

# 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

Friday, March 20, 2020

105 S. Cockrell Hill Road, Ovilla, TX 75154  
3:30

Council Chamber Room

## **SPECIAL EMERGENCY MEETING AGENDA**

NOTICE is hereby given of a Special Emergency Meeting of the City Council of the City of Ovilla, to be held on Friday, March 20, 2020 at 3:30 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:

### **SUPPLEMENTAL NOTICE OF MEETING BY TELEPHONE CONFERENCE:**

In accordance with order of the Office of the Governor issued March 16, 2020, the CITY COUNCIL of the CITY OF OVILLA will conduct the meeting scheduled at 3:30 PM, Friday, March 20, 2020 by telephone conference in order to advance the public health goal of limiting face-to-face meetings (also called "social distancing") to slow the spread of the Coronavirus (COVID-19). [There will be no public access to the location described above.]

This supplemental written notice, the meeting agenda, and the agenda packet, are posted online at [www.cityofovilla.org](http://www.cityofovilla.org)

The public toll-free dial-in number to participate in the telephonic meeting is: 1(425)436-6396  
Code: 616437#

The public will be permitted to offer public comments telephonically as provided by the agenda and as permitted by the presiding officer during the meeting.

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

#### **I. CALL TO ORDER**

- Invocation
- US. Pledge of Allegiance and TX Pledge

#### **II. COMMENTS, PRESENTATIONS, ANNOUNCEMENTS**

- Citizen Comments

The City Council welcomes comments from Citizens. Those wishing to speak must call 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.

1. Administrative Policy: Response to COVID-19

# 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

## IV. REGULAR AGENDA

- ITEM 1. **DISCUSSION/ACTION** – Consider approving a Resolution and Order, extending a Mayoral Declaration of a State of Emergency dated March 13, 2020 as a result of the COVID-19 pandemic, and delegating the Mayor with full power and authority of the City council to review, ratify, and adopt any subsequent Dallas County and/or Ellis County emergency orders relating to the COVID-19 pandemic, and to execute any resolution or other document to ratify and adopt any such order.
- ITEM 2. **DISCUSSION/ACTION** – Consideration of and action on waiving credit card processing fees to citizens for payments made online during the Local State of Emergency due to COVID-19.
- ITEM 3. **DISCUSSION/ACTION** – Consideration of any item(s) pulled from the Consent Agenda for individual consideration and action.

## V. ADJOURNMENT

THIS IS TO CERTIFY THAT A COPY OF THE NOTICE OF the March 20, 2020 Special City Council Agenda was posted on the City Hall bulletin board, a place convenient and readily accessible to the general public at all times, and to the City's website, [www.cityofovilla.org](http://www.cityofovilla.org), on the 19<sup>th</sup> of March prior to 3:30 p.m.

  
Glennell Miller, City Secretary



DATE OF POSTING: 3-19-2020 TIME: 1:00 am/pm  
DATE TAKEN DOWN: \_\_\_\_\_ TIME: \_\_\_\_\_ am/pm

## **Administrative Policy: Response to COVID-19**

### **Purpose:**

The purpose of this temporary policy is to recognize that the novel coronavirus, also known as COVID-19, may impact the City of OVILLA locally. Our employees are at the forefront of our concern as we work to adapt quickly to this emerging public health threat and navigate new business practices to continue to serve our community to the best of our abilities. It is in times like these that our community may need our services the most.

### **Definitions:**

**Novel Coronavirus / COVID-19:** A respiratory disease caused by a novel (new) coronavirus. The virus has been named "SARS-CoV-2" and the disease it causes has been named "coronavirus disease 2019" (abbreviated "COVID-19").

**Curtailed Operations:** A change or reduction to the routine services, service levels, activities and functions of any given office, department or division.

**Household Member:** Any other person who resides in the employee's household.

**Immediate Family:** As defined by Family Leave Act: the spouse, same-gender domestic partner, custodial parent, non-custodial parent, adoptive parent, foster parent, biological parent, step-parent, parent-in-law, parent of a same-gender domestic partner, grandparent or grandchild of the employee, or a person with whom the employee is or was in a relationship of in loco parentis. It also includes the biological, adopted, foster or stepchild of an employee or the child of an employee's same-gender domestic partner.

**Isolation:** A method to separate sick people with a contagious disease from people who are not sick. Isolation is a term applied to infection control actions that are taken by public health officials to stop or slow down the spread of a highly contagious disease.

**Medical Advice:** Information or advice received from a medical professional.

**Quarantine:** Quarantine separates and restricts the movement of people who were exposed to a contagious disease to see if they become sick.

**Social Distancing:** Measures taken to restrict when and where people can gather to stop or slow the spread of infectious diseases. Social distancing measures include limiting large groups of people coming together, closing buildings, and canceling events.

**Telecommuting:** A work arrangement in which the employee works outside the normal worksite, often working from home. Employee must be assigned a City owned mobile device with Net Motion installed.

### **Policy:**

The City of OVILLA is following the guidance of the Texas Department of State Health Services (DSHS), and the Centers for Disease Control (CDC). The City is adhering to the recommendations of these agencies regarding preventative measures including social distancing, quarantines, and possible curtailment of



non-essential City functions. The City will continue to adjust as the recommendations of these agencies change.

This policy applies to all employees, and specifically those who fall into one of the following categories:

1. An employee or an employee's dependent or household member who is under observation, being monitored or has been diagnosed with COVID-19.
2. An employee or a household member who falls into one of the categories identified by the CDC as being at high risk for serious complications from COVID-19 and has been advised by a medical professional or public health authority not to leave their home or come to work;
3. The school or daycare center of an employee's dependent has closed due to COVID- 19.
4. Supportive services for an employee's dependent (such as medical transportation, in-home care providers, etc.) are unavailable due to COVID-19 which requires them to care for that dependent.
5. Public or alternative transportation is unavailable due to COVID-19 and an employee is unable to travel to and from work, OR
6. If the CDC or DSHS directs the City to take advanced steps such as social distancing, quarantines or curtailment of non-essential City functions, this policy would then pertain to all but a few staff providing essential services.

#### **Policy Guidelines:**

1. Employees who fall into one of the six General Policy categories above and cannot telecommute may use Payroll Code (Hours Type) 'COVID' to account for the absence
    - a. Pay Code 'COVID' will pay an employee's regular wage without utilizing leave accruals.
    - b. This Pay Code does not identify whether or not an employee is ill; but instead is used for the sole purpose of tracking expenses associated with the City's response to COVID,
    - c. If employees utilize Pay Code 'COVID' they must complete the Coronavirus / COVID-19 Absence Form (see attachment A) and turn it into their direct supervisor before submitting a timecard with this reporting category.
    - d. The direct supervisor will then forward the completed form to HR via email: [gmler@cityofovilla.org](mailto:gmler@cityofovilla.org). Supervisors shall not retain a copy of this form in their supervisor file.
  2. Employees who do not fall into one of the six categories listed in the General Policy section above must utilize their accruals per the City's existing policies or procedures if they wish to be absent from work.
  3. Telecommuting Option: If an employee meets one of the six General Policy categories but is not ill.
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Attachment A:

### **Coronavirus/COVID-19 Employee Absence Form**

The City of OVILLA prioritizes the health and safety of its employees. We recognize that the current novel Coronavirus, also known as COVID-19, may impact the City of OVILLA locally. Our employees are at the forefront of our concern as we work to adapt quickly to the changing health scene and navigate new business practices to continue to serve our citizens to the best of our abilities. It is in times like these that our community may need our services the most.

The City of OVILLA is following the guidance of the Centers for Disease Control and the Texas Department of Health and Human Services.

City of OVILLA employees who need to be absent from work due to reasons outlined in the six categories below AND are unable to telecommute, please complete and submit this form. If you can telecommute, this form is not necessary. Talk with your supervisor to make appropriate arrangements.

Once completed and submitted, this form will remain valid for 14 calendar days following its certification and submission. If an extension for the absence becomes necessary, a new form must be submitted.

The Pay Code "COVID" is appropriately used on timesheets only for circumstances listed below. This Pay Code does not identify that an employee is ill; rather the code is used to track expenses associated with the City's response to the COVID-19. Please see Administrative Policy: Response to COVID-19 for more information.

*If you must be absent from work for any of the following reasons, please complete this form and submit it to your supervisor.*

#### **Form Instructions:**

1. Answer the bolded question below without specifying which of the six categories applies to you. Simply check "Yes" or "No" below.
  2. Submit the form via email to your supervisor.
  3. Supervisors will forward the form to HR at [gmiller@cityofovilla.org](mailto:gmilller@cityofovilla.org). Supervisors – do not retain a copy of this form.
  4. If you record work hours on a paper timesheet, please note "COVID-19" for related absences.
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I am unable to come to work due to one or more of the following reasons:

1. I, or a household member, are under observation, being monitored or have been diagnosed with COVID-19.
2. I, or a household member, fall into one of the categories identified by the CDC as being at high risk for serious complications from COVID-19 and have been advised by a medical professional or public health authority not to come to work.
3. My dependent's school or daycare center has closed due to COVID-19.
4. I rely on other supportive services to care for my dependent (such as medical transportation, in-home care providers, etc.) that are unavailable due to COVID-19, which requires me to care for that dependent.
5. Public or alternative transportation is unavailable to me due to COVID-19 and I am unable to travel to and from work, OR
6. The CDC or TDHHS have deemed it necessary to take advanced steps such as social distancing, quarantines and possible curtailment of non-essential City functions.

**I certify that I am unable to come to work because of one of the six reasons listed above. I understand that this absence authorization expires 14 calendar days after submission.**

☐ Yes      ☐ No      (required to use accruals)

Name: \_\_\_\_\_

Department: \_\_\_\_\_

Position: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Date Submitted: \_\_\_\_\_, 2020

Regular Schedule: \_\_\_\_\_

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

- a. The employee shall first attempt to utilize telecommuting to serve the public in the best possible manner.
  - b. When an employee is in a position with telecommuting capabilities, they shall talk with their supervisor to gain approval and make appropriate arrangements for telecommuting.
  - c. When telecommuting, employees must be available via computer or phone and provide a contact phone number where they can be easily and readily reached during their regular workday while working remotely from the worksite.
  - d. If an employee is not in a position with telecommuting capabilities and is unable to come to work for reasons mentioned in one of the six General Policy categories above, Reporting Category 'COVID' should be utilized to account for time away from work.
4. Employees who are diagnosed with COVID-19 will be approved for FMLA leave for 80 hours (or two weeks of the employee's shifts.) No FMLA paperwork will be required for the first 80 hours of this leave. If the employee wishes to request FMLA leave over the 80 hours they will be required to complete the appropriate paperwork. In this situation, their pay status will be converted to FMLA leave.
5. Exceptions: Exceptions to this temporary policy may only be granted by the City Manager or designee. Any situation or circumstance not covered in this temporary policy shall be governed by existing City policies and procedures.
6. Implementation: Elected officials, department directors, and all supervisory staff are responsible for implementing this policy within their respective departments. Observance of this policy is mandatory for all City employees and violation may result in disciplinary action (up to and including termination.)
7. Review: This temporary policy shall be reviewed by the City's Department Head Team at least every 14 days and updated or revoked as necessary. This temporary policy is only in effect during the period covered by the COVID-19 Emergency Declaration issued by the State of Texas.

Date: 03/16/2020

  
Pamela Woodall, City Manager





# Ovilla City Council

## AGENDA ITEM REPORT

### Item 1

Meeting Date: March 20, 2020

Department: Administration

☒ Discussion ☒ Action

Budgeted Expense: ☐ YES ☐ NO ☒ N/A

Submitted By: B. Kennedy, Fire Chief

Amount: None

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

☐ Accountant

☒ Other: Chief Windham

#### Attachments:

1. Declaration of Local Disaster for Public Health Emergency/Order of the Mayor
2. Resolution R2020.06

#### Agenda Item / Topic:

ITEM 1. **DISCUSSION/ACTION** – Consider approving Resolution and Order, extending a Mayoral Declaration of a State of Emergency dated March 13, 2020 as a result of the COVID-19 pandemic, and delegating the Mayor with full power and authority of the City council to review, ratify, and adopt any subsequent Dallas County &/or Ellis County emergency orders relating to the COVID-19 pandemic, and to execute any resolution or other document to ratify and adopt any such order.

#### Discussion / Justification:

#### Recommendation / Staff Comments:

Staff recommends approval.

#### Sample Motion(s):

*I move to approve/deny the Resolution R2020.06 Declaration of Local Disaster and Resolution, assigning the Mayor full power and authority of the City council to review, ratify, and adopt any subsequent Dallas County/Ellis County emergency orders relating to the COVID-19 pandemic, and to execute any to ratify and adopt any such order, as presented.*



## DECLARATION OF LOCAL DISASTER FOR PUBLIC HEALTH EMERGENCY

WHEREAS, beginning in December 2019, a novel coronavirus, now designated SARS-CoV2 which causes the disease COVID-19, has spread through the world and has now been declared a global pandemic by the World Health Organization; and


WHEREAS, symptoms of COVID-19 include fever, coughing, and shortness of breath. In some cases, the virus has caused death; and

WHEREAS, reasonable measures must be taken to contain COVID-19 and prevent its spread throughout the city of OVILLA and Ellis County, including the quarantine of individuals, groups of individuals, and property and, additionally, including compelling individuals, groups of individuals, or property to undergo additional health measures that prevent or control the spread of disease; and


NOW, THEREFORE, I, RICHARD A. DORMIER, MAYOR OF THE CITY OF OVILLA, TEXAS, DO  
HEREBY PROCLAIM at 9:00 AM, On the 16<sup>TH</sup> day of March 2020, a local state of disaster; and:

1. That a local state of disaster for public health emergency is hereby declared for the city of OVILLA, Texas, pursuant to section 418.108(a) of the Texas Government Code.
2. Pursuant to section 418.108(b) of the Government Code, the state of disaster for public health emergency shall continue through March 23, 2020 unless continued or renewed by the City Council of OVILLA, Texas.
3. Pursuant to section 418.108(c) of the Government Code, this declaration of a local state of disaster for public health emergency shall be given prompt and general publicity and shall be filed promptly with the City Secretary.
4. Pursuant to section 418.108(d) of the Government Code, this declaration of a local state of disaster activates the City of OVILLA emergency management plan.
5. Pursuant to section 418.108(g) of the Government Code, the order issued on this date shall govern gatherings in the city as provided in the attached exhibit A.
6. I further direct the City Manager, or her designee, to undertake whatever reasonable action and to conduct whatever disaster mitigation measures necessary to protect the general health, safety and welfare of the citizens of OVILLA.
7. That this proclamation shall take effect immediately from and after its issuance.

DECLARED this 16<sup>th</sup> day of March 2020.

  
Glennell Miller  
City Secretary



  
Richard A. Dormier  
Mayor, City of Ovilla

## ORDER OF MAYOR RICHARD A. DORMIER

DATE ORDER ISSUED: March 16, 2020

Summary: The virus that causes 2019 Coronavirus Disease (COVID-19) is easily transmitted through person to person contact, especially in group settings, and it is essential that the spread of the virus be slowed to protect the ability of public and private health care providers to handle the influx of new patients and safeguard public health and safety. Because of the risk of the rapid spread of the virus, and the need to protect the most vulnerable members of the community, this Order prohibits community gatherings, of 500 persons or more anywhere in the city of OVILLA beginning at 9 a.m. on March 16, 2020, and continuing seven days through 9:00 a.m. on March 23, 2020, as defined by Section 3 herein. For all other gatherings, the City of OVILLA, the Office of the Ellis County Judge, and the Health Authority strongly recommends following the social distancing protocols attached to this Order, including canceling, rescheduling, or not attending events with more than 250 persons. Additionally, the City of OVILLA, the Office of the Ellis County Judge, and the Health Authority strongly urges high-risk individuals, as defined by the Centers for Disease Control and Prevention (CDC), to cancel, reschedule, or not attend events that will have or will likely have 10 or more people.

### UNDER THE AUTHORITY OF TEXAS GOVERNMENT CODE

### SECTION 108, OVILLA MAYOR RICHARD A. DORMIER, ORDERS:

1. Effective as of 9:00 a.m. on Monday, March 16, 2020, and continuing until 9:00 a.m. on March 23, 2020, public or private Community Gatherings (as defined in Section 3 below) are prohibited anywhere in the city of OVILLA.
2. In addition, the City of OVILLA, the Office of the Ellis County Judge and the Texas Department of Health and Human Services ("Health Authority") strongly recommends canceling, rescheduling, or not attending events with more than 250 persons. The City of OVILLA, the Office of the Ellis County Judge, and the Health Authority strongly urges organizations that serve high-risk populations to cancel gatherings of more than 10 people. These recommendations are based on the social distancing practices attached to this Order as well as the "Implementation of Mitigation Strategies for Communities with Local COVID-19 Transmission" issued by the United States Centers for Disease Control and Prevention ("CDC"). The City of OVILLA, the Office of the Ellis County Judge, and the Health Authority urges people to not attend non-essential gatherings during the duration of this Order in order to help slow down the spread of the COVID-19 virus.
3. Definitions:
  - a. For purposes of this Order, a "Community Gathering" is any indoor or outdoor event or convening, subject to the exceptions and clarifications below, that brings together or is likely to bring together five-hundred (500) or more persons at the same time in a single room or other single confined or enclosed space, such as an auditorium, theatre, stadium (indoor or outdoor), arena or event center, meeting hall, conference center, large cafeteria, or any other confined indoor or confined outdoor space.

- b. An outdoor "Community Gathering" under this Order is limited to events in confined outdoor spaces, which means an outdoor space that (i) is enclosed by a fence, physical barrier, or other structure and (ii) where people are present and they are within arm's length of one another for extended periods.
- c. This Order also does not prohibit gatherings of people in multiple, separate enclosed spaces in a single building such as a multiplex movie theater, school or office tower, so long as 500 people are not present in any single space at the same time. This Order also does not prohibit the use of enclosed spaces where 500 or more people may be present at different times during the day, so long as 500 or more people are not present in the space at the same time. For any gathering covered by this subsection c., the City of OVILLA, the Office of the Ellis County Judge, and the Health Authority strongly encourages compliance with the attached Social Distancing Recommendations, including providing hand sanitizer and tissues and increasing cleaning of commonly touched surfaces.
- d. For purposes of clarity, a "Community Gathering" does not include the following so long as visitors are generally not within arm's length of one another for extended periods:
  - 1. (i) spaces where 500 or more persons may be in transit or waiting for transit such as airports, bus stations or terminals; (ii) office space or residential buildings; (iii) grocery stores, shopping malls, or other retail establishments where large numbers of people are present but it is unusual for them to be within arm's length of one another for extended periods; and (iv) hospitals and medical facilities. In all such settings, the City of OVILLA, the Office of the Ellis County Judge and the Health Authority recommends following the attached Social Distancing Recommendations, and personal hygiene measures such as hand sanitizer and tissues should be provided when possible.
- 4. This Order shall be effective until 9:00 a.m. on March 23, 2020, or until it is either rescinded, superseded, or amended pursuant to applicable law.
- 5. The City of OVILLA must promptly provide copies of this Order by posting on the City of OVILLA website. In addition, the owner, manager, or operator of any facility that is likely to be impacted by this Order is strongly encouraged to post a copy of this Order onsite and to provide a copy to any member of the public asking for a copy. If any subsection, sentence, clause, phrase, or word of this Order or any application of it to any person, structure, gathering, or circumstance is held to be invalid or unconstitutional by a decision of a court of competent jurisdiction, then such decision will not affect the validity of the remaining portions or applications of this Order.



## IT IS SO ORDERED

RICHARD A. DORMIER MAYOR -  
OVILLA, TEXAS

### ELLIS COUNTY HEALTH AND HUMAN SERVICES Social Distancing Recommendations

#### 1) Vulnerable Populations: Limit Outings

- Vulnerable populations include people who are:
  - o 60 years old and older.
  - o People with certain health conditions such as heart disease, lung disease, diabetes, kidney disease and weakened immune systems.
- For vulnerable populations, don't go to gatherings (of 10 people or more) unless it is essential. If you can telecommute, you should. Avoid people who are sick.

#### 2) Workplace and Businesses: Minimize Exposure

- Suspend nonessential employee travel.
- Minimize the number of employees working within arm's length of one another, including minimizing or canceling large in-person meetings and conferences.
- Urge employees to stay home when they are sick and maximize flexibility in sick leave benefits.
- Do not require a doctor's note for employees who are sick.
- Consider use of telecommuting options.
- Some people need to be at work to provide essential services of great benefit to the community. They can take steps in their workplace to minimize risk.

#### 3) Large Gatherings: Cancel Non-essential Events

- Recommend cancelling or postponing large gatherings, such as concerts, sporting events, conventions or large community events.
- Do not attend any events or gatherings if sick.
- For events that aren't cancelled, we recommend:
  - o Having hand washing capabilities, hand sanitizers and tissues available.
  - o Frequently cleaning high touch surface areas like counter tops and handrails.
  - o Finding ways to create physical space to minimize close contact as much as possible.

#### 4) Schools: Safety First

- Do not have your child attend school if sick.
- If you have a child with chronic health conditions, consult the child's doctor about school attendance.
- Schools should equip all classrooms with hand sanitizers and tissues.
- Recommend rescheduling or cancelling medium to large events that are not essential.
- Explore remote teaching and online options to continue learning.
- Schools should develop a plan for citywide school closures, and families should prepare for potential closures.

#### 5) Transit: Cleaning and Protection

- Increase cleaning of vehicles and high touch surface areas.
- Provide hand washing/hand sanitizers and tissues in stations and on vehicles.

#### 6) Health Care Settings: Avoid as possible, protect the vulnerable

- Longterm care facilities should have a COVID-19 plan in accordance with CDC or state guidelines.
- Long term care facilities should screen all staff and visitors for illness and turn away those with symptoms.
- The general public should avoid going to medical settings such as hospitals, nursing homes and long-term care facilities, even if you are not ill.
- If you are ill, call your health care provider ahead of time, and you may be able to be served by phone.
- Do not visit emergency rooms unless it is essential.
- Visitors should not go to long-term care facilities unless absolutely essential.
- Follow guidance and directions of all facilities.

#### 7) Everyone: Do your part

The best way for all Ellis County residents to reduce their risk of getting sick, as with seasonal colds or the flu, still applies to prevent COVID-19:

- Wash hands with soap and water for at least 20 seconds.
- Cough or sneeze into your elbow or a tissue. Throw the tissue in the trash.
- Stay home if you are sick.
- Avoid touching your face.
- Try alternatives to shaking hands, like an elbow bump or wave.
- If you have recently returned from a country, state or region with ongoing COVID-19 infections, monitor your health and follow the instructions of public health officials and CDC guidance.
- There is no recommendation to wear masks at this time to prevent yourself from getting sick.

You can also prepare for the possible disruption caused by an outbreak. Preparedness actions include:

- Prepare to work from home if that is possible for your job, and your employer.
- Make sure you have a supply of all essential medications for your family.
- Prepare a childcare plan if you or a caregiver are sick.
- Make arrangements about how your family will manage a school closure.
- Plan for how you can care for a sick family member without getting sick yourself.
- Take care of each other and check in by phone with friends, family and neighbors that are vulnerable to serious illness or death if they get COVID-19.
- Keep common spaces clean to help maintain a healthy environment for you and others. Frequently touched surfaces should be cleaned regularly with disinfecting sprays, wipes or common household cleaning products.

## **RESOLUTION No. R2020.06**

### **DECLARATION OF LOCAL DISASTER FOR PUBLIC HEALTH EMERGENCY**

WHEREAS, beginning in December 2019, a novel coronavirus, now designated SARS-CoV2 which causes the disease COVID-19, has spread through the world and has now been declared a global pandemic by the World Health Organization; and

WHEREAS, symptoms of COVID-19 include fever, coughing, and shortness of breath. In some cases, the virus has caused death; and

WHEREAS, reasonable measures must be taken to contain COVID-19 and prevent its spread throughout the city of OVILLA and Ellis County, including the quarantine of individuals, groups of individuals, and property and, additionally, including compelling individuals, groups of individuals, or property to undergo additional health measures that prevent or control the spread of disease; and

NOW, THEREFORE, I, RICHARD A. DORMIER, MAYOR OF THE CITY OF OVILLA, TEXAS, DO  
HEREBY PROCLAIM at \_\_\_\_\_, On the \_\_\_\_ of March, 2020, a local state of disaster; and:

1. That a local state of disaster for public health emergency is hereby declared for the city of OVILLA, Texas, pursuant to section 418.108(a) of the Texas Government Code.
2. Pursuant to section 418.108(b) of the Government Code, the state of disaster for public health emergency shall continue through \_\_\_\_\_ unless continued or renewed by the Mayor of OVILLA, Texas.
3. Pursuant to section 418.108(c) of the Government Code, this declaration of a local state of disaster for public health emergency shall be given prompt and general publicity and shall be filed promptly with the City Secretary.
4. Pursuant to section 418.108(d) of the Government Code, this declaration of a local state of disaster activates the City of OVILLA emergency management plan.
5. Pursuant to section 418.108(g) of the Government Code, the order issued on this date shall govern gatherings in the city as provided in the attached exhibit A.
6. I further direct the City Manager, or her designee, to undertake whatever reasonable action and to conduct whatever disaster mitigation measures necessary to protect the general health, safety and welfare of the citizens of OVILLA.
7. That this proclamation shall take effect immediately from and after its issuance.

DECLARED this \_\_\_\_\_ day of March 2020.

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Richard A. Dormier  
Mayor, City of Ovilla

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Glennell Miller  
City Secretary



## RESOLUTION No. R2020.06

### ORDER OF MAYOR RICHARD A. DORMIER

DATE ORDER ISSUED: \_\_\_\_\_

Summary: The virus that causes 2019 Coronavirus Disease (COVID-19) is easily transmitted through person to person contact, especially in group settings, and it is essential that the spread of the virus be slowed to protect the ability of public and private health care providers to handle the influx of new patients and safeguard public health and safety. Because of the risk of the rapid spread of the virus, and the need to protect the most vulnerable members of the community, this Order prohibits community gatherings, of \_\_\_\_\_ persons or more anywhere in the city of OVILLA beginning at \_\_\_\_\_ am/pm on \_\_\_\_\_, 2020, and continuing \_\_\_\_\_ as defined by Section 3 herein. For all other gatherings, the City of OVILLA, the Office of the Dallas County/Ellis County Judge, and the Health Authority strongly recommends following the social distancing protocols attached to this Order, including canceling, rescheduling, or not attending events with more than \_\_\_\_\_ persons. Additionally, the City of OVILLA, the Office of the Dallas County/Ellis County Judge, and the Health Authority strongly urges high-risk individuals, as defined by the Centers for Disease Control and Prevention (CDC), to cancel, reschedule, or not attend events that will have or will likely have 10 or more people.

#### UNDER THE AUTHORITY OF TEXAS GOVERNMENT CODE

#### SECTION 108, OVILLA MAYOR RICHARD A. DORMIER, ORDERS:

1. Effective as of \_\_\_\_\_ am./p.m. on \_\_\_\_\_ 2020, and continuing until \_\_\_\_\_ am/pm on \_\_\_\_\_ 2020, public or private Community Gatherings (as defined in Section 3 below) are prohibited anywhere in the city of OVILLA.
2. In addition, the City of OVILLA, the Office of the Ellis County Judge and the Texas Department of Health and Human Services ("Health Authority") strongly recommends canceling, rescheduling, or not attending events with more than \_\_\_\_\_ persons. The City of OVILLA, the Office of the Dallas County/Ellis County Judge, and the Health Authority strongly urges organizations that serve high-risk populations to cancel gatherings of more than 10 people. These recommendations are based on the social distancing practices attached to this Order as well as the "Implementation of Mitigation Strategies for Communities with Local COVID-19 Transmission" issued by the United States Centers for Disease Control and Prevention ("CDC"). The City of OVILLA, the Office of the Dallas County/Ellis County Judge, and the Health Authority urges people to not attend non-essential gatherings during the duration of this Order in order to help slow down the spread of the COVID-19 virus.
3. Definitions:
  - a. For purposes of this Order, a "Community Gathering" is any indoor or outdoor event or convening, subject to the exceptions and clarifications below, that brings together or is likely to bring together \_\_\_\_\_ or more persons at the same time in a single room or other single confined or enclosed space, such as an auditorium, theatre, stadium (indoor or outdoor), arena or event center, meeting hall, conference center, large cafeteria, or any other confined indoor or confined outdoor space.

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- b. An outdoor "Community Gathering" under this Order is limited to events in confined outdoor spaces, which means an outdoor space that (i) is enclosed by a fence, physical barrier, or other structure and (ii) where people are present and they are within arm's length of one another for extended periods.
- c. This Order also does not prohibit gatherings of people in multiple, separate enclosed spaces in a single building such as a multiplex movie theater, school or office tower, so long as \_\_\_\_\_ people are not present in any single space at the same time. This Order also does not prohibit the use of enclosed spaces where \_\_\_\_\_ or more people may be present at different times during the day, so long as \_\_\_\_\_ or more people are not present in the space at the same time. For any gathering covered by this subsection c., the City of OVILLA, the Office of the Dallas County/Ellis County Judge, and the Health Authority strongly encourages compliance with the attached Social Distancing Recommendations, including providing hand sanitizer and tissues and increasing cleaning of commonly touched surfaces.
- d. For purposes of clarity, a "Community Gathering" does not include the following so long as visitors are generally not within arm's length of one another for extended periods:
  - 1. (i) spaces where \_\_\_\_\_ or more persons may be in transit or waiting for transit such as airports, bus stations or terminals; (ii) office space or residential buildings; (iii) grocery stores, shopping malls, or other retail establishments where large numbers of people are present but it is unusual for them to be within arm's length of one another for extended periods; and (iv) hospitals and medical facilities. In all such settings, the City of OVILLA, the Office of the Dallas County/Ellis County Judge and the Health Authority recommends following the attached Social Distancing Recommendations, and personal hygiene measures such as hand sanitizer and tissues should be provided when possible.
- 4. This Order shall be effective until \_\_\_\_\_ a.m./p.m. on \_\_\_\_\_, 2020, or until it is either rescinded, superseded, or amended pursuant to applicable law.
- 5. The City of OVILLA must promptly provide copies of this Order by posting on the City of OVILLA website. In addition, the owner, manager, or operator of any facility that is likely to be impacted by this Order is strongly encouraged to post a copy of this Order onsite and to provide a copy to any member of the public asking for a copy. If any subsection, sentence, clause, phrase, or word of this Order or any application of it to any person, structure, gathering, or circumstance is held to be invalid or unconstitutional by a decision of a court of competent jurisdiction, then such decision will not affect the validity of the remaining portions or applications of this Order.

## RESOLUTION No. R2020.06

IT IS SO ORDERED

RICHARD A. DORMIER MAYOR -  
OVILLA, TEXAS

### ELLIS COUNTY HEALTH AND HUMAN SERVICES Social Distancing Recommendations

#### 1) Vulnerable Populations: Limit Outings

- Vulnerable populations include people who are:
  - o 60 years old and older.
  - o People with certain health conditions such as heart disease, lung disease, diabetes, kidney disease and weakened immune systems.
- For vulnerable populations, don't go to gatherings (of 10 people or more) unless it is essential. If you can telecommute, you should. Avoid people who are sick.

#### 2) Workplace and Businesses: Minimize Exposure

- Suspend nonessential employee travel.
- Minimize the number of employees working within arm's length of one another, including minimizing or canceling large in-person meetings and conferences.
- Urge employees to stay home when they are sick and maximize flexibility in sick leave benefits.
- Do not require a doctor's note for employees who are sick.
- Consider use of telecommuting options.
- Some people need to be at work to provide essential services of great benefit to the community. They can take steps in their workplace to minimize risk.

#### 3) Large Gatherings: Cancel Non-essential Events

- Recommend cancelling or postponing large gatherings, such as concerts, sporting events, conventions or large community events.
- Do not attend any events or gatherings if sick.
- For events that aren't cancelled, we recommend:
  - o Having hand washing capabilities, hand sanitizers and tissues available.
  - o Frequently cleaning high touch surface areas like counter tops and handrails.
  - o Finding ways to create physical space to minimize close contact as much as possible.

#### 4) Schools: Safety First

- Do not have your child attend school if sick.
- If you have a child with chronic health conditions, consult the child's doctor about school attendance.
- Schools should equip all classrooms with hand sanitizers and tissues.
- Recommend rescheduling or cancelling medium to large events that are not essential.
- Explore remote teaching and online options to continue learning.
- Schools should develop a plan for citywide school closures, and families should prepare for potential closures.

#### 5) Transit: Cleaning and Protection

- Increase cleaning of vehicles and high touch surface areas.
- Provide hand washing/hand sanitizers and tissues in stations and on vehicles.



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### **6) Health Care Settings: Avoid as possible, protect the vulnerable**

- Long term care facilities should have a COVID-19 plan in accordance with CDC or state guidelines.
- Long term care facilities should screen all staff and visitors for illness and turn away those with symptoms.
- The general public should avoid going to medical settings such as hospitals, nursing homes and long-term care facilities, even if you are not ill.
- If you are ill, call your health care provider ahead of time, and you may be able to be served by phone.
- Do not visit emergency rooms unless it is essential.
- Visitors should not go to long-term care facilities unless absolutely essential.
- Follow guidance and directions of all facilities.

### **7) Everyone: Do your part**

The best way for all Ellis County residents to reduce their risk of getting sick, as with seasonal colds or the flu, still applies to prevent COVID-19:

- Wash hands with soap and water for at least 20 seconds.
- Cough or sneeze into your elbow or a tissue. Throw the tissue in the trash.
- Stay home if you are sick.
- Avoid touching your face.
- Try alternatives to shaking hands, like an elbow bump or wave.
- If you have recently returned from a country, state or region with ongoing COVID-19 infections, monitor your health and follow the instructions of public health officials and CDC guidance.
- There is no recommendation to wear masks at this time to prevent yourself from getting sick.

You can also prepare for the possible disruption caused by an outbreak. Preparedness actions include:

- Prepare to work from home if that is possible for your job, and your employer.
- Make sure you have a supply of all essential medications for your family.
- Prepare a childcare plan if you or a caregiver are sick.
- Make arrangements about how your family will manage a school closure.
- Plan for how you can care for a sick family member without getting sick yourself.
- Take care of each other and check in by phone with friends, family and neighbors that are vulnerable to serious illness or death if they get COVID-19.
- Keep common spaces clean to help maintain a healthy environment for you and others. Frequently touched surfaces should be cleaned regularly with disinfecting sprays, wipes or common household cleaning products.



# Ovilla City Council

## AGENDA ITEM REPORT

### Item 2

Meeting Date: March 20, 2020

Department: Administration

☒ Discussion ☒ Action

Budgeted Expense: ☐ YES ☐ NO ☒ N/A

Submitted By: P. Woodall, City Manager

Amount: None

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

☐ Accountant

☒ Other: Chief Kennedy, Chief Windham

#### Attachments:

None

#### Agenda Item / Topic:

ITEM 2. **DISCUSSION/ACTION** – Consideration of and action on waiving credit card processing fees to citizens for payments made online during the Local State of Emergency due to COVID-19.

#### Discussion / Justification:

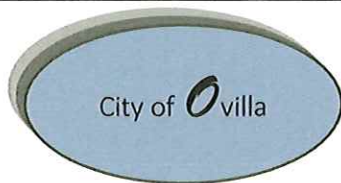
In an effort to practice 'Social Distancing' in the Emergency State due to COVID-19 staff would like the consideration of Council to waive fees for those customers who would like to pay any fees for service online without being charged the usual service fee.

#### Recommendation / Staff Comments:

Staff recommends approval.

#### Sample Motion(s):

*I move to **approve/deny** to waive credit card processing fees to citizens for payments made online during the Local State of Emergency due to COVID-19 as presented.*



# Ovilla City Council

## AGENDA ITEM REPORT

### Item 3

Meeting Date: March 20, 2020

Department: Administration

☒ Discussion ☒ Action

Budgeted Expense: ☐ YES ☐ NO ☒ N/A

Submitted By: G. Miller, City Secretary

Amount: None

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

☐ Accountant

☒ Other:

Attachments:	
None	
Agenda Item / Topic:	
ITEM 3.	<i>DISCUSSION/ACTION</i> – Consideration of any item(s) pulled from the Consent Agenda for individual consideration and action.
Discussion / Justification:	
Recommendation / Staff Comments:	
Staff recommends approval.	
Sample Motion(s):	
<i>Discussion only.</i>	