

City of *OVILLA* City Council

Rachel Huber, Place One
Dean Oberg, Place Two

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

Doug Hunt, Place Four
Michael Myers, Place Five

Monday, June 08, 2020

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

Council Chamber Room

AGENDA

NOTICE is hereby given of a **Regular Meeting** of the City Council of the City of Ovilla, to be held on **Monday, June 08, 2020 at 6:30 P.M.** via teleconference, 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 6:30 PM, Monday, June 08, 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

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

United States: **1-346-248-7799**

Meeting ID: **479 179 4690**

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

<https://zoom.us/j/4791794690>

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

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

I. CALL TO ORDER

- Invocation – led by PL4 Doug Hunt
- US. Pledge of Allegiance and TX Pledge – led by Mayor Pro Tem David Griffin

II. COMMENTS, PRESENTATIONS, ANNOUNCEMENTS, PROCLAMATIONS

- Eagle Scout Project presented by Tyler Homuth

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.

1. Seasonal Mowing Contract with Mow Pro's, Ennis Texas.

City of *OVILLA* City Council

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2. Memorandum of Agreement between Lead Regional Advisory Council for Emergency Medical Task Force.
3. Minutes of the May 11, 2020 Regular City Council Meeting

IV. REGULAR AGENDA

- ITEM 1. **DISCUSSION/ACTION** – Receive recommendation from the Boards and Commissions Appointment Review Committee and review the annual report to consider and act on volunteer board reappointments to serve another term on the Board of Adjustment and direct staff to solicit for new applicants.
- ITEM 2. **DISCUSSION/ACTION** – Receive recommendation from the Boards and Commissions Appointment Review Committee and receive the annual report to consider and act on volunteer board appointments and/or reappointments to serve a term on the Economic Development Corporation (EDC) and direct staff to solicit for new applicants.
- ITEM 3. **DISCUSSION/ACTION** – Receive recommendation from the Boards and Commissions Appointment Review Committee and receive the annual report to consider and act on volunteer committee appointments and/or reappointments to serve a term on the MDD (Municipal Development District Board) and direct staff to solicit for new applicants.
- ITEM 4. **DISCUSSION/ACTION** Receive recommendation from the Boards and Commissions Appointment Review Committee and receive the annual report to consider and act on volunteer committee appointments and/or reappointment(s) to serve a term on the Ovilla Park Board Advisory Committee and direct staff to solicit for new applicants.
- ITEM 5. **DISCUSSION/ACTION** – Receive recommendation from the Boards and Commissions Appointment Review Committee and receive the annual report to consider and act on volunteer board appointment and/or reappointments to serve a term on the Planning and Zoning Commission and direct staff to solicit for new applicants.
- ITEM 6. **DISCUSSION/ACTION** – Consideration of and action to approve a proposed Budget Calendar for Fiscal Year 2020-2021 budget preparations.
- ITEM 7. **DISCUSSION/ACTION** – Consideration of and action to approve a design plan and cost estimate provided by Eikon Engineering for the relocation of the public works facility to the Elevated Storage Tower on Water Street.
- ITEM 8. **DISCUSSION/ACTION** – Consideration of and action to approve a design plan and cost estimate provided by Eikon Engineering for the City parking expansion, located at 701 W. Main Street.
- ITEM 9. **DISCUSSION/ACTION** – Consideration of and action to approve a design plan and cost estimate provided by Eikon Engineering for the Police Department Station expansion, located at 105 S. Cockrell Hill Road.
- ITEM 10. **DISCUSSION/ACTION** – Consideration of and action declaring Police Unit 103, a 2010 Ford Crown Victoria Police Interceptor, as surplus property and determining the method of disposal or sale.
- ITEM 11. **DISCUSSION/ACTION** – Consideration of and action to apply for CARES ACT-CRF (Coronavirus Relief Fund), authorizing the Mayor to execute the required documents.

City of OVILLA City Council

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ITEM 12. **DISCUSSION** – Review and discuss potential project(s) for the Economic Development Corporation.

ITEM 13. **DISCUSSION** – Review and discuss public safety salary surveys.

ITEM 14. **DISCUSSION/ACTION** – Consideration of any item(s) pulled from the Consent Agenda for individual consideration and action.

V. STAFF REPORTS

• Department Activity Reports / Discussion

- Police Department Chief B. Windham
- Fire Department Chief B. Kennedy
- Public Works
 - 1. Water/wastewater Water Superintendent D. Durham
 - 2. Streets/Drainage/Parks Street Superintendent Johnny Cruz
- Administration
 - 1. Financials Finance Director Sharon Jungman
 - 2. Monthly Municipal Court Report
 - 2. Monthly Code/Animal Control Reports Code/AC Officer M. Dooly
 - 3. Administration Monthly Report City Manager, City Secretary
 - a) Financial internal controls


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).

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

VIII. ADJOURNMENT

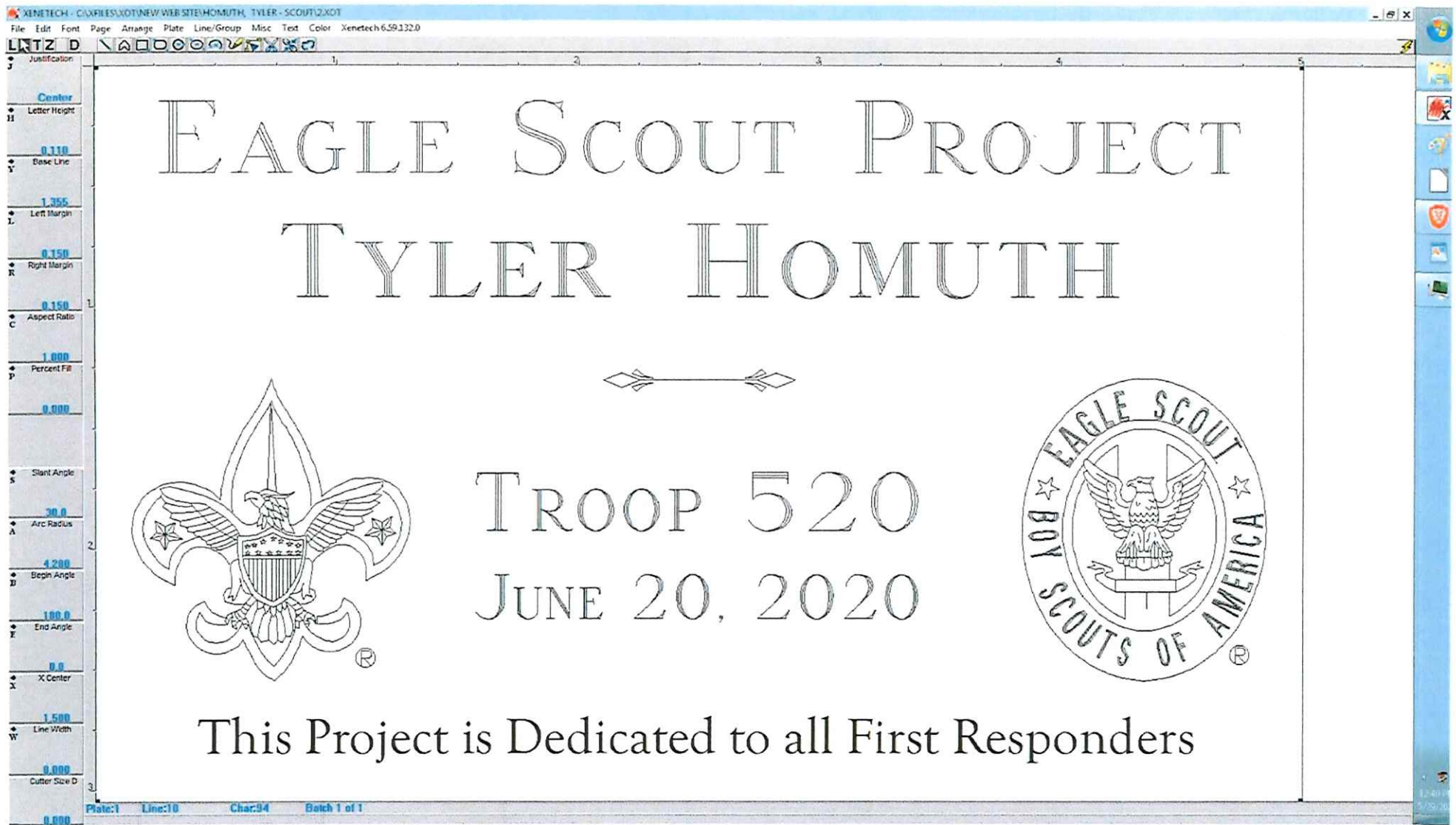
THIS IS TO CERTIFY THAT A COPY OF THE NOTICE OF the June 08, 2020 Regular City Council Agenda was posted on the City Hall bulletin board, a place convenient and readily accessible to the general public at all times, and to the City's website, www.cityofovilla.org, on the 5th day of June 2020 prior to 6:00 p.m., in compliance with Chapter 551, Texas Government Code.


G Miller, City Secretary

DATE OF POSTING: 6.5.2020 TIME: 11:00 am/pm
DATE TAKEN DOWN: _____ TIME: _____ am/pm



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



Supplies for Eagle Project

1. 3 32ft poles Price: \$300+Delivery
2. Honor and Sacrifice flag 3ftx5ft Price: \$36
3. American flag 5ftx8ft Price: \$40
4. Texas flag 5ftx8ft Price: \$40
5. 3 Trucks for the poles 1/2in tapped Price: \$78
6. 200ft of Rope Price: \$24
7. Flag pole clips 6 pack Price: \$15
8. 3 Ball toppers Price: \$144
9. 3 Solar flag pole lights Price: \$90
10. 16 Bags of concrete Price: \$72
11. Plaque 5inx8in Price: \$110
12. Rope cleats Price: \$17
13. Renting a 1 man auger for 4 hours Price: \$56
14. PVC pipe 15ft long and 3in wide Price:30

Total = \$1052

Optional Stuff

1. 3 rolls of Weed fabric Price: \$30

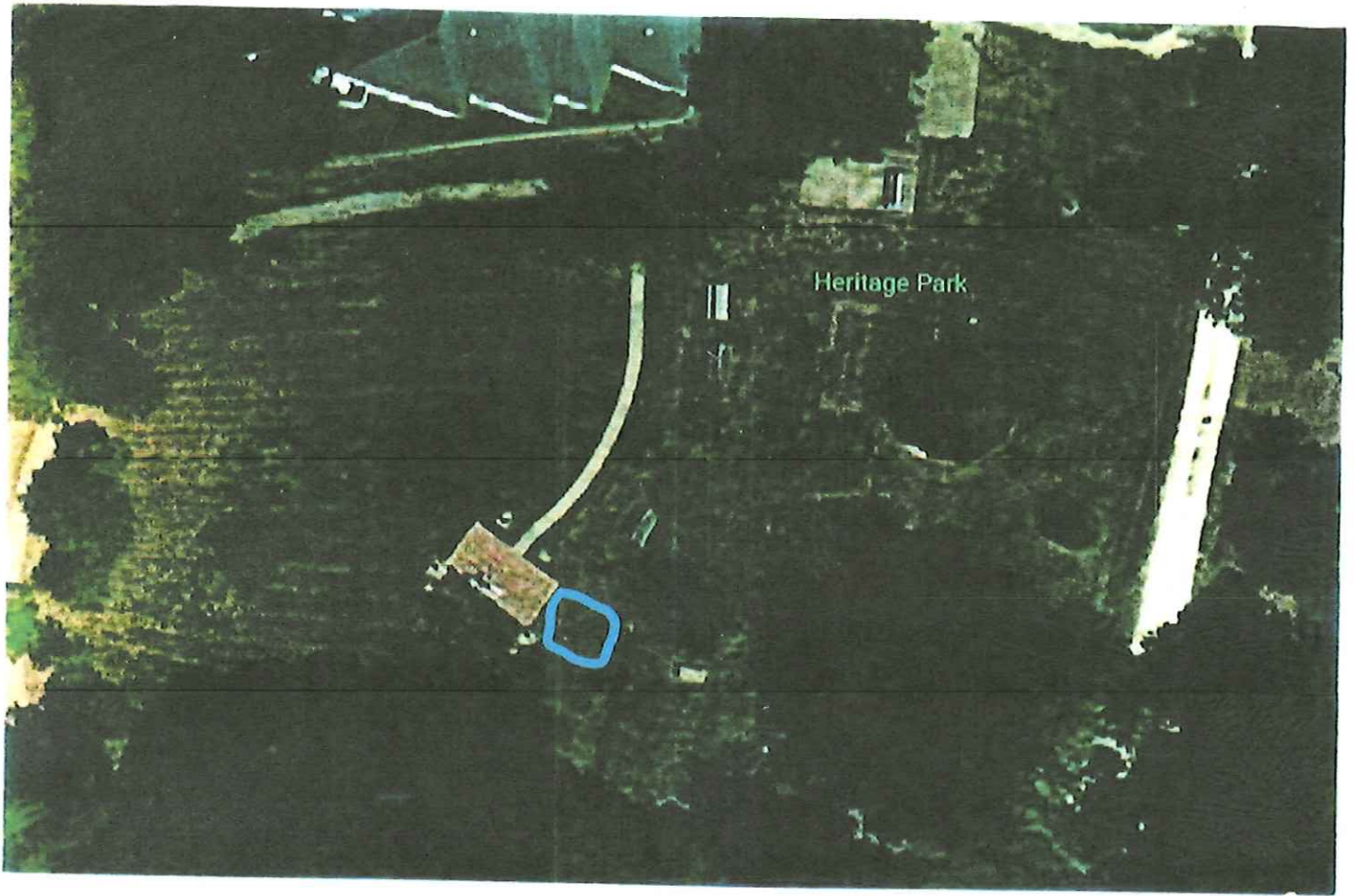
2. Dirt and plants Price: \$50

3. 40 Pavestones Price: \$60

Total = \$140

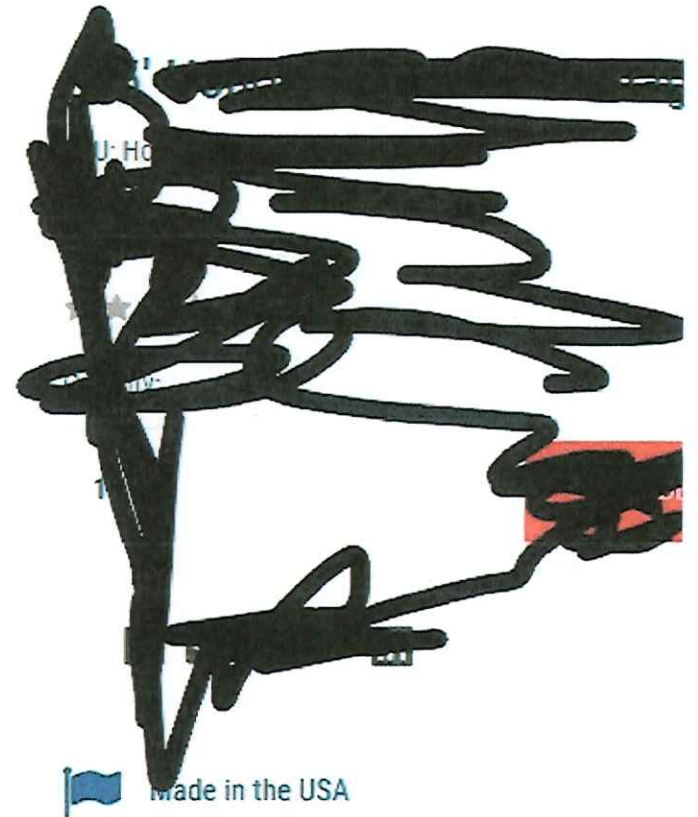
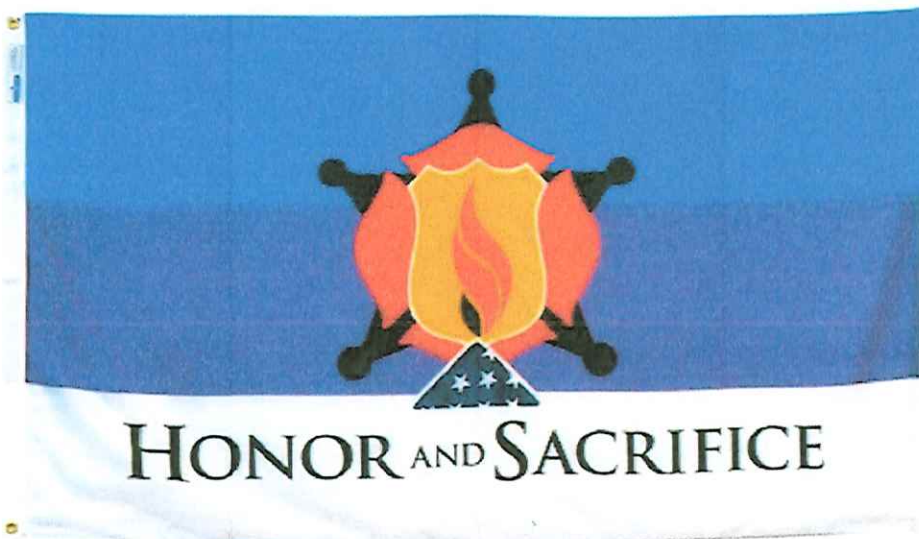
Tools for Eagle Project

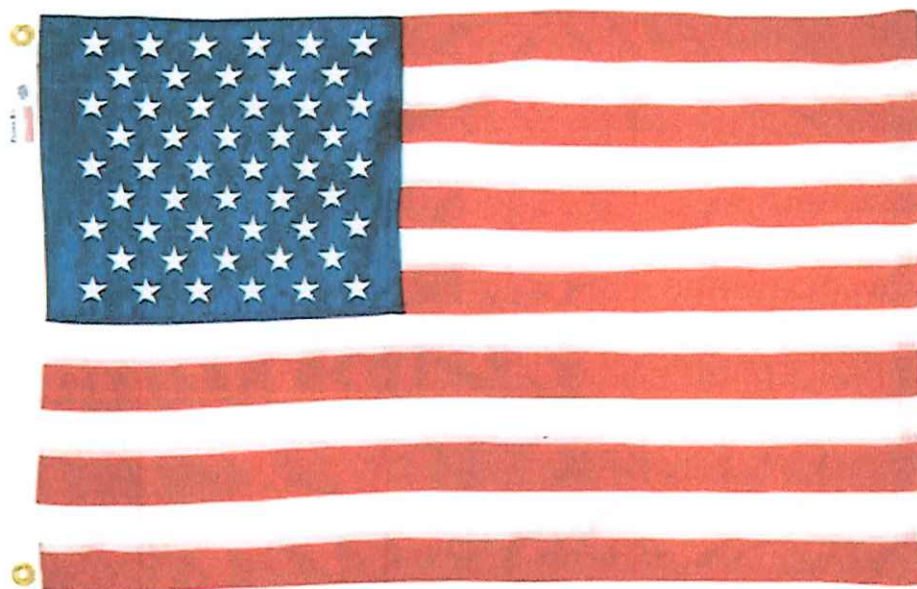
1. Shovels
2. Wheel barrels
3. Auger that will be rented
4. Maybe a welder
5. Maybe a Angle grinder
6. Drill







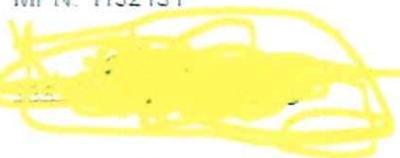




Super Tough Brand 5ft >

SKU: USA58N_OS

MPN: 1152131



Quantity Discounts:

Buy 2 for \$32.80 each

Buy 6 for \$31.10 each



71 Review(s) | [Add Your Review](#)

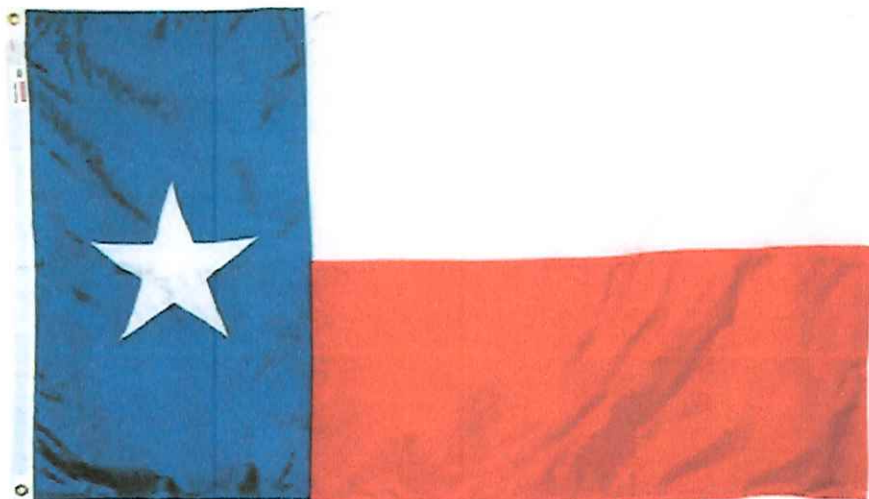
3 month limited warranty!

Made with 100% nylon, known 1

Beautiful embroidered stars and

Excellent durability and resistar

100% made in the USA



Texas 3' x

SKU: STX351

MPN: 02150

Be the first to

Top quality 3
company for

Country of O

[More Infor](#)

Availability: I

Qty:

1

06.08.2020

Consent Items C1-C3

To
Honorable Mayor
and Council

Comments:

1. Seasonal Mowing Contract with Mow Pro's, Ennis Texas.
2. Memorandum of Agreement between Lead Regional Advisory Council for Emergency Medical Task Force.
3. Minutes of the May 11, 2020 Regular City Council Meeting

From
Staff

BACKGROUND AND JUSTIFICATION:

CC
Applicable
Departments

C1: Mowing was funded in the FY2019-2020 Budget. PW Superintendent J. Cruz accepted proposals and interviewed three companies. Pursuant to procurement laws, bids were not required. Mow Pro's is the recommended vendor. The contract requires signature. It has been reviewed and approved by legal counsel.

STAFF RECOMMENDATION: Staff recommends approval

C2: Memorandum of Agreement between Lead Regional Advisory Council for Emergency Medical Task Force.

Allows Ovilla to be a participating entity. There is no membership cost.

STAFF RECOMMENDATION: Staff recommends approval

C2: Memorandum of Minutes of the May 11, 2020 Regular City Council Meeting

STAFF RECOMMENDATION: Staff recommends approval

City of Ovilla

Tel 972-617-7262

105 S. Cockrell Hill Road
Ovilla, Texas 75154

www.cityofovilla.org



Customer Info: City of Ovilla
Service Address:
Mailing Address: 105 S. Cockrell Hill Road; Ovilla
Phone Number: 972-617-7262
Email: PWoodall@cityofovilla.org
Notes:

[illegible]

Mow Pro's Lawn & Landscape is dedicated to customer service and will do all necessary to maintain a positive relationship with all customers.

Mow Pro's Lawn & Landscape carries \$1,000,000 in Liability insurance and Vehicle Coverage. All Employees will be uniformed and easy to identify.

This amount is due within 7 days from the date on the invoice.

This agreement will not expire on a year to year basis and will only be cancelled with a 30 day written notice.

Mow Pro's Lawn, Landscape, & Irrigation LLC should have first right or refusal of any new bids.

To schedule additional service or any questions you may have please call the office and speak to our office manager, Christine Maier, at 972-875-7767.

Matt Keever Mow Pro's Lawn, Landscape & Irrigation LLC- License #L10017755

Printed Name: MATTHEW EVER
Title: OWNER
Signature:

Customer Signature: _____

Title: _____

CITY OF OVILLA'S MOWING LOCATION'S

- Heritage Park
- Silver Spur Park
- Cindy Jones Park
- Ashburn Glen Park and Wall
- Bryson Manor road frontage (Shiloh Rd & Judy)
- Ovilla Water Tower
- Ground Storage and stand pipe lots
- 708 W. Main
- Ovilla Rd right of way from Pickard bridge east to Exhibit Trader property
- 3309 Ovilla Rd where city owned tornado siren is stationed
- City Hall Compound

All properties are to be mowed, weed-eat, edged, blown off and spray weed killer along fence line's

From June-Sept on a weekly basis

From Oct-Nov on a biweekly basis

Month of Dec one time mowing



MEMORANDUM OF AGREEMENT
between
LEAD REGIONAL ADVISORY COUNCIL
and
SPONSORING ENTITY
for
EMERGENCY MEDICAL TASK FORCE

1. PARTIES

The Parties to this Memorandum of Agreement ("Agreement") are a Department of State Health Services designated Lead Regional Advisory Council ("Lead RAC") **North Central Texas Trauma Regional Advisory Council**, properly authorized to do business in the State of Texas, and The City of Ovilla, as a Sponsoring Entity, hereafter referred to as "Sponsoring Entity" that wishes to participate as a member of the Emergency Medical Task Force ("EMTF").

Entities eligible to participate in the Emergency Medical Task Force Program include:

a. Pre-hospital Emergency Medical Services Providers

- i) Must be a DSHS Licensed Emergency Medical Services Provider or First Responder Organization (FRO).
- ii) Must meet Texas Department of State Health Services (DSHS) requirements for minimum, lawful staffing per applicable DSHS licensure.
- iii) Must have at least twelve (12) months of experience providing emergency medical services in the State of Texas.
- iv) Must maintain a business office within the boundaries of the State of Texas.
- v) Must adhere and abide by all federal, state and local laws and rules and must adhere and abide by the Texas Health & Safety Code, Chapter 773, Emergency Medical Services and the Texas Administrative Code, Title 25: Health Services, Chapter 157: Emergency Medical Care during the time of its deployment to provide mutual aid in a pending or actual disaster.

b. Healthcare Facility Clinical Personnel

- i) Must operate a Department of State Health Services licensed General Hospital.
- ii) Must maintain a business office within the boundaries of the State of Texas.
- iii) Must adhere and abide by all federal, state and local laws and must adhere and abide by the Texas Health & Safety Code, Chapter 241, Hospitals and the Texas Administrative Code, Title 25: Health Services, Chapter 133: Hospital Licensing.

c. Physician and Professional Clinical Groups

- i) Must be a business doing business in the State of Texas, providing board certified Emergency Medicine Physicians, Physician Assistants and Nurse Practitioners.
- ii) Must maintain a business office within the boundaries of the State of Texas.

2. EXECUTIVE SUMMARY

The Texas Emergency Medical Task Force is comprised of eight regional teams, strategically located throughout the State of Texas, aligned with the DSHS Public Health Regions. These regional teams leverage existing relationships with EMS Providers, Fire Departments, Hospitals and Healthcare Organizations to provide personnel and essential resources available to respond within its specific region or throughout the State when needed. In general, regional deployments are shorter than 12 hours in duration and are initiated at the request of a local partner or jurisdiction. This type of activation constitutes regional mutual aid; therefore reimbursement may not be available. Activations originating at the state level will include a mechanism for reimbursement through a State Mission Assignment (“SMA”). Additionally, an incident that exceeds twelve (12) hours in duration will include a mechanism for reimbursement per Chapter 418 of the Texas Government code. It is important to note that an incident which warrants a State Mission Assignments can occur anywhere within the State of Texas and that Parties to this memorandum may be activated on a regional mutual aid request and transitioned to a State Mission Assignment when the incident exceeds the State threshold based on complexity, duration or cost. Additionally, the Emergency Medical Task Force may be activated by the State of Texas to respond outside the State, if requested by other States or through the Federal Emergency Management Agency, the Federal Health and Human Service Department or another duly authorized federal agency.

The Emergency Medical Task Force Program consists of seven components: Task Force Leadership, Ambulance Strike Teams, Ambulance Buses, Mobile Medical Units, Registered Nurse Strike Teams, Medical Incident Support Teams and Ambulance Staging Management Teams. These components provide maximum flexibility for the activation, deployment and utilization of specialized teams and resources needed for unique situations and missions resulting from tragedies, such as hurricanes, tornadoes, earthquakes, wildfire, flooding, terrorism and any other natural or manmade disaster.

The Emergency Medical Task Force relies on active participation from partners and stakeholders within each region and across the State of Texas to provide this valuable response capability to the citizens of Texas.

3. PREEMPTION

- a. This Agreement is not intended to replace any mutual aid agreement or compact that a Sponsoring Entity legally has in place in its community.
- b. Any business or contractual relationship that exists outside the scope of this Agreement between the Lead RAC and the Sponsoring Entity shall remain in full effect, and where provisions are applicable to multiple agreements, the Parties agree to comply with the higher standard.

- c. Parties agree that the Sponsoring Entity has the right to accept or decline an activation request during the process.
- d. The Lead RAC has final authority to assign Resources to positions within the team for a specific activation.

4. LIABILITY

- a. Sponsoring Entity shall have no right, and does by this Agreement waive its right, to file a claim(s) against DSHS, the State of Texas, and the Lead RAC for any personal or property injuries, damages or requests for State subrogation for any tort that they may incur during activation or arising therefrom, or any other claims filed against them as a result of their activities during activation. DSHS, the State of Texas, and the Lead RAC do not waive any immunity from suit or liability that they may have under state/federal laws and the Texas constitution notwithstanding the above. To the extent that Resource is a local governmental entity, unit of State government, or a Texas political subdivision, the waivers provided herein are further subject to state law and the Texas constitution which may make them unenforceable in whole or in part.
- b. Sponsoring Entity shall assume responsibility for liability claims, malpractice claims, disability claims, workers' compensation claims, attorneys' fees, and other incurred costs to the extent required by Texas law for its personnel and equipment.
- c. The Sponsoring Entity shall continue to assume legal and financial responsibility of the personnel and equipment for the duration of activation or deployment.

5. RESOURCE CREDENTIALING

- a. Sponsoring Entity shall ensure that all personnel meet all licensing, training and certification requirements related to his/her particular profession and/or mission.
- b. Sponsoring Entity shall ensure that all personnel are actively employed and engaged in the clinical specialty which they are assigned within the team.

6. REIMBURSEMENT

- a. Summary
 - i) The Emergency Medical Task Force Program, in conjunction with the Department of State Health Services, committed to timely reimbursement of Sponsoring Entities that provide resources and personnel in times of disaster.
 - ii) Sponsoring Entities are encouraged to file their reimbursement packets through their Lead RAC as quickly as possible to ensure timely reimbursement from DSHS but no later than 6 (six) months after the demobilization.

- iii) Reimbursement for costs associated with EMTF activities will be process and paid within 45 days. The 45 day reimbursement timeline will begin only after a completed reimbursement packet is accepted by the Department of State Health Services.

7. TERM

- a. The term of this Agreement is ongoing until cancelled by either part with 30 day written notice to the other. This Agreement will be governed by and construed in accordance with the laws of the State of Texas without regard to its conflicts of law rules.

8. MODIFICATION

- a. This Agreement constitutes the complete agreement between the Parties relating to the matters specified in this Agreement, and supersedes all prior representations or agreements, whether written or oral, with respects to such matters.
- b. This Agreement may only be modified through a written amendment signed by the Parties and thus no oral modifications hereof shall be permitted. The Parties agree to take such action as is necessary to amend this Agreement periodically as may be required by federal or State law.
- c. Operational plans and administrative procedures pertaining to the participation of the Sponsoring Entity within the program will be facilitated through the Sponsoring Entity Point of Contact, listed below. Changes to the individual identified as the Sponsoring Entity Point of Contact shall be submitted in writing by the authority signed below.

Sponsoring Entity Point of Contact: Brandon Kennedy

Title: Fire Chief

Phone Number: 214.980.6346

Email Address: bkennedy@cityofovilla.org

- d. Any notice required under this Agreement to be given to either the Lead RAC or the Sponsoring Entity shall be made in writing to:

Lead RAC: NCTTRAC

Entity: City of Ovilla

Attn to: Rick Antonisse
Executive Director

Attn to: Brandon Kennedy

Address: 600 Six Flags Dr
Suite 160

Address: 105 South Cockrell Hill Road

City, State: Arlington, TX

City, State: Ovilla, TX

Zip: 76011

Zip: 75154

IN WITNESS WHEREOF and acknowledging acceptance of the foregoing, the Parties affix their signatures hereto

Lead RAC: NCTTRAC

Sponsoring Entity

North Central Texas Trauma Regional
Advisory Council
Lead RAC Legal Name

City of Ovilla
Sponsoring Entity Legal Name

Signature

Signature

Hendrik J Antonisse
Printed Name

Pamela Woodall
Printed Name

Title

City Manager
Title

Date

Date



Texas Emergency Medical Task Force
Memorandum of Agreement Deployment Contacts and Planning Numbers

Entity Name: City of Ovilla Fire Department
Mailing Address: 105 South Cockrell Hill Road
City, State Zip Code: Ovilla, TX 75154
Provider / License: 800327

Sponsoring Entity Point of Contact:

Name: Brandon Kennedy
Title: Fire Chief

Preferred Points of Contact:

Mobile: 214.980.6346
Office: 972.617.7262
Email: bkenedy@cityofovilla.org

Authorized to Deploy Entity Assets and or Personnel:

Name: Kevin Lindsey
Title: Deputy Chief / Fire Marshal

Preferred [24/7] Points of Contact:

Mobile: 469.978.2027
Office: 972.617.7262
Email: klindsey@cityofovilla.org

Name: _____
Title: _____

Preferred [24/7] Points of Contact:

Mobile: _____
Office: _____
Email: _____

The following information is needed for planning purposes only. The following numbers are NOT binding. Each entity will have the ability to accept or decline each deployment and will determine the quantity of assets available to deploy.



Texas Emergency Medical Task Force

Memorandum of Agreement Deployment Contacts and Planning Numbers

Please provide the most accurate estimate of what could be deployed when called upon, if in a deployment scenario that will have minimal impact locally.

____ AMBUS

Ambulances:

____ TX MICU

____ ALS [w/HAZMAT] Type I

____ ALS [w/o HAZMAT] Type II

____ BLS [w/HAZMAT] Type III

____ BLS [w/o HAZMAT] Type IV

Additional Personnel / Assets:

[not attached to the above]

5 ____ Paramedics

____ EMT-Intermediate

____ EMT-Basic

____ Logistics Crew

____ Other: _____

____ Other: _____

____ Other: _____

____ Other: _____

Leadership Personnel:

____ Ambulance Strike Team Leader

____ With Vehicle

____ Ambulance Staging Manager

____ Medical Incident Support Team Member

____ Task Force Leader

1 ____ Operations Manager

____ Group Supervisor (not MMU)

Mobile Medical Unit /

Registered Nurse Strike Team Personnel:

____ Group Supervisor

____ Physicians

____ Mid-Level Practitioner

____ Registered Nurse

____ Paramedic

____ Pharmacy Technician

____ Patient Care Technician

____ Clerk

____ Logistics Manager

____ Logistics Specialist

Please initial by each Exhibit, acknowledging you have received them, understand them, and agree to abide by them.

_____ State of Texas Assurances, hereinafter referred to as "Exhibit A"

_____ CARES Act Coronavirus Relief Fund Eligibility Certification, hereinafter referred to as "Exhibit B"

_____ Certification Regarding Lobbying, hereinafter referred to as "Exhibit C"

Please sign below to acknowledged acceptance of the grant and all exhibits in this Grant Agreement, and to abide by all terms and conditions.

By: _____

Signature: _____

Title: _____

Date: _____

CITY OF OVILLA MINUTES

Monday, May 11, 2020

City Council Meeting

105 S. Cockrell Hill Road, Ovilla, TX 75154

In accordance with order of the Office of the Governor issued March 16, 2020, the CITY COUNCIL of the CITY OF OVILLA conducted a meeting at 6:31 PM, Monday, May 11, 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 was no public access to the location described above.]

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

Mayor Dormier called the Council Meeting of the Ovilla City Council to order at 6:31 pm, with notice of the meeting duly posted.

The following City Council Members were on teleconference call:

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

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

CALL TO ORDER

PL5 Myers gave the invocation and PL1 Huber led the reciting of the U.S. Pledge of Allegiance and the Pledge to the Texas Flag.

PRESENTATIONS, ANNOUNCEMENTS, PROCLAMATIONS & COMMENTS

City Manager Pam Woodall presented Certification of unopposed candidates. (Oaths & Statements of Office were taken individually in person prior to the meeting)

1. PL1 Rachel Huber
2. PL3 David Griffin
3. PL5 Mike Myers

Proclamations were presented by Mayor Dormier

1. Memorial Day
2. Municipal Clerks Week
3. National Police Week
4. Public Works Week

Citizen Comments:

John Matthews – 704 W. Main Street

- owner of Cassaro Winery wanted update on the parking lot across from Ovilla Fire Department.

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

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

CONSENT AGENDA

1. Resolution R2020.09 Updating Investment Policy
2. Minutes of the Regular Council meeting held on April 13, 2020.

PL4 Hunt moved to pull 1 from the Consent agenda and move to Item 7 on Regular Agenda.

PL5 Myers moved approve the consent agenda item #2 and pull #1 to be place on the regular agenda for consideration. Mayor Pro Tem Griffin seconded the motion.

No oppositions, no abstentions.

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

Recorded Vote:

PI1 Huber AYE

PL2 Oberg AYE

Mayor Pro Tem Griffin AYE

PL4 Hunt AYE

PL5 Myers AYE

REGULAR AGENDA

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

The Mayor opened asking for nominations:

PL5 Myers nominated PL3 David Griffin.

There being no other nominations given, the Mayor asked for a motion:

PL4 Hunt made the motion to appoint PL3 David Griffin as Mayor Pro Tem for the Ovilla City Council. Seconded PL1 Huber.

No oppositions, no abstentions.

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

Recorded Vote:

PI1 Huber AYE

PL2 Oberg AYE

Mayor Pro Tem Griffin AYE

PL4 Hunt AYE

PL5 Myers AYE

ITEM 2. DISCUSSION/ACTION – Consideration of and action to extend the current agreement between Eddie Peacock, PLLC and the City of Ovilla, to provide interim staff support for the completion and execution of accounting reconciliations and adjustments for the City of Ovilla.

Mayor Dormier explained that an extension is needed to complete reconciliations and adjustments for the city. Errors & omissions as well as the audit were discussed.

No oppositions, no abstentions.

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

Recorded Vote:

PI1 Huber AYE

PL2 Oberg AYE

Mayor Pro Tem Griffin AYE

PL4 Hunt AYE

PL5 Myers AYE

ITEM 3. DISCUSSION/ACTION – Consideration of and action on a Meritorious Exception, Chapter 3, Section 3.06.012 Granting of Exceptions of the Ovilla Code of Ordinances, filed by Pamilee Koval to place a 8' X 2' permanent sign at 713 West Main, Ovilla, Ellis County, Texas.

Code Officer Mike Dooly explained that the applicant is opening a business and the sign chosen for placement is larger than allowed per code, and that exceptions are allowed.

PL4 Hunt moved to approve the Meritorious Exception filed as presented, seconded by PL5 Myers.

No oppositions, no abstentions.

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

Recorded Vote:

PI1 Huber AYE

PL2 Oberg AYE

Mayor Pro Tem Griffin AYE

PL4 Hunt AYE

PL5 Myers AYE

ITEM 4. DISCUSSION/ACTION – Consideration of and action on Resolution R2020.10 of the City of Ovilla, Texas, abolishing and disbanding of the Municipal Services Advisory Committee (MSAC), effective immediately.

City Manager explained that the Committee was established in 2014 to help in the budgeting process for the city but that it has been proven in years since, that it is harder to keep an established Committee together since they meet so seldom in the fiscal year. She reminded the council that during budget workshops we accomplish the need through the citizens of Ovilla and their input.

Mayor Pro Tem Griffin moved to approve the Resolution R2020.10 to abolish and disband the MSAC effective immediately, as presented, seconded by PL1 Huber.

No oppositions, no abstentions.

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

Recorded Vote:

PI1 Huber AYE

PL2 Oberg AYE

Mayor Pro Tem Griffin AYE

PL4 Hunt AYE

PL5 Myers AYE

PL5 Myers AYE

- ITEM 5. **DISCUSSION/ACTION** – Consideration of and action on Resolution R2020.11, to establish a Boards and Commissions Appointment Review Committee and adopting policies and procedures for all City Boards and Commissions, effective immediately.

City Manager explained the way the processing of applications has been done in the past, there is really not an opportunity to get to know the applicant before appointing to a particular board or commission. This purpose of the committee would be to have a quick 'interview' process and establish where they may best serve. This would also put into place a guideline for the boards including additional training. It was suggested that the committee be made up of staff and council.

PL5 Myers made the motion to approve Resolution R2020.11 to establish a Boards and Commissions Appointment Review Committee and adopting policies and procedures for all City Boards and Commissions, with the Committee to be made up of Mayor Dormier, PL1 Rachel Huber, City Manager Pam Woodall and City Secretary G Miller. Seconded by PL4 Hunt.

No oppositions, no abstentions.

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

Recorded Vote:

PL1 Huber AYE

PL2 Oberg AYE

Mayor Pro Tem Griffin AYE

PL4 Hunt AYE

PL5 Myers AYE

- ITEM 6. **DISCUSSION/ACTION** – Consideration of and action to either cancel or to set the official date for Heritage Day 2020, appointing various assignments to facilitate the success of the 2020 Heritage Day Celebration and festivities.

PL4 Hunt explains that he feels the City should have the event, and get back to normal as quickly as possible. Mayor Dormier is concerned with citizens avoiding penalties in the event that the city would have to cancel due to another outbreak of the COVID-19 pandemic. There was concern about if people would show up due to the COVID-19 pandemic as well. After much discussion, Mayor explained we will plan on having it, and see how it looks closer to event date.

PL4 Hunt made the motion that he would be the managing coordinator for the Heritage Day event, Michelle Stockton would be the managing secretary, Public Works Department would manage the grounds and financials will be arranged through Sharon Jungman. Seconded by PL5 Myers.

No oppositions, no abstentions.

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

Recorded Vote:

PL1 Huber AYE

PL2 Oberg AYE

Mayor Pro Tem Griffin AYE

PL4 Hunt AYE

PL5 Myers AYE

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

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

4

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

Mayor Dormier explained that he would like to have a workshop soon, as requested – but until council can meet again for that meeting he would open for discussion some of the concerns. The first being where the storage of Public Works Department will need to be decided, before the Police Station can be established, as well as other needs for the city being addressed at that time. Storage of the equipment was one of the main concerns. Other topics:

- * remote cameras
- * Revisit a Bond Election
- * Parking lot for the city offices/overflow parking or parking lot for Police Department
- * Plans for the property that the city purchased

Request was agreed on that council will revisit in June at a workshop.

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

CONSENT AGENDA

1. Resolution R2020.09 Updating Investment Policy

Mayor Dormier explained that the consent Item 1 was pulled for further discussion:

PL4 Hunt was interested in knowing if there was training that was done per the contract. City Manager Pam Woodall assured council of the training that took place by herself as well as Finance Director Sharon Jungman. Assured council that the policy was looked at by Hilltop Securities and they agreed it was a solid policy. Another concern was the Internal Controls and how it will be operated. Finance Director Sharon Jungman explained staff's intent to create report (Finance Director), sign off on report (City Manager) and Council to see and approve report quarterly, in addition to the Policy.

PL4 Hunt made the motion to approve the Investment policy as presented. Seconded by Mayor Pro Tem Griffin.

No oppositions, no abstentions.

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

Recorded Vote:

PI1 Huber AYE

PL2 Oberg AYE

Mayor Pro Tem Griffin AYE

PL4 Hunt AYE

PL5 Myers AYE

STAFF REPORTS

• Department Activity Reports / Discussion

- | | |
|--|-----------------------------------|
| • Police Department | Chief B. Windham |
| COVID – 19 Update | |
| System was down – no report. | |
| • Fire Department | Chief B. Kennedy |
| • Public Works | |
| 1. Water/wastewater | Water Superintendent D. Durham |
| 2. Streets/Drainage/Parks | Street Superintendent Johnny Cruz |
| • Administration | |
| 1. Financials verbal update | Finance Director Sharon Jungman |
| Monthly Municipal Court Report | |
| 2. Monthly Code/Animal Control Reports | Code/AC Officer M. Dooly |

3. Misc. updates

City Manager, Pam Woodall

EXECUTIVE SESSION

None

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

PL5 Myers – Internal Controls on Accounting

ADJOURNMENT

PL4 Hunt moved to adjourn the meeting of May 11, 2020 seconded by PL1 Huber. There being no further business, Mayor Dormier adjourned the meeting at 8:16 p.m.

Recorded Vote:

PL1 Huber AYE

PL2 Oberg AYE

Mayor Pro Tem Griffin AYE

PL4 Hunt AYE

PL5 Myers AYE

Richard Dormier, Mayor

ATTEST:

Glennell Miller, City Secretary

Approved June 08, 2020



Ovilla City Council

AGENDA ITEM REPORT

Item 1

Meeting Date: June 08, 2020

Department: Administration/BOA

☒ Discussion ☒ Action

Budgeted Expense: ☐ YES ☐ NO ☒ N/A

Submitted By: P Woodall

Reviewed By: ☒ City Manager

☒ City Secretary

☐ City Attorney

☐ Accountant

☐ Other

Attachments:

1. Annual Activity Report
2. Attendance record
3. Current list of members
4. Application

Agenda Item / Topic:

ITEM 1. DISCUSSION/ACTION – Receive recommendation from the Boards and Commissions Appointment Review Committee and review the annual report to consider and act on volunteer board reappointments to serve another term on the Board of Adjustment and direct staff to solicit for new applicants.

Discussion / Justification:

Excerpt from Ovilla CODE: Chapter 14, Section 45.2 TERMS OF OFFICE

A. Terms. Each member shall serve a term of office of two years. After the expiration of a two-year term of office, a member shall serve until a successor is appointed. The terms of three of the members shall expire on the third Monday in June of each odd-numbered year, and the terms of two of the members shall expire on the third Monday in June of each even-numbered year.

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

Council's newly established Boards and Commission Appointment Review Committee met and interviewed various applicants. The Boards and Commission Appointment Review Committee respectfully recommends a new appointment to Place 6, a vacant position:

New applicant: Steve Miner, Place 6. (term expires 2022)

Staff additionally received confirmed commitments from current BOA members that wish to continue serving on the Zoning Board of Adjustment, and desire reappointment(s). The Boards and Commission Appointment Review Committee respectfully submits the following recommendations for two-year reappointments as board of the BOA:

1. Patricia Halyard-King, Place 2 – desires reappointment (new term expires 2022)
2. Stephanie Heimbuch, Place 4 – desires reappointment (new term expires 2022)
3. Steve Miner, Place 6 – new appointment (new term expires 2022)

Recommendation / Staff Comments:

Staff recommends all three appointments.

Sample Motion(s):

I move that Council REAPPOINT/APPOINT:

1. PL2 – Patricia Halyard-King, reappointment
2. PL4 - Stephanie Heimbuch, reappointment
3. PL6 (alternate) – Steve Miner, new appointment

to serve a term on the volunteer Zoning Board of Adjustment (BOA).

-OR

I move that Council direct staff to solicit for new applicants for consideration of a BOA appointment

06.08.2020

Annual Update 2019-2020

To
Honorable Mayor
and Council

Board of Adjustment Annual Activity :

Zoning Board of Adjustment

From :Staff

Re: BOA Annual
Activity and
appointments.

1. Completed:

- a. 100 Highview Court - accessory building – angle – *Approved*
- b. 625 Meadowlark – fence/building line – *Approved*
- c. 715 Buckboard – (fire) replace home - *Approved*
- d. 106 Lariat Trail – Metal Accessory Building - *Approved*
- e. 100 Elmwood - freestanding carport – *Approved*
- f. 101 Slippery Rock – fence/building line - *Approved*
- g. 831 Cockrell Hill - accessory building allowed amount - *Approved*
- h. 223 Lariat – accessory building allowed amount – *Approved*
- i. 105 Dusty Oak – accessory building size, rear plane – *Denied*
- j. 686 Johnson Lane – fence/building line - *Approved*
- k. 113 Oakwood – variance side yard – *Approved*

City of Ovilla

Tel 972-617-7262

105 S. Cockrell Hill Road
Ovilla, Texas 75154

www.cityofovilla.org
pwoodall@cityofovilla.org



	NO QUOR.	SWEAR IN	IN FD		NO MTG	NO MTG	NO QUOR	NO QUOR			TELECONF	TELECONF
BOA	2019.06.17	2019.07.15	2019.08.19	2019.09.16	2019.10.21	2019.11.18	2019.12.16	2020.01.21	2020.02.03	2020.03.16	2020.04.20	2020.05.18
Richtsmeier PL1	A	✓	✓	A				A	✓	✓		✓
VACANT. PL2		GOREE ✓	✓	✓- RESIGNED			PL2 HALYARD KING	A	✓	✓		A
Betik, B. PL3	✓	A	✓	✓				✓	A	✓		✓
Heimbuch PL4	✓	✓	✓	✓				✓	A	✓		A
Ware, R. PL5	A - NO TUE	✓	✓	✓				A - (no Tuesdays)	✓	✓		✓
Alternate(s)												
Halyard PL6	A	A	✓	✓			VACANT	-	-	-		
Clark PL7	A	✓	A	A				A		A	A	✓
CM	A	✓	-	✓				✓	✓	✓	✓	✓
C-SEC	✓	✓	✓	✓				✓	✓	✓	✓	✓
Code Enf.	✓	✓	✓	✓				✓	✓	✓	✓	✓
BOA sec.	✓	✓	✓	✓				✓	✓	✓		✓
Other												

BOA ATTENDANCE RECORD JUNE 2019 THROUGH MAY 2020

BOA Information Sheet



Personal- Do not Give Out!

MEMBERS:	
RICHTSMEIER, Carol CHAIR 2021 PL1	HALYARD-KING, Patricia 2020 PL2
925 Red Oak Creek Dr.	103 Rimrock Ct
Ovilla, TX 75154	Ovilla, TX 75154
Hm: 469.693.1216	Hm: 214.505.3105
Wk: N/A	Wk: N/A
Cell: N/A	Cell: N/A
E-Mail: carol@askthehomediva.com	E-Mail: king.patricia@att.net
BETIK, Barbara 2021 PL3	HEIMBUCH, Stephanie - 2020 PL4
601 Buckboard Trail	613 William Drive
Red Oak, TX 75154	Ovilla, TX 75154
Hm: 972.217.3999	Hm: 972.740.8672
Wk: N/A	Wk: 972.617.2941X4674
Cell: N/A	Cell: N/A
E-Mail: twoczecs30@gmail.com	E-Mail: saheimbuch@gmail.com
Ware, Richard Vice Chair (Lisa) 2021 PL5	
116 Water Street	
Ovilla, TX 75154	
Hm: 972.515.8349	
Wk: 214.532.0799	
Cell: N/A	
E-Mail: thefishphysician@gmail.com	
ALTERNATES	
CLARK, Mark 2021 PL7	VACANT - 2020 PL6
1210 Red Oak Creek Dr	
Ovilla, TX 75154	Ovilla, TX 75154
Hm: 972.877.5645	Hm:
Wk: Retired	Wk:
Cell: N/A	Cell: N/A
Email: mclark6780@aol.com	Email:
Last update 6.2020	

RETURN TO CITY SECRETARY'S OFFICE OR EMAIL TO jwoodall@cityofovilla.org
DATE RECEIVED: _____



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To race, color, national origin, religion, sex or disability.

**CITY OF OVILLA
BOARDS AND COMMISSIONS
INFORMATION STATEMENT AND APPLICATION**

The City of Ovilla desires qualified, interested citizens to serve on city boards and/or commissions. We appreciate your interest in Ovilla's current needs and future. If you believe you meet the requirements and have the allowed time to serve on a board or commission, please complete the following.

Board and commission members must meet the required qualifications listed below:

- ✓ Be a resident of the city for at least 6 months prior to date of appointment;
- ✓ Be a qualified voter at the time of the appointment;
- ✓ Have no criminal record that is considered by the City Council to be so serious that it serves as a disqualification (i.e. felony conviction);
- ✓ Not be an adversary party to pending litigation or claim against the city (except for eminent domain proceedings);
- ✓ Not to be an employee or a business associate of either an adversary party or a representative of an adversary party;
- ✓ Not in arrears on city taxes, water service charges or other obligations owed to the city; and
- ✓ Have a creditable record of attendance and performance in any previous board service.

If you are interested in applying for more than one position, please indicate your top three choices in order of your preference by placing a number in the space to the left of the board/commission/committee for which you are applying (#1 being your 1st choice, #3 being your last choice)

BOARDS, COMMISSIONS, COMMITTEES

MEETING INFORMATION

<input type="checkbox"/> Planning and Zoning Commission	1 st Monday of each month or as necessary – 6:00 PM
<input checked="" type="checkbox"/> Board of Adjustment	3 rd Monday of each month or as necessary – 7:00 PM
<input type="checkbox"/> Economic Development Corporation	3 rd Monday of each month or as necessary – 6:00 PM
<input type="checkbox"/> Municipal Development District	As necessary
<input type="checkbox"/> Municipal Services Advisory Committee	As necessary
<input type="checkbox"/> Park Development & Improvement	As necessary
<input type="checkbox"/> Municipal Facilities Improvement Committee	Temporary Board, as necessary

NAME Steven Miner
HOME ADDRESS 621 ARIEL ST
OVILLA, TX 75154
HOW LONG HAVE YOU LIVED IN OVILLA? 14 YR EMAIL STEVENMMILNER@GMAIL.COM
HOME TELEPHONE 469-222-4845 BUSINESS TELEPHONE _____
PROFESSION ARCHITECT
INTERESTS MARTIAL ART

- 1.) DO YOU HAVE EXPERIENCE THAT WOULD QUALIFY YOU FOR SERVING ON A PARTICULAR COMMITTEE?

AS AN ARCHITECT I'M FAMILIAR BUILDING CODE AND CITY STANDARDS.

- 2.) HAVE YOU SERVED AS A MEMBER OF ANY MUNICIPAL BOARD OR COMMISSION IN OVILLA?

NO

- 3.) HAVE YOU SERVED AS A MEMBER OF ANY MUNICIPAL BOARD OR COMMISSION FOR ANOTHER MUNICIPALITY?

If yes to one or both, please list the municipality, committee and dates served:

CITY OF DESOTO - BOARD OF ADJUSTMENTS

- 4.) PLEASE LIST ANY CIVIC OR COMMUNITY ACTIVITIES IN WHICH YOU MAY HAVE PARTICIPATED.

- ❖ HERITAGE DAY
- ❖ CHRISTMAS TREE LIGHTING
- ❖ NATIONAL NIGHT OUT

- 5.) DO YOU HAVE ANY RELATIVES THAT ARE CITY EMPLOYEES, MEMBER OF THE CITY COUNCIL OR SERVE ON ANY BOARD? (YES OR NO) If yes, please list:

- 6.) WHAT IS YOUR CURRENT PLACE OF EMPLOYMENT OR BUSINESS AFFILIATION? (Please indicate if you are self-employed, home-maker, retired) HDR ARCHITECTURE, INC.

STATEMENT OF INTENT: If appointed, I agree to serve on the Board/Commission for which I have applied or to the Board/Commission to which I am needed.


SIGNATURE

2-25-2020
DATE

STEVEN MINER
PRINTED NAME OF APPLICANT

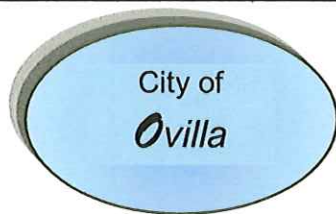


CITY OF OVILLA OFFICIAL USE ONLY

DATE APPOINTED _____ COMMITTEE APPOINTED TO _____

RETURN TO CITY HALL,
105 SOUTH COCKRELL HILL ROAD,
OVILLA, TX 75154
972-617-7262

ATTENTION: Pamela Woodall



Ovilla City Council

AGENDA ITEM REPORT Item 2

Meeting Date: June 08, 2020

Department: Administration/EDC

☒ Discussion ☒ Action

Budgeted Expense: ☐ YES ☐ NO ☒ N/A

Submitted By: P Woodall

Amount: N/A

Reviewed By: ☒ City Manager ☒ City Secretary ☐ City Attorney
☐ Accountant ☐ Other: Staff

Attachments:

1. Annual Activity Report
2. Attendance Record
3. Current list of members
4. Application

Agenda Item / Topic:

ITEM 2. DISCUSSION/ACTION – Receive recommendation from the Boards and Commissions Appointment Review Committee and receive the annual report to consider and act on volunteer board appointments and/or reappointments to serve a term on the Economic Development Corporation (EDC) and direct staff to solicit for new applicants.

Discussion / Justification:

Pursuant to the By-Laws of the Economic Development Corporation, the Board of Directors consists of a seven-member board and states that each member shall be appointed by the City Council for a two-year term. The EDC has one vacancy. Expiring terms are Places 1, 3 5 & 7.

Council's newly established Boards and Commission Appointment Review Committee met and interviewed various applicants. The Boards and Commission Appointment Review Committee respectfully recommends a new appointment to Place 5, a vacant position:

New applicant: Brandon Collett, Place 5. (term expires 2022)

Staff additionally received confirmed commitments from current EDC members that wish to continue serving on the board of directors for the EDC, and desire reappointment(s). The Boards and Commission Appointment Review Committee respectfully submits the following recommendations for two-tear reappointments as board of directors to the EDC:

1. Dr. William Garner, Place 1 – desires reappointment (new term expires 2022)
2. Greg Huntington, Place 3 – desires reappointment (new term expires 2022)
3. Barbara Turner, Place 7 – desires reappointment (new term expires 2022)

Recommendation / Staff Comments:

Staff recommends all four appointments.

Sample Motion(s):

I move that Council REAPPOINT/APPOINT:

1. PL1 Dr. William Garner, reappointment
2. PL3 Greg Huntington, reappointment
3. PL5 Brandon Collett, new appointment
4. PL7 Barbara Turner, reappointment

to serve a term on the volunteer board of directors to the Economic Development Corporation (EDC).

-OR

I move that Council direct staff to solicit for new applicants for consideration of an EDC appointment.

06.08.2020

Annual Activity Update 2019-2020

To
Honorable Mayor
and Council

From
P Woodall, CM

CC G. Miller, CS

Re
Annual Activity.

EDC ACTIVITY:

Economic Development District:

1. Pending items:
 - a. Monument signs at various entrances
 - b. Continued discussion for improvements to the downtown area with lighting, walkways and better parking, following the Strategic Plan.
 - c. Update mission statement, goals and brochure.
2. Upcoming economic development and events:
 - a. Discussion to develop 708 W. Main for business opportunities.
3. Completed:
 - a. Committed funding for Main Street Sanitary Sewer Project
 - b. Annual participation the BSW membership for the City.
 - c. Matching Funds Grant to Pam Koval for the remodel of public restrooms and storage facility at 713 W. Main Street, near the Snow-Place site.
 - d. EDC Chair completed EDC training.

City of Ovilla

Tel 972-617-7262

105 S. Cockrell Hill Road
Ovilla, Texas 75154

www.cityofovilla.org
pwoodall@cityofovilla.org



EDC		No Mtg		No Mtg	No Mtg	No Mtg	No Mtg	No Mtg	No Mtg		No Mtg	
	May 20, 2019	June 2019	July 15, 2019	August 2019	Sept. 2019	Oct. 2019	Nov. 2019	Dec. 2019	Jan. 2020	Feb. 20, 2020	Mar. 2020	April 2020
PL1 Garner	√		√							√		
Garner appointed 2019												
PL2 Betik	√		Absent							√		
PL3 Huntington	√		√							Absent		
PL4 Henderson	√		√							√		
PL5 Molina	Absent		√			Resigned /Vacant						
Molina appointed 2019 Resigned 10/2019												
PL6 McCloskey	√		√							Absent		
McCloskey appointed 04-2018												
PL7 Turner	Absent		√							√		
CM	√		√							√		
C-SEC	√		√							√		

villa Economic Development Corporation

William Garner - 2022 – Place 1	Bob Betik - 2021 – Place 2
213 White Rock Ct.	601 Buckboard Trail
Ovilla, TX 75154	Red Oak, TX 75154
Hm: 469-552-6557	Hm: 972-217-3999
Business: 972-338-1541	Business:
E-Mail: williamgarner.drph@gmail.com	E-Mail: twozechs30@gmail.com
Greg Huntington - 2020 – Place 3	Lyn Henderson - 2021 – Place 4
514 Forest Edge Lane	119 Ashburne Glen Lane
Ovilla, TX 75154	Ovilla, TX 75154
Hm: 469-530-5308	Hm: 214-282-7368
Business: 214-674-0326	Cell:
E-Mail: greg.huntington@yahoo.com	E-Mail: lyngarrison@sbcglobal.net
Vacant - 2020 – Place 5	Amanda McCloskey - 2021 – Place 6
	217 Williamsburg Lane
Ovilla, TX 75154	Ovilla, TX 75154
Hm:	Hm: 419-377-8244
Business:	Business: 972-576-0402
Cell:	Cell:
E-Mail: @	E-Mail: mcclloskey.amanda@gmail.com
Barbara Turner - 2020 – Place 7	
406 Bluffcreek	
Ovilla, TX 75154	
Hm: 972-515-8303	
Cell	
E-Mail: oscar-turner@sbcglobal.net	



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DATE RECEIVED: _____



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CITY OF OVILLA
BOARDS AND COMMISSIONS
INFORMATION STATEMENT AND APPLICATION

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Board and commission members must meet the required qualifications listed below:

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- ✓ Be a qualified voter at the time of the appointment;
- ✓ Have no criminal record that is considered by the City Council to be so serious that it serves as a disqualification (i.e. felony conviction);
- ✓ Not be an adversary party to pending litigation or claim against the city (except for eminent domain proceedings);
- ✓ Not to be an employee or a business associate of either an adversary party or a representative of an adversary party;
- ✓ Not in arrears on city taxes, water service charges or other obligations owed to the city; and
- ✓ Have a creditable record of attendance and performance in any previous board service.

If you are interested in applying for more than one position, please indicate your top three choices in order of your preference by placing a number in the space to the left of the board/commission/committee for which you are applying (#1 being your 1st choice, #3 being your last choice)

BOARDS, COMMISSIONS, COMMITTEES

- ☐ Planning and Zoning Commission
- ☒ 1 Board of Adjustment
- ☒ 2 Economic Development Corporation
- ☐ Municipal Development District
- ☐ Municipal Services Advisory Committee
- ☒ 3 Park Development & Improvement
- ☐ Municipal Facilities Improvement Committee

MEETING INFORMATION

- 1st Monday of each month or as necessary – 6:00 PM
- 3rd Monday of each month or as necessary – 7:00 PM
- 3rd Monday of each month or as necessary – 6:00 PM
- As necessary
- As necessary
- As necessary
- Temporary Board, as necessary

NAME Brandon M Collett
HOME ADDRESS 718 Georgetown
Ovilla, TX 75154
HOW LONG HAVE YOU LIVED IN OVILLA? 12 years EMAIL Bcollett@nuvistaonline.com
HOME TELEPHONE 4696586928 BUSINESS TELEPHONE _____
PROFESSION Account Manager & AV Coordinator
INTERESTS Texas Rangers, Dirt Bikes, Coaching Little League, Playing in Church Band

1.) DO YOU HAVE EXPERIENCE THAT WOULD QUALIFY YOU FOR SERVING ON A PARTICULAR COMMITTEE?

I daily manage the strategic planning, and timelines, of multiple tradeshow booth construction and design using CAD drawings, blue prints and engineer reports using my expertise and experience in Project Planning.

2.) HAVE YOU SERVED AS A MEMBER OF ANY MUNICIPAL BOARD OR COMMISSION IN OVILLA?

No. I'm excited to become more involved in our community and looking to help out where I am needed. I would love the opportunity to transfer my learned and natural skills in any way I can to help further the foundation and legacy of the City of Ovilla.

3.) HAVE YOU SERVED AS A MEMBER OF ANY MUNICIPAL BOARD OR COMMISSION FOR ANOTHER MUNICIPALITY?

If yes to one or both, please list the municipality, committee and dates served:

4.) PLEASE LIST ANY CIVIC OR COMMUNITY ACTIVITIES IN WHICH YOU MAY HAVE PARTICIPATED.

- ❖ Midlothian Youth Baseball & Soccer Coach (2016-2020)
- ❖ Church Band - Harvest Hill Church (Midlothian) Guitar & Bass
- ❖ Countless Community activities as an active member of Harvest Hill Church (Midlothian) and Midlothian High School Alumnus Class of 1998

5.) DO YOU HAVE ANY RELATIVES THAT ARE CITY EMPLOYEES, MEMBER OF THE CITY COUNCIL OR SERVE ON ANY BOARD? (YES OR NO) If yes, please list:

6.) WHAT IS YOUR CURRENT PLACE OF EMPLOYMENT OR BUSINESS AFFILIATION? (Please indicate if you are self-employed, home-maker, retired) Nuvista Exhibit Management Services
(full-time employment)

STATEMENT OF INTENT: If appointed, I agree to serve on the Board/Commission for which I have applied or to the Board/Commission to which I am needed.

Brandon M Collett
Digitaly signed by Brandon M Collett
DN: cn=Brandon M Collett, o=ovilla, email=brandon.collett@cityofovilla.org, c=US
Date: 2020.02.24 13:16:04 -0500

SIGNATURE

02/24/2020

DATE

Brandon M Collett

PRINTED NAME OF APPLICANT

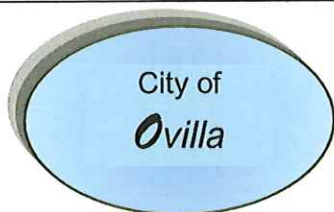


CITY OF OVILLA OFFICIAL USE ONLY

DATE APPOINTED _____ **COMMITTEE APPOINTED TO** _____

**RETURN TO CITY HALL,
105 SOUTH COCKRELL HILL ROAD,
OVILLA, TX 75154
972-617-7262**

ATTENTION: Pamela Woodall



Ovilla City Council

AGENDA ITEM REPORT

Item 3

Meeting Date: June 08, 2020

Department: Administration/MDD

☒ Discussion ☒ Action

Budgeted Expense: ☐ YES ☐ NO ☒ N/A

Submitted By: P Woodall

Amount: N/A

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

Attachments:

1. Current list of members
2. Basic MDD information

Agenda Item / Topic:

ITEM 3. DISCUSSION/ACTION – Receive recommendation from the Boards and Commissions Appointment Review Committee and receive the annual report to consider and act on volunteer board appointments and/or reappointments to serve a term on the MDD (Municipal Development District Board) and direct staff to solicit for new applicants.

Discussion / Justification:

Municipal Development District (“MDD”)

This board of directors was authorized and created by the voters of Ovilla in 2009 for the imposition of a sales and use tax at the rate of one-fourth of one-percent for the purpose of financing development projects beneficial to the district. The MDD consists of a five-member board of directors appointed by Council.

MDD Meetings: The MDD meets the second Monday of the month, quarterly or as needed at 5:00 p.m. The last quorum and completed meeting of the MDD was July 2015. A meeting was scheduled in June 2016 but did not transpire.

The Boards and Commission Appointment Review Board conducted interviews in May 22, 2020 for all boards, including the MDD. Staff recommends filling one place:

Gary Jones, Place 2

Last named members that have terms expiring in 2021:

PL1 Rachel Huber

PL3 Richard Dormier

PL5 Lisa Ware

There are no other pending applications for this Board.

Recommendation / Staff Comments:

The Boards and Commission Appointment Review Board and staff recommends one new appointment.

Sample Motion(s):

I move that Council APPOINT:

1. Place 2 Gary Jones, MDD appointment

to serve a term on the volunteer board of the MDD /or I move that Council direct staff to solicit for new applicants for consideration.



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

**INFORMATION
SHEET**
Administration use only

MUNICIPAL DEVELOPMENT DISTRICT – EST. 11.03.2009	
TERM 2 YR – EXP. 11.2021	TERM 2 YR – EXP. 11.2022
HUBER, Rachel – PL1	VACANT PL2
201 Willow Wood	
Ovilla, TX 75154	Ovilla, TX 75154
Hm: 972.617.3029	Hm:
Wk:	Wk:
Cell:	Cell:
Personal E-Mail: place1huber@cityofovill.org	Personal Email:
TERM 2 YR – EXP. 11.2021	TERM 2 YR – EXP. 11.2022
DORMIER, Richard - PL3	VACANT PL4
504 Edgewood Lane	
Ovilla, TX 75154	Ovilla, TX 75154
Hm: 972.217.1147	Hm:
WK: 214.503.0555 X106	WK:
Cell: 972.489.6523	Cell:
Personal E-Mail: mayordormier@cityofovilla.org	Personal E-Mail: @
TERM 2 YR – EXP. 11.2021	
WARE, Lisa – PL5 (VICE PRESIDENT)	
116 Water Street	
Ovilla, TX 75154	
Hm: 214.532.0776	
WK:	
Cell:	
Personal email: instructor@yoga4love.net	

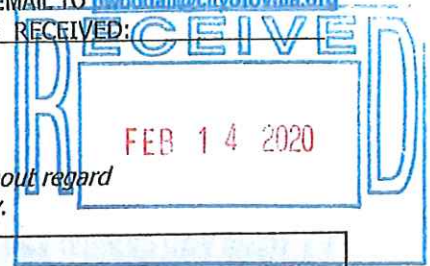
(*) DO NOT RELEASE PERSONAL EMAIL ADDRESS

RETURN TO CITY SECRETARY'S OFFICE OR EMAIL TO pwoodall@cityofovilla.org

DATE RECEIVED:



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To race, color, national origin, religion, sex or disability.



CITY OF OVILLA
BOARDS AND COMMISSIONS
INFORMATION STATEMENT AND APPLICATION

The City of Ovilla desires qualified, interested citizens to serve on city boards and/or commissions. We appreciate your interest in Ovilla's current needs and future. If you believe you meet the requirements and have the allowed time to serve on a board or commission, please complete the following.

Board and commission members must meet the required qualifications listed below:

- ✓ Be a resident of the city for at least 6 months prior to date of appointment;
- ✓ Be a qualified voter at the time of the appointment;
- ✓ Have no criminal record that is considered by the City Council to be so serious that it serves as a disqualification (i.e. felony conviction);
- ✓ Not be an adversary party to pending litigation or claim against the city (except for eminent domain proceedings);
- ✓ Not to be an employee or a business associate of either an adversary party or a representative of an adversary party;
- ✓ Not in arrears on city taxes, water service charges or other obligations owed to the city; and
- ✓ Have a creditable record of attendance and performance in any previous board service.

If you are interested in applying for more than one position, please indicate your top three choices in order of your preference by placing a number in the space to the left of the board/commission/committee for which you are applying (#1 being your 1st choice, #3 being your last choice)

BOARDS, COMMISSIONS, COMMITTEES

- ☐ Planning and Zoning Commission
- ☒ **2** Board of Adjustment
- ☐ Economic Development Corporation
- ☒ **1** Municipal Development District
- ☐ Municipal Services Advisory Committee
- ☒ **3** Park Development & Improvement
- ☐ Municipal Facilities Improvement Committee

MEETING INFORMATION

- 1st Monday of each month or as necessary – 6:00 PM
- 3rd Monday of each month or as necessary – 7:00 PM
- 3rd Monday of each month or as necessary – 6:00 PM
- As necessary
- As necessary
- As necessary
- Temporary Board, as necessary

NAME GARY M. JONES

HOME ADDRESS 604 GREEN MEADOWS LN
OVILLA 75154

HOW LONG HAVE YOU LIVED IN OVILLA? 33 yrs EMAIL gjones3332@aol.com

HOME TELEPHONE (469) 765-3501 BUSINESS TELEPHONE —

PROFESSION RETIRED AIRSPACE ENGINEER AT LOCKHEED MARTIN

INTERESTS GARDENING, GOLFING, VOLUNTARY WORK, KEEPING
GRANDCHILDREN

- 1.) DO YOU HAVE EXPERIENCE THAT WOULD QUALIFY YOU FOR SERVING ON A PARTICULAR COMMITTEE?

SEE BELOW.

- 2.) HAVE YOU SERVED AS A MEMBER OF ANY MUNICIPAL BOARD OR COMMISSION IN OVILLA?

NINE YEARS ON EDC BOARD, THREE YEARS AS PRESIDENT OF BOARD.

- 3.) HAVE YOU SERVED AS A MEMBER OF ANY MUNICIPAL BOARD OR COMMISSION FOR ANOTHER MUNICIPALITY? No

If yes to one or both, please list the municipality, committee and dates served:

- 4.) PLEASE LIST ANY CIVIC OR COMMUNITY ACTIVITIES IN WHICH YOU MAY HAVE PARTICIPATED.

❖ VOLUNTARY WORK AT HILLCREST BAPTIST CHURCH, CROOK HILL
❖
❖

- 5.) DO YOU HAVE ANY RELATIVES THAT ARE CITY EMPLOYEES, MEMBER OF THE CITY COUNCIL OR SERVE ON ANY BOARD? (YES OR NO) If yes, please list:

- 6.) WHAT IS YOUR CURRENT PLACE OF EMPLOYMENT OR BUSINESS AFFILIATION? (Please indicate if you are self-employed, home-maker, retired) RETIRED

STATEMENT OF INTENT: If appointed, I agree to serve on the Board/Commission for which I have applied or to the Board/Commission to which I am needed.

Doug Logan
SIGNATURE

2/13/20
DATE

GARY M. JONES
PRINTED NAME OF APPLICANT



CITY OF OVILLA OFFICIAL USE ONLY

DATE APPOINTED _____ COMMITTEE APPOINTED TO _____

RETURN TO CITY HALL,
105 SOUTH COCKRELL HILL ROAD,
OVILLA, TX 75154
972-617-7262

ATTENTION: Pamela Woodall



Ovilla City Council

AGENDA ITEM REPORT Item 4

Meeting Date: June 08, 2020

Department: Administration/Park Board

☒ Discussion ☒ Action

Budgeted Expense: ☐ YES ☐ NO ☒ N/A

Submitted By: P Woodall

Reviewed By: ☒ City Manager

☒ City Secretary

☐ City Attorney

☐ Accountant

☐ Other

Attachments:

1. Annual Activity Report
2. Attendance record
3. Current list of memberships
4. Application

Agenda Item / Topic:

ITEM 4. *DISCUSSION/ACTION* Receive recommendation from the Boards and Commissions Appointment Review Committee and receive the annual report to consider and act on volunteer committee appointments and/or reappointment(s) to serve a term on the Ovilla Park Board Advisory Committee and direct staff to solicit for new applicants.

Discussion / Justification:

Excerpt from Ovilla CODE: Division 4, Sec. 1.09.123 Term of members; removal

The term of office of members of the board shall be two (2) years. The members of the board shall be identified by place numbers. After the expiration of a two-year term of office, a member shall serve until a successor is appointed. The terms of odd-numbered places shall expire the last day in June in the odd-numbered years, and the terms of even-numbered places shall expire the last day in June in the even-numbered years. Members may be re-appointed for additional terms. Vacancies shall be filled for unexpired terms by the city council in the same manner that the original appointment was made. Members serve at the pleasure of the city council and may be removed from the board at any time by a majority vote of the city council. (Ordinance 2017-03 adopted 3/13/17)

Council's newly established Boards and Commission Appointment Review Committee met and interviewed various applicants. The Boards and Commission Appointment Review Committee respectfully recommends a new appointment to Place 1, a vacant position that is in the middle of its term currently. This term expires in 2021:

New applicant: Sheila Domstead, Place 1. (term expires 2021)

Two other terms expire this year: Places 2 & 4. Staff additionally received confirmed commitments from the current Park Board members that wish to continue serving on the Ovilla Park Board, and desire reappointment(s). The Boards and Commission Appointment Review Committee respectfully submits the following recommendations for appointments to the Park Board:

1. Park Board Place 1 – Sheila Domstead, new appointment (term expires 2021)
2. Park Board Place 2 – Josh Lewis, desires reappointment
3. Park Board Place 4 – Matthews Edwards, desires reappointment

Recommendation / Staff Comments:
Staff recommends appointments.
Sample Motion(s):
<p>I move that Council REAPPOINT/APPOINT:</p> <ol style="list-style-type: none"> 1. <u>PL1 – Sheila Domstead, new appointment</u> 2. <u>PL2 – Josh Edwards, reappointment</u> 3. <u>PL4 – Matthews Edwards, reappointment</u> <p style="text-align: center;"><u>to serve a term on the volunteer Ovilla Park Board.</u></p> <p style="text-align: center;">-OR-</p> <p><i>I move that Council direct staff to solicit for new applicants for consideration of Ovilla Park Board appointment</i></p>

06.08.2020

Annual Activity Update 2019-2020

To:
Honorable Mayor
and Council

From:
Staff

Re:
Annual Activity.

PARK BOARD ACTIVITY:

1. Pending items:
 - a. Continued discussion for improvements to the downtown area with lighting, walkways and better parking, in conjunction with EDC.
 - b. Pavilion
 - c. Ballfields use and rentals
 - d. Concession stand improvements
 - e. New restrooms, bleachers
 - f. Cindy Jones Park upgrades
 - g. Silver Spur Park upgrades
2. Planning and fulfillment of annual events:
 - a. Movie in the Park – canceled due to COVID-19
 - b. Music in the Park –
 - c. Annual Christmas Tree Lighting
 - d. Heritage Day assistance
3. Completed or continual:
 - a. Participated in the design of new monument signs.
 - b. Created design for pavilion
 - c. Park signs and lighting

City of Ovilla

Tel 972-617-7262

105 S. Cockrell Hill Road
Ovilla, Texas 75154

www.cityofovilla.org
pwoodall@cityofovilla.org



June 2019 – May 2020
Park Board Attendance Record

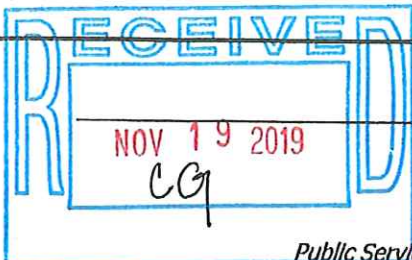
Park Board	NO MTG	NO MTG	NO MTG	NO MTG	No Quorum				NO MTG	NO MTG	NO MTG	NO MTG
	06.03.19	07.01.19	08.05.19	09.03.19	10.07.19	11.04.19	12.02.19	01.06.20	02.03.20	03.02.20	04.06.20	05.04.20
Members												
PL1 Lindsey	Resigned	Vacant	Vacant	Vacant	Vacant	Vacant	Vacant	Vacant	Vacant	Vacant	Vacant	Vacant
PL1 Knight												
PL2 Yordy												Resigned
PL2 Lewis						X	Absent	Absent				
PL3 Treadaway					X	X	X	X				
PL4 Love	Not renewed											
PL4 Edwards						X	X	X				
PL5 Zabochnik						Absent	X	X				
CM					X	X	X	X				
C-SEC					X	X	X	X				

Ovilla PARK BOARD ADVISORY COMMITTEE

MEMBERS	
VACANT PL1 2019	LEWIS, Josh PL2 2020
	144 Water Street
Ovilla, TX 75154	Ovilla, TX 75154
Hm:	Hm: 972-369-4132
Wk:	Wk:
Cell:	Cell:
E-Mail:	E-Mail: josh.lewis00@gmail.com
TREADAWAY, Brian PL3 2019	EDWARDS, Matthew PL4 2020
303 Willowwood	100 Cumberland Drive
Ovilla, TX 75154	Ovilla, TX 75154
Hm: 972.825.3871	Hm: 214.399.6127
Wk:	Wk: 972.935.9710
Cell:	Cell:
E-Mail: briantreadaway@encounterthis.com	E-Mail: mattedwards22@yahoo.com
ZABOJNIK, Windy PL5 2019	
922 Red Oak Creek Drive	
Ovilla, TX 75154	
Hm:	
Wk:	
Cell: 469.774.2182	
E-Mail: windyzabojnik@gmail.com	



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



RETURN TO CITY SECRETARY'S OFFICE OR EMAIL TO pwoodall@cityofovilla.org
DATE RECEIVED: _____



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CITY OF OVILLA
BOARDS AND COMMISSIONS
INFORMATION STATEMENT AND APPLICATION

The City of Ovilla desires qualified, interested citizens to serve on city boards and/or commissions. We appreciate your interest in Ovilla's current needs and future. If you believe you meet the requirements and have the allowed time to serve on a board or commission, please complete the following.

Board and commission members must meet the required qualifications listed below:

- ✓ Be a resident of the city for at least 6 months prior to date of appointment;
- ✓ Be a qualified voter at the time of the appointment;
- ✓ Have no criminal record that is considered by the City Council to be so serious that it serves as a disqualification (i.e. felony conviction);
- ✓ Not be an adversary party to pending litigation or claim against the city (except for eminent domain proceedings);
- ✓ Not to be an employee or a business associate of either an adversary party or a representative of an adversary party;
- ✓ Not in arrears on city taxes, water service charges or other obligations owed to the city; and
- ✓ Have a creditable record of attendance and performance in any previous board service.

If you are interested in applying for more than one position, please indicate your top three choices in order of your preference by placing a number in the space to the left of the board/commission/committee for which you are applying (#1 being your 1st choice, #3 being your last choice)

BOARDS, COMMISSIONS, COMMITTEES

MEETING INFORMATION

- | | |
|--|--|
| <u>2</u> Planning and Zoning Commission | 1 st Monday of each month or as necessary – 6:00 PM |
| — Board of Adjustment | 3 rd Monday of each month or as necessary – 7:00 PM |
| <u>1</u> Economic Development Corporation | 3 rd Monday of each month or as necessary – 6:00 PM |
| — Municipal Development District | As necessary |
| — Municipal Services Advisory Committee | As necessary |
| <u>3</u> Park Development & Improvement | As necessary |
| — Municipal Facilities Improvement Committee | Temporary Board, as necessary |

NAME Sheila Domstead
HOME ADDRESS 111 Meadowwood Ln.
Ovilla TX 75154
HOW LONG HAVE YOU LIVED IN OVILLA? 1977 EMAIL grsdomstead@hotmail.com
HOME TELEPHONE 972.217.6768 BUSINESS TELEPHONE N/A
PROFESSION Retired
INTERESTS Family, horses/dogs, sewing
public education/schools

1.) DO YOU HAVE EXPERIENCE THAT WOULD QUALIFY YOU FOR SERVING ON A PARTICULAR COMMITTEE?

Family business

2.) HAVE YOU SERVED AS A MEMBER OF ANY MUNICIPAL BOARD OR COMMISSION IN OVILLA? No

3.) HAVE YOU SERVED AS A MEMBER OF ANY MUNICIPAL BOARD OR COMMISSION FOR ANOTHER MUNICIPALITY? No

If yes to one or both, please list the municipality, committee and dates served:

4.) PLEASE LIST ANY CIVIC OR COMMUNITY ACTIVITIES IN WHICH YOU MAY HAVE PARTICIPATED.

- ❖ Public Works Dept. - Volunteer Clerical
- ❖ Ovilla Baseball Assoc. - Fund Raising for park improvements
- ❖ Wayahachie SPCA Volunteer

5.) DO YOU HAVE ANY RELATIVES THAT ARE CITY EMPLOYEES, MEMBER OF THE CITY COUNCIL OR SERVE ON ANY BOARD? (YES OR NO) If yes, please list:

6.) WHAT IS YOUR CURRENT PLACE OF EMPLOYMENT OR BUSINESS AFFILIATION? (Please indicate if you are self-employed, home-maker, retired) Retired

STATEMENT OF INTENT: If appointed, I agree to serve on the Board/Commission for which I have applied or to the Board/Commission to which I am needed.

Sheila Domstead
SIGNATURE

Nov. 19, 2019
DATE

Sheila Domstead
PRINTED NAME OF APPLICANT



CITY OF OVILLA OFFICIAL USE ONLY

DATE APPOINTED _____ COMMITTEE APPOINTED TO _____

RETURN TO CITY HALL,
105 SOUTH COCKRELL HILL ROAD,
OVILLA, TX 75154
972-617-7262

ATTENTION: Pamela Woodall



Ovilla City Council

AGENDA ITEM REPORT

Item 5

Meeting Date: June 08, 2020

Department: Administration/P&Z

☒ Discussion ☒ Action

Budgeted Expense: ☐ YES ☐ NO ☒ N/A

Submitted By: Pam Woodall, CM

Amount: N/A

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

☐ Accountant

☐ Other: Staff

Attachments:

1. Annual Activity Report
2. Attendance Record
3. Current list of members

Agenda Item / Topic:

ITEM 5. **DISCUSSION/ACTION** – Receive annual report and consider and act on volunteer board appointment and/or reappointments to serve a term on the Planning and Zoning Commission and direct staff to solicit for new applicants.

Discussion / Justification:

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

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



47.3 TERMS OF OFFICE

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

This July, Places 2,4, and 6 will expire:

Place 2 Ron Sims – voiced desire to serve another term

Place 4 Alan Whittaker – voiced desire to serve another term

Place 6 Fred Hart – voiced desire to serve another term

This Board is currently complete. (No vacancies)

Recommendation / Staff Comments:

Staff recommends all reappointments.

Sample Motion(s):

I move that Council REAPPOINT/APPOINT:

1. PL2 Ron Sims, reappointment
2. PL4 Alan Whittaker, reappointment
3. PL6 Fred Hart, reappointment

to serve a term on the volunteer Planning & Zoning Commission (P&Z).

-OR

I move that Council direct staff to solicit for new applicants for consideration of P&Z appointment(s)

06.08.2020

Annual Activity Update 2019-2020

To
Honorable Mayor
and Council

Planning & Zoning Annual Activity:

P & Z Commission reviewed 13 requests: May 2019 – April 2020

From :Staff

Re: P&Z Annual
Activity

1. Completed:

- a. Preliminary Plat(s): Birdwell, Salazar, House – *All Recommended Approval to Council*
- b. Final Plat(s): Birdwell, Salazar, House - *All Recommended Approval to Council*
- c. Extension on Approval of Preliminary Plat: Hidden Valley Estates – *Recommended Approval to Council*
- d. Preliminary Plat: Bryson Manor III - *Recommended Approval to Council*
- e. Site Plan: Koval -103 Cockrell Hill - *Recommended Approval to Council*
- f. Final Plat: Bryson Manor III– *Recommended Approval to Council*
- g. SUP: Ware – *Tabled – waiting on applicant*

City of Ovilla

Tel 972-617-7262

105 S. Cockrell Hill Road
Ovilla, Texas 75154

www.cityofovilla.org
pwoodall@cityofovilla.org



[illegible]

P&Z Information Sheet



Personal – Do not give out!

MEMBERS:	
JUNGMAN, Darrell 2019 PL1	SIMS, Ronald 2020 PL2
907 A South Cockrell Hill Rd	707 Hosford Rd
Ovilla, TX 75154	Ovilla, TX 75154
Hm: 972.217.2302	Hm: 972.217.1737
Wk: 214.213.8706	Wk:
Cell: 214.213.8706	Cell: 214.457.6333
E-Mail: darrell.l.jungman@usps.gov	E-Mail: ronald.m.sims@gmail.com
*LYNCH, Carol CHAIR 2019 PL3	WHITTAKER, Alan 2020 PL4
316 Shadow Wood Trail	523 Johnson Lane
Ovilla, TX 75154	Ovilla, TX 75154
Hm: 972.515.8585	Hm: 972.249.4943
Wk: 972.571.7881	Wk: N/A
Cell: n/a	Cell: N/A
E-Mail: lynchcap@att.net	E-Mail: awhittaker30@hotmail.com
ALEXANDER, Joseph 2019 PL5	* HART, Fred 2020 PL6
104 Pebble Ridge Ct	202 Lariat Trail
Ovilla, TX 75154	Ovilla, TX 75154
Hm:	Hm: 972.322.6431
Wk:	Wk: n/a
Cell: 972.571.3057	Cell: n/a
E-Mail: jvalexander@sbcglobal.net	E-Mail: chiefhart261@yahoo.com
* ZIMMERMANN, Bill (Kenda) 2019 PL7	
622 William Drive	
Ovilla, TX 75154	
Hm: 972.617.2122	
Wk: 817.459.5376	
Cell: 214.563.0339	
E-Mail: zimmermannb@yahoo.com	
Last update 06.2020	

(*) **DO NOT RELEASE INFORMATION**



Ovilla City Council

AGENDA ITEM REPORT

Item 6

Meeting Date: June 08, 2020

Department: Administration

☒ Discussion ☒ Action

Budgeted Expense: ☐ YES ☐ NO ☒ N/A

Submitted By: S. Jungman

Reviewed By: ☒ City Manager

☒ City Secretary

☐ City Attorney

☒ Accountant

☐ Other

Attachments:

1. Proposed Calendar
2. Senate Bill 2 – legislative updates
3. COVID-19 Disaster –effects on taxing units taxing units

Agenda Item / Topic:

ITEM 6. *DISCUSSION/ACTION* – Consideration of and action to approve a proposed Budget Calendar for Fiscal Year 2020-2021 budget preparations.

Discussion / Justification:

To assure staff and Council meet target dates in compliance with Truth-N-Taxation law for the creation of the fiscal year budget and the tax rate, staff has prepared a proposed Fiscal Year 2020-2021 Budget Calendar for consideration. There were legislative updates with the tax rate and budget adoption. Only one public hearing is required for the tax rate, and notice requirement dates have also changed.

Certified taxable values from Dallas County are expected on July 23.

Certified taxable values from Ellis County are expected on July 25.

Key Dates:

Monday, July 01- (Special meeting) – Budget Workshop #1 with City Council 5:00 p.m. Review General Fund, Capital Improvements, Equipment Purchases, Streets Capital Improvement Plan.

Wednesday, July 22- (Special Meeting) - Budget Workshop #2 with City Council 5:00 p.m. Review Water & Sewer Fund, Park Impact Fund, W&S Impact Fund, 4B EDC Fund, MDD, Fire Auxillary, Police Special Fund and Debt Service. Review Water Rates, Review Sewer Rates, Review Health Benefit Rates.

Thursday, August 6- (Special Meeting) – Budget Workshop #3 at 5:00 p.m. to review preliminary determination of tax rate (Dallas, Ellis) and revisions directed to staff from previous two workshops.

Monday, August 10- (Regular Meeting) – Discuss preliminary tax rate, take record vote and set public hearing.

Monday, August 17- (Special Meeting) - Public hearing at 5:30 p.m. on tax rate

Monday, August 31- (Special Meeting) - Public hearing on budget, adopt budget and adopt tax rate.

Recommendation / Staff Comments:

Staff recommends approval.

Sample Motion(s):

I move to approve the proposed Budget Calendar for Fiscal Year 2020-2021 budget preparations as presented. **OR**, ... with presented revisions as noted.

CITY OF OVILLA
Budget Calendar for Fiscal Year 2021

DAY	DATE	ACTION	Responsible Party
Monday	June 8, 2020	FY 2020-2021 Budget Kick-off. Calendar presented to Council.	Council, CM, Finance
	June 12–July 10, 2020	City Manager interviews department directors and reviews financial projections for FY 2021 preparations begin for FY 2021 preliminary budget.	CM, Finance, Dept Heads
Thursday	July 16, 2020	*Post 72 Hour notice for Workshop #1 and Workshop #2	CS
Monday	July 20, 2020	Workshop #1 FY 2021 Proposed Budget at 5:00 PM, Review General Fund, Capital Improvements, Equipment Purchases, Streets Capital Improvement Plan	Council, CM, Finance, Dept Heads
Wednesday	July 22, 2020	Workshop #2 FY 2021 Proposed Budget at 5:00 PM. Review W&S Fund, Park Impact Fund, W&S Impact Fund, 4B EDC Fund, MDD, Fire Auxiliary, Police Special Fund and Debt Service. Review Water Rates, Review Sewer Rates, Review Health Benefit Rates	Council, CM, Finance, Dept Heads
	July 23 to July 30, 2020	Revisions to proposed budget from Workshops #1 & #2 and prepare preliminary tax rate.	CM, Finance
Thursday	July 23, 2020	Certified Taxable Values from Dallas County Appraisal District and Ellis County	CM, Finance
Saturday	July 25, 2020	Certified Taxable Values from Ellis County Appraisal will be received.	CM, Finance
Friday	July 30, 2020	Draft of FY 2021 of Proposed budget delivered to department directors and Council.	Council, CM, Finance, Dept Heads
Monday	August 3, 2020	Post 72-hour notice for City Council Preliminary Workshop Meeting #3	CS
Thursday	August 6, 2020	Workshop #3 - 5:30 PM Review preliminary determination of tax rate (Dallas, Ellis) and revisions.	Council, CM, Finance, Dept Head
Friday	August 7, 2020	City Secretary posts 72 hour Notice of City Council Meeting	CS
Monday	August 10, 2020	Regular Council Meeting. City Council to discuss preliminary Tax Rate and take a record vote on the proposed Tax Rate. Schedule a public hearing on August 17th.	Council, CM
Tuesday	August 11, 2020	Rate at August 10th meeting- Notify newspaper to publish effective and rollback tax	Newspaper/Tax Office
Tuesday	August 11, 2020	Proposed budget Filed with City Secretary,	CM, Finance
Tuesday	August 11, 2020	Delivered to Council Members.	CS
Monday	August 17, 2020	Hearing on Tax Rate and proposed budget at 5:30 PM.	Council
Friday	August 21, 2020	Post 72-hour notice for City Council Meeting to Adopt the FY2020-2021 Budget and Tax	CS
Monday	August 31, 2020	Council meeting to Adopt FY2020-2021 Budget and Tax Rate.	CS
Friday	September 4, 2020	File adopted Budget with City Secretary if no hearings; City Secretary to file Budget with	CM, CS, Finance

* See the Following information attached;
1. Senate Bill 2 - Explanatory Q&A
2. COVID 19 - Disaster Declaration

 Council Meetings
 City Secretary Notices

Senate Bill 2 – Explanatory Q&A

Prepared by TML Staff

Questions? Contact Bill Longley, Legislative Counsel, at bill@tml.org

Last Updated January 20, 2020

Senate Bill 2, also known as the Texas Property Tax Reform and Transparency Act of 2019, was passed by the Texas Legislature in 2019. At its most fundamental level, S.B. 2 reforms the system of property taxation in three primary ways: (1) lowering the tax rate a taxing unit can adopt without voter approval and requiring a mandatory election to go above the lowered rate; (2) making numerous changes to the procedure by which a city adopts a tax rate; and (3) making several changes to the property tax appraisal process.

When does S.B. 2 go into effect?

The vast majority of the bill, including the new tax rate calculations, took effect on January 1, 2020. A few other provisions, including those related to the use of comptroller forms in calculating the tax rate and injunctive relief for failure to comply with statutory requirements, do not go into effect until January 1, 2021.¹

Are there any provisions that a city needed to comply with before January 1, 2020?

Yes, only one. Section 106 of the bill provides that, not later than 30 days after the section becomes effective, taxing units must submit to their county assessor-collectors the worksheets used by the taxing unit to calculate the effective and rollback tax rates for the 2015-2019 tax years. The county assessor-collector, in turn, must post the worksheets on the county's website. This section took effect on the 91st day after the last day of the legislation session, at which point cities had 30 days to submit their worksheets. Thus, the deadline for cities to submit their worksheets to the county assessor-collector was September 25, 2019.

What terminology was changed?

Prior to S.B. 2, the term "effective tax rate" referred to the benchmark tax rate needed to raise the same amount of maintenance and operations property taxes on existing property as the previous year, after taking into account changes in appraised values. S.B. 2 changed the terms "effective tax rate" and "effective maintenance and operations tax rate" to "no-new-revenue tax rate" and "no-new-revenue maintenance and operations tax rate," respectively.

Additionally, the term "rollback tax rate" was changed to "voter-approval tax rate." More significant than the change in terminology is the modification to both the voter-approval rate

¹ In addition to these sections, pursuant to Section 105 of S.B. 2, each taxing unit located wholly or primarily in an appraisal district established in a county with a population of less than 200,000 need not comply with Tax Code Secs. 26.04(e-2), 26.05(d-1) and (d-2), 26.17, and 26.18 until the 2021 tax year.

formula (discussed in the next question), and the requirement that cities hold automatic elections to approve tax rates exceeding the voter-approval tax rate.

How does S.B. 2 modify the calculation of a city's rollback tax rate?

Under pre-S.B. 2 law, a city's rollback rate was the rate necessary to raise precisely eight percent more maintenance and operations tax revenue as the year before after taking into account appraisal fluctuations. The debt service component of the tax rate is then added to the product of the effective maintenance and operations rate and 1.08.

In addition to changing the terminology from "rollback rate" to "voter-approval rate," S.B. 2 lowers the multiplier used in the rate calculation from 8 percent to 3.5 percent for cities that aren't considered to be "special taxing units," which is nearly every Texas city. To illustrate, the old calculation of a city's rollback rate was as follows:

Rollback Rate = (Effective Maintenance and Operations Rate x 1.08) + current debt service tax rate

Under S.B. 2, that calculation now looks like this:

Voter-Approval Rate = (No-New-Revenue Maintenance and Operations Rate x 1.035) + current debt service tax rate

TEX. TAX CODE § 26.04(c).

There are some other adjustments as well. Most notably, under the new formula a city adds its "unused increment rate" to the 3.5 percent limit on maintenance and operations increases. Unused increment is discussed in greater detail below.

Does S.B. 2 modify the procedure for approval of a tax rate that exceeds the voter-approval rate?

Yes. Previously, any rate adopted that exceeded the 8 percent rollback rate triggered the ability of citizens to petition to hold an election to "roll back" the tax rate to the rollback rate. Generally speaking, S.B. 2 requires a city to hold an automatic election (i.e., the bill eliminates the petition requirement) on the November uniform election date if it adopts a rate exceeding the 3.5 percent voter-approval rate. *See* TEX. TAX CODE § 26.07. That said, some cities under 30,000 population are not subject to the automatic election requirement associated with adopting a rate exceeding the new voter-approval rate.

What is a special taxing unit?

Under S.B. 2, a special taxing unit is a taxing unit that remains subject to the 8 percent voter-approval rate and is not subject to the new 3.5 percent voter-approval rate. Two types of taxing units—junior college districts and hospital districts—are expressly considered to be “special taxing units” under the new legislation. TEX. TAX CODE § 26.012(19). Beyond that, only a taxing unit other than a school district with a proposed maintenance and operations tax rate of 2.5 cents or less per \$100 of taxable value is considered to be a special taxing unit. In other words, if a city is proposing a tax rate of only 2.5 cents or less, it could continue to calculate the voter-approval rate using 8 percent.

According to the Texas Comptroller’s property tax data, of the more than 1000 Texas cities that had adopted property taxes in 2017, only four of those cities had tax rates of less than 2.5 cents per \$100. (Website of Texas Comptroller of Public Accounts, Property Tax Survey Data and Reports – 2017 City Values, <https://comptroller.texas.gov/taxes/property-tax/reports/index.php>.)

What is the unused increment rate?

Included within the voter-approval rate calculation in S.B. 2 is a new term called the “unused increment rate.” The unused increment rate can be used to increase the voter-approval rate, depending upon the tax rates adopted by the city in the previous three years.

In essence, the “unused increment rate” is the 3-year rolling sum of the difference between the adopted tax rate and voter-approval rate. Put differently, the city has the ability to “bank” any unused amounts below the voter-approval rate to use for up to three years. Conversely, if the city adopts the voter-approval rate all years between 2020 and 2022, the unused increment rate would be zero. Under no circumstance can the unused increment rate be less than zero. *See* TEX. TAX CODE § 26.013(b)(1).

The legislature’s stated goal in relation to the unused increment rate is to discourage taxing units from adopting a rate equal to the 3.5 percent voter-approval rate every year. Under the new framework, a city that experiences exceptional growth in sales tax revenues in a year, for instance, may be able to adopt a rate less than the 3.5 percent voter-approval rate and bank the difference for a future year when sales taxes perform worse than expected. On the other hand, many cities will be forced to go up to the 3.5 voter-approval rate every year just to keep up with rising costs. For those cities, the unused increment rate will be a non-factor.

S.B. 2 provides that, for each tax year before the 2020 tax year, the difference between the taxing unit’s voter-approval tax rate and actual tax rate is considered to be zero. *Id.* § 26.013(c). This means that any difference between the 2019 rollback rate and adopted rate cannot be used to increase the unused increment rate in the three subsequent tax years.

What is the de minimis rate?

The de minimis rate is a new tax rate calculation added by S.B. 2 that is designed to give smaller taxing units, including cities, some relief from the 3.5 percent voter-approval tax rate.

The de minimis rate is defined as the sum of:

1. a taxing unit's no-new-revenue maintenance and operations rate;
2. the rate that, when applied to a taxing unit's current total value, will impose an amount of taxes equal to \$500,000; and
3. a taxing unit's current debt rate.

TEX. TAX CODE § 26.012(8-a).

In a nutshell, the de minimis rate was added to S.B. 2 to allow smaller cities some flexibility to adopt a tax rate that generates \$500,000 more in property tax revenue than the previous year. The thinking was that applying a 3.5 percent voter-approval rate in some very small communities would unnecessarily restrict revenue growth to sometimes just a nominal amount, and the application of the lowered voter-approval rate created an unfair result for small towns.

Are all cities required to calculate and use the de minimis rate?

No. The provisions of S.B. 2 relating to the de minimis rate apply only to a city with a population of less than 30,000. *See* TEX. TAX CODE §§ 26.063 and 26.075. A city with a population of less than 30,000 must calculate a de minimis rate.² Cities with populations of 30,000 or more do not calculate the de minimis rate or receive any of the fiscal flexibility associated with the de minimis rate.

How does the de minimis rate work?

If the city with a population of less than 30,000 adopts a tax rate that exceeds the greater of the city's voter-approval tax rate or the de minimis tax rate, the city council must order an election to approve the adopted tax rate for the November uniform election date. TEX. TAX CODE § 26.07(b).

But what if a city with a population of less than 30,000 adopts a tax rate that exceeds the voter-approval rate but not the de minimis rate? It is possible, depending on the facts, that the voters would be required to petition for a tax approval election instead of the city being required to hold an automatic election.

A city's voters are required to submit a petition to hold a tax approval election if:

1. the city's de minimis rate exceeds the voter-approval rate; and

² Although nothing in S.B. 2 expressly requires a city under 30,000 in population to calculate the de minimis rate, the alternative notice provisions in Tax Code Sec. 26.063 and the petition requirements in Sec. 26.075 apply only to a city under 30,000 in population if the de minimis rate exceeds the voter-approval rate. Practically speaking, the only way for a city under 30,000 population to know if these statutes apply is to calculate the de minimis rate.

2. the city's adopted rate is: (a) equal to or lower than the de minimis rate; and (b) greater than the greater of the city's voter-approval tax rate (a 3.5 percent rate plus the unused increment rate) or the voter-approval tax rate calculated as if the city were a special taxing unit (an 8 percent rate).³

Id. § 26.075.

If the adopted rate is less than either the voter-approval tax rate or voter-approval tax rate for a special taxing unit, the city is not subject to the petition requirements. Essentially, one of these smaller cities that has a de minimis rate that exceeds the 3.5 percent voter-approval tax rate can adopt a rate all the way up to the de minimis rate without an automatic election in November. However, under the bill an 8 percent voter-approval rate (similar to pre-S.B. 2 law) still applies to them in a limited way. If the city's adopted rate exceeds an 8 percent voter-approval rate (but is lower than the de minimis rate) the city is subject to a petition from the voters to conduct a voter-approval election.

The bill's language regarding the de minimis rate is extremely complicated, so it may be helpful to map out the different scenarios for a city. If a city under 30,000 population has a de minimis rate that exceeds the 3.5 voter-approval rate the following rules apply:

- If the city's adopted rate exceeds de minimis rate – Automatic election in November.
- If the city's adopted rate is equal to or lower than de minimis rate but exceeds the greater of the 3.5 voter-approval tax rate or an 8 percent voter-approval tax rate applicable to a special taxing unit – Citizens may petition for an election.
- If the city's adopted rate is lower than de minimis rate and does not exceed the greater of the 3.5 voter-approval tax rate or an 8 percent voter-approval tax rate applicable to a special taxing unit – No election required (automatic or petition).

What is the petition and election process in a city under 30,000 that adopts a tax rate equal to or lower than the de minimis rate, but higher than an 8 percent voter-approval tax rate?

A petition for an election to determine whether to reduce the city's adopted tax rate is valid only if the petition:

1. states that it is intended to require an election in the city on the question of reducing the city's adopted tax rate for the current year;
2. is signed by at least three percent of the registered voters of the city determined according to the most recent list of those voters; and
3. is submitted to the city council not later than the 90th day after the date on which the city council adopts the tax rate.

³ How could the city's voter-approval tax rate exceed the voter-approval tax rate calculated as if the city were a special taxing unit? It is possible that a city's voter-approval tax rate is higher depending upon the amount of the unused increment rate. Even if it isn't likely, it is possible that a city could bank enough unused increment over a three year window for the 3.5 percent voter-approval rate to exceed the 8 percent voter approval rate for a special taxing unit.

TEX. TAX CODE § 26.075(d).

The city council shall determine whether the petition is valid not later than the 20th day after the date on which the petition is submitted. *Id.* § 26.075(e). If the petition is deemed valid, the city council shall order the election be held on the next uniform election date that allows sufficient time to comply with the requirements of other law. *Id.* § 26.075(f).

At the election, the ballots must be prepared to permit voting for or against the following proposition: “Reducing the tax rate in (name of city) for the current year from (insert tax rate adopted for current year) to (insert voter-approval tax rate).” *Id.* § 26.075(g). Note that, if approved, the tax rate would be reduced to the city’s actual voter-approval tax rate, not the 8 percent voter approval tax rate for a special taxing unit. *See Id.* § 26.075(e). If the tax rate is reduced and a property owner already paid taxes calculated using the higher tax rate, the city must refund the difference between the amount of taxes paid and the amount due under the reduced tax rate. *Id.* § 26.075(k).

Are there any other adjustments for cities that can be made to the 3.5 percent voter-approval rate?

Yes. S.B. 2 adds an adjustment to the no-new-revenue maintenance and operations rate—and therefore also the voter-approval rate—for eligible county hospital expenditures. TEX. TAX CODE § 26.0443. The definition of “eligible county hospital” includes a hospital that is owned or leased jointly by a city and a county, and an “eligible county hospital expenditure” includes the amount paid by a city in the tax year preceding the tax year for which the tax is adopted to maintain and operate an eligible county hospital. *Id.* If a city makes these expenditures, and the expenditures exceed the amount of the same expenditures from the preceding tax year, the city may increase its no-new-revenue maintenance and operations tax rate in accordance with an adjusted formula provided by statute. *Id.* § 26.0443(b).

Does the 3.5 percent voter-approval rate calculation include new property?

No. S.B. 2 modified the multiplier in the voter-approval tax rate calculation, reducing it from 8 percent to 3.5 percent. The new 3.5 percent multiplier is applied to the no-new-revenue maintenance and operations tax rate, which used to be called the effective maintenance and operations tax rate. Although the name of that tax rate changed, the calculation did not. The effective maintenance and operations tax rate excluded new property value from the calculation, and the no-new-revenue maintenance and operations rate calculation continues to do so.

Did S.B. 2 change the way cities finance certificates of obligation?

No. At one point during the legislative process, a version of S.B. 2 was considered that would have excluded all non-voter approved debt instruments payable from property taxes from the

definition of debt in the Tax Code. This would have forced cities to finance some certificates of obligation through the maintenance and operations tax rate instead of debt service. The result would have been having the lowered 3.5 voter-approval tax rate apply to all maintenance and operations expenses in addition to tax-supported certificates of obligation. Fortunately for Texas cities, the harmful certificate of obligation provision was stripped out of the bill in its final form.

How do the new tax rate calculations in S.B. 2 affect cities that have adopted the dedicated sales tax for property tax relief?

The changes made to the tax rate calculations by S.B. 2 also apply to the tax rate calculations for cities that have adopted the sales tax for property tax relief. *See* TEX. TAX CODE § 26.041. The sales tax for property tax relief (referred to in state statute as the “additional sales and use tax”) is designed to offset an equivalent amount of city property tax revenue by reducing a city’s voter-approval tax rate by the amount of sales tax revenue that corresponds with the portion of the sales tax rate dedicated to property tax relief. According to comptroller data⁴, 395 cities have adopted the sales tax for property tax relief.

The voter-approval tax rate calculation in cities that have adopted the sales tax for property tax relief contains a 3.5 percent multiplier and unused increment rate adjustment, just like the calculation for any other city. Before S.B. 2, cities with the sales tax for property tax relief were deducting sales tax revenue from a property tax rate formula that used an eight percent multiplier. Now, the baseline rate is lowered due to the 3.5 percent multiplier, and the sales tax revenue is deducted from that rate. The end result is that cities that have adopted the sales tax for property tax relief will see their voter-approval rates lowered by a greater amount than those cities without the sales tax for property tax relief.

Does a city get any relief from the lowered voter-approval rate during a disaster?

Yes, in two different ways. First, a city council may direct the designated officer or employee⁵ to calculate the voter-approval tax rate in the manner provided for a special taxing unit (8 percent) if any part of the city is located in an area declared a disaster area during the current tax year by the governor or by the president of the United States. TEX. TAX CODE § 26.04(c-1). The designated officer or employee shall continue calculating the voter-approval tax rate using 8 percent instead of 3.5 percent until the earlier of:

1. the second tax year in which the total taxable value of property in the city exceeds the total taxable value of property taxable by the city on January 1st of the tax year in which the disaster occurred; or

⁴ <https://comptroller.texas.gov/taxes/sales/city-additional-tax.php>.

⁵ The term “designated officer or employee” is not a new one added by S.B. 2. The city council has the ability to designate any officer or employee to calculate the tax rate. Tax Code § 26.04(c). The designated officer or employee is commonly a city finance officer or even a chief appraiser or county assessor-collector. Because of the increased responsibilities under S.B. 2, cities are encouraged to consult with their designated officer or employee about the changes well in advance of S.B. 2 taking effect. If that is the chief appraiser or county assessor-collector, the city may wish to revisit any written agreements currently in place.

2. the third tax year after the tax year in which the disaster occurred.

Id.

The other S.B. 2 provision pertaining to disasters gives cities the ability to avoid an automatic tax rate approval election following certain disasters. When an increased expenditure of money by a city is necessary to respond to a disaster, including a tornado, hurricane, flood, wildfire, or other calamity, but not including a drought, that impacted the city and the governor has declared any part of the city as a disaster area, an election (petitioned or automatic) is not required to approve the tax rate adopted by the governing body for the year following the year in which the disaster occurs. *Id.* § 26.07(b).

When must the tax rate be adopted?

While the Tax Code still requires a city to adopt its tax rate before the later of September 30th or the 60th day after the certified appraisal roll is received by the city, S.B. 2 moves up the date on which a city must adopt a tax rate that exceeds the voter-approval tax rate. TEX. TAX CODE § 26.05(a). If a city adopts a rate exceeding the voter-approval tax rate, it must do so not later than the 71st day before the November uniform election date, which is the first Tuesday following the first Monday in November. *Id.*; *See also* TEX. ELEC. CODE § 41.001(a)(3).

Because S.B. 2 is designed to have cities' automatic tax rate approval elections held on the November uniform election date, the legislature deemed it necessary to require cities to adopt their tax rates earlier to provide ample time to order the election. Indeed, S.B. 2 requires the city council to order the tax rate approval election not later than the 71st day before the date of the election. TEX. TAX CODE § 26.07(c). The 71st day will change every year depending upon when the November election date occurs, but generally it will occur in mid-to-late August.

Using the 71st day before election day as the deadline to order the election in S.B. 2 appears to be a drafting mistake by the legislature. The Election Code provides that, for an election held on a uniform election date, the election shall be ordered not later than the 78th day before election day. TEX. ELEC. CODE § 3.005(c). Further, the Election Code provides that the 78-day deadline supersedes any law outside the Election Code to the extent of any conflict. *Id.* § 3.005(b). Because the 78th day deadline for ordering the election expressly prevails over the 71st day deadline in S.B. 2, a city must order its election by no later than the 78th day before the November uniform election date. Even though the election must be ordered by the 78th day before the election, theoretically a city could push off the adoption of a tax rate exceeding the voter-approval tax rate until the 71st day before the election as provided by S.B. 2.

Interestingly, this expedited tax rate adoption calendar applies to a city under 30,000 that adopts a tax rate that exceeds the voter-approval rate, even if the city's adopted rate does not exceed the de minimis tax rate. *See* TEX. TAX CODE § 26.05(a). If *any* city adopts a tax rate that exceeds the voter-approval rate, it must do so by the 71st day before the November uniform election date.

Because state law provides that a city may levy taxes only in accordance with the budget, a city must adopt its budget before it adopts its tax rate, regardless of the deadline to do so. *See* TEX. LOC. GOV'T CODE § 102.009(a). If a city adopts a tax rate in August that exceeds the voter-approval tax rate, it must adopt its budget before doing so.

What is the election process for a city that must hold an automatic election to approve a tax rate?

A city with a population of 30,000 or more that adopts a tax rate exceeding the voter-approval tax rate, or a city with a population of less than 30,000 that adopts a tax rate exceeding the greater of the taxing unit's voter-approval tax rate or de minimis rate must hold an automatic election to approve the adopted tax rate as required by Texas Tax Code Sec. 26.07. As mentioned above, a city to which Sec. 26.07 applies must order its election by the 78th day before the November uniform election date. TEX. ELEC. CODE § 3.005(c).

The ballots must be prepared to permit voting for or against the following proposition: "Approving the ad valorem tax rate of \$____ per \$100 valuation in (name of taxing unit) for the current year, a rate that is \$____ higher per \$100 valuation than the voter-approval tax rate of (name of taxing unit), for the purpose of (description of purpose of increase). Last year, the ad valorem tax rate in (name of taxing unit) was \$____ per \$100 valuation." TEX. TAX CODE § 26.07(c).

Although most of the required ballot language is fairly straightforward, cities have raised questions about what exactly would satisfy the requirement to describe the purpose of the increase. For example, it may not be easy to discern if an increased expenditure is attributable to the revenue derived from the amount by which a city goes over the voter-approval tax rate, or if the expenditure was something the city prioritized in its budget that would have been covered by city's adoption of the voter-approval tax rate or even the no-new-revenue tax rate. Without any additional statutory guidance, cities would appear to maintain the discretion to make a reasonable determination under this provision. Cities are encouraged to consult with their city attorney about the ballot language describing the purpose of the increase.

What happens if voters don't approve a city tax rate exceeding the voter-approval rate?

If voters do not approve the city's adopted tax rate at a tax rate approval election, the city's rate for the current tax year is set at the voter-approval tax rate. TEX. TAX CODE § 26.07(e). If property owners pay their taxes using the originally adopted tax rate and the voters ultimately reject that rate at an election in November, the city must refund the difference between the amount of taxes paid and the amount of taxes due under the voter-approval tax rate. *Id.* § 26.07(g).

What happens if the city doesn't receive the certified appraisal roll on time?

Prior to the passage of S.B. 2, the law required the chief appraiser to submit the certified appraisal roll to the assessor for each taxing unit by July 25th. TEX. TAX CODE § 26.01(a). The certified roll could be certified once the appraisal review board has completed substantially all timely filed protests so that the amount of undetermined value is not more than five percent of the total appraised value of all taxable properties. *Id.* § 41.12(b). The deadline for appraisal review boards to complete substantially all of their work was July 20th, though appraisal districts located in counties with populations of one million or more could postpone this deadline until August 20th. *Id.* § 41.12(c).

Certifying the tax roll triggers the tax rate setting process, as a city may not calculate the tax rates without a firm grasp the appraised values contained in the certified roll. Because a city that adopts a rate exceeding the voter-approval rate must act quickly, the timely delivery of the certified tax roll becomes even more important under S.B. 2. Delivery of the certified appraisal roll by August 20th or later is completely untenable for cities given the new deadlines for adopting the tax rate under S.B. 2.

Instead of requiring all appraisal review boards to complete substantially all protests by July 20th so the roll can be certified by the chief appraiser by July 25th, S.B. 2 instead gives chief appraisers an alternative to submitting a certified roll to the assessor. S.B. 2 amends the Tax Code to provide that, if the appraisal review board has not approved the appraisal records by July 20th, the chief appraiser shall prepare and certify to the assessor for each taxing unit an *estimate* of the taxable value by not later than July 25th. *Id.* § 26.01(a-1). If a certified estimate is provided instead of a certified appraisal roll, the officer or employee designated by the city council shall calculate the no-new-revenue tax rate and voter-approval tax rate using the certified estimate of taxable value. *Id.* § 26.04(c-2).

What changes were made to how a city provides notice of its tax rate every year?

Prior to the passage of S.B. 2, most cities provided notice of their property tax rates pursuant to Local Government Code Section 140.010. That statute was repealed by S.B. 2 and replaced with a few different mechanisms for providing notice of the city's tax rate:

- By August 7th or as soon thereafter as practicable, the designated officer or employee of a city must post notice on the city's website, in the form prescribed by the comptroller, the following: (1) the no-new-revenue tax rate and the voter-approval tax rate, along with an explanation of how they were calculated; (2) the estimated amount of interest and sinking fund balances and the estimated amount of maintenance and operation or general fund balances remaining at the end of the current fiscal year that are not encumbered with or by corresponding existing debt obligations; and (3) a schedule of the city's debt obligations. TEX. TAX CODE § 26.04(e).
- New notice provisions for the public hearing on the tax rate, loosely based upon the tax rate notice located in Local Government Code Sec 140.010 that was repealed by S.B. 2, are included in the bill. A different notice is required for each of the following scenarios: (1) the proposed tax rate exceeds the no-new-revenue tax rate and the voter-approval tax rate; (2) the proposed tax rate exceeds the no-new-revenue tax rate but does not exceed

the voter-approval tax rate; and (3) the proposed tax rate does not exceed the no-new-revenue tax rate but exceeds the voter-approval tax rate; and (4) in a city with a population of less than 30,000 in which the de minimis tax rate exceeds the voter-approval tax rate, the proposed tax rate exceeds the voter-approval rate. *Id.* §§ 26.06(b-1) – (b-3), 26.063.

- S.B. 2 includes new notice provisions for the meeting to vote on a proposed tax rate that does not exceed the lower of the no-new-revenue tax rate or voter-approval tax rate. (Note: this notice is similar to the notice requirements related to the public hearing on the tax rate, except that no public hearing is required because the proposed rate doesn't exceed the lower of the no-new-revenue rate or voter-approval rate.) *Id.* § 26.061.
- S.B. 2 also requires a table to be included at the end of the notice of the hearing on the tax rate or meeting to adopt the tax rate, as applicable, that compares the taxes imposed on the average residence homestead in the city last year to the taxes proposed to be imposed on the average residence homestead this year.

How must the tax comparison table be formatted?

In addition to requiring specific language both before and after the table, S.B. 2 requires the table itself to be generally formatted as follows (example for 2020 tax year):

	2019	2020	Change
Total Tax Rate (per \$100 of value)	2019 adopted rate	2020 proposed rate	Statement of nominal and percentage difference
Average Homestead Taxable Value	2019 average taxable value of residence homestead	2020 average taxable value of residence homestead	Statement of percentage difference
Tax on Average Homestead	2019 Amount of taxes on average homestead	2020 amount of taxes on average homestead	Statement of nominal and percentage difference
Total tax levy on all properties	2019 Levy	(Proposed rate x current total value)/100	Statement of nominal and percentage difference

See TEX. TAX CODE § 26.062.

Are low-tax-levy cities exempt from the new notice requirements?

Mostly, yes. Just like the law prior to S.B. 2, cities with low tax levies have a simplified tax rate notice and are exempt from the other notice requirements in the Tax Code. A “low tax levy” city is one that levies under \$500,000 in total property taxes and has a tax rate under \$.50 per \$100 of valuation. *See* TEX. TAX CODE § 26.052(a). Under S.B. 2, any such city is exempt from both the requirement to post tax rate and debt notice on the city’s website under Tax Code Sec. 26.04(e),

and the new notices of the tax rate hearing or meeting to adopt the tax rate in Tax Code Secs. 26.06 and 26.063.

A low-tax levy city must, however, provide notice of the meeting to vote on a proposed tax rate that does not exceed the lower of the no-new-revenue or voter-approval tax rate pursuant to Tax Code Sec. 26.061. The notice may be delivered by mail or published in the newspaper. *See Id.* §§ 26.061(d) and 26.06(c). If the notice is published in the newspaper, the city must also post the notice prominently on the home page of the city's website from the date the notice is first published until the public hearing is concluded. *Id.* § 26.06(c).

If a low-tax-levy city publishes in the newspaper simplified notice as authorized under Tax Code Sec. 26.052(e), the city must also provide public notice of its proposed tax rate by posting the simplified notice prominently on the city's website. *Id.* § 26.052(f).

Does a city need to use a specific form to calculate its tax rate?

Yes. The comptroller is required to create tax rate calculation forms to be used by cities and other taxing units when calculating their property tax rates. TEX. TAX CODE § 5.07(f). The forms are required to be in an electronic format and have blanks that can be filled in electronically. *Id.* § 5.07(g). Further, the forms must be capable of being certified by the designated officer or employee of a city after completion as accurately calculating the applicable tax rates and using values that are the same as the values shown in either the city's certified appraisal roll or the certified estimate of taxable value. *Id.* The forms also must be capable of being electronically incorporated into the property tax database maintained by each appraisal district (discussed in greater detail below) and electronically submitted to the county assessor-collector. *Id.*

The designated officer or employee of the city is required to use the tax rate calculation forms prescribed by the comptroller to calculate the no-new-revenue tax rate and the voter-approval tax rate. *Id.* § 26.04(d-1). The designated officer or employee of the city may not submit the no-new-revenue tax rate and the voter-approval tax rate to the city council, and the city council may not adopt a tax rate, until the designated officer or employee certifies on the tax rate calculation forms that he or she has accurately calculated the tax rates and has used values that are the same as the values show in the city's certified appraisal roll in performing the calculations. *Id.* § 26.04(d-2).

As soon as practicable after the designated officer or employee calculates the no-new-revenue and voter-approval tax rates, he or she must electronically submit the tax rate calculation forms used in calculating the rates to the county assessor-collector for each county in which the city is located, and the assessor-collector must post the forms on the county's website. *Id.* §§ 26.04(d-3), 26.16(d-1). (Note: These statutory requirements are not effective until January 1, 2021.)

The city council must include as an appendix to the city's budget for a fiscal year the tax rate calculation forms used by the designated officer or employee of the city to calculate the no-new-revenue tax rate and the voter-approval tax rate of the city for the tax year in which the fiscal

year begins. *Id.* § 26.04(e-5). (Note: This statutory requirement is not effective until January 1, 2021.)

Is a city still required to hold two public hearings on the tax rate if the rate exceeds the no-new-revenue rate?

No. Before S.B. 2, when a city proposed a tax rate that exceeded the lower of the effective tax rate or the rollback rate, the city was required to hold two public hearings prior to adopting the tax rate. Due to the compressed timeframe for adopting a tax rate that exceeds the voter-approval rate, the drafters of S.B. 2 eliminated one of the existing tax rate hearings. Under S.B. 2, a city that adopts a rate exceeding the lower of the no-new-revenue tax rate or the voter-approval tax rate must only hold one public hearing. *See* TEX. TAX CODE § 26.05(d).

The lone public hearing under the new law may not be held before the fifth day after the date the notice of the public hearing is given. *See Id.* § 26.06(a). The city council also may not hold its public hearing or public meeting to adopt a tax rate until the fifth day after the date the chief appraiser of each appraisal district in which the city participates has delivered its tax estimate notice under Tax Code Sec. 26.04(e-2) and made various tax rate information and the tax rate calculation forms available on to the public via the property tax database under Tax Code Sec. 26.17(f) (discussed in greater detail below). *Id.* § 26.05(d-1). In fact, the city council is prohibited from adopting a tax rate until the chief appraiser has given notice and updated the property tax database. *Id.* § 26.05(d-2).

May the city council vote to approve the tax rate at the public hearing on the tax rate?

Yes. As opposed to prior law, which required a city to space out its two public hearings as well as the meeting to adopt the tax rate, the law as amended by S.B. 2 expressly authorizes the city council to vote on the proposed tax rate at the public hearing. *See* TEX. TAX CODE § 26.06(d). Again, this change reflects the reality that if a city council must adopt a tax rate that exceeds the voter-approval tax rate, it must act quickly to do so.

What is the property tax database?

S.B. 2 requires the chief appraiser of each appraisal district to create and maintain a property tax database that: (1) contains information that is provided by taxing units located in the appraisal district; (2) is continuously updated as preliminary and revised data becomes available and is provided by the designated officers or employees of taxing units; (3) is accessible to the public; and (4) is searchable by property address and owner. TEX. TAX CODE § 26.17(a).

The property tax database is required to include various types of information with respect to each property listed on the appraisal roll for the appraisal district. A city's designated officer or employee is required to electronically incorporate the following information into the database as the information becomes available:

1. the no-new-revenue tax rate and the voter-approval tax rate;
2. the proposed tax rate;
3. the date, time, and location of the public hearing, if applicable, on the proposed tax rate;
4. the date, time, and location of the public meeting, if applicable, at which the tax rate will be adopted; and
5. the tax rate calculation forms.

Id. § 26.17(e).

Does S.B. 2 require a city to create a website?

Not quite. S.B. 2 requires every taxing unit to either maintain an internet website or have access to a generally accessible Internet website that may be used for the purposes of posting tax rate and budget information. TEX. TAX CODE § 26.18. A “taxing unit” means any city “that is authorized to impose and is imposing ad valorem taxes on property... .” TEX. TAX CODE § 1.04(12). Thus, any city that has adopted a property tax rate must comply with the website requirements in S.B. 2.

The term “generally accessible Internet website” is not defined in the bill, but presumably refers to Facebook or some other website that is widely accessible and on which the city can post its information.

What is a city required to post on its website under S.B. 2?

The information required to be posted on a city’s website, or generally accessible Internet website, includes:

1. The name of each member of the city council;
2. The mailing address, email address, and telephone number of the city;
3. The official contact information for each member of the city council;
4. The city’s budget for the previous two years;
5. The city’s proposed or adopted budget for the current year;
6. The change in the amount of the city’s budget from the preceding year to the current year, by dollar amount and percentage;
7. The amount of property tax revenue budgeted for maintenance and operations for the current year and previous two years;
8. The tax rate for maintenance and operations adopted by the city for the current year and previous two years;
9. The tax rate for debt service adopted by the city for the current year and previous two years; and
10. The most recent financial audit of the city.

TEX. TAX CODE § 26.18.

Can a city reduce compensation to a first responder due to the enactment of S.B. 2?

No, at least not for the fiscal year beginning in 2020. Section 119 of the bill prohibits a city from adopting a budget for the fiscal year beginning in 2020 or taking any other action that has the effect of decreasing the total compensation to which a first responder (peace officer, firefighter, or certain licensed providers of emergency medical services) employed by the city was entitled in the preceding fiscal year. “Compensation” is defined to include a salary, wage, insurance benefit, retirement benefit, or similar benefit an employee receives as a condition of employment. A city is not legally prohibited by S.B. 2 from reducing first responder compensation in a budget other than the one adopted for fiscal year 2020.

What are the legal ramifications for a city that doesn’t comply with all of the new legal requirements in S.B. 2?

Just like the law prior to the passage of S.B. 2, a person owning taxable property in the city is entitled to an injunction either preventing the adoption of a tax rate or restraining the collection of taxes by the city if the city or designated officer or employee of the city, as applicable, has not complied with procedural certain requirements in the Tax Code. *See* TEX. TAX CODE §§ 26.04(g) and 26.05(e). In either scenario, the city has an affirmative defense in an action for an injunction that the failure to comply with the procedural requirements was in good faith. *Id.* The statutes authorizing injunctive relief, as amended by S.B. 2, are not effective until January 1, 2021.

Does the governor's recent COVID-19 disaster declaration potentially impact some cities' tax rate setting procedures in 2020 and 2021 due to new language passed in Senate Bill 2?

Yes. The following questions and answers address only the disaster-related provisions of the bill. The League has also prepared a detailed explanation of S.B. 2 in general.

Does S.B. 2 make any adjustments to the voter-approval tax rate calculation in a city located in a disaster area?

Yes. Under a statute added by S.B. 2, a city council may direct its designated officer or employee to calculate the voter-approval tax rate in the manner provided for a special taxing unit (an 8 percent rate, instead of a 3.5 percent rate) if any part of the city is located in an area declared a disaster area during the current tax year by the governor or by the president of the United States. Tex. Tax Code § 26.04(c-1). The designated officer or employee shall continue calculating the voter-approval tax rate using 8 percent instead of 3.5 percent until the earlier of:

1. the second tax year in which the total taxable value of property in the city exceeds the total taxable value of property taxable by the city on January 1st of the tax year in which the disaster occurred; or
2. the third tax year after the tax year in which the disaster occurred

How does the governor's recent COVID-19 disaster declaration affect the property tax rate adoption process for cities?

The governor's March 13 proclamation declaring a state of disaster in every Texas county due to COVID-19, likely along with the president's proclamation issued the same day, triggered the ability of a city council to calculate its voter-approval property tax rate using an 8 percent multiplier instead of the 3.5 percent multiplier generally required under S.B. 2. Essentially, this means that a city using this disaster exemption to calculate the voter-approval tax rate will be using the same basic formula as the city used for the rollback tax rate prior to S.B. 2's passage and effective date. As mentioned above, a city using this disaster provision will calculate an 8 percent voter-approval rate for at least two years, and possibly three, depending on how the taxable value of property in the city compares to the taxable value prior to the COVID-19 pandemic on January 1, 2020.

Is a city's ability to use an 8 percent voter-approval rate mandatory?

No, the new voter-approval rate calculation is not mandatory. S.B. 2 gives a city council located in a disaster area the discretion to direct its designated officer or employee to calculate an 8 percent voter-approval tax rate. As always, the city council retains the ability to adopt a rate different than the voter-approval tax rate, whether lower or higher. If the city adopts a rate exceeding the 8 percent voter-approval tax rate, the city will be required to go to the voters at the November election for approval. A city council wishing to direct the designated officer or employee to calculate an 8 percent voter-approval tax rate should take formal action to do so in order to ensure a record of the council's decision on the matter and to limit any confusion on the part of the person making the calculation.

To be clear, the League takes no position on whether a city should or should not use the higher voter-approval rate calculation allowable in a disaster. Each city is different and will need to make that decision based upon any number of factors, such as the impact of the COVID-19 virus on other sources of local revenue, like sales taxes, the amount of city expenditures made in response to the emergency, as well as the ability and willingness of local taxpayers to potentially pay a higher tax rate.

If a city uses the 8 percent voter-approval rate calculation, when must it adopt its tax rate?

Following the passage of S.B. 2, a city adopting a tax rate exceeding the voter-approval tax rate is required to adopt that tax rate by no later than the 71st day before the November uniform election date. Tex. Tax Code § 26.05(a). In 2020, this date is August 24th.

This statute applies the same to a city that has elected to direct the designated officer or employee to calculate an 8 percent tax rate. Therefore, if a city uses the disaster exemption for calculating the 8 percent voter-approval rate, it must only adopt its tax rate by the August 24th deadline if the city is adopting a rate exceeding the 8 percent voter-approval tax rate. Any rate equal to or less than the 8 percent voter-approval rate may be adopted before the later of September 30th or the 60th day after the certified appraisal roll is received by the city.

In what other ways might the governor's disaster declaration impact tax rate adoption?

Another provision imposed by S.B. 2 pertaining to disasters gives cities the ability to avoid an automatic tax rate approval election following certain disasters. When an increased expenditure of money by a city is necessary to respond to a disaster, including a tornado, hurricane, flood, wildfire, or other calamity, but not including a drought, that impacted the city and the governor has declared any part of the city as a disaster area, an automatic election is not required to approve the tax rate adopted by the governing body for the year following the year in which the disaster occurs. Tax Code § 26.07(b).

This provision was also triggered by the governor's recent disaster declaration. However, it will not impact a city's tax rate setting process this year because it is only effective in the "year following the year in which the disaster occurs." When cities set their 2021 property tax rates next year, this statute will eliminate the automatic election requirement if tax rates exceed the voter-approval tax rate (or the de minimis tax rate for most cities under 30,000 population). Note, however, that this exception only applies if the city makes an increased expenditure of money necessary to respond to the disaster.

Do the disaster exemptions adopted in S.B. 2 impact the new notice and transparency requirements?

No. All of the new notice provisions in S.B. 2 apply the same to cities regardless of the disaster declaration. This includes the applicable requirements related to the property tax database maintained by the county appraisal district, posting requirements for the city website, and requirements to provide new notices related to the tax rate hearing and adoption of the tax rate.

What happens if our appraisal district is late submitting our certified appraisal rolls this year?

State law generally requires a chief appraiser to submit the certified appraisal rolls to cities by July 25th. Tex. Tax Code § 26.01(a). The certified roll is then used to calculate the city's no new-revenue tax rate and voter-approval tax rates, among others.

Senate Bill 2 (2019) amends the Tax Code to provide that, if the appraisal review board has not approved the appraisal records by July 20th, the chief appraiser shall prepare and certify to the assessor for each taxing unit an estimate of the taxable value by not later than July 25th. Id. § 26.01(a-1). If a certified estimate is provided instead of a certified appraisal roll, the officer or employee designated by the city council shall calculate the no-new-revenue tax rate and voter-approval tax rate using the certified estimate of taxable value. Id. § 26.04(c-2).

Because the coronavirus will undoubtedly impact the efficiency of appraisal districts to handle property tax protests statewide, many cities should expect to calculate rates based off of the certified estimate instead of the certified appraisal roll. Ideally, either the certified roll or the certified estimate of values is submitted by July 25th to ensure the city has adequate time to calculate rates and comply with the increased transparency requirements under S.B. 2.

Any delay in the submission of the certified roll or certified estimate of value would push back the amount of time the city has to adopt a tax rate that does not exceed the voter-approval tax rate until the 60th day after receipt of the document. Id. § 26.05(a). However, adopting a property tax rate exceeding the city's voter-approval tax rate could be rendered a legal impossibility if the city receives the certified appraisal roll or certified estimate of values late. That's because a city must adopt a rate exceeding the voter-approval rate by no later than the 71st day before the November uniform election date. In 2020, that deadline will be August 24th. Pursuant to his emergency powers, the governor may suspend a deadline imposed by state law related to budget or tax rate adoption. See Tex. Gov't Code § 418.016(e). At this point, the governor has not suspended any budget or tax deadlines.

As mentioned in a previous TML Coronavirus Update, the statewide disaster declaration related to the coronavirus gives cities the option of calculating their voter-approval rates at 8 percent beyond a city's maintenance and operations rate instead of at 3.5 percent beyond the city's maintenance and operations rate. A city that receives its certified appraisal roll or certified estimate of values late might consider opting into the 8 percent voter-approval rate calculation, if for no other reason than to potentially buy enough time to legally comply with the notice and transparency requirements in the Tax Code.

Are businesses still required to remit sales taxes despite the economic hardship caused by the coronavirus?

Yes. However, the comptroller has acknowledged the difficulty many businesses have in complying with remitting sales taxes. The comptroller recently announced that his office will be offering assistance to businesses struggling to pay the full amount of sales taxes collected in February, which were due to the comptroller on March 20, 2020. This assistance includes offering short-term payment agreements to businesses, and potentially waiving penalties and interest for late remittances.

Businesses struggling to make their February sales tax payments are encouraged to call the comptroller's enforcement hotline at (800) 252-8880 to learn about their payment options.

If a city moves a sales tax reauthorization election to the November uniform election date, does the dedicated sales tax expire even though the city initially planned to have the voters reauthorize the tax prior to its expiration on the May uniform election date?

The answer depends, in large part, on which dedicated sales tax is being reauthorized, and when the expiration will occur. Sales tax reauthorization elections are required for two types of dedicated city sales taxes: the street maintenance sales tax, and the sales tax for crime control and prevention districts.

For the street maintenance sales tax, state law authorizes the comptroller to delay the expiration date of tax to not later than the last day of the first calendar quarter occurring after the city sends notice to the comptroller of the scheduled expiration. See Tex. Tax Code § 327.007(d). Most cities that have their street maintenance sales tax expiring in 2020 have a scheduled expiration date of September 30, 2020. In accordance with the authority in Section 327.007(d) of the Tax Code, the comptroller has advised that these cities may request that the comptroller delay the expiration of their street maintenance sales tax to December 31, 2020. Doing so would allow the city to hold the reauthorization election on the November uniform election date without having the sales tax expire.

The comptroller's office has advised TML that a city with a September 30, 2020 street maintenance sales tax expiration date that wishes to delay the expiration of the tax must send a copy of the resolution postponing the city's election to November to Taxalloc.RevAcct@cpa.texas.gov. Once received, the comptroller's office will notify the city in writing that the new expiration date of the street maintenance tax is December 31, 2020. This city is also required to submit the November election results to the comptroller's Tax Allocation Section no later than November 20, 2020.

A few Texas cities have street maintenance sales taxes that are set to expire on June 30, 2020, unless reauthorized. The comptroller's authority to delay the expiration date under Tax Code Sec. 327.007(d) only delays the expiration of these cities' street maintenance sales taxes until September, still before the November uniform election date. Consequently, these cities would see their street maintenance sales taxes expire prior to a reauthorization election in November.

In addition to these cities, a small handful of Texas cities have crime control and prevention district sales taxes that will expire in 2020 unless reauthorized. The crime control and prevention district statute does not contain a provision similar to Tax Code Sec. 327.007(d), so the comptroller lacks the same authority to delay the expiration date of the crime control and prevention district sales taxes.

Cities that either have an expiring crime control and prevention district sales tax, or a street maintenance sales tax that expires in June 2020, are encouraged to continue working with their legislative delegations to request the governor to either extend the expiration dates or set a special emergency election for the reauthorization of those sales taxes prior to their expiration. These cities are also encouraged to reach out to Russell Gallahan with the comptroller's office to discuss their options at Russell.Gallahan@cpa.texas.gov.



Ovilla City Council

AGENDA ITEM REPORT Item 7

Meeting Date: June 08, 2020

Department: Administration/PW

☒ Discussion ☒ Action

Budgeted Expense: ☐ YES ☒ NO ☐ N/A

Submitted By: P Woodall

Reviewed By: ☒ City Manager

☒ City Secretary

☐ City Attorney

☒ Accountant

☐ Other

Attachments:

1. Site Plan
2. Floor Plan
3. Cost estimate
4. Concept Plan and estimates

Agenda Item / Topic:

ITEM 7. DISCUSSION/ACTION – Consideration of and action to approve a design plan and cost estimate provided by Eikon Engineering for the relocation of the public works facility to the Elevated Storage Tower on Water Street.

Discussion / Justification:

During the May 29 Ovilla City Council Special meeting and Workshop, staff was directed to acquire the attached information from Eikon, Ovilla's engineering firm. Certain funds in the budget were pinpointed for possible use and amendment. A portion of \$226,000 was identified as a possibility for this project.

The Conceptual Cost Estimate for a new public works facility and "L" shaped pole barn:
\$584,080

Paving, utilities, grading and other miscellaneous including fencing and gate:
\$199,441

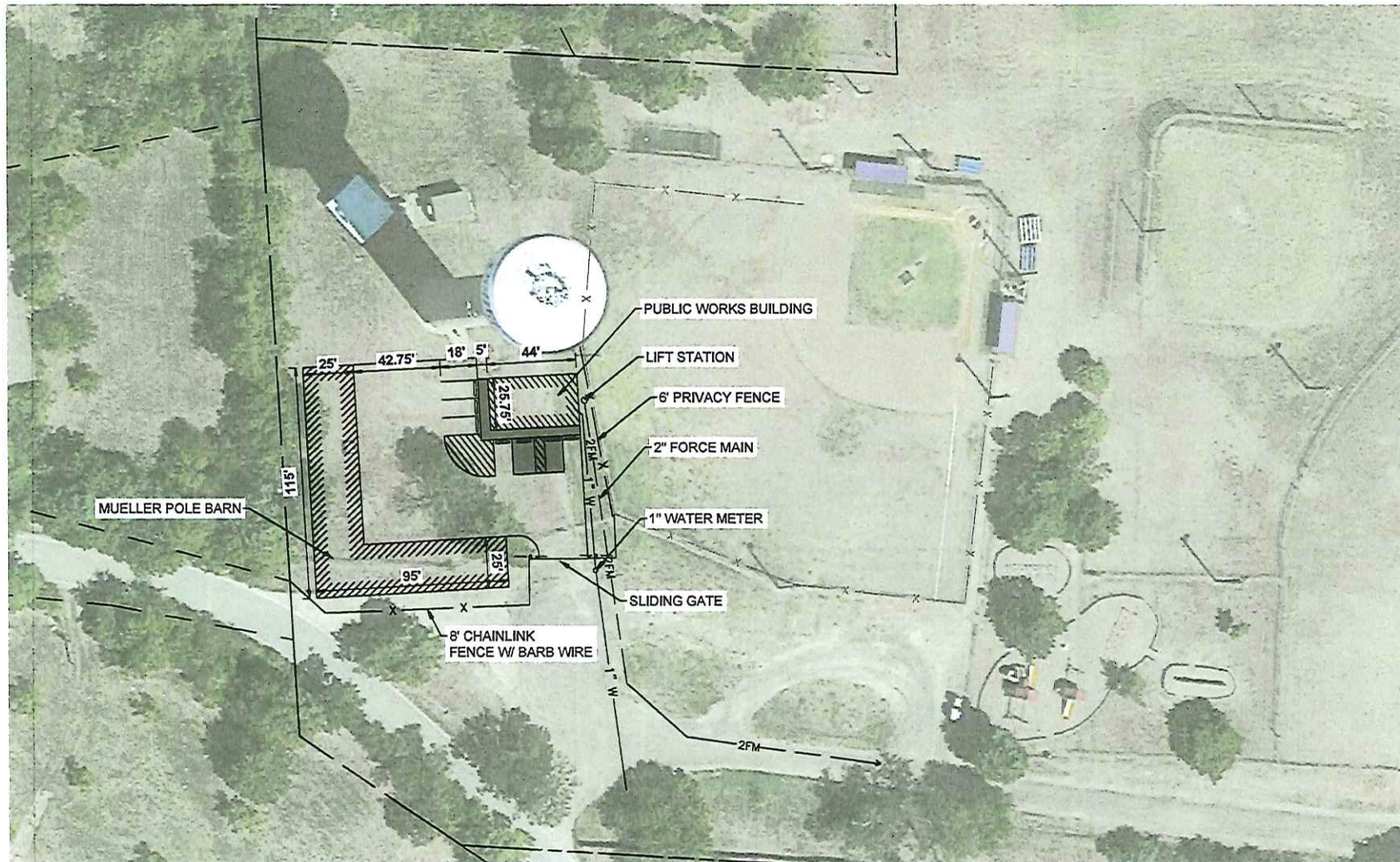
Recommendation / Staff Comments:

N/A

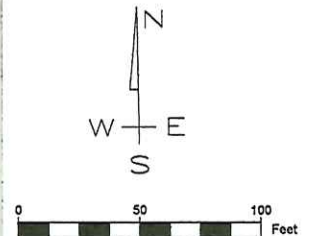
Sample Motion(s):

I move to approve the design plan and cost estimates provided by Eikon Engineering to build a shop, pole barn and fencing, for the relocation of the public works facility as presented.

CITY OF OVILLA NEW PUBLIC WORKS FACILITY



SITE DATA TABLE	
	LOT 1
PARKING STALLS	7
FLEX BASE	1375 SY
RIGID PAVEMENT	92 SY



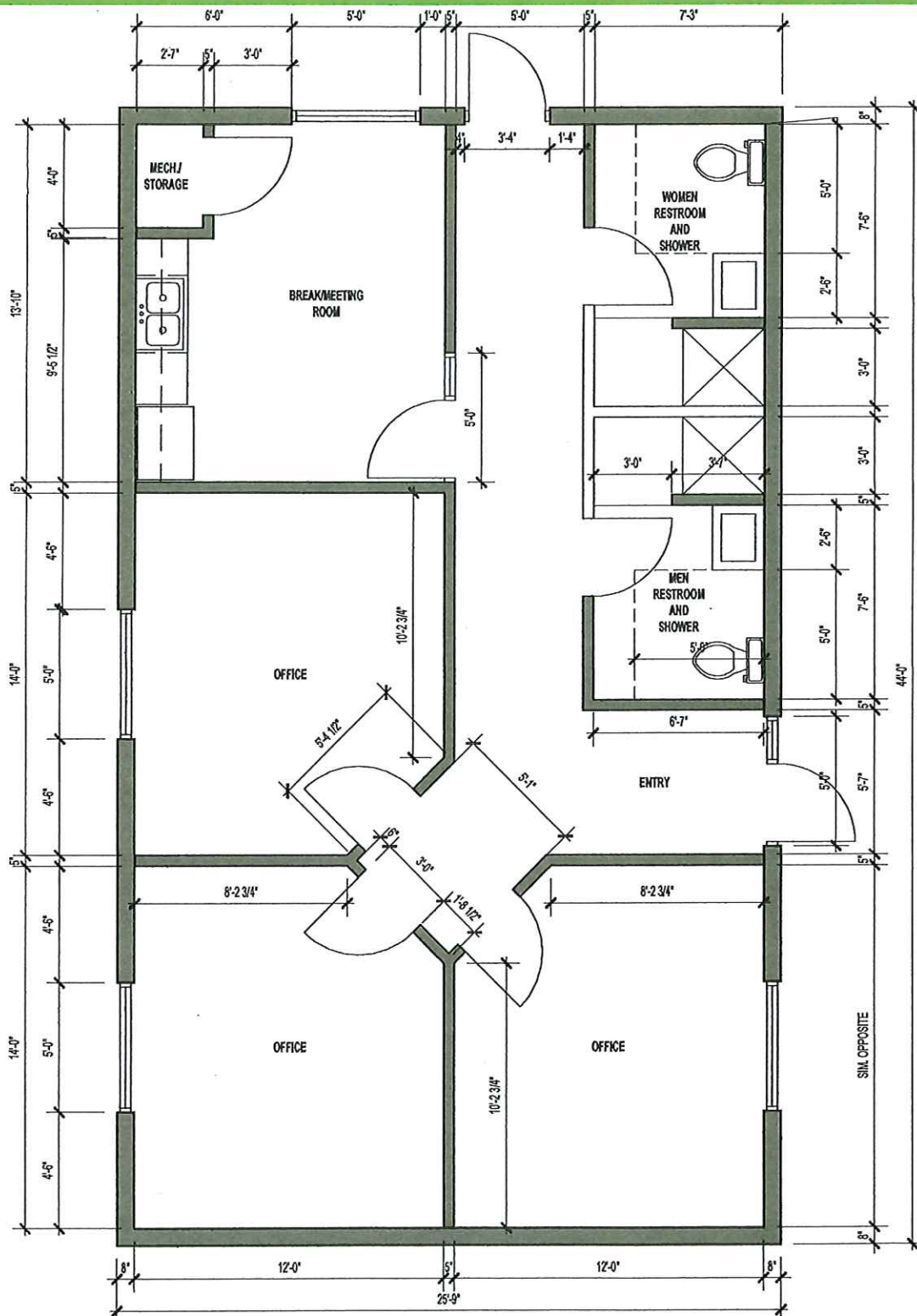
CONCEPTUAL DESIGN

DATE: 6/4/2020

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EIKON

CITY OF OVILLA - PUBLIC WORKS BUILDING



CONCEPTUAL FLOOR PLAN

SCALE: 1/4" = 1'-0"

JUNE 4, 2020

(FOR PRICING PURPOSES ONLY)

Conceptual Disclaimer

The documents include approximate locations of existing buildings, where applicable site boundary lines, phasing lines. EIKON reserves the right to modify building and site concepts upon receipt of Boundary Lines/Building & Utility. These documents are NOT FOR CONSTRUCTION and are intended for discussion purposes only.

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CONCEPTUAL COST ESTIMATE

Date: June 4, 2020

City of Ovilla Public Works Building

Description	Units/Areas (SF)	Unit Cost (\$)/ %	Total	Comments
Site Work	1	\$ 172,558	\$ 172,558	Site improvement cost includes slide gate entrance, flex base driving surface (and under pole barn storage areas); concrete ADA parking; sidewalk in front of building; security fencing w/barb wire; 6' wood screening fenc; water service; grinder pump/lift station and 2" force main piping to Fire Station.
Public Works Building	1,133	\$ 125	\$ 141,625	Framed Building, base finishes, No Fixtures, Furnishings and Equipment (FF&E)
"L" Configuration Pole Barn	4,625	\$ 22.5	\$ 104,063	Building Dim. 115' x 90' with 25' deep bays). 12'-14' Clear and 20' Clear section.
Subtotal			\$ 418,246	
Contractor Fee		15.00%	\$ 62,737	
Contractor Contingency		5.00%	\$ 20,912	
Bonding/General Liability/Builder's Risk		1.50%	\$ 6,274	
Subtotal		21.50%	\$ 508,168	Would be the Contractor's Bid
Construction Materials Testing		1.00%	\$ 4,182	Owner Responsibility
FF&E		5.00%	\$ 20,912	Owner Responsibility
Subtotal		6.00%	\$ 533,263	
All Associated Design and Regulatory Fees		10.00%	\$ 50,817	Owner Responsibility
Total Probable Cost			\$ 584,080	

NOTES

* This cost estimate is based on historical data from previous projects over the last 12-18 months for similar projects in size and scope. This is only an estimate and could be subject to changes in the economy and the market.

*Asbestos Testing and Abatement may be necessary

EIKON CONSULTING GROUP
City of Ovilla Public Works Facility
CONCEPT PLAN
6/4/2020

ITEM	UNIT	QUANTITY	UNIT PRICE	TOTAL
CONSTRUCTION				
MOBILIZATION/BONDS	LS	1	\$ 15,000	\$ 15,000
CONSTRUCTION TOTAL				\$ 15,000
UTILITIES				
DUPLEX GRINDER	EA	1	\$ 20,000	\$ 20,000
2" FORCE MAIN	LF	980	\$ 20	\$ 19,600
1" WATER SERVICE	LF	190	\$ 15	\$ 2,850
1" WATER METER	EA	1	\$ 500	\$ 500
SEWER TOTAL				\$ 42,950
PAVING				
5" CONCRETE PAVING	SY	50	\$ 30	\$ 1,500
SCARIFY & COMPACT TO DEPTH OF 8"	SY	50	\$ 3	\$ 125
PAVEMENT STRIPING AND SIGNAGE	LS	1	\$ 3,000	\$ 3,000
4" CONCRETE CONCRETE SIDEWALK	SF	375	\$ 6	\$ 2,250
ASPHALT PAVING	CY	695	\$ 60	\$ 41,700
PAVING TOTAL				\$ 48,575
GRADING				
CUT & EMBANKMENT	CY	2500	\$ 5	\$ 12,500
GRADING TOTAL				\$ 12,500
MISCELLANEOUS				
SILT FENCE	LF	500	\$ 3	\$ 1,500
CLEARING & GRUBBING	LS	1	\$ 6,000	\$ 6,000
CONSTRUCTION ENTRANCE	EA	1	\$ 1,000	\$ 1,000
ADA APPROVAL	LS	1	\$ 1,500	\$ 1,500
6' WOOD PRIVACY FENCE	LF	95	\$ 35	\$ 3,325
6' CHAINLINK FENCE W/ BARB WIRE	LF	220	\$ 50	\$ 11,000
WHEEL STOPS	EA	7	\$ 100	\$ 700
SLIDING GATE	EA	1	\$ 6,000	\$ 6,000
MISCELLANEOUS TOTAL				\$ 31,025
SUBTOTAL				\$ 150,050
CONST. CONTINGENCY @ 15%				\$ 22,508
TOTAL CONSTRUCTION COST				\$ 172,558
ENGINEERING/SURVEYING (12%)				\$ 20,707
ADA INSPECTION AND APPROVAL				\$ 1,000
CONSTRUCTION MATERIALS TESTING				\$ 5,177
SUBTOTAL				\$ 26,884
TOTAL ESTIMATED COST OF PROJECT				\$ 199,441

*TOTALS DO NOT INCLUDE SALES TAX

** COST ESTIMATE IS PRELIMINARY IN NATURE/SUBJECT TO CHANGE AND IS NOT INTENDED FOR A FINAL COST ANALYSIS



Ovilla City Council

AGENDA ITEM REPORT Item 8

Meeting Date: June 08, 2020

Department: Administration

☒ Discussion ☒ Action

Budgeted Expense: ☒ YES ☐ NO ☐ N/A

Submitted By: P Woodall

Reviewed By: ☒ City Manager

☒ City Secretary

☐ City Attorney

☒ Accountant

☐ Other

Attachments:

1. Site Plan
2. Survey Plat
3. Project schedule
4. Concept Plan estimate
5. Service Agreement for this project.

Agenda Item / Topic:

ITEM 8. **DISCUSSION/ACTION** – Consideration of and action to approve a design plan and cost estimate provided by Eikon Engineering for the City parking expansion, located at 701 W. Main Street.

Discussion / Justification:

During the May 29, 2020 Special Council Meeting and Workshop, staff was directed to acquire information and cost estimates for the construction of a parking lot at the City's .9602-acre site at 701 W. Main Street. (across from City Hall and Fire Department bays.

This area was designated for parking and some city employees and the public use the grounds now. The council earmarked and approved \$250,000 (FY2019-2020 Budget) from the Municipal Development District for this project.

Recommendation / Staff Comments:

N/A

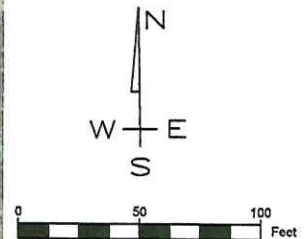
Sample Motion(s):

I move that Council approve/deny the presented design plan and cost estimate provided by Eikon Engineering for the City parking expansion project, located at 701 W. Main Street.

OVILLA CITY HALL PARKING EXPANSION



SITE DATA TABLE	
	LOT 1
PARKING STALLS	57
PARKING PAVEMENT	2260 SY
SIDEWALK PAVEMENT	385 SY



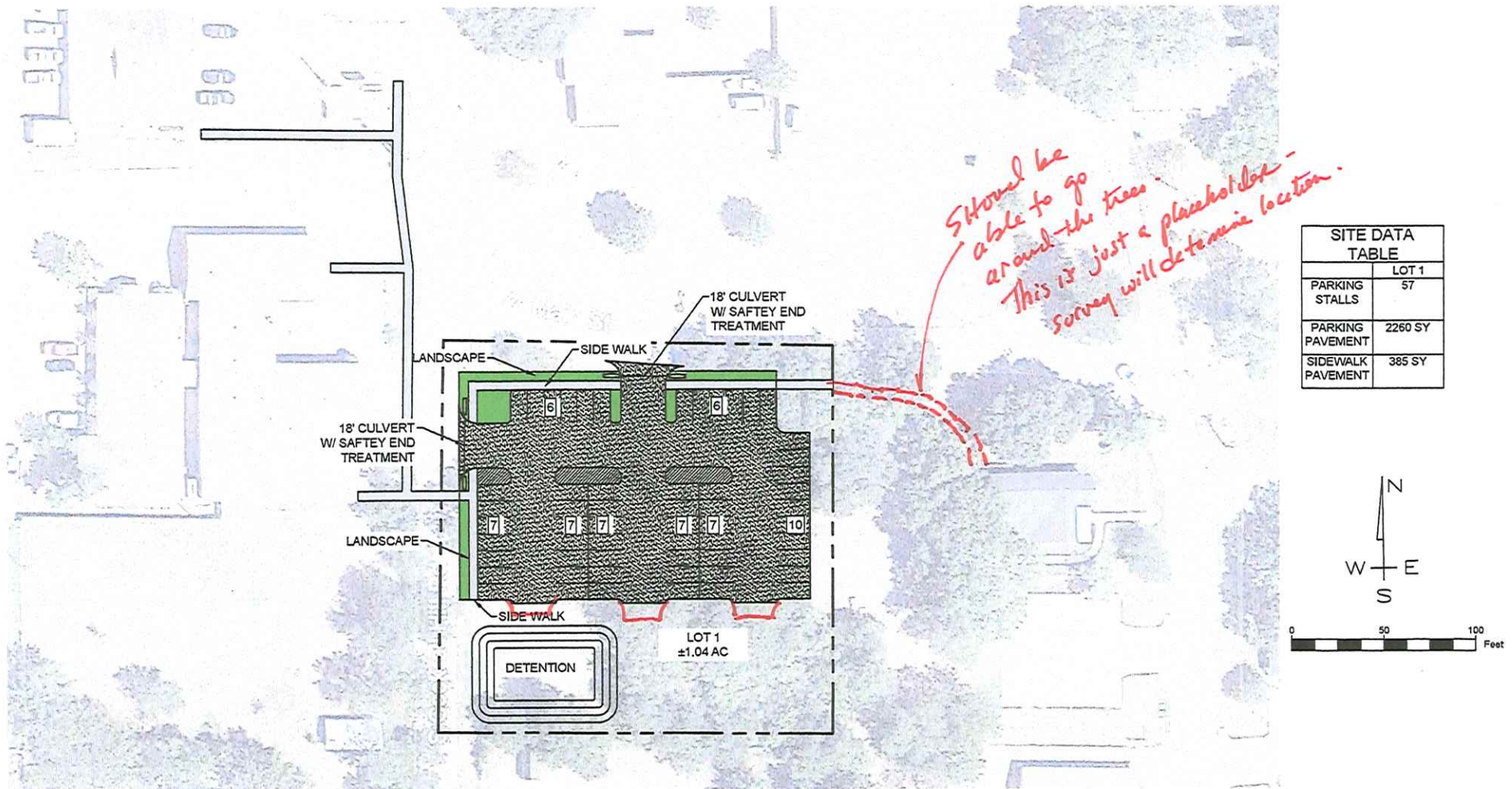
CONCEPTUAL DESIGN

DATE: 6/4/2020

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EIKON

OVILLA CITY HALL PARKING EXPANSION



CONCEPTUAL DESIGN

DATE: 6/4/2020

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EIKON

City Hall Parking Lot

June 4, 2020

PROJECT SCHEDULE

- | | |
|--|------------------|
| • Ovilla Council Approval of Work Order | June 8, 2020 |
| • Topographic Survey | June 22, 2020 |
| • Complete Preliminary Design | June 23, 2020 |
| • City Review - Preliminary Design | June 24, 2020 |
| • Complete Parking Lot Final Design/Construction Plans | July 9, 2020 |
| • City Review - Final Design | July 10, 2020 |
| • Ovilla Council Approval & Authorization to Bid | July 13, 2020 |
| • Bid Project/Post to CivCast | July 14, 2020 |
| • Legal Notices – Waxahachie Daily Light | July 18/25, 2020 |
| • Receive Bids | August 4, 2020 |
| • Ovilla Council Bid Approval | August 10, 2020 |
| • Contracts & Bonds | August 24, 2020 |
| • Notice to Proceed/Begin Construction | August 25, 2020 |
| • Complete Construction (60 Days) | October 23, 2020 |
| • Final Inspection/Project Acceptance | November 1, 2020 |

*- Alternate design of underground detention will add 2 to 4 weeks to project schedule



OPINION OF PROBABLE COST

Date: July 15, 2019

City of Ovilla Parking - 70 SPACES EAST OF APPARATUS BAYS

APPROXIMATE PAVING AREA (+/- SF)		16,000		
DIV		Estimate SF Cost	Line Item Estimate	Notes
Div 1	GENERAL CONDITIONS	\$ 0.50	\$ 8,000	
Div 2	SITE WORK	\$ 1.00	\$ 16,000	
Div 3	SITE CONCRETE	\$ 5.00	\$ 80,000	
Div 4	BUILDING MASONRY	\$ -	\$ -	
Div 5	METALS AND STEEL	\$ -	\$ -	
Div 6	CARPENTRY	\$ -	\$ -	
Div 7	THERMAL/MOISTURE AND ROOFING	\$ -	\$ -	
Div 8	DOORS/GLASS	\$ -	\$ -	
Div 9	FINISHES	\$ -	\$ -	
Div 10	SPECIALTIES	\$ -	\$ -	
Div 11	EQUIPMENT	\$ -	\$ -	
Div 12	FURNISHINGS	\$ -	\$ -	
Div 21	FIRE SUPPRESSION	\$ -	\$ -	
Div 22	PLUMBING	\$ -	\$ -	
Div 23	MECHANICAL	\$ -	\$ -	
Div 26	ELECTRICAL	\$ 2.00	\$ 32,000	
Div 27	PHONE AND DATA	\$ -	\$ -	
Div 28	SECURITY	\$ -	\$ -	
Div 31	EARTHWORK	\$ 3.00	\$ 48,000	Includes Storm Water Expectations
Div 32	EXTERIOR IMPROVEMENTS	\$ -	\$ -	
Div 33	UTILILITES	\$ 1.50	\$ 24,000	Includes Storm Water Expectations
	Subtotal	\$ 13.00	\$ 208,000	
	Contractor Fee	\$ 1.00	\$ 16,000	
	Contactor Contingency	\$ 0.50	\$ 8,000	
	Bonding/General Liability/Builder's Risk	\$ 0.25	\$ 4,000	
	Subtotal	\$ 14.75	\$ 236,000	This would be the Contractor's Bid
	Construction Materials Testing	\$ 0.25	\$ 4,000	
	FF&E	\$ -	\$ -	
	Subtotal	\$ 15.00	\$ 240,000	
	All Associated Design and Regulatory Fees	10.00%	\$ 23,600	
Total Probable Cost		\$	263,600	
*Current Annual Inflation is Approximately 8%. Should a November 2019 Bond Pass it is Feasible to Break Ground in June 2020.				
	2019-2020 Annual Inflation Rate	8.00%	\$ 21,088	
Total Probable Cost with 2019-2020 Inflation		\$	284,688	
NOTES				

NOTES

* This cost estimate is based on historical data from previous projects over the last 12-18 months for similar projects in size and scope. This is only an estimate and could be subject to changes in the economy and the market.

**EIKON CONSULTING GROUP
OVILLA CITY HALL PARKING LOT
CONCEPT PLAN
6/4/2020**

ITEM	UNIT	QUANTITY	UNIT PRICE	TOTAL
CONSTRUCTION				
MOBILIZATION/BONDS	LS	1	\$ 20,000	\$ 20,000
CONSTRUCTION TOTAL				\$ 20,000
POND				
EXCAVATION & OFF SITE DISPOSAL	CY	400	\$ 5	\$ 2,000
POND SEEDING	SF	9000	\$ 1	\$ 9,000
POND TOTAL				\$ 11,000
STORM				
18" RCP CULVERT	LF	90	\$ 35	\$ 3,150
SET END TREATMENT	EA	4	\$ 1,000	\$ 4,000
POND TOTAL				\$ 7,150
PAVING				
6" CONCRETE PAVING	SY	2200	\$ 40	\$ 88,000
SCARIFY & COMPACT TO DEPTH OF 8"	SY	2400	\$ 3	\$ 6,000
PAVEMENT STRIPING AND SIGNAGE	LS	1	\$ 6,000	\$ 6,000
4" CONCRETE CONCRETE SIDEWALK	SF	3500	\$ 6	\$ 21,000
REMOVE & REPLACE 6" CONCRETE PAVING FOR ADA ROUTE	SY	75	\$ 40	\$ 3,000
PAVING TOTAL				\$ 124,000
GRADING				
CUT & EMBANKMENT	CY	1600	\$ 5	\$ 8,000
GRADING TOTAL				\$ 8,000
MISCELLANEOUS				
SILT FENCE	LF	600	\$ 3	\$ 1,800
CLEARING & GRUBBING	LS	1	\$ 6,000	\$ 6,000
CONSTRUCTION ENTRANCE	EA	1	\$ 1,000	\$ 1,000
ROCK CHECK DAM	EA	1	\$ 250	\$ 250
ADA APPROVAL	LS	1	\$ 1,500	\$ 1,500
	LS	1	\$ 4,000	\$ 4,000
MISCELLANEOUS TOTAL				\$ 14,550
SUBTOTAL				\$ 184,700
CONST. CONTINGENCY @ 15%				\$ 27,705
TOTAL CONSTRUCTION COST				\$ 212,405
ENGINEERING/SURVEYING (12%)				\$ 25,489
ADA INSPECTION AND APPROVAL				\$ 1,500
CONSTRUCTION MATERIALS TESTING				\$ 6,372
SUBTOTAL				\$ 33,361
TOTAL ESTIMATED COST OF PROJECT				\$ 245,766

*TOTALS DO NOT INCLUDE SALES TAX

** COST ESTIMATE IS PRELIMINARY IN NATURE/SUBJECT TO CHANGE AND IS NOT INTENDED FOR A FINAL COST ANALYSIS



DESIGNING CONFIDENCE

WORK ORDER No. 6

CITY OF OVILLA MASTER SERVICE AGREEMENT

Date June 4, 2020 Rev 01

Client Pam Woodall
City Manager
City of Ovilla
105 S Cockrell Hill Road
Ovilla, Texas 75154
(972) 612-2762
PWoodall@cityofovilla.org
(Delivered via email)

Project Name and Location City Hall Parking Lot
701 W Main Street
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 a City of Ovilla parking lot located south of Main Street and east of Cockrell Hill Road, immediately east of the existing fire station and municipal complex. The paving and drainage design of the parking lot will be on an approximate 1.0-acre tract owned by the City. Bidding and construction administration services are also included as services that would occur on an hourly basis

Scope of Services (Exhibit A)

Description of Services

Civil

- EIKON will prepare construction plans that will include the site improvements suitable for construction and bidding. Paving and drainage design will be performed; no water and sanitary sewer utility design is included. EIKON will prepare the following design plans:
 - Existing Conditions and Demolition Plan
 - Proposed Drainage Area Maps (with calculations)
 - Site Grading, Paving and Striping Plan (we do not combine all of these on larger projects)
 - Detention Pond design
 - Recommended Erosion and Sediment Control Plan and Details

- Site Construction Details
- Utility Details
- Development of Specifications (On Plan or Manual)
- Accessibility Plan Review
- 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 (5 assumed)

Topographic Survey

EIKON will subcontract with a Registered Professional Land Surveyor to complete a topographic and tree survey for the project area. Existing above grade features such as 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.

Landscape Architecture

- Landscape Design
- Irrigation Design (by Performance Specifications)
- City Landscape Ordinance Compliance
- Development of Construction Documents
- Development of Specifications
- EIKON has excluded hardscape design, water features, and special interest designs

Construction Administration

EIKON will perform construction administration services on an hourly basis for the City of Ovilla. Services 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
- Review of Contractor Payment Applications
- 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.

- Special inspections (if required) shall be performed by a third-party company.
- American Disabilities Act (ADA) or Texas Accessibility Standards (TAS) review will 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 preliminary design is completed and/or after any City submittals and/or approvals will be an extra service requiring a separate proposal/Additional Services Request.
- Review, Permitting and Approval by Local (City), State or Federal Agencies will be coordinated and submitted by others.
- Construction as-built drawings are included.
- Opinion of Probable Cost will be provided after design completion.

Deliverables

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

Schedule (Exhibit B)

The construction drawings will be completed in approximately 15 days from completion of the topographic survey.

Fee (Exhibit C)

- Fixed Fee and hourly (refer to the scope of services and assumptions):
Civil: \$12,000
Survey: \$3,850
Landscape & Irrigation Design: \$4,000
Construction Administration: \$6,000 (Hourly, NTE)
TOTAL: \$25,850

Out-of-pocket expenses (reimbursable expenses) will be billed at cost and not exceed \$2,000. The amount includes ADA accessibility inspection performed by a third party.

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: 
Name: Robert M. Stengele, P.E.
Title: Director of Civil Engineering
Date: June 4, 2020

By: _____
Name: _____
Title: _____
Date: _____



Ovilla City Council

AGENDA ITEM REPORT Item 9

Meeting Date: June 08, 2020

Department: Administration/Police

☒ Discussion ☒ Action

Budgeted Expense: ☐ YES ☒ NO ☐ N/A

Submitted By: P Woodall

Reviewed By: ☒ City Manager

☒ City Secretary

☐ City Attorney

☒ Accountant

☐ Other

Attachments:

1. Concept floor plan
2. Phase One estimate
3. Phase Two estimate
4. EDC reconciliation

Agenda Item / Topic:

ITEM 9. DISCUSSION/ACTION – Consideration of and action to approve a design plan and cost estimate provided by Eikon Engineering for the Police Department Station expansion, located at 105 S. Cockrell Hill Road.

Discussion / Justification:

During the May 29 Ovilla City Council Special meeting and Workshop, staff was directed to acquire the attached information from Eikon, Ovilla's engineering firm. The police facility needs expansion and since the failing of the bond in May, there has been continued effort to devise an affordable plan to expand the police facility in phases if necessary. The EDC budgeted \$75,000 for a park pavilion. It has been suggested to redirect those funds to assist in this building renovation.

A plan to relocate the public works inventory and storage of equipment would be necessary for the police department to utilize the entire building. This would increase approximately 1800 sq. ft to the current 1800 sq. ft occupied currently.

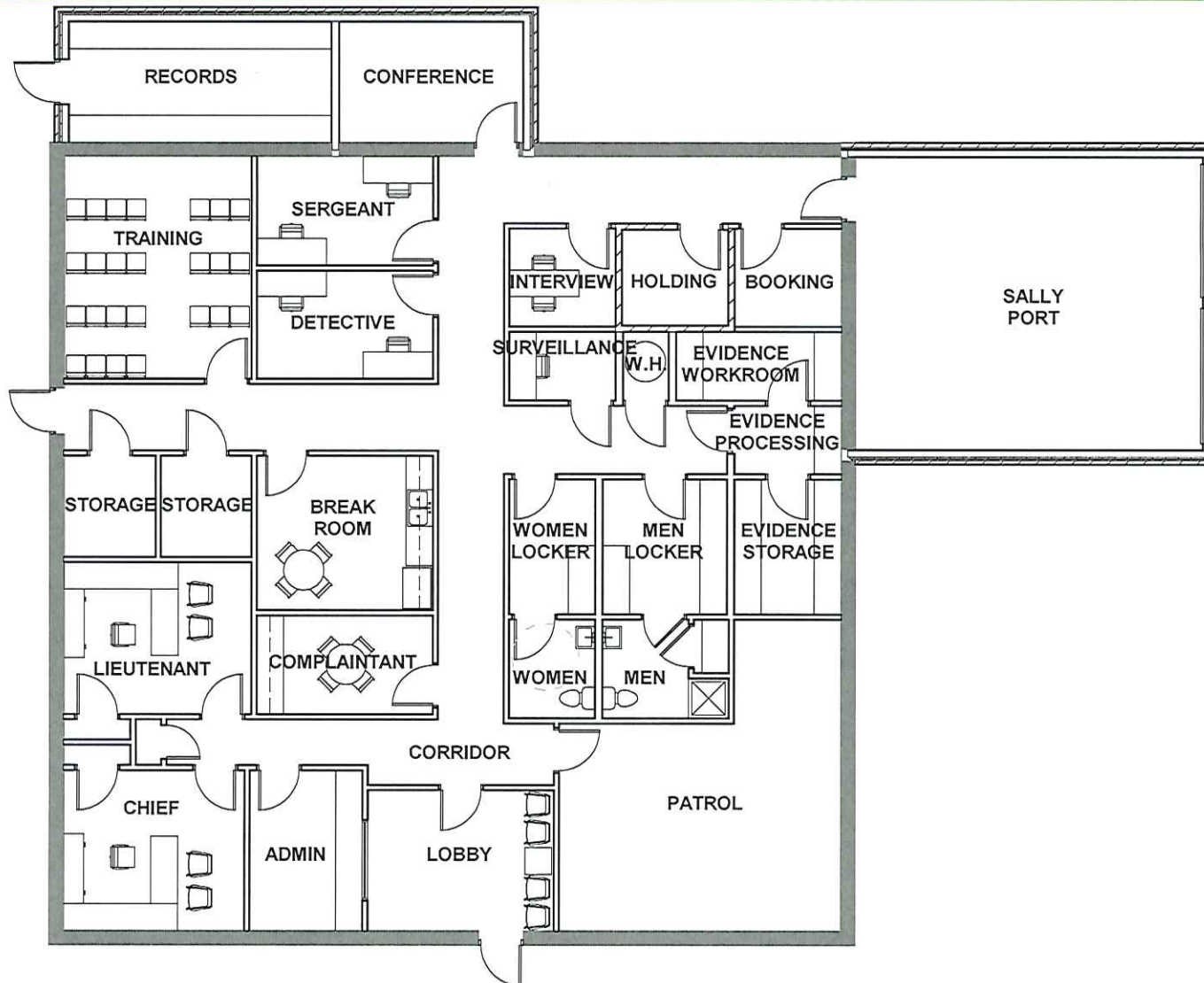
Recommendation / Staff Comments:

N/A

Sample Motion(s):

I move to approve/deny the design plan and cost estimates provided by Eikon Engineering to begin the first phase of expansion of the police station as presented.

CITY OF OVILLA POLICE STATION



CONCEPTUAL FLOOR PLAN
MARCH 6, 2020

SCALE 1/8" = 1'-0"

These drawings are not for construction purposes and intended for aesthetic design intent only. The designs shown are the property of Eikon Consulting Group, LLC © Copyright 2020 and are not to be used or disclosed, in whole or in part, except in accordance with a contract, license, or agreement in writing with Eikon Consulting Group, LLC. This document is released for the purpose of interim review under the authority of James B. Beers 26854, Texas Firm F-12739





CONCEPTUAL COST ESTIMATE

Date: June 4, 2020

City of Ovilla Phase One Police Department Additions and Renovations Project

Description	Units/Areas (SF)	Unit Cost (\$)/ %	Total	Comments
Selective Demolition Cost	1,200	\$ 20	\$ 24,000	
Overhead Door Infill	3	\$ 4,000	\$ 12,000	Building Shell and Interiors
HVAC System (Addition Only)	1,200	\$ 125	\$ 150,000	All MEP Systems Updated
Generator Allowance	1	\$ 85,000	\$ 85,000	Generator, House Pad/Foundation, Screening, ATS
Subtotal			\$ 271,000	
Contractor Fee		15.00%	\$ 40,650	
Contractor Contingency		5.00%	\$ 13,550	
Bonding/General Liability/Builder's Risk		1.50%	\$ 4,065	
Subtotal		21.50%	\$ 329,265	This would be the Contractor's Bid
Construction Materials Testing		1.00%	\$ 2,710	
FF&E		5.00%	\$ 13,550	
Subtotal		6.00%	\$ 345,525	
All Associated Design and Regulatory Fees		10.00%	\$ 32,927	
Total Probable Cost			\$ 378,452	

NOTES

* This cost estimate is based on historical data from previous projects over the last 12-18 months for similar projects in size and scope. This is only an estimate and could be subject to changes in the economy and the market.

*Asbestos Testing and Abatement may be necessary



CONCEPTUAL COST ESTIMATE

Date: June 4, 2020

City of Ovilla Phase Two Police Department Additions and Renovations Project

APPROXIMATE BUILDING AREA (+/- SF)			2,600	
Description	Units/Areas (SF)	Unit Cost (\$)/ %	Total	Comments
Demo Cost	500	\$ 15	\$ 7,500	
Renovation Construction Cost	750	\$ 80	\$ 60,000	Market cost to renovate
Sally Port Addition	850	\$ 120	\$ 102,000	2 Car Sally Port and Connection to Bldg
Building Addition	370	\$ 185	\$ 68,450	Records and Office Exterior Additions
Site Work and Asphalt Paving	11550	\$ 20	\$ 231,000	Including sidewalks and striping
Secure Screen Wall and Fencing	360	\$ 174	\$ 62,640	
ADA Compliance Costs	1500	\$ 15	\$ 22,500	Site Repair/ADA improvements
Subtotal			\$ 554,090	
Contractor Fee		15.00%	\$ 83,114	
Contractor Contingency		5.00%	\$ 27,705	
Bonding/General Liability/Builder's Risk		1.50%	\$ 8,311	
Subtotal		21.50%	\$ 673,219	This would be the Contractor's Bid
Construction Materials Testing		1.00%	\$ 5,541	
FF&E		5.00%	\$ 27,705	
Subtotal		6.00%	\$ 706,465	
All Associated Design and Regulatory Fees		10.00%	\$ 67,322	
Total Probable Cost			\$ 773,787	

NOTES

* This cost estimate is based on historical data from previous projects over the last 12-18 months for similar projects in size and scope. This is only an estimate and could be subject to changes in the economy and the market.

*Asbestos Testing and Abatement may be necessary

EDC Reconciliation

Bank Balance as of 5-26-20	542,448.73
Park Pavillion	(75,000.00)
Main St. Sewer	(150,000.00)
Park Equipment	(30,000.00)
Monument Signs	(30,000.00)
Branding & Way Finding	(24,000.00)
Water St. Sewer	(15,000.00)
Net Balance remaining	<u>218,448.73</u>
Other Budgeted expenses for year	<u>(58,500.00)</u>
Balance Left	159,948.73

Note: additional revenue received after 5-26-20 from Sales tax and interest is not calculated into this amount



Ovilla City Council

AGENDA ITEM REPORT Item 10

Meeting Date: June 08, 2020

Department: Police

☒ Discussion ☒ Action

Budgeted Expense: ☐ YES ☐ NO ☒ N/A

Submitted by: Chief Windham

Amount:

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

Attachments:

1. Disposition Request form
2. Code Excerpt authorizing disposal and sale of surplus

Agenda Item / Topic:

ITEM 10. **DISCUSSION/ACTION** – Consideration of and action declaring Police Unit 103, a 2010 Ford Crown Victoria Police Interceptor, as surplus property and determining method of disposal or sale.

Discussion / Justification:

Background/History: The Police Department is desiring to declare unit 103 (2010 Ford Crown Victoria Police Interceptor) as surplus. The vehicle is not operable for patrol has already been replaced (on the rotational schedule). It is being used solely by Lt. Bennett. The vehicle has outlived its usefulness with no police radio or computer. It is no longer in good mechanical condition.

The City Manager has the authority to dispose of broken assets valued at less than \$2,000.00.

Assets valued at over \$2,000.00 are to be disposed by a method approved by City Council. The attached Worksheet indicates staff recommendation to dispose of all surplus items by on-line auction.

If an asset over \$2,000.00 is to be sold using the formal bidding process, the City Council will make the final decision on disposal based on price, value, and adherence to bid specifications.

Findings/Current Activity: Kelly Blue Book value is \$2,384-\$4,343

Financial Impact: 0

Recommendation / Staff Comments:

Staff recommends the declaration of surplus property and sale of vehicle through auction.

Sample Motion(s):

I move to approve/deny declaring Police Unit 103, a 2010 Ford Crown Victoria Police Interceptor, as surplus property and authorize sale of this vehicle.

Request for Disposition

Destruction or Sale of Surplus Property

Directions: complete the form in its entirety and forward to the City Manager for consideration.

NOTE: Assets valued over \$2,000 must be declared surplus by Council action. Council recommends method of disposal of those assets: sale (by auction or formal bidding), trade-in, or destruction. Council will have final decision on assets over \$2,000 being sold using the formal bidding process (Section 6. g.)

The City Manager has the authorization to dispose of broken asset(s) less than \$2,000.

Item/ Description

2010 Ford Crown Victoria Police Vehicle Unit 103

Mileage 148,275

Vin# 2FABP7BV3AX116968

The vehicle was replaced in the fleet several years ago and driven solely by Lt. Bennett at his request. It has now outlived its usefulness with no radio or computer. It is no longer in good mechanical condition.

We request to place the vehicle at auction.

The suggested Kelly Blue Book value is \$2,384-\$4343

 **Sec. 1.06.003 Trade-in of surplus property**

In lieu of selling surplus property of the city, the mayor may offer the property as a trade-in for new property as he considers to be in the best interest of the city. (1989 Code, ch. 1, sec. 14.03)

  **Sec. 1.06.004 Public auction of unclaimed and surplus property**

(a) Before selling any unclaimed or surplus property, the mayor shall post two notices of the sale, one at the county courthouse and the other at city hall, and shall cause a copy of the notice of public sale to be published in the official newspaper of the city at least twenty-one (21) days before the date of the sale. The notice of the sale shall describe the property, and designate the time, date, and place of sale.

(b) The mayor, or such person as may be designated by him, shall conduct the public auction, at which such property is to be sold to the highest bidder. An accurate statement of each piece of property sold, the sale price, and the name and address of the bidder shall also be kept. He shall provide a copy of such report to the city secretary as soon as possible after the close of sale. A bill of sale of the property shall be executed by the city to the purchaser.

(c) The city council may authorize an alternate method of sale or transfer of property.

(1989 Code, ch. 1, sec. 14.04)

  **Sec. 1.06.005 Deposit of proceeds of sale**

All funds received on account of such auction shall be delivered to the city secretary, who shall, after deducting any costs of the sale, deposit the proceeds of the sale in the general fund of the city. (1989 Code, ch. 1, sec. 14.05)

Policy and Procedure Guide to Purchasing

Ordinance 2010-020

Approved & adopted by Council on September 27, 2010

SECTION 6: DISPOSAL OF SURPLUS PROPERTY

There are multiple formats for the disposal process such as: sale, trade-in, and destruction. Surplus property is equipment owned by the City that is no longer needed.

If the property is on the fixed asset list and the department determines it is no longer needed, a Request for disposition must be completed, signed by the Department Head, and sent to City Administrator for review/processing.

- a. Departments should contact the City Administrator prior to disposal of any property.
- b. The City Administrator has the authorization to dispose of broken assets less than \$2,000.
- c. Any item that is still operable and has a potential value should be sold.
- d. Request for disposition should consist of a letter to the City Administrator explaining the need for disposition or sale of the surplus property.
- e. After approval by the City Administrator, equipment over \$2,000 should be stored until approval is obtained from City Council for disposal.
- f. The City Council should declare any asset over \$2,000 surplus property and recommend a disposal method.
- g. If asset over \$2,000 is to be sold using the bidding process, the City Council will make the final decision on disposal. The decision is based on a combination of price, value and adherence to bid specifications. The bid will be awarded to the highest responsible bidder, but the Council reserves the right to reject any or all bids and reopen the bidding process if it is in the best interest of the City.
- h. After approval by the City Administrator and City Council, Department Heads should dispose of the asset.

**Request for Disposition
Destruction or Sale of Surplus Property**



 6/4/2020

Recommending Department Director/Date

City Manager Approval/Date

Council Approval Date/Mayor Signature





AGENDA ITEM REPORT

Item 11

Meeting Date: June 08, 2020

Department: Administration

☒ Discussion ☒ Action

Budgeted Expense: ☐ YES ☐ NO ☒ N/A

Submitted By: Chief Windham

Amount: N/A

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

Attachments:

1. CRF Terms and Conditions

Agenda Item / Topic:

ITEM 11. *DISCUSSION/ACTION* – Consideration of and action to apply for CARES ACT-CRF (Coronavirus Relief Fund), authorizing the Mayor to execute the required documents.

Discussion / Justification:

Background/History: The CARES Act Coronavirus Relief Fund (CRF) was established to assist municipal governments and others in the recovery of the COVID-19 pandemic. The fund provides the opportunity for reimbursement in the following categories:

The US Department of Treasury provided additional guidance on the permissible use of grant funds, including nonexclusive examples of eligible expenses in the following categories:

1. Medical expenses,
2. Public health expenses,
3. Payroll expenses for public safety, public health, health care, human services, and similar employees whose services are substantially dedicated to mitigating or responding to the COVID-19 public health emergency,
4. Expenses of actions to facilitate compliance with COVID-19-related public health measures,
5. Expenses associated with the provision of economic support in connection with the COVID19 public health emergency, and
6. Any other COVID-19-related expenses reasonably necessary to the function of government that satisfy the Fund's eligibility criteria.

There is a requirement to spend 75% of funds on the first three categories. Those expenditures include:

1. Medical expenses such as:

- COVID-19-related expenses of public hospitals, clinics, and similar facilities.
- Expenses of establishing temporary public medical facilities and other measures to increase COVID-19 treatment capacity, including related construction costs.
- Costs of providing COVID-19 testing, including serological testing.
- Emergency medical response expenses, including emergency medical transportation, related to COVID-19.
- Expenses for establishing and operating public telemedicine capabilities for COVID-19related treatment.

2. Public health expenses such as:

- Expenses for communication and enforcement by State, territorial, local, and Tribal governments of public health orders related to COVID-19.
- Expenses for acquisition and distribution of medical and protective supplies, including sanitizing products and personal protective equipment, for medical personnel, police officers, social workers, child protection services, and child welfare officers, direct service providers for older adults and individuals with disabilities in community settings, and other public health or safety workers in connection with the COVID-19 public health emergency.
- Expenses for disinfection of public areas and other facilities, e.g., nursing homes, in response to the COVID-19 public health emergency.
- Expenses for technical assistance to local authorities or other entities on mitigation of COVID-19-related threats to public health and safety.
- Expenses for public safety measures undertaken in response to COVID-19.
- Expenses for quarantining individuals.

3. Payroll expenses for public safety, public health, health care, human services, and similar employees

whose services are substantially dedicated to mitigating or responding to the COVID-19 public health emergency.

Findings/Current Activity: The CARES Act CRF Terms and Conditions are attached.

The City of Ovilla is eligible for money from both Dallas County and the State of Texas for residents in Ellis County. We have a total and a 20% initial eligibility amount.

(75% must be spent on categories 1-3)

Dallas County-\$18,810

20% -\$3,762

Ellis County -\$207,515

20% -\$41,503

Financial Impact: Reimbursement for expenses. No cost to the city.

Recommendation / Staff Comments:

Staff recommends applying for CRF Funds

Sample Motion(s):

I move to approve/deny the City to apply for CARES ACT-CRF (Coronavirus Relief Fund), authorizing the Mayor to execute the required documents.



CORONAVIRUS RELIEF FUND (CRF)

TERMS AND CONDITIONS

TEXAS DIVISION OF EMERGENCY MANAGEMENT

MAY 11, 2020

About This Document

In this document, grantees will find the terms and conditions applicable to payments distributed in the form of grants to local units of governments from the Coronavirus Relief Fund established within section 601 of the Social Security Act, as added by section 5001 of the Coronavirus Aid, Relief, and Economic Security Act ("CARES Act").

These requirements are in addition to those that can be found within the Grant Management System (GMS), to which grantees agreed to when accepting the grant. Other state and federal requirements and conditions may apply to your grant, including but not limited to: 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards; Chapter 783 of the Texas Government Code; the Uniform Grant Management Standards (UGMS) developed by the Comptroller of Public Accounts; the state Funding Announcement or Solicitation under which the grant application was made; and any applicable documents referenced in the documents listed above.

To the extent the terms and conditions of this grant agreement do not address a particular circumstance or are otherwise unclear or ambiguous, such terms and conditions are to be construed consistent with the general objectives, expectations and purposes of this grant agreement and in all cases, according to its fair meaning. The parties acknowledge that each party and its counsel have reviewed this grant agreement and that any rule of construction to the effect that any ambiguities are to be resolved against the drafting party shall not be employed in the interpretation of this grant agreement. Any vague, ambiguous or conflicting terms shall be interpreted and construed in such a manner as to accomplish the purpose of the grant agreement.

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1 Grant Agreement Requirements and Conditions

1.1 Applicability of Grant Agreement and Provisions

The Grant Agreement is subject to the additional terms, conditions, and requirements of other laws, rules, regulations and plans recited herein and is intended to be the full and complete expression of and constitutes the entire agreement between the parties hereto with respect to the subject matter hereof and all prior and contemporaneous understandings, agreements, promises, representations, terms and conditions, both oral and written, are superseded and replaced by this Grant Agreement.

Notwithstanding any expiration or termination of this Grant Agreement, the rights and obligations pertaining to the grant close-out, cooperation and provision of additional information, return of grant funds, audit rights, records retention, public information, and any other provision implying survivability shall remain in effect after the expiration or termination of this Grant Agreement.

1.2 Legal Authority to Apply

The grantee certifies that it possesses legal authority to apply for the grant. A resolution, motion or similar action has been or will be duly adopted or passed as an official act of the applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative, or their designee of the organization to act in connection with the application and to provide such additional information as may be required.

1.3 Grant Acceptance

The Notice of Subrecipient Grant Award remains an offer until the fully executed copy of this Grant Agreement is received by the Texas Division of Emergency Management (TDEM).

1.4 Project Period

Funding has been authorized for eligible expenditures incurred between March 1, 2020 and December 30, 2020. The specific performance period for this grant is listed on the Notice of Subrecipient Grant Award. All expenditures must be incurred, and all services must be received within the performance period. TDEM will not be obligated to reimburse expenses incurred after the performance period. A cost is incurred when the responsible unit of government has expended funds to cover the cost.

1.5 General Responsibility

Per the CARES Act, CRF grant funds may only be used to cover expenses that –

1. are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19)
2. were not accounted for in the budget most recently approved as of March 27, 2020 for the state or government; and
3. were incurred during the period that begins on March 1, 2020 and ends on December 30, 2020.

The US Department of Treasury (Treasury) provided additional guidance on the permissible use of grant funds, including nonexclusive examples of eligible expenses in the following categories:

1. Medical expenses,
2. Public health expenses,

3. Payroll expenses for public safety, public health, health care, human services, and similar employees whose services are substantially dedicated to mitigating or responding to the COVID-19 public health emergency,
4. Expenses of actions to facilitate compliance with COVID-19-related public health measures,
5. Expenses associated with the provision of economic support in connection with the COVID-19 public health emergency, and
6. Any other COVID-19-related expenses reasonably necessary to the function of government that satisfy the Fund's eligibility criteria.

Further explanation of these categories and examples can be found at the following link:

<https://home.treasury.gov/system/files/136/Coronavirus-Relief-Fund-Guidance-for-State-Territorial-Local-and-Tribal-Governments.pdf>

<https://home.treasury.gov/system/files/136/Coronavirus-Relief-Fund-Frequently-Asked-Questions.pdf>

The subrecipient agrees that a minimum of 75% of its allotment will be spent in the categories of medical expenses, public health expenses and payroll expenses for employees substantially dedicated to mitigating or responding to the public emergency. The remainder of the allotment may be spent in any of the categories provided within the Treasury guidance.

The grantee certifies compliance with these eligible expenses by executing the CARES Act Coronavirus Relief Fund Eligibility Certification Form in Exhibit E, which is attached hereto and incorporated for all purposes.

The grantee is responsible for the integrity of the fiscal and programmatic management of the grant project; accountability for all funds awarded; and compliance with TDEM administrative rules, policies and procedures, and applicable federal and state laws and regulations.

The grantee will maintain an appropriate grant administration system to ensure that all terms, conditions and specifications of the grant are met.

1.6 Amendments and Changes to the Grant Agreement

TDEM and the grantee may agree to make adjustments to the grant. Adjustments include, but are not limited to, modifying the scope of the grant project, adding funds to previously un-awarded cost items or categories changing funds in any awarded cost items or category, deobligating awarded funds or changing grant officials.

The grantee has no right or entitlement to reimbursement with grant funds. TDEM and grantee agree that any act, action or representation by either Party, their agents or employees that purports to waive or alter the terms of the Grant Agreement or increase the maximum liability of TDEM is void unless a written amendment to this Grant Agreement is first executed and documented in GMS. The grantee agrees that nothing in this Grant Agreement will be interpreted to create an obligation or liability of TDEM in excess of the "Maximum Liability of the TDEM" as set forth in the Notice of Subrecipient Grant Award.

Any alterations, additions, or deletions to the terms of this Grant Agreement must be documented in GMS to be binding upon the Parties. Notwithstanding this requirement, it is understood and agreed by Parties hereto, that changes in local, state and federal rules, regulations or laws applicable hereto, may occur during the term of this Grant Agreement and that any such changes shall be automatically incorporated into this Grant Agreement without written amendment hereto, and shall become a part hereof as of the effective date of the rule, regulation or law.

1.7 Jurisdictional Cooperation

A municipality may yield any portion of its allocated funds to the county within which it exists or a county may yield any portion of its allocated funds to a municipality within its footprint for eligible expenses. This may be accomplished in one of the following ways:

1. By a grant amendment, as described in section 1.6, where by funds are deobligated from the original subrecipient and then added to previously un-awarded costs items or categories of the receiving jurisdiction's grant award.
2. A subrecipient may use funds pursuant to this agreement to subcontract with another political subdivision within its jurisdiction for eligible and necessary expenditures incurred due to the public health emergency. The subrecipient is responsible for ensuring subcontractor eligibility and maintaining all required documentation.

1.8 Public Information and Meetings

Notwithstanding any provisions of this Grant Agreement to the contrary, the grantee acknowledges that the State of Texas, TDEM, and this Grant Agreement are subject to the Texas Public Information Act, Texas Government Code Chapter 552 (the "PIA"). The grantee acknowledges that TDEM will comply with the PIA, as interpreted by judicial opinions and opinions of the Attorney General of the State of Texas.

The grantee acknowledges that information created or exchanged in connection with this Grant Agreement, including all reimbursement documentation submitted to TDEM, is subject to the PIA, whether created or produced by the grantee or any third party, and the grantee agrees that information not otherwise excepted from disclosure under the PIA, will be available in a format that is accessible by the public at no additional charge to TDEM or State of Texas. The grantee will cooperate with TDEM in the production of documents or information responsive to a request for information.

1.9 Remedies for Non-Compliance

If TDEM determines that the grantee materially fails to comply with any term of this grant agreement, whether stated in a federal or state statute or regulation, an assurance, in a state plan or application, a notice of award, or any other applicable requirement, TDEM, in its sole discretion may take actions including:

1. Temporarily withholding cash payments pending correction of the deficiency or more severe enforcement action by TDEM;
2. Disallowing or denying use of funds for all or part of the cost of the activity or action not in compliance;
3. Disallowing claims for reimbursement;
4. Wholly or partially suspending or terminating this grant;
5. Requiring return or offset of previous reimbursements;
6. Prohibiting the grantee from applying for or receiving additional funds for other grant programs administered by TDEM until repayment to TDEM is made and any other compliance or audit finding is satisfactorily resolved;
7. Reducing the grant award maximum liability of TDEM;
8. Terminating this Grant Agreement;
9. Imposing a corrective action plan;

10. Withholding further awards; or

11. Taking other remedies or appropriate actions.

The grantee costs resulting from obligations incurred during a suspension or after termination of this grant are not allowable unless TDEM expressly authorizes them in the notice of suspension or termination or subsequently.

TDEM, at its sole discretion, may impose sanctions without first requiring a corrective action plan.

1.10 False Statements by Grantee

By acceptance of this grant agreement, the grantee makes all the statements, representations, warranties, guarantees, certifications and affirmations included in this grant agreement. If applicable, the grantee will comply with the requirements of 31 USC § 3729, which set forth that no grantee of federal payments shall submit a false claim for payment.

If any of the statements, representations, certifications, affirmations, warranties, or guarantees are false or if the grantee signs or executes the grant agreement with a false statement or it is subsequently determined that the grantee has violated any of the statements, representations, warranties, guarantees, certifications or affirmations included in this grant agreement, then TDEM may consider this act a possible default under this grant agreement and may terminate or void this grant agreement for cause and pursue other remedies available to TDEM under this grant agreement and applicable law. False statements or claims made in connection with TDEM grants may result in fines, imprisonment, and debarment from participating in federal grants or contract, and/or other remedy available by law, potentially including the provisions of 38 USC §§ 3801-3812, which details the administrative remedies for false claims and statements made.

1.11 Conflict of Interest Safeguards

The grantee will establish safeguards to prohibit its employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest or personal gain, whether for themselves or others, particularly those with whom they have family, business, or other ties. The grantee will operate with complete independence and objectivity without actual, potential, or apparent conflict of interest with respect to its performance under this Grant Agreement. The grantee certifies as to its own organization, that to the best of their knowledge and belief, no member of The A&M System or The A&M System Board of Regents, nor any employee, or person, whose salary is payable in whole or in part by a member of The A&M System, has direct or indirect financial interest in the award of this Grant Agreement, or in the services to which this Grant Agreement relates, or in any of the profits, real or potential, thereof.

1.12 Fraud, Waste, and Abuse

The grantee understands that TDEM does not tolerate any type of fraud, waste, or misuse of funds received from TDEM. TDEM's policy is to promote consistent, legal, and ethical organizational behavior, by assigning responsibilities and providing guidelines to enforce controls. Any violations of law, TDEM policies, or standards of ethical conduct will be investigated, and appropriate actions will be taken. The grantee understands and agrees that misuse of award funds may result in a range of penalties, including suspension of current and future funds, suspension or debarment from federal and state grants, recoupment of monies provided under an award, and civil and/or criminal penalties.

In the event grantee becomes aware of any allegation or a finding of fraud, waste, or misuse of funds received from TDEM that is made against the grantee, the grantee is required to immediately notify TDEM of said allegation or finding and to continue to inform TDEM of the status of any such on-going investigations. The grantee must also promptly refer to TDEM any credible evidence that a principal,

employee, agent, grantee, contractor, subcontractor, or other person has -- (1) submitted a claim for award funds that violates the False Claims Act; or (2) committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct involving award funds. Grantees must also immediately notify TDEM in writing of any misappropriation of funds, fraud, theft, embezzlement, forgery, or any other serious irregularities indicating noncompliance with grant requirements. Grantees must notify the local prosecutor's office of any possible criminal violations. Grantees must immediately notify TDEM in writing if a project or project personnel become involved in any litigation, whether civil or criminal, and the grantee must immediately forward a copy of any demand, notices, subpoenas, lawsuits, or indictments to TDEM.

1.13 Termination of the Agreement

TDEM may, at its sole discretion, terminate this Grant Agreement, without recourse, liability or penalty against TDEM, upon written notice to grantee. In the event grantee fails to perform or comply with an obligation or a term, condition or provision of this Grant Agreement, TDEM may, upon written notice to grantee, terminate this agreement for cause, without further notice or opportunity to cure. Such notification of Termination for Cause will state the effective date of such termination, and if no effective date is specified, the effective date will be the date of the notification.

TDEM and grantee may mutually agree to terminate this Grant Agreement. TDEM in its sole discretion will determine if, as part of the agreed termination, grantee is required to return any or all of the disbursed grant funds.

Termination is not an exclusive remedy, but will be in addition to any other rights and remedies provided in equity, by law, or under this Grant Agreement, including those remedies listed at 2 C.F.R. 200.207 and 2 C.F.R. 200.338 – 200.342. Following termination by TDEM, grantee shall continue to be obligated to TDEM for the return of grant funds in accordance with applicable provisions of this Grant Agreement. In the event of termination under this Section, TDEM's obligation to reimburse grantee is limited to allowable costs incurred and paid by the grantee prior to the effective date of termination, and any allowable costs determined by TDEM in its sole discretion to be reasonable and necessary to cost-effectively wind up the grant. Termination of this Grant Agreement for any reason or expiration of this Grant Agreement shall not release the Parties from any liability or obligation set forth in this Grant Agreement that is expressly stated to survive any such termination or expiration.

1.14 Limitation of Liability

TO THE EXTENT ALLOWED BY LAW, THE GRANTEE SHALL DEFEND, INDEMNIFY AND HOLD HARMLESS THE STATE OF TEXAS AND AGENCY, AND/OR THEIR OFFICERS, REGENTS, AGENTS, EMPLOYEES, REPRESENTATIVES, CONTRACTORS, ASSIGNEES, AND/OR DESIGNEES FROM ANY AND ALL LIABILITY, ACTIONS, CLAIMS, DEMANDS, OR SUITS, AND ALL RELATED COSTS, ATTORNEY FEES, AND EXPENSES ARISING OUT OF, OR RESULTING FROM ANY ACTS OR OMISSIONS OF RESPONDENT OR ITS AGENTS, EMPLOYEES, SUBCONTRACTORS, ORDER FULFILLERS, OR SUPPLIERS OF SUBCONTRACTORS IN THE EXECUTION OR PERFORMANCE OF THE CONTRACT AND ANY PURCHASE ORDERS ISSUED UNDER THE CONTRACT. THE DEFENSE SHALL BE COORDINATED BY RESPONDENT WITH THE OFFICE OF THE TEXAS ATTORNEY GENERAL WHEN TEXAS STATE AGENCIES ARE NAMED DEFENDANTS IN ANY LAWSUIT AND RESPONDENT MAY NOT AGREE TO ANY SETTLEMENT WITHOUT FIRST OBTAINING THE CONCURRENCE FROM THE OFFICE OF THE TEXAS ATTORNEY GENERAL. RESPONDENT AND AGENCY AGREE TO FURNISH TIMELY WRITTEN NOTICE TO EACH OTHER OF ANY SUCH CLAIM.

The grantee agrees that no provision of this Grant Agreement is in any way intended to constitute a waiver by TDEM as an agency of the State of Texas, its officers, regents, employees, agents, or contractors or the State of Texas of any privileges, rights, defenses, remedies, or immunities from suit and liability that TDEM or the State of Texas may have by operation of law.

1.15 Dispute Resolution

The Parties' representatives will meet as needed to implement the terms of this Grant Agreement and will make a good faith attempt to informally resolve any disputes.

Notwithstanding any other provision of this Grant Agreement to the contrary, unless otherwise requested or approved in writing by TDEM, the grantee shall continue performance and shall not be excused from performance during the period any breach of Grant Agreement claim or dispute is pending.

The dispute resolution process provided in Chapter 2260, Texas Government Code, and the related rules adopted by the Texas Attorney General pursuant to Chapter 2260, shall be used by TDEM and grantee to attempt to resolve any claim for breach of contract made by the grantee that cannot be resolved in the ordinary course of business. Grantee shall submit written notice of a claim of breach of contract under this Chapter to the Chief of TDEM, who shall examine the grantee's claim and any counterclaim and negotiate with grantee in an effort to resolve the claim.

The laws of the State of Texas govern this Grant Agreement and all disputes arising out of or relating to this Grant Agreement, without regard to any otherwise applicable conflict of law rules or requirements. Venue for any grantee-initiated action, suit, litigation or other proceeding arising out of or in any way relating to this Grant Agreement shall be commenced exclusively in the Travis County District Court or the United States District Court, Southern District of Texas - Houston Division. Venue for any TDEM-initiated action, suit, litigation or other proceeding arising out of or in any way relating to this Grant Agreement may be commenced in a Texas state district court or a United States District Court selected by TDEM in its sole discretion.

The grantee hereby irrevocably and unconditionally consents to the exclusive jurisdiction of the courts referenced above for the purpose of prosecuting and/or defending such litigation. The grantee hereby waives and agrees not to assert by way of motion, as a defense, or otherwise, in any suit, action or proceeding, any claim that the grantee is not personally subject to the jurisdiction of the above-named courts; the suit, action or proceeding is brought in an inconvenient forum; and/or the venue is improper.

1.16 Liability for Taxes

The grantee agrees and acknowledges that grantee is an independent contractor and shall be entirely responsible for the liability and payment of grantee's and grantee's employees' taxes of whatever kind, arising out of the performances in this Grant Agreement. The grantee agrees to comply with all state and federal laws applicable to any such persons, including laws regarding wages, taxes, insurance, and workers' compensation. TDEM and/or the State of Texas shall not be liable to the grantee, its employees, agents, or others for the payment of taxes or the provision of unemployment insurance and/or workers' compensation or any benefit available to a state employee or employee of TDEM.

1.17 Required State Assurances

The grantee must comply with the applicable State Assurances included within the State Uniform Grant Management Standards (UGMS), Section III, Subpart B, _14, which are attached hereto and incorporated for all purposes as Exhibit A.

1.18 System for Award Management (SAM) Requirements

- A. The grantee agrees to comply with applicable requirements regarding registration with the System for Award Management (SAM) (or with a successor government-wide system officially designated by OMB and, if applicable, the federal funding agency). These requirements include maintaining current registrations and the currency of the information in SAM. The grantee will review and update information at least annually until submission of the final financial report required under the award or

receipt of final payment, whichever is later, as required by 2 CFR Part 25.

- B. The grantee will comply with Executive Orders 12549 and 12689 that requires “a contract award (see 2 CFR 180.220) must not be made to parties listed on the government-wide exclusions in the System for Award Management (SAM)”, in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), “Debarment and Suspension.” SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority. The grantee certifies it will verify each vendor’s status to ensure the vendor is not debarred, suspended, otherwise excluded or declared ineligible by checking the SAM before doing/renewing business with that vendor.
- C. The grantee certifies that it and its principals are eligible to participate in this Grant Agreement and have not been subjected to suspension, debarment, or similar ineligibility determined by any federal, state or local governmental entity and the grantee is in compliance with the State of Texas statutes and rules relating to procurement and that the grantee is not listed in the federal government’s terrorism watch list as described in Executive Order 13224.

1.19 No Obligation by Federal Government

The Parties acknowledge and agree that the federal government is not a party to this Grant Agreement and is not subject to any obligations or liabilities to either Party, third party or subcontractor pertaining to any matter resulting from this Grant Agreement.

1.20 Notice

Notice may be given to the grantee via GMS, email, hand-delivery, or United States Mail. Notices to the grantee will be sent to the name and address supplied by grantee in GMS.

1.21 Force Majeure

Neither the grantee nor TDEM shall be required to perform any obligation under this Grant Agreement or be liable or responsible for any loss or damage resulting from its failure to perform so long as performance is delayed by force majeure or acts of God, including but not limited to strikes, lockouts or labor shortages, embargo, riot, war, revolution, terrorism, rebellion, insurrection, pandemic, flood, natural disaster, or interruption of utilities from external causes. Each Party must inform the other in writing, with proof of receipt, within three (3) business days of the existence of such force majeure, or otherwise waive this right as a defense.

1.22 Debt to State

The grantee certifies, to the extent grantee owes any debt (child support or other obligation) or delinquent taxes to the State of Texas, any payments grantee is owed under this Grant Agreement may be applied by the Comptroller of Public Accounts toward any such debt or delinquent taxes until such debt or delinquent taxes are paid in full.

1.23 Franchise Tax Certification

If grantee is a taxable entity subject to the Texas Franchise Tax (Chapter 171, Texas Tax Code), then grantee certifies that it is not currently delinquent in the payment of any franchise (margin) taxes or that grantee is exempt from the payment of franchise (margin) taxes.

1.24 Severability

If any provisions of this Grant Agreement are rendered or declared illegal for any reason, or shall be invalid or unenforceable, such provision shall be modified or deleted in such manner so as to afford the Party for whose benefit it was intended the fullest benefit commensurate with making this Grant Agreement, as modified, enforceable, and the remainder of this Grant Agreement and the application of such provision to other persons or circumstances shall not be affected thereby, but shall be enforced to the greatest extent permitted by applicable law.

1.25 E-Verify

By entering into this Grant Agreement, grantee certifies and ensures that it utilizes and will continue to utilize, for the term of this Grant Agreement, the U.S. Department of Homeland Security's e-Verify system to determine the eligibility of (a) all persons employed during the contract term to perform duties within Texas; and (b) all persons (including subcontractors) assigned by the grantee pursuant to the Grant Agreement.

1.26 Compliance with Federal Law, Regulations, and Executive Orders

Grantee acknowledges that federal financial assistance funds will be used to fund the Grant Agreement. Grantee will comply with all applicable federal law, regulations, executive orders, policies, procedures, and directives.

1.27 Clean Air Act

The following is only applicable if the amount of the contract exceeds \$150,000.

- a. Grantee agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended, 42 U.S.C. § 7401 et seq.
- b. Grantee agrees to report each violation to TDEM and understands and agrees that TDEM will, in turn, report each violation as required to assure notification to the Federal Emergency Management Agency, and the appropriate Environmental Protection Agency Regional Office.
- c. Grantee agrees to include these requirements in each subcontract exceeding \$150,000 financed in whole or in part with federal assistance provided by this Grant Agreement.

1.28 Federal Water Pollution Control Act

- a. Grantee agrees to comply with all applicable standards, orders, or regulations issued pursuant to the Federal Water Pollution Control Act, as amended, 33 U.S.C. 1251 et seq.
- b. Grantee agrees to report each violation to TDEM and understands and agrees that TDEM will, in turn, report each violation as required to assure notification to the Federal Emergency Management Agency, and the appropriate Environmental Protection Agency Regional Office.
- c. Grantee agrees to include these requirements in each subcontract exceeding \$150,000 financed in whole or in part with federal assistance provided by this Grant Agreement.

1.29 Suspension and Debarment

- a. This Grant Agreement is a covered transaction for purposes of 2 C.F.R. pt 180 and 2 C.F.R. pt. 3000. Grantee certifies that grantee, grantee's principals (defined at 2C.F.R. Sec. 180.995), or its

affiliates (defined at 2 C.F.R. Sec. 180.905) are excluded (defined at 2 C.F.R. Sec. 180.940) or disqualified (defined at 2 C.F.R. Sec. 180.935).

- b. Grantee must comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C and must include a requirement comply with these regulations in any lower tier covered transaction it enters into.
- c. This certification is a material representation of fact relied upon by TDEM. If it is later determined that grantee did not comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, in addition to remedies available to TDEM, the Federal Government may pursue available remedies, including but limited to suspension and/or debarment.

1.30 Energy Conservation

If applicable, grantee agrees to comply with mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act.

1.31 Procurement of Recovered Materials

- a. In the performance of this Grant Agreement, grantee shall make maximum use of products containing recovered materials that are EPA-designated items unless the product cannot be acquired –
 - (i) Competitively within a timeframe providing for compliance with the contract performance schedule;
 - (ii) Meeting contract performance requirements; or
 - (iii) At a reasonable price.
- b. Information about this requirement, along with the list of EPA-designated items, is available at EPA's Comprehensive Procurement Guidelines web site, <https://www.epa.gov/smm/comprehensive-procurement-guideline-cpg-program>.

1.32 Terminated Contracts

The grantee has not had a contract terminated or been denied the renewal of any contract for noncompliance with policies or regulations of any state or federally funded program within the past five (5) years nor is it currently prohibited from contracting with a governmental agency. If the grantee does have such a terminated contract, the grantee shall identify the contract and provide an explanation for the termination. The grantee acknowledges that this Grant Agreement may be terminated and payment withheld or return of grant funds required if this certification is inaccurate or false.

2 Property and Procurement Requirements

2.1 Property Management and Inventory

The grantee must ensure equipment purchased with grant funds is used for the purpose of the grant and as approved by TDEM. The grantee must develop and implement a control system to prevent loss, damage or theft of property and investigate and document any loss, damage or theft of property funded under this Grant.

The grantee must account for any real and personal property acquired with grant funds or received from

the Federal Government in accordance with 2 CFR 200.310 Insurance coverage through 200.316 Property trust relationship and 200.329 Reporting on real property. This documentation must be maintained by the grantee, according to the requirements listed herein, and provided to TDEM upon request, if applicable.

When original or replacement equipment acquired under this award by the grantee is no longer needed for the original project or program or for other activities currently or previously supported by the federal awarding agency or TDEM, the grantee must make proper disposition of the equipment pursuant to 2 CFR 200.

The grantee will maintain specified equipment management and inventory procedures for equipment (including replacement equipment), whether acquired in whole or in part with grant funds, until disposition takes place, with a per-unit cost of \$5,000 or greater. The equipment and inventory procedures include:

- A. The grantee must keep an inventory report on file containing equipment purchased with any grant funds during the grant period. The inventory report must agree with the approved grant budget and the final Financial Status Report and shall be available to TDEM at all times upon request.
- B. The grantee must maintain property/inventory records which, at minimum, include a description of the property, a serial number or other identification number, the source of property, who holds title, the acquisition date, the cost of the property, the percentage of Federal participation in the cost of the property, the location, use and condition of the property, and any ultimate disposition data including the date of disposal and sale price of the property.
- C. The grantee shall permanently identify all such equipment by appropriate tags or labels affixed to the equipment. Exceptions to this requirement are limited to items where placing of the marking is not possible due to the nature of the equipment.

2.2 Consulting Contracts

Pre-approval of costs related to consulting contracts is required and the value of consulting contracts entered into by the grantee may not exceed 5% of the total funds received by the local unit of government.

2.3 Procurement Practices and Policies

The grantee must follow applicable federal and state law, federal procurement standards specified in regulations governing federal awards to non-federal entities, their established policy, and best practices for procuring goods or services with grant funds. Procurement activities must follow the most restrictive of federal, state and local procurement regulations. Contracts must be routinely monitored for delivery of services or goods.

2.4 Contract Provisions Under Federal Awards

All contracts made by a grantee under a federal award must contain the provisions outlined in 2 CFR 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, Appendix II to Part 200 Contract Provisions for Non-Federal Entity Contracts Under Federal Awards.

3 Audit and Records Requirements

3.1 Cooperation with Monitoring, Audits, and Records Requirements

All records and expenditures are subject to, and grantee agrees to comply with, monitoring and/or audits conducted by the United States Department of Treasury's Inspector General (DOTIG), TDEM, and the State

Auditor's Office (SAO) or designee. The grantee shall maintain under GAAP or GASB, adequate records that enable DOTIG, TDEM, and SAO to ensure proper accounting for all costs and performances related to this Grant Agreement.

3.2 Single Audit Requirements

Any grantee expending \$750,000 or more in federal funds in a fiscal year may be subject to Single Audit Requirements in 2 CFR, Part 200, Subpart F – Audit Requirements, at https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl.

The grantees expending more than \$750,000 in state funds in a fiscal year are subject to the requirements in the Texas Single Audit Circular, at <https://comptroller.texas.gov/purchasing/docs/ugms.pdf>. The audit must be completed and the data collection and reporting package described in 2 CFR 200.512 must be submitted to the Federal Audit Clearinghouse (FAC) within 30 calendar days after receipt of the auditor's report(s), or nine months after the end of the audit period, whichever is earlier.

3.3 Requirement to Address Audit Findings

If any audit, monitoring, investigations, review of awards, or other compliance review reveals any discrepancies, inadequacies, or deficiencies which are necessary to correct in order to maintain compliance with this Grant Agreement, applicable laws, regulations, or the grantee's obligations hereunder, the grantee agrees to propose and submit to TDEM a corrective action plan to correct such discrepancies or inadequacies within thirty (30) calendar days after the grantee's receipt of the findings. The grantee's corrective action plan is subject to the approval of TDEM.

The grantee understands and agrees that the grantee must make every effort to address and resolve all outstanding issues, findings, or actions identified by DOTIG, TDEM, or SAO through the corrective action plan or any other corrective plan. Failure to promptly and adequately address these findings may result in grant funds being withheld, other related requirements being imposed, or other sanctions and penalties. The grantee agrees to complete any corrective action approved by TDEM within the time period specified by TDEM and to the satisfaction of TDEM, at the sole cost of the grantee. The grantee shall provide to TDEM periodic status reports regarding the grantee's resolution of any audit, corrective action plan, or other compliance activity for which the grantee is responsible.

3.4 Records Retention

- A. The grantee shall maintain appropriate audit trails to provide accountability for all expenditures of grant funds, reporting measures, and funds received from TDEM under this Grant Agreement. Audit trails maintained by the grantee will, at a minimum, identify the supporting documentation prepared by the grantee to permit an audit of its accounting systems and payment verification with respect to the expenditure of any funds awarded under this Grant Agreement.
- B. The grantee must maintain fiscal records and supporting documentation for all expenditures resulting from this Grant Agreement pursuant to 2 CFR 200.333 and state law.
 1. The grantee must retain these records and any supporting documentation for a minimum of seven (7) years from the later of the completion of this project's public objective, submission of the final expenditure report, any litigation, dispute, or audit.
 2. Records related to real property and equipment acquired with grant funds shall be retained for seven (7) years after final disposition.
 3. TDEM may direct a grantee to retain documents for longer periods of time or to transfer certain records to TDEM or federal custody when it is determined that the records possess long term

retention value.

4 Prohibited and Regulated Activities and Expenditures

4.1 Prohibited Costs

- A. Funds may not be used to fill shortfalls in government revenue to cover expenditures that would not otherwise qualify under the statute. Revenue replacement is not a permissible use of these grant funds. In accordance with Section 3.1 all record and expenditures are subject to review.
- B. Damages covered by insurance.
- C. Payroll or benefits expenses for employees whose work duties are not substantially dedicated to mitigating or responding to the COVID-19 public health emergency.
- D. Duplication of benefits including expenses that have been or will be reimbursed under any other federal program.
- E. Reimbursement to donors for donated items or services.
- F. Workforce bonuses other than hazard pay or overtime.
- G. Severance pay.
- H. Legal settlements.

4.2 Political Activities

Grant funds may not be used in connection with the following acts by agencies or individuals employed by grant funds:

- A. Unless specifically authorized to do so by federal law, grant recipients or their grantees or contractors are prohibited from using grant funds directly or indirectly for political purposes, including lobbying or advocating for legislative programs or changes; campaigning for, endorsing, contributing to, or otherwise supporting political candidates or parties; and voter registration or get-out-the-vote campaigns. Generally, organizations or entities which receive federal funds by way of grants, contracts, or cooperative agreements do not lose their rights as organizations to use their own, private, non-federal resources for "political" activities because of or as a consequence of receiving such federal funds. These recipient organizations must thus use private or other non-federal money, receipts, contributions, or dues for their political activities, and may not charge off to or be reimbursed from federal contracts or grants for the costs of such activities.
- B. Grant officials or grant funded employees may not use official authority or influence or permit the use of a program administered by the grantee agency of which the person is an officer or employee to interfere with or affect the result of an election or nomination of a candidate or to achieve any other political purpose.
- C. Grant-funded employees may not coerce, attempt to coerce, command, restrict, attempt to restrict, or prevent the payment, loan, or contribution of anything of value to a person or political organization for a political purpose.
- D. Grant funds may not be used to employ, as a regular full-time or part-time or contract employee, a person who is required by Chapter 305 of the Government Code to register as a lobbyist. Furthermore, grant funds may not be used to pay, on behalf of the agency or an officer or employee of the agency, membership dues to an organization that pays part or all of the salary of

a person who is required by Chapter 305 of the Government Code to register as a lobbyist.

- E. As applicable, the grantee and each contracting tier will comply with 31 USC § 1352, which provides that none of the funds provided under an award may be expended by the grantee to pay any person to influence, or attempt to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with any Federal action concerning the award or renewal. Grantee shall file the required certification attached hereto and incorporated for all purposes as Exhibit F. Each contracting tier shall also disclose any lobbying with non-federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the recipient.

5 Financial Requirements

5.1 Direct Deposit

A completed direct deposit form from the grantee must be provided to TDEM prior to receiving any payments. The direct deposit form is currently available at <https://grants.tdem.texas.gov/>.

5.2 Payments and Required Documentation

Funding for this Grant Agreement is appropriated under the Coronavirus Aid, Relief, and Economic Security Act, 2020 (Public Law 116-136) enacted on March 27, 2020, as amended, to facilitate protective measures for and recovery from the public health emergency in areas affected by COVID-19, which are Presidentially-declared major disaster areas under Title IV of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5121 et seq.). All expenditures under this Grant Agreement must be made in accordance with this Grant Agreement and any other applicable laws, rules or regulations. Further, grantee acknowledges that all funds are subject to recapture and repayment for non-compliance pursuant to Section 5.7 below.

Payment of funds on projects may be initiated by the grantee through a Request for Reimbursement (RFR) in GMS.

Grantee may initiate an Advance of Funds Request (AFR) through GMS for an initial cash advance to cover actual costs incurred or up to 20% of their total allocation, whichever is larger.

Additional advances or reimbursement requests may be requested following full reporting to TDEM of expenses incurred and applied against the initial and/or any subsequent advance payments.

If sufficient progress is not made towards expenditure of advanced funds and/or the grantee fails to meet financial reporting obligations, TDEM may implement sanctions as necessary up to and including grant termination.

All documentation for expenditures paid during the project period must be submitted to TDEM on or before the grant liquidation date.

5.3 Financial Reporting

Financial reports must be submitted to TDEM on a quarterly basis via GMS but can be submitted more often as necessary to draw down funds.

The final financial report must be submitted to TDEM on or before the grant liquidation date or the grant funds may lapse and TDEM will provide them as grants to other eligible jurisdictions.

5.4 Reimbursements

TDEM will be obligated to reimburse the grantee for the expenditure of actual and allowable allocable costs incurred and paid by the grantee pursuant to this Grant Agreement. TDEM is not obligated to pay unauthorized costs or to reimburse expenses that were incurred by the grantee prior to the commencement or after the termination of this Grant Agreement.

5.5 Refunds and Deductions

If TDEM determines that the grantee has been overpaid any grant funds under this Grant Agreement, including payments made inadvertently or payments made but later determined to not be actual and allowable allocable costs, the grantee shall return to TDEM the amount identified by TDEM as an overpayment. The grantee shall refund any overpayment to TDEM within thirty (30) calendar days of the receipt of the notice of the overpayment from TDEM unless an alternate payment plan is specified by TDEM. Refunds may be remitted to: Texas Division of Emergency Management, P.O. Box 15467, Austin, Texas 78761.

5.6 Recapture of Funds

The discretionary right of TDEM to terminate for convenience under Section 1.13 notwithstanding, TDEM shall have the right to terminate the Grant Agreement and to recapture, and be reimbursed for any payments made by TDEM: (i) that are not allowed under applicable laws, rules, and regulations; or (ii) that are otherwise inconsistent with this Grant Agreement, including any unapproved expenditures.

5.7 Liquidation Period

Grant funds will liquidate 90 calendar days following the project period end date or on December 30, 2020, whichever is earlier. Funds not obligated by the end of the grant period and not expended by the liquidation date will revert to TDEM.

5.8 Project Close Out

TDEM will close-out the grant award when it determines that all applicable administrative actions and all required work of the grant have been completed by the grantee.

The grantee must submit all financial, performance, and other reports as required by the terms and conditions of the grant award.

The grantee must promptly refund any balances of unobligated cash that TDEM paid in advance or paid and that are not authorized to be retained by the grantee for use in other projects.

[EXHIBITS AND SIGNATURE PAGE FOLLOWS]

EXHIBIT A - State of Texas Assurances

As the duly authorized representative of Grantee, I certify that Grantee:

1. Shall comply with Texas Government Code, Chapter 573, by ensuring that no officer, employee, or member of the grantee's governing body or of the grantee's contractor shall vote or confirm the employment of any person related within the second degree of affinity or the third degree of consanguinity to any member of the governing body or to any other officer or employee authorized to employ or supervise such person. This prohibition shall not prohibit the employment of a person who shall have been continuously employed for a period of two years, or such other period stipulated by local law, prior to the election or appointment of the officer, employee, or governing body member related to such person in the prohibited degree.
2. Shall insure that all information collected, assembled, or maintained by the grantee relative to a project will be available to the public during normal business hours in compliance with Texas Government Code, Chapter 552, unless otherwise expressly prohibited by law.
3. Shall comply with Texas Government Code, Chapter 551, which requires all regular, special, or called meetings of governmental bodies to be open to the public, except as otherwise provided by law or specifically permitted in the Texas Constitution.
4. Shall comply with Section 231.006, Texas Family Code, which prohibits payments to a person who is in arrears on child support payments.
5. Shall not contract with or issue a license, certificate, or permit to the owner, operator, or administrator of a facility if the grantee is a health, human services, public safety, or law enforcement agency and the license, permit, or certificate has been revoked by another health and human services agency or public safety or law enforcement agency.
6. Shall comply with all rules adopted by the Texas Commission on Law Enforcement pursuant to Chapter 1701, Texas Occupations Code, or shall provide the grantor agency with a certification from the Texas Commission on Law Enforcement that the agency is in the process of achieving compliance with such rules if the grantee is a law enforcement agency regulated by Texas Occupations Code, Chapter 1701.
7. Shall follow all assurances. When incorporated into a grant award or contract, standard assurances contained in the application package become terms or conditions for receipt of grant funds. Administering state agencies and grantees shall maintain an appropriate contract administration system to insure that all terms, conditions, and specifications are met. (See UGMS Section __.36 for additional guidance on contract provisions).
8. Shall comply with the Texas Family Code, Section 261.101, which requires reporting of all suspected cases of child abuse to local law enforcement authorities and to the Texas Department of Child Protective and Regulatory Services. Grantee shall also ensure that all program personnel are properly trained and aware of this requirement.
9. Shall comply with all federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352), which prohibits discrimination on the basis of race, color, or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps and the Americans with Disabilities Act of 1990 including Titles I, II, and III of the Americans with Disability Act which prohibits recipients from discriminating on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities, 44 U.S.C. §§ 12101-12213; (d) the Age Discrimination Act of 1974, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment, and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to the nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290dd-3 and 290ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental, or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to this Grant.
10. Shall comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally assisted construction subagreements.
11. Shall comply with requirements of the provisions of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (P.L. 91-646), which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
12. Shall comply with the provisions of the Hatch Political Activity Act (5 U.S.C. §§7321-29), which limit the political activity of employees whose principal employment activities are funded in whole or in part with Federal funds.
13. Shall comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act and the Intergovernmental Personnel Act of 1970, as applicable.

14. Shall insure that the facilities under its ownership, lease, or supervision which shall be utilized in the accomplishment of the project are not listed on the Environmental Protection Agency's (EPA) list of Violating Facilities and that it will notify the Federal grantor agency of the receipt of any communication from the Director of the EPA Office of Federal Activities indicating that a facility to be used in the project is under consideration for listing by the EPA (EO 11738).
15. Shall comply with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973, Public Law 93-234. Section 102(a) requires the purchase of flood insurance in communities where such insurance is available as a condition for the receipt of any Federal financial assistance for construction or acquisition proposed for use in any area that has been identified by the Secretary of the Department of Housing and Urban Development as an area having special flood hazards.
16. Shall comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved state management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of federal actions to State (Clear Air) Implementation Plans under Section 176(c) of the Clear Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
17. Shall comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
18. Shall assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
19. Shall comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) which requires the minimum standards of care and treatment for vertebrate animals bred for commercial sale, used in research, transported commercially, or exhibited to the public according to the Guide for Care and Use of Laboratory Animals and Public Health Service Policy and Government Principals Regarding the Care and Use of Animals.
20. Shall comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residential structures.
21. Shall comply with the Pro-Children Act of 1994 (Public Law 103-277), which prohibits smoking within any portion of any indoor facility used for the provision of services for children.
22. Shall comply with all federal tax laws and are solely responsible for filing all required state and federal tax forms.
23. Shall comply with all applicable requirements of all other federal and state laws, executive orders, regulations, and policies governing this program.
24. And its principals are eligible to participate and have not been subjected to suspension, debarment, or similar ineligibility determined by any federal, state, or local governmental entity and it is not listed on a state or federal government's terrorism watch list as described in Executive Order 13224. Entities ineligible for federal procurement have Exclusions listed at <https://www.sam.gov/portal/public/SAM/>.
25. Shall adopt and implement applicable provisions of the model HIV/AIDS work place guidelines of the Texas Department of Health as required by the Texas Health and Safety Code, Ann., Sec. 85.001, et seq.
26. Shall comply with the Drug-Free Workplace Rules established by the Texas Worker's Compensation Commission effective April 17, 1991.

EXHIBIT B – CARES ACT CORONAVIRUS RELIEF FUND ELIGIBILITY CERTIFICATION

I, _____, am the County Judge, Mayor or City Manager of _____
("County"/"Municipality"), and I certify that:

1. I have the authority on behalf of County/Municipality to request grant payments from the State of Texas ("State") for federal funds appropriated pursuant to section 601 of the Social Security Act, as added by section 5001 of the Coronavirus Aid, Relief, and Economic Security Act, Pub. L. No. 116-136, div. A, Title V (Mar. 27, 2020).
2. I understand that the State will rely on this certification as a material representation in making grant payments to the County/Municipality.
3. I acknowledge that County should keep records sufficient to demonstrate that the expenditure of funds it has received is in accordance with section 601(d) of the Social Security Act.
4. I acknowledge that all records and expenditures are subject to audit by the United States Department of Treasury's Inspector General, the Texas Division of Emergency Management, and the Texas State Auditor's Office, or designee.
5. I acknowledge that County has an affirmative obligation to identify and report any duplication of benefits. I understand that the State has an obligation and the authority to deobligate or offset any duplicated benefits.
6. I acknowledge and agree that County/Municipality shall be liable for any costs disallowed pursuant to financial or compliance audits of funds received.
7. I acknowledge that if County has not used funds it has received to cover costs that were incurred by December 30, 2020, as required by the statute, those funds must be returned to the United States Department of the Treasury.
8. I acknowledge that the County/Municipality's proposed uses of the funds provided as grant payments from the State by federal appropriation under section 601 of the Social Security Act will be used only to cover those costs that:
 - a. are necessary expenditures incurred due to the public health emergency and governor's disaster declaration on March 13, 2020 with respect to the Coronavirus Disease 2019 (COVID-19);
 - b. were not accounted for in the budget most recently approved as of March 27, 2020, for County/Municipality; and
 - c. were incurred during the period that begins on March 1, 2020 and ends on December 30, 2020.

In addition to each of the statements above, I acknowledge on submission of this certification that my jurisdiction has incurred eligible expenses between March 1, 2020 and the date noted below.

By: _____

Signature: _____

Title: _____

Date: _____

EXHIBIT C - CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned grantee, _____, certifies, to the best of his or her knowledge that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence any officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form – LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31 U.S.C. Sec. 1352 (as amended by the Lobbying Disclosure Act of 119). Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The grantee, _____, certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, grantee understands and agrees that the provisions of 31 U.S.C. Sec. 3801 *et seq.* apply to his certification and disclosure, if any.

By: _____

Signature: _____

Title: _____

Date: _____



Ovilla City Council

AGENDA ITEM REPORT

Item 12

Meeting Date: June 08, 2020

Department: Administration/EDC

☒ Discussion ☐ Action

Budgeted Expense: ☐ YES ☐ NO ☒ N/A

Submitted By: Mayor Dormier

Amount: N/A

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

☒ Accountant ☐ Other

Attachments:

None

Agenda Item / Topic:

ITEM 12. *DISCUSSION* – Review and discuss potential project(s) for the Economic Development Corporation.

Discussion / Justification:

Mayor Dormier asked staff to bring this item for discussion.

The Economic Development Corporation Board of Directors voiced desire to consider leasing 708 W. Main Street as a project to develop enterprises that will create jobs in Ovilla.

Type B corporations may provide land, buildings, equipment, facilities and improvements found by the board of directors to promote or develop new or expanded business enterprises that create or retain primary jobs, including a project to provide:

1. Sewage or solid waste disposal facilities
2. Public safety facilities
3. Streets and roads
4. Drainage related improvements
5. Demolition of existing structures
6. General municipally owned improvements.

Recommendation / Staff Comments:

Good idea.

Sample Motion(s):

N/A. Discussion only.



Ovilla City Council

AGENDA ITEM REPORT

Item 13

Meeting Date: June 08, 2020

Department: Public Safety/Police & Fire

☒ Discussion ☐ Action

Budgeted Expense: ☐ YES ☒ NO ☐ N/A

Submitted By: Mayor Dormier

Amount: N/A

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

☒ Accountant

☒ Other: Chief Windham, Chief Kennedy

Attachments:

1. Salary comparisons from the police and fire departments.
2. City's current salary plan

Agenda Item / Topic:

ITEM 13. *DISCUSSION* – Review and discuss public safety salary surveys.

Discussion / Justification:

Mayor Dormier requested staff to begin salary comparison before the upcoming budget workshops begin to understand where Ovilla falls in the surveys.

Recommendation / Staff Comments:

N/A

Sample Motion(s):

N/A. Discussion only.

City of Ovilla
Standard Schedule of Pay for Fiscal Year 2019

		Minimum	Intermediate	Maximum
GRADE 1				
Street Maintenance Technician I	Hourly	\$13.00	\$15.75	\$18.50
Park Maintenance Technician I				
GRADE 2				
Water Maintenance Technician I	Hourly	\$14.30	\$17.33	\$20.35
Customer Service Representative I				
Police Secretary				
GRADE 3				
Sewer Maintenance Technician I	Hourly	\$15.73	\$19.06	\$23.19
Administrative Assistant I				
Street Maintenance Technician II				
GRADE 4				
Water Maintenance Technician II	Hourly	\$17.30	\$20.97	\$24.63
Customer Service Representative II				
Administrative Assistant II				
Planning Clerk/Admin Secretary				
GRADE 5				
Sewer Maintenance Technician II	Hourly	\$18.80	\$22.95	\$27.09
Deputy City Secretary				
Municipal Court Clerk				
Police Recruit				
GRADE 6				
Code Enforcement - Animal Control Supervisor	Hourly	\$20.68	\$24.19	\$29.43
Police Patrol Officer				
GRADE 7				
Water Superintendent	Hourly	\$22.75	\$26.61	\$32.38
Police Sergeant				
Police Detective				
GRADE 8				
City Accountant *	Annual	\$52,500	\$63,500	\$74,500
GRADE 9				
Police Lieutenant *	Hourly	\$56,000	\$68,750	\$81,500
GRADE 10				
Public Works Director *	Annual	\$59,000	\$71,750	\$84,500
GRADE 11				
City Secretary *	Annual	\$64,500	\$76,250	\$88,000
Police Chief *				
GRADE 12				
City Manager *	Annual	\$89,000	\$101,500	\$114,000
* FLSA Exempt Positions				

PART TIME AND SEASONAL

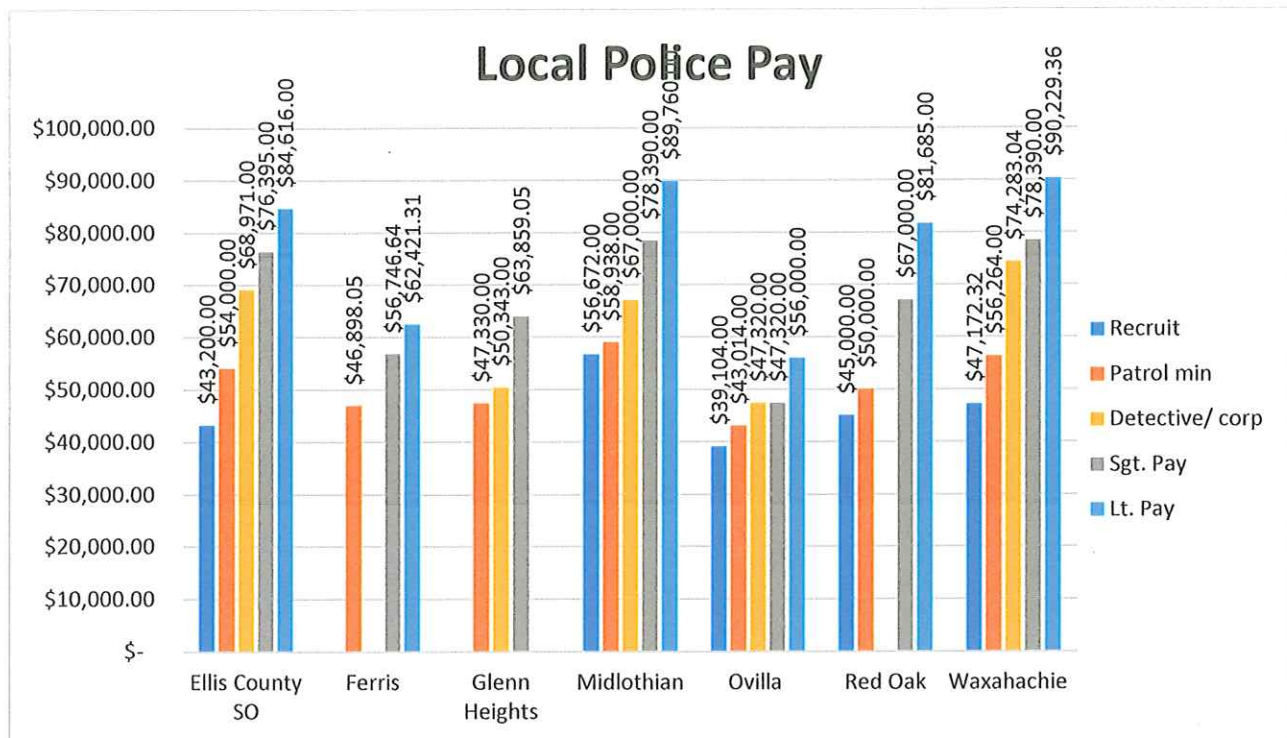
Part Time	Hourly	Minimum	Intermediate	Maximum
Fire Fighter-Basic		\$12.00	\$14.62	\$17.23
Fire Fighter-Medic		\$15.00	\$18.27	\$21.54
Fire Captain		\$16.25	\$19.79	\$23.33
Police Patrol Officer		\$20.68	\$24.95	\$29.21
Deputy Chief/ Fire Marshall		\$20.00	\$24.36	\$28.71
Fire Chief		\$22.44	\$27.33	\$32.22
Maintenance Worker		\$13.00	\$15.75	\$18.50
Code Enforcement		\$15.73	\$19.06	\$22.39
Seasonal		\$8.50	\$12.75	17.00
Fire Fighter - Volunteer	Per Shift	\$25.00	\$35.00	50.00



"Small departments are. . . faced with not being able to provide the salary and benefits offered by larger departments and there is not as much room for advancement or specialized duties in a small department," McCoy observes. "Combine that with the fact that many people who are interested in becoming a police officer have grandiose ideas of working in the city and that being a police officer is like what they saw on television growing up. Given these factors, it should come as no surprise that a majority of candidates are applying for positions with larger agencies."
(Policing in Small, rural and Tribal Communities, *Police Chief*, 2018)

The Ovilla Police Department has recently conducted a salary survey of agencies in the state including those close to the city. Over the last few years we have taken great strides in increasing the pay and benefits of the officers. Unfortunately, other cities were busy doing the same. Even though we have increased pay, we still lag behind many cities in our area as well as the State. After the bond for a new police facility failed, the talk among officers is why stay when we could go virtually anywhere else and at least make more money? We have managed to keep our officers with a positive working environment and a culture that promotes teamwork and professionalism. However, it is difficult to counter the pay issue for a prolonged length of time. The Ovilla Police Department has great officers, and I believe the city would like to keep them. We have invested time and money in our officers. If they were to leave, we would have to start back at the beginning paying for training and such that we have already paid for and are now letting another department reap those benefits. It would be a never-ending cycle. I would like to stop that cycle before it begins.

Michelle Stockton has done a tremendous amount of work putting together pay and benefit information from all around the state. The information shows us, in our area, that Ovilla officers are behind all other departments. Of the cities listed in the below graph, the average officer pay is \$50,920 which puts Ovilla approximately \$7,900 below the area average. The Sergeant position average pay is \$66,871 which puts Ovilla approximately \$19,551 below average. My proposal would be to raise the starting officer pay to \$50,000 which would put us slightly below average but still only ahead of two other agencies and equal with a third. I would also propose raising the Sergeant pay to \$60,000 which would still leave the Sergeants below average and only ahead of one agency.



The proposed and current figures are below:

Proposed Sergeant and Officer Totals

Payroll	420000
Taxes	6090
TMRS	41685
Health	5077.92
Life	421.44
Tel-Doc	80
total	473354.36

Current Sergeant and Officer Totals

Payroll	371658.35
Taxes	5389.05
TMRS	36887.06
Health	5077.92
Life	421.44
Tel-Doc	80
 total	 419513.82
 Difference	 53840.54

The difference in yearly payroll for the Officers and Sergeants would be \$53,840.54. While the new payroll numbers would not put the employees significantly ahead of other agencies, it would put them in the same ballpark hopefully preventing flight from Ovilla for more lucrative positions.

Preventing a Crisis

In support of this request I offer the below information. Directly below is a sample of jobs in the area that provide compensation at a rate similar to Ovilla yet at jobs with less responsibility and danger.

Crane Operator Dispatcher \$20 hr
Collin County Dispatcher \$42, 812
Ellis County Juvenile Probation \$43,473
Ellis County Detention Officer \$42,000
Lancaster Police Dispatcher \$18.88 hr
Lancaster Animal Services Officer \$19.98 hr
Texas Dept of Emergency Mgmt Admin Associate \$21.64 hr

Furthermore, the total revenue for the first six months of this year from citations totals \$52,780. That is just below the cost of the proposed salary increase. The correlation here is if the number of officers leave this department that I believe is a real possibility, that number will decrease in such a manner that makes it fiscally relevant. In other words, the amount of lost revenue over the time to hire and train new officers would probably be triple the amount brought in in the first 6 months of the year. Making sure these officers stay at the Ovilla Police Department will cost less in the short term than the loss of revenue to the city.

An additional point to consider is the time and money spent on training new officers and supervisors. Time and money that we have already spent. The number of training classes for new officers as required by the State of Texas is about 17. While some classes are free, some are inexpensive, and others cost significantly more, there is also a time cost associated. These classes run from a few hours to a week in length. Not only is there a cost to covering the vacated shifts, there is lost productivity to having fewer officers patrolling the streets of Ovilla. There is no need to start this training process over again, and inevitably over again, we can build on what we have done and spent already. Otherwise we are wasting time and money or at least giving it to another department free of charge.

Litigation

Below is an article to consider, relating to problem officers and the annual cost of litigation. I bring this article to your attention not to say we have problem officers but just the opposite, to say we do not have problem officers. However, if we do not make strides to keep these great officers, we could very well be trading our great officers for some less than desirable officers that can cost significant monies in the future. According to the article, a problem officer will cost you, on the average, \$35,000 a year in compensation to citizen complainants. Is it worth it?

https://www.dolanconsultinggroup.com/wp-content/uploads/2017/08/RB_Cost-of-a-Problem-Officer.pdf

Future

I would also like to discuss the future of the department personnel. There are currently three subdivisions in different stages of planning, Bryson Manor phase three (113), Broadmoor Estates (84), and Miracle Farms (77). These neighborhoods will cause an increase in 274 households. The website <https://www.indexmundi.com/facts/united-states/quick-facts/texas/average-household-size#map> provides a figure of 2.99 persons per household in Ellis County. Multiplying that number by the number of new households provides a total of 819 new persons to Ovilla. Combined with other home starts in town, this will require 2 additional officers in the next few years to maintain staffing levels. To that end, I would propose a change in structure for the police department. I propose adding an Assistant Chief position culminating in the promotion of Lt. Bennett to Assist Chief. Lt. Bennett is the second in command of the department and his duties include leading the department when the Chief is not available. Second, I propose promoting Sgt. Geiser to the rank of Lieutenant and opening the vacant Sergeant position for promotion. In addition, I would like to create a new category of officer, Master Officer, which would directly align with the TCOLE requirements of Master Peace Officer. I believe we have one officer in the department currently that qualifies. This position would receive an extra \$500 a month and would only be applicable to officer grade employees and not supervisors. This position rewards the officers for working for the Ovilla Police Department and keeping their vast amount of knowledge and years of experience in service for the Ovilla Police Department. The approximate additional cost in salary is detailed below:

Assistant Chief - \$6,000

Lieutenant- \$5,000

Sergeant - \$7,000

Master Officer - \$6,000

If we can accomplish all or some of the things listed and take care of our Police Department and Police Officers, the City is poised to be a "gem" of a department with top quality well trained employees ready to respond. Otherwise, we will perpetually be a training department like in years past where officers come and go leaving the department in a continual state of rebuilding. I leave you with the story of "Zach", a ten month officer for Ovilla who left for Midlothian, promoted to Sergeant and then left for Highland Park where he has promoted to the rank of Lieutenant. A well respected public servant who has the admiration of friends and co-workers. Let's not let the "Zachs" go any longer. Your city, your property and your safety deserve quality service from quality officers.

A CEO said to his CFO "What if we invest in our employees and they leave?" to which the CFO replied "What if we don't and they stay?" Our community and employees deserve the investment.

All Depts

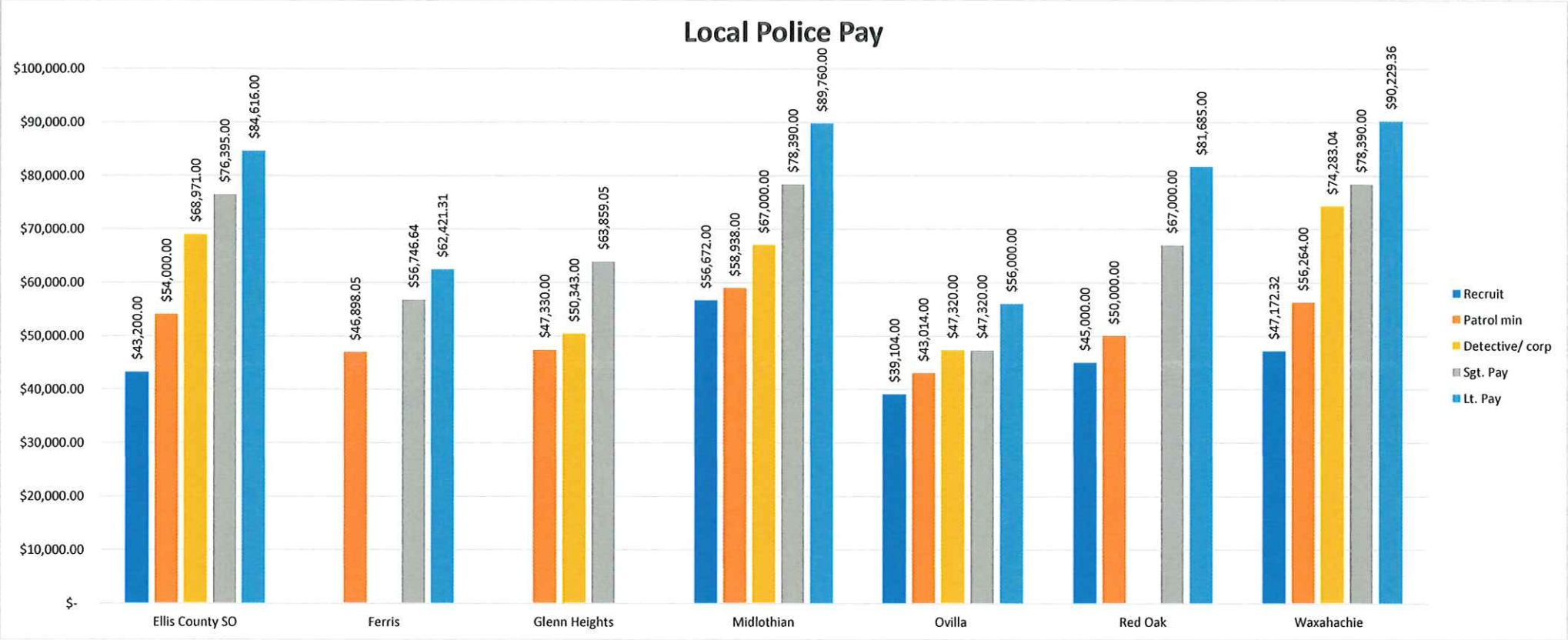
	Recruit	Patrol		Corporal/ Det		Sgt		LT		Captain		Assist. Chief		Chief	
City		Min	Max	Min	Max	Min	Max	Min	Max	Min	Max	Min	Max	Min	Max
Addison	\$ 55,733.60	\$ 61,925.76	\$ 80,799.68			\$ 85,700.16	\$ 96,455.84	\$ 97,050.98	\$ 106,050.10	\$ 110,915.22	\$ 121,200.04	\$ 129,401.22	\$ 141,399.96	\$ 122,733.52	\$ 184,100.28
Alvarado	\$ 45,000.00	\$ 46,350.00	\$ 55,344.00	\$ 51,500.00	\$ 59,702.00	\$ 56,000.00	\$ 63,028.00	\$ 63,500.00	\$ 69,388.00	\$ 74,500.00				\$ 80,000.00	\$ 90,000.00
Anna	\$ 50,020.20	\$ 55,578.00	\$ 83,366.00	\$ 58,356.90	\$ 87,534.30	\$ 65,014.00	\$ 97,521.00	\$ 78,570.00	\$ 117,856.00						
Argyle		\$ 57,694.00	\$ 62,450.00												
Azle	\$ 53,601.00	\$ 53,620.00	\$ 73,973.00	\$ 59,116.00	\$ 81,555.00	\$ 68,434.00	\$ 94,410.00	\$ 83,182.00	\$ 114,756.00					\$ 101,108.00	\$ 139,486.00
Balch Springs	\$ 38,631.61	\$ 49,582.64	\$ 68,862.74	\$ 61,583.64	\$ 71,462.74	\$ 72,672.88	\$ 75,580.53	\$ 82,349.18	\$ 87,290.00						
Bedford	\$ 51,909.00	\$ 57,354.00	\$ 71,531.00	\$ 73,680.00	\$ 82,927.00	\$ 87,074.00	\$ 98,002.00	\$ 100,945.00	\$ 110,305.00	\$ 113,614.00	\$ 120,533.00				
Bellmead	\$ 34,944.00	\$ 39,312.00	\$ 50,232.00	\$ 35,360.00	\$ 47,840.00	\$ 43,680.00	\$ 54,600.00	\$ 52,000.00	\$ 64,480.00			\$ 56,160.00	\$ 70,720.00	\$ 85,280.00	\$ 104,000.00
Benbrook	\$ 56,130.00	\$ 57,532.79	\$ 77,099.44	\$ 63,429.62	\$ 85,001.76	\$ 73,428.43	\$ 98,401.12	\$ 80,954.75	\$ 108,487.11	\$ 89,252.99	\$ 119,607.54			\$ 113,911.26	\$ 152,651.99
Blue Mound		\$ 46,904.00	\$ 56,056.00			\$ 58,344.00	\$ 67,496.00								
Borger		\$ 40,558.51	\$ 46,541.83	\$ 47,705.37	\$ 53,692.82	\$ 55,035.14	\$ 60,748.49	\$ 62,267.20	\$ 68,731.34						
Burleson	\$ 56,500.00	\$ 61,500.00	\$ 78,555.00			\$ 85,000.00	\$ 98,454.00	\$ 85,000.00	\$ 98,454.00						
Carrollton		\$ 64,831.10	\$ 89,664.64												
Cedar Hill	\$ 59,000.00	\$ 61,000.00	\$ 76,946.00	\$ 71,771.00	\$ 83,202.00	\$ 83,195.00	\$ 93,637.00	\$ 94,353.00	\$ 106,195.00			\$ 106,607.00	\$ 133,748.00		
Cellna		\$ 60,000.00	\$ 76,006.00	\$ 67,531.00	\$ 76,006.00	\$ 78,286.00	\$ 88,112.00	\$ 90,755.00	\$ 102,146.00			\$ 105,210.00	\$ 118,415.00		
City of Kaufman	\$ 45,000.00	\$ 50,400.00	\$ 65,000.00			\$ 55,000.00	\$ 72,600.00	\$ 60,000.00	\$ 84,000.00					\$ 73,218.00	\$ 101,424.00
Cleburne		\$ 51,417.60	\$ 63,190.40	\$ 65,728.00	\$ 72,030.40	\$ 72,300.80	80.255.60	\$ 83,470.40	\$ 94,889.60			\$ 97,052.80	\$ 108,243.20		
Cockrell Hill		\$ 41,496.00		\$ 45,464.00		\$ 48,500.00		\$ 53,000.00							
Colleyville	\$ 55,140.00	\$ 59,781.00	\$ 76,939.00	\$ 75,885.00	\$ 84,691.00	\$ 82,991.00	\$ 92,580.00	\$ 96,711.00	\$ 107,349.00			\$ 102,972.00	\$ 149,452.00		
Cooke CO		\$ 48,536.00		\$ 49,600.00		\$ 49,954.00		\$ 51,290.00							
Coppell	\$ 60,361.82	\$ 65,111.99	\$ 85,740.05	\$ 80,023.78	\$ 91,829.13	\$ 94,664.94	\$ 101,407.45	\$ 108,344.60	\$ 120,123.59	\$ 116,991.71	\$ 129,710.80	\$ 105,976.00	\$ 153,649.60	\$ 111,259.20	\$ 195,816.19
Corinth	\$ 51,792.00	\$ 56,971.20	\$ 74,235.20	\$ 61,692.80	\$ 80,412.80	\$ 78,228.80	\$ 88,004.80	\$ 90,875.20	\$ 99,299.20	\$ 90,584.00	\$ 126,817.60			\$ 115,564.80	\$ 161,782.40
Corsicana	\$ 41,111.00	\$ 45,278.00	\$ 60,878.00	\$ 51,810.00	\$ 67,410.00	\$ 59,590.00	\$ 75,190.00	\$ 62,476.00	\$ 78,076.00	\$ 65,364.00	\$ 80,964.00	\$ 68,662.00	\$ 84,262.00	\$ 75,484.00	\$ 106,637.00
Crowley		\$ 54,017.60	\$ 70,491.20	\$ 54,017.60	\$ 70,491.20	\$ 71,884.80	\$ 88,420.80	\$ 80,912.00	\$ 93,808.00						
Dalworthington Garden	\$ 40,000.00	\$ 40,000.00	\$ 40,000.00					\$ 50,000.00							
Denton	\$ 64,486.00	\$ 70,282.00	\$ 91,000.00			\$ 96,974.00	\$ 105,895.00	\$ 112,017.00	\$ 121,082.00	\$ 130,000.00	\$ 145,000.00	\$ 140,000.00	\$ 155,000.00	\$ 128,370.00	\$ 213,094.00
Desoto	\$ 58,500.00	\$ 60,000.00	\$ 72,500.00	\$ 73,950.00	\$ 80,000.00	\$ 81,600.00	\$ 88,000.00	\$ 89,760.00	\$ 101,500.00	\$ 103,530.00	\$ 111,000.00	\$ 99,246.08	\$ 144,899.27	\$ 113,626.83	\$ 165,895.17
Duncanville		\$ 56,361.00	\$ 72,109.00			\$ 79,003.00	\$ 87,029.00	\$ 90,424.00	\$ 100,902.00			\$ 110,824.00	\$ 124,684.00	\$ 113,070.35	\$ 163,952.01
Ellis County SO	\$ 43,200.00	\$ 54,000.00	\$ 66,319.00	\$ 68,971.00	\$ 73,456.00	\$ 76,395.00	\$ 81,362.00	\$ 84,616.00	\$ 90,119.00	\$ 93,723.00	\$ 97,472.00	\$ 100,396.00	\$ 103,910.00		
Ennis		\$ 54,309.00	\$ 66,602.00	\$ 57,440.00	\$ 69,100.00	\$ 61,130.00	\$ 80,600.00	\$ 80,000.00	\$ 94,600.00			\$ 85,110.48	\$ 130,035.36	\$ 105,181.44	\$ 153,251.28
Eules	\$ 61,795.00	\$ 63,340.00	\$ 84,243.00	\$ 72,424.00	\$ 88,824.00	\$ 83,078.00	\$ 98,711.00	\$ 94,531.00	\$ 118,653.00						
Fairview		\$ 57,249.00	\$ 77,454.00	\$ 63,192.00	\$ 85,495.00	\$ 71,496.00	\$ 96,730.00							\$ 103,548.00	\$ 140,193.00
Farmers Branch		\$ 65,582.40	\$ 85,404.80	\$ 85,009.60	\$ 95,680.00	\$ 95,929.60	\$ 103,833.60	\$ 112,673.60	\$ 121,971.20	\$ 97,676.80	\$ 156,312.00			\$ 123,344.00	\$ 197,329.59
Fate		\$ 58,594.57	\$ 76,452.62					\$ 74,854.45	\$ 92,061.54	\$ 85,694.20	\$ 99,343.06				
Ferris		\$ 46,898.05	\$ 61,191.32			\$ 56,746.64	\$ 74,041.50	\$ 62,421.31	\$ 81,445.65					\$ 83,082.76	\$ 108,404.16
Flower Mound	\$ 60,548.80	\$ 63,564.80	\$ 82,908.80			\$ 92,518.40	\$ 104,124.80	\$ 104,353.60	\$ 114,046.40	\$ 116,916.80	\$ 127,774.40	\$ 120,660.80	\$ 168,916.80		
Forest Hill	\$ 37,502.40	\$ 52,500.00	\$ 67,966.08	\$ 59,448.48	\$ 74,911.20	\$ 63,252.80	\$ 81,856.32			\$ 83,494.32	\$ 98,957.04				

Forney	\$ 47,028.80	\$ 52,249.60	\$ 66,684.00			\$ 73,528.00	\$ 85,113.60	\$ 85,113.60	\$ 98,529.60						
Frisco	\$ 62,264.28	\$ 65,352.04	\$ 85,214.48	\$ 70,645.12	\$ 88,580.18	\$ 93,978.04	\$ 100,669.40	\$ 105,689.96	\$ 115,364.34	\$ 123,059.04	\$ 133,088.28	\$ 143,050.70	\$ 151,762.52		
Gainsville	\$ 44,586.04	\$ 49,156.00	\$ 103,421.33	\$ 62,643.77	\$ 109,626.60	\$ 70,380.27	\$ 123,165.47			\$ 78,122.10	\$ 136,713.68				
Garland	\$ 61,070.00	\$ 63,358.00	\$ 84,532.00												
Glenn Heights		\$ 47,330.00	\$ 62,301.58	\$ 50,343.00	\$ 66,267.66	\$ 63,859.05	\$ 81,610.83								
Granbury	\$ 48,210.00	\$ 53,837.00													
Grand Prairie		\$ 62,330.00	\$ 86,035.00			\$ 90,147.00	\$ 99,382.00	\$ 104,496.00	\$ 115,208.00	\$ 121,723.00	\$ 134,200.00	\$ 149,915.00			
Grapevine	\$ 57,428.80	\$ 60,299.20	\$ 81,660.80	\$ 84,302.40	\$ 89,419.20	\$ 94,744.00	\$ 100,505.60	\$ 107,827.20	\$ 111,072.00	\$ 120,469.70	\$ 127,806.12	\$ 103,313.00	\$ 149,803.00		
Greenville	\$ 53,000.00	\$ 54,590.00	\$ 71,229.00			\$ 74,790.00	\$ 80,955.00	\$ 85,003.00	\$ 90,219.00	\$ 94,730.00	\$ 100,528.00	\$ 105,554.00	\$ 121,126.00		
Heath		\$ 62,837.06	\$ 79,508.93			\$ 74,611.79	\$ 90,776.65								
Hewitt	\$ 41,789.00	\$ 48,223.00	\$ 57,586.00			\$ 62,885.00	\$ 69,430.00	\$ 72,263.00	\$ 79,754.00			\$ 65,757.00	\$ 93,917.00	\$ 111,143.00	\$ 158,740.00
Highland Park		\$ 58,203.00	\$ 73,169.00			\$ 97,111.00	\$ 106,823.00	\$ 111,679.00	\$ 141,275.00			\$ 141,844.00	\$ 184,398.00		
Highland Village		\$ 58,686.00	\$ 82,160.00	\$ 62,189.00	\$ 87,064.00	\$ 71,991.00	\$ 100,788.00	\$ 78,645.00	\$ 110,103.00	\$ 91,041.00	\$ 140,522.00	\$ 110,661.00	\$ 132,794.00		
Hill CO	\$ 40,272.00	\$ 40,620.00	\$ 43,139.00	\$ 44,433.00	\$ 47,139.00	\$ 48,554.00				\$ 54,616.00	\$ 57,267.00				
Hillsboro	\$ 27,772.86	\$ 28,467.18	\$ 44,615.70	\$ 32,116.62	\$ 51,593.74	\$ 33,772.68	\$ 54,254.10	\$ 35,510.19	\$ 57,045.34	\$ 39,148.07	\$ 62,889.40				
Hood CO		\$ 45,360.00	\$ 66,313.00	\$ 47,520.00	\$ 69,470.00	\$ 49,680.00	\$ 72,628.00	\$ 51,840.00	\$ 75,786.00	\$ 54,000.00	\$ 78,944.00	\$ 58,320.00	\$ 85,260.00		
Hudson Oaks	\$ 35,360.00	\$ 51,500.00	\$ 69,738.00	\$ 58,671.00	\$ 73,462.00	\$ 66,205.00	\$ 79,706.00								
Hurst	\$ 72,924.80	\$ 79,851.20		\$ 85,384.00		\$ 97,094.40				\$ 115,315.20			\$ 126,609.60		
Hutchins		\$ 46,488.00	\$ 61,172.80	\$ 48,817.60	\$ 64,230.40	\$ 59,987.20	\$ 72,987.20	\$ 73,361.60	\$ 85,800.00						
Italy	\$ 39,624.00	\$ 42,850.08		\$ 43,396.08		\$ 46,000.00		\$ 50,000.00				\$ 52,000.00			
Johnson County SO	\$ 36,000.00	\$ 36,024.00	\$ 45,997.00	\$ 44,816.00	\$ 56,960.00	\$ 40,500.00	\$ 55,000.00	\$ 55,500.00	\$ 60,186.00	\$ 65,000.00	\$ 67,354.00	\$ 77,080.00		\$ 84,629.00	
Joshua	\$ 41,250.00	\$ 42,962.00	\$ 44,714.00	\$ 53,664.00		\$ 55,000.00	\$ 58,531.00		\$ 62,005.00						
Keene		\$ 39,582.40	\$ 49,296.00			\$ 51,480.00	\$ 53,040.00	\$ 56,576.00		\$ 67,808.00				\$ 71,450.00	
Keller		\$ 58,884.80	\$ 74,692.80	\$ 71,760.00	\$ 85,758.40	\$ 83,054.40	\$ 97,302.40	\$ 95,846.40	\$ 105,830.40						
Kennedale		\$ 49,500.00	\$ 63,935.00	\$ 58,500.00	\$ 69,913.00	\$ 67,500.00	\$ 80,669.00			\$ 76,500.00	\$ 91,425.00				
Lake Dallas		\$ 50,967.40	\$ 100,911.98			\$ 56,064.15	\$ 111,003.17	\$ 61,670.56	\$ 122,103.49					\$ 67,837.62	\$ 134,313.84
Lakeworth	\$ 42,011.00	\$ 50,000.00	\$ 61,000.00	\$ 50,000.00	\$ 61,000.00	\$ 70,000.00	\$ 85,400.00	\$ 86,000.00	\$ 112,000.00					\$ 100,000.00	\$ 120,000.00
Lancaster	\$ 52,497.12	\$ 54,597.01	\$ 68,022.24			\$ 75,557.44	\$ 84,797.51	\$ 89,186.68	\$ 100,197.21			\$ 105,521.72	\$ 118,684.47		
Lewisville		\$ 68,854.00	\$ 86,991.00			\$ 96,437.00	\$ 101,285.00			\$ 108,786.00	\$ 129,970.00	\$ 139,981.00	\$ 146,974.00		
Little Elm	\$ 34,372.00	\$ 60,718.00	\$ 75,827.00	\$ 66,411.00	\$ 82,937.00	\$ 72,102.00	\$ 90,046.00	\$ 78,836.00	\$ 98,453.00	\$ 97,666.00	\$ 107,804.00				
Mansfield	\$ 60,000.00	\$ 64,500.00	\$ 69,300.00	\$ 72,000.00		\$ 83,953.00									
McKinney	\$ 62,149.48	\$ 65,420.50	\$ 86,300.49	\$ 79,439.85	\$ 89,716.25	\$ 93,459.20	\$ 101,043.80	\$ 106,760.47	\$ 116,768.16			\$ 124,081.83	\$ 133,806.89	\$ 139,958.00	\$ 202,940.00
Midlothian	\$ 56,672.00	\$ 58,938.00	\$ 74,576.00	\$ 67,000.00	\$ 75,366.00	\$ 78,390.00	\$ 88,178.00	\$ 89,760.00	\$ 105,007.00			\$ 106,607.00	\$ 124,715.00		
Mineral Wells		\$ 50,690.64	\$ 74,933.04	\$ 55,080.48	\$ 81,397.68	\$ 59,382.96	\$ 87,731.28	\$ 67,944.24	\$ 100,420.32					\$ 78,748.80	\$ 116,376.00
Murphy		\$ 56,403.71	\$ 77,277.97			\$ 75,586.36	\$ 103,559.87	\$ 87,500.66	\$ 119,883.49						
North Richland Hills	\$ 58,584.00	\$ 59,756.00	\$ 78,635.00			\$ 84,952.00	\$ 95,559.00	\$ 100,004.00	\$ 108,165.00				\$ 133,354.00		
Ovilla	\$ 39,104.00	\$ 43,014.00	\$ 61,214.00	\$ 47,320.00	\$ 67,350.00	\$ 47,320.00	\$ 67,350.00	\$ 56,000.00	\$ 81,500.00					\$ 64,500.00	\$ 88,000.00
Pantego		\$ 50,500.00		\$ 55,000.00	\$ 62,000.00	\$ 62,000.00	\$ 74,000.00	\$ 62,000.00	\$ 85,000.00						
Plano	\$ 66,492.00	\$ 71,759.00	\$ 94,235.00			\$ 101,940.00	\$ 105,857.00	\$ 113,801.00	\$ 120,623.00	\$ 131,655.00	\$ 139,547.00	\$ 150,005.00	\$ 159,818.00		
Princeton		\$ 57,000.00	\$ 74,371.00	\$ 59,000.00	\$ 76,981.00	\$ 65,000.52	\$ 84,810.00	\$ 72,820.80	\$ 94,091.11					\$ 101,004.80	\$ 131,787.31
Prosper	\$ 62,087.00	\$ 63,950.00	\$ 83,440.00	\$ 78,876.00	\$ 91,439.00	\$ 86,761.00	\$ 100,580.00	\$ 100,000.00		\$ 114,748.00	\$ 133,025.00				

Red Oak	\$ 45,000.00	\$ 50,000.00	\$ 60,833.00			\$ 67,000.00	\$ 75,366.00	\$ 81,685.00	\$ 91,885.00						
Richardson	\$ 64,056.00	\$ 67,272.00	\$ 84,276.00												
River Oaks	\$ 44,000.00	\$ 44,500.00	\$ 50,000.00			\$ 52,000.00	\$ 55,000.00	\$ 57,500.00	\$ 58,000.00						
Rockwall		\$ 60,217.25	\$ 76,854.16			\$ 72,192.75	\$ 92,138.28	\$ 79,607.67	\$ 101,601.80	\$ 92,891.93	\$ 118,556.26				
Rowlett		\$ 57,828.27	\$ 79,888.17			\$ 81,805.83	\$ 93,264.63	\$ 96,989.60	\$ 106,704.93			\$ 97,331.91	\$ 145,998.38	\$ 119,169.97	\$ 178,755.47
Royse City		\$ 56,746.64	\$ 74,041.50			\$ 68,663.44	\$ 89,590.21	\$ 83,082.76	\$ 108,404.16			\$ 100,530.14	\$ 127,348.57		
Runaway Bay		\$ 48,484.80	\$ 50,778.00												
Saginaw		\$ 55,258.00	\$ 69,999.18	\$ 60,922.00	\$ 77,174.17			\$ 74,052.00	\$ 93,806.86			\$ 85,725.00	\$ 108,593.87	\$ 104,199.00	\$ 131,996.18
Seagoville		\$ 49,015.01	\$ 63,396.45			\$ 63,497.50	\$ 68,285.00			\$ 74,787.28	\$ 87,229.73			\$ 69,010.00	\$ 123,001.67
Sherman	\$ 49,553.76	\$ 53,432.76	\$ 68,059.08	\$ 71,029.92		\$ 77,038.44		\$ 83,517.24				\$ 99,572.16			
Southlake	\$ 52,157.91	\$ 64,623.65	\$ 84,010.74	\$ 86,531.06	\$ 95,184.17	\$ 98,039.69	\$ 107,843.66			\$ 111,078.97	\$ 122,186.87	\$ 84,720.00	\$ 148,506.00	\$ 115,220.26	\$ 172,830.39
Terrell	\$ 50,065.60	\$ 52,686.40	\$ 63,018.24	\$ 64,161.36	\$ 67,409.52	\$ 72,078.96	\$ 77,621.16			\$ 83,367.60	\$ 89,777.88				
The Colony	\$ 64,022.40	\$ 66,472.64	\$ 83,867.68			\$ 89,323.52	\$ 97,456.32	\$ 105,033.76	\$ 110,568.64			\$ 117,750.88	\$ 124,922.72	\$ 129,039.04	\$ 187,116.80
University Park	\$ 59,945.60	\$ 66,206.40	\$ 84,489.60			\$ 88,712.00	\$ 104,665.60	\$ 106,516.80	\$ 117,436.80			\$ 101,108.80	\$ 148,491.20	\$ 122,907.20	\$ 180,481.60
Venus		\$ 47,010.51	\$ 51,854.40	\$ 54,788.74	\$ 60,404.59	\$ 60,667.33	\$ 6,685.73								
Waco		\$ 61,822.27	\$ 78,657.85			\$ 86,444.03	\$ 92,582.38	\$ 102,925.37	\$ 107,083.27			\$ 120,149.27	\$ 125,002.99		
Watauga		\$ 56,584.00	\$ 73,830.00	\$ 77,521.00	\$ 84,709.00	\$ 88,945.00	\$ 97,193.00	\$ 102,052.00	\$ 111,515.00			\$ 79,220.00	\$ 118,831.00	\$ 96,293.00	\$ 144,439.00
Waxahachie	\$ 47,172.32	\$ 56,264.00	\$ 72,800.00	\$ 74,283.04	\$ 78,132.08	\$ 78,390.00	\$ 9,082.72	\$ 90,229.36	\$ 105,021.28			\$ 110,546.80	\$ 123,069.44		
Weatherford	\$ 49,816.00	\$ 52,457.60	\$ 70,408.00	\$ 66,643.20	\$ 77,251.20	\$ 74,048.00	\$ 87,963.20	\$ 81,452.80	\$ 101,628.80						
Westworth Village		\$ 50,000.00	\$ 55,000.00	\$ 55,000.00	\$ 60,000.00	\$ 60,000.00	\$ 75,000.00	\$ 65,000.00	\$ 80,000.00					\$ 85,000.00	\$ 120,000.00
White Settlement	\$ 37,232.00	\$ 52,672.00	\$ 59,248.84	\$ 59,859.00	\$ 67,333.23	\$ 74,812.00	\$ 84,153.33	\$ 87,471.00	\$ 94,608.63						
Wichita Falls	\$ 45,094.40	\$ 52,832.00	\$ 69,721.60			\$ 70,678.40	\$ 79,580.80	\$ 81,286.40	\$ 89,731.20	\$ 97,656.00	\$ 105,705.60	\$ 106,454.40	\$ 115,232.00		
Wilmer		\$ 49,358.40	\$ 64,165.92	\$ 53,684.80	\$ 69,790.24	\$ 58,448.00	\$ 75,982.00	\$ 63,710.40	\$ 82,823.52						
Woodway DPS	\$ 47,320.00	\$ 57,200.00	\$ 72,779.00	\$ 68,640.00	\$ 72,779.00	\$ 72,800.00	\$ 86,528.00	\$ 79,040.00	\$ 99,424.00			\$ 95,680.00	\$ 115,024.00	\$ 99,870.00	\$ 143,520.00
Wyle	\$ 53,838.02	\$ 56,672.00	\$ 74,358.00	\$ 78,075.00	\$ 84,079.00	\$ 88,283.00	\$ 95,071.00	\$ 99,824.94	\$ 107,500.54						

Local High/ Low Totals

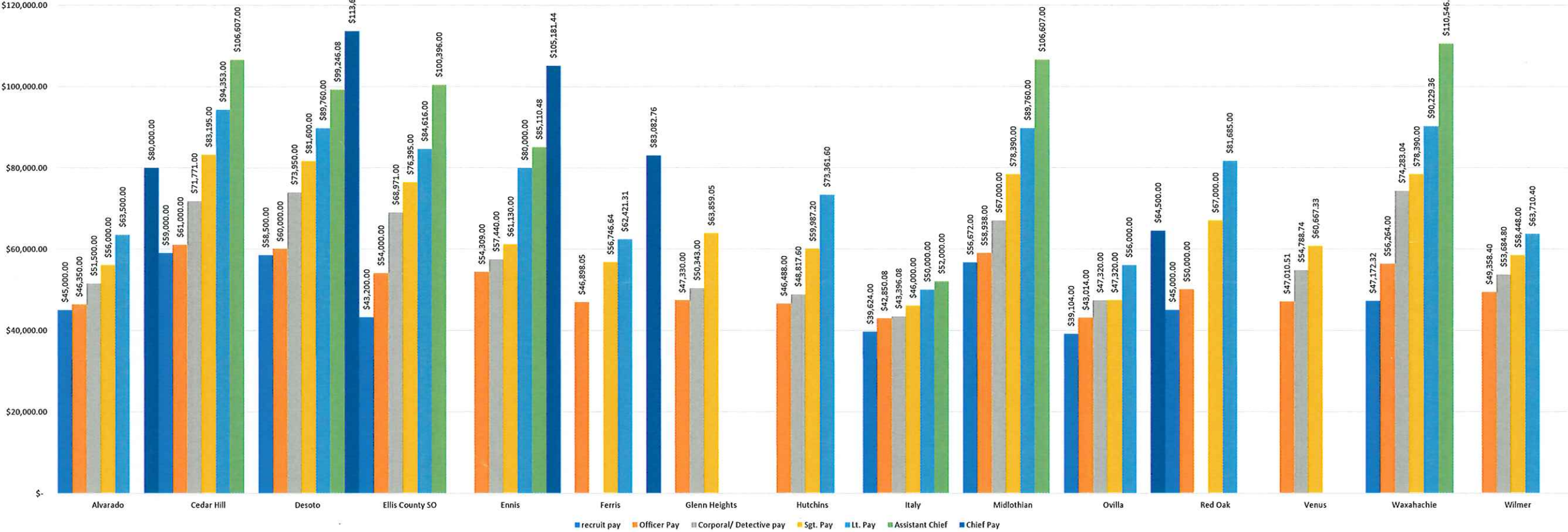
City	Recruit	Patrol		Corporal/ Det		Sgt		LT		Captain		Assist. Chief		Chief	
		Min	Max	Min	Max	Min	Max	Min	Max	Min	Max	Min	Max	Min	Max
Ellis County SO	\$ 43,200.00	\$ 54,000.00	\$ 66,319.00	\$ 68,971.00	\$ 73,456.00	\$ 76,395.00	\$ 81,362.00	\$ 84,616.00	\$ 90,119.00	\$ 93,723.00	\$ 97,472.00	\$ 100,396.00	\$ 103,910.00		
Ferris		\$ 46,898.05	\$ 61,191.32			\$ 56,746.64	\$ 74,041.50	\$ 62,421.31	\$ 81,445.65					\$ 83,082.76	\$ 108,404.16
Glenn Heights		\$ 47,330.00	\$ 62,301.58	\$ 50,343.00	\$ 66,267.66	\$ 63,859.05	\$ 81,610.83								
Midlothian	\$ 56,672.00	\$ 58,938.00	\$ 74,576.00	\$ 67,000.00	\$ 75,366.00	\$ 78,390.00	\$ 88,178.00	\$ 89,760.00	\$ 105,007.00			\$ 106,607.00	\$ 124,715.00		
Ovilla	\$ 39,104.00	\$ 43,014.00	\$ 61,214.00	\$ 47,320.00	\$ 67,350.00	\$ 47,320.00	\$ 67,350.00	\$ 56,000.00	\$ 81,500.00					\$ 64,500.00	\$ 88,000.00
Red Oak	\$ 45,000.00	\$ 50,000.00	\$ 60,833.00			\$ 67,000.00	\$ 75,366.00	\$ 81,685.00	\$ 91,885.00						
Waxahachie	\$ 47,172.32	\$ 56,264.00	\$ 72,800.00	\$ 74,283.04	\$ 78,132.08	\$ 78,390.00	\$ 9,082.72	\$ 90,229.36	\$ 105,021.28			\$ 110,546.80	\$ 123,069.44		



Area High/ Low Totals

Recruit		Patrol		Corporal/ Det		Sgt		LT		Captain		Assist. Chief		Chief	
City		Min	Max	Min	Max	Min	Max	Min	Max	Min	Max	Min	Max	Min	Max
Alvarado	\$ 45,000.00	\$ 46,350.00	\$ 55,344.00	\$ 51,500.00	\$ 59,702.00	\$ 56,000.00	\$ 63,028.00	\$ 63,500.00	\$ 69,388.00	\$ 74,500.00				\$ 80,000.00	\$ 90,000.00
Cedar Hill	\$ 59,000.00	\$ 61,000.00	\$ 76,946.00	\$ 71,771.00	\$ 83,202.00	\$ 83,195.00	\$ 93,637.00	\$ 94,353.00	\$ 106,195.00			\$ 106,607.00	\$ 133,748.00		
Cockrell Hill		\$ 41,496.00		\$ 45,464.00		\$ 48,500.00		\$ 53,000.00							
Desoto	\$ 58,500.00	\$ 60,000.00	\$ 72,500.00	\$ 73,950.00	\$ 80,000.00	\$ 81,600.00	\$ 88,000.00	\$ 89,760.00	\$ 101,500.00	\$ 103,530.00	\$ 111,000.00	\$ 99,246.08	\$ 144,899.27	\$ 113,626.83	\$ 165,895.17
Duncanville		\$ 56,361.00	\$ 72,109.00			\$ 79,003.00	\$ 87,029.00	\$ 90,424.00	\$ 100,902.00			\$ 110,824.00	\$ 124,684.00	\$ 113,070.35	\$ 163,952.01
Ellis County SO	\$ 43,200.00	\$ 54,000.00	\$ 66,319.00	\$ 68,971.00	\$ 73,456.00	\$ 76,395.00	\$ 81,362.00	\$ 84,616.00	\$ 90,119.00	\$ 93,723.00	\$ 97,472.00	\$ 100,396.00	\$ 103,910.00		
Ennis		\$ 54,309.00	\$ 66,602.00	\$ 57,440.00	\$ 69,100.00	\$ 61,130.00	\$ 80,600.00	\$ 80,000.00	\$ 94,600.00			\$ 85,110.48	\$ 130,035.36	\$ 105,181.44	\$ 153,251.28
Ferris		\$ 46,898.05	\$ 61,191.32			\$ 56,746.64	\$ 74,041.50	\$ 62,421.31	\$ 81,445.65					\$ 83,082.76	\$ 108,404.16
Glenn Heights		\$ 47,330.00	\$ 62,301.58	\$ 50,343.00	\$ 66,267.66	\$ 63,859.05	\$ 81,610.83								
Hutchins		\$ 46,488.00	\$ 61,172.80	\$ 48,817.60	\$ 64,230.40	\$ 59,987.20	\$ 72,987.20	\$ 73,361.60	\$ 85,800.00						
Italy	\$ 39,624.00	\$ 42,850.08		\$ 43,396.08		\$ 46,000.00		\$ 50,000.00				\$ 52,000.00			
Lancaster	\$ 52,497.12	\$ 54,597.01	\$ 68,022.24			\$ 75,557.44	\$ 84,797.51	\$ 89,186.68	\$ 100,197.21			\$ 105,521.72	\$ 118,684.47		
Midlothian	\$ 56,672.00	\$ 58,938.00	\$ 74,576.00	\$ 67,000.00	\$ 75,366.00	\$ 78,390.00	\$ 88,178.00	\$ 89,760.00	\$ 105,007.00			\$ 106,607.00	\$ 124,715.00		
Ovilla	\$ 39,104.00	\$ 43,014.00	\$ 61,214.00	\$ 47,320.00	\$ 67,350.00	\$ 47,320.00	\$ 67,350.00	\$ 56,000.00	\$ 81,500.00					\$ 64,500.00	\$ 88,000.00
Red Oak	\$ 45,000.00	\$ 50,000.00	\$ 60,833.00			\$ 67,000.00	\$ 75,366.00	\$ 81,685.00	\$ 91,885.00						
Venus		\$ 47,010.51	\$ 51,854.40	\$ 54,788.74	\$ 60,404.59	\$ 60,667.33	\$ 6,685.73								
Waxahachie	\$ 47,172.32	\$ 56,264.00	\$ 72,800.00	\$ 74,283.04	\$ 78,132.08	\$ 78,390.00	\$ 9,082.72	\$ 90,229.36	\$ 105,021.28			\$ 110,546.80	\$ 123,069.44		
Wilmer		\$ 49,358.40	\$ 64,165.92	\$ 53,684.80	\$ 69,790.24	\$ 58,448.00	\$ 75,982.00	\$ 63,710.40	\$ 82,823.52						

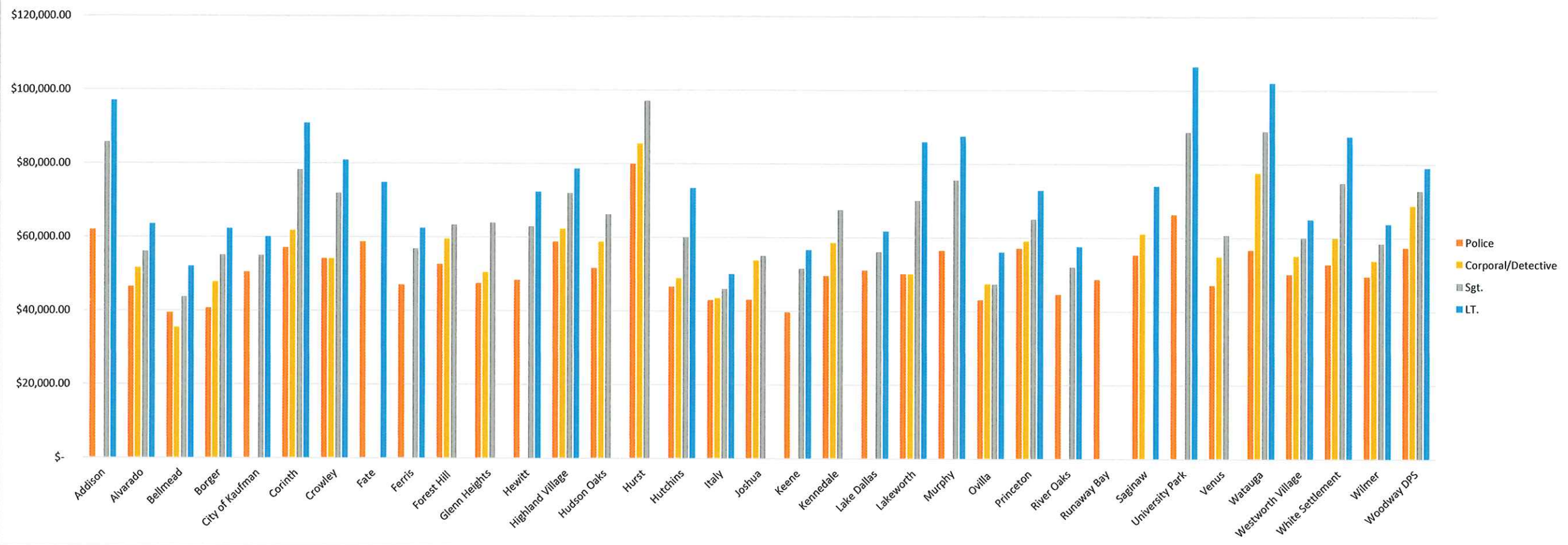
Area Departments Pay All Lines



Land size High/ Low Totals

Land Size		Recruit	Patrol		Corporal/ Det		Sgt		LT		Captain		Assist. Chief		Chief	
City	(square Miles)		Min	Max	Min	Max	Min	Max	Min	Max	Min	Max	Min	Max	Min	Max
Addison	4.4	\$ 55,733.60	\$ 61,925.76	\$ 80,799.68			\$ 85,700.16	\$ 96,455.84	\$ 97,050.98	\$ 106,050.10	\$ 110,915.22	\$ 121,200.04	\$ 129,401.22	\$ 141,399.96	\$ 122,733.52	\$ 184,100.28
Alvarado	4.8	\$ 45,000.00	\$ 46,350.00	\$ 55,344.00	\$ 51,500.00	\$ 59,702.00	\$ 56,000.00	\$ 63,028.00	\$ 63,500.00	\$ 69,388.00	\$ 74,500.00				\$ 80,000.00	\$ 90,000.00
Bellmead	6.2	\$ 34,944.00	\$ 39,312.00	\$ 50,232.00	\$ 35,360.00	\$ 47,840.00	\$ 43,680.00	\$ 54,600.00	\$ 52,000.00	\$ 64,480.00			\$ 56,160.00	\$ 70,720.00	\$ 85,280.00	\$ 104,000.00
Borger	8.7		\$ 40,558.51	\$ 46,541.83	\$ 47,705.37	\$ 53,692.82	\$ 55,035.14	\$ 60,748.49	\$ 62,267.20	\$ 68,731.34						
City of Kaufman	8.52	\$ 45,000.00	\$ 50,400.00	\$ 65,000.00			\$ 55,000.00	\$ 72,600.00	\$ 60,000.00	\$ 84,000.00					\$ 73,218.00	\$ 101,424.00
Corinth	7.9	\$ 51,792.00	\$ 56,971.20	\$ 74,235.20	\$ 61,692.80	\$ 80,412.80	\$ 78,228.80	\$ 88,004.80	\$ 90,875.20	\$ 99,299.20	\$ 90,584.00	\$ 126,817.60			\$ 115,564.80	\$ 161,782.40
Crowley	7.27		\$ 54,017.60	\$ 70,491.20	\$ 54,017.60	\$ 70,491.20	\$ 71,884.80	\$ 88,420.80	\$ 80,912.00	\$ 93,808.00						
Fate	6.8		\$ 58,594.57	\$ 76,452.62					\$ 74,854.45	\$ 92,061.54	\$ 85,694.20	\$ 99,343.06				
Ferris	4.8		\$ 46,898.05	\$ 61,191.32			\$ 56,746.64	\$ 74,041.50	\$ 62,421.31	\$ 81,445.65					\$ 83,082.76	\$ 108,404.16
Forest Hill	4.2	\$ 37,502.40	\$ 52,500.00	\$ 67,966.08	\$ 59,448.48	\$ 74,911.20	\$ 63,252.80	\$ 81,856.32			\$ 83,494.32	\$ 98,957.04				
Glenn Heights	7.2		\$ 47,330.00	\$ 62,301.58	\$ 50,343.00	\$ 66,267.66	\$ 63,859.05	\$ 81,610.83								
Hewitt	6.9	\$ 41,789.00	\$ 48,223.00	\$ 57,586.00			\$ 62,885.00	\$ 69,430.00	\$ 72,263.00	\$ 79,754.00			\$ 65,757.00	\$ 93,917.00	\$ 111,143.00	\$ 158,740.00
Highland Village	6.4		\$ 58,686.00	\$ 82,160.00	\$ 62,189.00	\$ 87,064.00	\$ 71,991.00	\$ 100,788.00	\$ 78,645.00	\$ 110,103.00	\$ 91,041.00	\$ 140,522.00	\$ 110,661.00	\$ 132,794.00		
Hudson Oaks	2.6	\$ 35,360.00	\$ 51,500.00	\$ 69,738.00	\$ 58,671.00	\$ 73,462.00	\$ 66,205.00	\$ 79,706.00								
Hurst	9.9	\$ 72,924.80	\$ 79,851.20		\$ 85,384.00		\$ 97,094.40				\$ 115,315.20			\$ 126,609.60		
Hutchins	9.3		\$ 46,488.00	\$ 61,172.80	\$ 48,817.60	\$ 64,230.40	\$ 59,987.20	\$ 72,987.20	\$ 73,361.60	\$ 85,800.00						
Italy	1.9	\$ 39,624.00	\$ 42,850.08		\$ 43,396.08		\$ 46,000.00		\$ 50,000.00				\$ 52,000.00			
Joshua	6.8	\$ 41,250.00	\$ 42,962.00	\$ 44,714.00	\$ 53,664.00		\$ 55,000.00	\$ 58,531.00		\$ 62,005.00						
Keene	5.01		\$ 39,582.40	\$ 49,296.00			\$ 51,480.00	\$ 53,040.00	\$ 56,576.00		\$ 67,808.00				\$ 71,450.00	
Kennedale	6.6		\$ 49,500.00	\$ 63,935.00	\$ 58,500.00	\$ 69,913.00	\$ 67,500.00	\$ 80,669.00			\$ 76,500.00	\$ 91,425.00				
Lake Dallas	2.7		\$ 50,967.40	\$ 100,911.98			\$ 56,064.15	\$ 111,003.17	\$ 61,670.56	\$ 122,103.49					\$ 67,837.62	\$ 134,313.84
Lakeworth	2.5	\$ 42,011.00	\$ 50,000.00	\$ 61,000.00	\$ 50,000.00	\$ 61,000.00	\$ 70,000.00	\$ 85,400.00	\$ 86,000.00	\$ 112,000.00					\$ 100,000.00	\$ 120,000.00
Murphy	5.6		\$ 56,403.71	\$ 77,277.97			\$ 75,586.36	\$ 103,559.87	\$ 87,500.66	\$ 119,883.49						
Ovilla	5.7	\$ 39,104.00	\$ 43,014.00	\$ 61,214.00	\$ 47,320.00	\$ 67,350.00	\$ 47,320.00	\$ 67,350.00	\$ 56,000.00	\$ 81,500.00					\$ 64,500.00	\$ 88,000.00
Princeton	7.5		\$ 57,000.00	\$ 74,371.00	\$ 59,000.00	\$ 76,981.00	\$ 65,000.52	\$ 84,810.00	\$ 72,820.80	\$ 94,091.11					\$ 101,004.80	\$ 131,787.31
River Oaks	2	\$ 44,000.00	\$ 44,500.00	\$ 50,000.00			\$ 52,000.00	\$ 55,000.00	\$ 57,500.00	\$ 58,000.00						
Runaway Bay	6.8		\$ 48,484.80	\$ 50,778.00												
Saginaw	7.5		\$ 55,258.00	\$ 69,999.18	\$ 60,922.00	\$ 77,174.17			\$ 74,052.00	\$ 93,806.86			\$ 85,725.00	\$ 108,593.87	\$ 104,199.00	\$ 131,996.18
University Park	3.75	\$ 59,945.60	\$ 66,206.40	\$ 84,489.60			\$ 88,712.00	\$ 104,665.60	\$ 106,516.80	\$ 117,436.80			\$ 101,108.80	\$ 148,491.20	\$ 122,907.20	\$ 180,481.60
Venus	3		\$ 47,010.51	\$ 51,854.40	\$ 54,788.74	\$ 60,404.59	\$ 60,667.33	\$ 6,685.73								
Watauga	4.2		\$ 56,584.00	\$ 73,830.00	\$ 77,521.00	\$ 84,709.00	\$ 88,945.00	\$ 97,193.00	\$ 102,052.00	\$ 111,515.00			\$ 79,220.00	\$ 118,831.00	\$ 96,293.00	\$ 144,439.00
Westworth Village	2		\$ 50,000.00	\$ 55,000.00	\$ 55,000.00	\$ 60,000.00	\$ 60,000.00	\$ 75,000.00	\$ 65,000.00	\$ 80,000.00					\$ 85,000.00	\$ 120,000.00
White Settlement	5.1	\$ 37,232.00	\$ 52,672.00	\$ 59,248.84	\$ 59,859.00	\$ 67,333.23	\$ 74,812.00	\$ 84,153.33	\$ 87,471.00	\$ 94,608.63						
Wilmer	6.4		\$ 49,358.40	\$ 64,165.92	\$ 53,684.80	\$ 69,790.24	\$ 58,448.00	\$ 75,982.00	\$ 63,710.40	\$ 82,823.52						
Woodway DPS	6.6	\$ 47,320.00	\$ 57,200.00	\$ 72,779.00	\$ 68,640.00	\$ 72,779.00	\$ 72,800.00	\$ 86,528.00	\$ 79,040.00	\$ 99,424.00			\$ 95,680.00	\$ 115,024.00	\$ 99,870.00	\$ 143,520.00

Similar Land Size Cities



OVILLA FIRE DEPARTMENT SALARY SURVEY AND POSITION PROPOSAL

15 Cities compared by City Limit Size	Land Size	Recruit	Firefighter Medic		Driver E
City	(square Miles)		Min	Max	Min
Addison	4.4	\$ 55,733.60	\$ 61,925.76	\$ 80,799.68	\$ 82,415.32
Bellmead	6.2		\$ 37,128.00	\$ 56,400.00	
Borger	8.7		\$ 36,851.66	\$ 40,677.34	\$ 41,694.27
City of Kaufman	8.52	\$ 45,000.00	\$ 50,400.00	\$ 65,000.00	
Corinth	7.9	\$ 51,792.00	\$ 56,971.20	\$ 74,235.20	\$ 61,692.80
Crowley	7.27	\$ 51,012.40	\$ 54,020.00	\$ 70,488.80	
Ferris	4.8		\$ 42,635.32	\$ 55,629.42	
Glenn Heights	7.2	\$ 47,330.00	\$ 50,343.00	\$ 66,267.66	\$ 56,683.81
Keene	5.01		\$ 39,245.44	\$ 42,139.24	
Kennedale	6.6	\$ 40,500.00	\$ 50,000.00	\$ 63,935.00	\$ 58,500.00
Lakeworth	2.5		\$ 50,000.00	\$ 58,808.00	\$ 59,000.00
Murphy	5.6		\$ 54,268.64	\$ 76,114.57	\$ 66,512.25
Saginaw	7.5		\$ 55,258.00	\$ 70,000.00	\$ 60,922.00
University Park	3.75	\$ 57,738.72	\$ 63,085.98	\$ 80,501.10	\$ 87,046.38
Wilmer	6.4		\$ 49,334.40	\$ 64,134.72	
Average from All Cities	5.64	\$ 49,138.34	\$ 50,097.83	\$ 64,342.05	\$ 63,829.65
Average B/W Min and Max	5.64	\$ 49,138.34	\$ 57,219.94		\$
Ovilla FD Proposed	5.00	\$ 45,000.00	\$ 50,000.00	\$ 60,000.00	\$ 60,000.00
3 personnel per position			\$ 150,000.00		\$ 180,000.00
Total for all Positions not including OT or Benefits		\$ 650,182.80			

OVILLA FIRE DEPARTMENT SALARY SURVEY AND POSITION PROPOSAL

Engineer	Fire Lieutenant		Fire Captain		Fire Marshal	
Max	Min	Max	Min	Max	Min	Max
\$ 85,848.62	\$ 87,566.70	\$ 96,454.28	\$ 98,384.78	\$ 106,049.32	\$ 108,401.28	\$ 133,319.68
	\$ 49,920.00	\$ 68,800.00				
\$ 46,022.67	\$ 47,173.24	\$ 52,070.43	\$ 53,372.19	\$ 58,912.91	\$ 53,567.48	\$ 59,128.48
	\$ 46,438.00	\$ 65,014.00			\$ 46,438.00	\$ 65,014.00
\$ 80,412.80	\$ 78,228.80	\$ 88,004.80	\$ 90,875.20	\$ 99,299.20	\$ 82,180.80	\$ 115,044.80
	\$ 71,890.40	\$ 88,417.60				
			\$ 46,898.03	\$ 61,191.29	\$ 56,746.61	\$ 74,041.46
\$ 74,614.22			\$ 63,859.05	\$ 84,059.15		
	\$ 48,340.24	\$ 51,206.48	\$ 56,576.00			
\$ 69,913.00	\$ 67,500.00	\$ 80,669.00				
\$ 74,930.00			\$ 70,000.00	\$ 86,995.00	\$ 80,000.00	\$ 97,850.00
\$ 93,286.87	\$ 79,373.86	\$ 97,236.39			\$ 97,129.00	\$ 118,987.20
\$ 77,175.00	\$ 70,526.00	\$ 89,340.00	\$ 74,052.00	\$ 93,806.00		
\$ 89,646.96	\$ 95,929.26	\$ 98,822.04	\$ 101,802.48	\$ 108,026.34	\$ 115,585.60	\$ 122,616.00
	\$ 53,654.40	\$ 69,750.72	\$ 59,385.60	\$ 77,201.28		
\$ 76,872.24	\$ 66,378.41	\$ 78,815.48	\$ 71,520.53	\$ 86,171.17	\$ 77,349.64	\$ 98,250.20
70,350.94	\$	72,596.94	\$	78,845.85	\$	87,799.92
\$ 70,000.00			\$ 70,000.00	\$ 80,000.00		
			\$ 210,000.00			

OVILLA FIRE DEPARTMENT SALARY SURVEY AND POSITION PROPOSAL

Battalion Chief		Deputy Chief		Chief	
Min	Max	Min	Max	Min	Max
\$ 110,915.22	\$ 121,200.30	\$ 129,401.22	\$ 141,399.96	\$ 122,733.52	\$ 184,100.28
				\$ 80,000.00	\$ 104,000.00
		\$ 60,000.00	\$ 84,000.00	\$ 66,922.00	\$ 93,690.00
\$ 82,180.80	\$ 115,044.80	\$ 99,840.00	\$ 139,776.00	\$ 115,564.80	\$ 161,782.40
\$ 80,912.00	\$ 93,808.00				
				\$ 67,205.00	
\$ 80,000.00	\$ 97,850.00	\$ 90.00	\$ 109,800.00	\$ 100,000.00	\$ 120,000.00
		\$ 97,129.00	\$ 103,928.03		
		\$ 81,642.00	\$ 103,421.00	\$ 104,199.00	\$ 131,997.00
\$ 115,594.32	\$ 122,636.34	\$ 101,108.80	\$ 148,491.20	\$ 122,907.20	\$ 180,481.60
\$ 93,920.47	\$ 110,107.89	\$ 81,053.88	\$ 118,705.90	\$ 94,232.25	\$ 140,061.29
\$	102,014.18	\$	99,879.89	\$	117,146.77
			\$ 48,375.60		\$ 61,807.20

OVILLA FIRE DEPARTMENT SALARY SURVEY AND POSITION PROPOSAL

15 Cities compared by City Limit Size	Land Size	Recruit	Firefighter Medic		Driver E
City	(square Miles)		Min	Max	Min
Addison	4.4	\$ 55,733.60	\$ 61,925.76	\$ 80,799.68	\$ 82,415.32
Bellmead	6.2		\$ 37,128.00	\$ 56,400.00	
Borger	8.7		\$ 36,851.66	\$ 40,677.34	\$ 41,694.27
City of Kaufman	8.52	\$ 45,000.00	\$ 50,400.00	\$ 65,000.00	
Corinth	7.9	\$ 51,792.00	\$ 56,971.20	\$ 74,235.20	\$ 61,692.80
Crowley	7.27	\$ 51,012.40	\$ 54,020.00	\$ 70,488.80	
Ferris	4.8		\$ 42,635.32	\$ 55,629.42	
Glenn Heights	7.2	\$ 47,330.00	\$ 50,343.00	\$ 66,267.66	\$ 56,683.81
Keene	5.01		\$ 39,245.44	\$ 42,139.24	
Kennedale	6.6	\$ 40,500.00	\$ 50,000.00	\$ 63,935.00	\$ 58,500.00
Lakeworth	2.5		\$ 50,000.00	\$ 58,808.00	\$ 59,000.00
Murphy	5.6		\$ 54,268.64	\$ 76,114.57	\$ 66,512.25
Saginaw	7.5		\$ 55,258.00	\$ 70,000.00	\$ 60,922.00
University Park	3.75	\$ 57,738.72	\$ 63,085.98	\$ 80,501.10	\$ 87,046.38
Wilmer	6.4		\$ 49,334.40	\$ 64,134.72	
Average from All Cities	5.64	\$ 49,138.34	\$ 50,097.83	\$ 64,342.05	\$ 63,829.65
Average B/W Min and Max	5.64	\$ 49,138.34	\$ 57,219.94		\$
Ovilla FD Proposed	5.00	\$ 45,000.00	\$ 50,000.00	\$ 60,000.00	\$ 60,000.00
3 personnel per position			\$ 150,000.00		\$ 180,000.00
Total for all Positions not including OT or Benefits		\$ 650,182.80			

OVILLA FIRE DEPARTMENT SALARY SURVEY AND POSITION PROPOSAL

Engineer	Fire Lieutenant		Fire Captain		Fire Marshal	
Max	Min	Max	Min	Max	Min	Max
\$ 85,848.62	\$ 87,566.70	\$ 96,454.28	\$ 98,384.78	\$ 106,049.32	\$ 108,401.28	\$ 133,319.68
	\$ 49,920.00	\$ 68,800.00				
\$ 46,022.67	\$ 47,173.24	\$ 52,070.43	\$ 53,372.19	\$ 58,912.91	\$ 53,567.48	\$ 59,128.48
	\$ 46,438.00	\$ 65,014.00			\$ 46,438.00	\$ 65,014.00
\$ 80,412.80	\$ 78,228.80	\$ 88,004.80	\$ 90,875.20	\$ 99,299.20	\$ 82,180.80	\$ 115,044.80
	\$ 71,890.40	\$ 88,417.60				
			\$ 46,898.03	\$ 61,191.29	\$ 56,746.61	\$ 74,041.46
\$ 74,614.22			\$ 63,859.05	\$ 84,059.15		
	\$ 48,340.24	\$ 51,206.48	\$ 56,576.00			
\$ 69,913.00	\$ 67,500.00	\$ 80,669.00				
\$ 74,930.00			\$ 70,000.00	\$ 86,995.00	\$ 80,000.00	\$ 97,850.00
\$ 93,286.87	\$ 79,373.86	\$ 97,236.39			\$ 97,129.00	\$ 118,987.20
\$ 77,175.00	\$ 70,526.00	\$ 89,340.00	\$ 74,052.00	\$ 93,806.00		
\$ 89,646.96	\$ 95,929.26	\$ 98,822.04	\$ 101,802.48	\$ 108,026.34	\$ 115,585.60	\$ 122,616.00
	\$ 53,654.40	\$ 69,750.72	\$ 59,385.60	\$ 77,201.28		
\$ 76,872.24	\$ 66,378.41	\$ 78,815.48	\$ 71,520.53	\$ 86,171.17	\$ 77,349.64	\$ 98,250.20
70,350.94	\$	72,596.94	\$	78,845.85	\$	87,799.92
\$ 70,000.00			\$ 70,000.00	\$ 80,000.00		
			\$ 210,000.00			

OVILLA FIRE DEPARTMENT SALARY SURVEY AND POSITION PROPOSAL

Battalion Chief		Deputy Chief		Chief	
Min	Max	Min	Max	Min	Max
\$ 110,915.22	\$ 121,200.30	\$ 129,401.22	\$ 141,399.96	\$ 122,733.52	\$ 184,100.28
				\$ 80,000.00	\$ 104,000.00
		\$ 60,000.00	\$ 84,000.00	\$ 66,922.00	\$ 93,690.00
\$ 82,180.80	\$ 115,044.80	\$ 99,840.00	\$ 139,776.00	\$ 115,564.80	\$ 161,782.40
\$ 80,912.00	\$ 93,808.00				
				\$ 67,205.00	
\$ 80,000.00	\$ 97,850.00	\$ 90.00	\$ 109,800.00	\$ 100,000.00	\$ 120,000.00
		\$ 97,129.00	\$ 103,928.03		
		\$ 81,642.00	\$ 103,421.00	\$ 104,199.00	\$ 131,997.00
\$ 115,594.32	\$ 122,636.34	\$ 101,108.80	\$ 148,491.20	\$ 122,907.20	\$ 180,481.60
\$ 93,920.47	\$ 110,107.89	\$ 81,053.88	\$ 118,705.90	\$ 94,232.25	\$ 140,061.29
\$	102,014.18	\$	99,879.89	\$	117,146.77
			\$ 48,375.60		\$ 61,807.20



Ovilla City Council

AGENDA ITEM REPORT

Item 14 – Item(s) pulled from consent agenda

Meeting Date: June 08, 2020

Department: Administration

☒ Discussion ☒ Action

Budgeted Expense: ☐ YES ☐ NO ☒ N/A

Submitted by: Staff

Amount: N/A

Attachments:

1. None

Agenda Item / Topic:

ITEM 14. *DISCUSSION/ACTION* – Consideration of any item(s) pulled from the Consent Agenda 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
Pam Woodall, City Manager

Subject: Police Department Monthly Activity Report

Calls For Service	May 2020	May 2020 YTD	May 2019	May 2019 YTD
Accident	1	20	11	35
Alarms	13	70	17	76
Arrest	1	18	6	29
Assault/Assault FV	0	3	2	3
Assists	79	340	88	432
Building / House Security Check	493	3384	667	3357
Burglary	0	2	0	0
Burglary of Motor Vehicle	0	1	1	1
Criminal Mischief	2	2	1	3
Disturbance	21	60	7	50
Neighborhood Check	820	5232	1197	6293
Other Calls for Service	48	399	92	464
Suspicious Person	7	21	8	38
Suspicious Vehicle	19	98	9	65
Theft	0	4	2	4
Traffic Assignment/School Enforcement	14	98	20	102
TOTAL CALLS FOR SERVICE	1518	9752	2128	10952

Volunteer and Reserve Officer Hours	0	32	18	68
Average Response Time (Minutes)	4.05	4.388	3.55	3.738
Total Citations	12	117	72	373
Total Traffic Stops	59	579	292	1368
Traffic Stop Disposition Warning	47	466	220	1030
Traffic Stop Disposition Citation	12	113	72	329
PERCENT OF STOPS RECEIVING CITATIONS	20.3	19.5	24.7	24.0

STAFFING

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

Police Unit #	Begin	End	Accrued	
103	148,275	148,275	0	
116	105717	106011	294	
117	93,723	95,608	1,885	
216	27,527	27,996	469	Rear tires balanced
119	26,055	27,236	1,181	Repaired from accident on driver side
120	10,553	12,284	1,731	Oil Change, Tires Rotated, 2 new tires
220	9,932	12,495	2,563	

Ovilla Fire Department May Monthly Report



Fire Chief Brandon Kennedy

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

Mission Statement

The mission of the Ovilla Fire Department is to provide services designed to protect citizens and property of the City of Ovilla and outlying areas. All persons and or departments requesting assistance from the Ovilla Fire Department 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 2 Firefighter Paramedic position open.
- Currently the Department has 0 Firefighter Basic position open.
- Currently the Department has 2 Volunteer Firefighter position open.

- Current Staffing
 - 2 Chiefs
 - 4 Captains
 - 24 Firefighter Paramedics
 - 7 Firefighter EMT-Basics
 - 9 Volunteer Firefighters
 - Total Staffing of 46 out of 50 positions

- Of the Volunteers on staff,
 - 2 of them are Dual Certified, meaning they have their Fire Certs and EMT Basic
 - 2 have just their Fire Certs
 - 3 have just their EMT- 2 - Basic and 1 - Paramedic
 - 2 Volunteers do not have any Certification at this time.

Grants Report

- Have turned in five 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
 - RECEIVED \$8,050 from TFS for Insurance Reimbursement Grant
- AFG Grant for PPE was submitted on 03/12/2020, unknown on award notification date

Summary of Events for the Department

- May was fairly busy, with a total of 70 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 are working properly.
- COVID-19 Monitoring
- FD ran a total of 3 possible COVID-19 calls in May, and they are “possible” due to a positive screening result through our dispatch process. This does not mean that they have or will test positive.

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)
- **62 / 62** Volunteer shifts were covered, and these 60 shifts we had 4 personnel on the Engine

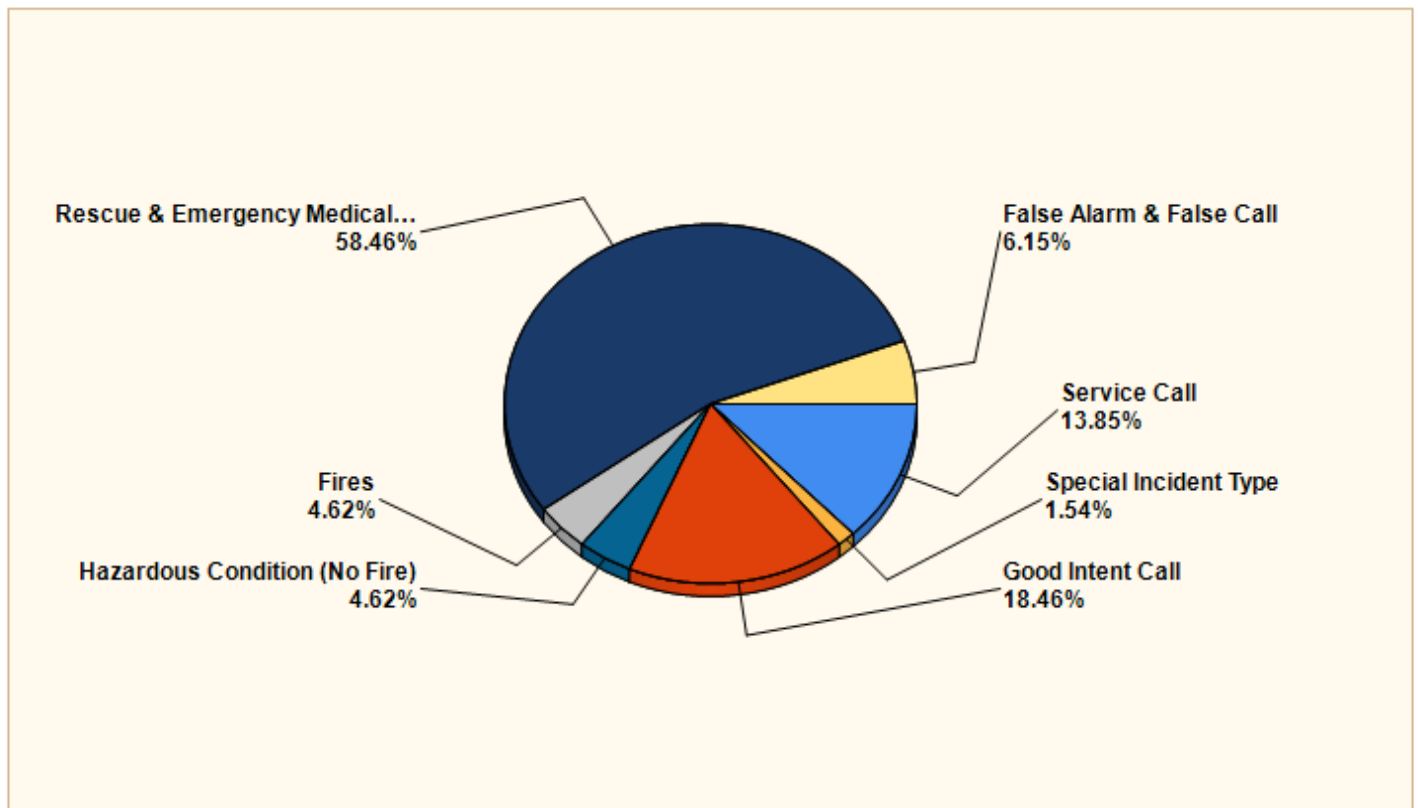
Summary of Activity from Deputy Chief / Fire Marshal's Office

- 6 Consults
- 4 Meetings
- 1 Inspection
- Back-Up for Ovilla PD
- QCI reports
- New Fire Marshal Truck was delivered

Monthly Call Summary

INCIDENT COUNT		
INCIDENT TYPE		# INCIDENTS
EMS		38
FIRE		32
TOTAL		70
MUTUAL AID		
Aid Type		Total
Aid Given		7
Aid Received		4
OVERLAPPING CALLS		
# OVERLAPPING		% OVERLAPPING
18		25.71
LIGHTS AND SIREN - AVERAGE RESPONSE TIME (Dispatch to Arrival)		
Station	EMS	FIRE
Station 701	0:06:40	0:07:04
AVERAGE FOR ALL CALLS		0:06:48
LIGHTS AND SIREN - AVERAGE TURNOUT TIME (Dispatch to Enroute)		
Station	EMS	FIRE
Station 701	0:01:31	0:02:36
AVERAGE FOR ALL CALLS		0:01:53
AGENCY		AVERAGE TIME ON SCENE (MM:SS)
Ovilla Fire Department		21:47

Breakdown by Major Incident Type



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	3	4.62%
Rescue & Emergency Medical Service	38	58.46%
Hazardous Condition (No Fire)	3	4.62%
Service Call	9	13.85%
Good Intent Call	12	18.46%
False Alarm & False Call	4	6.15%
Special Incident Type	1	1.54%
TOTAL	70	100.00%

Average 0.75 fire per week

Average 2.26 calls per day

Average 17.5 calls per week

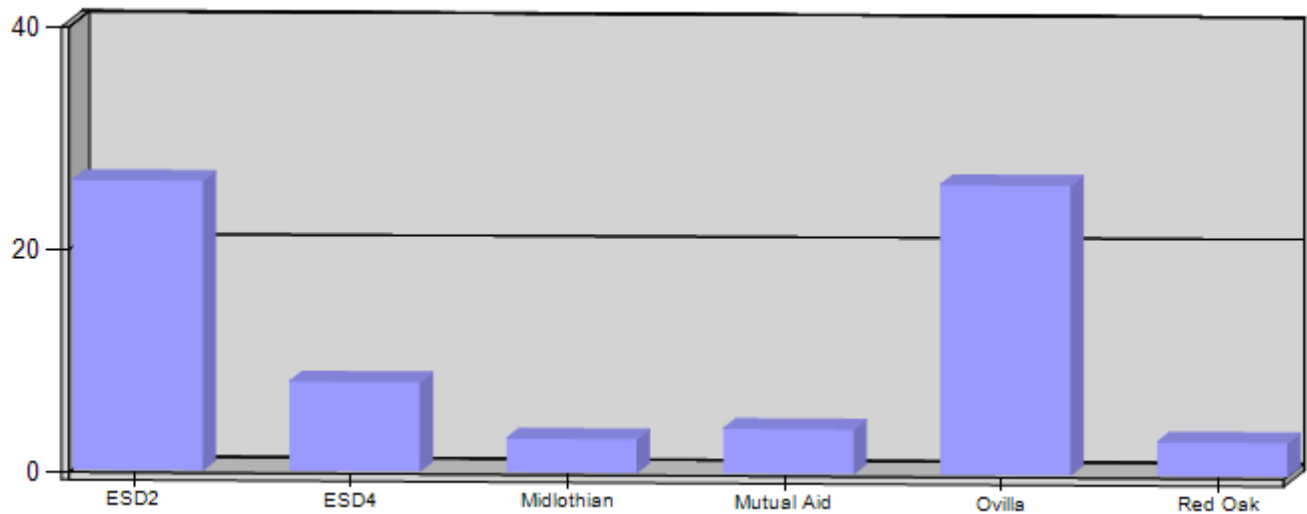
C701 Responses | **10**

C702 Responses | **14**

Number of Overlapping Calls | **18**

Total Ovilla Fire Department Runs | 70

Breakdown by Districts



District	May-20
ESD2 - ESD #2	26
ESD4 - ESD #4	8
Midlothian - Midlothian City Limits	3
Mutual Aid - Mutual Aid	4
Ovilla - City Limits	26
Red Oak - Red Oak City Limits	3

TOTAL: 70

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	May-20
Mutual Aid - Mutual Aid	25.03
ESD4 - ESD #4	9.01
ESD2 - ESD #2	7.9
Ovilla - City Limits	5

7.30

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

Average Turn Out Time Dispatch to En-Route by Apparatus

APPARATUS	TURNOUT TIME (min) (Dispatch to Enroute)
AIDAU	1:22
B701	1:56
C701	1:05
C702	1:49
E701	1:40
R755	1:13
S701	2:00
AVERAGE TURNOUT TIME:	1:35

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
AIDAU	2
B701	3
C701	10
C702	14
E701	55
R755	2

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





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

FROM: Daniel Durham – Water / Wastewater Superintendent

TOPIC: Public Works Monthly Report for May, 2020

STAFFING: 7 FTE positions approved; 4 FTE position filled

WORK ORDERS

- 36 total Work Orders completed for the month of May, 2020

Gov Pilot Reporting

Balances

	New	Completed	Remaining
Water/Wastewater			
Dept -	45	36	9

WATER

- Gallons purchased from DWU 15.447.00 MG, Retail Billed 13.091.10 MG, Retail Unbilled 31.1 k, Builder metered 4.4 k, Maintenance flushing 85.0 k,
- Daily water sampling and pump station site check. (State Requirement)
- Daily monitoring of CL2 & NH3 feed rate and ratio of 5/1 check. (State Requirement)
- NAP Nitrification Action Plan performed daily @ 5 distribution locations. (State Requirement)
- Flushed NAP Nitrification Action Plan sample site areas if need to stay within baseline levels. (State Requirement)
- monthly TCEQ BACTI water samples collected and sent to lab. (State Requirement)
- Performed calibration checks on chlorine meter & HACH SL1000 meter (State Requirement)
- Flushed dead end mains & Flushed for system residuals of .50MG/L or lower. (State Requirement)
- Read monthly water meters.
- Completed monthly repairs list for replacing meter lids and boxes.



WASTEWATER

- 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)
- Cleaned all lift stations and wet wells.
- **Pump#2 needed maintenance at Cumberland lift station, Pump#2 needed maintenance at Heritage lift station. Pumps are back in service.**

Gov Pilot Completed Work orders April 2020

WATER/WASTEWATER = 36

107 OAKWOOD LN

05/01/2020

1

CLOSED

04/30/2020

RAC-2020-01300

-1

102 WESTLAWN DR

PLEASE GET READING MAY 1ST... THANKS!

05/01/2020

2

OTHER

CLOSED

05/01/2020

RAC-2020-01303

0

102 WESTLAWN DR

OWNER CALLED AND SENT EMAIL TO CHELSEA TO CLOSE OUT ACCOUNT TODAY 5/1 RANDALL GOT THE READING OF 1096.2

05/01/2020

3

REREAD METER

CLOSED

05/01/2020

RAC-2020-01304

0

105 COCKRELL HILL RD

METER BOOKS PLACED IN DANIELS BASKET/PLEASE DO METER READS STARTING MAY 13TH....THANKS!

05/08/2020

4

METER READS

CLOSED

05/14/2020

RAC-2020-01319

6

121 WATER ST

INSTALLED NEW SERVICE TAP, SERVICE LINE AND METER FOR NEW CUSTOMER WATER SERVICE.

05/08/2020

5

CLOSED

05/05/2020

RAC-2020-01321

-3



101 OAK FOREST LN
INSTALLED NEW SERVICE TAP, SERVICE LINE AND METER FOR NEW CUSTOMER WATER SERVICE.

05/08/2020

6

CLOSED

05/07/2020

RAC-2020-01322

-1

100 GREENWOOD DR

NEED READING FOR NEW APPLICATION.

05/11/2020

7

REREAD METER

CLOSED

05/12/2020

RAC-2020-01323

1

1941 DUNCANVILLE RD

RE READ METER HIGH USAGE

05/11/2020

8

REREAD METER

CLOSED

05/12/2020

RAC-2020-01324

1

615 GEORGETOWN RD

FIXED 3" WATER MAIN LEAK AT THIS LOCATION. AREA STILL HAS SOME LEFT-OVER DIRT PILED UP ON THE AREA OF EXCAVATION DUE TO BEING SATURATED BEFORE DIG UP.

05/12/2020

9

CLOSED

05/11/2020

RAC-2020-01325

-1

615 GEORGETOWN RD

NEED TO FINISH DIRT WORK FROM EXCAVATION SITE WHERE WATER LEAK WAS FIXED.

05/12/2020

10

CLOSED

05/27/2020

RAC-2020-01326

15

121 WATER ST

ACTUAL ADDRESS IS 103 COCKRELL HILL. RD NEED TO FINISH UP DIRT WORK FROM WATER SERVICE TAP THERE IS A SMALL PILE OF DIRT BEHIND THE FD AND ACROSS THE DRIVEWAY LEADING INTO THE BALL FIELDS.

05/12/2020

11

CLOSED

05/22/2020

RAC-2020-01327

10

Description of Concern

Concern Address

Date Entered

Concern Status Report

Concern Type

Status

Date Closed

Days to Resolve

Reference #

1 of 4

Wednesday, June 3, 2020 3:30:50 PM

105 COCKRELL HILL RD

TAKE MONTHLY WATER SAMPLES AND CARRY THEM TO THE TRA LAB.

05/12/2020

12



CLOSED
05/18/2020
RAC-2020-01333
6
105 COCKRELL HILL RD
READ MONTHLY WATER METERS FOR THE MONTH OF MAY
05/12/2020
13
CLOSED
05/13/2020
RAC-2020-01336
1
111 GREENWOOD DR
LEFT DOOR TAG W/SERVICE APPLICATION TO START SERVICE FOR WATER
05/12/2020
14
DOOR TAG
CLOSED
05/14/2020
RAC-2020-01342
2
310 SHADOW WOOD TRL
WATER QUALITY COMPLAINT- CUSTOMER STATED THAT THEY FOUND BLACK TYPE SUBSTANCE IN THE WATER I
WILL FOLLOW UP WITH HOMEOWNER IMMEDIATELY AND GET THIS ISSUE RESOLVED.
05/13/2020
15
CLOSED
05/13/2020
RAC-2020-01345
0
105 COCKRELL HILL RD
READ MONTHLY WATER METERS FOR THE MONTH OF MAY. STREETS AND PARKS HELPED US READ METERS.
05/14/2020
16
CLOSED
05/14/2020
RAC-2020-01346
0
709 W MAIN ST
TEST WATER METER FOR ACCURACY. CUSTOMER USED 5,000 GAL BUT CLAIMS THAT THEY DID NOT USE IT.
05/14/2020
17
CLOSED
05/14/2020
RAC-2020-01347
0
105 COCKRELL HILL RD
FINISH READING MONTHLY WATER METERS.
05/15/2020
18
CLOSED
05/15/2020
RAC-2020-01353
0
105 COCKRELL HILL RD
NEED TO PUT FITTING ON JET MACHINE AND MAKE SURE THAT IT IS UP AND OPERATIONAL.
05/15/2020
19
CLOSED
05/20/2020
RAC-2020-01354
5
110 CLAREMONT DR
PLEASE GET READING *****MAY 21*****
05/15/2020
20
READING
CLOSED
05/15/2020
RAC-2020-01360



0

105 COCKRELL HILL RD

RANDALL HELPED STREETS DEPT CUT TREE BRANCHES IN THE RIGHT OF WAYS.

05/19/2020

21

CLOSED

05/19/2020

RAC-2020-01376

0

910 RED OAK CREEK DR

PLEASE REREAD METER CUSTOMER STATING HIGH BILL, CHECK FOR LEAK/TEST METER SHE SAID SHE HAD A CERTIFIED PLUMBER CHECK HER SIDE, NOTHING FOUND.

05/20/2020

22

REREAD METER

CLOSED

05/20/2020

RAC-2020-01377

0

Description of Concern

Concern Address

Date Entered

Concern Status Report

Concern Type

Status

Date Closed

Days to Resolve

Reference #

2 of 4

Wednesday, June 3, 2020 3:30:50 PM

106 MEADOWWOOD LN

PLEASE GET READING FOR NEW CUSTOMER ***MAY 26TH***

05/20/2020

23

READING

CLOSED

05/26/2020

RAC-2020-01378

6

122 SUBURBAN DR

PLEASE GET READING NEW CUSTOMER ***MAY 21***

05/21/2020

24

READING

CLOSED

05/21/2020

RAC-2020-01379

0

132 SUBURBAN DR

MAKE SEWER TAP FOR CUSTOMER. ALL FEES AND PROPER PAPERWORK HAS BEEN SUBMITTED.

05/22/2020

25

SEWER SERVICE TAP

CLOSED

05/29/2020

RAC-2020-01383

7

134 SUBURBAN DR

MAKE SEWER TAP FOR CUSTOMER. ALL FEES AND PROPER PAPERWORK HAS BEEN SUBMITTED.

05/22/2020

26

SEWER SERVICE TAP

CLOSED

05/29/2020

RAC-2020-01384

7

105 COCKRELL HILL RD



CURO ENVIRONMENTAL COLLECT QUARTERLY TTHM WATER SAMPLES. 9:45 AM @ OVILLA OAKS THEN TO LARIAT

05/22/2020

27

CLOSED

05/28/2020

RAC-2020-01385

6

105 COCKRELL HILL RD

WATER DEPT HELPED STREETS DEPT WITH ASPHALT WORK.

05/22/2020

28

CLOSED

05/22/2020

RAC-2020-01386

0

319 WILLOW CREEK LN

RESIDENT THINKS BILL IS TOO HIGH. PLEASE REREAD.

05/27/2020

29

REREAD METER

CLOSED

05/28/2020

RAC-2020-01389

1

137 WATER ST

PLEASE GET READING ON ***MAY 29TH***

05/28/2020

30

READING

CLOSED

05/29/2020

RAC-2020-01395

1

606 MEADOW LARK DR

BRYAN CALLED YESTERDAY AND SPOKE WITH DANIEL ABOUT GETTING THE WATER SHUT OFF AT THE METER IN ORDER TO GET SOME WORK DONE AT THE HOUSE. HE SAID DANIEL DID GO OUT AND TURN THE METER OFF BUT WATER IS STILL GOING THROUGH. PLEASE HAVE SOMEONE CHECK THE METER AND GIVE HIM A CALL BACK. 972-

515-3161

05/28/2020

31

WATER - CUSTOMER REQUEST TO TURN OFF

CLOSED

05/29/2020

RAC-2020-01399

1

138 JOHNSON LN

COMPLAINT OF HIGH BILL PLEASE RE READ METER

05/28/2020

32

REREAD METER

CLOSED

05/29/2020

RAC-2020-01400

1

325 SHADOW WOOD TRL

PLEASE GET REREAD, CUSTOMER STATING HIGH BILL

05/28/2020

33

REREAD

CLOSED

05/29/2020

RAC-2020-01401

1

Description of Concern

Concern Address

Date Entered



Concern Status Report

Concern Type
Status
Date Closed
Days to Resolve
Reference #
3 of 4

Wednesday, June 3, 2020 3:30:50 PM

606 MEADOW LARK DR
PLEASE GET READING AND MAKE SURE WATER IS TURNED OFF.
05/29/2020

34
READING
CLOSED
05/29/2020
RAC-2020-01409
0

132 MEADOW GLEN LN
PLEASE RE READ METER
05/29/2020
35

REREAD METER
CLOSED
05/29/2020
RAC-2020-01410
0

606 MEADOW LARK DR
BRYAN CALLED YESTERDAY AND SPOKE WITH DANIEL ABOUT GETTING THE WATER SHUT OFF AT THE METER IN ORDER TO GET SOME WORK DONE AT THE HOUSE. HE SAID DANIEL DID GO OUT AND TURN THE METER OFF BUT WATER IS STILL GOING THROUGH. PLEASE HAVE SOMEONE CHECK THE METER AND GIVE HIM A CALL BACK.



Vehicle & Equipment Usage

MAY, 2020

Item #	Description	Mileage				Hours		
		Begin	End	Accrued		Begin	End	Accrued
1	2017 F250 4x4	17122	17267	145				
2	2015 2500 HD Silverado	47768	48403	635				
3	2011 3500HD Silverado	58326	58502	176				
4	2008 2500HD Silverado	87888	88233	345				
5	2019 f250 Animal Control	11226	11729	503				
6	2008 1500 Silverado	118757	119109	352				
7	2001 C6500 Dump Truck	19181	19215	34				
8	1999 International Patch Truck	312128	312128	0				
9	1998 Ford Dump Truck	55386	55394	8				
10	New Holland Skid LS60					1317.2	1319.9	2.7
11	1999 Kubota Tractor					997.9	100.5	3.6
12	1992 Ford Tractor					1090.4	1090.4	0
13	310K John Deere Backhoe					2137.3	2163.3	26
14	Ingersoll Mobil Air Compress					1326.1	1326.1	0
15	Jet Machine					507.4	507.4	0
16	Vac Machine 2017					125.3	125.3	0
17	Boomag 900-50 packer					195.0	195.0	0
18	2016 Exmark					339.4	-----	In shop for repairs
19	2013 Exmark					493.9	493.9	0
20	2004 Exmark					1066.7	1066.7	0
21	JCB Backhoe					80.9	80.9	0
22	Kubota Mini Excavator					38.0	54.9	16.9
23	Crafco Crack Sealer					75.2	75.2	0
Total =				2198		Total =		50.8

Streets and Parks Department

Streets/Drainage

- Haul off broken tree limb property of 117 Water St-rac-2020-01298
- Install channel mount poles for 30mph speed limit signs located at the entrances of Bryson Manor
- Weed eat guard rails Westmoreland & Johnson Ln
- Fix door latch 2008 Chevy ½ ton truck-rac-2020-01343
- 744 Cockrell Hill weed-eat bar ditch around utility poles
- ect-rac-2020-01334
- Fallen tree 106 Cockrell Hill cut down into manageable pieces and hauled off-rac-2020-01368
- Patched potholes Westmoreland, Malloy, Hosford, Shiloh Rd
- Mow and Weed-eat frontage of Bryson Manor and Shiloh-rac-2020-01113
- Process of cutting low overhanging tree limbs over Water St
- 800 block of Johnson Ln. cut down low hanging tree limb blocking traffic and hauled off-rac-2020-01381
- 200 Silverwood straighten out ditch and excavated to grade-rac-2020-01250
- Installed poles and bigger delineators signs at the entrances of City Hall, Police Dept. driveway approaches-rac-2020-01339
- 743 Cockrell Hill Rd. spread asphalt along rutted shoulder-rac-2019-00560
- Spread asphalt from entrance of driveway back to Westmoreland to level out offset of driveway and road 520 Westmoreland-rac-2019-00561
- Overlay rough patch of road with asphalt using drag box 741 Westmoreland-rac-2020-01387

- Overlay road base patch with asphalt 311 Shadowwood-rac-2020-01388
- Straightened up leaning pole 305 Shadowwood -rac-2020-01382
- Patch pot holes 1711 Joe Wilson north to Cedar Hill city limits-rac-2020-01390
- Help water dept. Monthly meter reading
- Help water dept. fix main leak 615 Georgetown rac-2020-01325
- Waiting on road quotes for Buckboard, Georgetown

Parks

- Monthly Park inspections performed
- Maintained city marquee
- Mowing and ground keeping city parks rac-2020-01359,rac-2020-01295,rac-2020-01392
- Mowing and ground keeping City Hall and city owned property rac-2020-01393,rac-2020-01361,rac-2020-01301
- Mow right of way North and South Westmoreland, Red Oak Creek, Malloy, Hosford

Administrative

- N/A



Date: June 08,2020

To: Honorable Mayor and Council Members

**Subject: Transactions over \$5,000 From
October 1,2019 thru March 31, 2020**

From:

Sharon Jungman – Finance Director

City of Ovilla
Transaction Detail Report
10/1/2019 - 3/31/2020

5/4/2020 2:43 PM

100 - General Fund

Account 100-1000000

Post Date	Transaction Date	Source	Check #	Line Description	Debit	Credit	Balance
10/4/2019	10/4/2019	AP Payment		Internal Revenue Service	0.00	8,654.80	933,757.41
10/4/2019	10/4/2019	AP Payment		Community Waste Disposal	0.00	22,267.96	911,489.45
10/4/2019	10/4/2019	AP Payment		State Comptroller	0.00	12,460.47	899,028.98
10/11/2019	10/11/2019	AP Payment		Bat Security	0.00	5,408.00	893,620.98
10/11/2019	10/11/2019	AP Payment		Ellis County Precinct #4	0.00	15,298.04	878,322.94
10/11/2019	10/11/2019	AP Payment		City of Midlothian	0.00	15,889.75	862,433.19
10/11/2019	10/11/2019	AP Payment		T. M. R. S.	0.00	15,438.70	846,994.49
10/18/2019	11/1/2019	AP Payment		City of Ovilla - employee benefit	0.00	12,346.36	834,648.13
10/21/2019	10/21/2019	AP Payment		City of Midlothian	0.00	45,500.00	789,148.13
10/21/2019	10/21/2019	AP Payment		Blackboard Inc.	0.00	5,349.00	783,799.13
10/21/2019	10/21/2019	AP Payment		Internal Revenue Service	0.00	8,380.02	775,419.11
10/22/2019	10/22/2019	AP Payment		Citibank	0.00	17,177.77	758,241.34
10/22/2019	10/22/2019	AP Payment		Citibank	0.00	6,447.06	751,794.28
10/25/2019	10/25/2019	AP Payment		City of Midlothian	0.00	8,250.00	743,544.28
10/25/2019	10/25/2019	AP Payment		Allied	0.00	6,135.00	737,409.28
10/29/2019	10/29/2019	AP Payment		State Comptroller	0.00	11,084.25	726,325.03
10/30/2019	10/30/2019	AP Payment		Bureau Veritas North America, Inc.	0.00	11,474.70	714,850.33
10/30/2019	10/30/2019	AP Payment		TML Intergovernmental Risk Pool	0.00	16,713.42	698,136.91
11/1/2019	11/1/2019	AP Payment		Internal Revenue Service	0.00	8,689.14	689,447.77
11/11/2019	11/11/2019	AP Payment		Sam Houston State University	0.00	15,000.00	674,447.77
11/11/2019	11/11/2019	AP Payment		Citi Cards	0.00	6,567.48	667,880.29
11/11/2019	11/11/2019	AP Payment		T. M. R. S.	0.00	13,977.68	653,902.61
11/15/2019	11/15/2019	AP Payment		Internal Revenue Service	0.00	8,340.22	645,562.39
11/22/2019	11/22/2019	AP Payment		Citibank	0.00	7,433.52	638,128.87
11/29/2019	11/27/2019	AP Payment		Internal Revenue Service	0.00	8,213.53	629,915.34
12/6/2019	12/10/2019	AP Payment		Community Waste Disposal	0.00	22,353.64	607,561.70
12/12/2019	12/12/2019	AP Payment		T. M. R. S.	0.00	21,110.98	586,450.72
12/13/2019	12/13/2019	AP Payment		Internal Revenue Service	0.00	8,579.19	577,871.53

City of Ovilla
Transaction Detail Report
10/1/2019 - 3/31/2020

6/4/2020 2:43 PM

100 - General Fund

Account 100-1000000

Post Date	Transaction Date	Source	Check #	Line Description	Debit	Credit	Balance
12/13/2019	12/13/2019	AP Payment		Community Waste Disposal	0.00	22,844.33	555,027.20
12/13/2019	12/13/2019	AP Payment		Holiday Ford	0.00	112,830.00	442,197.20
12/19/2019	12/19/2019	AP Payment		City of Ovilla EDC	0.00	11,051.19	431,146.01
12/20/2019	12/20/2019	AP Payment		Kubota Tractor Corporation	0.00	43,300.58	387,845.43
12/20/2019	12/20/2019	AP Payment		WAXAHACHIE NEWSPAPERS INC.	0.00	5,503.68	382,341.75
12/27/2019	12/27/2019	AP Payment		Internal Revenue Service	0.00	8,365.55	373,976.20
12/27/2019	12/27/2019	AP Payment		Bureau Veritas North America, Inc.	0.00	6,504.90	367,471.30
1/10/2020	1/10/2020	AP Payment		Internal Revenue Service	0.00	9,190.59	358,280.71
1/10/2020	1/10/2020	AP Payment		T. M. R. S.	0.00	15,050.38	343,230.33
1/10/2020	1/10/2020	AP Payment		Community Waste Disposal	0.00	22,870.85	320,359.48
1/10/2020	1/10/2020	AP Payment		TML Intergovernmental Risk Pool	0.00	16,575.42	303,784.06
1/16/2020	1/16/2020	AP Payment		City of Midlothian	0.00	15,889.75	287,894.31
1/24/2020	1/24/2020	AP Payment		Allied	0.00	9,315.00	278,579.31
1/24/2020	1/24/2020	AP Payment		State Comptroller	0.00	11,736.49	266,842.82
1/31/2020	1/31/2020	AP Payment		Caldwell County Chev	0.00	34,635.00	232,207.82
2/7/2020	2/7/2020	AP Payment		T. M. R. S.	0.00	14,946.28	217,261.54
2/21/2020	2/21/2020	AP Payment		T. M. R. S.	0.00	7,429.27	209,832.27
2/28/2020	3/6/2020	AP Payment		Citi Cards	0.00	7,615.64	202,216.63
3/5/2020	3/6/2020	AP Payment		Metro Fire Apparatus Specialists, Inc.	0.00	30,745.00	171,471.63
3/5/2020	3/6/2020	AP Payment		Community Waste Disposal	0.00	45,595.60	125,876.03
3/5/2020	3/6/2020	AP Payment		Eikon Consulting Group, LLC	0.00	14,610.54	111,265.49
3/5/2020	3/6/2020	AP Payment		Bureau Veritas North America, Inc.	0.00	9,602.81	101,662.68
3/6/2020	3/6/2020	AP Payment		T. M. R. S.	0.00	14,550.79	87,111.89
3/23/2020	3/23/2020	AP Payment		Eddie Peacock, PLLC	0.00	6,978.00	80,133.89
3/27/2020	4/1/2020	AP Payment		Citibank	0.00	7,687.02	72,446.87
Total					0.00	869,965.34	

City of Ovilla
Transaction Detail Report
10/1/2019 - 3/31/2020

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200 - Water And Utilities Fund

Account 200-1000000

Post Date	Transaction Date	Source	Check #	Line Description	Debit	Credit	Balance
10/21/2019	10/21/2019	AP Payment		City of Dallas	0.00	60,724.02	973,474.90
11/27/2019	11/27/2019	AP Payment		City of Dallas	0.00	13,997.64	959,477.26
12/13/2019	12/13/2019	AP Payment		City of Dallas	0.00	21,735.76	937,741.50
12/13/2019	12/13/2019	AP Payment		Trinity River Authority of Texas	0.00	29,065.00	908,676.50
12/20/2019	12/20/2019	AP Payment		Trinity River Authority of Texas	0.00	29,065.00	879,611.50
1/31/2020	1/31/2020	AP Payment		Trinity River Authority of Texas	0.00	29,255.40	850,356.10
1/31/2020	1/31/2020	AP Payment		City of Dallas	0.00	24,746.35	825,609.75
2/7/2020	2/7/2020	AP Payment		Dowager Utility Construction, LTD	0.00	32,875.70	792,734.05
2/27/2020	3/6/2020	AP Payment		City of Dallas	0.00	24,729.60	768,004.45
2/27/2020	3/6/2020	AP Payment		Trinity River Authority of Texas	0.00	29,065.00	738,939.45
3/23/2020	3/23/2020	AP Payment		City of Dallas	0.00	20,869.00	718,070.45
3/23/2020	3/23/2020	AP Payment		Dowager Utility Construction, LTD	0.00	47,099.10	670,971.35
3/27/2020	4/1/2020	AP Payment		Trinity River Authority of Texas	0.00	29,065.00	641,906.35
Total					0.00	392,292.57	

City of Ovilla
Transaction Detail Report
10/1/2019 - 3/31/2020

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400 - Debt Service Fund

Account 400-1000000

Post Date	Transaction Date	Source	Check #	Line Description	Debit	Credit	Balance
1/24/2020	1/24/2020	AP Payment		U.S. Bank	0.00	81,225.00	(65,539.74)
Total					0.00	81,225.00	



Date: June 08,2020

To: Honorable Mayor and Council Members

**Subject: Financial Statement Summaries for
October 2019 thru March 2020**

From:

Sharon Jungman – Finance Director

City of Ovilla
Financial Statement
As of March 31, 2020

6/4/2020 1:39 PM

100 - General Fund	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% of Budget	Budget Remaining
Revenue Summary							
Taxes	91,320.50	213,081.22	(121,760.72)	2,271,182.15	2,557,930.00	88.79%	286,747.85
Not Categorized	0.00	0.00	0.00	1,272.74	0.00	0.00%	(1,272.74)
Licenses-Permits-Fees	8,632.67	9,037.54	(404.87)	52,450.87	108,460.00	48.36%	56,009.13
Services	280.60	75,024.44	(74,743.84)	228,903.14	900,496.00	25.42%	671,592.86
Fines & Forfeitures	8,678.58	18,975.74	(10,297.16)	45,961.16	227,800.00	20.18%	181,838.84
Other Revenue	14,292.61	11,431.35	2,861.26	226,693.84	137,215.00	165.21%	(89,478.84)
Transfers	0.00	85,396.31	(85,396.31)	(320.44)	1,025,158.00	(0.03%)	1,025,478.44
Revenue Totals	123,204.96	412,946.60	(289,741.64)	2,826,143.46	4,957,059.00	57.01 %	2,130,915.54
Expense Summary							
Employee Benefits	13,522.75	34,748.54	(21,225.79)	148,625.58	417,134.00	35.63%	268,508.42
Contractual Services	25,330.59	32,976.33	(7,645.74)	114,126.56	395,774.00	28.84%	281,647.44
Special Expenses	0.00	2,899.38	(2,899.38)	2,139.02	34,800.00	6.15%	32,660.98
Other Expense	2,242.89	5,300.92	(3,058.03)	20,247.42	63,622.00	31.82%	43,374.58
Personnel	111,075.14	137,151.17	(26,076.03)	776,457.54	1,646,427.00	47.16%	869,969.46
Special Services	27,989.17	6,744.26	21,244.91	48,050.75	80,937.00	59.37%	32,886.25
Not Categorized	79.95	0.00	79.95	7,663.22	0.00	0.00%	(7,663.22)
Operating Services	4,993.11	9,826.25	(4,833.14)	38,245.15	116,347.00	32.87%	78,101.85
Supplies	3,995.86	8,647.87	(4,652.01)	31,941.88	103,800.00	30.77%	71,858.12
Professional Development	3,432.35	2,593.13	839.22	16,492.45	31,125.00	52.99%	14,632.55
Software & Computer Equipment	0.00	6,777.00	(6,777.00)	42,224.27	81,341.00	51.91%	39,116.73
Printing Expense	1,263.29	1,731.98	(468.69)	6,454.49	20,784.00	31.06%	14,329.51
Utilities	52,701.47	29,935.31	22,766.16	122,405.64	359,184.00	34.08%	236,778.36
Repairs - Bldg & Machinery	7,671.16	12,401.55	(4,730.39)	26,545.96	148,850.00	17.83%	122,304.04
Insurance	0.00	3,321.98	(3,321.98)	17,932.44	39,866.00	44.98%	21,933.56
Minor Capital Outlay	2,464.93	23,323.73	(20,858.80)	74,923.36	281,568.00	26.61%	206,644.64

City of Ovilla
Financial Statement
As of March 31, 2020

6/4/2020 1:39 PM

100 - General Fund	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% of Budget	Budget Remaining
Transfers	13,426.82	0.00	13,426.82	13,426.82	0.00	0.00%	(13,426.82)
Reserve	0.00	16,250.00	(16,250.00)	0.00	195,000.00	0.00%	195,000.00
Vehicle Expenses	25.50	3,832.33	(3,806.83)	13,733.89	46,000.00	29.86%	32,266.11
Capital Outlay	31,600.98	74,264.12	(42,663.14)	180,573.88	891,500.00	20.26%	710,926.12
Rentals	506.47	250.00	256.47	1,185.91	3,000.00	39.53%	1,814.09
Expense Totals	<u>302,322.43</u>	<u>412,975.85</u>	<u>(110,653.42)</u>	<u>1,703,396.23</u>	<u>4,957,059.00</u>	<u>34.36 %</u>	<u>3,253,662.77</u>

City of Ovilla
Financial Statement
As of March 31, 2020

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110 - LEOSE	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% of Budget	Budget Remaining
Revenue Summary							
Transfers	0.00	99.96	(99.96)	0.00	1,200.00	0.00%	1,200.00
Revenue Totals	0.00	99.96	(99.96)	0.00	1,200.00	0.00 %	1,200.00
Expense Summary							
Professional Development	0.00	99.96	(99.96)	0.00	1,200.00	0.00%	1,200.00
Expense Totals	0.00	99.96	(99.96)	0.00	1,200.00	0.00 %	1,200.00

City of Ovilla
Financial Statement
As of March 31, 2020

6/4/2020 1:39 PM

120 - Street Improvement Fund	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% of Budget	Budget Remaining
Revenue Summary							
Taxes	5,438.10	4,524.85	913.25	31,348.59	54,320.00	57.71%	22,971.41
Other Revenue	0.00	8.33	(8.33)	0.00	100.00	0.00%	100.00
Revenue Totals	<u>5,438.10</u>	<u>4,533.18</u>	<u>904.92</u>	<u>31,348.59</u>	<u>54,420.00</u>	<u>57.60 %</u>	<u>23,071.41</u>
Expense Summary							
Capital Outlay	0.00	3,831.80	(3,831.80)	0.00	46,000.00	0.00%	46,000.00
Reserve	0.00	701.38	(701.38)	0.00	8,420.00	0.00%	8,420.00
Expense Totals	<u>0.00</u>	<u>4,533.18</u>	<u>(4,533.18)</u>	<u>0.00</u>	<u>54,420.00</u>	<u>0.00 %</u>	<u>54,420.00</u>

City of Ovilla
Financial Statement
As of March 31, 2020

6/4/2020 1:39 PM

130 - Court Technology	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% of Budget	Budget Remaining
Revenue Summary							
Fines & Forfeitures	183.84	408.17	(224.33)	1,186.90	4,900.00	24.22%	3,713.10
Revenue Totals	183.84	408.17	(224.33)	1,186.90	4,900.00	24.22 %	3,713.10
Expense Summary							
Software & Computer Equipment	0.00	374.85	(374.85)	0.00	4,500.00	0.00%	4,500.00
Reserve	0.00	33.32	(33.32)	0.00	400.00	0.00%	400.00
Expense Totals	0.00	408.17	(408.17)	0.00	4,900.00	0.00 %	4,900.00

City of Ovilla
Financial Statement
As of March 31, 2020

6/4/2020 1:39 PM

140 - Court Security	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% of Budget	Budget Remaining
Revenue Summary							
Fines & Forfeitures	173.56	299.88	(126.32)	998.06	3,600.00	27.72%	2,601.94
Revenue Totals	173.56	299.88	(126.32)	998.06	3,600.00	27.72 %	2,601.94
Expense Summary							
Other Expense	0.00	99.96	(99.96)	676.05	1,200.00	56.34%	523.95
Reserve	0.00	199.92	(199.92)	0.00	2,400.00	0.00%	2,400.00
Expense Totals	0.00	299.88	(299.88)	676.05	3,600.00	18.78 %	2,923.95

City of Ovilla
Financial Statement
As of March 31, 2020

6/4/2020 1:39 PM

150 - Equipment Replacement Fund	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% of Budget	Budget Remaining
Revenue Summary							
Transfers	0.00	2,499.00	(2,499.00)	0.00	30,000.00	0.00%	30,000.00
Revenue Totals	0.00	2,499.00	(2,499.00)	0.00	30,000.00	0.00 %	30,000.00
Expense Summary							
Capital Outlay	0.00	2,500.00	(2,500.00)	0.00	30,000.00	0.00%	30,000.00
Expense Totals	0.00	2,500.00	(2,500.00)	0.00	30,000.00	0.00 %	30,000.00

City of Ovilla
Financial Statement
As of March 31, 2020

6/4/2020 1:39 PM

200 - Water And Utilities Fund	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% of Budget	Budget Remaining
Revenue Summary							
Services	94,978.02	105,255.27	(10,277.25)	797,714.73	1,263,564.00	63.13%	465,849.27
Other Revenue	0.00	6,075.00	(6,075.00)	7.81	72,900.00	0.01%	72,892.19
Transfers	1,250.00	32,728.10	(31,478.10)	12,500.00	380,928.00	3.28%	368,428.00
Revenue Totals	<u>96,228.02</u>	<u>144,058.37</u>	<u>(47,830.35)</u>	<u>810,222.54</u>	<u>1,717,392.00</u>	<u>47.18 %</u>	<u>907,169.46</u>
Expense Summary							
Reserve	0.00	11,765.63	(11,765.63)	0.00	141,243.00	0.00%	141,243.00
Personnel	19,510.93	29,406.99	(9,896.06)	110,616.35	353,025.00	31.33%	242,408.65
Employee Benefits	2,062.47	7,626.80	(5,564.33)	26,260.79	91,558.00	28.68%	65,297.21
Special Services	2,861.89	4,087.50	(1,225.61)	8,137.56	49,050.00	16.59%	40,912.44
Contractual Services	0.00	1,734.93	(1,734.93)	1,500.00	20,820.00	7.20%	19,320.00
Operating Services	245.20	766.48	(521.28)	4,341.09	9,200.00	47.19%	4,858.91
Supplies	125.00	420.79	(295.79)	2,289.27	5,050.00	45.33%	2,760.73
Professional Development	0.00	204.14	(204.14)	471.00	2,450.00	19.22%	1,979.00
Software & Computer Equipment	385.00	1,426.88	(1,041.88)	1,115.99	17,125.00	6.52%	16,009.01
Printing Expense	0.00	495.72	(495.72)	40.79	5,950.00	0.69%	5,909.21
Utilities	52,038.15	59,313.91	(7,275.76)	262,662.26	712,038.00	36.89%	449,375.74
Other Expense	0.00	776.99	(776.99)	2,437.25	9,325.00	26.14%	6,887.75
Rentals	0.00	124.95	(124.95)	0.00	1,500.00	0.00%	1,500.00
Vehicle Expenses	0.00	766.40	(766.40)	1,708.09	9,200.00	18.57%	7,491.91
Repairs - Bldg & Machinery	0.00	3,591.01	(3,591.01)	10,371.37	43,100.00	24.06%	32,728.63
Insurance	0.00	671.36	(671.36)	4,702.00	8,058.00	58.35%	3,356.00
Minor Capital Outlay	0.00	1,416.12	(1,416.12)	823.72	17,000.00	4.85%	16,176.28
Capital Outlay	47,099.10	19,458.86	27,640.24	82,236.18	221,700.00	37.09%	139,463.82
Expense Totals	<u>124,327.74</u>	<u>144,055.46</u>	<u>(19,727.72)</u>	<u>519,713.71</u>	<u>1,717,392.00</u>	<u>30.26 %</u>	<u>1,197,678.29</u>

City of Ovilla
Financial Statement
As of March 31, 2020

6/4/2020 1:39 PM

250 - WWW Infrastructure Improvements	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% of Budget	Budget Remaining
Revenue Summary							
Services	5,354.98	5,792.51	(437.53)	33,948.24	69,538.00	48.82%	35,589.76
Revenue Totals	<u>5,354.98</u>	<u>5,792.51</u>	<u>(437.53)</u>	<u>33,948.24</u>	<u>69,538.00</u>	<u>48.82 %</u>	<u>35,589.76</u>
Expense Summary							
Reserve	0.00	5,792.51	(5,792.51)	(3.80)	69,538.00	(0.01%)	69,541.80
Expense Totals	<u>0.00</u>	<u>5,792.51</u>	<u>(5,792.51)</u>	<u>(3.80)</u>	<u>69,538.00</u>	<u>-0.01 %</u>	<u>69,541.80</u>

City of Ovilla
Financial Statement
As of March 31, 2020

6/4/2020 1:39 PM

300 - Capital Projects Fund	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% of Budget	Budget Remaining
Revenue Summary							
Other Revenue	0.00	22.50	(22.50)	0.01	270.00	0.00%	269.99
Revenue Totals	0.00	22.50	(22.50)	0.01	270.00	0.00 %	269.99
Expense Summary							
Reserve	0.00	22.50	(22.50)	0.00	270.00	0.00%	270.00
Expense Totals	0.00	22.50	(22.50)	0.00	270.00	0.00 %	270.00

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400 - Debt Service Fund	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% of Budget	Budget Remaining
Revenue Summary							
Taxes	4,802.52	39,066.86	(34,264.34)	450,252.57	468,990.00	96.00%	18,737.43
Other Revenue	0.00	45.83	(45.83)	107.13	550.00	19.48%	442.87
Transfers	0.00	9,034.71	(9,034.71)	0.00	108,460.00	0.00%	108,460.00
Revenue Totals	<u>4,802.52</u>	<u>48,147.40</u>	<u>(43,344.88)</u>	<u>450,359.70</u>	<u>578,000.00</u>	<u>77.92 %</u>	<u>127,640.30</u>
Expense Summary							
Reserve	0.00	0.00	0.00	117,787.44	0.00	0.00%	(117,787.44)
Long Term Debt	0.00	48,147.39	(48,147.39)	81,225.00	578,000.00	14.05%	496,775.00
Expense Totals	<u>0.00</u>	<u>48,147.39</u>	<u>(48,147.39)</u>	<u>199,012.44</u>	<u>578,000.00</u>	<u>34.43 %</u>	<u>378,987.56</u>

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500 - Municipal Development District Fund	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% of Budget	Budget Remaining
Revenue Summary							
Taxes	6,319.87	4,416.98	1,902.89	39,172.98	53,025.00	73.88%	13,852.02
Other Revenue	0.00	50.00	(50.00)	1,201.63	600.00	200.27%	(601.63)
Transfers	0.00	20,622.92	(20,622.92)	0.00	247,475.00	0.00%	247,475.00
Revenue Totals	<u>6,319.87</u>	<u>25,089.90</u>	<u>(18,770.03)</u>	<u>40,374.61</u>	<u>301,100.00</u>	<u>13.41 %</u>	<u>260,725.39</u>
Expense Summary							
Special Services	0.00	133.33	(133.33)	0.00	1,600.00	0.00%	1,600.00
Supplies	0.00	8.33	(8.33)	0.00	100.00	0.00%	100.00
Insurance	0.00	22.67	(22.67)	70.00	272.00	25.74%	202.00
Reserve	0.00	4,094.00	(4,094.00)	0.00	49,128.00	0.00%	49,128.00
Capital Outlay	0.00	20,833.33	(20,833.33)	0.00	250,000.00	0.00%	250,000.00
Expense Totals	<u>0.00</u>	<u>25,091.66</u>	<u>(25,091.66)</u>	<u>70.00</u>	<u>301,100.00</u>	<u>0.02 %</u>	<u>301,030.00</u>

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600 - 4B Economic Development Fund	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% of Budget	Budget Remaining
Revenue Summary							
Taxes	10,876.20	9,712.78	1,163.42	62,697.15	116,600.00	53.77%	53,902.85
Other Revenue	0.00	133.28	(133.28)	1,818.54	1,600.00	113.66%	(218.54)
Transfers	0.00	22,016.19	(22,016.19)	0.00	264,300.00	0.00%	264,300.00
Revenue Totals	<u>10,876.20</u>	<u>31,862.25</u>	<u>(20,986.05)</u>	<u>64,515.69</u>	<u>382,500.00</u>	<u>16.87 %</u>	<u>317,984.31</u>
Expense Summary							
Other Expense	0.00	3,157.90	(3,157.90)	1,200.00	37,900.00	3.17%	36,700.00
Reserve	0.00	791.35	(791.35)	0.00	9,500.00	0.00%	9,500.00
Special Services	0.00	441.51	(441.51)	0.00	5,300.00	0.00%	5,300.00
Supplies	0.00	16.66	(16.66)	0.00	200.00	0.00%	200.00
Professional Development	0.00	416.50	(416.50)	906.25	5,000.00	18.13%	4,093.75
Printing Expense	0.00	25.00	(25.00)	0.00	300.00	0.00%	300.00
Insurance	0.00	24.99	(24.99)	70.00	300.00	23.33%	230.00
Capital Outlay	0.00	27,000.00	(27,000.00)	0.00	324,000.00	0.00%	324,000.00
Expense Totals	<u>0.00</u>	<u>31,873.91</u>	<u>(31,873.91)</u>	<u>2,176.25</u>	<u>382,500.00</u>	<u>0.57 %</u>	<u>380,323.75</u>

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700 - Park Impact Fund	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% of Budget	Budget Remaining
Revenue Summary							
Services	669.04	717.75	(48.71)	3,345.20	8,613.00	38.84%	5,267.80
Other Revenue	0.00	3,208.75	(3,208.75)	0.02	38,505.00	0.00%	38,504.98
Revenue Totals	<u>669.04</u>	<u>3,926.50</u>	<u>(3,257.46)</u>	<u>3,345.22</u>	<u>47,118.00</u>	<u>7.10 %</u>	<u>43,772.78</u>
Expense Summary							
Reserve	0.00	551.50	(551.50)	0.00	6,618.00	0.00%	6,618.00
Minor Capital Outlay	0.00	41.67	(41.67)	0.00	500.00	0.00%	500.00
Capital Outlay	0.00	3,332.00	(3,332.00)	0.00	40,000.00	0.00%	40,000.00
Expense Totals	<u>0.00</u>	<u>3,925.17</u>	<u>(3,925.17)</u>	<u>0.00</u>	<u>47,118.00</u>	<u>0.00 %</u>	<u>47,118.00</u>

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800 - Water And Utilities Impact Fee Fund	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% of Budget	Budget Remaining
Revenue Summary							
Services	2,190.22	4,563.00	(2,372.78)	27,890.11	54,756.00	50.94%	26,865.89
Other Revenue	0.00	0.00	0.00	0.10	0.00	0.00%	(0.10)
Revenue Totals	<u>2,190.22</u>	<u>4,563.00</u>	<u>(2,372.78)</u>	<u>27,890.21</u>	<u>54,756.00</u>	<u>50.94 %</u>	<u>26,865.79</u>
Expense Summary							
Reserve	0.00	4,563.00	(4,563.00)	0.00	54,756.00	0.00%	54,756.00
Expense Totals	<u>0.00</u>	<u>4,563.00</u>	<u>(4,563.00)</u>	<u>0.00</u>	<u>54,756.00</u>	<u>0.00 %</u>	<u>54,756.00</u>

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900 - Employee Benefit Trust Fund	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% of Budget	Budget Remaining
Revenue Summary							
Other Revenue	0.00	0.00	0.00	66,598.15	0.00	0.00%	(66,598.15)
Transfers	13,426.82	0.00	13,426.82	13,426.82	0.00	0.00%	(13,426.82)
Revenue Totals	<u>13,426.82</u>	<u>0.00</u>	<u>13,426.82</u>	<u>80,024.97</u>	<u>0.00</u>	<u>0.00 %</u>	<u>(80,024.97)</u>
Expense Summary							
Employee Benefits	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>14,304.92</u>	<u>0.00</u>	<u>0.00%</u>	<u>(14,304.92)</u>
Expense Totals	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>14,304.92</u>	<u>0.00</u>	<u>0.00 %</u>	<u>(14,304.92)</u>

Ovilla Municipal Court Report

FY-2019-2020	Total Traffic Cases Filed	City Ordinance Filed	Total Revenue	Amount Kept by City	Amount sent to State	Warrants Issued	Warrants Cleared	Uncontested Disposition	Defensive Driving	Deferred Disposition	Compliance Dismissals	Trial
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	70	1	\$10,798.30	\$6,929.79	\$3,868.51	21	17	22	8	3	1	0
January	48	4	\$13,905.70	\$8,988.24	\$4,917.46	23	14	26	5	30	0	0
February	74	0	\$16,873.82	\$11,026.24	\$5,847.58	0	26	27	11	10	0	0
March	9	1	\$14,124.03	\$10,169.54	\$3,954.49	47	18	25	14	21	2	0
April	1	0	\$3,662.67	\$2,976.32	\$686.35	0	3	7	9	15	0	0
May	11	3	\$1,882.00	\$1,277.94	\$604.06	0	0	3	2	9	0	0
June												
July												
August												
September												
Totals	315	9	\$83,729.29	\$57,034.70	\$26,694.59	157	99	156	62	109	4	1

2018-2019 FY

May	69	0	\$17,054.10	\$10,319.97	\$6,734.13	40
FY Totals	645	8	\$134,301.53	\$85,506.16	\$48,795.37	247

Staffing

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

Code Enforcement Report
 105 S Cockrell Hill Rd
 Ovilla, TX 75154
 (972) 617-7262

To: Mayor Richard Dormier
 Ovilla City Council
 City Manager Ms.Pam Woodall

Subject: **Code Enforcement Monthly Report**

	May. 2020	May.2020 YTD	May .2019	
Calls For Service				
Complaint (Nuis 11 Permit 2,Parking 5)	18	124	66	
Follow up (Nuis 11 Permit 2 Park 5)	16	138	69	
Door Notice (Nui - 0 Permit 0 Parking)	0	40	32	
Mail Notice (Parking 5 nuisance 11 perm 2)	16	70	16	
Posted Property (nuisance 3)	2	12	11	
Court	\$0	\$566	\$0.00	
Citizen Contacts	32	181	51	
Permits Reviewed	18	104	16	
Permits Issued	15	76	11	
Inspections	43	146	22	
Nuisance Abated by City	0	2	3	
Nuisance Signs (Garage sale-0 business 22)	22	140	31	
Board of Adjustment Variance Building Line	1	3	3	

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**

	May.2020	May.2020 YTD	May.2019	
Calls For Service				
Complaint (Regist-11 At Large 8 Bark 2)	21	156	29	
Follow up	21	170	30	
Door Notice (Regis-0, Bark 0 at large 0)	0	69	16	
Impounded Animal (Dog 3 cat 3)	0	25	6	
Animal welfare check	6	38	11	
Impound Results (Transport 0 Ret to own 0)	0	25	6	
Impound fee collected	\$0.00	\$370.00	105	
Court 0	\$0.00	\$150.00	0	
Citizen Contacts	13	110	42	
Animal registration \$144	12	41	16	
Registration Letter Mailed	17	100	17	
Nuisance Letter barking 2	2	14	2	
Animals released 1 possum 2 snake	3	7	3	
Deceased removed	16	99	31	
Oak Leaf - possum	1	2	1	
Traps Checked Out	2	17	3	

HONORABLE MAYOR AND CITY COUNCIL OF OVILLA
Administration Monthly Report
City Manager - City Secretary

ADMINISTRATION, front office, and HR –

1. Rotating shifts have ceased for front office. We are at full staff as of May 26th, 2020.
2. Proposed 'soft open' date for Administration is tentatively set for June 17th, 2020.
3. Municipal Court working on outstanding cases from the March Docket that was put on hold (COVID-19), tentatively have August date to begin holding in person Court.
4. Public Works Director is expected to begin work with Ovilla no later than June 15, 2020.
 - a. HR continues to accept applications for maintenance techs. Down 4.5 employees.

BOARDS AND COMMISSIONS –

Board of Adjustment: Met by teleconference in May.

1 vacancy – Place 7 (Alternate position)

Economic Development Corporation: No meeting in May.

1 vacancy – Place 5

Municipal Development District: Has not met.

2 vacancies

Municipal Services Advisory Committee: Disbanded.

Park Board Advisory Committee: No meeting in May.

1 vacancy – Place 1

Planning and Zoning Commission: No meeting occurred in June. Meeting scheduled for July, possibly a special called meeting.

Board/Commission Committee – met at the end of May for consideration on applicants and to forward recommendations to Council for appointment.

CURRENT OR PLANNED DEVELOPMENT PROJECTS-

Residential:

- Bryson Manor Phase III – is currently underway.
- Broadmoor Estates- pre-con meeting discussion and planning.
- Miracle Farms – planning stages. Preliminary Plat expected to be presented to Planning and Zoning Commission and Council in July 2020.
- Relocation of Public Works, moving of the records retention storage and expansion of Police Station.
- Parking lot expansion at 701 W. Main under preliminary discussion.

Infrastructure:

- Main Street Sanitary Sewer – project is complete.
- Reviewing the CIP:
 - Johnson Lane (Chip seal) on the CIP this year. May need to hold off with construction of Miracle Farms Development.
- Water Street Bridge- Bid notice and documents posted. June 22, 2020 bid opening. Hopeful to award at the July Council meeting.

Misc.

- Working with Brittain & Crawford, LLC to update our map and establish the Historic District.
- Need to confirm whether staff should alternate the equipment replacement from Silver Spur to Heritage Park this year. The CIP has \$15,000 designated.
- Finance to send out RFQ for audit



City of Ovilla – Internal Controls for Finance

Accounts Payable

The Cities Finance Director will enter approved accounts payable invoices into the accounting software, by creating an accounts payable batch. Once all invoices have been entered the invoice register will be run by the Finance Director on a weekly basis. A copy of this invoice register will be given to the City Secretary and The City Manager for review, along with any invoices they may want to review. Once the invoice register has been reviewed and approved the City Manager and the City Secretary will go into the accounting software and approve the invoices for payment with the authorization of their digital signatures. The City Manager will assist the Finance Director in printing out the checks. When possible, the Finance Director will have another available employee, put the checks in envelopes to be mailed.

All online invoice notifications come to the City Manager, City Secretary and Finance Director. The City Secretary, City Manager and Finance Director all have access to online payment portals.

Bank Reconciliations

Bank reconciliations will be completed each month by the Finance Director. Once the reconciliations are completed, they will be given to the City Manager to review and approve.

Petty Cash

The Finance Director will review and do periodic audits on the petty cash funds for the water dept, court and the police department. The finance department's petty cash will be reviewed by the City Manager.

City of Ovilla – Internal Controls for Finance

Bank Accounts

The Finance Director has the ability to access the bank information to print bank statements and check on account balances but does not have the ability to transfer funds between accounts. Only the City Manager, City Secretary and the Mayor can transfer funds and authorize checks.

Financials and Investment Reports

The Finance Director will run Financial reports from the accounting software monthly and then have the City Manager review it before it is presented to the City Council. Investment Reports will be prepared quarterly and then be reviewed by the City Manager before they are presented to the City Council.

BUILDING PERMITS MAY 2020

Date Issued	Applicant First Name	Applicant Last Name	Property Address	Date Approved	Permit Number	Description of Work	Valuation Bldg	Valuation Bldg w Land	BV Project No.	Fee Building Permit	Fee Capital Recovery	Fee Fire Meter	Fee Park Impact	Fee Plan Review	Fee Sewer Connection	Fee Sewer Impact	Fee Water Impact	Fee Water Meter Cost	Fees Due	Living Sq Ft	Total Sq Ft	Property County
5/22/2020	PREMIER FENCE		7241 JUDY DR	2/19/2020	2020-0408	INSTALL 6" CEDAR FENCE	4500	0		50	0	0	0	0	0	0	0	0	50	0	0	ELLIS
5/22/2020	PREMIER FENCE		7020 JUDY DR	3/3/2020	2020-0420	INSTALL 6" CEDAR W/ STEEL POST	3000	0		50	0	0	0	0	0	0	0	0	50	0	0	ELLIS
5/22/2020	PREMIER FENCE		7010 JUDY DR	3/3/2020	2020-0421	INSTALL 6" CEDAR FENCE W/ STEEL POST	3000	0		50	0	0	0	0	0	0	0	0	50	0	0	ELLIS
5/18/2020	Jonathan	Fitzmaurice	211 LARIAT TRL	4/30/2020	2020-0426	The structure will be erected as follows: All supporting legs will be embedded in concrete. All above ground support structures will be welded together The roof material is sheet metal and will be mounted to the frame with appropriate standard fasteners.	236040	276040		40	0	0	0	0	0	0	0	0	40	0	576	ELLIS
5/28/2020	MACHANTA	NEWSON	700 W MAIN ST	5/22/2020	2020-0436	SIGN FOR ADVERTISING-VILLAGE COUNSELING	50	0		120	0	0	0	0	0	0	0	0	120	0	0	ELLIS
5/5/2020	CONCEPCION	SAUSAMEDA	124 LARIAT TRL	5/5/2020	2020-0452	HORSE BARN AND STORAGE W/CONCRETE FLOOR	0	0		40	0	0	0	0	0	0	0	0	40	0	0	DALLAS
5/15/2020	FORTINO	PINEDA	109 ELMWOOD DR	4/28/2020	2020-0454	NEW RESIDENTIAL	290000	355000	2020-007622	2400	1250	0	334.52	480	0	0	2107	475	7046.49	4833	5698	ELLIS
5/6/2020	JACK	ODOM	3251 OVILLA RD	5/4/2020	2020-0469	FLATWORK CONCRETE ON EAST AND NORTH SIDE OF GYM 3' X 173 (519 SQ FT) FOR WATER CONTROL	0	0		40	0	0	0	0	0	0	0	0	40	0	0	ELLIS
5/5/2020	ABRAHAM	SBYTI	200 SPLIT ROCK TER	5/5/2020	2020-0470	INSTALL 4 TON H/P CONDENSER	595	0		125	0	0	0	0	0	0	0	0	125	0	0	DALLAS
5/13/2020	Robert	Phillips	710 GEORGETOWN RD	5/8/2020	2020-0471	Barn	5000	5000		40	0	0	0	0	0	0	0	0	40	0	0	ELLIS
5/5/2020	Juan	Zapata	710 BUCKBOARD ST	5/5/2020	2020-0472	Replace Roof to a 30 Year Composite.	8100	0		100	0	0	0	0	0	0	0	0	100	0	0	ELLIS
5/5/2020	PATRICIA	HINSON	3309 OVILLA RD	5/5/2020	2020-0473	8" WOOD FENCE WITH CAP TOP, METAL POSTS 32" IN GROUND	5000	0		25	0	0	0	0	0	0	0	0	25	0	0	ELLIS
5/5/2020	Allen	Davis	113 ASHBURNE GLEN LN	5/5/2020	2020-0474	Remove all existing shingles down to the plywood decking. Replace with 30-year lifetime shingles (no decking involved)	13400	0		50	0	0	0	0	0	0	0	0	50	0	0	ELLIS
5/5/2020	Justin	Kozlovsky	103 NOB HILL LN	5/5/2020	2020-0475	Install new shower pan	300	0		125	0	0	0	0	0	0	0	0	125	0	0	ELLIS
5/7/2020	MICHELE	CLEMMONS	200 WILLOW CREEK CT	5/7/2020	2020-0476	30'L x 6" H x 8" W chain link fence addition for dog run. 8" steel post with 2" post in ground	900	0		25	0	0	0	0	0	0	0	0	25	0	0	ELLIS
5/5/2020	HORIZON PLUMBING LTD		114 NOB HILL LN	5/5/2020	2020-0477	REPLACE TANKED ELECTRIC WATER HEATER TO ELECTRIC TANKLESS WATER HEATER	2400	0		100	0	0	0	0	0	0	0	0	100	0	0	ELLIS
5/8/2020	RICKS CUSTOM FENCES		202 BURTONWOOD CIR	5/7/2020	2020-0479	14"X24" PERGOLA MADE OF CEDAR	4200	0		40	0	0	0	0	0	0	0	0	40	0	0	DALLAS
5/7/2020	RANDE B & JUDITH A	Johnson	506 SAVANNAH DR	5/7/2020	2020-0482	sewer repair in yard	4457	0		125	0	0	0	0	0	0	0	0	125	2447	2447	ELLIS
5/12/2020	OUTBACK LAWN & IRRIGATION		101 OAK FOREST LN	5/8/2020	2020-0483	INSTALL IRRIGATION SYSTEM TO WATER PLANTS	0	0		25	0	0	0	0	0	0	0	475	500	0	0	ELLIS
5/12/2020	DON	LASATER	831 COCKRELL HILL RD	5/12/2020	2020-0484	replacing a exsiting 5 ton horzi gas system and installing a new mini split in garage	8250	0		125	0	0	0	0	0	0	0	0	125	0	0	DALLAS
5/26/2020	JAMIE	FLETCHER	710 BUCKBOARD ST	5/19/2020	2020-0487	in ground swimming pool	40000	40000	2020-008706	591.29	0	0	0	0	0	0	0	0	591.29	0	0	ELLIS
5/12/2020	WENDELL DEWAYNE	MCHAM	613 EDGEWOOD LN	5/12/2020	2020-0488	Replace Electric Water Heater	1300	1		100	0	0	0	0	0	0	0	0	100	0	0	ELLIS
5/21/2020	BILL	HILEMAN	123 CLAREMONT DR	5/19/2020	2020-0489	Install Inground Gunite swimming pool and rock waterfall	30000	0	2020-008704	481.89	0	0	0	0	0	0	0	0	481.89	0	0	ELLIS
5/26/2020	CURRY POOLS INC		255 WILLIAMSBURG LN	5/19/2020	2020-0491	INGROUND GUNITE POOL AND SPA	80000	0	2020-008708	932.78	0	0	0	0	0	0	0	0	932.78	0	0	ELLIS
5/18/2020	JAMES	CALDWELL	108 COCKRELL HILL RD	5/18/2020	2020-0492	INSTALLED NEW SERVICE THAT WAS DAMAGED FROM THE STORMS	0	0		125	0	0	0	0	0	0	0	0	125	0	0	ELLIS
5/19/2020	BEST SW PLUMBING		504 EDGEWOOD LN	5/19/2020	2020-0493	INSTALL NEW WATER HEATER	1838	0		100	0	0	0	0	0	0	0	0	100	0	0	ELLIS
5/29/2020	Justin	Prine	102 WESTLAWN DR	5/28/2020	2020-0494	putting up fence panels, fence posts and a gate in backyard	8600	8600		25	0	0	0	0	0	0	0	0	25	0	0	ELLIS
5/20/2020	ACM PLUMBING		132 SUBURBAN DR	5/20/2020	2020-0495	RUN NEW SEWER LINES, DISCONNECT SEPTIC TANK	1350	0		125	1250	0	0	0	0	0	2190.2	0	3565.22	0	0	ELLIS
5/21/2020	Alex	Briones	134 SUBURBAN DR	5/21/2020	2020-0497	Install new sewer line in yard to city main	3300	0		125	0	0	0	0	0	0	0	0	125	0	0	ELLIS
5/27/2020	Carlton & Charlotte	Ingram	618 GREEN MEADOWS LN	5/27/2020	2020-0498	8 foot fence with a flat top with gate entrance facing Green Meadows Lane. See attachments	2000	0		25	0	0	0	0	0	0	0	0	25	0	0	ELLIS
5/26/2020	ABRHAMD	SBYTI	137 CLAREMONT DR	5/26/2020	2020-0499	INSTALL 5 TON, 20KW HORIZ AIR HANDLER	1575	0		125	0	0	0	0	0	0	0	0	125	0	0	ELLIS
5/29/2020	Mathew	Noice	300 OVILLA OAKS DR	5/28/2020	2020-0500	Expand the pool deck by about 650 sq ft. Estimate: \$3,000	3000	3000		40	0	0	0	0	0	0	0	0	40	0	0	ELLIS

REPORT A CONCERN MAY 2020

Department Assigned	Concern Address	Customer Name	Customer Phone Number	Date Received	Date Entered	Date In Progress	Date Closed	Concern Description
Administration	124 LARIAT TRL	City of Ovilla	(972) 617-7262	5/1/2020	5/1/2020	5/1/2020	5/18/2020	PLEASE CALL GRACIE @682-472-7948 REGARDING BUILDING PERMIT STATUS
Administration	101 & 103 BROOKWOOD CT	City of Ovilla	(972) 617-7262	5/4/2020	5/4/2020		5/8/2020	LOUIS GRINAGE 469-230-3935
Administration	146 CLAREMONT DR	City of Ovilla	(972) 617-7262	5/12/2020	5/12/2020	5/12/2020	5/14/2020	CUSTOMER CALLED STATING THAT WORKERS ARE OUT IN OVILLA PARC CUTTING DOWN TREES AGAIN.
Administration	233 LARIAT TRL	City of Ovilla	(972) 617-7262	5/4/2020	5/4/2020		5/8/2020	CERT LETTER RECEIVED/PERMT ANGEL 469-360-4009
Administration	200 COCKRELL HILL RD	City of Ovilla	(972) 617-7262	5/6/2020	5/6/2020		5/8/2020	RODNEY MORRIS 469-474-3977
Administration	311 COVINGTON LN	City of Ovilla	(972) 617-7262	5/4/2020	5/4/2020		5/8/2020	CODE VIOLATION LETTER/JEFF NEILL 469-682-3218
Administration	124 LARIAT TRL	City of Ovilla	(972) 617-7262	5/4/2020	5/4/2020		5/8/2020	CALLED IN REGARDTS TO A PERMIT THAT WAS PUT IN BASKET ON 4/6/20 PLEASE CALL GRACIE @682-472-7948
Administration	100 DUSTY OAK TRL	City of Ovilla	(972) 617-7262	5/4/2020	5/4/2020		5/8/2020	SUSAN SHORT/LETTER RECEIVED 972-400-7182
Administration	204 THORNTREE DR	City of Ovilla	(972) 617-7262	5/6/2020	5/6/2020			CARL BAINES/ 832-865-3784 QUESTIONS ABOUT ACCESSORY BUILDING
Administration	701 OVILLA OAKS DR	City of Ovilla	(972) 617-7262	5/6/2020	5/6/2020			DENISE GEERY 214-448-5457/ IN REGARDS TO A CRITTER
Administration	105 COCKRELL HILL RD RD	City of Ovilla	(972) 617-7262	5/4/2020	5/4/2020			Guadalupe Gomez called in regards to the creek by/behind PD. She was told it was private property after previous times she had walked back there before. She would like a call in regards to this please GUADALUPE GOMEZ 214-549-1502

Animal Services	701 OVILLA OAKS DR	City of Ovilla	(972) 617-7262	5/13/2020	5/13/2020			BIG CRITTER DIGGING HOLE IN FRONT YARD SHE WOULD LIKE A CALL BACK
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Code Enforcement	7230 CHERRY LN	City of Ovilla	(972) 617-7262	6/2/2020	6/3/2020	6/3/2020		TRAILER PARKING IN DRIVE LONGER THAN 48 HOURS
Code Enforcement	520 WESTMORELAND RD	City of Ovilla	(972) 617-7262	5/19/2020	5/28/2020	5/28/2020	6/3/2020	HIGH GRASS AND WEEDS
Code Enforcement	7231 CHERRY LN	City of Ovilla	(972) 617-7262	5/28/2020	5/28/2020	5/28/2020		TRAILER PARKING IN SIDE DRIVEWAY LONGER THAN 48 HOURS
Code Enforcement	304 E UNIVERSITY ST	City of Ovilla	(972) 617-7262	5/19/2020	5/28/2020	5/28/2020		SEPTIC ODOR
Code Enforcement	304 E UNIVERSITY ST	City of Ovilla	(972) 617-7262	5/19/2020	5/28/2020	5/28/2020		SEPTIC ODOR
Code Enforcement	402 SHADOW WOOD TRL	City of Ovilla	(972) 617-7262	5/19/2020	5/28/2020			TRAILER PARKING LONGER THAN 48 HOURS
Code Enforcement	410 THORNTREE DR	City of Ovilla	(972) 617-7262	5/19/2020	5/28/2020	5/28/2020		VEHICLE PARKING IN YARD
Code Enforcement	739 WESTMORELAND RD	City of Ovilla	(972) 617-7262	5/19/2020	5/28/2020	5/28/2020		BRUSH
Code Enforcement	900 RED OAK CREEK DR	City of Ovilla	(972) 617-7262	5/15/2020	5/28/2020	5/28/2020		PUBLIC NUISANCE
Code Enforcement	745 WESTMORELAND RD	City of Ovilla	(972) 617-7262	5/19/2020	5/28/2020	5/28/2020		JUNK VEHICLE
Code Enforcement	213 LARIAT TRL	City of Ovilla	(972) 617-7262	5/8/2020	5/19/2020	5/28/2020		JUNK VEHICLE
Code Enforcement	219 LARIAT TRL	City of Ovilla	(972) 617-7262	5/7/2020	5/19/2020	5/19/2020	5/27/2020	VEHICLE PARKING IN YARD
Code Enforcement	705 W MAIN ST	City of Ovilla	(972) 617-7262	5/7/2020	5/19/2020	5/19/2020		OUTSIDE STORAGE
Code Enforcement	6971 CEDAR CT	City of Ovilla	(972) 617-7262	5/5/2020	5/5/2020	5/5/2020	5/21/2020	Pre pour inspection for permit #464 - patio extension
Code Enforcement	304 BURTONWOOD CIR	City of Ovilla	(972) 617-7262	5/14/2020	5/19/2020	5/19/2020		SEPTIC TANK ODOR
Code Enforcement	686 JOHNSON LN	City of Ovilla	(972) 617-7262	5/8/2020	5/19/2020	5/19/2020		DRIVE APPROACH CONSTRUCTION WITHOUT PERMIT
Code Enforcement	803 WESTMORELAND RD	City of Ovilla	(972) 617-7262	5/7/2020	5/19/2020	5/19/2020		VEHICLE PARKING IN YARD

Department Assigned	Concern Address	Customer Name	Customer Phone Number	Date Received	Date Entered	Date In Progress	Date Closed	Concern Description
Code Enforcement	105 COCKRELL HILL RD RD	City of Ovilla	(972) 617-7262	5/18/2020	5/18/2020		5/18/2020	PLEASE CALL NEIL 214-802-6021 QUESTIONS ABOUT GARAGE SALE/ESTATE SALE ON MEADOW GLEN. TOLD HIM THAT LAST I WAS TOLD TO CHECK BACK FIRST OF THE MONTH OF JUNE TO SEE IF WE WOULD START ISSUEING PERMITS FOR GARAGE SALES/ESTATE SALE. HE TOLD ME THAT THE WINERY THE OTHER DAY HAD 100 PEOPLE WHY CANT HE HOLD A ESTATE SALE FOR 8-10 PEOPLE IN A HOUSE AT TIME. WAS WONDERING IF HE DID WOULD HE GET ARRESTED, STATED THIS IS HOW HE MAKES HIS MONEY SINCE HE IS SELF EMPLOYED AND THAT IF WE WANT CITY TAXES PAID AND SINCE IM GETTING A PAYCHECK HE NEEDS TO MAKE HIS MONEY. INSTRUCTED IF HE DID HOLD SALE HE COULD POSSIBLY FACE A FEE FOR HOLDING WITHOUT PERMIT. HE WOULD NOT GIVE ME EXACT ADDRESS BUT ON MEADOW GLEN.
Code Enforcement	7051 CHERRY CT	City of Ovilla	(972) 617-7262	5/5/2020	5/5/2020	5/5/2020	5/11/2020	Pre pour inspection for permit #463 - patio extension
Code Enforcement	114 SUBURBAN DR	City of Ovilla	(972) 617-7262	5/4/2020	5/4/2020	5/4/2020	5/4/2020	PLEASE CALL DAVID ENOCH BACK AT 214-282-6272. HIS QUESTION IS WHY DID HE GET A BRUSH VIOLATION LETTER? HE SAID HE HAD BRUSH OUT FOR DAY OF PICKUP AND THEY DIDN'T GET IT AND HE CALLED AND TALKED TO CHELSEA WHO GOT IN TOUCH WITH CWD AND THEY CAME AND PICKED IT UP. I ALSO INFORMED HIM THAT WAS DONE ON APRIL 16TH AND I DIDN'T GET LETTERS OUT UNTIL APRIL 30TH, BUT HE IS STILL WONDERING WHY DID HE GET ONE IN THE FIRST PLACE.

Facilities	105 COCKRELL HILL RD RD	City of Ovilla	(972) 617-7262	5/8/2020	5/8/2020			2 Council Member books are ready to be delivered ASAP Thank you.
Facilities	105 COCKRELL HILL RD RD	City of Ovilla	(972) 617-7262	5/29/2020	5/29/2020		6/2/2020	There is a construction bag left with materials in it at the 'parking lot' north side of PD by the monument sign. Could someone get and dispose of it. Thank you
Facilities	105 COCKRELL HILL RD RD	City of Ovilla	(972) 617-7262	6/1/2020	6/1/2020		6/2/2020	PLEASE REMOVE EVERYTHING OFF MARQUEE AND REPLACE WITH THE FOLLOWING: NOW HIRING: MAINTENANCE WORKERS APPLICATIONS ONLINE AT CITY OF OVILLA.ORG
Facilities	105 COCKRELL HILL RD RD	City of Ovilla	(972) 617-7262	5/29/2020	5/29/2020			In order to have enough COVID spread out room for tonight's meeting - we do need the desk out of the Council chamber room. (it is trash) Thank you - G

Parks	105 COCKRELL HILL RD RD	City of Ovilla	(972) 617-7262	5/1/2020	5/1/2020		6/2/2020	Mow and weed eat city hall grounds.
Parks	105 WESTLAWN DR	City of Ovilla	(972) 617-7262	6/2/2020	6/2/2020		6/2/2020	Need to repair broken septic sprinkler head it was ran over by mower
Parks	105 COCKRELL HILL RD RD	City of Ovilla	(972) 617-7262	5/26/2020	5/27/2020		5/27/2020	Mow and weed eat Cindy Jones Park, Ashburn Glen Park, 3309 Ovilla Rd
Parks	105 COCKRELL HILL RD RD	City of Ovilla	(972) 617-7262	5/27/2020	5/27/2020		5/27/2020	Mow and weed eat Heritage Park
Parks	708 W MAIN ST	City of Ovilla	(972) 617-7262	5/27/2020	5/27/2020			Mow and weed eat 'city house' 708 W. Main
Parks	105 COCKRELL HILL RD RD	City of Ovilla	(972) 617-7262	5/15/2020	5/15/2020		5/21/2020	Mow and Weed eat Cindy Jones Park
Parks	105 COCKRELL HILL RD RD	City of Ovilla	(972) 617-7262	5/15/2020	5/15/2020			Mow and weed eat lot in front of fire dept. bays
Parks	105 COCKRELL HILL RD RD	City of Ovilla	(972) 617-7262	5/12/2020	5/12/2020			Large tree has fallen in the creek heritage park at the water fall needs to be removed

Department/Assigned	Concern/Address	Customer Name	Customer Phone Number	Date Received	Date Entered	Date In Progress	Date Closed	Concern Description
Street Department	600 GEORGETOWN RD	City of Ovilla	(972) 617-7262	6/3/2020	6/3/2020		6/3/2020	Haul off fallen tree at 600 Georgetown
Street Department	105 COCKRELL HILL RD RD	City of Ovilla	(972) 617-7262	6/2/2020	6/2/2020			install running boards on 2008 3/4 ton pickup
Street Department	105 COCKRELL HILL RD RD	City of Ovilla	(972) 617-7262	5/11/2020	5/12/2020			Mow right of way's with brush hog Westmoreland, Malloy, Johnson Ln, Cockrell Hill, E. Highland, Shiloh, Red Oak Creek
Street Department	105 COCKRELL HILL RD RD	City of Ovilla	(972) 617-7262	5/15/2020	5/15/2020			Mow and weed eat field by police dept.
Street Department	10 COCKRELL HILL RD	City of Ovilla	(972) 617-7262	5/15/2020	5/15/2020		5/29/2020	Mow and weed eat Ground Storage, Standpipe facilities and spray weed killer on fence line and around parked equipment.
Street Department	906 COCKRELL HILL RD	City of Ovilla	(972) 617-7262	5/27/2020	5/27/2020			Need to reset the delineators poles in front of the guard rails North bound Cockrell Hill also haul off the broken tree that has fallen
Street Department	1711 JOE WILSON RD	City of Ovilla	(972) 617-7262	5/27/2020	5/27/2020			Patch pot holes 1711 Joe Wilson and up North to Cedar Hill city limits
Street Department	305 SHADOW WOOD TRL	City of Ovilla	(972) 617-7262	5/22/2020	5/22/2020		5/26/2020	LEANING SIGN
Street Department	311 SHADOW WOOD TRL	City of Ovilla	(972) 617-7262	5/22/2020	5/26/2020			Prep road base patch area for asphalt overlay
Street Department	741 WESTMORELAND RD	City of Ovilla	(972) 617-7262	5/22/2020	5/26/2020			Rough patch of road several pot holes in area along 741 Westmoreland
Street Department	105 COCKRELL HILL RD RD	City of Ovilla	(972) 617-7262	5/14/2020	5/14/2020		5/14/2020	Resident emailed that the road was failing at Vertical Church. She was advised that we would notified the proper authorities (state). Johnny Cruz and Mike Dooly were both emailed. Mr. Dooly confirmed that the area of need was state. MS McKee was notified with a follow up email.
Street Department	WATER ST	City of Ovilla	(972) 617-7262	5/12/2020	5/12/2020			Low hanging tree limbs on water street need to be cut back off road from Franks bbq to the bridge
Street Department	744-A COCKRELL HILL RD	City of Ovilla	(972) 617-7262	5/12/2020	5/12/2020		5/12/2020	Weedeat right of way around utilities poles ect.
Street Department	JOHNSON LN	City of Ovilla	(972) 617-7262	5/20/2020	5/21/2020		5/20/2020	800 block of Johnson Ln broken tree limb hanging low over street blocking traffic
Street Department	106 COCKRELL HILL RD	City of Ovilla	(972) 617-7262	5/18/2020	5/18/2020	5/18/2020	5/19/2020	Large tree has fallen at 106 Cockrell Hill due to weather needs to be cut down and hauled off
Street Department	101 RIMROCK CT	City of Ovilla	(972) 617-7262	5/15/2020	5/15/2020			Home owner stated bar ditch is holding water need to shoot grade with transit and excavate high spots
Street Department	105 COCKRELL HILL RD RD	City of Ovilla	(972) 617-7262	5/15/2020	5/15/2020			Patch pothole at Pickard Bridge turning off Ovilla RD
Street Department	OVILLA OAKS DR	City of Ovilla	(972) 617-7262	5/15/2020	5/15/2020			At the intersection of Woodridge and Ovilla Oaks. Tree limbs hanging over in road blocking visibility need to trim back
Street Department	105 COCKRELL HILL RD RD	City of Ovilla	(972) 617-7262	5/13/2020	5/14/2020			Received an email after hours on Wednesday, May 13: The stop ahead sign right before the bridge-Bryson/Water/close to Willow Wood (Where y'all are making a new street to use) The grass is pretty high and the sign isn't real visible. Please pass this request on to the right person who can set up someone to mow the grass there. Many Thanks! Jenny McKee Cellular 469-716-9496 God bless!!!
Street Department	105 COCKRELL HILL RD RD	City of Ovilla	(972) 617-7262	5/12/2020	5/12/2020	5/12/2020	5/12/2020	Replace door latch cable to the 2008 1/2 ton pickup driver side door
Street Department	105 COCKRELL HILL RD RD	City of Ovilla	(972) 617-7262	5/12/2020	5/12/2020			Need to weedeat around guard rails and spray weed killer. Cockrell Hill, Johnson Ln, Westmoreland, Red Oak Creek, E. Highland
Street Department	105 COCKRELL HILL RD RD	City of Ovilla	(972) 617-7262	5/1/2020	5/1/2020		5/4/2020	weed eat right of way around signage poles, telephone pole's, fence line. On Shiloh Rd and Bryson Ln that border Bryon manor subdivision.
Street Department	117 WATER ST	City of Ovilla	(972) 617-7262	5/1/2020	5/1/2020	5/1/2020	5/1/2020	Broken tree limb laying in ditch by fence on the side of 117 Water st property need to haul off.

Department Assigned	Concern Address	Customer Name	Customer Phone Number	Date Received	Date Entered	Date In Progress	Date Closed	Concern Description
Water/Wastewater	106 MEADOWWOOD LN	City of Ovilla	(972) 617-7262	5/20/2020	5/20/2020		5/26/2020	PLEASE GET READING FOR NEW CUSTOMER ***MAY 26TH***
Water/Wastewater	606 MEADOW LARK DR	City of Ovilla	(972) 617-7262	5/28/2020	6/1/2020		5/29/2020	Bryan called yesterday and spoke with Daniel about getting the water shut off at the meter in order to get some work done at the house. He said Daniel did go out and turn the meter off but water is still going through. Please have someone check the meter and give him a call back. 972-515-3161
Water/Wastewater	606 MEADOW LARK DR	City of Ovilla	(972) 617-7262	5/28/2020	5/28/2020		5/29/2020	Bryan called yesterday and spoke with Daniel about getting the water shut off at the meter in order to get some work done at the house. He said Daniel did go out and turn the meter off but water is still going through. Please have someone check the meter and give him a call back. 972-515-3161
Water/Wastewater	325 SHADOW WOOD TRL	City of Ovilla	(972) 617-7262	5/28/2020	5/28/2020		5/29/2020	PLEASE GET REREAD, CUSTOMER STATING HIGH BILL
Water/Wastewater	138 JOHNSON LN	City of Ovilla	(972) 617-7262	5/28/2020	5/28/2020		5/29/2020	COMPLAINT OF HIGH BILL PLEASE RE READ METER
Water/Wastewater	137 WATER ST	City of Ovilla	(972) 617-7262	5/28/2020	5/28/2020		5/29/2020	PLEASE GET READING ON ***MAY 29TH***
Water/Wastewater	132 MEADOW GLEN LN	City of Ovilla	(972) 617-7262	5/29/2020	5/29/2020		5/29/2020	PLEASE RE READ METER
Water/Wastewater	606 MEADOW LARK DR	City of Ovilla	(972) 617-7262	5/29/2020	5/29/2020		5/29/2020	PLEASE GET READING & MAKE SURE WATER IS TURNED OFF.
Water/Wastewater	319 WILLOW CREEK LN	City of Ovilla	(972) 617-7262	5/27/2020	5/27/2020		5/28/2020	Resident thinks bill is too high. Please reread.
Water/Wastewater	122 SUBURBAN DR	City of Ovilla	(972) 617-7262	5/21/2020	5/21/2020		5/21/2020	PLEASE GET READING NEW CUSTOMER ***MAY 21***
Water/Wastewater	103 HIGH RIDGE CT	City of Ovilla	(972) 617-7262	5/21/2020	5/21/2020			PLEASE GET READING *****JUNE 5TH*****
Water/Wastewater	910 RED OAK CREEK DR	City of Ovilla	(972) 617-7262	5/20/2020	5/20/2020		5/20/2020	PLEASE REREAD METER CUSTOMER STATING HIGH BILL, CHECK FOR LEAK/TEST METER SHE SAID SHE HAD A CERTIFIED PLUMBER CHECK HER SIDE, NOTHING FOUND.
Water/Wastewater	109 ELMWOOD DR	City of Ovilla	(972) 617-7262	5/15/2020	5/15/2020			PERMIT APPROVED AND NEED TO INSTALL 3/4` WATER METER
Water/Wastewater	110 CLAREMONT DR	City of Ovilla	(972) 617-7262	5/15/2020	5/15/2020		5/15/2020	PLEASE GET READING *****MAY 21*****
Water/Wastewater	105 COCKRELL HILL RD RD	City of Ovilla	(972) 617-7262	5/8/2020	5/8/2020		5/14/2020	METER BOOKS PLACED IN DANIELS BASKET/PLEASE DO METER READS STARTING MAY 13TH....THANKS!
Water/Wastewater	111 GREENWOOD DR	City of Ovilla	(972) 617-7262	5/12/2020	5/12/2020		5/14/2020	LEFT DOOR TAG W/SERVICE APPLICATION TO START SERVICE FOR WATER
Water/Wastewater	100 GREENWOOD DR	City of Ovilla	(972) 617-7262	5/11/2020	5/11/2020		5/12/2020	Need reading for new application.
Water/Wastewater	1941 DUNCANVILLE RD	City of Ovilla	(972) 617-7262	5/11/2020	5/11/2020		5/12/2020	RE READ METER HIGH USAGE
Water/Wastewater	102 WESTLAWN DR	City of Ovilla	(972) 617-7262	5/1/2020	5/1/2020		5/1/2020	Please get reading MAY 1st...thanks!
Water/Wastewater	102 WESTLAWN DR	City of Ovilla	(972) 617-7262	5/1/2020	5/1/2020	5/1/2020	5/1/2020	Owner called and sent email to Chelsea to close out account today 5/1 Randall got the reading of 1096.2