenance as necessary to maintain the City's systems in peak operational status.
- Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.
- Submit requests for materials, tools, equipment, and other supplies; prepare equipment specifications.
- Maintain daily records of equipment, personnel, and materials used for each project; prepare job cost estimates and submit reports.
- Monitor and maintain adequate inventory, keep accurate records for proper internal controls and accountability of materials.
- Oversees department standards for responsiveness, service quality, open communication, safety and excellent customer service.
- Recommend goals, objectives, policies and procedures to the Public Works Director.
- Provide staff and or technical assistance to the City Manager, other City departments, elected and appointed officials, and the general public.
- Supervise employees in the department and ensure adherence to all City policies.
- Responsible for the effectiveness and productivity of the department.
- Provide training for employees to safely perform assigned duties and to operate associated equipment.
- Encourage the professional development of staff to ensure the success of the department.

- Timely complete employee performance evaluations and provide ongoing counseling and feedback.
- Responsible for staffing "on call" duties in the event that an employee is sick or injured.
- Operate all department equipment, including the skid steer loader, back hoe, front end loader/box grader, dump truck, roller, self-propelled mowing machines, towable lift, chipper, and other miscellaneous equipment used to accomplish street maintenance, repair drainage structures, seeding and re-seeding of landscaped areas and other tasks as needed.
- Oversee the maintenance and repair of the City's irrigation system.
- Properly maintain department facilities and store equipment and materials in a safe, secure and orderly manner.
- Identify maintenance and repair needs and recommend corrective action.
- Report all on-the-job injuries to Public Works Director.
- Performs other duties as assigned.

Qualification Requirements:

- Thorough knowledge of regulations, policies and procedures that apply to streets and parks operations.
- Knowledge of office administration practices, procedures and personnel management.
- Formulate, implement, and administer policies and procedures for effective fiscal control.
- Establish and maintain an effective and respectful work relationship with City officials, city staff, vendors and the general public.
- Demonstrate excellent public relations and customer service skills.
- Convey a positive professional image by action, communication and appearance.
- Advanced interpersonal skill to handle sensitive and confidential situations and documentation.
- Some analytical ability is required in order to gather and summarize data for reports, find solutions to various administrative problems, and prioritize work.
- Able to perform multiple tasks efficiently and applies knowledge of procedures to fulfill essential job duties.
- Make independent judgments that have highly significant impacts on the organization.
- Ability to deal with frequent change, delays or unexpected events.
- Manage emergency situations and use good judgment in determining proper response.
- Communicate effectively in the English language, present ideas and concepts with clarity, and prepare and make effective oral and written presentations
- Meet deadlines and perform multiple tasks under pressure.
- Proficiently use computers and Microsoft Office.
- Exhibit regular, reliable and punctual attendance which is an essential function of this job.
- Attend City Council and other meetings as directed by the Public Works Director.
- Basic mathematical skills.
- Safety standards applicable to maintenance tasks performed in the department.
- Basic knowledge and familiarity in automotive/mechanical repair.
- Ability to operate tools and equipment.
- Identify and dispose of obsolete inventory according to municipal controls for disposal.
- Irrigation maintenance and repair preferred.
- Contribute to team effort by performing other duties as assigned.

Education/Experience Required:

- High School diploma/GED required.
- Five (5) years of experience as a superintendent or similar position in a public works or similar type maintenance type work or any equivalent combination of education, training and experience that demonstrates the ability to perform the duties of the position.

Other Requirements:

- Valid Texas Class C Driver License with satisfactory driving record, as defined by City policy.
- Proof of citizenship and/or eligibility to legally work in the United States.
- Must submit to and pass a pre-employment drug test.

Preferred Certification

- First Aid and CPR/AED
- Licensed Irrigator
- Additional certifications or training related to Streets and Parks

Supervisory Responsibilities:

Yes

Working Conditions:

The work condition characteristics describe here are representatives of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- A portion of work takes place in an outdoor setting in extreme temperatures including heat, cold, temperature swings and inclement weather. Subject to sunburn, and other sun exposure reactions.
- Exposure to traffic, dust, fumes, and loud noise that are routinely encountered in maintenance operations.
- Exposure to vibration, airborne particles, petroleum distillates, toxic or caustic chemicals, dust, fumes, loud noise and risk of electric shock. May be exposed to falls from elevated areas.
- Exposure to herbicides, pesticides and fertilizers.
- Exposure to stinging and biting insects, poisonous plants, snakes and other wildlife.
- May encounter occasional stressful situations.
- Work includes response to emergency situations, some weekends, holidays and some after hours. Attendance may be required at City Council meetings, which occur after hours.
- Work requires travel to purchase supplies or parts; or may require travel to attend training or conduct City business that could include overnight stays.
- Flexible hours, including week-ends, holidays, and some after-hours work or overtime work in response to emergency situations or repairs.

Physical Requirements:

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must possess the ability to access remote sites that may require climbing and traversing rough terrain, possibly in all weather conditions.
- Must be able to drive a vehicle to oversee projects, perform inspections, respond to after- hour calls, and other functions as needed. Must be able to sit, stand and walk for extended periods of time while working in office or on maintenance or repair projects.
- Must be able to use step-stools or ladders and use such to store and retrieve items of various sizes, shapes and forms.
- Lift and/or carry up to 80 pounds, and pull, push or drag up to 150 pounds of files, equipment and/or other materials.
- Must possess general manual dexterity to operate computer, equipment, tools, controls or other objects; reach with hands or arms.
- Must possess mental acuity for attention to accuracy and detail.
- Must see in the normal visual range with or without correction.
- Must hear in the normal audio range with or without correction.
- Must be able to hear clearly when working around equipment and traffic.

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

This description reflects management's assignment of essential functions; it does not proscribe or restrict the tasks that may be assigned.

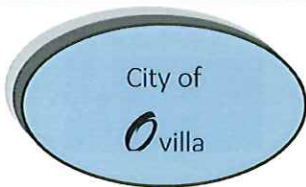
This job description is subject to change at any time.

City of Ovilla is committed to compliance with the American Disabilities Act & Accommodations Act. If you require reasonable accommodation during the application process or have a question regarding an essential job function, please contact the Human Resources Department at (972)617-7262.

The City of Ovilla is an Equal Opportunity Employer

SUPERINTENDENT	Full-time	Exempt	75 - Water	Salary - Water	25.78	53,624.27	777.55	1,304.41	4,017.80	5,322.21
WATER				SUB TOTAL		53,624.27	777.55	1,304.41	4,017.80	5,322.21
				100% WATER AND SEWER						
SUPERINTENDENT	Full-time		50 - STREET	Hourly-Public	14.47	30,100.72	436.46	732.20	2,255.30	2,987.50
STREET										
				DIFFERENCE		23,523.55	341.09	572.21	1,762.50	2,334.71

Increase to Street Salary	\$	23,523.55
Increase to Street Tax/TMRS	\$	3,669.10
Cost to move 1 Street Main. Crew member to Superintendent	\$	27,192.65



Ovilla City Council

AGENDA ITEM REPORT

Item 5

Meeting Date: December 09, 2019

Department: Administration

☒ Discussion ☒ Action

Budgeted Expense: ☐ YES ☐ NO ☒ N/A

Submitted By: P. Woodall, City Secretary, (I)CM

Amount: N/A

Reviewed By: ☒ City Manager ☒ City Secretary ☐ City Attorney

☒ Accountant

☒ Other: HR Department

Attachments:

1. Updated Organizational Chart, Resolution 2019-26

Agenda Item / Topic:

ITEM 5. *DISCUSSION/ACTION* – Consideration of and action on Resolution R2019-26 approving an updated organizational chart.

Discussion / Justification:

If Council approves Item 4, the organization chart will require revision. Staff presents the chart for approval.

Recommendation / Staff Comments:

Staff recommends approval.

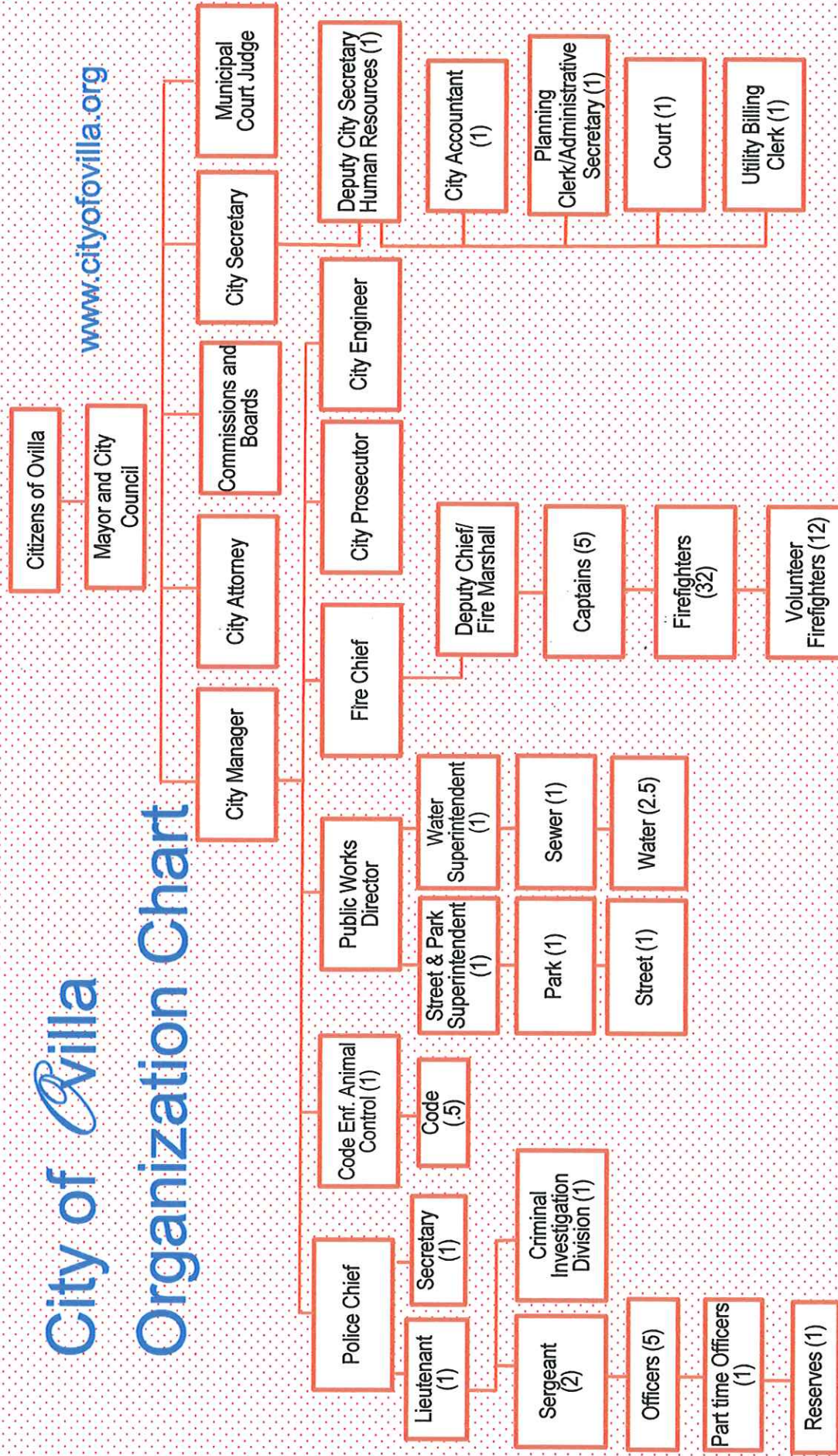
Sample Motion(s):

I move to approve/deny Resolution R2019-26 updating the City organizational chart.

City of Ovilla

Organization Chart

www.cityofovilla.org



105 S. Cockrell Hill Road
Ovilla, TX 75154
972/617.7262

Total Full Time = 28
Total Part Time = 53

RESOLUTION NO. 2019 – 26

WHEREAS, the Ovilla City Council, through Ordinance 2019-18, established the Fiscal Year Budget 2019-2020 that included an organizational chart; and

WHEREAS, the Ovilla City Council has adopted an organizational chart establishing a chain of command and lines of communication; and

WHEREAS, the Ovilla City Council wishes to ensure proper and smooth communications between the governing body and staff by prescribing the manner in which the governing body and City staff shall interact;

WHEREAS, the Ovilla City Council believes it is in the best interest of staff and the City to revise the current organization chart.

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

Ordinance 2019-18 adopted September 09, 2019, is hereby revised to replace herewith the updated organization chart and attached hereto as Exhibit A.

PASSED, ADOPTED AND APPROVED THIS THE 09th DAY OF DECEMBER 2019

Richard A. Dormier, Mayor

ATTEST:

Pamela Woodall, City Secretary



Ovilla City Council

AGENDA ITEM REPORT

Item 6

Meeting Date: December 09, 2019

Department: Fire

☒ Discussion ☒ Action

Budgeted Expense: ☒ YES ☐ NO ☐ N/A
partially

Submitted By: Chief Kennedy

Amount: \$23,721.00

Reviewed By: ☒ City Manager ☒ City Secretary ☐ City Attorney

☒ Accountant

☒ Other: Chief Kennedy

Attachments:

1. Siren Control Cabinet Estimate
2. Software Upgrade Estimate

Agenda Item / Topic:

ITEM 6. *DISCUSSION/ACTION* – Consideration of and action to approve Outdoor Weather Alert Siren System maintenance and software update.

Discussion / Justification:

Background/History:

Currently our storm siren system is controlled by an analog radio frequency, where our dispatch center can sound our sirens when needed. There is also a radio in the fire bays that gives us the capability to set them off if dispatch was to have trouble.

Once a month, the sirens are tested by personnel staging, one next to each siren, and each unit confirming that the sirens are working or are not working. Other than that one test, we never know if there are issues with any of the sirens until the next test, or if there is an event where they are needed.

In 2017, we were able to install 3 new warning sirens in strategically placed areas around our city, with a plan to upgrade the original siren cabinet plus upgrade to a digital software at a later date. During the last budget planning, the software upgrade was budgeted and approved, however the cost for the original siren cabinet upgrade was not included.

Findings/Current Activity:

The Commander One system works off a two-way communication. It speaks in a language called FSK. Essentially, it's digital talk between the siren and the base. It allows you to monitor the site as well as benefiting from advanced encryption to protect the siren system. Your system is currently two tone, which is easily recordable/duplicatable. Having the software will now allow you to benefit from auto activation and monitoring of the existing two-way ready sirens.

The full upgrade would consist of all new components and a new aluminum cabinet, for the original siren located at Main and Ovilla Road. The new cabinets are much more weather resistant and allow for larger batteries to be used. This cabinet will be identical to those of the new sirens.

Without upgrading the siren at Ovilla and Main, there would be no need to do the software upgrade at this time, because we would not have all 4 sirens on the same system.

Financial Impact:

- \$15,000.00 – Original amount budgeted
- \$14,307.82 – Actual cost for software upgrade that is funded in the FY19-20 Budget
- \$8,721.00 – Additional cost to upgrade siren at Ovilla and Main that was not budgeted
- \$8,028.82 – Amount needed to cover siren upgrade at Ovilla and Main
- \$23,721.00 – Total cost for entire upgrade

To cover the additional cost of the upgrade, Fire can utilize funds from Capitol Improvement, with the agreement of making a budget amendment at mid-year, and replacing the additional amount spent, which will total \$8,028.82.

The current Fire Budget has these funds but will require a budget amendment at mid-year if Council approve this additional necessary expenditure

Recommendation: Staff recommends approval of the entire upgrade.

Sample Motion(s):

I move to approve/deny the Outdoor Weather Alert Siren System maintenance and software update as presented.



ESTIMATE

Quote000686

Joe Goddard Enterprises, LLC

11950 Thousand Oaks Drive
Edmond Oklahoma 73034
U.S.A

Estimate Date : October 29, 2019

Expiry Date : July 20, 2020

Reference# : Existing siren upgrade

Bill To
City of Ovilla, TX

#	Item & Description	Qty	Rate	Amount
1	DCFCTBDH Installation of 1- DCFCTBDH Siren control cabinet 1-4 New Deep cycle Batteries 1-Custom installation 1- System optimization 1-VHF antenna kit	1.00 1	8,721.00	8,721.00
Sub Total				8,721.00
Shipping charge				225.00
Total				\$8,946.00

Notes

For questions in regard to this quote, please contact Andy Goddard.
Andy Goddard
405-830-9057

Terms & Conditions

NET 30
If paying by credit card there will be a 3.5% fee charged at time of payment



ESTIMATE

Quote000439

Joe Goddard Enterprises, LLC

11950 Thousand Oaks Drive
Edmond Oklahoma 73034
U.S.A

Estimate Date : April 10, 2019

Expiry Date : December 31, 2019

Reference# : Commander base

Bill To
City of Ovilla, TX

#	Item & Description	Qty	Rate	Amount
1	Base Installation and Configuration Installation of base station, and system configuration. Providing new 1- Antenna coax 1-Antenna 1- Base radio 1- Base radio power supply 1- Installation	1.00 1	3,275.00	3,275.00
2	CommanderOne CommanderOne is a Cloud base approach to operating your siren system. With CommanderOne you get the flexibility of being able to operate your siren system from anywhere in the world right from your smartphone. -Mobile activation with your iOS or Android device -full Commander experience from any web enabled desktop device -Automatic activation based off NWS polygons -5 User Licenses (1 license per user) -Activate your Sirens from your smartphone - Yearly renewal - includes all software updates and feature updates Line item includes the first year of CommanderOne, Commissioning, and Training on operation.	1.00 1	4,674.83	4,674.83
3	Commander Computer Combo Commander monitoring software - 10 site. Bytespeed standard desktop PC, windows 10.	1.00 1	2,537.99	2,537.99
4	SS2000+ Digital Siren Control, desktop console.	1.00 1	3,675.00	3,675.00

Sub Total	14,162.82
Shipping charge	145.00
Total	\$14,307.82

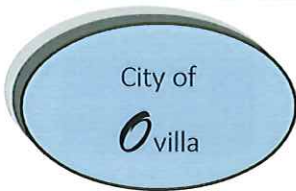
Notes

For questions in regard to this quote, please contact Andy Goddard.
 Andy Goddard
 405-830-9057

Terms & Conditions

NET 30

If paying by credit card there will be a 3.5% fee charged at time of payment



Ovilla City Council

AGENDA ITEM REPORT

Item 7

Meeting Date: December 09, 2019

Department: Administration

☒ Discussion ☐ Action

Budgeted Expense: ☐ YES ☐ NO ☒ N/A

Submitted By: P. Woodall, City Secretary, (I)CM

Amount: N/A

Reviewed By: ☒ City Manager ☒ City Secretary ☐ City Attorney

☒ Accountant

☒ Other: All staff

Attachments:

1. Quotes for containers
2. Asbestos report and estimated costs on 708 W. Main Street

Agenda Item / Topic:

ITEM 7. *DISCUSSION* – Review and discuss the City's municipal facilities needs.

Discussion / Justification:

Staff is researching for ways to improve space, working conditions and parking at the City Hall, Public Works and Police Department.

- Is 708 Main Street a consideration? It does have HVAC but the heater is not working and it is unknown if the a/c works. An asbestos report is attached.
- The Police Department has a drawing of a floor plan to help them utilize their existing facility.
- An ADA report for city hall, police and fire was conducted. (not included)

Staff appreciates any recommendations from Council.

Recommendation / Staff Comments:

N/A

Sample Motion

Discussion Only.

DATE: December 6, 2019

FROM: Linda Harding

Quote received:

BuyBoard Vendor:

Conexwest

New 40ft Container \$4,648.00 each

Unit can be placed on grass, concrete, or any flat surface.

Cover Roof Kit available to span a 40' area between 2 units for outdoor storage start at \$13,679.

(see pictures of units with cover)

Attached:

Quote

Drawing

Picture of gable style roof

Picture of arched style roof

**Conexwest**

800 Avenue H
San Francisco, CA 94130
855-878-5233

Quote

Quote date: 12/02/2019 12:41 PM
Quote number: 2397724000061690745
Valid until: 01/02/2020

BILL TO:
City of Ovilla
105 Cockrell Hill
Ovilla TX
75154

DELIVER TO:
Ms. Harding
105 Cockrell Hill
Ovilla TX
75154

Account name: **City of Ovilla**
Contact name: **Linda Harding**
Contact phone number: **(972) 617-7262**

Sales rep: **Peter Fitch**
Est. delivery date: **01/02/2020**
Sales rep phone number: **(510) 379-4389**

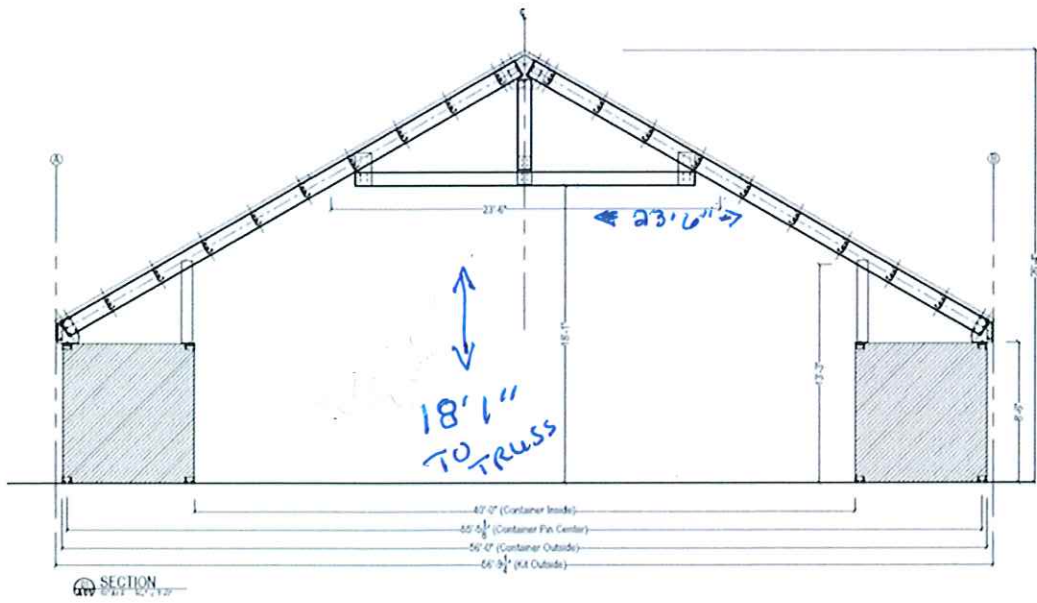
S.No	Product details	Quantity	List price	Total	Tax
1.	DAL 40ft New Standard One-Trip ISO Container DAL40STNEW 40ft New Standard One-Trip ISO Container 40ft x 8ft x 8ft6in (Height) w/ ISO Lock Box	2	\$ 4,648.00	\$ 9,296.00	\$ 0.00
2.	DAL Freight DALFRGHT Slide Off Tilt Bed Delivery	2	\$ 350.00	\$ 700.00	\$ 0.00
3.	OOS MOD Custom Fabrication OOSMODFAB Container Cover with Roof Kit.	1	\$ 13,679.00	\$ 13,679.00	\$ 0.00
Sub Total (with tax)					\$ 23,675.00
Discount					\$ 0.00
Adjustment					\$ 0.00
Grand Total					\$ 23,675.00

Notes:

Ms. Harding I have added a rendering of the movable container cover to the email quote as an attachment. Let me know if any problems viewing it. The (2) containers above have been discounted because of the order of (2). The cost of a single container purchased would be \$4695. Thank you, Peter

X _____
Accepted by

We value your business!
CONEXWEST SHIPPING CONTAINERS (USA)
855-878-5233 | www.conexwest.com







Top Not Quoted.



12,3 2018

Daniel Mendez
Abadon Environmental, LLC.
757 Meadowcreek Court Garland,
Tx 75043

469-478-9787
EMAIL: dmendezabadon@gmail.com

Project:
Asbestos Abatement of
Residence
708W.Main Street Ovilla Tx 75154

Abadon Environmental (AE) appreciates the opportunity to present this proposal for the abatement of asbestos containing material(s) at above referenced site as further identified in the scope of work section of this proposal.

Abadon will perform the work per local, state and federal guidelines, including regulations of the Environmental Protection Agency (EPA), Occupational Safety & Health Administration (OSHA), and the Texas Department of State & Health Services (DSHS).

Our bid includes combined insurance coverage of \$ 2,000,000 limits on General Liability & General Aggregate (including contractors pollution liability). Microbial (mold) services, Employers Workman's Compensation Liability of \$ 1,000,000 limits.

Abadon is licensed by the Texas Department of State Health Services (DSHS) as an **Asbestos Abatement Contractor**.

Notification of regulatory agencies (DSHS / EPA) is required prior to performing work. **Upon a signed notice to proceed, Abadon will file the mandatory ten (10) working day notification to DSHS for the owner. The DSHS fee is not included with our bid and is to be paid by owner or others.** DSHS will send this removal fee invoice directly to the building owner representative for direct payment. Fees are determined by the quantity of asbestos to be abated.

Abadon appreciates the opportunity to submit this proposal, and we look forward to the opportunity to demonstrate our professional capabilities. **To proceed, please return one signed copy of this proposal, issue a notice to proceed or purchase order so that we may schedule the work.**

Cordially,

Daniel Mendez

Estimator

SCOPE OF WORK This bid proposal includes the following environmental services:

Former Restaurant

- A. **Scope of Work to be Completed.** The following items and quantities are included as part of Abadon bid proposal. Abadon has included abatement of the following materials and associated quantities (sf = square feet, lf = linear feet). See attached **Abadon Scope of work**.

1. Asbestos Abatement

- ▶ 880 ft² of acoustic sheetrock ceiling texture (popcorn) throughout the residence, excluding the east addition and garage
- ▶ 940 ft² of sheetrock wall and ceiling joint compound and texture in the garage
- ▶ 920 ft² of sheetrock wall joint compound and texture throughout the residence, excluding the east addition and garage

3. **Prep** – Per OSHA / EPA / TDSHS regulations and specifications.

B. Site Specific Bid Qualifications:

1. Where applicable, owner or others to remove all contents and / or furnishings from the affected work areas
2. Bid based on power and water at the site.

C. Personnel Protective Equipment:

1. 3M or Honeywell (North) Brand ½ mask negative pressure respirators and / or Honeywell (Survivair) Power Air Purifying Respirators (PAPR)
2. Protective suites, safety glasses, hard hats, safety gloves, safety vests.

- D. **Air Testing / Consulting (by owner):** Per state regulations, owner to provide and pay for separately an independent third party, state licensed consultant to monitor / design the project. Owner's air lab to provide compliance air testing and a final inspection of the abatement work. Bid based on Phase Microscopy (PCM) analysis for clearance with an industry accepted air clearance criteria of 0.01 f/cc. Cost for the air-testing lab / consultant are **not included Abadon bid** per state regulations.

E. Unit Rates:

PROJECTION DURATION:

Project duration for asbestos abatement is estimated at two or three **(2-3) work days**. Abadon will work **Monday – Sunday, day shifts, and up to 10 hours per work shift(s)**.

WASTE TRANSPORT – DISPOSAL:

Asbestos wastes generated will be packaged, labeled, manifested, transported and disposed of by Abadon for the owner to an EPA / DSHS approved landfill. The original (signed) copy of the waste manifest will be sent back to the owner directly by the landfill once burial is complete and landfill signs acknowledging disposal.

Only where available, Abadon will use the owner's on-site waste container to dispose of any non-asbestos trash / wastes unless otherwise indicated or requested.

Bid Qualifications – Responsibilities of Owner / Others:

1. **Utilities:** Bid based on the client / owner providing adequate site water & electrical sources for the proposed work. If not available Abadon to provide for cost plus 10% or see Alt. Add.
2. **Parking:** Allow for placement, when applicable, of asbestos disposal containers next to the structure and parking for Abadon employees.
3. **Containment Watch** or Security excluded for when Abadon is not on site.
4. **HVAC System:** When applicable, owner to coordinate and shut down the HVAC System or System(s) requiring shutdown to allow for the abatement process.
5. **Contents:** When applicable, owner in advance to remove any sensitive equipment, furnishings, salvage, items blocking access, contents from the work area(s).
6. **Refurbishment:** Abadon base bid does not include refurbishing finishes, painting, re-insulation, reinstallations, restorations or replacements unless specifically stated.
7. **Tape Damage:** Damage to surfaces may occur from securing poly with adhesives as required to contain the work per consultant design or regulations. Window tint may be damaged if Abadon is required to tape to it by consultant. Repairs excluded.
8. **Accessibility:** Materials to be physically accessible, openly exposed, not requiring demolition to access unless specified.
9. **Insurances:** Abadon carries \$ 1,000,000 General Liability & General Aggregate. Any additional coverage's can be provided upon formal request. When requested, owner to be listed as an additional insured and provided with a Waiver of Subrogation. Property / Builder's risk insurance by owner.
10. **Air Testing – Consultant:** DSHS regulations require the owner to provide and pay for all air testing, consulting services independently. Air lab excluded. Bid based on PCM type air clearance. Design, sampling, air monitoring and consulting excluded. Abadon reserves right to adjust pricing or approve of owner selected air lab, consultant, project design-work plan, specifications when not provided / available at time of bid. Owner to request air lab to provide Abadon with a copy of all air results for our records upon completion.
11. **OSHA airs:** Bid based on owner's on site air lab collecting Abadon OSHA required air tests.
12. AIDJs bid proposal is to be incorporated into any project / contract documents.
13. **Notice:** Owner or their agent to notify subcontractors, employees, tenants affected by the asbestos abatement work prior to Abadon mobilization as required by OSHA.
14. **Delays:** Abadon will be excused for any delay beyond our reasonable control, such as, Acts of God, labor disputes, accidents, inclement weather, acts of public authority, acts of the Owner, or other unforeseen contingencies.
15. **Status:** Abadon status is that of an independent contractor and to provide services only as indicated by the owner or their representatives.
16. **Fees:** DSHS removal fee, taxes special assessments / charges to be paid by owner.
17. **Project start date and duration shall be mutually agreed upon.**
18. IDJ reserves the right to adjust pricing / time for a change in regulatory enforcement.
19. **Site Conditions:** Bid based on conditions existing at time of bid. If conditions vary or area altered IDJ reserves the right to adjust our bid if they affect our work.
20. **Multi-Layer:** Bid based on a single layer of material(s) unless specifically identified. If multilayer materials (i.e. sheetrock, flooring), etc. are encountered an additional charge will apply to remove each additional layer.
21. Bid based on Abadon bid proposal being incorporated into any contract documents and shall prevail and supersede over any conflicts
22. **See Page 2 Site Specific Bid Qualifications**
23. **Other hazardous materials, if present, are excluded.**

COMPENSATION FOR SERVICES:

• Mobilization / Project Setup	\$ Included
• Asbestos Abatement (See Page 2 Scope of Work Includes Labor, Insurances, Overhead, Profit)	\$ Included
• Materials (Poly, tapes, suites, filters, solvents, bags, etc)	\$ Included
• Trade Equipment (decon unit, negative air units, vacuums)	\$ Included
• Asbestos Waste	
Manifest, Transportation & Disposal	<u>\$ Included</u>
Total Lump Sum Base	\$10,880

UNIT PRICES:

* Asbestos abatement is tax exempt per the Texas sales and use tax section 151.0048(a) (3)(A) of the Texas Tax Code. Abadon pays sales tax on materials.

THE FOLLOWING ARE PROJECTED ESTIMATES FOR THE SERVICES BELOW. ABADON ENVIRONMENTAL WILL NOT BE HELD LIABLE IF ACTUAL PRICES VARY.

TERMS: Completion / Net 30 Days / 10% monthly finance charge or maximum allowed by law on amounts past due 30 days / No Retainer / Bonding Excluded (add 6% to bid for Abadon to provide P&P Bonds). **Proposal Valid for 30 Days.** Client to pay costs and expenses, including reasonable attorney fees, incurred by Abadon should collection proceedings be necessary.

Please sign below to indicate your acceptance of this proposal, and to serve as your "notice to proceed" with the work. Acceptance also serves as **authority for Abadon to file any required notifications to regulatory agencies (DSHS)**, and to sign the waste disposal manifest on the owner's behalf unless instructed otherwise.

Company Name

Purchase Order # (if applicable)

Print Name
Authorized Representative

Title

/ / 2018 6

Signature

Date

Resource Environmental Consulting, Inc.

3001 N. Skyway Circle, Suite 150
Irving, Texas 75038
(972) 385-4535
Federal Tax ID #75-2798824
email: dlee@recenviro.com

Invoice

DATE	INVOICE #
11/11/2018	6288

BILL TO

Mr. John R. Dean, Jr., MPA, ICMA-CM
City Manager
City of Ovilla
105 S. Cockrell Hill Road
Ovilla, Texas 75154

<p>PROJECT</p>	<p>10/27/81</p>
<p>Residence</p>	<p>10/27/81</p>
<p>708 W. Main Street</p>	<p>10/27/81</p>
<p>Ovilla, Texas 75154</p>	<p>10/27/81</p>

P.O. NO.	TERMS	DUE DATE	REC PROJECT #
	Net 30	12/11/2018	18451

QUANTITY	DESCRIPTION	RATE	AMOUNT
1	Asbestos Survey pw 5520	700.00	700.00
		RECEIVED NOV 15 2018 By _____	
Remit To: Resource Environmental Consulting, Inc. 3001 N. Skyway Circle, Suite 150 Irving, Texas 75038			
Contact Dyana Lee @ (972) 385-4535, with questions concerning this invoice.		Total	\$700.00

ASBESTOS SURVEY REPORT

**RESIDENCE
708 W. MAIN STREET
OVILLA, TEXAS 75154**

Prepared For:

Mr. John R. Dean, Jr., MPA, ICMA-CM
City Manager
City of Ovilla
105 S. Cockrell Hill Road
Ovilla, Texas 75154

Prepared By:

Resource Environmental Consulting, Inc.
3001 N. Skyway Circle, Suite 150
Irving, Texas 75038
(972) 385-4535

November 11, 2018
REC Project No.: 18451



ASBESTOS SURVEY REPORT

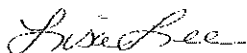
CONDUCTED ON:

RESIDENCE
708 W. MAIN STREET
OVILLA, TEXAS 75154

CONDUCTED FOR:

MR. JOHN R. DEAN, JR., MPA, ICMA-CM
CITY MANAGER
CITY OF OVILLA
105 S. COCKRELL HILL ROAD
OVILLA, TEXAS 75154

PREPARED BY:



LISA A. LEE
TDSHS LICENSED ASBESTOS INSPECTOR (NO. 60-3240)



DYANA M. LEE
TDSHS LICENSED ASBESTOS CONSULTANT (NO. 10-5341)

RESOURCE ENVIRONMENTAL CONSULTING, INC.
3001 N. SKYWAY CIRCLE, SUITE 150
IRVING, TEXAS 75038
(972) 385-4535

NOVEMBER 9, 2018
REC PROJECT NO.: 18451

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2.2 LIMITATIONS OF STUDY	1
3.0 ASBESTOS REGULATIONS	2
4.0 FACILITY DESCRIPTION	2
5.0 SAMPLE COLLECTION PROCEDURES	2
6.0 LABORATORY ANALYSIS METHODS	2
7.0 ANALYTICAL RESULTS	3
8.0 CONCLUSIONS AND RECOMMENDATIONS	4

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LIST OF APPENDICES

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APPENDIX B CONSULTANT AGENCY & INSPECTOR LICENSE
APPENDIX C LABORATORY REPORT & LICENSE

ASBESTOS SURVEY REPORT

**RESIDENCE
708 W. STREET
OVILLA, TEXAS 75154**

1.0 INTRODUCTION

On November 7, 2018, Resource Environmental Consulting, Inc. (REC) conducted an asbestos survey of the residence located at 708 W. Main Street in Ovilla, Texas. The asbestos survey was conducted by Ms. Dyana M. Lee, a Texas Department of State Health Services (TDSHS) licensed Asbestos Consultant (License No. 10-5341) and Lisa A. Lee, a TDSHS licensed Asbestos Inspector (License No. 60-3240). Suspected asbestos-containing materials (ACM) were collected at the site and submitted to a TDSHS licensed laboratory for analysis. The following sections discuss the sample collection procedures, laboratory analysis methods, analytical results and recommendations.

2.0 OBJECTIVES

REC's scope of work and limitations for conducting the asbestos survey are discussed in the following sections.

2.1 Scope of Work

The objective of the asbestos survey was to identify and collect bulk samples of suspected ACM at the subject site for laboratory analysis of asbestos content. The scope of work was conducted in accordance with applicable state and federal regulations at the time of the survey.

2.2 Limitations of Study

REC has endeavored to perform the asbestos survey of the site using generally accepted practices and in a manner consistent with the level of care exercised by members of our profession currently practicing under similar conditions. This warranty is in lieu of all other warranties either expressed or implied.

The asbestos survey of the residential structure included a visual inspection and bulk sample collection of all observed suspect ACM. Regardless of the thoroughness of our survey, it is possible that some materials containing asbestos were inaccessible at the time of the survey. If any material is discovered that was inaccessible at the time of the survey, that material should be sampled and analyzed for asbestos content before being disturbed.

This Asbestos Survey Report was prepared for City of Ovilla and is intended for their express purposes only. This report should not be relied upon or made use of by any parties other than City of Ovilla. The findings of this report are representative of conditions encountered at the subject property on the date of this evaluation and may not represent conditions at a later date.

Additional limitations are presented in Appendix A.

3.0 ASBESTOS REGULATIONS

The Texas Asbestos Health Protection Rules (TAC Title 25, Part 1, Chapter 295, Subchapter C) were established as a means of control and minimization of exposure to airborne asbestos fibers inside all public buildings and buildings to be converted for public use.

The Environmental Protection Agency (EPA) National Emission Standards for Hazardous Air Pollutants (NESHAP) regulations (40 CFR Part 61, Subpart M) apply to the owner or operator of a demolition or renovation activity and is applicable to all public buildings and structures. The residence is covered by the EPA NESHAP regulations if it is part of an urban redevelopment project.

The Occupational Safety and Health Administration (OSHA) regulations (29 CFR 1926.1101) apply to all construction work where an employee may be occupationally exposed to asbestos. These regulations are applicable in any type of public building or structure, including any residential structure.

4.0 FACILITY DESCRIPTION

The one-story structure was built in 1963 and is approximately 1,460 ft². The residence is wood frame construction built on a pier and beam foundation. The exterior of the residence is brick veneer with the east addition covered with fiberboard siding. The roof is asphalt composite shingle. The interior is finished with sheetrock walls and ceilings. Some sheetrock walls in the living room and kitchen are covered with wood paneling. The floors are finished with a combination of carpet, ceramic, and linoleum.

5.0 SAMPLE COLLECTION PROCEDURES

The residence was surveyed to determine the presence, location, and condition of ACM. The areas inspected during the survey were generally limited to the accessible portions of the on-site structure. The number and location of samples collected was based on the type of material, the manner application, and the homogeneity of the ACM (similarity of color, texture, and type). A discrete sample of each suspect ACM was obtained and placed into an individual sample container. The sample location was noted on the field survey form and assigned an individual laboratory identification number. This number was affixed to the sample container as the sample was collected.

A copy of the asbestos consultant agency and the consultant/inspector license is included in Appendix B.

6.0 LABORATORY ANALYSIS METHODS

REC collected twenty (20) samples of suspect asbestos-containing building materials. The suspected ACM samples were analyzed for asbestos content by Moody Labs of Farmers Branch, Texas, a TDSHS licensed Asbestos Laboratory (License No. 30-0084). The samples were analyzed using Polarized Light Microscopy (PLM), in conjunction with dispersion staining techniques as outlined in the Environmental Protection Agency (EPA) Method (600/R-93/116). The bulk asbestos laboratory analysis report provided the percentage of asbestos, asbestos type, and identification of other non-asbestos fibers and associated percentages.

A copy of the laboratory report and license is presented in Appendix C.

7.0 ANALYTICAL RESULTS

Bulk samples of materials that analytical test results indicate are greater than 1% asbestos are defined as asbestos-containing materials by state and federal regulations. A summary of the laboratory results of the suspect building materials are discussed below:

Homogeneous Sample Numbers	Material Description	Location	Friable/Non-Friable	Asbestos Content
1,2,3	ceiling texture (popcorn)	House	Friable	None Detected - drywall material 2% Chrysotile - texture
4,5	sheetrock wall/ceiling (flat pattern)	Garage	Non-Friable	None Detected - drywall material 2% Chrysotile - joint compound 2% Chrysotile - texture
6,7	sheetrock wallboard (orange peel pattern)	East addition	Non-Friable	None Detected - drywall material None Detected - joint compound None Detected - texture
8,9,10	sheetrock wallboard	House	Non-Friable	None Detected - drywall material 2% Chrysotile - joint compound 2% Chrysotile - texture
11	tan linoleum (brick pattern)	Kitchen, Dining/ Laundry	Non-Friable	None Detected - sheet flooring None Detected - fiber backing None Detected - yellow mastic None Detected - leveling compound
12	brown linoleum (cobblestone pattern)	Living Room	Non-Friable	None Detected - sheet flooring None Detected - fiber backing None Detected - brown mastic
13	tan linoleum	Kitchen, Dining/ Laundry	Non-Friable	None Detected - sheet flooring None Detected - fiber backing None Detected - brown mastic
14	HVAC duct wrap (black)	Closet	Non-Friable	None Detected - thermal insulation None Detected - black mastic
15	ceramic floor tile mortar	Full Bathroom	Non-Friable	None Detected - mortar
16	pipe insulation	Crawl space	Non-Friable	None Detected - thermal insulation None Detected - tar/foil wrap
17	fiberboard siding	Exterior, east addition	Non-Friable	None Detected - fiber board

18	brick mortar	Exterior	Non-Friable	None Detected - mortar
19	window/door frame caulking	Exterior	Non-Friable	None Detected - caulking
20	roof shingle & felt	Exterior	Non-Friable	None Detected - roofing shingle None Detected - roofing felt

A drawing depicting sample locations is presented in the Appendix of this report.

8.0 CONCLUSIONS AND RECOMMENDATIONS

On November 7, 2018, REC conducted an asbestos survey of the residence located at 708 W. Main Street in Ovilla, Texas. The survey identified the following asbestos-containing materials:

- ▶ 880 ft² of acoustic sheetrock ceiling texture (popcorn) throughout the residence, excluding the east addition and garage
- ▶ 940 ft² of sheetrock wall and ceiling joint compound and texture in the garage
- ▶ 920 ft² of sheetrock wall joint compound and texture throughout the residence, excluding the east addition and garage

The Texas Asbestos Health Protection Rules apply to single-family residences that will be converted to public use, therefore, if the residence is converted to City use, the sheetrock walls and ceilings are regulated asbestos-containing materials (RACM). RACM is required by Texas Asbestos Health Protection Rules (TAHPR) to be removed by a TDSHS licenced Asbestos Abatement Contractor if there is potential for disturbance during renovations activities. The TAPHPR require a notification be submitted a minimum of ten (10) business days prior to the start of asbestos abatement activities. The asbestos abatement activities are required by Texas Asbestos Health Protection Rules to be designed and monitored by a TDSHS licensed Asbestos Consultant.

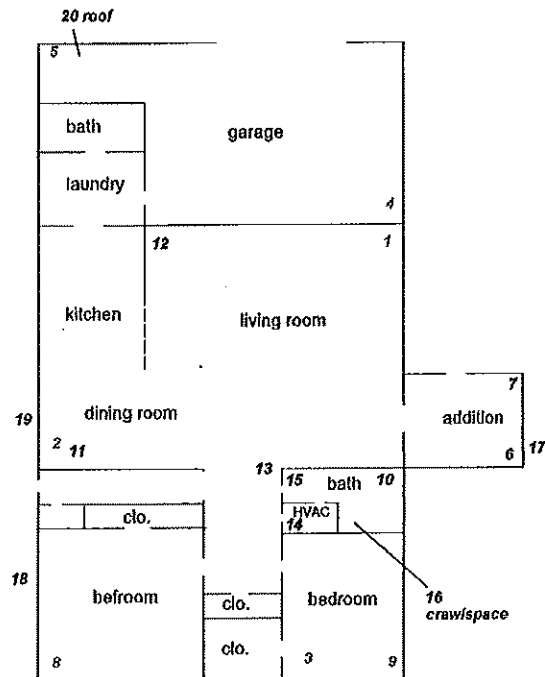
If the residence is to be demolished, then those activities are exempt from the Texas Asbestos Health Protection Rules and the EPA NESHAP regulations, however, if more than one residential structure is demolished by the City in a calendar year and those structures are within 660 feet of each other, the EPA NESHAP regulations will apply. In summary, to be exempt from the EPA NESHAP regulations, only one residential structure may be demolished by the City in a calendar year, but only if that structure is not within 660 feet of another structure demolished within the same calendar year.

FIGURE 1
SAMPLE LOCATIONS DRAWING

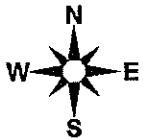
ASBESTOS SURVEY REPORT

Residence
708 W. Main Street
Ovilla, Texas 75154

REC Project No.: 18451



NOT TO SCALE



- sample location

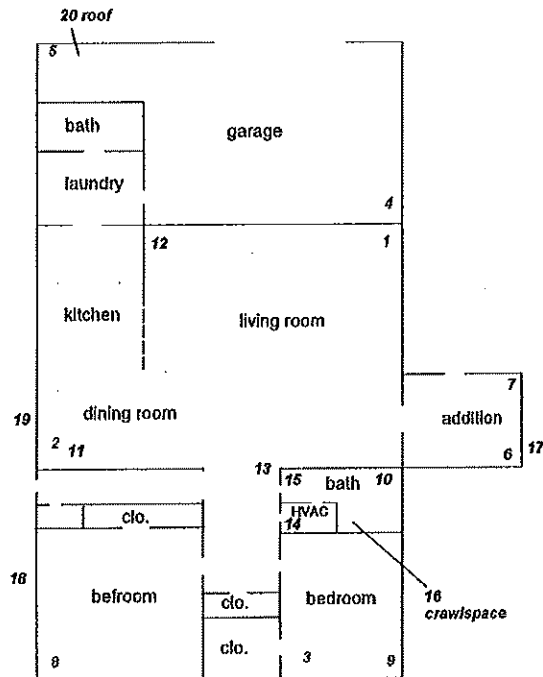
- asbestos-containing material (ACM) sample location



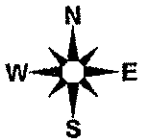
ASBESTOS SURVEY REPORT

Residence
708 W. Main Street
Ovilla, Texas 75154

REC Project No.: 18451



NOT TO SCALE



- sample location

- asbestos-containing material (ACM) sample location



APPENDIX A
LIMITATIONS

ASBESTOS SURVEY LIMITATIONS

1. Resource Environmental Consulting, Inc. (REC) has performed our professional services using the degree of skill and care ordinarily exercised by qualified professionals performing the same type of asbestos survey services at the same time under similar conditions in the same or similar locality. REC warrants that its services are of good quality and in conformance with applicable state and federal regulations at the time of the survey. The standard of care and warranty are in lieu of all other standards and warranties either expressed or implied.
2. The observations described in this report were made under the conditions stated therein. The conclusions presented in the report were based solely upon the services described therein, and not on scientific tasks or procedures beyond the scope of described services.
3. In the event that Client obtains information on suspected asbestos containing materials (ACM) at the site not contained in this report, such information shall be brought to REC's attention forthwith. REC will evaluate such information and, on the basis of this evaluation, may modify the conclusions stated in this report.
4. Observations were made of the structures on the site as indicated within the report. Where access to portions of the structures on the site was limited, since destructive sampling procedures were not employed, REC renders no opinion as to the presence of suspected ACM in that portion of the structures.
5. As noted within the text of the report, independent quantitative laboratory testing of bulk samples for asbestos content was performed as part of the site survey. The analyses have been conducted by an outside laboratory, therefore, REC has relied upon the data provided and has not conducted an independent evaluation of the reliability of these data. The conclusions and recommendations contained in this report are based in part upon the results of the laboratory testing and are contingent upon their validity. The test results have been reviewed and interpretations made in the report. Should additional testing of suspected ACM become available in the future, these data should be reviewed by REC and the conclusions and recommendations presented herein modified accordingly.

APPENDIX B

CONSULTANT AGENCY & INSPECTOR LICENSE



TEXAS DEPARTMENT OF STATE HEALTH SERVICES

RESOURCE ENVIRONMENTAL CONSULTING INC

is certified to perform as a

Asbestos Consultant Agency

in the State of Texas within the purview of Texas Occupations Code, chapter 1954, so long as this license is not suspended or revoked and is renewed according to the rules adopted by the Texas Board of Health.

A handwritten signature in cursive script, appearing to read "John Hellerstedt".

JOHN HELLERSTEDT, M.D.
COMMISSIONER OF HEALTH

License Number: 100271

Control Number: 96982

Expiration Date: 2/13/2019

(Void After Expiration Date)

VOID IF ALTERED NON-TRANSFERABLE



**Texas Department of
State Health Services**

Asbestos Individual Consultant

DYANA M LEE

License No. 105341

Control No. 97332

Expiration Date: 1/28/2020





**Texas Department of
State Health Services**

Asbestos Inspector

LISA A LEE

License No. 603240

Control No. 98633

Expiration Date: 5/16/2019



APPENDIX C

LABORATORY REPORT & LICENSE



PLM Summary Report

NVLAP Lab Code 102056-0

TDSHS License No. 30-0084

2051 Valley View Lane
Farmers Branch, TX 75234 Phone: (972) 241-8460

Client : Resource Environmental Consulting, Inc. Lab Job No. : 18B-14479
Project : 708 W. Main Street, Ovilla, TX Report Date : 11/08/2018
Project # : 18451 Sample Date : 11/07/2018
Identification : Asbestos, Bulk Sample Analysis
Test Method : Polarized Light Microscopy / Dispersion Staining (PLM/DS)
EPA Method 600 / R-93 / 116

Page 1 of 2

On 11/7/2018, twenty (20) bulk material samples were submitted by Dyana Lee of Resource Environmental Consulting, Inc. for asbestos analysis by PLM/DS. The PLM Detail Report is attached; additional information may be found therein. The results are summarized below:

Sample Number	Client Sample Description / Location	Asbestos Content
1	Ceiling Texture (Popcorn), House	None Detected - Drywall Material 2% Chrysotile - Texture
2	Ceiling Texture (Popcorn), House	Not Analyzed - Positive Stop
3	Ceiling Texture (Popcorn), House	Not Analyzed - Positive Stop
4	Sheetrock Wallboard (Flat), Garage	None Detected - Drywall Material 2% Chrysotile - Joint Compound 2% Chrysotile - Texture
5	Sheetrock Wallboard (Flat), Garage	Not Analyzed - Positive Stop
6	Sheetrock Wallboard (Orange Peel), East Addition	None Detected - Drywall Material None Detected - Joint Compound None Detected - Texture
7	Sheetrock Wallboard (Orange Peel), East Addition	None Detected - Drywall Material None Detected - Joint Compound None Detected - Texture
8	Sheetrock Wallboard, House	None Detected - Drywall Material 2% Chrysotile - Joint Compound 2% Chrysotile - Texture
9	Sheetrock Wallboard, House	Not Analyzed - Positive Stop
10	Sheetrock Wallboard, House	Not Analyzed - Positive Stop
11	Linoleum (Tan, Brick Pattern), Kitchen / Dining / Laundry	None Detected - Sheet Flooring None Detected - Fiber Backing None Detected - Yellow Mastic None Detected - Leveling Compound
12	Linoleum (Brown, Cobblestone Pattern), Living Room	None Detected - Sheet Flooring None Detected - Fiber Backing None Detected - Brown Mastic
13	Linoleum (Tan, Pebble Pattern), Living Room / Dining Room	None Detected - Sheet Flooring None Detected - Fiber Backing None Detected - Brown Mastic



PLM Summary Report

2051 Valley View Lane
Farmers Branch, TX 75234 Phone: (972) 241-8460

NVLAP Lab Code 102056-0
TDSHS License No. 30-0084

Client : Resource Environmental Consulting, Inc.
Project : 708 W. Main Street, Ovilla, TX
Project # : 18451
Identification : Asbestos, Bulk Sample Analysis
Test Method : Polarized Light Microscopy / Dispersion Staining (PLM/DS)
BPA Method 600 / R-93 / 116

Lab Job No. : 18B-14479
Report Date : 11/08/2018
Sample Date : 11/07/2018

Page 2 of 2

On 11/7/2018, twenty (20) bulk material samples were submitted by Dyana Lee of Resource Environmental Consulting, Inc. for asbestos analysis by PLM/DS. The PLM Detail Report is attached; additional information may be found therein. The results are summarized below:

Sample Number	Client Sample Description / Location	Asbestos Content
14	HVAC Duct Wrap (Black), Closet	None Detected - Thermal Insulation None Detected - Black Mastic
15	Ceramic Floor Tile, Mortar, Full Bathroom	None Detected - Mortar
16	Pipe Insulation, Crawlspace	None Detected - Thermal Insulation None Detected - Tar/Foil Wrap
17	Exterior Fiberboard Siding, East Addition	None Detected - Fiber Board
18	Exterior Brick Mortar	None Detected - Mortar
19	Exterior Window / Door Frame Caulking	None Detected - Caulking
20	Roof Shingle and Felt	None Detected - Roofing Shingle None Detected - Roofing Felt

These samples were analyzed by layers. Quantification, unless otherwise noted, is performed by calibrated visual estimate. The test report shall not be reproduced, except in full, without written approval of the laboratory. The results relate only to the items tested. These test results do not imply endorsement by NVLAP or any agency of the U.S. Government. Accredited by the National Voluntary Laboratory Accreditation Program for Bulk Asbestos Fiber Analysis under Lab Code 102056-0.



Analyst(s): Debra O'Sullivan
Lab Manager : Heather Lopez
Lab Director : Bruce Crabb

Approved Signatory : _____

Approved Signatory : _____

Thank you for choosing Moody Labs



TEXAS DEPARTMENT OF STATE HEALTH SERVICES

STEVE MOODY MICRO SERVICES LLC

is certified to perform as a

**Asbestos Laboratory
PCM, PLM, TEM**

in the State of Texas within the purview of Texas Occupations Code, chapter 1954, so long as this license is not suspended or revoked and is renewed according to the rules adopted by the Texas Board of Health.

A handwritten signature in cursive script, appearing to read "John Hellerstedt".

*John Hellerstedt, M.D.
Commissioner of Health*

License Number: 300084

Control Number: 96287

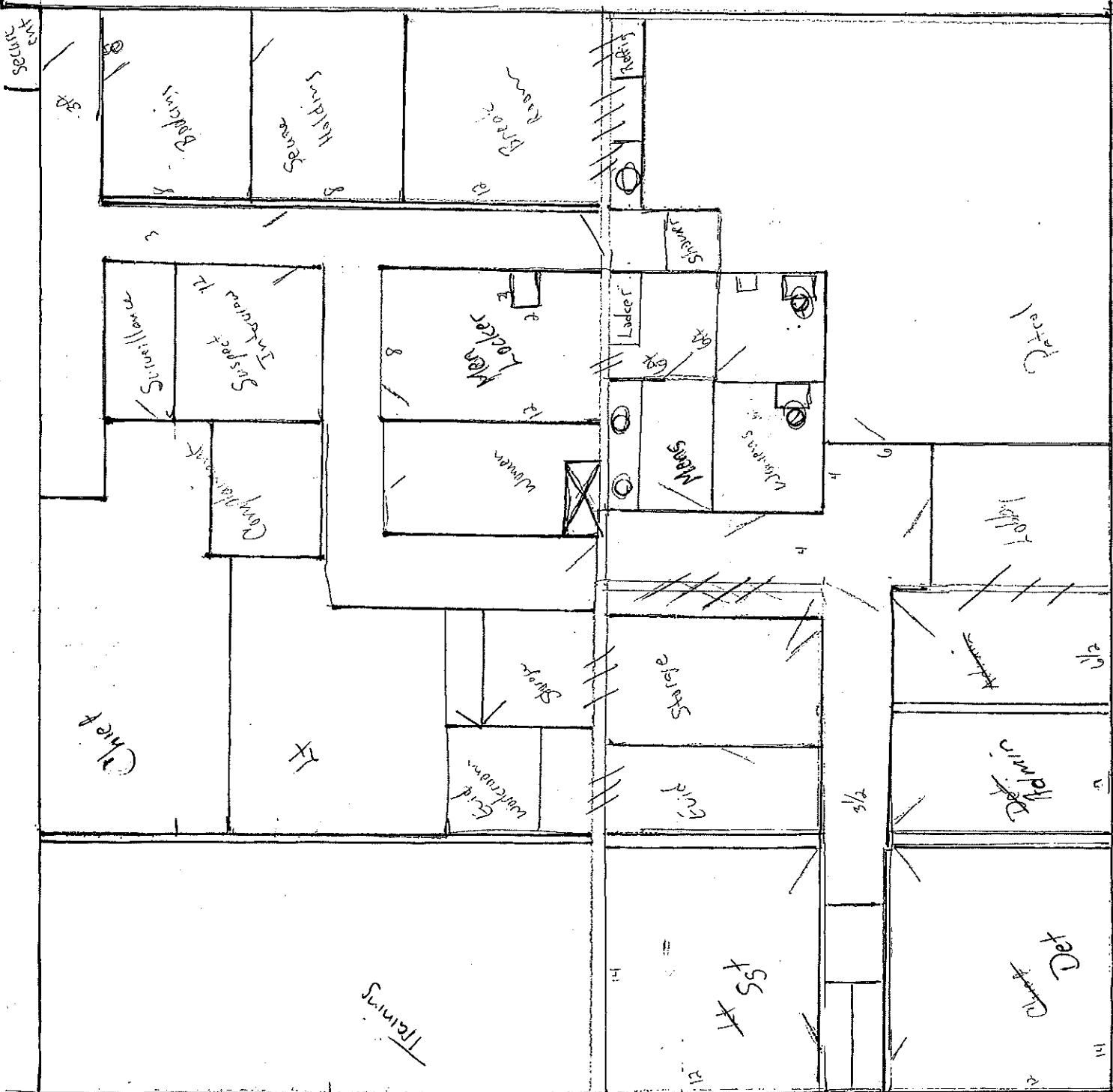
Expiration Date: 5/31/2020

(Void After Expiration Date)

VOID IF ALTERED NON-TRANSFERABLE

10-20
11/8

N↑



Front

AGENDA ITEM REPORT

Item 8 – Item(s) pulled from consent agenda

Meeting Date: December 09, 2019

Department: Administration

☒ Discussion ☒ Action

Budgeted Expense: ☐ YES ☐ NO ☒ N/A

Submitted by: Staff

Amount: N/A

Attachments:	
1. None	
Agenda Item / Topic:	
ITEM 8.	<i>DISCUSSION/ACTION</i> – Consideration of any item(s) pulled from the Consent Agenda above for individual consideration and action.
Discussion / Justification:	
All consent items are attached for Council consideration. Any items pulled from the Consent agenda will be reviewed under this item.	
Recommendation / Staff Comments:	
Staff recommends approval.	
Sample Motion(s):	
I move to approve ...	

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

To: Mayor Richard Dormier
Ovilla City Council

Subject: Police Department Monthly Activity Report

Calls For Service	November 2019	November 2019 YTD	November 2018	Nov 2018 YTD
Accident	4	63	3	46
Alarms	14	186	20	190
Arrest	8	69	2	56
Assault/Assault FV	1	11	5	14
Assists	52	888	103	666
Building / House Security Check	709	7849	685	6179
Burglary	0	2	0	1
Burglary of Motor Vehicle	0	2	0	2
Criminal Mischief	0	3	0	7
Disturbance	16	116	10	98
Neighborhood Check	1103	13061	1268	12084
Other Calls for Service	98	1009	87	656
Suspicious Person	5	69	4	70
Suspicious Vehicle	19	164	15	177
Theft	0	12	0	10
Traffic Assignment/School Enforcement	21	225	11	121
TOTAL CALLS FOR SERVICE	2050	23729	2213	20377

Volunteer and Reserve Officer Hours	10.5	191	24	318.5
Average Response Time (Minutes)	4.02	3.86663636	4.56	4.330909
Total Citations	58	694	99	1062
Total Traffic Stops *****	248	3017	355	3060
Traffic Stop Disposition Warning *****	192	2349	265	2058
Traffic Stop Disposition Citation *****	56	641	90	1002
PERCENT OF STOPS RECEIVING CITATIONS	22.6	21.2	25.4	32.7

STAFFING

Full Time Sworn	10			
Full Time Civillian	1			
Part Time Sworn	3			
Reserve Officer	1			
Total	15			

October 2019	TO	November 2019	MILEAGE	MAINTENANCE PERFORMED
Police Unit #	Begin	End	Accrued	
103	147,946	148,054	108	
105	113,216	113,345	129	
116	101,618	104,039	2421	Replaced Water Pump,
117	82,514	84,609	2095	2 New Tires
216	24,951	25,365	413.8	
119	17,046	19,912	2866	
120	0	258	258	In service on 11/27/19
220	0	239	239	In service on 11/27/19

October 2019	TO	November 2019	MILEAGE	MAINTENANCE PERFORMED
Police Unit #	Begin	End	Accrued	
103	147,946	148,054	108	
105	113,216	113,345	129	
116	101,618	104,039	2421	Oil Change and Replaced Water Pump,
117	82,514	84,609	2095	Oil Change and 2 New Tires
216	24,951	25,365	413.8	
119	17,046	19,912	2866	
120	0	258	258	In service on 11/27/19
220	0	239	239	In service on 11/27/19

Ovilla Fire Department November Monthly Report



Fire Chief Brandon Kennedy

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

Mission Statement

The mission of the Ovilla Fire Department is to provide services designed to protect citizens and property of the City of Ovilla and outlying areas. All persons and or departments requesting assistance from the Ovilla Fire Department 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 4 Firefighter Paramedic positions open.
- Currently the Department has 2 Firefighter Basic Positions open.
- Currently the Department has no Volunteer Firefighter Positions open.
- Current Staffing
 - 2 Chiefs
 - 4 Captains
 - 18 Firefighter Paramedics
 - 6 Firefighter EMT-Basics
 - 12 Volunteer Firefighters
 - Total Staffing of 47 out of 50 positions
- Of the Volunteers on staff,
 - 4 of them are Dual Certified, meaning they have their Fire Certs and EMT Basic
 - 2 have just their Fire Certs
 - 5 have just their EMT- 3 - Basic and 1 - Paramedic
 - 2 Volunteers do not have any Certification at this time.

Grants Report

- Have turned in four Texas Forestry Service Grants, waiting for notification of award
 - Have applied for a bunker gear grant that we are still waiting to hear if awarded
 - Have applied for a Brush Truck Chassis grant that we are still waiting to hear if awarded
 - Have applied for a Skid Unit to be placed onto Brush Truck Chassis if awarded
 - Have applied for a Brush Truck grant that we are still waiting to hear if awarded
 - SAFER Grant – Official notice was given that OFD did not receive the grant

Summary of Events for the Department

- November was a very busy month with a total of 84 calls through dispatch and several public service calls that were not dispatched. These come from a resident calling the station phone and need 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 as long as they purchase the detector and or batteries, we will be happy to assist them.
- Siren Testing complete and all working properly.
- Training with the Volunteers on their regular scheduled nights.

Summary of Staffing for the Month

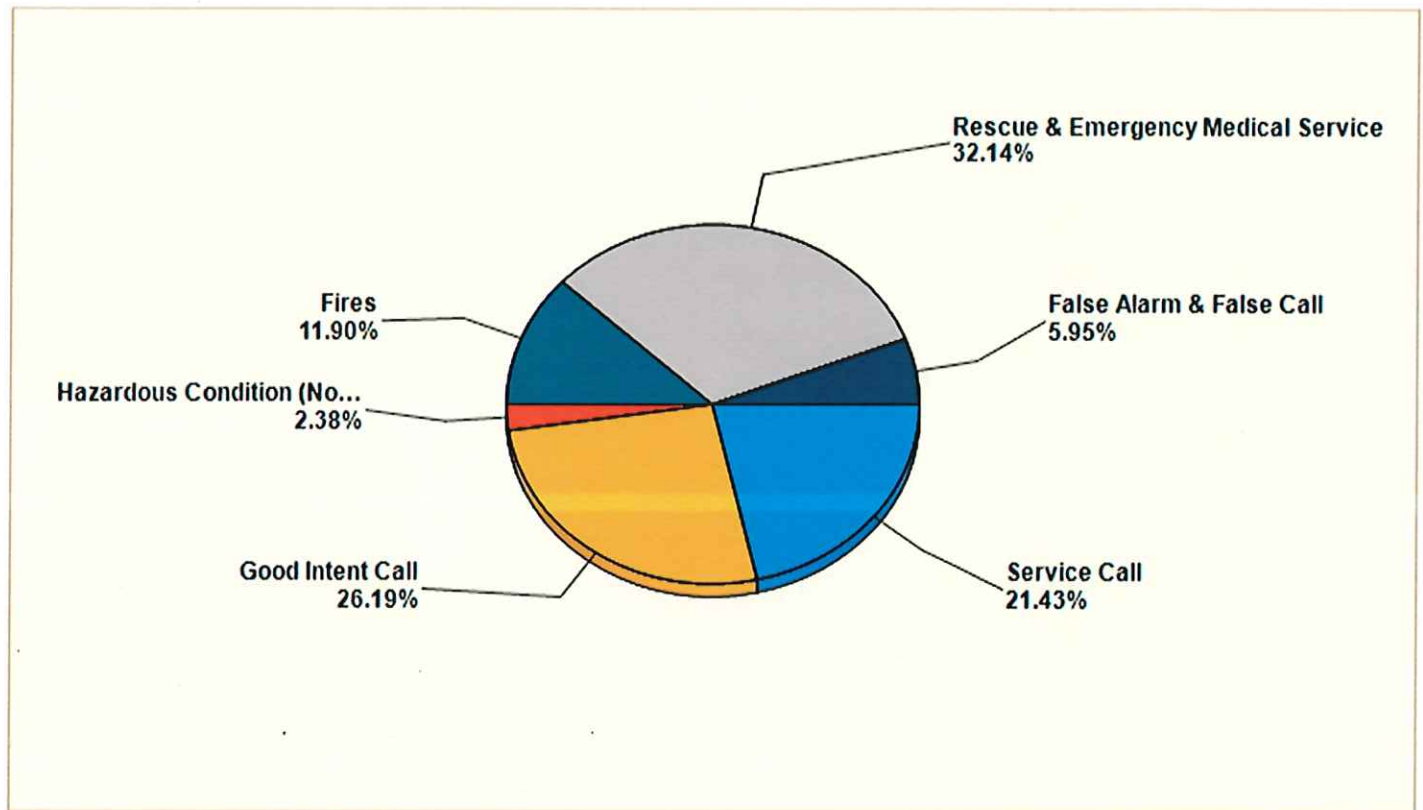
- 7 days a week we have 3 - 24-hour part time positions (0800 – 0800)
- These positions were **100%** filled this month
- 7 Days a week we have 2 – 12-hour shifts that are covered by volunteers (0800 – 2000) and (2000 – 0800)
- **8 / 9** weekend day shifts were covered by a Volunteer
- **58 / 60** Volunteer shifts were covered, and these **58** shifts had 4 personnel on the Engine

Summary of Activity from Deputy Chief / Fire Marshal's Office

- 8 Consults
- 3 Meetings
- Back-Up for Ovilla PD
- QCI reports
- 13 Inspections
- 40-hour Wild Land Class

Monthly Call Summary

INCIDENT COUNT		
INCIDENT TYPE	# INCIDENTS	
EMS	27	
FIRE	57	
TOTAL	84	
CO CHECKS		
736 - CO detector activation due to malfunction	1	
TOTAL	1	
MUTUAL AID		
Aid Type	Total	
Aid Given	24	
Aid Received	2	
OVERLAPPING CALLS		
# OVERLAPPING	% OVERLAPPING	
8	9.52	
LIGHTS AND SIREN - AVERAGE RESPONSE TIME (Dispatch to Arrival)		
Station	EMS	FIRE
Station 701	0:06:27	0:08:52
AVERAGE FOR ALL CALLS		0:08:02
LIGHTS AND SIREN - AVERAGE TURNOUT TIME (Dispatch to Enroute)		
Station	EMS	FIRE
Station 701	0:01:49	0:01:48
AVERAGE FOR ALL CALLS		0:01:48
AGENCY	AVERAGE TIME ON SCENE (MM:SS)	
Ovilla Fire Department	28:05	

Breakdown by Major Incident Type

MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	10	11.90%
Rescue & Emergency Medical Service	27	32.14%
Hazardous Condition (No Fire)	2	2.38%
Service Call	18	21.43%
Good Intent Call	22	26.19%
False Alarm & False Call	5	5.95%
TOTAL	84	100.00%

Average 2.5 fire per week

Average 2.80 calls per day

Average 21 calls per week

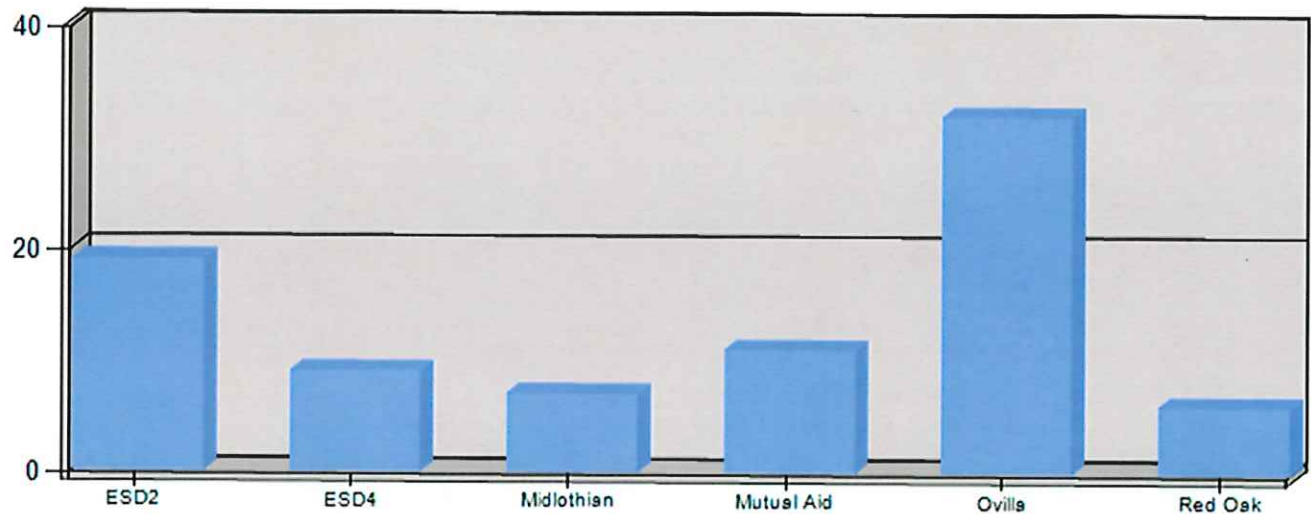
C701 Responses | **11**

C702 Responses | **4**

Number of Overlapping Calls | **8**

Total Ovilla Fire Department Runs | 84

Breakdown by Districts



DISTRICT	NOVEMBER 2019	NOVEMBER 2018
ESD2 - ESD #2	19	12
ESD4 - ESD #4	9	2
Midlothian - Midlothian City Limits	7	3
Mutual Aid - Mutual Aid	11	5
Ovilla - City Limits	32	37
Red Oak - Red Oak City Limits	6	7
TOTAL:	84	66

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

District	November	October
ESD2 - ESD #2	7.34	7.68
ESD4 - ESD #4	6.96	12.31
Midlothian - Midlothian City Limits	21.79	3
Mutual Aid - Mutual Aid	18.39	11.47
Ovilla - City Limits	6.1	5.48
Red Oak - Red Oak City Limits	9.32	12.31
AVERAGE RESPONSE TIME	6.8	8.49

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	November	October
B701	1:43	1:32
C701	1:21	1:35
C702	0:59	1:09
E701	1:52	1:32
E702	0:37	0:00
R755	1:54	0:53
AVERAGE TURNOUT TIME:	1:24	1:07

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	4
C701	11
C702	4
E701	54
E702	4
R755	6

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

Apparatus	Beginning Mileage	Ending Mileage	Mileage for the Month	Fuel Expenses	Maintenance Expenditures
B701	58,279	58,409	130	\$ 79.00	\$ -
B702	3,988	3,997	9	\$ 36.89	\$ -
C701	26,410	26,852	442	\$ 95.00	\$ 95.41
C702	103,602	103,878	276	\$ 65.41	\$ -
E701	17,969	18,380	411	\$ 375.96	\$ 624.50
E702	29,122	29,343	221	\$ 153.75	\$ -
E703	14,464	14,468	4	\$ -	\$ -
R755	19,533	19,676	143	\$ 187.32	\$ -
Station Supplies (Small Equipment Fuel, Propane, Other)				\$ -	\$ -
Totals for the Month			1,636	\$ 993.33	\$ 719.91



Date: December 4, 2019,

TO: City Manager Pam Woodall, Honorable Mayor and City Council Members

FROM: Daniel Durham – Interim Public Works Director/PW Superintendent

TOPIC: Public Works Monthly Report for November 2019

STAFFING: 7 FTE positions approved; 4 FTE position filled

WORK ORDERS

- 34 total Work Orders completed for the month of November
GovPilot Reporting

	Completed
Water/WW	#25
Street/Parks	#9
Total	34

WATER

- Gallons purchased from DWU 10.858.00 MG, Retail Billed 9.245.70 MG, Retail Unbilled 23.4k, Builder metered 0.0k, Maintenance flushing 86.4k,
- Daily residuals and site monitoring. **(State Requirement)**
- monthly TCEQ water samples **(State Requirement)**
- Performed Daily Nitrification Sampling for (NAP) program **(State Requirement)**
- Flushed dead end mains & Flushed for system residuals. **(State Requirement)**
- Read monthly water meters, water meter cutoffs and meter re reads.
- Made repairs to water Infrastructure as needed.
- Completed monthly repairs list for replacing meter lids and boxes.
- **910 Cockrell Hill. Rd-** Made emergency repair to 4" water main located at the top of creek bed. This section of infrastructure will need improvements in the future will add to the CIP list. Crews have made 4 repairs to this section of pipe this year.
- **711 W. Main. St-** Crews Made 2 water main repairs to this section of pipe located at this address. Infrastructure will need future replacement I will add to the CIP list.
- Fixed multiple leaking meter gaskets throughout infrastructure.



SEWER

- **(3357 Ovilla Road Animal Hospital)** Crews made emergency repairs to failed sewer service line located on city side. Pipe was collapsed and fully restricted.
- Daily site checks and maintenance at 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)**
- No repairs needed to pump's or stations this month.
- Cleaned all lift stations and wet wells.

STREETS/DRAINAGE MAINTENANCE

- **Crack sealing-** Ovilla Oaks (sector #1) crack sealing was started middle of November and is scheduled to be completed first week of December for this sector. Crews were held back due to shortage of materials for crack sealing machine we have since received shipment and are back on schedule.
- **Potholes Repaired-** Shiloh. Rd, Johnson Ln, Red Oak Creek. Rd, Hosford & Malloy, Joe Wilson. Rd, Westmoreland. Rd, William. Dr, Cardinal & Meadowlark.
- Trimmed trees from right of ways and roadways as needed.
- Replaced street name signs, yield sign & pole at Silverwood and Shadow wood.
- Fixed sink hole at Water. St bridge due to current bridge issues.

PARKS

- **Heritage Park-** Park was decorated and prepared for Christmas in the park on Dec 5th.
- Swing set installation for Silver Spur Park is to be started second week of December.
- Mowing and grounds keeping of Cindy Jones Park, Heritage Park, Silver Spur Park & Ashburne Glen Park.
- Mowing and grounds keeping of City Hall and all city owned property.
- Monthly park inspections performed.
- Maintained city marquee.

November 2019

Vehicle Mileage Report

Veh. #	Description	Mileage				Hours		
		Begin	End	Accrued		Begin	End	Accrued
	2017 F250 4x4	15,333	15,594	261				
	2015 2500 HD Silverado	43,793	44,396	603				
	2011 3500HD Silverado	56,820	57,011	191				
	2008 2500HD Silverado	85,674	85,942	268				
	2019 f250 Animal Control	8,057	8,571	514				
	2008 1500 Silverado	116,211	116,780	569				
	2001 C6500 Dump Truck	19,012	19,018	6				
	1999 International Patch Trk	312,128	312,128	0				
	1998 Ford Dump Truck	55,158	55,249	91				
	New Holland Skid LS60					1301	1304.3	3.3
	1999 Kubota Tractor					995	995.4	0.4
	1992 Ford Tractor					1,090	1,090	0
	310K John Deere Backhoe					2,033	2,057	23
	Ingersoll Mobil Air Compress					1,326	1,326	0
	Jet Machine					504	504.7	0.7

	Vac Machine 2017						118.8	119	0.2
	Boomag 900-50 packer						194	195	1
	2016 Exmark						316	316	0
	2013 Exmark						468	468	0
	2004 Exmark						1056.7	1,066	9.3
	JCB Backhoe						75	78.2	3
Total =							2,503	Total =	40.9



DATE: DECEMBER 9, 2019

TO: Honorable Mayor and Council Members

FROM:
Linda Harding, Accountant

SUBJECT: Financial Statements Through October 2019

City of Ovilla
Financial Statement
As of October 31, 2019

100 - General Fund	Current Month Actual	YTD Actual	Annual Budget	% of Budget	Budget Remaining
Revenue Summary					
Taxes	6,084.07	6,084.07	2,557,930.00	0.24%	2,551,845.93
Licenses-Permits-Fees	10,125.00	10,125.00	108,460.00	9.34%	98,335.00
Services	12,387.90	12,387.90	900,496.00	1.38%	888,108.10
Fines & Forfeitures	6,854.17	6,854.17	227,800.00	3.01%	220,945.83
Other Revenue	11,853.80	11,853.80	137,215.00	8.64%	125,361.20
Transfers	0.00	0.00	1,025,158.00	0.00%	1,025,158.00
Revenue Totals	<u>47,304.94</u>	<u>47,304.94</u>	<u>4,957,059.00</u>	<u>0.95%</u>	<u>4,909,754.06</u>
Expense Summary					
Employee Benefits	30,877.72	30,877.72	417,134.00	7.40%	386,256.28
Special Expenses	1,329.77	1,329.77	34,800.00	3.82%	33,470.23
Other Expense	1,976.08	1,976.08	63,622.00	3.11%	61,645.92
Personnel	121,494.44	121,494.44	1,646,427.00	7.38%	1,524,932.56
Special Services	3,647.50	3,647.50	80,937.00	4.51%	77,289.50
Contractual Services	60,277.92	60,277.92	395,774.00	15.23%	335,496.08
Operating Services	5,077.88	5,077.88	108,318.00	4.69%	103,240.12
Supplies	4,445.27	4,445.27	103,800.00	4.28%	99,354.73
Professional Development	3,763.12	3,763.12	31,125.00	12.09%	27,361.88
Software & Computer Equipment	26,942.40	26,942.40	81,341.00	33.12%	54,398.60
Printing Expense	2,580.00	2,580.00	20,784.00	12.41%	18,204.00
Utilities	3,440.99	3,440.99	358,684.00	0.96%	355,243.01
Repairs - Bldg & Machinery	5,320.72	5,320.72	148,850.00	3.57%	143,529.28
Insurance	8,840.22	8,840.22	39,866.00	22.17%	31,025.78
Minor Capital Outlay	4,792.53	4,792.53	289,597.00	1.65%	284,804.47
Reserve	0.00	0.00	195,000.00	0.00%	195,000.00
Vehicle Expenses	3,335.31	3,335.31	46,000.00	7.25%	42,664.69
Capital Outlay	445.91	445.91	892,000.00	0.05%	891,554.09
Not Categorized	3,819.69	3,819.69	0.00	0.00%	(3,819.69)
Rentals	222.44	222.44	3,000.00	7.41%	2,777.56
Expense Totals	<u>292,629.91</u>	<u>292,629.91</u>	<u>4,957,059.00</u>	<u>5.90%</u>	<u>4,664,429.09</u>

City of Ovilla
Financial Statement
As of October 31, 2019

110 - LEOSE	Current Month Actual	YTD Actual	Annual Budget	% of Budget	Budget Remaining
Revenue Summary					
Transfers	0.00	0.00	1,200.00	0.00%	1,200.00
Revenue Totals	0.00	0.00	1,200.00	0.00%	1,200.00
Expense Summary					
Professional Development	0.00	0.00	1,200.00	0.00%	1,200.00
Expense Totals	0.00	0.00	1,200.00	0.00%	1,200.00

City of Ovilla
Financial Statement
As of October 31, 2019

120 - Street Improvement Fund	Current Month Actual	YTD Actual	Annual Budget	% of Budget	Budget Remaining
Revenue Summary					
Taxes	5,200.00	5,200.00	54,320.00	0.00%	49,120.00
Other Revenue	0.00	0.00	100.00	0.00%	100.00
Revenue Totals	5,200.00	5,200.00	54,420.00	0.00%	49,120.00
Expense Summary					
Capital Outlay	0.00	0.00	46,000.00	0.00%	46,000.00
Reserve	0.00	0.00	8,420.00	0.00%	8,420.00
Expense Totals	0.00	0.00	54,420.00	0.00%	54,420.00

City of Ovilla
Financial Statement
As of October 31, 2019

130 - Court Technology	Current Month Actual	YTD Actual	Annual Budget	% of Budget	Budget Remaining
Revenue Summary					
Fines & Forfeitures	144.70	144.70	4,900.00	2.95%	4,755.30
Revenue Totals	144.70	144.70	4,900.00	2.95%	4,755.30
Expense Summary					
Software & Computer Equipment	0.00	0.00	4,500.00	0.00%	4,500.00
Reserve	0.00	0.00	400.00	0.00%	400.00
Expense Totals	0.00	0.00	4,900.00	0.00%	4,900.00

City of Ovilla
Financial Statement
As of October 31, 2019

140 - Court Security	Current Month Actual	YTD Actual	Annual Budget	% of Budget	Budget Remaining
Revenue Summary					
Fines & Forfeitures	108.54	108.54	3,600.00	3.02%	3,491.46
Revenue Totals	108.54	108.54	3,600.00	3.02%	3,491.46
Expense Summary					
Other Expense	0.00	0.00	1,200.00	0.00%	1,200.00
Reserve	0.00	0.00	2,400.00	0.00%	2,400.00
Expense Totals	0.00	0.00	3,600.00	0.00%	3,600.00

City of Ovilla
Financial Statement
As of October 31, 2019

150 - Equipment Replacement Fund	Current Month Actual	YTD Actual	Annual Budget	% of Budget	Budget Remaining
Revenue Summary					
Transfers	0.00	0.00	30,000.00	0.00%	30,000.00
Revenue Totals	0.00	0.00	30,000.00	0.00%	30,000.00
Expense Summary					
Capital Outlay	0.00	0.00	30,000.00	0.00%	30,000.00
Expense Totals	0.00	0.00	30,000.00	0.00%	30,000.00

City of Ovilla
Financial Statement
As of October 31, 2019

200 - Water And Utilities Fund	Current Month Actual	YTD Actual	Annual Budget	% of Budget	Budget Remaining
Revenue Summary					
Services	198,726.27	198,726.27	1,263,564.00	15.73%	1,064,837.73
Other Revenue	0.00	0.00	72,900.00	0.00%	72,900.00
Transfers	3,750.00	3,750.00	380,928.00	0.98%	377,178.00
Revenue Totals	<u>202,476.27</u>	<u>202,476.27</u>	<u>1,717,392.00</u>	<u>11.79%</u>	<u>1,514,915.73</u>
Expense Summary					
Reserve	0.00	0.00	141,243.00	0.00%	141,243.00
Personnel	20,485.40	20,485.40	353,025.00	5.80%	332,539.60
Employee Benefits	6,030.06	6,030.06	91,558.00	6.59%	85,527.94
Special Services	0.00	0.00	49,050.00	0.00%	49,050.00
Contractual Services	0.00	0.00	20,820.00	0.00%	20,820.00
Supplies	472.10	472.10	5,050.00	9.35%	4,577.90
Professional Development	0.00	0.00	2,450.00	0.00%	2,450.00
Software & Computer Equipment	100.00	100.00	17,125.00	0.58%	17,025.00
Printing Expense	0.00	0.00	5,950.00	0.00%	5,950.00
Utilities	2,240.96	2,240.96	712,038.00	0.31%	709,797.04
Other Expense	581.00	581.00	9,325.00	6.23%	8,744.00
Rentals	0.00	0.00	1,500.00	0.00%	1,500.00
Operating Services	95.20	95.20	9,200.00	1.03%	9,104.80
Vehicle Expenses	417.21	417.21	9,200.00	4.53%	8,782.79
Repairs - Bldg & Machinery	1,956.81	1,956.81	43,100.00	4.54%	41,143.19
Insurance	2,352.00	2,352.00	8,058.00	29.19%	5,706.00
Minor Capital Outlay	40.18	40.18	17,000.00	0.24%	16,959.82
Capital Outlay	2.14	2.14	221,700.00	0.00%	221,697.86
Expense Totals	<u>34,773.06</u>	<u>34,773.06</u>	<u>1,717,392.00</u>	<u>2.02%</u>	<u>1,682,618.94</u>

City of Ovilla
Financial Statement
As of October 31, 2019

250 - WWW Infrastructure Improvements	Current Month Actual	YTD Actual	Annual Budget	% of Budget	Budget Remaining
Revenue Summary					
Services	5,220.45	5,220.45	69,538.00	7.51%	64,317.55
Revenue Totals	<u>5,220.45</u>	<u>5,220.45</u>	<u>69,538.00</u>	<u>7.51%</u>	<u>64,317.55</u>
Expense Summary					
Reserve	0.00	0.00	69,538.00	0.00%	69,538.00
Expense Totals	<u>0.00</u>	<u>0.00</u>	<u>69,538.00</u>	<u>0.00%</u>	<u>69,538.00</u>

City of Ovilla
Financial Statement
As of October 31, 2019

300 - Capital Projects Fund	Current Month Actual	YTD Actual	Annual Budget	% of Budget	Budget Remaining
Revenue Summary					
Other Revenue	0.00	0.00	270.00	0.00%	270.00
Revenue Totals	0.00	0.00	270.00	0.00%	270.00
Expense Summary					
Reserve	0.00	0.00	270.00	0.00%	270.00
Expense Totals	0.00	0.00	270.00	0.00%	270.00

City of Ovilla
Financial Statement
As of October 31, 2019

400 - Debt Service Fund	Current Month Actual	YTD Actual	Annual Budget	% of Budget	Budget Remaining
Revenue Summary					
Taxes	252.21	252.21	468,990.00	0.05%	468,737.79
Other Revenue	0.00	0.00	550.00	0.00%	550.00
Transfers	0.00	0.00	108,460.00	0.00%	108,460.00
Revenue Totals	<u>252.21</u>	<u>252.21</u>	<u>578,000.00</u>	<u>0.04%</u>	<u>577,747.79</u>
Expense Summary					
Long Term Debt	0.00	0.00	578,000.00	0.00%	578,000.00
Expense Totals	<u>0.00</u>	<u>0.00</u>	<u>578,000.00</u>	<u>0.00%</u>	<u>578,000.00</u>

City of Ovilla
Financial Statement
As of October 31, 2019

500 - Municipal Development District Fund	Current Month Actual	YTD Actual	Annual Budget	% of Budget	Budget Remaining
Revenue Summary					
Taxes	7,400.00	7,400.00	53,025.00	0.00%	45,625.00
Other Revenue	0.00	0.00	600.00	0.00%	600.00
Transfers	0.00	0.00	247,475.00	0.00%	247,475.00
Revenue Totals	<u>7,400.00</u>	<u>7,400.00</u>	<u>301,100.00</u>	<u>0.00%</u>	<u>293,700.00</u>
Expense Summary					
Special Services	0.00	0.00	1,600.00	0.00%	1,600.00
Supplies	0.00	0.00	100.00	0.00%	100.00
Insurance	0.00	0.00	272.00	0.00%	272.00
Reserve	0.00	0.00	49,128.00	0.00%	49,128.00
Capital Outlay	0.00	0.00	250,000.00	0.00%	250,000.00
Expense Totals	<u>0.00</u>	<u>0.00</u>	<u>301,100.00</u>	<u>0.00%</u>	<u>301,100.00</u>

City of Ovilla
Financial Statement
As of October 31, 2019

600 - 4B Economic Development Fund	Current Month Actual	YTD Actual	Annual Budget	% of Budget	Budget Remaining
Revenue Summary					
Taxes	8,120.00	8,120.00	116,600.00	0.00%	108,480.00
Other Revenue	0.00	0.00	1,600.00	0.00%	1,600.00
Transfers	0.00	0.00	264,300.00	0.00%	264,300.00
Revenue Totals	8,120.00	8,120.00	382,500.00	0.00%	374,380.00
Expense Summary					
Other Expense	0.00	0.00	37,900.00	0.00%	37,900.00
Reserve	0.00	0.00	9,500.00	0.00%	9,500.00
Special Services	0.00	0.00	5,300.00	0.00%	5,300.00
Supplies	0.00	0.00	200.00	0.00%	200.00
Professional Development	265.00	265.00	5,000.00	5.30%	4,735.00
Printing Expense	0.00	0.00	300.00	0.00%	300.00
Insurance	0.00	0.00	300.00	0.00%	300.00
Capital Outlay	0.00	0.00	324,000.00	0.00%	324,000.00
Expense Totals	265.00	265.00	382,500.00	0.07%	382,235.00

City of Ovilla
Financial Statement
As of October 31, 2019

700 - Park Impact Fund	Current Month Actual	YTD Actual	Annual Budget	% of Budget	Budget Remaining
Revenue Summary					
Services	1,003.56	1,003.56	8,613.00	11.65%	7,609.44
Other Revenue	0.00	0.00	38,505.00	0.00%	38,505.00
Revenue Totals	<u>1,003.56</u>	<u>1,003.56</u>	<u>47,118.00</u>	<u>2.13%</u>	<u>46,114.44</u>
Expense Summary					
Reserve	0.00	0.00	6,618.00	0.00%	6,618.00
Minor Capital Outlay	0.00	0.00	500.00	0.00%	500.00
Capital Outlay	0.00	0.00	40,000.00	0.00%	40,000.00
Expense Totals	<u>0.00</u>	<u>0.00</u>	<u>47,118.00</u>	<u>0.00%</u>	<u>47,118.00</u>

City of Ovilla
Financial Statement
As of October 31, 2019

800 - Water And Utilities Impact Fee Fund	Current Month Actual	YTD Actual	Annual Budget	% of Budget	Budget Remaining
Revenue Summary					
Services	6,570.66	6,570.66	54,756.00	12.00%	48,185.34
Revenue Totals	6,570.66	6,570.66	54,756.00	12.00%	48,185.34
Expense Summary					
Reserve	0.00	0.00	54,756.00	0.00%	54,756.00
Expense Totals	0.00	0.00	54,756.00	0.00%	54,756.00



DATE: DECEMBER 9, 2019






















TO: Honorable Mayor and Council Members

FROM:
Linda Harding, Accountant

SUBJECT: Transactions Over \$5,000 For OCTOBER 2019

Check Date	Check #	Vendor	Invoice Description	Payment Amount
10/17/2019	DRAFT	Internal Revenue Service	Biweekly Payroll 10/18/2019	9,687.84
10/3/2019	DRAFT	Internal Revenue Service	Biweekly Payroll 10/4/2019	9,653.17
10/18/2019	DRAFT	United Health Care	UHC	13,647.98
10/18/2019	00000	City of Ovilla -	UHC	13,647.98
10/4/2019	049592	Community Waste Disposal	solid waste	22,267.96
10/11/2019	049613	Bat Security	CAMERAS, KIT	5,408.00
10/11/2019	049614	City of Midlothian	EMS MEDICAL TRANSPORT SERVICE 4TH QTR	15,889.75
10/11/2019	049619	Ellis County Precinct #4	BASE CULVERS AND EMULSION	15,298.04
10/11/2019	049637	T. M. R. S.	Biweekly Payroll 9/20/2019	8,263.07
10/11/2019	049637	T. M. R. S.	Unscheduled 9/30/2019	195.60
10/11/2019	049637	T. M. R. S.	Unscheduled 9/30/2019	745.63
10/11/2019	049637	T. M. R. S.	Unscheduled 9/6/2019	788.53
10/11/2019	049637	T. M. R. S.	Biweekly Payroll 9/6/2019	8,629.81
10/21/2019	049640	Blackboard Inc.	CONNECT MESSAGING, ALERTS	5,349.00
10/21/2019	049642	City of Midlothian	COMMUNICATIONS CONTRACT 1 OF 2	22,750.00
10/21/2019	049642	City of Midlothian	Semi-Annual Invoice for Communications contract FY 2019-2020	22,750.00
10/21/2019	049656	City of Dallas	8/31/2019-09/30/2019	60,724.02
10/21/2019	049660	We Build Fun	PLAY GROUND EQUIPMENT	6,642.69
10/22/2019	049666	Citibank	ACADEMY GRIDDLE AND ACCESSORIES	244.92
10/22/2019	049666	Citibank	ACADEMY GRIDDLE AND ACCESSORIES	778.27
10/22/2019	049666	Citibank	CHUCK FAIRBANKS SUBURBAN FUEL TANK	2,828.09
10/22/2019	049666	Citibank	PRESSURE SENSOR CHUCK FAIRBANKS- C702	822.79
10/22/2019	049666	Citibank	REPAIRS	
10/22/2019	049666	Citibank	FIRE STORE QUICK PIC KNIFE	2,545.08
10/22/2019	049666	Citibank	GME SUPPLY TACT GEAR	427.26
10/22/2019	049666	Citibank	GT DISTRIBUTOR DUTY WEAPON	409.00
10/22/2019	049666	Citibank	HOME DEPOT FAN	127.79
10/22/2019	049666	Citibank	NATCHES SHOOTING SUPPLIES - AMMO	715.60
10/22/2019	049666	Citibank	OFFICE DEPOT SUPPLIES	116.21
10/22/2019	049666	Citibank	PALMETTO ARMORY ALUM	608.88
10/22/2019	049666	Citibank	MAGAZINE POSITIVE PROMOTIONS	2,073.14
10/22/2019	049666	Citibank	EDUCATIONAL	
10/22/2019	049666	Citibank	PROVENGO FIRE SUPPLIES	2,873.97
10/22/2019	049666	Citibank	ROGUE FITNESS EQUIPMENT	2,578.00
10/22/2019	049666	Citibank	STAFF REFRESHMENT	28.77
10/22/2019	049667	Citibank	statement	7,677.02

10/25/2019	049673	City of Midlothian	SRRG/SRT Annual Membership fee	8,250.00
10/25/2019	049686	Allied	APPROACH ON WESTLAWN	3,060.00
10/25/2019	049686	Allied	REPLACE SIDEWALK 107 OAK FOREST	2,425.00
10/25/2019	049686	Allied	REPLACE SIDEWALK 107 OAK FOREST - CHANGE ADDED	650.00
10/29/2019	049689	State Comptroller	STATE CRIMINAL COST AND FEES 3RD Q	11,084.25
10/30/2019	049692	Bureau Veritas North America, 124	831 COCKRELL HILL RD	107.39
10/30/2019	049692	Bureau Veritas North America, 123	831 COCKREHILL HILL RD	270.79
10/30/2019	049692	Bureau Veritas North America, 139	3357 OVILLA RD	1,790.89
10/30/2019	049692	Bureau Veritas North America, 196	7031 PLUM CT	931.69
10/30/2019	049692	Bureau Veritas North America, 198	909 COCKRELL HILL RD	76.92
10/30/2019	049692	Bureau Veritas North America, 220	3511 MAPLE LANE	1,943.85
10/30/2019	049692	Bureau Veritas North America, 240	6981 CEDAR CT	1,832.20
10/30/2019	049692	Bureau Veritas North America, 262	317 COVINGTON	242.99
10/30/2019	049692	Bureau Veritas North America, 257	7010 JUDY DR	1,475.20
10/30/2019	049692	Bureau Veritas North America, 261	7020 JUDY	1,582.65
10/30/2019	049692	Bureau Veritas North America, 263	7010 CHERRY	343.07
10/30/2019	049692	Bureau Veritas North America, 255	120 HUMMINGBIRD	392.69
10/30/2019	049692	Bureau Veritas North America, 269	208 WILLOWCREEK	76.92
10/30/2019	049692	Bureau Veritas North America, 274	717 BUCKBOARD	76.92
10/30/2019	049692	Bureau Veritas North America, 276	117 ASHBURNE GLEN	176.69
10/30/2019	049692	Bureau Veritas North America, 283	300 THORNTREE	76.92
10/30/2019	049692	Bureau Veritas North America, 287	605 VALLEY VIEW	76.92
10/30/2019	049694	Gexa Energy LP	91893 2	1,763.16
10/30/2019	049694	Gexa Energy LP	91893 2	4,801.01
10/30/2019	049698	TML Intergovernmental Risk Pr	1st qtr fy 20	21,279.50
			Total	398,350.27

 Name	 Previous Balance	NEW BALANCE	As Of
<u>Debt Fund</u>	 42,239.04	42,239.04	12/5/2019
<u>General Fund Reserve</u>	 57,306.61	57,306.61	12/5/2019
 <u>GF Reserve CD</u>	 253,162.74	253,162.74	12/5/2019
<u>Water Impact</u>	 51,029.06	51,029.06	12/5/2019
<u>4B EDC</u>	 535,411.17	535,401.71	12/5/2019
<u>Fire Dept. Auxil.</u>	 3,590.00	6,410.00	12/5/2019
<u>Water Money Market</u>	 191,901.86	191,901.86	12/5/2019
<u>MDD Fund</u>	 343,447.27	355,691.24	12/5/2019
<u>Water Credit Card</u>	 140.89	140.89	12/5/2019
<u>GF Reserves Money Mkt.</u>	 129,976.64	130,258.51	12/5/2019
<u>GF Money Market</u>	 234,945.00	234,945.00	12/5/2019
<u>Park Fund Money Mkt.</u>	 82,062.08	82,062.08	12/5/2019
<u>Capital Projects Money Mkt.</u>	 132,561.24	132,561.24	12/5/2019
<u>W&S Impact-Sewer</u>	 117,894.55	117,894.55	12/5/2019
<u>employee benefit trust</u>	 133.17	133.17	12/5/2019
<u>GF Operating</u>	 831,223.43	942,223.43	12/5/2019
<u>W&S Fund Operating</u>	 1,041,763.33	1,001,530.00	12/5/2019
<u>Police Special Fund</u>	 215.51	215.51	12/5/2019
SUB TOTAL	<hr/> 4,049,003.59	<hr/> 4,135,106.64	
TexPool - CAPITAL PROJECT	314.94	314.94	12/5/2019
TexStar - GENERAL FUND	3,899.51	3,899.51	12/5/2019
TexStar - GENERAL FUND	972.45	972.45	12/5/2019
TexStar - W&S IMPACT	3,299.64	3,299.64	12/5/2019
TexStar - CAPITAL PROJECT	1,461.09	1,461.09	12/5/2019
TexStar - W&S FUND	1,198.00	1,198.00	12/5/2019
Bryson Manor - GENERAL FUND	301,263.36	301,510.97	12/5/2019
Leose	1.79	1.79	12/5/2019
TOTAL BANK BALANCES	4,361,414.37	4,447,765.03	

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	Nov. 2019	Nov.2019 YTD	Nov .2018	
Complaint (Nuis 20 Permit 4, Parking 7)	31	555	34	
Follow up (Nuis 20 Permit 4 Park 7)	31	590	49	
Door Notice (Nui -8, Permit-2, Parking 9)	19	279	16	
Mail Notice (Parking 1 nuisance 2 perm 2)	5	126	18	
Posted Property (nuisance 2)	1	98	6	
Court 2 FTA (1 permit, 1 JV)		\$2,408	\$196.00	
Citizen Contacts	41	609	47	
Permits Reviewed	25	228	14	
Permits Issued	20	196	11	
Inspections	45	353	16	
Nuisance Abated by City	0	21	1	
Nuisance Signs (Garage sale-12 business 21)	33	55	33	
Board of Adjustment	0	12	1	

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	Nov.2019	Nov.2019 YTD	Nov.2018	
Complaint (Regist-19 At Large 9 Bark 1)	29	350	42	
Follow up	29	389	44	
Door Notice (Regis-19, at large 1)	20	236	31	
Impounded Animal (Dog 4)	4	79	3	
Animal welfare check	9	140	16	
Impound Results (Transport 1 ,Ret to own 3)	4	113	3	
Impound fee collected	\$125.00	\$1,585.00	105	
Court	\$0.00	\$0.00	0	
Citizen Contacts	43	354	48	
Animal registration \$168	14	150	7	
Registration Letter Mailed	16	223	21	
Nuisance letter -1 barking 1 At large	2	27	6	
Animals released 1 poss,1 skunk	2	46	1	
Deceased removed	27	254	30	
Oak Leaf -1 call (1 dog)	1	20	0	
Traps Checked Out	4	50	1	

Ovilla Municipal Court Report

FY-2019- 2020	Total Traffic		City Ordinance Filed	Total Revenue	Amount Kept by		Amount sent to State	Warrants Issued	Warrants Cleared	Uncontested Disposition	Defensive Driving	Deferred Disposition	Compliance Dismissals	Trial
	Cases Filed	0			City	State								
October	46	0		\$10,187.47	\$7,350.53	\$2,836.94	22	7	19	8	14	0	1	
November	56	0		\$12,295.30	\$8,316.10	\$3,979.20	44	14	27	5	7	1	0	
December														
January														
February														
March														
April														
May														
June														
July														
August														
September														
Totals	102	0		\$22,482.77	\$15,666.63	\$6,816.14	66	21	46	13	21	1	1	

2018-2019 FY

October	103	0	\$13,685.20	\$8,633.25	\$5,051.95	29
FY Totals	175	0	\$30,978.07	\$19,799.29	\$11,178.78	56

Staffing

Full Time Court Clerk	1
Full Time Deputy Court Clerk	1
Judge	1
Prosecutor	1