

# *City of O*VILLA 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*

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105 S. Cockrell Hill Road, Ovilla, TX 75154

Monday, February 08, 2021

6:30 P.M.

Teleconference

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## AGENDA

NOTICE is hereby given of a Regular Meeting of the City Council of the City of Ovilla, to be held on Monday, February 08, 2021 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 OVILLE will conduct the meeting scheduled at 6:30 PM, Monday, February 08, 2021, by telephone conference in order to advance the public health goal of limiting face-to-face meetings (also called "social distancing") to slow the spread of the Coronavirus (COVID-19). [There will be no public access to the location described above.]

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

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

**United States: 1-346-248-7799 Meeting ID: 959 7445 6291**

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

**<https://zoom.us/j/95974456291>**

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.

### **CALL TO ORDER**

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

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

- **Proclamation** - Ovilla Christian School Girls Volleyball Team
- **Presentation** - CWD Annual Review
- **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.

### **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.

# *City of O*VILLA City Council

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*Michael Myers, Place Five*

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1. Resolution R2021-03 Atmos membership/Fee assessment of \$208.35
2. Quarterly Investment Report October thru December 2020
3. Regular Meeting Minutes 2021.01.11

## PUBLIC HEARING

**Case PZ21.02** - Receive staff presentation and citizen comments on Ordinance 2021-04, amending Chapter 10, Article 10.02. Division 5, Section 10.02.132 "Utility Easements" of the Ovilla Code of Ordinances; requiring Utility Easements of not less than ten (10) feet on each side of rear lot lines.

- a. **PRESENTATION** – Review Ordinance 2021-04 amending Utility Easements in the Ovilla Code.
- b. **RECOMMENDATION** – Receive recommendation from Planning & Zoning regarding easements.
- c. **PUBLIC HEARING** to receive comments from those wishing to speak.

## REGULAR AGENDA

**ITEM 1.** **DISCUSSION/ACTION** – Receive recommendation from the Planning and Zoning Commission to consider and act on Ordinance 2021-04 of the City of Ovilla Texas amending Chapter 10, Article 10.02. Division 5, Section 10.02.132 "Utility Easements" of the Ovilla Code of Ordinances; requiring Utility Easements of not less than ten (10) feet on each side of rear lot lines.

**ITEM 2.** **DISCUSSION/ACTION** – Consideration of and action on a request from Chief Windham to increase the police force by one officer during mid-year budget review.

**ITEM 3.** **DISCUSSION/ACTION** – Consideration of and action on a request from Place 4 Hunt and Place 2 Oberg to implement a time keeping device/software for all city employees, including a request from the Mayor to discuss documentation of work schedules.

**ITEM 4.** **DISCUSSION** - Receive report from Chief Windham on ticket-writers as requested by Place 5 Myers.

**ITEM 5.** **DISCUSSION** – Discuss and review staff's recommendations for the safe reopening of the city facilities.

**ITEM 6.** **DISCUSSION/ACTION** – Consideration of any item(s) pulled from the Consent Agenda for individual consideration and action.

## STAFF REPORTS

- **Department Activity Reports / Discussion**
  - Police Department
    - 1. Racial Profiling
  - Fire Department
  - Public Works Departments
    - 1. Construction/Development
    - 2. Water/wastewater
    - 3. Streets/Drainage
    - 4. Parks
    - 5. Monthly Code/Animal Control Reports
  - Administration
    - 1. Financials (non-reconciled)
      - a) Monthly Municipal Court Report

Police Chief B. Windham

Fire Chief B. Kennedy

Public Works Director J. Kuykendall

No Report due to COVID Quarantine

No Report due to COVID Quarantine

Finance Director S. Jungman

# City of OVILLE City Council

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## 2. Administration Reports

City Manager P. Woodall

### **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).

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

### **ADJOURNMENT**

THIS IS TO CERTIFY THAT A COPY OF THE NOTICE OF the February 08, 2021 Regular City Council Agenda was posted on the City Hall bulletin board, a place convenient and readily accessible to the general public at all times, and to the City's website, [www.cityofovilla.org](http://www.cityofovilla.org), on the 5th day of February 2021 prior to 6:00 p.m., in compliance with Chapter 551, Texas Government Code.

*G Miller*  
G Miller, City Secretary

DATE OF POSTING: 2.5.2021 TIME: 1:30 am/pm.  
DATE TAKEN DOWN: \_\_\_\_\_ TIME: \_\_\_\_\_ am/pm.





# PROCLAMATION

*I, Richard A. Dormier, Mayor of the City of Ovilla, take great pleasure in congratulating the OVILLA CHRISTIAN SCHOOL VOLLEYBALL TEAM for winning their third in a row TAPPS (Texas Association of Private Parochial Schools) Class 2A State Championship on November 20, 2020 at New Braunfels Christian Academy in New Braunfels, TX.*

**WHEREAS**, The Lady Eagles capped another season with a straight-set win over Bulverde Bracken Christian School; and

**WHEREAS**, four players were chosen as part of the 12 player all-tournament squad: Audrey Nunes, Tessa Henry, Marlee Hopkins, and London Upchurch. Ovilla Christian finished this season with a 24-5-2 record; and

**WHEREAS**, the 13 players on the roster as well as 2 managers lead by coach Kallye Johnson, Assistant Coach Sarah Nunes, and Athletic Director Josh Johnson on the Ovilla Christian School Volleyball Team have represented the citizens of Ellis County and the City of Ovilla in achieving the highest honors for a high school volleyball team; and

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

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

**NOW THEREFORE**, I, Richard A. Dormier, Mayor of Ovilla, on behalf of the entire Ovilla City Council, do hereby recognize November 20, 2020, as Ovilla Christian School Volleyball Day.

**IN WITNESS WHEREOF**, I hereby affix my signature this 08<sup>th</sup> day of February in the year of our Lord two thousand twenty.

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Richard A. Dormier, Mayor  
City of Ovilla



## 2020 Ovilla Volleyball Team Roster

1	Gabriella Noice	SO
2	Madisen Parks	SO
4	Summer Stephens	SR
5	London Upchurch	FR
6	Halle Jessie	FR
7	Audrey Nunes	SR
8	Tessa Henry	SR
9	Kristen Prendergast	JR
10	Jadyn White	FR
11	Olivia Goerig	SR
12	Marlee Hopkins	SR
13	Taylor Sauceda	SR
14	Ashley Hearon	SO

Head Coach: Kallye Johnson

Assistant Coach: Sara Nunes

Managers: Rebekah Hatcher & Belle Shackelford

Athletic Director: Josh Johnson



# Partners Since 2018





Partners Since 2018

# **Council Meeting Presentation**

## **February 8, 2021**

**Greg Roemer**  
**President**

**Jason Roemer**  
**Municipal Coordinator**





CommunityWasteDisposal.com  
Since 1984

Partners Since 2018

## City of Ovilla

# CWD 2020 Annual Review



# Residential Services

## Trash Collection



Partners Since 2018



**Trash is collected once per week**  
**Service is provided Thursday & Friday**



# Residential Services

## Recycling Collection



Partners Since 2018



**Recycling** is collected once every other week,  
on your trash collection day



# Residential Services

## Bulk & Brush Collection



Partners Since 2018

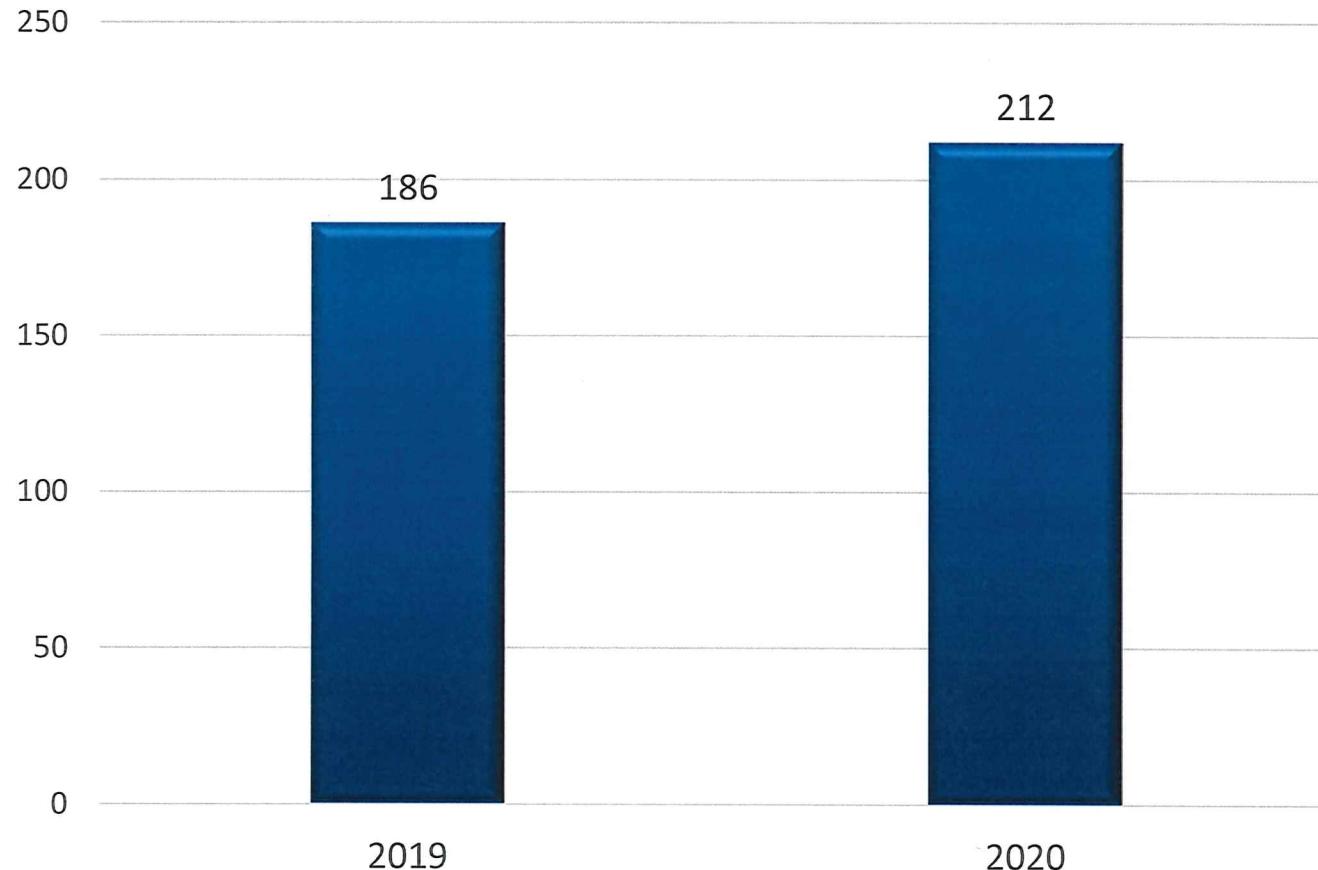


**Up to Six (6) Cubic yards of bulky waste and/or brush  
is collected every other week**



# Residential Recycled Materials

## Tons Per Year



Residents recycled 212 tons of material in 2020.

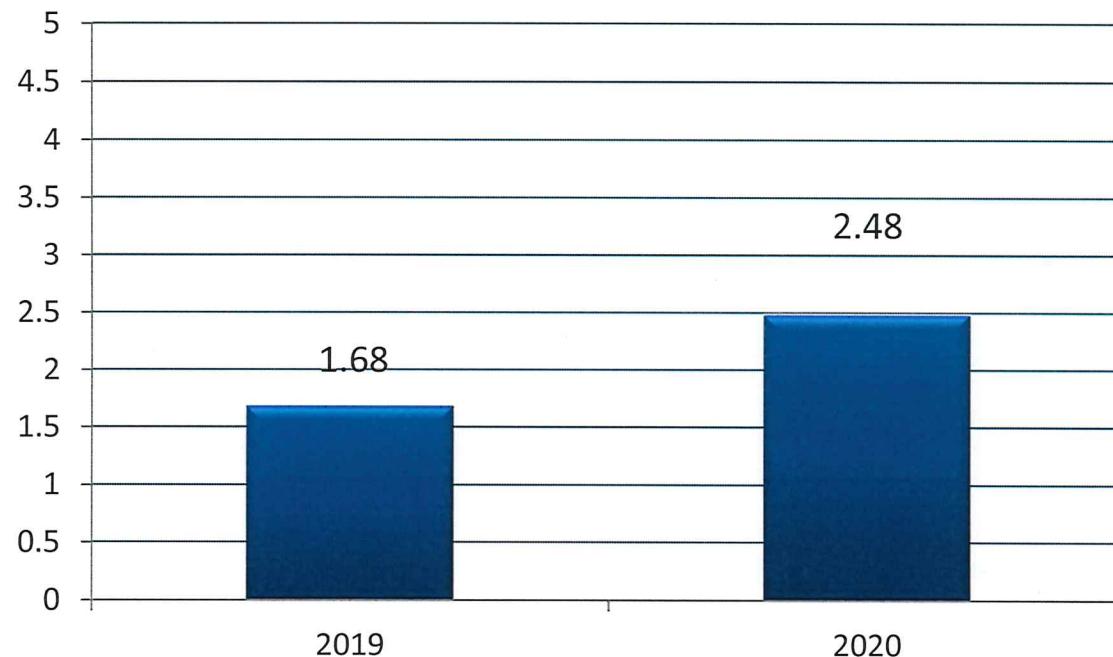


Partners Since 2018



# Residential Driver Incidents Per 100,000 Service Opportunities

RDIs can include a vehicle accident, a property claim, reckless driving or a conduct complaint.



**120,794 yearly service opportunities; 3 incidents**



Partners Since 2018

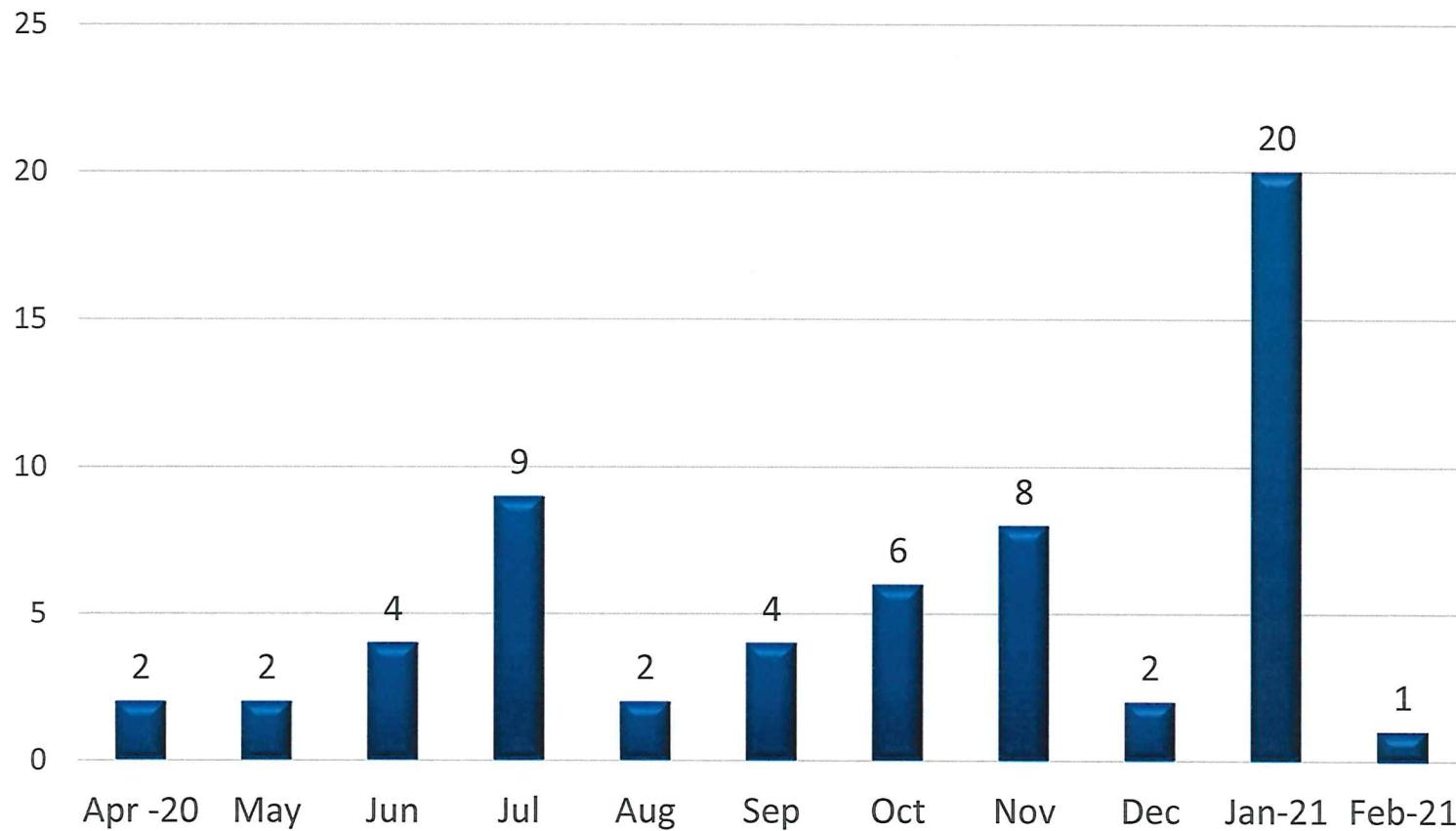


# Effects of COVID-19 on Service

## CWD Monthly COVID Cases



Partners Since 2018



Through 2-4-2021

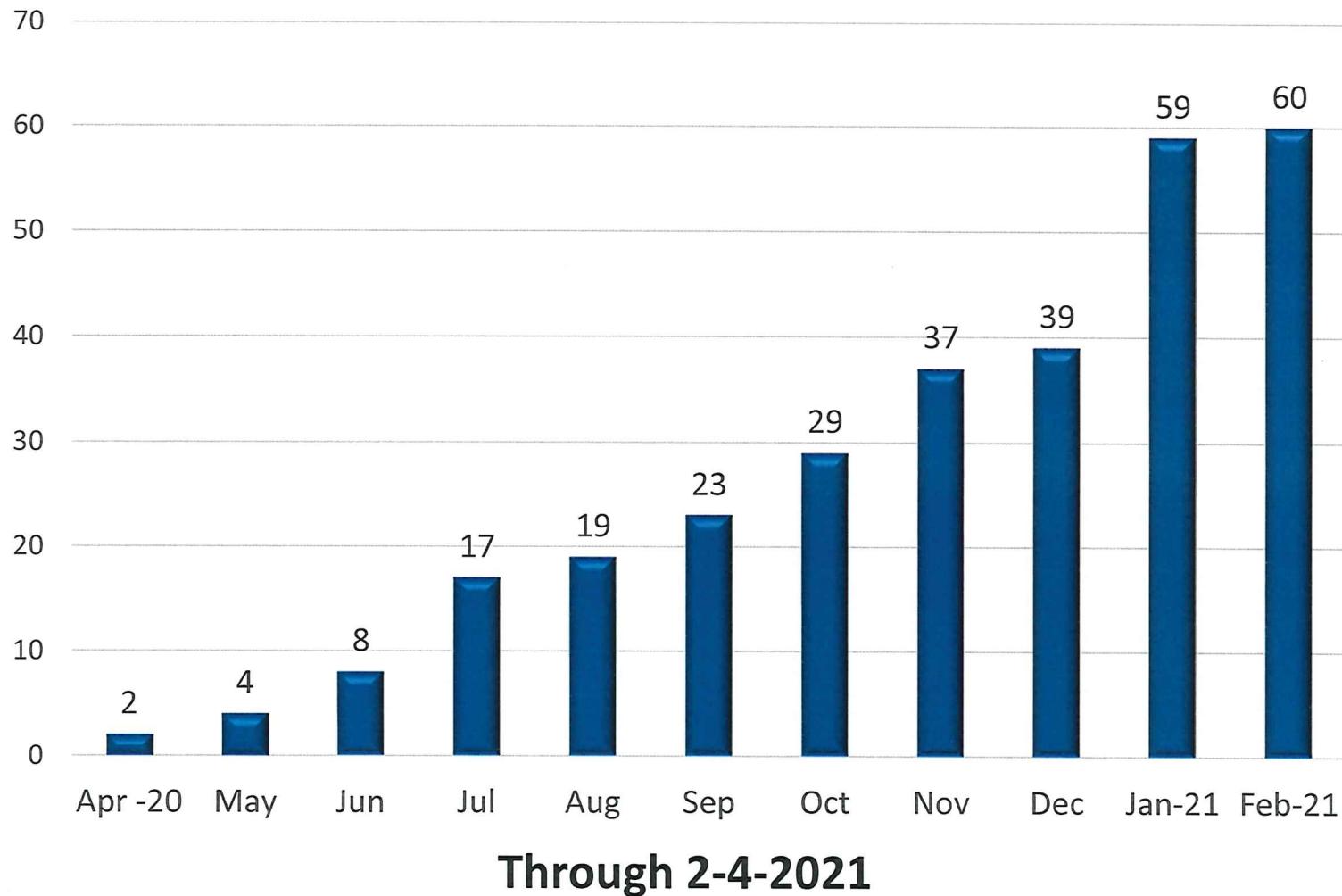


# Effects of COVID-19 on Service

## CWD Cumulative COVID Cases



Partners Since 2018



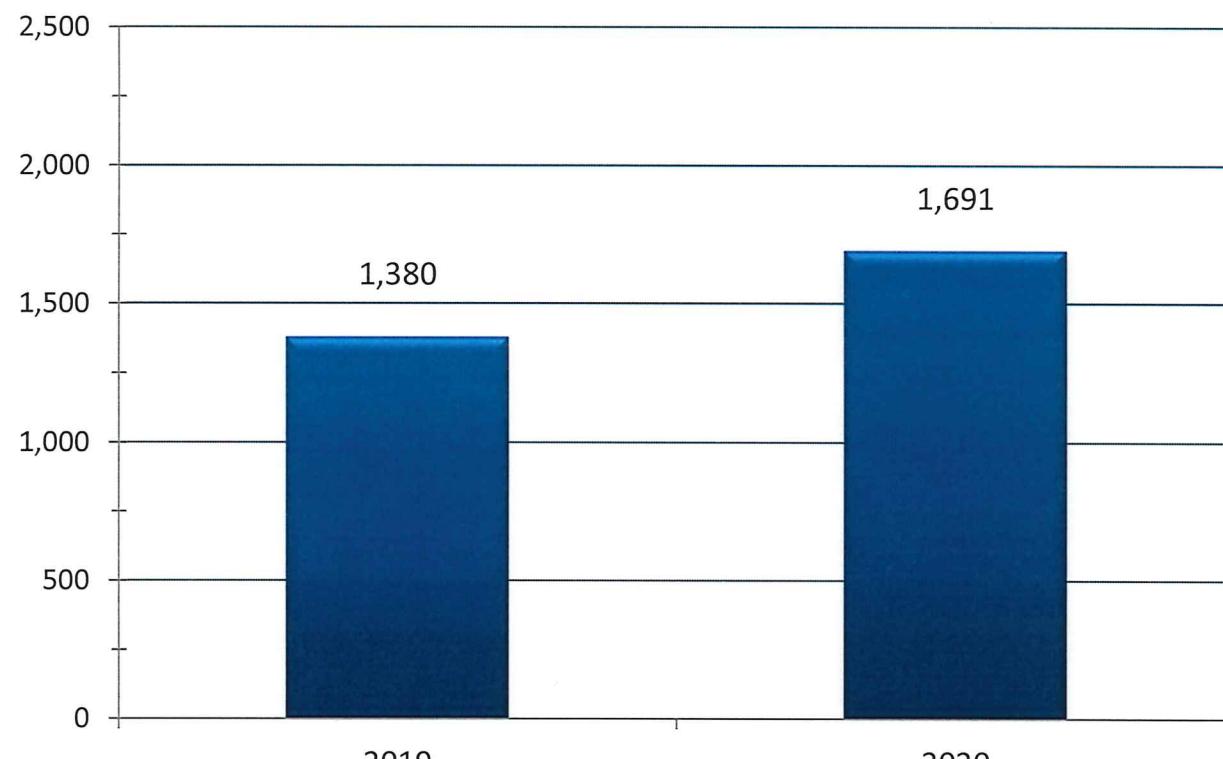
# Effects of COVID-19 on Service

## Increase of Trash Tonnage



Partners Since 2018

Trash/Brush and Bulk in Tons



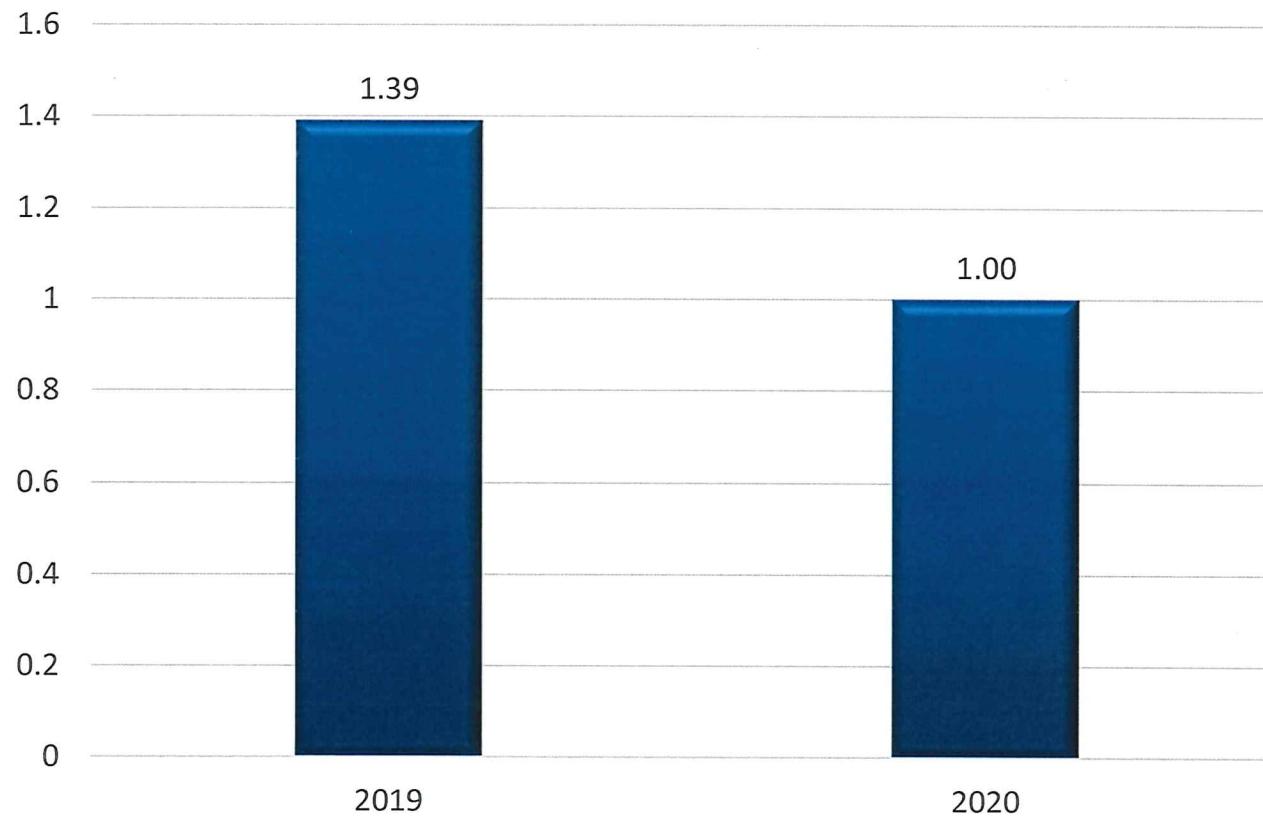
April through December Comparison



# Customer Service Inquiries Per 1,000 Service Opportunities



Partners Since 2018



**120,794 yearly service opportunities; 121 inquiries**



# 2020 Annual X-treme Green Event



Partners Since 2018



The residents of McLendon-Chisholm properly disposed of 36,536 pounds of hazardous material in 2020.

The 2020 X-treme Green Event was held on June 27<sup>th</sup>



# Annual X-treme Green Event

One-stop Place to Dispose of HHW & Used Electronics



Partners Since 2018



HHW



Used Electronics



Tires (No Rims)



Appliances



Shredding



## 2021 Cleanup Event Dates

Bulk Trash / Brush – April 17<sup>th</sup>  
X-Treme Green – April 24<sup>th</sup>

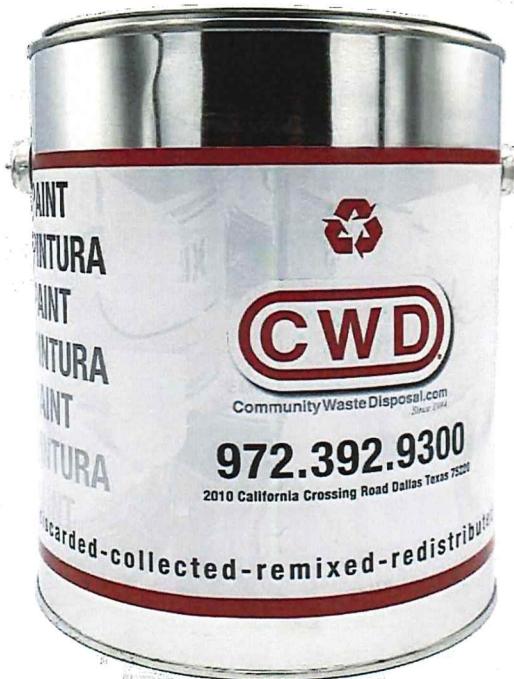


# Community Partnership

## Paint Reuse Program



Partners Since 2018



**CWD's Paint Reuse Program is an environmentally friendly way to make use of old paint. Latex and oil-based paint is available in one-gallon and five-gallon cans, in various shades of beige.**

**In 2020, CWD distributed 3,300 gallons of paint.**



# Community Partnership

## Paint Reuse Program



Partners Since 2018

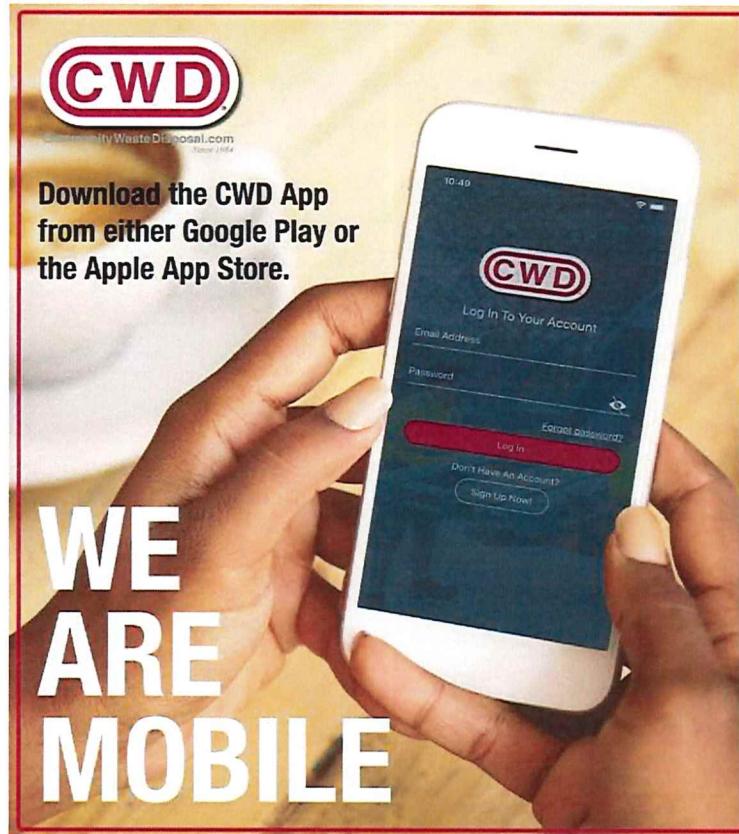


**Municipalities have the option to make the paint continuously available at a public place, such as at your City Hall, where residents can easily pick up a gallon or several.**



# Customer Service and Fleet Technology

## CWD Mobile App



Easily manage trash and recycling accounts via our mobile app!



Partners Since 2018

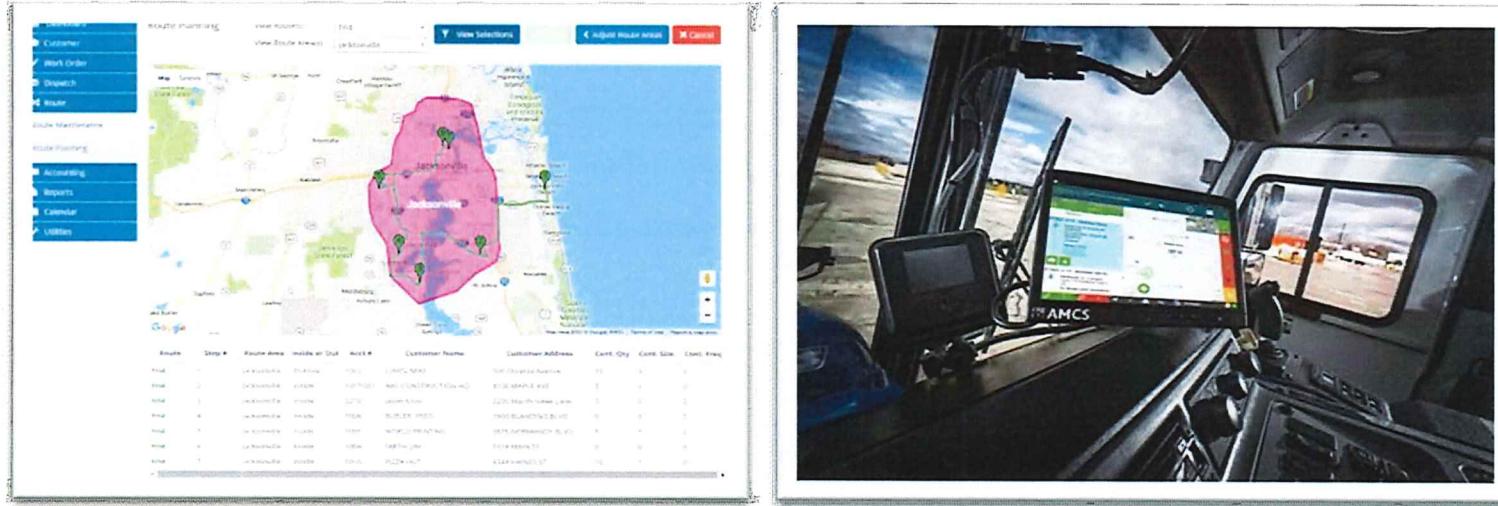


# Customer Service and Fleet Technology

## AMCS Platform



Partners Since 2018



### Global Customer Relationship Management (CRM) Company

Increased Investment in Customer Service by 400%

Go Live – Q3 2021

#### Mobile Functionality

- Increased route efficiency
- Turn-by-turn navigation
- Instant dispatching

#### Route Optimization

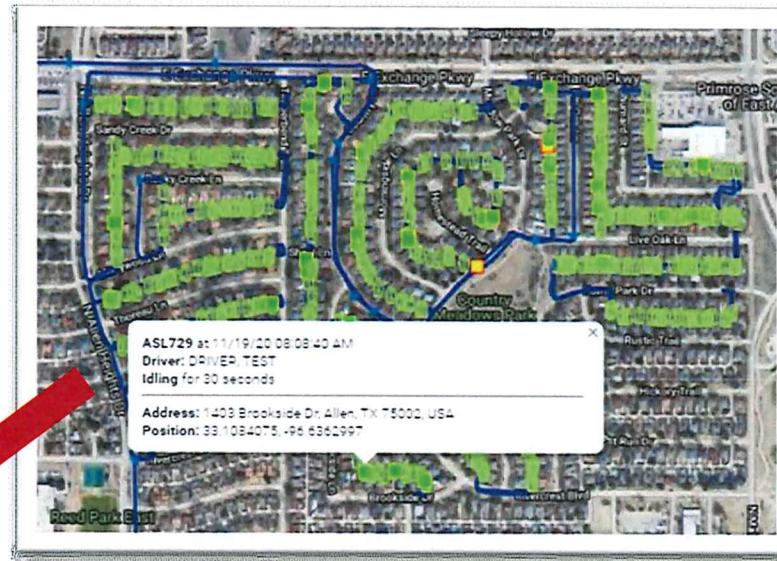
- Stop sequencing
- Scenario based planning



# Customer Service and Fleet Technology

## 3<sup>rd</sup> Eye Point of Service Verification

- Live GPS breadcrumb trail
- Automated photo record of service (green icons at right)



- Photos stored for 60 days
- All external cameras continuously recording
- On-demand video requests available to verify property damage, accidents, etc.



Partners Since 2018



# Saved Resources



Partners Since 2018

**City of Ovilla**  
Recycled 212 Tons in 2020

**SAVING:**  
3,604 Trees  
80,560 Gallons of Oil  
1,484,000 Gallons of Water  
700 Yards of Landfill Space  
869,200 Kilowatt Hours of Electricity



# Greening a Generation

## Thank You for Another Successful Year



Partners Since 2018



Your award features a single satin silver aluminum plate and is made from solid, FSC® Recycled Richlite (post-consumer recycled paper).





# Working Together to Bring You More



02.8.2021

## Consent Items C1 – C3

To  
Honorable Mayor  
and Council

From  
Staff

CC  
Applicable  
Departments

### BACKGROUND AND JUSTIFICATION:

C1: Resolution R2021-03 authorizing continued participation with the ATMOS Cities Steering Committee; and authorizing the payment of five cents per capita to the ATMOS Cities Steering Committee to fund regulatory and related activities related to ATMOS Energy Corporation.

**STAFF RECOMMENDATION:** Staff recommends approval of Resolution R2021-03

C2: Quarterly Investment Report October thru December 2020

**STAFF RECOMMENDATION:** Staff recommends approval

C3: Regular Meeting Minutes 2021.01.14

**STAFF RECOMMENDATION:** Staff recommends approval

**City of Ovilla**

Tel 972-617-7262

105 S. Cockrell Hill Road  
Ovilla, Texas 75154

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



RESOLUTION NO. 2021-03

A RESOLUTION AUTHORIZING CONTINUED PARTICIPATION WITH THE ATMOS CITIES STEERING COMMITTEE; AND AUTHORIZING THE PAYMENT OF FIVE CENTS PER CAPITA TO THE ATMOS CITIES STEERING COMMITTEE TO FUND REGULATORY AND RELATED ACTIVITIES RELATED TO ATMOS ENERGY CORPORATION

WHEREAS, the City of Ovilla is a regulatory authority under the Gas Utility Regulatory Act (GURA) and has exclusive original jurisdiction over the rates and services of Atmos Energy Corporation, Mid-Tex Division (Atmos) within the municipal boundaries of the city; and

WHEREAS, the Atmos Cities Steering Committee (ACSC) has historically intervened in Atmos rate proceedings and gas utility related rulemakings to protect the interests of municipalities and gas customers residing within municipal boundaries; and

WHEREAS, ACSC is participating in Railroad Commission dockets and projects, as well as court proceedings and legislative activities, affecting gas utility rates; and

WHEREAS, the City is a member of ACSC; and

WHEREAS, in order for ACSC to continue its participation in these activities which affects the provision of gas utility service and the rates to be charged, it must assess its members for such costs; NOW THEREFORE,

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

I.

That the City is authorized to continue its membership with the Atmos Cities Steering Committee to protect the interests of the City of Ovilla and protect the interests of the customers of Atmos Energy Corporation, Mid-Tex Division residing and conducting business within the City limits.

II.

The City is further authorized to pay its 2021 assessment to the ACSC in the amount of five cents (\$0.05) per capita.

III.

A copy of this Resolution and approved assessment fee payable to "*Atmos Cities Steering Committee*" shall be sent to:

Brandi Stigler  
Atmos Cities Steering Committee  
c/o Arlington City Attorney's Office, Mail Stop 63-0300  
101 S. Mesquite St., Suite 300  
Arlington, Texas 76010

PRESENTED AND PASSED on this the 08th day of February 2021, by a vote of \_\_\_\_\_ ayes  
and \_\_\_\_\_ nays at a regular meeting of the City Council of the City of Ovilla, Texas.

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Richard Dormier, Mayor

ATTEST:

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G Miller, City Secretary

APPROVED AS TO FORM:

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

City of Arlington, c/o Atmos Cities Steering Committee  
Attn: Brandi Stigler  
101 S. Mesquite St., Ste 300  
MS #63-0300  
Arlington, TX 76010

# Invoice

Date	Invoice #
1/11/2021	21-112

Bill To
City of Ovilla

Item	Population	Per Capita	Amount
2021 Membership Assessment	4,167	0.05	208.35
Please make check payable to: Atmos Cities Steering Committee and mail to Atmos Cities Steering Committee, Attn: Brandi Stigler, Arlington City Attorney's Office, 101 S. Mesquite St., Ste 300, MS #63-0300, Arlington, Texas 76010			<b>Total</b> \$208.35

## ACSC Cities (178 Members)

1. Abilene	61. Fairview	121. Northlake
2. Addison	62. Farmers Branch	122. Oak Leaf
3. Albany	63. Farmersville	123. Ovilla
4. Allen	64. Fate	124. Palestine
5. Alvarado	65. Flower Mound	125. Pantego
6. Angus	66. Forest Hill	126. Paris
7. Anna	67. Forney	127. Parker
8. Argyle	68. Fort Worth	128. Pecan Hill
9. Arlington	69. Frisco	129. Petrolia
10. Aubrey	70. Frost	130. Plano
11. Azle	71. Gainesville	131. Ponder
12. Bedford	72. Garland	132. Pottsboro
13. Bellmead	73. Garrett	133. Prosper
14. Benbrook	74. Georgetown	134. Quitman
15. Beverly Hills	75. Glenn Heights	135. Red Oak
16. Blossom	76. Grand Prairie	136. Reno (Parker County)
17. Blue Ridge	77. Grapevine	137. Rhome
18. Bowie	78. Groesbeck	138. Richardson
19. Boyd	79. Gunter	139. Richland
20. Bridgeport	80. Haltom City	140. Richland Hills
21. Brownwood	81. Harker Heights	141. River Oaks
22. Bryan	82. Haskell	142. Roanoke
23. Buffalo	83. Haslet	143. Robinson
24. Burk Burnett	84. Hewitt	144. Rockwall
25. Burleson	85. Highland Park	145. Roscoe
26. Caddo Mills	86. Highland Village	146. Rowlett
27. Canton	87. Honey Grove	147. Royse City
28. Carrollton	88. Hurst	148. Sachse
29. Cedar Hill	89. Hutto	149. Saginaw
30. Celeste	90. Iowa Park	150. Sansom Park
31. Celina	91. Irving	151. Seagoville
32. Centerville	92. Justin	152. Sherman
33. Cisco	93. Kaufman	153. Snyder
34. Clarksville	94. Keene	154. Southlake
35. Cleburne	95. Keller	155. Springtown
36. Clyde	96. Kemp	156. Stamford
37. College Station	97. Kennedale	157. Stephenville
38. Colleyville	98. Kerens	158. Sulphur Springs
39. Colorado City	99. Kerrville	159. Sweetwater
40. Comanche	100. Killeen	160. Temple
41. Commerce	101. Krum	161. Terrell
42. Coolidge	102. Lakeside	162. The Colony
43. Coppell	103. Lake Dallas	163. Trophy Club
44. Corinth	104. Lake Worth	164. Tyler
45. Crandall	105. Lancaster	165. University Park
46. Cross Roads	106. Lavon	166. Venus
47. Crowley	107. Lewisville	167. Vernon
48. Dalworthington Gardens	108. Little Elm	168. Waco
49. Denison	109. Lorena	169. Watauga
50. Denton	110. Madisonville	170. Waxahachie
51. DeSoto	111. Malakoff	171. Westlake
52. Draper	112. Mansfield	172. Westover Hills
53. Duncanville	113. McKinney	173. Westworth Village
54. Early	114. Melissa	174. Whitesboro
55. Eastland	115. Mesquite	175. White Settlement
56. Edgecliff Village	116. Midlothian	176. Wichita Falls
57. Emory	117. Murphy	177. Woodway
58. Ennis	118. Newark	178. Wylie
59. Euless	119. Nocona	
60. Everman	120. North Richland Hills	

## MEMORANDUM

TO: Atmos Cities Steering Committee

FROM: Jennifer Richie, Chair, Atmos Cities Steering Committee

DATE: January, 2021

RE: **Action Needed - 2021 Atmos Cities Steering Committee Membership Assessment Invoice**

On December 10, 2020, the Atmos Cities Steering Committee (“ACSC”) held a quarterly meeting with representatives from Atmos Energy. During the meeting, the group held a discussion of upcoming natural gas issues and approved the assessment for ACSC membership. Using the population-based assessment protocol previously adopted by ACSC, the assessment for 2021 is a per capita fee of \$0.05. This is the same amount as was adopted for 2019 and 2020.

ACSC protects the authority of municipalities over the monopoly natural gas provider and defends the interests of the residential and small commercial customers within the cities. Cities are the only consumer advocates that work to keep natural gas rates reasonable. The work undertaken by ACSC has saved ratepayers millions of dollars in unreasonable charges. In order to continue to be an effective voice at the Railroad Commission, at the Legislature, and in the courts, ACSC must have your support. Please take action to pay the membership assessment as soon as possible. Payment of the membership assessment fee shall be deemed to be in agreement with the terms of the ACSC participation agreement.

Although ACSC does not require that your city take action by resolution to approve the assessment, some members have requested a model resolution authorizing payment of the 2021 membership assessment. To assist you in the assessment process, we have provided the following documents for your use:

- ACSC 2020 Year in Review
- Model resolution approving the 2021 assessment (optional, provided for those cities that have requested a resolution to authorize payment)
- Model staff report supporting the resolution
- List of Atmos Cities Steering Committee members
- 2021 Assessment invoice
- 2020 Assessment invoice and statement (only included if not yet paid)
- Blank member contact form to update the distribution lists

Please forward the membership assessment fee and, if applicable, the signed resolution to Brandi Stigler, Atmos Cities Steering Committee, c/o City Attorney’s Office, Mail Stop 63-0300, 101 S. Mesquite St., Suite 300, Arlington, Texas 76010. Checks should be made payable to: *Atmos Cities Steering Committee*.

If you have any questions, please contact ACSC Chair Person, Jennifer Richie (254/750-5688). ACSC’s counsel, Thomas Brocato ([tbrocato@lglawfirm.com](mailto:tbrocato@lglawfirm.com)) at 512/322-5857 is also available to assist you.

## **STAFF REPORT ON ASSESSMENT RESOLUTION FOR ATMOS CITIES STEERING COMMITTEE**

### **Purpose of the Resolution:**

Most municipalities have retained original jurisdiction over gas utility rates and services within municipal limits. The Atmos Cities Steering Committee (“ACSC”) is composed of 178 municipalities in the service area of Atmos Energy Corporation, Mid-Tex Division that have retained original jurisdiction. Atmos is a monopoly provider of natural gas. Because Atmos has no competitors, regulation of the rates that it charges its customers is the only way that cities can ensure that natural gas rates are fair. Working as a coalition to review the rates charged by Atmos allows cities to accomplish more collectively than each city could do acting alone. Cities have more than 100 years experience in regulating natural gas rates in Texas.

ACSC is the largest coalition of cities served by Atmos Mid-Tex. There are 178 ACSC member cities, which represent more than 60 percent of the total load served by Atmos-Mid Tex. ACSC protects the authority of municipalities over the monopoly natural gas provider and defends the interests of residential and small commercial customers within the cities. Although many of the activities undertaken by ACSC are connected to rate cases (and therefore expenses are reimbursed by the utility), ACSC also undertakes additional activities on behalf of municipalities for which it needs funding support from its members.

### **The ACSC Membership Assessment Supports Important Activities:**

ACSC is actively involved in rate cases, appeals, rulemakings, and legislative efforts impacting the rates charged by Atmos within the City. These activities will continue throughout the calendar year. It is possible that additional efforts will be necessary on new issues that arise during the year, and it is important that ACSC be able to fund its participation on behalf of its member cities. A per capita assessment has historically been used, and is a fair method for the members to bear the burdens associated with the benefits received from that membership.

### **Explanation of Resolution Paragraphs:**

- I. This paragraph authorizes the continuation of the City’s membership in ACSC.
- II. This paragraph authorizes payment of the City’s assessment to the ACSC in the amount of five cents (\$0.05) per capita.
- III. This paragraph requires notification that the City has adopted the Resolution.

### **Payment of Assessment**

The assessment payment check should be made out to “*Atmos Cities Steering Committee*” and mailed to Brandi Stigler, Atmos Cities Steering Committee, c/o Arlington City Attorney’s Office, Mail Stop 63-0300, 101 S. Mesquite St., Suite 300, Arlington, Texas 76010.

**City of Ovilla**  
**Investment Portfolio Summary - As of December 30, 2020**

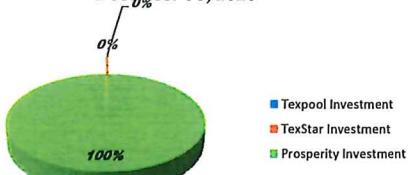
Investment Types	% of Total Investments	Amount
<b>TexPool Investment</b>		
Water Fund- 8761	0.01%	\$ 324.45
Texpool Total	0.01%	\$ 324.45
<b>TexStar Investment</b>		
Gen. Fund 1110	0.09%	\$ 3,947.75
Gen. Fund Reserve 1120	0.02%	\$ 983.70
Sewer Impact Fee 3540	0.08%	\$ 3,340.44
Water Fund 5340	0.03%	\$ 1,478.34
Water Fund 5350	0.03%	\$ 1,212.11
TexStar Total	0.25%	\$ 10,962.34
<b>Prosperity Investment</b>		
CD GF Reserve 0608	1.31%	\$ 58,194.06
CD GF Reserve -0694	5.81%	\$ 258,794.81
Debt Fund 0291	0.31%	\$ 13,958.87
Water Impact 2322	0.00%	\$ 0.48
4B EDC 3691	11.45%	\$ 509,700.72
Water Money Mkt. 4323	0.00%	\$ 150.00
MDD 7451	6.21%	\$ 276,617.48
Water Credit Card Acct. 7531	0.00%	\$ 0.11
GF Reserve 7583	2.94%	\$ 130,750.51
GF Designated Cash 7605	5.28%	\$ 235,137.66
Park Improvement 7613	0.00%	\$ 57.54
Capital Projects 7648	0.00%	\$ 103.49
Police - Lease 8220	0.00%	\$ 1.79
Bryson Manor 8662	6.83%	\$ 304,267.29
Sewer Impact 8699	0.00%	\$ 117.83
Employee Benefit Trust 8777	0.04%	\$ 1,850.86
General Acct. 9437	66.66%	\$ 2,968,300.34
Public Works 9445	0.02%	\$ 836.65
Prosperity Total	99.75%	\$ 4,441,851.62
Total Investment	100.00%	\$ 4,453,138.41

Investment Interest Types	% of Total Interest	Amount of Interest earned from Oct.-Dec.
<b>Tex Pool Interest</b>		
Water Fund- 8761	0.00%	\$ -
TexPool Qtr. Interest Total	0.00%	\$ -
<b>TexStar Class Interest</b>		
Gen. Fund 1110	0.01%	\$ 0.93
Gen. Fund Reserve 1120	0.00%	\$ 0.14
Sewer Impact Fee 3540	0.01%	\$ 0.84
Water Fund 5340	0.00%	\$ 0.18
Water Fund 5350	0.00%	\$ 0.15
Texas Class Qtr. Interest Total	0.03%	\$ 2.24
<b>Logic Interest</b>		
CD GF Reserve 0608	3.34%	\$ 219.42
CD GF Reserve -0694	15.77%	\$ 1,036.67
Debt Fund 0291	0.03%	\$ 1.75
Water Impact 2322	0.00%	\$ 0
4B EDC 3691	14.41%	\$ 946.80
Water Money Mkt. 4323	0.00%	\$ 0.03
MDD 7451	9.72%	\$ 638.85
Water Credit Card Acct. 7531	0.00%	\$ 0.11
GF Reserve 7583	0.75%	\$ 49.29
GF Designated Cash 7605	1.35%	\$ 88.63
Park Improvement 7613	0.00%	\$ -
Capital Projects 7648	0.00%	\$ -
Police - Lease 8220	0.00%	\$ -
Bryson Manor 8662	8.14%	\$ 534.75
Sewer Impact 8699	0.00%	\$ 0.04
Employee Benefit Trust 8777	0.19%	\$ 12.16
General Acct. 9437	65.39%	\$ 4,297.46
Public Works 9445	0.02%	\$ 1.48
Logic Quarterly Interest Total	99.97%	\$ 6,569.60
Total Quarterly Interest	100.00%	\$ 6,571.84

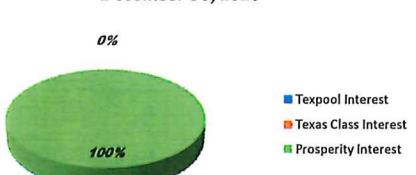
Investment Types	% of Total Investments	Amount
Texpool Investment	0.01%	\$ 324.45
TexStar Investment	0.25%	\$ 10,962.34
Prosperity Investment	99.75%	\$ 4,441,851.62
Total Investment	100.00%	\$ 4,453,138.41

Investment Interest Types	% of Total Interest	Amount
Texpool Interest	0.00%	\$ -
Texas Class Interest	0.03%	\$ 2.24
Prosperity Interest	99.97%	\$ 6,569.60
Total Interest	100.00%	\$ 6,571.84

**Investment Portfolio as of December 30, 2020**



**Investment Interest as of December 30, 2020**



**COMPLIANCE STATEMENT**

The investment portfolio presented in these reports conforms in all respects to the investment policies of the City of Ovilla, Texas; and is being managed under the investment strategy developed and approved by the Ovilla City Council.

  
 Sharon Jungman - Director of Finance

  
 Pam Woodall - City Manager

2-2-21

Date

02/02/2021

Date

**CITY OF OVILLA MINUTES**  
**Monday January 11, 2021**  
**Regular City Council Meeting**  
**105 S. Cockrell Hill Road, Ovilla, TX 75154**

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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 6:30 PM, Monday January 11, 2021 in person as well as 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).

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

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

The following City Council Members were present or on 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 present and on the teleconference call.

**CALL TO ORDER**

PL4 Hunt gave the invocation and PL2 Oberg led the reciting of the U.S. Pledge of Allegiance and the Pledge to the Texas Flag.

**ANNOUNCEMENTS, PROCLAMATIONS, PRESENTATIONS, COMMENTS**

None

**CITIZEN COMMENTS:**

1. Kaylee King – Miss Ovilla's Outstanding Teen
2. Jimmie Wade – 606 Creekview Cr.- Speed bumps in Ovilla Oaks, drainage at the Post Office
3. Dani Muckelroy – 608 Green Meadows- ECAD issues – please nominate ethical- honest person

**CONSENT AGENDA**

1. Joint Election Contract for Election Services between the Elections Administrator of Ellis County and the City of Ovilla May 1, 2021
2. Annual Master Agreement with Dallas County approving Resolution R2021-01
3. Annual Interlocal Agreement with Ellis County Road and Bridge
4. Annual Review and acceptance of Investment Policy
5. Regular Meeting Minutes 2020.12.14

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

No opposition/abstentions.

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

Recorded Vote:

PL1 Huber AYE  
 PL2 Oberg AYE  
 Mayor Pro Tem Griffin AYE  
 PL4 Hunt AYE  
 PL5 Myers AYE

REGULAR AGENDA

**ITEM 1. DISCUSSION/ACTION** – PZ21.01 – Receive recommendation from the Planning and Zoning Commission to consider and act on an application for a Specific Use Permit, to open and operate *Tiverton Bakeshop* located at 839 E. Main Street, Ovilla, TX, 75154, filed by owner of said property Pamilee Koval, and operator Julie Weyand, to include consideration and action to waive the survey requirement.

PL3 Griffin made the motion to recommend and approve application for Specific Use Permit to open and operated Tiverton Bakeshop as well as waive the survey requirement, as presented. Seconded by PL4 Hunt.

Recorded Vote:

PL1 Huber AYE  
 PL2 Oberg AYE  
 Mayor Pro Tem Griffin AYE  
 PL4 Hunt AYE  
 PL5 Myers AYE

*No opposition/abstentions.*

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

**ITEM 2. DISCUSSION/ACTION** – Consideration of and action on the creation of a Comprehensive Land Use Plan Review Committee to review and update the City of Ovilla Comprehensive Land Use Plan (CLUP).

City Manager Pam Woodall explained to the Council that Local Government Code Chapter 213 advises the update of a Comprehensive Land Use Plan (CLUP) be conducted every 5-years for long-range planning and development of the municipality. The City's last update occurred in 2016 (excluding the recent update to the Thoroughfare Plan).

PL4 Hunt made the motion to approve the committee. Seconded by PL1 Huber.

Recorded Vote:

PL1 Huber AYE  
 PL2 Oberg AYE  
 Mayor Pro Tem Griffin AYE  
 PL4 Hunt AYE  
 PL5 Myers AYE

*No opposition/abstentions.*

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

ITEM 3. **DISCUSSION/ACTION** – Consideration of and action on Resolution R2021-02, of the City Council of the City of Ovilla, Texas for candidate nomination for the Ellis Appraisal District Board of Directors vacancy for the Year 2021.

Mr. Pitts who served on the Ellis Appraisal District Board of Directors (BOD) since 2006, submitted his resignation from the Board.

Explanation to the Council: An individual is ineligible to serve on an appraisal district board of directors if the individual has engaged in the business of appraising property for compensation for use in proceedings under this title (for use in an ARB hearing or a tax agent) or of representing property owners for compensation in proceedings under this title in the appraisal district at any time during the preceding five years.

After much discussion went on about the vacancy, Dani Muckelroy expressed interest in the position.

PL4 Hunt made the motion to approve nomination Dani Muckelroy to the ECAD board for the vacancy for the Year 2021. Seconded by PL1 Huber.

Recorded Vote:

PL1 Huber AYE

PL2 Oberg AYE

Mayor Pro Tem Griffin AYE

PL4 Hunt AYE

PL5 Myers AYE

No opposition/abstentions.

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

ITEM 4. **DISCUSSION/ACTION** – Consideration of and Action on Ordinance 2021-01 of the City Council of the City of Ovilla, Texas, authorizing a general election to be held on May 01, 2021 for the purpose of electing Mayor and two council members (Places 2 and 4) for expired terms by the qualified voters of Ovilla; establishing procedures for the election; providing for other matters incident and related to the election; providing for publication; providing a severability clause; and providing an effective date.

**DISCUSIÓN/ACCIÓN** – Consideración de una Acción a partir de la Ordenanza 2021-01 una elección general a llevarse a cabo el 1 de mayo de 2021 con el objetivo de elegir al alcalde y dos miembros del concejo (plazas 2 y 4) por plazos expirados por los votantes calificados de ovilla; estableciendo procedimientos para la elección; proporcionando otros asuntos incidentales y relacionados con la elección; proporcionando para publicación; proporcionando una cláusula de separabilidad; y proporcionando una fecha de entrada en vigencia.

State Law requires the City Council to authorize the Order of General Election.

May 01, 2021 is uniform Election Day. The prepared ordinance calls the election and outlines procedures consistent with the TX Election Code; designating the polling place for early voting and Election Day, the method of voting, appointment of the early voting clerk and other matters incident and related to the election.

PL5 Myers made the motion to approve the Order of Election as presented. PL4 Hunt seconded the motion.

Recorded Vote:

PL1 Huber AYE

PL2 Oberg AYE

Mayor Pro Tem Griffin AYE

PL4 Hunt AYE

PL5 Myers AYE

No opposition/abstentions.

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

**ITEM 5. DISCUSSION/ACTION** – Consideration of and action on Ordinance 2021-02 of the City of Ovilla, Texas, repealing and replacing Chapter 13, Article 13.03 (water and wastewater), Division 2 (water service), Section 13.03.043 (billing date, delinquent date and disconnect date) of the Code of Ordinances of the City of Ovilla; providing new regulations pertaining to water utility billing; providing a billing due date, delinquency date and providing for discontinuance and disconnection of service; amending appendix a (fee schedule), article 7, section a7.003(c) (other charges) of the Code of Ordinances, providing a payment extension plan fee; providing a savings clause; providing a severance clause; providing for incorporation into the Ovilla Code of Ordinances; providing for immediate effect; and providing for publication.

City staff revealed to Council at the December Regular Meeting that Chapter 13, Section 13 of the Ovilla Code of Ordinances (water late fees assessment and disconnects) needed revision. Council directed staff to return with an ordinance based on discussion from the meeting.

Included in this ordinance the City offers a basic installment plan (\$25 or \$50) for delinquent customers, charging a flat fee. Late assessment fee is modified to 5%. This ordinance provides more clarity for penalty assessment and service discontinuation of services if necessary. We hope to receive better responses and more financial responsibility with our customers.

Staff will begin the monthly late notice and service disconnections upon Council direction.

PL4 Hunt made the motion to approve the Ordinance with the following updates to be put in place: \$50 installment plan fee and 10% penalty for late payment. PL1 Huber seconded the motion.

Recorded Vote:

PL1 Huber AYE

PL2 Oberg AYE

Mayor Pro Tem Griffin AYE

PL4 Hunt AYE

PL5 Myers NAY

One opposition/abstentions.

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

**ITEM 6. DISCUSSION/ACTION** – Consideration of and action on whether to direct staff to prepare a Request for Qualifications (RFQ) for city engineering services and to solicit responses for Council consideration.

This item is brought to Council at the request of Mayor Pro Tem Griffin and Place 4 Hunt. Topics for concern and discussion were Performance issues and the distance traveled from main location.

Public Works Director James Kuykendall added: communication issues, dependability, as well as accountability for their work.

PL3 Griffin made the motion to approve to prepare an RFQ for city engineering services and to solicit responses for Council consideration. PL4 Hunt seconded.

Recorded Vote:

PL1 Huber AYE

PL2 Oberg AYE

Mayor Pro Tem Griffin AYE

PL4 Hunt AYE

PL5 Myers AYE

No opposition/abstentions.

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

**ITEM 7. DISCUSSION/ACTION** – Consideration of and action on a Council appointed committee to serve on the Engineering RFQ Review Committee.

PL3 Griffin made the motion to approve Mayor Dormier, PL4 Hunt, CM Pam Woodall, Public Works Director James Kuykendall, Construction Manager Randal Bailey to be appointed as the Engineering RFQ Committee. PL2 Oberg seconded.

Recorded Vote:

PL1 Huber AYE

PL2 Oberg AYE

Mayor Pro Tem Griffin AYE

PL4 Hunt AYE

PL5 Myers AYE

No opposition/abstentions.

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

**ITEM 8. DISCUSSION/ACTION** – Consideration of and action on Ordinance 2021-03 of the City of Ovilla, Texas, repealing Article 3.08 (tourist courts, tourist camps and house trailer parks); repealing Appendix Section A4.004 (license fee for tourist court, tourist camp or house trailer park); amending Chapter 6, Article 6.03 (minimum standards of sanitation and health protection) to eliminate the definition and references to “tourist courts;” providing a savings clause; providing a severance clause; providing for incorporation into the Ovilla Code of Ordinances; providing for immediate effect; and providing for publication.

PL5 Myers made the motion to eliminate the definition and references to ‘tourist courts’ as presented in Ordinance 2021-03. PL1 Huber seconded.

Recorded Vote:

PL1 Huber AYE

PL2 Oberg AYE

Mayor Pro Tem Griffin AYE

PL4 Hunt AYE

PL5 Myers AYE

No opposition/abstentions.

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

ITEM 9. **DISCUSSION** – Discuss and review staff's recommendations for the safe reopening of the city facilities.

*No Action*

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

*None*

**STAFF REPORTS**

- Department Activity Reports / Discussion
  - Police Department
  - Fire Department
  - Public Works Departments
    - 1. Construction/Development Reports
    - 2. Water/wastewater
    - 3. Streets
    - 4. Parks
    - 5. Monthly Code/Animal Control Reports
  - Administration
    - 1. Financials (non-reconciled)
      - a) Monthly Municipal Court Report
    - 2. Administration Reports

<ul style="list-style-type: none"> <li>• Police Department</li> <li>• Fire Department</li> <li>• Public Works Departments           <ul style="list-style-type: none"> <li>1. Construction/Development Reports</li> <li>2. Water/wastewater</li> <li>3. Streets</li> <li>4. Parks</li> <li>5. Monthly Code/Animal Control Reports</li> </ul> </li> <li>• Administration           <ul style="list-style-type: none"> <li>1. Financials (non-reconciled)               <ul style="list-style-type: none"> <li>a) Monthly Municipal Court Report</li> </ul> </li> <li>2. Administration Reports</li> </ul> </li> </ul>	Chief B. Windham Chief B. Kennedy Public Works Director J. Kuykendall  Code/AC Officer M. Dooly  Finance Director Sharon Jungman  City Manager P. Woodall City Secretary G. Miller
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**EXECUTIVE SESSION**

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

**A. Convene into Executive Session. 7:50 pm**

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

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

**ES ITEM 2. DISCUSSION/ACTION** – Deliberate the appointment, employment, evaluation, reassignment and/or duties of the Police Chief.

**B. Reconvene into Regular Session. 8:04 pm**

The following motions for each of the items on Executive Session:

Item ES1: PL4 Hunt made the motion to approve the revised contract. PL2 Oberg seconded.

Recorded Vote:

PL1 Huber AYE

PL2 Oberg AYE

Mayor Pro Tem Griffin AYE

PL4 Hunt AYE

*Richard Dormier, Mayor*

*Rachel Huber, Place One*

*Dean Oberg, Place Two*

PL5 Myers AYE

Item ES2: No Action

There being no requests for Future Agenda Items, the City Council Meeting was Adjourned at 8:07 pm.

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Richard Dormier, Mayor

ATTEST:

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G Miller, City Secretary

**Approved February 08, 2021**

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



Place Four Council, Doug Hunt  
Place Five Council, Michael Myers  
Place Three Council/ Mayor Pro Tem, David Griffin

## WELCOME TO THE CITY OF OVILLA CITIZENS FORUM

The Ovilla City Council and City Staff welcome you to a meeting of the Ovilla City Council. Ovilla Council Meetings are open to the public and residents are encouraged to attend.

It is the policy of the City of Ovilla to give all individuals and lawful organizations an opportunity to formally address the Mayor and Council regarding any posted Agenda item or items not on the agenda. Each participant will be permitted to speak for a maximum of three minutes. Regarding non-agenda items, please be advised that the Mayor and Council cannot respond but may direct inquiries to staff for current policy or for later review.

The form must be complete.

DATE: 1/11/21

PHONE: 214-530-4114

DO YOU RESIDE WITHIN THE CITY LIMITS OF OVILLA?  YES  NO

NAME: Kaylee King

ORGANIZATION / DEPARTMENT: Miss Texas Outstanding Teen

ADDRESS: 505 Forest Edge Ln Ovilla TX

CITY / ZIP: 75154

Persons wishing to address the Mayor and Council concerning a posted agenda item must make a formal request by presenting a completed "Citizens Forum" form to the City Secretary at least 10 minutes prior to the beginning of the scheduled meeting. The form must be complete. At the discretion of the Mayor, those registered to speak may be called during the opening of the listed agenda item. Please check one of the three following options.

I wish to address the Council during the Citizens Forum.

AGENDA ITEM(S) NUMBER:

I wish to address the Council on this agenda item(s).

I do not wish to address the Council, but would like to register the following opinion.

(Circle one) FOR      AGAINST

Comments: \_\_\_\_\_

Would you be interested in serving on an appointed board or commission of the City of Ovilla?

Yes  No

The City Council convenes in regular session on the second Monday of each month at 6:30 P.M. unless otherwise noted. Special meetings may be called as deemed necessary to conduct business of the City.

"I authorize the city to release ALL information on this sheet to the public. (If no signature is provided, the City shall not release information that is protected under the Texas Public Information Act.) Signature Kaylee King"

*Public Hearing*

Meeting Date: February 08, 2021

Department: Administration

Discussion  Action

YES  NO  N/A

Submitted By: Staff

Amount: N/A

Reviewed By:  City Manager  City Secretary  City Attorney

Accountant

Other: Code Enforcement / Construction

**Attachments:**

1. Public Hearing Notice

**Agenda Item / Topic:**

Receive presentation, recommendation from Planning & Zoning Commission, and citizen comments on an amendment to Chapter 10, Article 10.2, Division 5, Section 10.02.132 "Utility Easements" of the Ovilla Code or Ordinances, requiring Utility Easements of not less than ten (10) feet on each side of rear lot lines.

- a. **PRESENTATION** – Review the ordinance revising the minimum requirement of 15-ft. to 10-ft. for utility easements.
- b. **RECOMMENDATION** – P & Z Commission and staff recommend approval.
- c. **PUBLIC HEARING** to receive comments from those wishing to speak.

This section is listed in the Subdivision Regulations of the Ovilla Code of Ordinances, therefore, requires two public hearings for notification to the public. Staff provided required legal notice to the City's assigned newspaper, Red Oak Record, posting notice of the scheduled public hearings. All legal requirements have been met.

**NOTICE OF PUBLIC HEARINGS AMENDING CHAPTER 10, ARTICLE 10.02,  
DIVISION 5, SECTION 10.02.132 Utility Easements of the Ovilla Code of Ordinances**

In accordance with the laws of the State of Texas, Local Government Code Chapter 212, all interested persons and parties are hereby notified that the Planning and Zoning Commission of the City of Ovilla will hold a public hearing in the City Council Chamber Room at 105 S. Cockrell Hill Road, Ovilla, Texas via video/teleconference as set forth below, or both on **February 1, 2021, at 6:00 p.m.**, and the City Council of the City of Ovilla will hold a public hearing in the City Council Chamber Room at 105 S. Cockrell Hill Road, Ovilla, Texas, via video/teleconference as set forth below, or both on **February 08, 2021, at 6:30 p.m.**, for the purpose of hearing evidence, testimony and comments from all interested persons and parties concerning the proposed ordinance:

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF OVILLE, TEXAS, AMENDING  
CHAPTER 10, ARTICLE 10.02, DIVISION 5, SECTION 10.02.132 (UTILITY EASEMENTS), OF  
THE OVILLE CODE OF ORDINANCES; REQUIRING UTILITY EASEMENTS OF NOT LESS  
THAN TEN (10) FEET ON EACH SIDE AND REAR LOT LINES; PROVIDING A SAVINGS  
CLAUSE; PROVIDING A SEVERABILITY CLAUSE; PROVIDING FOR INCORPORATION  
INTO OVILLE'S CODE OF ORDINANCES; PROVIDING FOR PUBLICATION; AND  
PROVIDING AN EFFECTIVE DATE.**

Any interested persons and parties, if they desire, may submit any information they wish to be considered to the city secretary prior to the date of the public hearings, or may appear at the public hearings to be heard via video/teleconference as set forth below, or both. The complete ordinance is available for review at the city secretary's office, Ovilla Municipal Building, 105 S. Cockrell Hill Road, Ovilla, TX 75154 and on the City's website [www.cityofovilla.org](http://www.cityofovilla.org).

Join Zoom Meeting **PLANNING AND ZONING MEETING, February 01, 2021 AT 6:00 PM**

<https://zoom.us/j/94773655708>

Meeting ID: 947 7365 5708

One tap mobile +1 346 248 7799

Join Zoom Meeting **OVILLA CITY COUNCIL MEETING, February 08, 2021 AT 6:30 PM**

<https://zoom.us/j/95974456291>

Meeting ID: 959 7445 6291

One tap mobile +1 346 248 7799

## AGENDA ITEM REPORT

### Item 1

Meeting Date: February 08, 2021

Department: Administration

Discussion  Action

Budgeted Expense:  YES  NO  N/A

Submitted By: Staff

Amount: N/A

Reviewed By:  City Manager  City Secretary  City Attorney

Accountant

Other: Code Enforcement / Construction

#### Attachments:

1. Ordinance No. 2021-04
2. Recommendation report from Planning and Zoning Commission

#### Agenda Item / Topic:

ITEM 1. DISCUSSION/ACTION – Receive recommendation from the Planning and Zoning Commission to consider and act on Ordinance 2021-04 of the City of Ovilla Texas amending Chapter 10, Article 10.02. Division 5, Section 10.02.132 “Utility Easements” of the Ovilla Code of Ordinances; requiring Utility Easements of not less than ten (10) feet on each side of rear lot lines.

#### Discussion / Justification:

Staff and Council discussed the current code requirements regarding utility easements being a minimum of 15 ft. on each side of property rear lot lines. It was agreed to have staff review further and present a recommendation to consider reducing that requirement to 10-ft. This would allow the property owner(s) to make the most use of their property. Legal Counsel provided the ordinance.

This section is listed in the Subdivision Regulations of the Ovilla Code of Ordinances, therefore, requires two public hearings for notification to the public. Staff provided required legal notice to the City's assigned newspaper, Red Oak Record, posting notice of the scheduled public hearings. All legal requirements have been met.

Staff made the presentation to the Planning and Zoning Commission followed with the public hearing on Monday, February 01, 2021. There were no comments from the public received in favor or opposition. The Planning and Zoning Commission voted unanimously for recommendation to approve the Code revision as outlined in Ordinance 2021-04.

#### Recommendation / Staff Comments:

Staff recommends approval.

#### Sample Motion(s):

I move to Approve/Deny Ordinance 2021-04, of the City of Ovilla, Texas, amending Chapter 10, Article 10.02. Division 5, Section 10.02.132 “Utility Easements” of the Ovilla Code of Ordinances; requiring Utility Easements of not less than ten (10) feet on each side of rear lot lines as presented.

**ORDINANCE NO. 2021-04**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF OVILLA, TEXAS, AMENDING CHAPTER 10, ARTICLE 10.02, DIVISION 5, SECTION 10.02.132 (UTILITY EASEMENTS), OF THE OVILLA CODE OF ORDINANCES; REQUIRING UTILITY EASEMENTS OF NOT LESS THAN TEN (10) FEET ON EACH SIDE OF REAR LOT LINES; PROVIDING A SAVINGS CLAUSE; PROVIDING A SEVERABILITY CLAUSE; PROVIDING FOR INCORPORATION INTO OVILLA'S CODE OF ORDINANCES; PROVIDING FOR PUBLICATION; AND PROVIDING AN EFFECTIVE DATE.**

WHEREAS, the City Council of the City of Ovilla, Texas, (the "City") finds and determines that it is in the best interest of the health, safety and welfare of the citizens of the City to amend Section 10.02.132 of the City's subdivision regulations to reduce the current utility easement requirement from not less than fifteen (15) feet to not less than ten (10) feet.

WHEREAS, on January 13 and 20, 2021, due notice of public hearings before the City's Planning and Zoning Commission and City Council was published in the City's official newspaper, which included the time and place of the public hearings, to consider and hear public comment on the proposed amendment; and

WHEREAS, on February 01, 2021, the City's Planning and Zoning Commission held a public hearing regarding this matter; and

WHEREAS, following the public hearing, the City's Planning and Zoning Commission considered the proposed amendment and rendered its recommendation which was conveyed to the City Council; and

WHEREAS, on February 08, 2021, the City Council held a public hearing and accepted comments from the public regarding the proposed amendment.

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

SECTION 1. AMENDMENT OF CHAPTER 10, ARTICLE 10.02, DIVISION 5, SECTION 10.02.132 OF THE CODE OF ORDINANCES OF THE CITY OF OVILLA, TEXAS

Chapter 10, Article 10.02, Division 5, Section 10.02.132 of the Code of Ordinances of the City of Ovilla, Texas, is hereby amended to read as follows:

**Sec. 10.02.132 Utility easements**

Utility easements of not less than ten feet (10') shall be provided on each side of rear lot lines, unless an alley is provided. Additional easements may be required by the city council.

**SECTION 2. SAVINGS CLAUSE**

In the event that any other Ordinance of the City of Ovilla, Texas, heretofore enacted is found to conflict with the provisions of the Ordinance, this Ordinance shall prevail and any and all such conflicting ordinances are hereby repealed.

**SECTION 3. SEVERANCE CLAUSE**

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

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

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

**SECTION 5. EFFECTIVE DATE**

This ordinance shall take effect immediately upon the passage, approval and adoption by the City Council of the City of Ovilla, Texas.

**SECTION 6. PUBLICATION**

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

**PASSED, APPROVED and ADOPTED** by the City Council of the City of Ovilla, Texas, on this 8th day of February 2021.

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Richard Dormier, Mayor

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**ORDINANCE NO. 2021-04**

ATTEST:

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G Miller, City Secretary

APPROVED AS TO FORM:

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Ron G. MacFarlane, Jr., City Attorney



## City of OVILLA Planning & Zoning Commission Recommendation

**CASE PZ21.02** – Consideration of and action on an Ordinance amending the City of Ovilla, Texas, amending Chapter 10 “Utility Easements” of the Ovilla Code of Ordinances; Requiring Utility Easements of not less than ten (10) feet on each side of rear lot lines; and forwarding recommendation to the Ovilla City Council for adoption.

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

**PL 1 Jungman AYE**  
**PL2 Vacant**  
**PL3 Lynch AYE**  
**PL4 Whittaker AYE**

**PL5 Alexander AYE**  
**PL6 Hart AYE**  
**PL7 Zimmermann AYE**

**6 FOR**  
**0 AGAINST**  
**0 ABSTAIN**

\*\*\*\*\*

Carol Lynch

February 01, 2021

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**Presiding Officer of P&Z**

**Date**

Glennell Miller

February 01, 2021

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**City Secretary**

**Date**

## AGENDA ITEM REPORT Item 2

Meeting Date: February 08, 2021

Discussion  Action

Submitted By: Chief Brian Windham

Department: Police Department

Budgeted Expense:  YES  NO  N/A

Approximate Amount: \$25,500 (not approved by Finance)

Reviewed By:  City Manager  City Secretary  City Attorney

Accountant  Other: Police Chief

### Attachments:

1. Power Point Presentation

### Agenda Item / Topic:

ITEM 2. DISCUSSION/ACTION – Consideration of and action on a request from Chief Windham to increase the police force by one officer during mid-year budget review.

### Discussion / Justification:

In October 2020 Chief Windham requested two officers in the near future for manpower due to the projected needs of the city. The request was denied however it was discussed to bring the issue back to council mid-year. The current request is for 1 additional officer to be hired mid-year (March).

The request is based on: (see power point presentation by Chief Windham)

Relief factor  
Staffing difficulties  
New Programs  
New Construction  
Yearly Activity  
Types of Activity

**Financial Impact:** The financial impact would be the cost of one officer for half a year. Approximately \$25,500 plus benefits.

### Sample Motion(s):

I make the motion to APPROVE/DENY Chief Windham's request to include one officer in the mid-year budget review.



# Manpower Request

# Relief Factor 9.4

number of hours per one 12 hour post each year	4,380
number of hours per two 12 hour posts each year	8,760
total number of hours one officer is scheduled to work	2,080
average hours an employee is absent	222
sick	80
vacation	102
comp	20
training approximate	20
total hours an employee is available	1,858
relief factor	2.357374
relief factor 2 officers per shift	4.714747
relief factor 1 officer 24 hrs a day	4.714747
2 officers 24 hrs a day	9.429494

# Staffing

- Staffing fluctuates and we are not able to keep two officers on the street all the time. Most circumstances are unforeseen. When working at minimum levels these unforeseen events create havoc forcing officers to work without days off and for extended periods. Some of the reasons include:
  - Birth of a child
  - Covid positive
  - Covid exposure
  - Extended sick time due to injury
  - Workers comp time off due to injury

## II New Programs

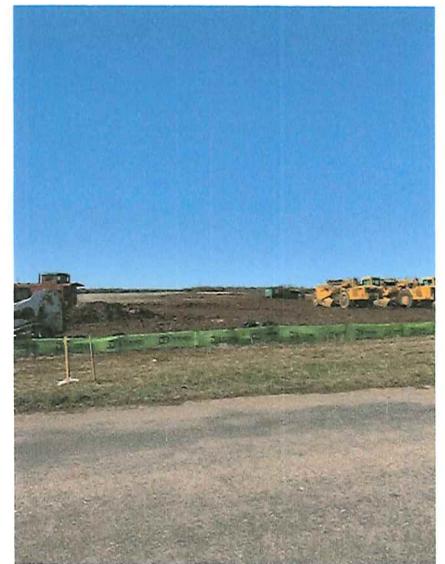
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- Traffic officer- with the widening of Hwy 664 speeds have increased. The city needs an officer proficient at working more involved accidents, so we are not so reliant on the Texas Highway Patrol or other area departments.
- TPCA Recognition-The Texas Police Chiefs Association Best Practices Recognition Program has 166 standards of the best practices in Texas law enforcement. This is a fairly labor-intensive project that requires constant attention. It is not a part time program to be picked up and put down.



# New Construction

- There are at least two new subdivisions under development in the city (197 houses). Less than a mile from the city, there are a number of areas in different stages of development. Additional areas have already been completed.



## Yearly Activity

(calls for service per year)

- Calls for service
  - 2017 21,758
  - 2018 20,903
  - 2019 24,844
  - 2020 24,577 \*COVID Year
- Accidents
  - 2017 76
  - 2018 69
  - 2019 93
  - 2020 59 COVID-Less cars on the roads
- Provided by NEED center

**Alatham:** WAS STEALING AND PULLED GUN ON GREETER [13:43:28]

**Alatham:** POSSIBLY HAS LAPTOP OR SMALL TVC [13:43:43]

**Date:** 01/22/2021 12:28:23

**Priority:** 2

**Call Type:** BURGLARY IN PROGRESS

**trawls:** WIFE SHOT HERSELF IN THE HEAD [17:05:41]

**trawls:** DEPUTIES ENROUTE [17:05:44]

**jprice:** male laying in the roadway, 18 wheeler vs mc [13:25:17]

**jprice:** no movement at this time, 18 wheeler is stoped at the intersection in front [13:26:09]

**tmayfield:** JUST HEARD SHOTS IN THE AREA / OUT INVESTIGATING [02:57:13]

**jloveless:** RP WANTS KIDS OUT OF HOME HAVING ARGUMENT WITH HUSBAND [22:01:25]

**jloveless:** RP IS OUTSIDE; KIDS STILL INSIDE; 2 [22:01:56]

**jloveless:** YES WEAPONS AND ALCOHOL [22:02:11]

**ssera:** CAN HEAR THE FEMALE IN THE BACKGROUND YELLING AT THE RP FOR CALLING THE COPS [18:39:11]

Low crime--if we want to keep our community safe, we must keep up with the changes around us. If we desire increased services, we must increase manpower.



## AGENDA ITEM REPORT Item 3

Meeting Date: February 08, 2021

Discussion Action

Submitted By: PL4 Hunt

Reviewed By:  City Manager  City Secretary  City Attorney  
 Accountant  Other: All employees

Department: All departments

Budgeted Expense:  YES  NO  N/A

Amount: unknown/no research

### Attachments:

None

### Agenda Item / Topic:

ITEM 3. DISCUSSION/ACTION – Consideration of and action on a request from Place 4 Hunt and Place 2 Oberg to implement a time keeping device/software for all city employees.

### Discussion / Justification:

Background/History: Place 4 Hunt and Place 2 Oberg asked to place this item on the agenda.

Financial Impact: There is nothing budgeted for a time-keeping program. The City currently uses FAST (financial software) that requires each employee to record their daily work hours for every pay-period.

1. Regular work hours
2. Sick time
3. Holiday time
4. OT
5. Compensatory time
6. Personal holidays
7. (And COVID related time)

The recorded time is reviewed and approved by a supervisor and department director; then reviewed by the city manager and finance director before going through the payroll process.

The software flags a time entry that is not within a normal range of regularly scheduled work hours, so it can be reviewed (and possibly corrected) before moving to the payroll process.

### Recommendation / Staff Comments:

Options/Recommendation: Staff stands that the current time-keeping practice in place is efficient and works well for the approval process for directors.

### Sample Motion(s):

I move to...

## AGENDA ITEM REPORT

### Item 4

Meeting Date: February 08, 2021

Discussion  Action

Submitted By: Chief Windham

Reviewed By:  City Manager  City Secretary  City Attorney  
 Accountant  Other: \_\_\_\_\_

Department: Police

Budgeted Expense:  YES  NO  N/A

Amount: N/A (approved in FY2019-2020)

#### Attachments:

1. Power point presentation

#### Agenda Item / Topic:

ITEM 4. DISCUSSION - Receive report from Chief Windham on ticket-writers as requested by Place 5 Myers.

#### Discussion / Justification:

**Background/History:** Place 5 has requested information on the recent purchase of police ticket writers. The ticket writers have been in use since mid-November 2020.

**Findings/Current Activity:** The ticket writer is simply an electronic ticket book. It houses the tickets and records activity related to the officer and the number of citations issued. It enhances the ability for the officer to write tickets safely as less manual input is normally required. The program also allows for significantly less time be spent on manual input of data. Data is transferred electronically between police RMS and court systems.

Reports generated: (no report helps to monitor traffic within the city except for how many specific violations have been cited)

#### Dashboard

Warnings by date	Juvenile Tickets
Complaints (court)	Tickets issued on grant
Issued ticket blocks	Racial Profiling Report
Tickets per officer by date	Tickets/Warnings by officer

**Financial Impact:** Cost of the program is:

\$40,104 signed price quote (paid)  
\$4,360 year-two and on annual fee Budgeted annually.  
\$4,500 CRIMES development fee (paid)  
\$1,500 Fundview development fee (paid)  
\$ 1,000 Fundview annual fee (paid) Budgeted annually.  
\$ 12- roll of paper (we currently have plenty) (paid)

#### Recommendation / Staff Comments:

N/A

#### Sample Motion(s):

N/A discussion only.

# digiTicket

## Electronic Ticket Writers



## Ticket writer and printer

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- The ticket writer is basically an electronic ticket book.
- It electronically scans data and produces a citation rather than having a handwritten version.
- The ticket writers electronically transfer data to CRIMES and Fundview for use by the PD RMS and the courts.
- Limited manual input is required.
- It does not produce reports except for limited information on citation totals and the like. It does not produce geographic or statute-based reports.

# Cost

## digiTICKET Purchase Price Quote

	Software License Fees	Units	Fee	Total
digiTICKET Server License - Includes 1 RMS/Court Export	1	\$ 5,000	\$	5,000
digiTICKET Mobile Client Licenses	4	\$ 700	\$	2,800
Additional RMS / Court Export License	1	\$ 2,000	\$	2,000
Software License Fees	see above		\$	9,800
<b>Total Software License Fees</b>			\$	<b>9,800</b>
Standard Implementation and Training Services *	1	\$ 9,500	\$	9,500
Hardware (handhelds, printers, warranties, etc) **	4	\$ 4,451	\$	17,804
Thermal Paper Cost (50 roll minimum w/ pre-printed back)	50	\$ 12	\$	600
Hosting Services (annual fee)	12	\$ 200	\$	2,400
<b>Total Purchase Price (Year 1): \$</b>				<b>40,104</b>

\* Includes travel and living expenses for two onsite trainers.

\*\* See detailed hardware quote with line item descriptions on following pages.

## Recurring Annual Fees

	Component	Units	Fee	Totals
Annual Maintenance and Support Fee (fees begin in year 2)		20%	\$	1,960
Hosting Services (annual fee)	1	\$ 2,400	\$	2,400
<b>Total Annual Recurring Fees (beginning year 2): \$</b>				<b>4,360</b>

## Optional Capabilities

	Component	Units	Fee	Totals
Custom Report(s) - 1st report is free	0	\$ 500	\$	-
Setup of multiple printed ticket formats (per additional format)	0	\$ 1,500	\$	-
Setup of multiple mobile environments (laptop & handheld)	0	\$ 2,000	\$	-
Onsite Server Installation	0	\$ 2,500	\$	-
Custom Ticket Back Setup Fee	1	\$ 500	Included	
Mobile to Mobile Client License Fee (per client)	0	\$ 150	\$	-
Mobile to Mobile Interface Configuration Fee	0	\$ 7,500	\$	-
Custom Development Services (per hour)	0	\$ 125	\$	-

# digiTicket to CRIMES interface

PROGRAM			
CRIMES L E SOFTWARE	Digiticket Interface		
QTY	DESCRIPTION	UNIT PRICE	LINE TOTAL
1	Development of interface between CRIMES software and Digiticket eCitation - Implementation Fee		\$4,500.00
<p>Please make check payable to: SAM HOUSTON STATE UNIVERSITY Taxpayer ID: 17460014305</p>			
		TOTAL	\$4,500.00

# digiTicket to FUNDVIEW interface



**FAST Inc.**  
**5225 S. Loop 289**  
**Suite 222**  
**Lubbock, TX 79424**  
**(806) 794-3278**

<b>Bill To:</b> Ovilla, TX Attn: Pamela Higgs Woodall 105 Cockrell Hill Rd. Ovilla, TX 75154		<b>Date</b> 04/08/2020	<b>Subscription Invoice</b> 20-1065																						
		<b>Account</b> City of Ovilla, TX																							
<b>Terms</b> Net 30 days	<b>Due Date</b> 05/08/2020	<b>PO Number</b>	<b>Reference</b> Citation Import Interface Configuration																						
<table border="1"> <tr> <td><b>Billing Type</b></td> <td>Standard</td> </tr> <tr> <td><b>Billing Method</b></td> <td>Fixed Fee</td> </tr> <tr> <td><b>Amount</b></td> <td>\$1,500.00</td> </tr> <tr> <td><b>Company Name</b></td> <td>Ovilla, TX</td> </tr> <tr> <td><b>Contact Name</b></td> <td>Pamela Higgs Woodall</td> </tr> <tr> <td><b>Other Charges</b> Fixed Fee</td> <td></td> <td></td> <td><b>Price</b></td> </tr> <tr> <td colspan="3"></td> <td><b>Total Other Charges:</b> \$1,500.00</td> </tr> <tr> <td colspan="3">           Make checks payable to Fund Accounting Solution Technologies, Inc.         </td> <td> <b>Invoice Subtotal:</b> \$1,500.00  <b>Sales Tax:</b> \$0.00  <b>Invoice Total:</b> \$1,500.00  <b>Payments:</b> \$0.00  <b>Credits:</b> \$0.00  <b>Balance Due:</b> \$1,500.00         </td> </tr> </table>				<b>Billing Type</b>	Standard	<b>Billing Method</b>	Fixed Fee	<b>Amount</b>	\$1,500.00	<b>Company Name</b>	Ovilla, TX	<b>Contact Name</b>	Pamela Higgs Woodall	<b>Other Charges</b> Fixed Fee			<b>Price</b>				<b>Total Other Charges:</b> \$1,500.00	Make checks payable to Fund Accounting Solution Technologies, Inc.			<b>Invoice Subtotal:</b> \$1,500.00 <b>Sales Tax:</b> \$0.00 <b>Invoice Total:</b> \$1,500.00 <b>Payments:</b> \$0.00 <b>Credits:</b> \$0.00 <b>Balance Due:</b> \$1,500.00
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FAST Inc.  
5225 S. Loop 289  
Suite 222  
Lubbock, TX 79424  
(806) 794-3278

**Bill To:**  
Ovilla, TX  
Attn: Pamela Higgs Woodall  
105 Cockrell Hill Rd.  
Ovilla, TX 75154

Date	Subscription Invoice
04/08/2020	20-1064
Account	
City of Ovilla, TX	

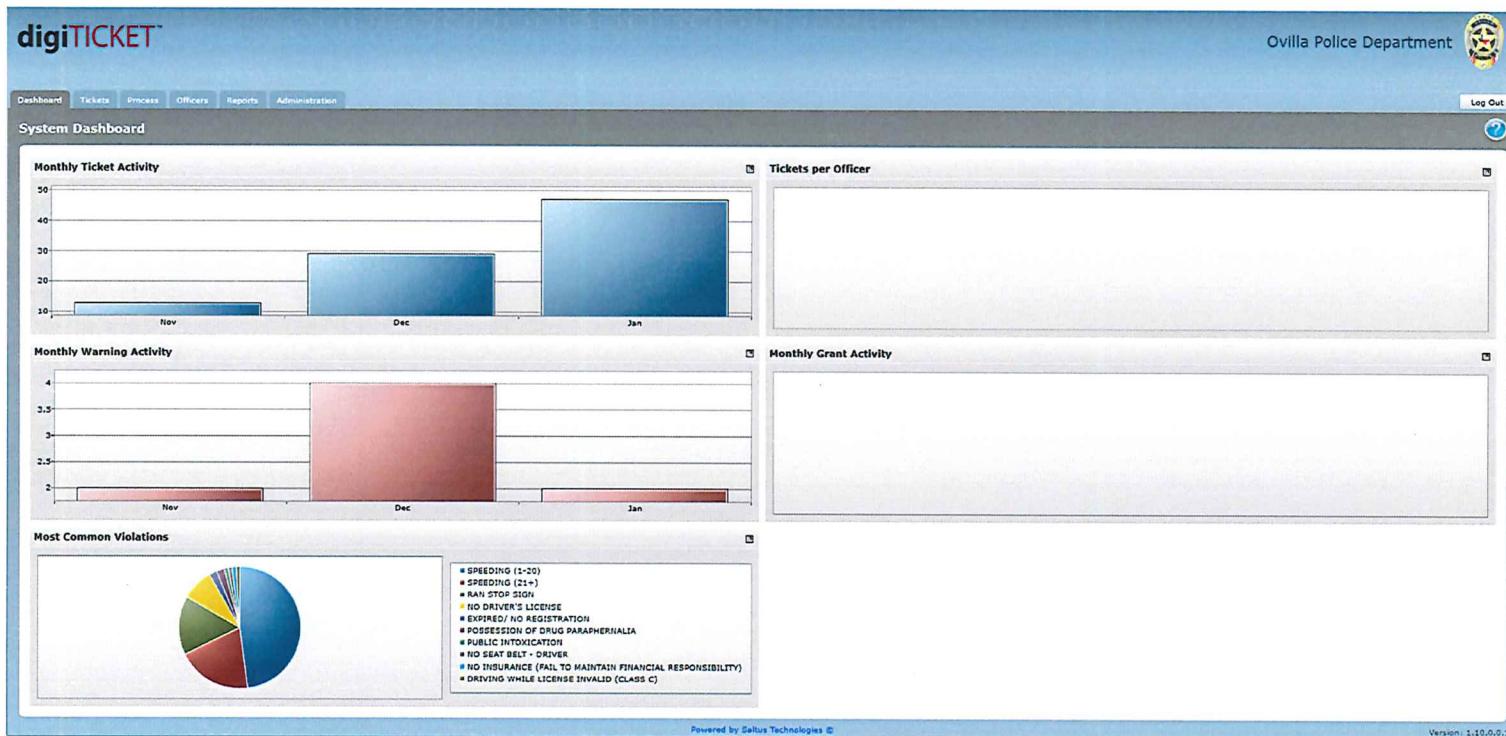
Terms	Due Date	PO Number	Reference												
Net 30 days	05/08/2020		Citation Import Subscription												
<b>Software Subscriptions</b>			Amount												
Agreement Citation Import Subscription															
FundView Citation Import Software Subscription			\$1,000.00												
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<b>Payments:</b>	\$0.00														
<b>Credits:</b>	\$0.00														
<b>Balance Due:</b>	<b>\$1,000.00</b>														

Thank You For Your Business!

# Reports Available



# Dashboard



# Warning Citations

## Warnings By Date Range

Results for 1/1/2021 - 1/31/2021; Executed on 2/2/2021

FLORES, ABRAHAM							
Ticket #	Date Created	Violation	Description	Defendant	Date Modified	User Modified	
W000006 01.1	1/23/2021 4:49PM	TRC 541.201	SPEEDING (1-20)				
Officer Total:			1				
ORTEGON, MARIO							
Ticket #	Date Created	Violation	Description	Defendant	Date Modified	User Modified	
W000000 74.2	1/19/2021 2:37PM	TRC 545.413	NO SEAT BELT - DRIVER				
Officer Total:			1				
Area Total:			2				
Total:			2				

# Juvenile Tickets

## Juvenile Tickets By Date Range

Officer Name (LFM)	Defendant Name (LFM)	P/G Name (LFM)
JOYNER, GRANT	[REDACTED]	
JOYNER, GRANT	[REDACTED]	
<b>Total:</b>	<b>2</b>	

# Complaints

The court has software for this purpose.

E00000078.1	Date - 2/2/2021 11:42:05 AM
Docket#	
STATE OF TEXAS	
VS	
<b>COMPLAINT/AFFIDAVIT</b>	
IN THE NAME AND BY AUTHORITY OF THE STATE	
OF TEXAS	
Before me, the undersigned authority, on this day	
personally appeared ORTEGON, M. #2, Affiant, who	
after being duly sworn, made upon his/her oath that	
He/she has good reason to believe and does believe that	
on or about the day of January, 2021, and	
before the making and filing of the complaint in the	
County of ELLIOT State of Texas, [REDACTED]	
Defendant, did then and there commit the	
offense of	
<b>SPEEDING (1-20)</b>	
(I) (TRC 541.201)	
AGAINST THE PEACE AND DIGNITY OF THE STATE	
OF TEXAS	
AFFIANT: ORTEGON, M. #2	
Subscribed and sworn to before me by said AFFIANT	
____ day of _____, A.D. 20 ____	
Notary Public/Peace Officer in and for the State of Texas	
Notary Stamp	

## Tickets written on Grant

This feature allows for the division of citations written on grant time.

### Grant Tickets By Date Range

Results for 1/1/2021 - 1/31/2021; Executed on 2/2/2021

Total:	0
--------	---

# Issued ticket blocks

## Officer Ticket Blocks

Executed on 2/2/2021

Officer Name	Assigned Ticket Blocks	Remaining Available Tickets
BREEDLOVE, KYLE	151-200	152-200
FLORES, ABRAHAM	601-650	602-650
HARTIN, PETER	401-450	403-450
JOYNER, GRANT	251-300 301-350	306-350
MALKE, DILLON	351-400	352-400
ORTEGON, MARIO	51-100 101-150	80-150
PUENTE, JOHN	501-550	503-550

# Racial Profiling Report

The information transfers to CRIMES for the racial profiling report.

## Racial Profiling Report

Ticket Number	Race	Sex	Race or Ethnicity known prior to stop	Stop Reason
E00000279.1	WHITE	MALE		MOVING TRAFFIC VIOLATION
E00000279.2	WHITE	MALE		MOVING TRAFFIC VIOLATION
E00000280.1	BLACK	FEMALE		MOVING TRAFFIC VIOLATION
E00000281.1	BLACK	MALE		MOVING TRAFFIC VIOLATION
E00000282.1	BLACK	MALE		MOVING TRAFFIC VIOLATION
E00000283.1	BLACK	FEMALE		MOVING TRAFFIC VIOLATION
E00000066.1	WHITE	MALE		MOVING TRAFFIC VIOLATION
E00000065.1	BLACK	MALE		MOVING TRAFFIC VIOLATION
E00000068.1	WHITE	FEMALE		MOVING TRAFFIC VIOLATION
E00000067.1	HISPANIC/LA TINO	MALE		MOVING TRAFFIC VIOLATION
E00000284.1	WHITE	FEMALE		MOVING TRAFFIC VIOLATION
E00000285.1	BLACK	FEMALE		MOVING TRAFFIC VIOLATION
E00000069.1	WHITE	FEMALE		MOVING TRAFFIC VIOLATION
E00000286.1	WHITE	FEMALE		MOVING TRAFFIC VIOLATION
E00000288.1	BLACK	MALE		MOVING TRAFFIC VIOLATION
E00000287.1	HISPANIC/LA TINO	MALE		MOVING TRAFFIC VIOLATION

# Tickets per officer by date

## Tickets By Date Range

Results for 1/1/2021 - 1/31/2021; Executed on 2/2/2021

OVILLA POLICE DEPARTMENT				
<u>HARTIN, PETER</u>				
TICKETS	Tickets	Violation	Description	Fine
	1	TRC 545.151	RAN STOP SIGN	
<b>Officer Total:</b>		<b>1</b>		
<u>JOYNER, GRANT</u>				
TICKETS	Tickets	Violation	Description	Fine
	17	TRC 541.201	SPEEDING (1-20)	
	5	TRC 708.52	SPEEDING (21+)	
	3	TRC 521.021	NO DRIVER'S LICENSE	
	2	TRC 545.151	RAN STOP SIGN	
	1	TRC 601.191	NO INSURANCE (FAIL TO MAINTAIN FINANCIAL RESPONSIBILITY)	
<b>Officer Total:</b>		<b>28</b>		
<u>MALKE, DILLON</u>				
TICKETS	Tickets	Violation	Description	Fine
	1	TRC 708.52	SPEEDING (21+)	
<b>Officer Total:</b>		<b>1</b>		
<u>ORTEGON, MARIO</u>				
TICKETS	Tickets	Violation	Description	Fine
	12	TRC 541.201	SPEEDING (1-20)	
	2	TRC 708.52	SPEEDING (21+)	
	1	TRC 547.323	DEFECTIVE STOP LAMP(S)	
	1	TRC 502.407	EXPIRED/ NO REGISTRATION	
	1	TRC 521.021	NO DRIVER'S LICENSE	
<b>Officer Total:</b>		<b>17</b>		
<b>Total:</b>		<b>47</b>		

# Tickets/Warning by Officer

## Tickets/Warnings By Officer

OVILLA POLICE DEPARTMENT			
FLORES, ABRAHAM			
Tickets	Warnings	Total	
0	1	1	
HARTIN, PETER			
Tickets	Warnings	Total	
1	0	1	
JOYNER, GRANT			
Tickets	Warnings	Total	
28	0	28	
MALKE, DILLON			
Tickets	Warnings	Total	
1	0	1	
ORTECON, MARIO			
Tickets	Warnings	Total	
17	1	18	
Area Total:	47	2	49
Total:	47	2	49

# Work flow

Officer checks out ticket wrtiter

Officer issues citation to violator

Officer syncs device at end of shift

Supervisor approves citations

Administrator exports citations to  
CRIMES/Fundview



 FundView

**FAST Inc.**  
**5225 S. Loop 289**  
**Suite 222**  
**Lubbock, TX 79424**  
**(806) 794-3278**

**Bill To:**  
Ovilla, TX  
Attn: Pamela Higgs Woodall  
105 Cockrell Hill Rd.  
Ovilla, TX 75154

Date	Subscription Invoice
04/08/2020	20-1065
Account	
City of Ovilla, TX	

Terms	Due Date	PO Number	Reference	
Net 30 days	05/08/2020		Citation Import Interface Configuration	

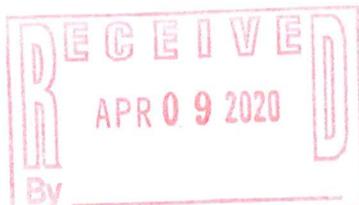
<b>Billing Type</b>	Standard
<b>Billing Method</b>	Fixed Fee
<b>Amount</b>	\$1,500.00
<b>Company Name</b>	Ovilla, TX
<b>Contact Name</b>	Pamela Higgs Woodall

Other Charges		Price
Fixed Fee		
	<b>Total Other Charges:</b>	<b>\$1,500.00</b>
Make checks payable to Fund Accounting Solution Technologies, Inc.	<b>Invoice Subtotal:</b>	\$1,500.00
	<b>Sales Tax:</b>	\$0.00
	<b>Invoice Total:</b>	<b>\$1,500.00</b>
	<b>Payments:</b>	\$0.00
	<b>Credits:</b>	\$0.00
	<b>Balance Due:</b>	<b>\$1,500.00</b>

Thank You For Your Business!!

Act # 20-55220

X B. D. Bell





FAST Inc.  
5225 S. Loop 289  
Suite 222  
Lubbock, TX 79424  
(806) 794-3278

Bill To:
Ovilla, TX Attn: Pamela Higgs Woodall 105 Cockrell Hill Rd. Ovilla, TX 75154

Date	Subscription Invoice
04/08/2020	20-1064
Account	City of Ovilla, TX

Terms	Due Date	PO Number	Reference
Net 30 days	05/08/2020		Citation Import Subscription

Software Subscriptions	Amount
Agreement Citation Import Subscription	
FundView Citation Import Software Subscription	\$1,000.00
Make checks payable to Fund Accounting Solution Technologies, Inc.	
	<b>Invoice Subtotal:</b> \$1,000.00
	<b>Sales Tax:</b> \$0.00
	<b>Invoice Total:</b> \$1,000.00
	<b>Payments:</b> \$0.00
	<b>Credits:</b> \$0.00
	<b>Balance Due:</b> \$1,000.00

Thank You For Your Business!!

Acct # 20-55220



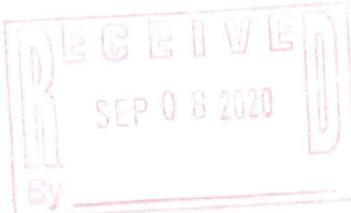
# INVOICE

## Police Research Center

DATE: SEPTEMBER 2, 2020

Sam Houston State University  
Criminal Justice Center-Box 2296  
Huntsville, TX, 77341-2296

TO Chief Brian Windham  
Ovilla Police Department



PROGRAM			
CRIMES L E SOFTWARE	Digiticket Interface		

QTY	DESCRIPTION	UNIT PRICE	LINE TOTAL
1	Development of interface between CRIMES software and Digiticket eCitation - Implementation Fee		\$4,500.00
	<p>Please make check payable to: SAM HOUSTON STATE UNIVERSITY Taxpayer ID: 17460014305 Acct # 20 - 55220 55240 X <i>Shibdall</i> Software</p>		TOTAL \$4,500.00

If you have any questions, please contact  
Suman Malempati at (936) 294-3943  
or email: [suman@shsu.edu](mailto:suman@shsu.edu)

Please return payment to: Suman Malempati, Project Director  
Criminal Justice Center-Box 2296  
SAM HOUSTON STATE UNIVERSITY  
Huntsville TX 77341-2296

THANK YOU!

# SALTUS TECHNOLOGIES

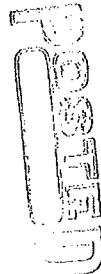
907 South Detroit Avenue  
Suite 820  
Tulsa, OK 74120

Phone # 918-392-3900  
Fax # 918-392-3901

Date	Invoice #
8/19/2019	1908-48

### Bill To

City of Ovilla  
Attn: Linda Harding  
105 S Cockrell Hill  
Ovilla, TX 75154



P.O. Number	Terms	Rep							
Quantity	Item Code	Description			Price Each	Amount			
1	dTEntServer	digiTICKET Enterprise Server Software License - 50% balance due			2,500.00	2,500.00			
4	dTEntClient	digiTICKET Enterprise Client License Fee- 50% balance due			350.00	1,400.00			
1	dT Export/Interface	digiTICKET Export/Interface- 50% balance due			1,000.00	1,000.00			
1	ImplServ	Standard Implementation and Training Services- 50% balance due			4,750.00	4,750.00			
12	Hosting	digiTICKET Monthly Hosting Fees			200.00	2,400.00			
Acct # 20-55220									
Please remit to Saltus Technologies, LLC at address above.						<b>Total:</b>			
						<b>\$12,050.00</b>			

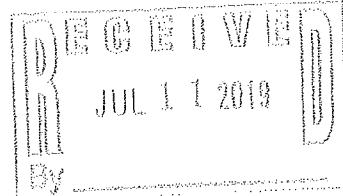
**SALTUS**  
TECHNOLOGIES

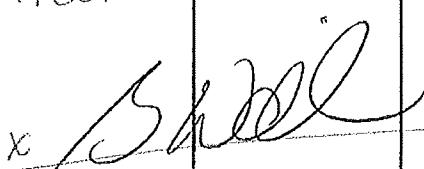
907 South Detroit Avenue  
Suite 820  
Tulsa, OK 74120

Phone # 918-392-3900  
Fax # 918-392-3901

Date	Invoice #
7/8/2019	1907-37

Bill To
City of Ovilla Attn: Linda Harding 105 S Cockrell Hill Ovilla, TX 75154



P.O. Number	Terms	Rep			
Quantity	Item Code	Description	Price Each	Amount	
1	dTEntServer	digitICKET Enterprise Server Software License - 50% down payment	2,500.00	2,500.00	
4	dTEntClient	digitICKET Enterprise Client License Fee - 50% down payment	350.00	1,400.00	
1	dT Export/Interface	digitICKET Export/Interface - 50% down payment	1,000.00	1,000.00	
1	ImplServ	Standard Implementation and Training Services - 50% down payment	4,750.00	4,750.00	
4	P-Toughpad M1	Panasonic FZ-M1 Rugged Windows Tablet	3,377.62	13,510.48	
4	P-Toughpad VC	Toughpad Vehicle Charger	122.69	490.76	
4	P-Toughpad HS	Rotating Handstrap	60.47	241.88	
4	P-Toughpad Wryt	Panasonic 3 Year Protection Plus - Year 1,2, & 3	0.00	0.00	
4	B-RJ4230	Brother RuggedJet 4230 4" thermal printer	667.06	2,668.24	
4	B-RJ4030 - Wryt	RJ4230 Extended 3yr Warranty	47.01	188.04	
4	B-RJ4030 - VC	RJ4230 Vehicle Charger	17.79	71.16	
4	TM-FZM1 RJ4230	Taylor Made work board carying case	147.06	588.24	
1	S&H	Shipping and handling	45.00	45.00	
50	4"HighTempPaper	4" High Temperature Paper	12.00	600.00	
Acct # 20-55220 (Per Purchase Order) 					
Please remit to Saltus Technologies, LLC at address above.					
					<b>Total:</b> \$28,053.80

## PURCHASE ORDER

CITY OF OVILLA  
105 S. Cockrell Hill Road  
Ovilla, TX 75154  
972-617-7262



P.O. Date  P.O. Number  Date Required   
Department  Requisition No.  Account

Vendor Name  Phone Number   
Street Address  Fax Number   
City  State  Zip Code   
E-mail address  Web site

## Shipping Information to City of Ovilla unless otherwise noted

Contact Name  Phone Number   
Street Address  Fax Number   
City  State  Zip Code

Quantity Ordered	Quantity Received	Part Number and Description	Unit Price	Total Cost
1	0	4 unit Panasonic FZM1 Tablet plus software licensing fees, and trainers		40104.00

1				

TERMS: Delivery is F.O.B. Destination, Net 30, unless otherwise noted. All purchases are tax exempt. TOTAL

Department Head:		Date: <input type="text" value="6-14-19"/>
City Accountant:		Date: <input type="text" value="6-14-19"/>
City Manager:		Date: <input type="text" value="6-14-19"/>

Approvals are required prior to purchase of budgeted items. Purchases of less than \$3,000.00 require a check request form and department head (DH) approval. Purchases of \$3,000.00 to \$25,000.00 require a purchase order with three (3) quotes attached, DH approval, accountant approval, and CA approval. Purchases of \$3,000.00 to \$25,000 also require two quotes from a HUB - use HUB form. (ORD2014-033). Purchases of \$25,001.00 to less than \$50,000.00 require purchase order with three (3) written quotes, DH approval, accountant approval, CA approval and City Council review before purchase. City Council has discretion to bid purchases of \$25,000.00. (ORD 2014-011) Purchases of \$50,000.00 or more require Formal Bidding Process; sealed bids, purchase orders and or contract, with DH approval, accountant approval, CA approval, City Council approval.



## 4 Unit Panasonic FZM1 Tablet Agreement:

### City of Ovilla Police Department

Chief Brian Windham



May 28, 2019

**SALTUS**  
TECHNOLOGIES

Proposal Prepared by:  
Shawn Sicking  
[shawn.sicking@saltustechnologies.com](mailto:shawn.sicking@saltustechnologies.com)  
918.392.3904 office  
918.691.8066 mobile

Saltus Technologies  
907 South Detroit, Suite 820

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Submitted in Confidence for the City of Ovilla Police Department

Please confirm pricing after 60 days from the above date



May 28, 2019

Chief Brian Windham

Ovilla Police Department

RE: digiTICKET® 4 Unit Price Quote

Dear Chief Windham,

Thank you for your interest in digiTICKET. I have included a 4 unit tablet agreement with this letter.

- This pricing includes configuration, hardware, software, training, deployment, and ongoing support.
- Tablets included in this quote are the Panasonic FZM1 (Windows 10 Tablet). This is a rugged tablet with touch screen, camera, and a larger user interface.
- The solution includes:
  - The recently upgraded 4" RJ4230 Brother thermal printers with LED operation.
  - Exports to your Crimes and FAST software applications.
    - Crimes Standard XML export
    - FAST export using middleware that is developed and hosted by Saltus.
    - Please confirm availability of data import and related fees with other third-party vendors.
- Standard Scofflaw/repeat offender alerts and night mode capability.

Saltus has one of the best reputations in the industry when it comes to customer service and we are proud to claim EVERY customer as a reference.

I'm pleased to provide you with the attached quote for our digiTICKET electronic ticketing solution. Saltus offers digiTICKET as a customized, turnkey solution and is the only eCitation vendor to offer their solution as a "Service". This agreement utilizes Saltus' standard purchase option:

**Standard Purchase** – the agency can purchase the hardware and implementation services and license the digiTICKET software from Saltus. This option requires ongoing costs associated with software maintenance and support, new hardware when needed, hosting and paper costs. Saltus provides a money back guarantee on purchases. If within the first 12 months, the agency is not satisfied, all digiTICKET hardware can be returned for a full refund.

The following document provides an agreement for a 4 unit tablet solution and expires 60 days from the date above. I appreciate your interest in digiTICKET and look forward to working with you to assist in your decision process. If you have any questions or need any additional information, please don't hesitate to contact me directly.

Sincerely,

Shawn Slicking  
Saltus Technologies  
Mobile: 918-691-8066  
[shawns@saltustech.com](mailto:shawns@saltustech.com)



THIS PURCHASE AGREEMENT ("Agreement") is entered into between Saltus Technologies, LLC ("Saltus"), and The City of Ovilla ("Customer"). Subject to the terms and conditions set forth herein, Saltus agrees to sell and the Customer agrees to purchase the digiTICKET Solution.

## 1.0 digiTICKET PURCHASE PRICE

The digiTICKET Solution includes hardware, digiTICKET software, implementation services provided by Saltus and hosting services. The digiTICKET Solution will require ongoing charges/fees associated with software maintenance and support, new equipment when needed, hosting and paper. The purchase price for the digiTICKET Solution and fees shall be as follows:

digiTICKET Purchase Price Quote				
Software License Fees	Units	Fee	Total	
digiTICKET Server License - includes 1 RMS/Court Export	1	\$ 5,000	\$ 5,000	
digiTICKET Mobile Client Licenses	4	\$ 700	\$ 2,800	
Additional RMS / Court Export License	1	\$ 2,000	\$ 2,000	
Software License Fees	see above	\$	9,800	
<b>Total Software License Fees</b>		\$	<b>9,800</b>	
Standard Implementation and Training Services *	1	\$ 9,500	\$ 9,500	
Hardware (handhelds, printers, warranties, etc) **	4	\$ 4,451	\$ 17,804	
Thermal Paper Cost (50 roll minimum w/ pre-printed back)	50	\$ 12	\$ 600	
Hosting Services (annual fee)	12	\$ 200	\$ 2,400	
<b>Total Purchase Price (Year 1):</b>		\$	<b>40,104</b>	
* Includes travel and living expenses for two onsite trainers.				
** See detailed hardware quote with line item descriptions on following pages.				
Recurring Annual Fees				
Component	Units	Fee	Totals	
Annual Maintenance and Support Fee (fees begin in year 2)	20%	\$	1,960	
Hosting Services (annual fee)	1	\$ 2,400	\$ 2,400	
<b>Total Annual Recurring Fees (beginning year 2):</b>		\$	<b>4,360</b>	
Optional Capabilities				
Component	Units	Fee	Totals	
Custom Report(s) - 1st report is free	0	\$ 500	\$ -	
Setup of multiple printed ticket formats (per additional format)	0	\$ 1,500	\$ -	
Setup of multiple mobile environments (laptop & handheld)	0	\$ 2,000	\$ -	
Onsite Server Installation	0	\$ 2,500	\$ -	
Custom Ticket Back Setup Fee	1	\$ 500	Included	
Mobile to Mobile Client License Fee (per client)	0	\$ 150	\$ -	
Mobile to Mobile Interface Configuration Fee	0	\$ 7,500	\$ -	
Custom Development Services (per hour)	0	\$ 125	\$ -	



### **Explanation of Purchase Fees:**

The following components make up the pricing provided above.

#### **Software Licenses Fees:**

- digiTICKET Server Software – 1 license is required regardless of the number of client licenses
  - Includes one RMS or Court System Export license
- digiTICKET Mobile Client Software – 1 license is required for each device running digiTICKET
- Additional Exports – 1 license is required for each additional data export (per instance of the 3<sup>rd</sup> party software)
  - **NOTE: Fees charged by RMS or Court system vendors are not included as part of this proposal and will need to be negotiated separately between the agency and each respective vendor.**

#### **Professional Services:**

- Standard Implementation and Training Services include project management, requirements gathering, basic system configuration, quality assurance testing, user acceptance software testing, end user training and the deployment of digiTICKET. Travel and living expenses associated with onsite training for two trainers are included in this fee.
- Other services related to non-standard configuration tasks, are included based on our knowledge of the requirements. They include:
  - FAST Export with middleware developed and hosted by Saltus (based on current requirements provided by FAST)

#### **Hardware:**

- Hardware items such as rugged handheld computers, USB barcode scanners, thermal printers and associated warranties, cables, etc.
  - See line item hardware quote on following page for specifics related to quote above.
  - **NOTE: The use of existing tablet computers, barcode scanners and/or printers must be approved by Saltus. If approved, customer must provide a minimum of two of each existing device types for system configuration and testing purposes.**
  - **NOTE: Saltus does NOT provide hardware installation services. The Customer is responsible for installing all hardware.**

#### **Paper:**

- digiTICKET prints to thermal printers. Saltus provides premium thermal paper with high temperature ratings and extended archive-ability (typically 10 to 20 years).
- 4" wide paper is sold by the roll. Each roll contains 60 to 75 pages per roll (depending on the length of the ticket)
  - Standard deployments include pre-printing the back of the ticket with violator instructions. This is an optional capability requiring a one-time setup fee.
  - Pre-printed ticket paper has a 50-roll minimum order quantity.



#### Hosting:

- The server application is web based. Saltus utilizes Rackspace to provide hosting services. See additional information on following pages. Hosting fees are paid annually and are considered part of ongoing maintenance and support fees.
  - Hosting can be performed by the customer but requires an onsite server and additional implementation services fees. No hosting fees would apply.

**NOTE:** If customer hosts the digiTICKET solution on-premises, the customer is responsible for all disaster recovery, backup and security processes. Saltus will deploy the solution on customer hardware, but is not responsible for database backups or hardware or operating system maintenance.

#### Recurring Annual Fees:

- Annual Maintenance and Support fees are paid annually beginning in year 2 and are a percentage of the total software license fees.
  - The percentage is greater if the customer hosts the server application on site.



The following detailed hardware pricing was used to determine the hardware component of the purchase price included in summary above.

<b>DETAILED HARDWARE QUOTE</b>				
Item Name	Qty	Unit Price	Total	
<b>Rugged Mobile Computers</b>				
Panasonic FZ-M1 7" Tablet				
PANASONIC,TOUGH PAD,Win10 Pro, Intel Core m5-6Y57 1.10GHz, vPro, 7.0" WXGA 10-pt Gloved Multi Touch, 8GB, 256GB SSD, Intel WiFi a/b/g/n/ac, TPM, Bluetooth, 4G LTE Multi Carrier (EM7355), Webcam, 8MP Cam, Bridge Battery., 2D Bar Laser (EA30), ANSI Haz Loc, Toughbook Preferred, FZ-SVCTPNF3YR - Protection Plus Warranty - Tablet PC (Years 1, 2 &3), CF-SVCPDEP3Y - INCLUDES AC ADAPTER AND 3 YEAR PROTECTION PLUS	4	\$ 3,377.62	\$ 13,510.48	
PANASONIC US, ACCESSORY, AC ADAPTOR FOR CF-S9, CF-H1, CF-H2 MK1, MK2, CF-19 MK4, FZ-E1/X1 UNIT & SINGLE-BAY CHARGER, FZ-M1 MK1 (unit comes with AC charger)	0	\$ 43.64	\$ -	
PANASONIC US, ACCESSORY, LIND 120 WATT 12-32 VOLT INPUT CAR CHARGER, CF-30/31, CF-53/54/, FZ-G1, FZ-M1	4	\$ 122.69	\$ 490.76	
Rotating Hand-Strap	4	\$ 60.47	\$ 241.88	
Additional Warranty to enhance the 3 year warranty that comes with the unit	4	Included	Included	
<b>Thermal Ticket Printers</b>				
Brother RuggedJet 4230 Bluetooth Thermal Printer				
RuggedJet 4230BL Kit: 4" DT Printer w/USB, Serial & Bluetooth MiFi - Includes Printer, Li-Ion battery, 2 Year Premier Warranty, belt clip & CPCL	4	\$ 667.06	\$ 2,668.24	
RuggedJet 4 - 3 year warranty; 1-Year Premium Service (Initial service plus 1 additional year)	4	\$ 47.01	\$ 188.04	
RuggedJet 4 - 4 year warranty; 2-Year Premium Service (Initial service plus 2 additional year)	0	\$ 95.29	\$ -	
RuggedJet 4 - 5 year warranty; 3-Year Premium Service (Initial service plus 3 additional year)	0	\$ 142.31	\$ -	
Vehicle Power Adapter (cigarette lighter)	4	\$ 17.79	\$ 71.16	
<b>Carrying Case</b>				
Taylor Made work board carrying cases for FZM1/RJ4230	4	\$ 147.06	\$ 588.24	
		SUB TOTAL:	\$ 17,758.80	
		SHIPPING/HANDLING:	\$ 45.00	
		TOTAL:	\$ 17,803.80	
		PRICE PER UNIT:	\$4,451.0	



## 2.0 SCOPE OF THE AGREEMENT

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As part of this Agreement, Saltus will provide the Ovilla Police Department with the following:

- digiTICKET Software
  - digiTICKET software license commencing on the first day of the month of deployment with an automatic, annual renewal for up to 60 months at the current listed pricing, provided that the Customer continuously uses the software, provides constructive feedback, responds to reference inquiries and stays current with annual or monthly software maintenance/licensing fees.
  - The software license includes:
    - i. A single web server license which includes access to the administrative website
      - **NOTE: The web application is designed for, and should be accessed using a Microsoft Internet Explorer browser**
    - ii. Mobile client software licenses for 4 tablet units
  - The software will be provided as-is, configured for the Customer. This means no new functionality will be developed specifically for the Customer, unless otherwise agreed upon and included within the pricing section of this Agreement. However, the software will be configured specifically for the Customer. Configuration of software includes items such as:
    - i. Updating the list of violations and bond amounts
    - ii. Updating required fields on the mobile software
    - iii. Updating web server user permissions
    - iv. Creating one custom report
    - v. Creating at least one electronic data file export for integration with Court or Records Management System(s).
  - Hosting services for the digiTICKET web application provided through Rackspace.
- Software maintenance provided through periodic release updates to the mobile client and web server software during the 60 month term.
  - Annual software maintenance and support provided at the rate agreed upon in the pricing section of this Agreement.
- Implementation Services will be provided to configure and deploy the digiTICKET Solution for the Customer. Standard Implementation and Training Services include the following activities facilitated by Saltus:
  - **Requirements Definition:** Saltus will facilitate a workshop with subject matter experts from various Customer departments to ensure that the digiTICKET Solution is configured specifically the way the Customer requests.
  - **System Configuration:** Once all requirements are documented, digiTICKET is then configured to meet such requirements. This includes the setup of all ordinances, user roles and permissions, printed ticket formatting, mobile client configuration, report development, interface creation and testing, etc.
  - **User Acceptance Testing:** Once configured, Saltus will then facilitate a User Acceptance Testing session in a classroom setting with Customer subject matter experts. This session is conducted to ensure that the system is configured as requested by the Customer.



- **Training:** digiTICKET is extremely easy to use. Training of each end user typically takes no more than two hours. Saltus' preference is a "Train the Trainer" approach which would include training the trainers as well as providing End User training to the satisfaction of the Customer.
  - i. Complete classroom, hands-on training for police, records and court personnel
  - ii. Train the Trainer accommodations for on-going training
  - iii. Includes user manual, classroom materials and tip sheets for users
- **Deployment:** After completion of training activities, Saltus coordinates the deployment of the digiTICKET Solution. Saltus then provides maintenance and support services and updates for the term of this Agreement.
- **Support**
  - i. Email Support will be provided at no charge.
  - ii. The Customer will appoint a Primary Point of Contact (PPC) that will serve as an interface between Saltus and the Customer for all Support requests.

#### *Optional Professional Services*

If the Customer requires unique enhancements, integration services to back office systems or custom reports, Saltus has an experienced professional services team to provide assistance.

Saltus currently provides these services at \$125 per hour. In addition, the Customer would be responsible for any Travel and Living expenses, which are billed at actual cost and only as pre-approved by the Customer.

#### *Miscellaneous*

It's understood and agreed by the parties that:

- The Customer and Saltus will each appoint a Project Lead for this project. The Project Leads will serve as the Primary Point of Contact for the respective parties.
- The Customer will appoint an Administrator that will train and provide first level support to Customer users. This person can be the same individual as the PPC if so desired. The Customer Administrator will be the single point of contact between Saltus Support Services and the Customer.
- Changes to project scope can affect time estimates required for implementation and will be mutually agreed to and confirmed in writing.
- Saltus may perform User Acceptance Testing and Training activities remotely utilizing webinar and teleconferencing technologies.
- Saltus will not provide installation services for vehicle docks or mounts.
- The Customer will provide a full-time internet connection to facilitate the synchronization of tickets from the ticket writing devices to the digiTICKET server.
- Fees charged by Court or RMS system vendors to interface with the digiTICKET Solution are not included in the purchase price under this Agreement, and shall be an additional charge to the Customer.
- The web application should be accessed using a Microsoft Internet Explorer browser.
- digiTICKET is capable of parsing driver's license and state person and vehicle returns. Please note that each state's DL encryption and block text returns can be formatted differently or omit specific data elements. digiTICKET parsing is directly impacted by the quality of DL data, text returns, and sample data supplied during configuration.



### **3.0 digiTICKET SOFTWARE LICENSE**

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This Software License covers the Saltus software that accompanies the digiTICKET Solution under this Agreement, which includes computer software and may include associated media, printed materials, "online" or electronic documentation, and Internet-based services ("Software"). The Customer agrees to be bound by the terms of this Section 3.0 by installing, copying, or otherwise using the Software.

- 1. GRANT OF LICENSE.** Saltus grants Customer the following rights provided that Customer complies with all terms and conditions of this Section 3.0: a) Saltus grants to Customer a nonexclusive license to use copies of the Software, provided that for each individual using the Software within Customer's organization, Customer has acquired a separate and valid license for each user device as may be required by Saltus. b) Customer may make and use an unlimited number of copies of any documentation, provided that such copies shall be used only for Customer's purposes pursuant to this Agreement and are not to be republished or distributed (either in hard copy or electronic form) beyond Customer premises. c) Customer may also store or install a copy of the Software on a storage device, such as a network server, used only to install or run the Software on computers used by a licensed end user in accordance with a) above. d) Software provided by Saltus may not be distributed to any individual, third party or entity that exists external to Customer's organization or for any purpose other than use of the Software for Customer.
- 2. RESERVATION OF RIGHTS AND OWNERSHIP.** Saltus reserves all rights not expressly granted to Customer in this Agreement. The Software is protected by copyright and other intellectual property laws and treaties. Saltus owns the title, copyright, and other intellectual property rights in the Software. The Software is licensed, not sold.
- 3. LIMITATIONS ON DECOMPILATION, AND DISASSEMBLY.** Customer may not reverse engineer, decompile, or disassemble any Software provided in compiled or object code form, except and only to the extent that such activity is expressly permitted by applicable law notwithstanding this limitation.
- 4. NO RENTAL/COMMERCIAL HOSTING.** Customer may not rent, lease, lend or provide commercial hosting services with the Software.
- 5. CONSENT TO USE OF DATA.** Customer agrees that Saltus and its affiliates may collect and use technical information gathered as part of the product support services provided to Customer, if any, related to the Software. Saltus may use this information solely to improve our products or to provide customized services or technologies to Customer and will not disclose this information in a form that personally identifies Customer.
- 6. ADDITIONAL SOFTWARE/SERVICES.** This Software License applies to updates, supplements and add-on components of the Software that Saltus may provide to Customer or make available to Customer after the date Customer obtains the initial copy of the Software, unless Saltus provides other terms along with the update, supplement, add-on component.
- 7. NOT FOR RESALE SOFTWARE.** Software provided by Saltus may not be sold or otherwise transferred for value, or used for any purpose other than Customer's application of the Software pursuant to this Agreement.
- 8. EXPORT RESTRICTIONS.** Customer acknowledges that the Software is subject to U.S. export jurisdiction and agrees to comply with all applicable international and national laws that apply to the Software, including the U.S. Export Administration Regulations, as well as end-user, end-use, and destination restrictions issued by U.S. and other governments.
- 9. SOFTWARE TRANSFER & ASSIGNMENT.** All rights to use of Software provided by this Agreement are for the sole use of Customer and may not be transferred, assigned, directly or indirectly without prior written authorization from Saltus.
- 10. TERMINATION.** Without prejudice to any other rights, Saltus may terminate the Software License if Customer fails to comply with the terms and conditions of this Agreement. In such event, Customer shall destroy all copies of the Software and all of its component parts.



**11. INDEMNIFICATION.** Provided that Customer complies with all terms and conditions of this Agreement, Saltus agrees to indemnify, defend, and hold harmless Customer from and against any and all liabilities, actions, claims, damages, reasonable costs, and reasonable expenses arising from or relating to any claim that the Software infringes upon or violates any patent, copyright, trade secret, or other proprietary right of any third party. If a claim for indemnity is made pursuant to this paragraph, Customer shall give Saltus prompt written notice of any alleged liability or action and shall offer to tender the full defense thereof to Saltus. Saltus shall not be liable for any settlement of any such liability or action effected without the prior written consent of Saltus.



## 4.0 SOFTWARE MAINTENANCE AND SUPPORT

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**1. SERVICES.** During the term of this Agreement, Saltus agrees to provide maintenance and support services, as described herein, for the Software operating under the license(s) and on the hardware configurations listed in Section 1.0 of this Agreement so as to maintain the Software in good working order, keeping the Software free from material defects so that the Software will function properly and in accordance with the accepted level of performance as set forth in Section 3.0 of this Agreement. Such maintenance and support shall include (i) diagnosis of problems or performance deficiencies of the Software and (ii) a resolution of the problem or performance deficiencies of the Software. Saltus will provide telephone software support twenty-four (24) hours a day, seven (7) days a week. Saltus will use its best efforts to cure, as described below, reported and reproducible errors in the Software. Saltus utilizes the following four (4) severity levels to categorize and respond to reported problems:

### **Severity 1: Critical Business Impact**

The impact of the reported problem is such that the Customer is unable to either use the Software or reasonably continue work using the Software. Saltus will provide a response by a qualified member of its staff to begin to diagnose and to correct a Severity 1 problem as soon as reasonably possible, but in any event a response via telephone will be provided within one (1) hour. Saltus will make best efforts to resolve Severity 1 problems in less than forty-eight (48) hours, but in any event, will engage staff until an acceptable resolution is achieved.

### **Severity 2: Significant Business Impact**

Important features of the Software are not working properly and there are no acceptable, alternative solutions. While other areas of the Software are not impacted, the reported problem has created a significant, negative impact on the Customer's productivity or service level. Saltus will provide a response by a qualified member of its staff to begin to diagnose and to correct a Severity 2 problem as soon as reasonably possible, but in any event a response via telephone will be provided within four (4) hours. Saltus will exercise best efforts to resolve Severity 2 problems within five (5) days, but in any event, will engage staff until an acceptable resolution is achieved.

### **Severity 3: Some Business Impact**

Important features of the Software are not working properly, but an alternative solution is available or non-essential features of the Software are not working properly with no alternative solution. The Customer Impact, regardless of Software usage, is minimal loss of operational functionality or implementation resources. Saltus will provide a response by a qualified member of its staff to begin to diagnose and to correct a Severity 3 problem as soon as reasonably practical, but in any event a response via telephone will be provided within one (1) day. Saltus will exercise best efforts to resolve Severity 3 problems within one (1) week, but in any event, will engage staff during business hours until an acceptable resolution is achieved.

### **Severity 4: Minimal Business Impact**

A noticeable situation exists in which use of the Software is affected in some way which is reasonably correctable by a documentation change or by a future, regular maintenance release. Saltus will provide, as agreed by the parties, a fix or fixes for Severity 4 problems in future maintenance releases.

With respect to any reported problems, Saltus may, with the concurrence of the Customer, elect to send senior support or development staff to the Customer location to accelerate problem resolution. Saltus will be responsible for the costs associated with this escalated problem resolution if the problem is determined to be related to the Software. If it is determined that the problem was not related to the Software, Customer agrees to pay reasonable travel and lodging expenses in addition to Saltus standard consulting rates. Travel time will be charged at consulting rates.



**2. MAINTENANCE.** During the term of this Agreement, Saltus will maintain the Software by providing software updates and enhancements to Customer as the same are offered by Saltus to its Customers of the Software under maintenance generally ("Updates"). All Updates and enhancements provided to Customer by Saltus pursuant to the terms of this Agreement shall be subject to the terms and conditions of Section 3.0 of this Agreement. Updates will be provided on an as-available basis.

Updates will be provided in machine-readable format and updates to related documentation will be provided electronically. All such deliveries shall be made electronically to the handheld computers automatically during a sync process or as initiated by Saltus support staff using remote device management tools. All such deliveries for the laptop computers shall be made automatically during a sync process or as coordinated by Saltus and Customer support staff. If requested, Saltus will provide on-site assistance in the installation of Updates on a time and materials charge basis, plus expenses.

Saltus assumes no responsibility for the correctness of, performance of, or any resulting incompatibilities with, current or future releases of the Software. If the Customer has made changes to the system hardware/software configuration or modifications to any supplied source code which changes effect the performance of the Software and were made without prior notification to and written approval of Saltus. Saltus assumes no responsibility for the operation or performance of any Customer-written or third-party application.

**3. MAINTENANCE AND SUPPORT WARRANTY.** Saltus will undertake all reasonable efforts to provide technical assistance under this Agreement and to rectify or provide solutions to problems where the Software does not function as described in the Software documentation, but Saltus does not guarantee that the problems will be resolved or that any item will be error-free. This Agreement is only applicable to the Software running under the certified environments specified in the release notes for that product. Saltus will provide the Customer with substantially the same level of service throughout the term of this Agreement. Saltus may from time to time, however, discontinue Software products or versions and stop supporting Software products or versions one year after discontinuance, or otherwise discontinue support service. Saltus liability shall not exceed the fees that Customer has paid under this Agreement. Customer agrees that the pricing for the services would be substantially higher but for these limitations.

**4. ACCESS.** Software maintenance and support services are conditioned upon provision by Customer to Saltus of reasonably appropriate access to the system(s) running the Software, including, but not limited to, passwords, system data, file transfer capabilities, and remote log-in-capabilities. Saltus will maintain security of the system and use such access only for the purposes of this Agreement and will comply with Customer standard security procedures. Information accessed by Saltus agents or employees as a result of accessing Customer system shall be deemed confidential information pursuant to the terms of this Agreement. Customer shall provide Saltus with internet access to the system(s) running the Software and a Primary Point of Contact at the Customer site to coordinate Support efforts with Saltus staff.

**5. FEES.** Fees for maintenance and support services provided under this Agreement are contained in Section 1.0 of this Agreement. Any time a client license or software module is added or deleted from this Agreement; Saltus will automatically adjust and/or amend Section 1.0 of this Agreement accordingly. Saltus will periodically review Section 1.0 of this Agreement. If changes have occurred, Saltus will adjust and/or amend Section 1.0 of this Agreement and Maintenance and Support fees will be adjusted accordingly. Rates will be reviewed and adjusted accordingly when client licenses or software modules are added. Customer agrees to reimburse Saltus for reasonable expenses related to the performance of services. Expenses may include, but are not limited to, charges for materials, shipping and handling, travel (including lodging and associated expenses), printing and documentation, and other out-of-pocket expenses reasonably required for performance. Expenses will be pre-approved by Customer.

**6. PAYMENT OF MAINTENANCE AND SUPPORT FEES.** Fees will be invoiced annually, with the annual term commencing 12 months from the 1<sup>st</sup> day of the month following on-site training. Invoices will be delivered thirty (30) days in advance of the commencement of the term. Expenses will be invoiced as actual and when incurred. All invoices are payable net fifteen (15) days.



## 5.0 OTHER TERMS

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**1. TERM AND TERMINATION.** The term of this Agreement shall be for one (1) year and, thereafter, for renewal terms on a year-to-year basis until terminated (i) by Customer in the event the Software is taken out of service and upon thirty (30) days' notice to Saltus; (ii) by either party with notice to the other party at least thirty (30) days' notice prior to the expiration of the original one (1) year or any subsequent one (1) year renewal term, in which case, this Agreement shall terminate at the expiration of the original term or renewal term as the case may be; (iii) by either party upon a default of the other party, such default remaining uncured for thirty (30) days from the date of written notice from the non-defaulting party to the other specifying such default; (iv) upon the bankruptcy or insolvency of Saltus; or (v) the Software License is terminated. Upon such termination, provided the Customer is not in default under this Agreement, Saltus shall refund to Customer a portion of the fees prorated to reflect the date of termination. Notwithstanding the above, neither party shall be relieved of liability to the other party for damages sustained by the non-breaching party resulting from breach of the Agreement by the other party, and either party may withhold any payments to the other party for the purpose of setoff until such time as the exact amount of damages due are determined.

**2. DISCLAIMER OF WARRANTIES.** TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW, SALTUS DISCLAIMS THE WARRANTIES OF MERCHANTABILITY, AND OF FITNESS FOR A PARTICULAR PURPOSE.

**3. EXCLUSION OF DAMAGES.** TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW, IN NO EVENT SHALL SALTUS BE LIABLE FOR ANY SPECIAL, INCIDENTAL, PUNITIVE, INDIRECT, OR CONSEQUENTIAL DAMAGES.

**4. LIMITATION OF LIABILITY AND REMEDIES.** EXCEPT AS OTHERWISE SET FORTH HEREIN, NOTWITHSTANDING ANY DAMAGES THAT CUSTOMER MIGHT INCUR FOR ANY REASON WHATSOEVER (INCLUDING, WITHOUT LIMITATION, ALL DAMAGES REFERENCED HEREIN AND ALL DIRECT OR GENERAL DAMAGES IN CONTRACT OR OTHERWISE), THE ENTIRE LIABILITY OF SALTUS AND ANY OF ITS SUPPLIERS UNDER ANY PROVISION OF THIS AGREEMENT AND CUSTOMER'S EXCLUSIVE REMEDY HEREUNDER SHALL BE LIMITED TO THE GREATER OF THE ACTUAL DAMAGES CUSTOMER INCURS IN REASONABLE RELIANCE ON THE SOFTWARE UP TO THE AMOUNT ACTUALLY PAID BY CUSTOMER FOR THE SOFTWARE. Customer agrees that the purchase price would be substantially higher but for these limitations.

**5. GENERAL.** Each party acknowledges that it is bound by the terms of this Agreement and further agrees that it is the complete and exclusive statement of the Agreement between the parties, which supersedes and merges all prior proposals, understandings and all other agreements, oral and written, between the parties relating to this subject matter of this Agreement. This Agreement may not be modified or altered except by a written instrument duly executed by both parties.

This Agreement and performance hereunder shall be governed by and construed in accordance with the laws of the State of Oklahoma. Any and all proceedings relating to the subject matter hereof shall be maintained in the state or federal courts of Tulsa County, Oklahoma, which courts shall have exclusive jurisdiction for such purpose. Each of the parties waives any objection to venue or in personam jurisdiction.

If any provision of this Agreement shall be held to be invalid, illegal or unenforceable, the validity, legality and enforceability of the remaining provisions shall in no way be affected or impaired thereby.

Neither party may assign, without the prior written consent of the other, its rights, duties or obligations under this Agreement to any other person or entity, in whole or in part.

The waiver or failure of either party to exercise in any respect any right provided for herein shall not be deemed a waiver of any further right hereunder.

## 6.0 SIGNATURE

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### *Terms*

Total charges for this agreement are **\$ 40,104**

1. Upon execution of this document, Saltus will invoice for: \$ 28,054 ; which includes:
  - a. 50% of all software license fees: \$4,900
  - b. 50% of all services fees: \$4,750
  - c. All hardware and paper fees: \$18,404
2. Upon deployment of the solution, Saltus will invoice for the balance of all fees: \$12,050

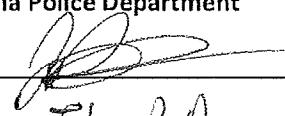
Payment terms are NET 15.

By signing and returning this document you are signifying the acceptance of the Agreement and the terms and conditions as outlined above. This Agreement can only be modified when both parties agree in writing.

Agreed to:

Ovilla Police Department

By:



Name: John R. Dean

Title: City Manager

Date: 6-14-19

Agreed to:

Saltus Technologies, LLC

By:

Name: Eric C. Fultz

Title: President/CEO

Date: \_\_\_\_\_



## 7.0 CUSTOMER CONTACT INFORMATION

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PO Number: \_\_\_\_\_

Tax Exempt Status/Certificate Number: 75-1399345

***Primary Police Contact:***

Name: Brian Windham

Address: 105 S. Cockrell Hill

City: Ovilla State: TX Zip: 75154

Phone: 972-617-7262

Email: bwindham@cityofovilla.org

***Primary Court Contact:***

Name: Jessica Foresman

Address: 105 S. Cockrell Hill

City: Ovilla State: TX Zip: 75154

Phone: 972-617-7262

Email: jforesman@cityofovilla.org

***Primary Billing Contact:***

Name: Linda Harding

Title: City Accountant

Billing Address: 105 S. Cockrell Hill

City: Ovilla State: TX Zip: 75154

Phone: 972-617-7262

Email: lharding@cityofovilla.org



### digiTICKET Solution Scope Checklist

Agency: The Ovilla Police Department Date: 5/28/2019 Type: Purchase or SaaS			
<b>Type of Solution</b>			
	Answer /Qty.	Type	Description
Handheld			
Laptop			
Tablet	4	FZN1	Panasonic rugged Windows 10 Tablet
Solution to be shared among officers?			
<b>Hardware Provided by Saltus</b>			
	Answer /Qty.	Type	Description
Tablet	4	Panasonic	Panasonic rugged Windows 10 Tablet
Vehicle chargers required?	4		
Single or Multi Dock Chargers with Power supply	0	0	
4* Printers (please note options MSR, Bluetooth, Battery)	4	Brother RJ4230	Rugged, thermal printers
Carrying case or mounts?	4	Taylormade	Rugged, ballistic case
Full Page 8 1/2 x 11 Printers	0		
Vehicle charger type (hard wired or cigarette lighter)?	0		
AC chargers required?	0		
Type of vehicle mounts (console, overhead, case, etc.)?	0		
Barcode Scanners	0		
Any other hardware	0		
<b>Existing Hardware Provided by Customer</b>			
	Answer /Qty.	Type	Description
Handhelds	0		
4* Printers (please note options MSR, Bluetooth, Battery)	0		
Full Page 8 1/2 x 11 Printers	0		
Laptops/Tablets	0		<Windows version>
New hardware certification (i.e. tablet) required?	0		
Barcode Scanners	0		
Cases/ Mounts	0		
Any other hardware	0		
<b>Connectivity</b>			
	Answer /Qty.	Type	Description
Wi-Fi	TBD		
MiFi	TBD		
Cellular (if yes, please note network)	TBD		
<b>Exports / Interfaces</b>			
	Answer /Qty.	Type	Description
Case Management / Court System	FAST	CMS	Based upon current export requirements as discussed with FAST. Please confirm availability of import and related fees
Records Management / Law Enforcement System	Crimes	RMS	Please confirm availability of import and related fees
Other Interfaces (State system, Payment, etc.)	None noted		
<b>Mobile Software Configuration</b>			
	Answer /Qty.	Type	Description
Multiple printed ticket formats (per additional format)?	1 format	Uniform Citation	Texas uniform citation
Multiple mobile environments (laptop and handheld)?	Tablet		Tablet only
Mobile query to digiTICKET mobile (person/vehicle parsing)?	None noted		
Racial Profiling Data Capture	Yes		
<b>Web Application Configuration</b>			
	Answer /Qty.	Type	Description
Configuration of Process Tab	Yes		Workflow for approval of tickets
Configuration of Groups Functionality	None noted		
Number of agencies to use the solution	1		
Custom Reports	TBD		1 included with this solution
Hosted or On-Premise Server Installation	Hosted		Server hosted by Saltus
Special Court Date Requirements	TBD		
<b>Ticket Types / Formats</b>			
	Answer /Qty.	Type	Description
State Violations	Yes		
Municipal / Ordinance Violations	Yes		
Parking Violations	TBD		
Code Enforcement, other	Yes		
Special Ticket Numbering Format	TBD		
Pre-printed Paper Back Required (4* printer)	Yes		
<b>Training Requirements</b>			
	Answer /Qty.	Type	Description
On-Site Training	Yes		
Web based Training	Yes		Available if needed
Training format (train the trainer, or end-user)	TBD		
Size of the training group	TBD		Typical training is "train the trainer" in small groups
<b>Custom Development Requests</b>			
	Answer /Qty.	Type	Description
None noted			
<b>Other Notes</b>			
	Please submit a copy of the current ticket(s) for review	In Process	

# CITY OF OVILLA MINUTES

Monday, May 20, 2019

Special City Council Meeting/Budget Workshop

Fire Department Training Room

105 S. Cockrell Hill Road, Ovilla, TX 75154

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Mayor Dormier called the Special Council Meeting of the Ovilla City Council to order at 5:07 p.m., with notice of the meeting duly posted. Mayor Dormier made the following public announcement asking all individuals to be cognizant of the two signs at the entrance to the Council Chamber room referencing Sections 30.06 and 30.07 of the *Penal Code*, *persons licensed under Subchapter H, Chapter 411, Government Code may not enter this property with a concealed handgun nor enter this property with a handgun that is carried openly*.

The following City Council Members were present:

Dean Oberg	Council Member, Place 2
David Griffin	Mayor Pro Tem, Place 3
Doug Hunt	Council Member, Place 4 (took Oath prior to mtg)
Michael Myers	Council Member, Place 5

ABSENT:      Rachel Huber      Council Member, Place 1

Mayor Dormier announced Council members present, noting the absence of PL1, Rachel Huber, still constituting a quorum. City Manager John R. Dean, Jr., department directors and various staff were also present.

## CALL TO ORDER

Mayor Pro Tem Griffin gave the Invocation and Mayor Dormier led the recitation of the Pledge of Allegiance.

## COMMENTS/PRESENTATIONS/MAYOR ANNOUNCEMENTS

None.

## CONSENT AGENDA

None.

## REGULAR AGENDA

ITEM 1.      DISCUSSION/ACTION – Consideration of and action on the purchase of Electronic Ticket Writers for use by the Police Department and Code Enforcement.

During the May 13, 2019 Regular Meeting, Council asked staff to return with this item with additional information. Staff advised that the City had the option to lease or purchase the electronic ticket writer system. It proved to be less costly to purchase. Chief Windham and a representative from digiTicket were present to answer Council questions and clarify specifics:

1. Three-year warranty.
2. Provides training with purchase.
3. IT support throughout the life of the equipment.
4. Annual maintenance is inclusive with support at purchase.
5. State statutes and City ordinances references would be in the ticket writers.
6. Software will interface with current City software. (Fast and Crimes)

PL5 Myers moved to approve the purchase of the digiTicket Electronic Ticket Writer for use by the Police Department and Code Enforcement as presented, seconded by PL4 Hunt.

*No oppositions, no abstentions.*

*VOTE: The motion to approve carried unanimously: 4-0.*

ITEM 2. **DISCUSSION/ACTION** – Workshop and review of the preliminary Fiscal Year 2019-2020 Budget and direct staff as necessary.

City Manager John Dean reviewed highlights of the proposed budget beginning with the General Fund and the 10-year CIP list. In addition, the LEOSE Fund, Street Improvement Fund, Court Technology Fund, Court Security Fund, Equipment Replacement Fund and the Capital Projects Fund were presented for discussion. Shared highlights included:

1. Assume 6% increase in health insurance premiums
2. Accounts for 3% COLA increase for all employees
3. Increased cost for dispatch services
4. One new police patrol vehicle, one new fire command vehicle
5. Accounts for rate increase from previous solid waste provider
6. Provides funds for drainage work – contracted
7. Provides for funds for crack sealing – contracted
8. Provides for staffing increase for one additional street department employee
9. Provides funding for street improvements
10. Provide funding to improve parks: Funders, Silver Spur and Ashburne Glen.

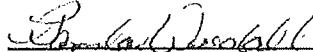
The Municipal Services Advisory Committee met on May 09 and received presentations from the Police and Fire Departments. The Committee recommended the funding of the two proposed vehicle purchases.

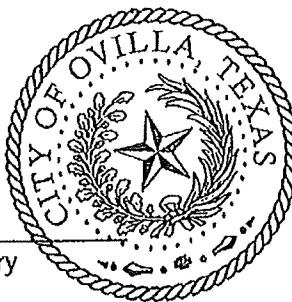
Interim Public Works Director Daniel Durham advised that the street department would benefit with a mini-excavator. Council's consensus was to create a maintenance program for future work plans. *No Action. Discussion Only.*

**ADJOURNMENT**

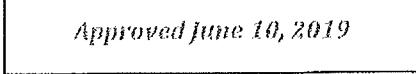
There being no further business, Mayor Dormier adjourned the meeting at 7:44 p.m.

ATTEST:

  
Pamela Woodall, City Secretary



  
Richard Dormier, Mayor

  
Approved June 10, 2019

05.13.2019

## Consent C7

To  
Honorable Mayor  
and Council

Comments:

From  
Brian Windham,  
Police Chief  
CC  
John Dean Jr. , City  
Manager &  
Municipal Court

### BACKGROUND AND JUSTIFICATION:

**Background/HISTORY:** During the 2018-2019 budget, Council authorized the purchase of electronic ticket writers for issuing citations. During the following months, the chosen vendor failed to deliver the technology. It has been uncovered that the vendor provided an inaccurate quote. The difference in the previous quote and the current quote one-time fee is \$9910. The difference in the recurring fees is \$10,186 a year. New quotes have been received and are attached. For price and customer service, the preferred vendor is digiTICKET.

**Findings/Current Activity:** Citations are currently hand-written.

Re: Ticket Writers

### Financial Impact:

The preferred source, digiTICKET, has two options:

1. Total purchase of 4 units at a 5-year cost of \$50,104
  - A. \$37,304 one-time fee
  - B. Recurring yearly fee, \$2,560 x 5=\$12,800
  - C. Fees for paper. Hardware and costs belong to city.
2. Total rental of 4 units at a five-year total cost \$73,200
  - A. Monthly fee per unit \$305.
  - B. 4 units at \$1,220 a month, per year \$14,640
  - C. No charge for paper. Hardware belongs to vendor.

**STAFF RECOMMENDATION:** digiTICKET technology

**City of Ovilla**

Tel 972-617-7262

105 S. Cockrell Hill Road  
Ovilla, Texas 75154

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





**4 Unit Panasonic FZM1 Tablet Price Quote for the:**

**City of Ovilla Police Department**

Chief Brian Windham



May 1, 2019

**SALTUS**  
TECHNOLOGIES

**Proposal Prepared by:**  
Shawn Sicking  
[shawn.sicking@saltustechnologies.com](mailto:shawn.sicking@saltustechnologies.com)  
918.392.3904 office  
918.691.8066 mobile

Saltus Technologies  
907 South Detroit, Suite 820



May 1, 2019

Chief Brian Windham  
Ovilla Police Department

RE: digiTICKET® 4 Unit Price Quote

Dear Chief Windham,

Thank you for your interest in digiTICKET. I appreciate your time yesterday during our discussion about the Ovilla PD and eCitations. I have included the pricing that you requested for 4 digiTICKET tablet units.

- This pricing includes configuration, hardware, software, training, deployment, and ongoing support.
- Tablets included in this quote are the Panasonic FZM1 (Windows 10 Tablet). This is a rugged tablet with increased memory, processor speed, and a larger user interface.
- The solution includes:
  - The recently upgraded 4" RJ4230 Brother thermal printers with LED operation.
  - Exports to your Crimes and FAST software applications. I mistakenly left out the FAST export in the purchase option. I have added the \$2,000 fee for a second export in the purchase option of this version (see the pricing table). The second export was correctly included in the SaaS option. Please confirm availability of data import and related fees with other third-party vendors.
  - Scofflaw/repeat offender alerts and night mode capability (tablet only).

Saltus has one of the best reputations in the industry when it comes to customer service and we are proud to claim **EVERY** customer as a reference.

I'm pleased to provide you with the attached quote for our digiTICKET electronic ticketing solution. Saltus offers digiTICKET as a customized, turnkey solution and is the only eCitation vendor to offer their solution as a "Service". This quote provides two pricing options:

1. **digiTICKET Solution as a Service (dSaaS)** – with this option, there is zero up front cost and the agency simply pays a monthly usage fee. All digiTICKET costs are included in the monthly fee – hardware, software, implementation services, maintenance and support, paper, hosting, even new hardware. If additional units are needed over time the monthly fee can simply be adjusted as necessary based on quantity (tiered pricing applies). With this option, Saltus owns the hardware and is responsible for managing warranties, etc. *The dSaaS option has no contract term. There are no limits to the number of users or tickets written. The entire solution can be returned to Saltus without penalty with a 60-day written notice.*
2. **Standard Purchase** – the agency can purchase the hardware and implementation services and license the digiTICKET software from Saltus. This option requires ongoing costs associated with software maintenance and support, new hardware when needed, hosting and paper costs. Saltus provides a money back guarantee on purchases. If within the first 12 months, the agency is not satisfied, all digiTICKET hardware can be returned for a full refund.

The following document provides a price quote for a 4 unit tablet solution and expires 60 days from the date above. I appreciate your interest in digiTICKET and look forward to working with you to assist in your decision process. If you have any questions or need any additional information, please don't hesitate to contact me directly.

Sincerely,

Shawn Slicking | Saltus Technologies | Mobile: 918-691-8066 | [shawns@saltustech.com](mailto:shawns@saltustech.com)



## About Saltus Technologies, LLC

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Saltus Technologies, LLC (Saltus) is solely focused on developing and marketing our electronic ticketing solution digiTICKET®. Saltus' mission is to help our customers increase productivity and gain efficiencies through the use of digiTICKET. 'Saltus' is Latin, for "to jump forward". Our customers, through the implementation of digiTICKET, can expect to take a big leap forward in productivity and cost reductions.

After spinning off from another mobile software development company in early 2010, Saltus has grown its customer base to over 200 agencies in 17 states. Customers range from the 500 Kansas Highway Patrol Troopers using digiTICKET on laptop computers to small Police Departments sharing 2 handheld units. Overall, Saltus customers issue over 80,000 citations per month combined.

Saltus is the only eCitation company to offer their solution as a service. Initially launched as a procurement option in early 2011, the "digiTICKET as a Service" procurement option has been successful with both large and small agencies. Through this model, agencies can typically use expense budgets instead of going through the lengthy capital budget approval process.

### ***Why digiTICKET, Why Saltus?***

We believe digiTICKET provides distinct advantages to our customers:

***Efficiency*** – digiTICKET eliminates handwriting errors and reduces the amount of time required to process tickets by utilizing barcode scanners and data exports to RMS and Court systems.

***Ease of use*** – digiTICKET was designed with the assistance of law enforcement personnel. Saltus' philosophy is to include end users in the software design process, to focus on their needs and create buy-in from those individuals. Couple this philosophy with the latest technologies available and you end up with a solution that ***we believe to be the most user-friendly on the market today***. Additionally, digiTICKET has been developed using "best of breed" technologies that are easy to maintain and provide a much more satisfactory user experience than other solutions.

***Highly Configurable*** – digiTICKET is built on the latest Microsoft .NET technologies to be as flexible and configurable as possible. This means ***digiTICKET can be configured to exactly match your agency's current processes*** and tickets can be designed to match your agency's requirements. Interfaces can be built to the specifications of your RMS or Court system. To date, Saltus has deployed interfaces to over 30 different systems.

***Customer Service*** – Saltus has earned the best customer service reputation in the eCitation market. We encourage you to contact ANY Saltus customer to discuss our responsiveness and customer service capabilities. We stand behind our product and services so strongly that we guarantee your satisfaction. If for any reason your agency is not satisfied with digiTICKET or our level of service we will fully refund all digiTICKET costs – including software, hardware and services within the first 12 months of deployment.

***Focus*** – The last, but possibly one of the most important reasons why digiTICKET makes the most sense for your agency is because ***Saltus is focused solely on electronic ticketing***. As a result, we are not distracted by developing and marketing other products to other industries.

***Experience*** – Saltus has developed strong relationships with hardware manufacturers, records management and court system vendors and has an excellent track record with a diverse, growing customer base across the United States.

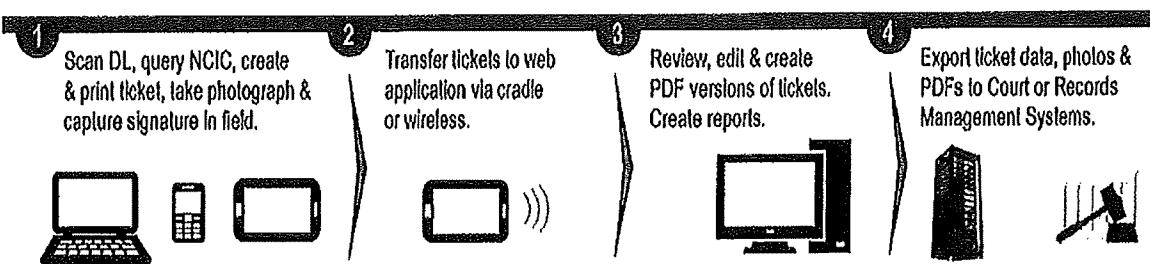


## **digiTICKET Solution Overview**

digiTICKET is a mobile software application that automates the process of writing and processing citations for law enforcement agencies. digiTICKET mobile software can run on laptops or tablets. The hand-held ticket writers are rugged computers that can be shared among officers. digiTICKET is built on "best of breed" technologies that have been proven in the field for many years.

### **How digiTICKET Works**

The digiTICKET solution utilizes a barcode scanner to scan violator driver licenses, capture vehicle information and assign violations to the violator. Saltus also offers the option of interfacing to various RMS mobile applications to access NCIC/NLETS queries, or the ability to perform queries directly from digiTICKET software running on a laptop. Once tickets have been completed they are printed on a mobile thermal printer and given to the violator. Handhelds and tablets offer the ability to capture an electronic signature, photograph, GPS coordinates and voice notes. Tickets are then synchronized to the digiTICKET server via a network connection. Once on the digiTICKET server, tickets can be managed and reproduced in PDF format, reports can be generated and ticket data can be electronically moved to Court and Records Management System(s) eliminating manual, redundant data entry. The server application is web based and can be accessed from any PC with an internet/network connection.



### **Benefits of digiTICKET**

**Improved Officer Safety** - More law enforcement officers die in traffic-related incidents than from any other single cause of death. digiTICKET can reduce the amount of time required to issue tickets by more than 50% reducing officer exposure to roadside hazards.

**Higher Productivity** - Officers who utilize electronic ticketing can "free up" more than 50% of their time. This means more patrol time and improved public safety.

**Increased Revenue by Reducing Ticket Errors** - An estimated 5-10% of all tickets are dismissed due to errors in the ticket writing process. digiTICKET can reduce or eliminate illegible and uncollectable citations.

**Automate the Ticketing Processes** - Agency and court ticket processes rely on officers submitting fully completed tickets within required time frames. digiTICKET helps agencies automate problem areas.



## **digiTICKET Price Quotes**

*Please refer to Appendix A: digiTICKET Solution Scope for a detailed description of the proposed solution.*

### **Option 1: Standard Purchase**

The purchase price for the digiTICKET solution includes digiTICKET software licenses, implementation and training services, custom configuration services (if applicable), required hardware, paper and hosting fees (if applicable). This option requires ongoing costs associated with maintenance and support, new hardware when needed, hosting and paper.

<b>digiTICKET Purchase Price Quote</b>				
	<b>Software License Fees</b>	<b>Units</b>	<b>Fee</b>	<b>Total</b>
digiTICKET Server License - includes 1 RMS/Court Export	1	\$ 5,000	\$	5,000
digiTICKET Mobile Client Licenses	4	\$ 700	\$	2,800
Additional RMS / Court Export License	1	\$ 2,000	\$	2,000
Software License Fees		see above	\$	9,800
Total Software License Fees			\$	9,800
Standard Implementation and Training Services *	1	\$ 8,500	\$	8,500
Hardware (handhelds, printers, warranties, etc) **	4	\$ 4,451	\$	17,804
Thermal Paper Cost (50 roll minimum w/ pre-printed back)	50	\$ 12	\$	600
Hosting Services (annual fee)	12	\$ 50	\$	600
Total Purchase Price (Year 1):			\$	37,304

\* Includes travel and living expenses for two onsite trainers.

\*\* See detailed hardware quote with line item descriptions on following pages.

### **Recurring Annual Fees**

	<b>Component</b>	<b>Units</b>	<b>Fee</b>	<b>Totals</b>
Annual Maintenance and Support Fee (fees begin in year 2)			20%	\$ 1,960
Hosting Services (annual fee)	1	\$ 600	\$	600
Total Annual Recurring Fees (beginning year 2):			\$	2,560

### **Optional Capabilities**

	<b>Component</b>	<b>Units</b>	<b>Fee</b>	<b>Totals</b>
Custom Report(s) - 1st report is free	0	\$ 500	\$	-
Setup of multiple printed ticket formats (per additional format)	0	\$ 1,500	\$	-
Setup of multiple mobile environments (laptop & handheld)	0	\$ 2,000	\$	-
Onsite Server Installation	0	\$ 2,500	\$	-
Custom Ticket Back Setup Fee	1	\$ 500	Included	
Mobile to Mobile Client License Fee (per client)	0	\$ 150	\$	-
Mobile to Mobile Interface Configuration Fee	0	\$ 7,500	\$	-
Custom Development Services (per hour)	0	\$ 125	\$	-



#### **Explanation of Purchase Fees:**

The following components make up the pricing provided above.

#### **Software Licenses Fees:**

- digiTICKET Server Software – 1 license is required regardless of the number of client licenses
  - Includes one RMS or Court System Export license
- digiTICKET Mobile Client Software – 1 license is required for each device running digiTICKET
- digiTICKET Mobile to RMS Mobile Interface – 1 license is required for each device using the interface

**NOTE:** This interface enables digiTICKET to pull person and vehicle queries from RMS mobile query software applications. This interface requires that the agency provide multiple sample person and vehicle returns from the RMS software. Saltus developers utilize these sample returns to parse the returns and pull individual data elements to be used in the digiTICKET forms. The standard interface includes in-state returns and 2 additional states to be determined by the agency. Additional states can be added for an additional fee.

- Additional Exports – 1 license is required for each additional data export (per instance of the 3<sup>rd</sup> party software)

**NOTE:** Fees charged by RMS or Court system vendors are not included as part of this proposal and will need to be negotiated separately between the agency and each respective vendor.

#### **Professional Services:**

- Standard Implementation and Training Services include project management, requirements gathering, basic system configuration, quality assurance testing, user acceptance software testing, end user training and the deployment of digiTICKET. Travel and living expenses associated with onsite training for two trainers are included in this fee.
- Other services related to non-standard configuration tasks, are included based on our knowledge of your requirements. They include:
  - None noted

#### **Hardware:**

- Hardware items such as rugged tablet computers, USB barcode scanners, thermal printers and associated warranties, cables, etc.
  - See line item hardware quote on following page for specifics related to quote above.

**NOTE:** The use of existing tablet computers, barcode scanners and/or printers must be approved by Saltus. If approved, customer must provide a minimum of two of each existing device types for system configuration and testing purposes.

**NOTE:** Saltus does NOT provide hardware installation services. The Customer is responsible for installing all hardware.

#### **Paper:**

- digiTICKET prints to thermal printers. Saltus provides premium thermal paper with high temperature ratings and extended archive-ability (typically 10 to 20 years).
- 4" wide paper is sold by the roll. Each roll contains 60 to 75 pages per roll (depending on the length of the ticket)
  - Standard deployments include pre-printing the back of the ticket with violator instructions. This is an optional capability requiring a one-time setup fee.
  - Pre-printed ticket paper has a 50 roll minimum order quantity.



**Hosting:**

- The server application is web based. Saltus utilizes Rackspace to provide hosting services. See additional information on following pages. Hosting fees are paid annually and are considered part of ongoing maintenance and support fees.
  - Hosting can be performed by the customer but requires an onsite server and additional implementation services fees. No hosting fees would apply.

**Recurring Annual Fees:**

- Annual Maintenance and Support fees are paid annually beginning in year 2 and are a percentage of the total software license fees.
  - The percentage is greater if the customer hosts the server application on site.



**Hardware Included In Quote:**

<b>DETAILED HARDWARE QUOTE</b>				
Item Name	Qty	Unit Price	Total	
<b>Rugged Mobile Computers</b>				
<b>Panasonic FZ-M1 7" Tablet</b>				
PANASONIC,TOUGH PAD,Win10 Pro, Intel Core m5-6Y57 1.10GHz, vPro, 7.0" WXGA 10-pt Gloved Multi Touch, 8GB, 256GB SSD, Intel WiFi a/b/g/n/ac, TPM, Bluetooth, 4G LTE Multi Carrier (EM7355), Webcam, 8MP Cam, Bridge Battery, 2D Bar Laser (EA30), ANSI Haz Loc, Toughbook Preferred, FZ-SVCTPNF3YR - Protection Plus Warranty - Tablet PC (Years 1, 2 &3), CF-SVCPDEP3Y - INCLUDES AC ADAPTER AND 3 YEAR PROTECTION PLUS	4	\$ 3,377.62	\$ 13,510.48	
PANASONIC US, ACCESSORY, AC ADAPTOR FOR CF-S9, CF-H1, CF-H2 MK1, MK2, CF-19 MK4, FZ-E1/X1 UNIT & SINGLE-BAY CHARGER, FZ-M1 MK1 (unit comes with AC charger)	0	\$ 43.64	\$ -	
PANASONIC US, ACCESSORY, LIND 120 WATT 12-32 VOLT INPUT CAR CHARGER, CF-30/31, CF-53/54/, FZ-G1, FZ-M1	4	\$ 122.69	\$ 490.76	
Rotating Hand-Strap	4	\$ 60.47	\$ 241.88	
Additional Warranty to enhance the 3 year warranty that comes with the unit	4	Included	Included	
<b>Thermal Ticket Printers</b>				
<b>Brother RuggedJet 4230 Bluetooth Thermal Printer</b>				
RuggedJet 4230BL Kit: 4" DT Printer w/USB, Serial & Bluetooth MIFI - Includes Printer, Li-Ion battery, 2 Year Premier Warranty, belt clip & CPCL	4	\$ 667.06	\$ 2,668.24	
RuggedJet 4 - 3 year warranty; 1-Year Premium Service (Initial service plus 1 additional year)	4	\$ 47.01	\$ 188.04	
RuggedJet 4 - 4 year warranty; 2-Year Premium Service (Initial service plus 2 additional year)	0	\$ 95.29	\$ -	
RuggedJet 4 - 5 year warranty; 3-Year Premium Service (Initial service plus 3 additional year)	0	\$ 142.31	\$ -	
Vehicle Power Adapter (cigarette lighter)	4	\$ 17.79	\$ 71.16	
<b>Carrying Case</b>				
Taylor Made work board carrying cases for FZM1/RJ4230	4	\$ 147.06	\$ 588.24	
		SUB TOTAL:	\$ 17,758.00	
		SHIPPING/HANDLING:	\$ 45.00	
		TOTAL:	\$ 17,803.00	
		PRICE PER UNIT:	\$ 4,451.0	



### ***Option 2: digiTICKET Solution as a Service (dSaaS)***

The digiTICKET system requires software, hardware and implementation and training services.

The following quote includes the same scope and discounts (if applicable) as described above in the purchase option.

#### **"digiTICKET Solution as a Service" Price Quote**

Item Description	Units	Per Unit	Total Per Month
Tablet Units	4	\$ 305	\$ 1,220
		Monthly Subtotal:	\$ 1,220
		Total Monthly Fee:	\$ 1,220
			<b>Included</b>
Server and Client Software License Fees			<b>Included</b>
All Interface License Fees			<b>Included</b>
RMS and Court System Export Fees			<b>Included</b>
System Configuration and Implementation Fees			<b>Included</b>
All On-site Training and Travel and Living Fees			<b>Included</b>
All Additional Configuration Items (If applicable)			<b>Included</b>
All Required Hardware (devices, cables, docks, mounts, etc.)			<b>Included</b>
All Ticket Paper and other Consumables			<b>Included</b>
Web Application Hosting Fee			<b>Included</b>
Annual Software Maintenance and 24/7 Support Fee			<b>Included</b>

#### ***Explanation of the digiTICKET Solution as a Service Procurement Option:***

The dSaaS option is not a lease, but a "pay for use" model. It offers the following benefits:

- Zero up-front cost for hardware, software and implementation and training services – after training and deployment Saltus will invoice after deployment
  - Custom interfaces, reports and other functionality can also be rolled into the monthly service pricing
- The law enforcement agency pays a per-unit, per-month fee – annual or semi-annual pre-payment discounts are available. If the agreement is canceled before the end of the pre-payment period, Saltus will refund the appropriate amount based on the cancellation date.

**NOTE:** Saltus offers a 2% discount for 6-month pre-payments and a 4% discount on annual pre-payments.

- Saltus owns the hardware – the law enforcement agency does not have to manage devices, warranties or ongoing variable costs.
  - Saltus will replace defective equipment at no additional cost.
  - Saltus will refresh old equipment as its useful life ends – as jointly agreed upon by Saltus and the customer.
  - The customer is responsible for lost, damaged or stolen equipment. In the event of a loss, Saltus will provide the customer with new equipment and invoice the customer for the depreciated value of the hardware based on an estimated useful life of 48 months.



**NOTE:** The use of existing tablet computers, barcode scanners and/or printers must be approved by Saltus. If approved, customer must provide a minimum of two of each existing device types for system configuration and testing purposes.

**NOTE:** Saltus does NOT provide hardware installation services. The Customer is responsible for installing all hardware.

- **No contract term obligation** – if the customer is dissatisfied at any point with Saltus or digiTICKET you can provide a 60-day written notice and return all hardware with no penalty.
- **Additional units can be added or subtracted at any time with a simple adjustment to the monthly invoice.**
- If the customer chooses to implement under the dSaaS option now, and then purchase the system at a later date, a portion of dSaaS payments received will be applied to the purchase price – percentages vary depending on number of Service payments made. 25% of total payments will be applied after 6 months. 50% of payments will be applied after 12 months.
- Saltus agrees to abide by the basic terms of this services agreement for a term of five (5) years from the date of execution.

## Software Overview:

### Mobile Client Software

- Configured to match the agency's requirements/process.
- Extremely easy to use, runs on laptops or tablets
- Tickets can be issued in a disconnected state – no data connection is required
- Capable of writing ticket using multiple ticket formats – traffic, parking, code enforcement, city or state tickets
- All officer, court and violation information automatically updated upon secure login by officer, allowing for the sharing of devices between officers
- Includes an electronic book of tickets that have been issued to the officer from the digiTICKET server web application
- Includes an up-to-date electronic list of municipal ordinances and state offenses – including a "favorites" list for fast data entry
- "Lookup" tool for violations not included in favorites list
- Can issue as many as 8 violations on one screen – configurable to meet the agency's guidelines
- Ticket numbering can be handled multiple ways to meet the agency's guidelines
- Designate individual violations as warnings or flag as other types of violations such as "Grant" tickets
- Database of street addresses to ensure uniform locations on tickets
- Easy to use step by step procedure to create tickets
- Drop down menus ensure accurate data entry
- Scans barcodes or magnetic strips on driver licenses and military IDs from across the United States, Mexico and Canada
- Captures photo and electronic signature of violator
- Save in process tickets and finish later
- Copy information from a previous ticket to start another
- Automatic notification of repeat offenders (scofflaw)
- Captures GPS coordinates of each stop
- Provides officers with ability to make notes after a traffic stop – available to, or hidden from, court personnel
- Ticket information can be customized to meet each agency's needs and processes
- Printed ticket is easily customized to exactly match agency's requirements
- Includes software for remote diagnostics and updates
- Training typically takes less than 2 hours for novice computer users
- Optional capabilities include NCIC/NLETS queries (real time data connectivity is required) and interfaces to RMS mobile software field reporting applications

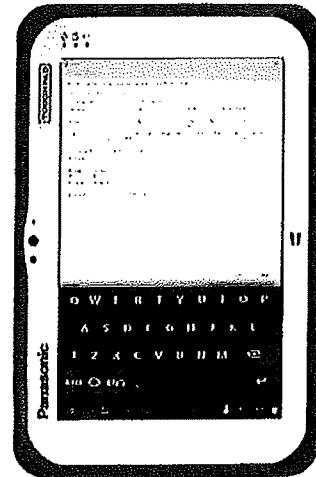


Figure 1 - digiTICKET on a Panasonic FZ-M1 Tablet

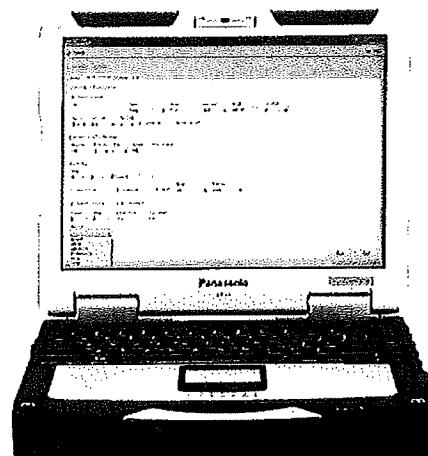


Figure 2 - digiTICKET on a Panasonic CF31



### Server Software

- Web based software that can be accessed from any PC with Internet/network access
- Secure login and data transfer and multiple levels of user authorizations
- Dashboard reporting of ticketing activity
- Review, edit, approve, void or decline tickets
- Search for tickets or warnings by officer, shift, squad, violator, court date, ticket date and many more.
- Reproduce exact copies of tickets in PDF format with signatures, court disposition information, and photos
- Print PDFs on standard office printers or store and send electronically
- View a map of stop locations (captured using GPS capable devices)
- Edit, create or deactivate municipal ordinances and state statutes
- Issue tickets to officers or run audit reports of assigned ticket numbers
- View, print or export reports of specific ticket data (custom reports available)
- Export citation data to Records Management or Court systems through web-based utility – optionally include PDF copies of tickets, pictures, etc.
- Automatically export data and deliver to the RMS in a predefined location, or interface to 3<sup>rd</sup> party systems through web services – optional capability
- Manage court dates for multiple court types for up to a year in advance
- Set court date rules such as docket size or lead time – for all or individual court dates/types
- Create an unlimited number of user types with a very detailed user-based permissions system – based on user type (i.e. officer, supervisor, prosecutor, court clerk, etc.)
- Group users by troop, shift, squad, division, etc.

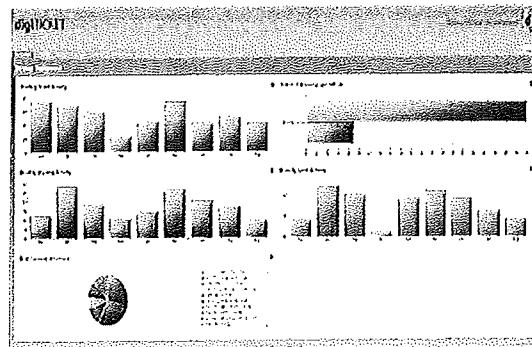


Figure 3 - digiTICKET Dashboard Management Tools

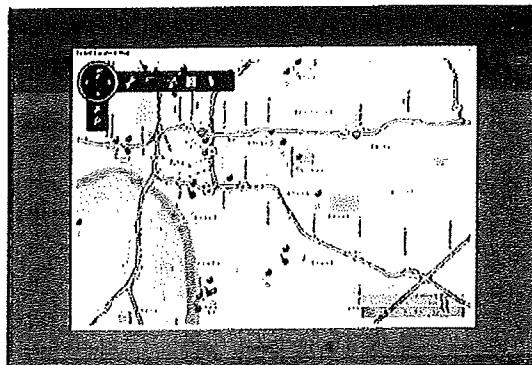


Figure 4 - digiTICKET Incident Mapping

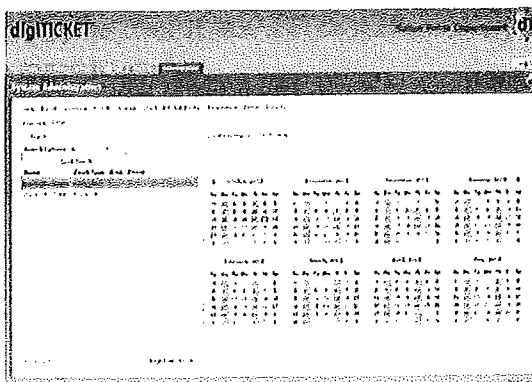


Figure 5 - digiTICKET Court Scheduling Tool

### Data Synchronization

- The digiTICKET solution requires an Internet/network connection to synchronize tickets to the server. This is typically a full-time connection located where the units are maintained. The units do not require a connection when they are in use in the field.



### ***Recommended Hardware***

Saltus has designed digiTICKET to be “device agnostic” – meaning that we purchase “off the shelf” hardware and load the software on the devices. digiTICKET can be configured to utilize any number of computers and printers. Typically, digiTICKET is deployed on a Windows 7/10 laptop or tablet with the proper data capture capabilities (barcode/magnetic stripe scanner, Bluetooth communication, touchscreen, etc.). Tickets can be printed on any type of mobile printer – thermal or otherwise.

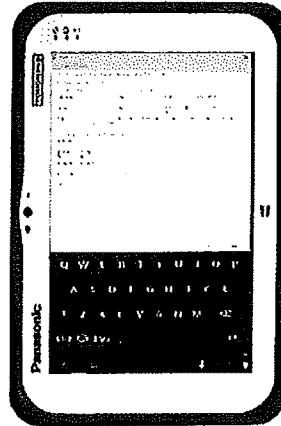
#### ***Server Configuration***

The digiTICKET web application runs on a Microsoft Server with an SQL Server database. digiTICKET is typically hosted by Saltus (through a 3<sup>rd</sup> party hosting provider – more information found below) who provides maintenance, storage, backups and SQL licensing. However, it can also be hosted by the agency. Specific server and connectivity requirements can be supplied upon request.

The following hardware configuration is recommended based on Saltus’ current understanding of your agency’s needs:

#### ***Panasonic FZ-M1 7" Rugged Tablet Computer***

- Dedicated GPS, Wi-Fi, NFC, UHF RFID, Bluetooth® v4.0 and optional 4G LTE Integrated mobile broadband (Multi-carrier)
- Intel Core Processor, Windows 7 or 10 OS
- Rugged computer designed for outdoor use and exposure to the elements
- MIL-STD-810G, 5-foot drop and all-weather IP65 dust and water-resistant design
- Barcode Scanner (1D/2D)
- 2MP Color Camera w/flash
- Wi-Fi, Bluetooth data communications
- 500 nit screens, and touch screen suitable for capturing signatures
- Stand-alone GPS functionality
- Indoor and vehicle charging with extended battery life (1-2 days when placed in standby mode)
- On-screen QWERTY keyboard
- FIPS and TAA Compliant





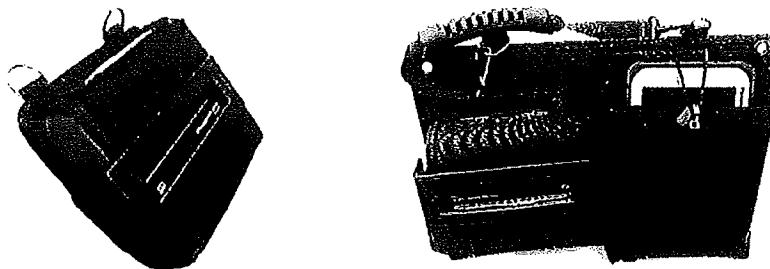
#### Brother RuggedJet 4230

- Fast print speed of up to 5 inches per second
- Tough Construction - IP54 certification and 6 ft. drop protection mean that water, dust, or drops won't affect the printer's operation under normal conditions
- Versatile Functionality - Prints on labels and receipts from 2 inches wide to 4 inches wide
- Two year, "bumper-to-bumper" warranty \* – Brother will fix the problem or provide a replacement printer
- Ergonomic design – Easy to load media and intuitive interface controls
- Low maintenance costs – Highly reliable direct thermal technology uses fewer moving parts than other printing technologies
- Low consumable costs – There are no ink or ribbons to replace
- Wide range of connectivity options – USB, Serial, and Bluetooth®
- 203 dpi resolution
- Support for 1D and 2D barcodes



#### Taylor Made Custom Work Boards/Holsters

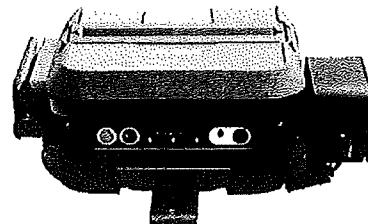
- Custom made for Saltus to hold the MC67 handheld computer and Bluetooth thermal printers
- Work boards enable officers to easily store and transport ticket writers and printers – includes multiple mounting options
- Taylor Made provides custom work boards and holsters made from durable ballistic materials and stainless-steel clips and D-rings.
- These cases can be custom designed to meet specific vehicle requirements.





**RAM VPR-106 Printer Cradle (optional)**

- Integrated cable management
- Insert new paper roll while mounted
- Can be surface mounted or used with RAM pedestal
- Quick release for easy removal and insertion





### Printed Ticket Sample

Saltus designs tickets to look as much like traditional handwritten tickets as possible. This maintains a level of comfort with officers, court administrators as well as violators.

- Ticket fronts and backs are customized based on agency requirements.
- Tickets can be printed in 4" wide or full 8 ½ x 11" formats. 4" tickets can be deployed with pre-printed backs containing violator instructions. 8.5 x 11" tickets can be printed with the entire citation on the front side (similar to the Court's PDF copy below).
- Tickets can also be printed on a standard printer from the digitICKET web application. These can include signatures, pictures, and Court disposition information (see sample below).



### ***Implementation and Support Services***

The Saltus Solution Delivery Methodology is used for all solution deployments. This is a structured process that ensures that all possible issues and all requirements are jointly identified by Saltus and customer resources and all system configuration changes are approved by the customer prior to any work being performed by Saltus engineers. This process ensures that Saltus and the customer are always on the same page and that expectations are being met throughout the entire process.

The activities contained within this methodology are as follows:

- **Requirements Definition:** Saltus will facilitate a workshop with subject matter experts from various customer departments to ensure that the solution is configured specifically the way the customer wants it.
- **System Configuration:** Once all requirements are documented, digiTICKET is then configured to meet the customer's specific needs. This includes the setup of all ordinances, user roles and permissions, printed ticket formatting, mobile client configuration, report development, Interface creation and testing, etc.
- **User Acceptance Testing:** Once configured, Saltus will then facilitate a User Acceptance Testing session in a classroom setting with key customer personnel. This session is conducted to ensure that the system is configured as requested by the customer.
- **Training Programs**  
Saltus offers complete training services, documentation, and on-going training support.
  - Customized User Guides (printed and on-line)
  - Training sessions are customized to meet each customer's needs
  - digiTICKET Trainers have extensive experience working in the field with users of mobile software, hardware, and web-based applications
  - Training approaches include Train the Trainer, Groups, and one-on-one instruction
  - Sessions can be scheduled around shifts with follow-up training completed as required
  - Personal Web-based video training is also available
  - Training and travel are included in the pricing we have provided
  - Satisfaction with training is guaranteed for each agency
- **Support and Maintenance Programs**
  - Saltus provides tier 1 technical support for software and hardware
  - digiTICKET configuration and installation is completed by Saltus (we can also provide installation of Wi-Fi access points).
  - Standard support responses generally result in a resolution within the same day
  - 24/7/365 phone and email support are available at no extra charge
  - Each agency has access to Web-based customer portal for issue tracking and knowledge base
- **Device Management**
  - Complete Maintenance and Warranty programs are available for hardware
  - Saltus provides turnkey management of devices and offers replacement units if a device is out of service for maintenance
  - Utilization of remote device management software for upgrades and support
- **Deployment**
  - After training, the solution is deployed and Saltus then provides end user support and system maintenance and updates for the life of the maintenance and Support Agreement.



### ***digiTICKET Hosting Infrastructure***

Saltus partners with one of the largest managed hosting providers in the world: Rackspace. By partnering with Rackspace, Saltus has elevated our expertise and support well beyond those of other providers. With more than 6,000 servers currently running Microsoft SQL, Rackspace has established itself as the expert in database servers. Being awarded the Microsoft Hosting Provider of the Year three times reaffirms their standing. Your entire hosting environment—from hardware, to network, OS and databases are monitored and supported by the leaders in IT hosting. Hosted services ensure that users can access digiTICKET and eliminate the costs associated with maintaining a server.



In over five years of hosting digiTICKET production environments, Rackspace has never had an unscheduled outage. In partnership with Rackspace, Saltus offers the highest level of security and dependability:

#### ***Server Access and Security:***

- **Tier 1 datacenter/Physical Security:** Data center access limited to data center technicians; Biometric scanning for controlled data center access; Security camera monitoring at all data center locations; 24x7 onsite staff provides additional protection against unauthorized entry; Unmarked facilities to help maintain low profile; Physical security audited by an independent firm
- **System Security:** System installation using hardened, patched OS; System patching configured to provide ongoing protection from exploits; Dedicated firewall and VPN services to help block unauthorized system access; Data protection with managed backup; Dedicated Intrusion detection devices to provide an additional layer of protection against unauthorized system access; Distributed Denial of Service (DDoS) mitigation services; ISO17799-based policies and procedures, regularly reviewed as part of SAS70 Type II audit process; Systems access logged and tracked for auditing purposes; Secure document-destruction policies for all sensitive information; Fully documented change-management procedures; Independently audited disaster recovery and business continuity plans in place

#### ***Data Maintenance & Integrity***

- FIPS compliant data encryption is used throughout the digiTICKET system. SSL 128-bit encryption is used for all communication between mobile devices such as handheld and laptops and the servers. It is also used between the browser and the servers.
- Select data elements are encrypted on the server with AES 128-bit encryption.
- **Data Logging:** The digiTICKET web application logs all activity as it occurs within the system. digiTICKET logs what was changed, when it was changed and who changed it (based on user id). This information can be used to generate reports and can be accessed by Saltus support resources as necessary.
- **Backups:**
  - digiTICKET's standard database backup plans provide a full daily backup which can be upgraded to hourly, incremental backups.
  - digiTICKET is built on Windows 2008 Server Standard 64-bit and SQL Server 2008 R2. It supports all RAID levels supported by these technologies. Windows 2008 Server provides RAID levels 0, 1, and 5 implemented within the operating system software itself.



### digitICKET Solution Scope Checklist

<b>Agency:</b> The Ovilla Police Department <b>Date:</b> 4/22/2019 <b>Type:</b> Purchase or SaaS				
<b>Type of Solution</b> <b>Answer / Qty.</b> <b>Type</b> <b>Description</b>				
<b>Solution to be shared among officers?</b>	Handheld			
	Laptop			
	Tablet	4	FZML	Panasonic rugged Windows 10 Tablet
<b>Hardware Provided by Saltus</b> <b>Answer / Qty.</b> <b>Type</b> <b>Description</b>				
<b>Hardware Provided by Customer</b>	Tablet	4	Panasonic	Panasonic rugged Windows 10 Tablet
	Vehicle chargers required?	4		
	Single or Multi Dock Chargers with Power supply	0	0	
	4" Printers (please note options MSR, Bluetooth, Battery)	4	Brother RJ4230	Rugged, thermal printers
	Carrying case or mounts?	4	TaylorMade	Rugged, ballistic case
	Full Page 8 1/2 x 11 Printers	0		
	Vehicle charger type (hard wired or cigarette lighter)?	0		
	AC chargers required?	0		
	Type of vehicle mounts (console, overhead, car, etc.)?	0		
	Barcode Scanners	0		
Any other hardware	0			
<b>Existing Hardware Provided by Customer</b> <b>Answer / Qty.</b> <b>Type</b> <b>Description</b>				
<b>Connectivity</b>	Handhelds	0		
	4" Printers (please note options MSR, Bluetooth, Battery)	0		
	Full Page 8 1/2 x 11 Printers	0		
	Laptops/Tablets	0		«Windows version»
	New hardware certification (i.e. tablet) required?	0		
<b>Imports / Interfaces</b> <b>Answer / Qty.</b> <b>Type</b> <b>Description</b>				
<b>Mobile Software Configuration</b>	Court Management / Court System	FAST	CMS	Please confirm availability of import and related fees
	Records Management / Law Enforcement System	Claims	RMS	Please confirm availability of import and related fees
	Other Interfaces (State system, Payment, etc.)	None noted		
<b>Web Application Configuration</b> <b>Answer / Qty.</b> <b>Type</b> <b>Description</b>				
<b>Ticket Types / Formats</b>	Configuration of Process Tab	Yes		Workflow for approval of tickets
	Configuration of Groups Functionality	None noted		
	Number of agencies to use the solution	1		
	Custom Reports	TBD		1 Included with this solution
	Hosted or On-Premise Server Installation	Hosted		Server hosted by Saltus
	Special Court Date Requirements	TBD		
<b>Training Requirements</b> <b>Answer / Qty.</b> <b>Type</b> <b>Description</b>				
<b>Custom Development Requests</b>	On-Site Training	Yes		
	Web-based Training	Yes		Available if needed
	Training format (train the trainer, or end-user)	TBD		
	Size of the training group	TBD		Typical training is "train the trainer" in small groups
	None noted			
<b>Other Notes</b> <b>Answer / Qty.</b> <b>Type</b> <b>Description</b>				
Please submit a copy of the current ticket(s) for review		In Process		

## AGENDA ITEM REPORT

### Item 5

Meeting Date: February 08, 2021

Department: Administration

Discussion  Action

Budgeted Expense:  YES  NO  N/A

Submitted By: Staff

Amount: N/A

Reviewed By:  City Manager  City Secretary  City Attorney

Accountant

Other: All departments

#### Attachments:

N/A

#### Agenda Item / Topic:

ITEM 5. DISCUSSION – Discuss and review staff's recommendations for the safe reopening of the city facilities.

#### Discussion / Justification:

**Background/History:** The governor's office recently renewed the State Disaster Declaration for COVID-19 effective November 2020 for increased safety measures due to the reported rise in COVID infection statistics.

Due to the small and limited size of the city lobby and the police department lobby, it has been safer to remain closed, while some of our neighboring cities with larger facilities have opened their lobbies with limited/distanced customers and by appointment only.

In the last month, many of our employees and their family members have tested positive for COVID-19. So many that it has left us working with skeleton crews. All employees in all departments have encountered direct exposure. We have increased safety measures, requiring masks even in our offices. In-person meetings and appointments with the outside public have been suspended. All able employees are still working at the City but with the recent influx of positive results, we are considering going back to rotational schedules or closing the main office and working from home for a week or so. Staff currently self-monitors with temperature checks in the morning, followed up by reporting through an app on our phones.

**Findings/Current Activity:** Staff continues to provide services to all customers except for open entry to the main offices. We encourage customers to:

1. Use the night deposit drop box for multiple needs
2. On-line services
3. Our fire Department sprays daily since the recent outbreak.

Financial Impact: N/A

#### Recommendation / Staff Comments:

**Options/Recommendation:** Staff recommends to continue the current operations.

#### Sample Motion(s):

N/A

## AGENDA ITEM REPORT

### Item 6

Meeting Date: February 08, 2021

Department: Administration

Discussion  Action

Budgeted Expense:  YES  NO  N/A

Submitted By: Staff

Amount: N/A

Reviewed By:  City Manager  City Secretary  City Attorney

Accountant  Other

#### Attachments:

#### Agenda Item / Topic:

ITEM 6. DISCUSSION/ACTION – Consideration of any item(s) pulled from the Consent Agenda for individual consideration and action

#### Discussion / Justification:

#### Recommendation / Staff Comments:

Staff recommends approval.

#### Sample Motion(s):

I move to approve / deny

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

To: Mayor Richard Dormier  
 Ovilla City Council  
 Pam Woodall, City Manager

Subject: Police Department Monthly Activity Report

Calls For Service	January 2021	Januray 2021 YTD	January 2020	January 2020 YTD
Accident	6	6	4	4
Alarms	10	10	15	15
Arrest	2	2	9	9
Assault/Assault FV	2	2	0	0
Assists	50	50	58	58
Building / House Security Check	638	638	731	731
Burglary	0	0	0	0
Burglary of Motor Vehicle	0	0	1	1
Criminal Mischief	0	0	0	0
Disturbance	9	9	11	11
Neighborhood Check	1283	1283	1300	1300
Other Calls for Service	74	74	76	76
Suspicious Person	7	7	7	7
Suspicious Vehicle	23	23	26	26
Theft	0	0	0	0
Traffic Assignment/School Enforcement	63	63	27	27
<b>TOTAL CALLS FOR SERVICE</b>	<b>2167</b>	<b>2167</b>	<b>2265</b>	<b>2265</b>

Volunteer and Reserve Officer Hours	26	26	18	18
Average Response Time (Minutes)	3.51	3.51	4.22	4.22
Total Citations	44	44	43	43
Total Traffic Stops	210	210	206	206
Traffic Stop Disposition Warning	166	166	165	165
Traffic Stop Disposition Citation	44	44	41	41
<b>PERCENT OF STOPS RECEIVING CITATIONS</b>	<b>21.0</b>	<b>21.0</b>	<b>19.9</b>	<b>19.9</b>

**STAFFING**

Full Time Sworn	10
Full Time Civilian	1
Part Time Sworn	4
Reserve Officer	1
<b>Total Staffing</b>	<b>16</b>

December	TO	December 2020	MILEAGE	MAINTENANCE PERFORMED
Police Unit #	Begin	End	Accrued	
116	107,836	107,950	114	
117	102,554	103,480	926	
216	31,728	32,244	516	
119	40,898	42,350	1,452	
120	24,218	26,144	1,926	Changed Flat Tire
220	27,075	29,068	1,993	

# Racial Profiling Report

Agency Name: Ovilla Police Department

Reporting Date: Jan 1, 2020 - Dec 31, 2020

TCOLE Agency Number: 139209

Chief Administrator: Brian Windham

Agency Contact Information:

Phone: 972-617-7262

Email: [bwindham@cityofvilla.org](mailto:bwindham@cityofvilla.org)

Mailing Address: 105 S. Cockrell Hill, Ovilla, TX 75154

By submitting, the chief administrator affirms that the agency has a policy in place in accordance with Texas Code of Criminal Procedure §2.132, and that the policy:

- (1) clearly defines acts constituting racial profiling;
- (2) strictly prohibits peace officers employed by the agency from engaging in racial profiling;
- (3) implements a process by which an individual may file a complaint with the agency if the individual believes that a peace officer employed by the agency has engaged in racial profiling with respect to the individual;
- (4) provides public education relating to the agency's compliment and complaint process, including providing the telephone number, mailing address, and email address to make a compliment or complaint with respect to each ticket, citation, or warning issued by a peace officer;
- (5) requires appropriate corrective action to be taken against a peace officer employed by the agency who, after an investigation, is shown to have engaged in racial profiling in violation of the agency's policy adopted under this article;
- (6) requires collection of information relating to motor vehicle stops in which a ticket, citation, or warning is issued and to arrests made as a result of those stops, including information relating to:
  - (A) the race or ethnicity of the individual detained;
  - (B) whether a search was conducted and, if so, whether the individual detained consented to the search;
  - (C) whether the peace officer knew the race or ethnicity of the individual detained before detaining that individual; and
  - (D) whether the peace officer used physical force that resulted in bodily injury, as that term is defined by Section 1.07, Penal Code, during the stop;
  - (E) the location of the stop; and
  - (F) the reason for the stop; and
- (7) requires the chief administrator of the agency, regardless of whether the administrator is elected, employed, or appointed, to submit an annual report of the information collected under Subdivision (6) to:
  - (A) the Texas Commission on Law Enforcement; and
  - (B) the governing body of each county or municipality served by the agency, if the agency is an agency of a county, municipality, or other political subdivision of the state.

Executed by: Brian Windham Chief of Police

Date: 01/06/2021

**Agency Racial Profiling Information****Total stops: 1721****1. Gender** (Must equal total number of stops)

Total: 1721

CCP 2.133(b)(1)(a)

a) Female: 634  
b) Male: 1087

**2. Race or ethnicity** (Must equal total number of stops)

Total: 1721

CCP 2.132(a)(3), 2.132(b)(6)(A), 2.133(b)(1)(B)

a) Black: 585  
b) Asian/Pacific Islander: 8  
c) White: 979  
d) Hispanic/Latino: 148  
e) Alaska Native/American Indian: 1

**3. Was race or ethnicity known prior to stop?** (Must equal total number of stops)

Total: 1721

CCP 2.132(b)(6)(C)

a) Yes: 3  
b) No: 1718

**4. Reason for stop?** (Must equal total number of stops)

Total: 1721

CCP 2.132(b)(6)(F), 2.133(b)(2)

a) Violation of law: 34  
b) Preexisting knowledge (i.e. warrant): 27  
c) Moving traffic violation: 1109  
d) Vehicle traffic violation (Equipment, Inspection or Registration): 551

**5. Street address or approx. location of stop** (Must equal total number of stops)

Total: 1721

CCP 2.132(b)(6)(E), 2.133(b)(7)

a) City street: 1528  
b) US highway: 0  
c) State highway: 2  
d) County road: 186  
e) Private property or other: 5

**6. Was a search conducted?** (Must equal total number of stops)

Total: 1721

CCP 2.132(b)(6)(B), 2.133(b)(3)

a) Yes: 89  
b) No: 1632

**7. Reason for Search?** (Must equal searches conducted - Line 6a)

Total: 89

<b>a) Consent:</b>	<b>18</b>	CCP 2.132(b)(6)(B), 2.133(b)(3)
<b>b) Contraband/evidence in plain sight:</b>	<b>4</b>	CCP 2.133(b)(5)(A)
<b>c) Probable cause or reasonable suspicion:</b>	<b>62</b>	CCP 2.133(b)(5)(B)
<b>d) Inventory search performed as a result of towing:</b>	<b>1</b>	CCP 2.133(b)(5)(C)
<b>e) Incident to arrest/warrant:</b>	<b>4</b>	CCP 2.133(b)(5)(C)

## **8. Was Contraband discovered?** (Must equal searches conducted - Line 6a)

Total: 89

CCP 2.133(b)(4)

<b>a) Yes:</b>	<b>54</b>
<b>b) No:</b>	<b>35</b>

## **9. Description of contraband** (Must equal number of contraband discovered - Line 8a)

Total: 54

CCP 2.133(b)(4)

<b>a) Illegal drugs/drug paraphernalia:</b>	<b>48</b>
<b>b) Currency:</b>	<b>0</b>
<b>c) Weapons:</b>	<b>2</b>
<b>d) Alcohol:</b>	<b>4</b>
<b>e) Property stolen:</b>	<b>0</b>
<b>f) Other:</b>	<b>0</b>

## **10. Result of the stop** (Must equal total number of stops)

Total: 1721

<b>a) Verbal warning:</b>	<b>1327</b>	CCP 2.133(b)(8)
<b>b) Written warning:</b>	<b>6</b>	CCP 2.133(b)(8)
<b>c) Citation:</b>	<b>365</b>	CCP 2.133(b)(8)
<b>d) Written warning and arrest:</b>	<b>0</b>	
<b>e) Citation and arrest:</b>	<b>1</b>	
<b>f) Arrest:</b>	<b>23</b>	CCP 2.133(b)(6)

Arrest Total = 23

## **11. Arrest based on** (Must equal line 10f)

Total: 23

CCP 2.133(b)(6)

<b>a) Violation of Penal Code:</b>	<b>14</b>
<b>b) Violation of Traffic Law:</b>	<b>0</b>
<b>c) Violation of City Ordinance:</b>	<b>0</b>
<b>d) Outstanding Warrant:</b>	<b>9</b>

## **12. Was physical force resulting in bodily injury used during stop?**

Total: 1721

CCP 2.132(b)(6)(D), 2.133(b)(9)

(Must equal total number of stops)

<b>a) Yes:</b>	<b>0</b>
<b>b) No:</b>	<b>1721</b>

**OVILLA POLICE DEPARTMENT**  
**MEMO**  
(Form 7.01-1)

Date: February 1, 2021

To: Ovilla Mayor and City Council

Fr: B. Windham, Chief of Police

Ref.: 2020 Racial Profiling

Cc: TCOLE

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According to the Texas Code of Criminal Article 2.134, the Ovilla Police Department is required to submit a report to the Commission and the municipal governing body concerning the following information:

- (1) a comparative analysis of the information compiled under Article 2.133 to:
  - (A) evaluate and compare the number of motor vehicle stops, within the applicable jurisdiction, of persons who are recognized as racial or ethnic minorities and persons who are not recognized as racial or ethnic minorities;
  - (B) examine the disposition of motor vehicle stops made by officers employed by the agency, categorized according to the race or ethnicity of the affected persons, as appropriate, including any searches resulting from stops within the applicable jurisdiction; and
  - (C) evaluate and compare the number of searches resulting from motor vehicle stops within the applicable jurisdiction and whether contraband or other evidence was discovered in the course of those searches; and
- (2) information relating to each complaint filed with the agency alleging that a peace officer employed by the agency has engaged in racial profiling.

According to the Texas Associations of Counties, the demographics for the counties of Dallas and Ellis are as follows:

Dallas

- White-66.7%
- African American-23.5%
- Hispanic-40.4% (Ethnicity)
- Asian/Pacific Islander-6.75%

- Alaska Native/Native American-1.1
- Multi-Racial-1.9

Ellis

- White-84.8%
- African American-11.3%
- Hispanic-26.5% (Ethnicity)
- Asian/Pacific Islander-.95%
- Alaska Native/Native American-.8%
- Multi-Racial-1.94%

Breakdown of stops, Total 1721 (Table 1)

a) Black:	<b>585</b>
b) Asian/Pacific Islander:	<b>8</b>
c) White:	<b>979</b>
d) Hispanic:	<b>148</b>
e) Alaska Native/American Indian:	<b>1</b>

The breakdown of motor vehicle contacts as made by the Ovilla Police Department are found in Table 1. The table shows that out of the total stops, more contacts occurred with White individuals than any other. Further, it shows that White contacts were stopped at a rate of 56.9% for their subset while African American contacts were stopped at a rate of 34% and Hispanics at a rate of 8.6%. Asian/Pacific Islander contacts were stopped at a rate of .5% and Native Americans at a rate of .06%. According to the data, White individuals were stopped with more frequency than any others. That percentage however is less than their percentage of the overall population for Ellis County. The percentages are closer in line with those of Dallas County.

Table 2

	Alaska Native/ American Indian	Asian/ Pacific Islander	Black	Hispanic	White	Total:
Citations	0	2	120	17	226	365
Verbal Warnings	1	5	452	126	743	1327
Written Warnings	0	0	1	2	3	6
Searches	0	0	37	10	42	89
Arrests	0	1	12	3	7	23
Contraband	0	0	27	4	23	54

Table 2 concerns motor vehicle stop dispositions and motor vehicle searches. The department conducted 1721 stops and 89 searches of motor vehicles. Of the 365 citations issued, 62% were to White individuals, 33% to Black individuals, 4.7% to Hispanics, and .5% to Asian/Pacific Islanders. Of the arrests made from stops, 30% were White, 52% were Black, 7.7% were Hispanic and 4% were Asian/Pacific Islander. Those arrests could be a combination warrants and the result of searches. 47% of searches conducted were on White individuals with those searches resulting in contraband in 55% of the time. For Black individuals, 42% of searches were conducted resulting in 73% finding of contraband. 11% of searches were conducted on Hispanic individuals which resulted in a finding of contraband 40% of the time.

The Ovilla Police Department reports no complaints of racial profiling for the year 2020.

This report is respectfully submitted.

Brian Windham  
Chief of Police

# Ovilla Fire Department

## January Monthly Report



**Fire Chief Brandon Kennedy**

105 S. Cockrell Hill Road  
Ovilla Texas, 75154  
[cityofovilla.org](http://cityofovilla.org)

## Mission Statement

The mission of the Ovilla Fire Department is to provide services designed to protect citizens and property of the City of Ovilla and outlying areas. All persons and or departments requesting assistance from the Ovilla Fire Department because of the adverse effects of fire, medical emergencies, or hazardous conditions created by man or nature will be dealt with in a professional manner, consistent with the economic capability of the community.

## Summary of Staffing for the Department

- Currently the Department has 1 Firefighter Paramedic position open.
- Currently the Department has 1 Firefighter Basic position open.
- Currently the Department has 7 Volunteer Firefighter position open.
- Current Staffing
  - 2 Chiefs
  - 5 Captains
  - 22 Firefighter Paramedics
  - 7 Firefighter EMT-Basics
  - 5 Volunteer Firefighters
  - Total Staffing of 41 out of 50 positions
- Of the Volunteers on staff,
  - 3 of them are Dual Certified, meaning they have their Fire Certs and EMT Basic and or Paramedic
  - 2 have just their Fire Certs
  - 0 have just their EMT- 1 - Basic and 1 - Paramedic
  - 0 Volunteers do not have any Certification at this time.
- We had a new hire test December 12<sup>th</sup>, for the Volunteer Positions and we hired 3 out of 8 that tested. They are starting their orientation January 11<sup>th</sup>, and we are working on another test date to fill the other openings.

## Grants Report

- Have turned in four Texas Forestry Service Grants, waiting for notification of award and they will remain active until they are awarded without reapplying for them.
  - 01/23/2018 applied for a bunker gear grant that we are still waiting to hear if awarded
  - 01/23/2018 applied for a Brush Truck Chassis grant that we are still waiting to hear if awarded
  - 08/29/2019 applied for a Skid Unit to be placed onto Brush Truck Chassis if awarded
  - 01/23/2018 applied for a Brush Truck grant that we are still waiting to hear if awarded

## Summary of Events for the Department

- January, we had a total of 91 (Last December we ran 81) calls through dispatch and several public service calls that were not dispatched. These come from a resident calling the station phone and needing assistance with smoke detector batteries. We are trying to reach out to the residents to let them know we can assist them with smoke detector batteries and installation. We will not purchase them but if they purchase the detector and or batteries, we will be happy to assist them.
- Siren Testing complete, and all are working properly.
- COVID-19 Monitoring
- FD ran a total of 13 possible COVID-19 calls this month, with 6 of these being in the City Limits. They are “possible” due to a positive screening result through our dispatch questionnaire process.

*This does not mean that they have or will test positive at the emergency room.*

## Summary of Staffing for the Month

- 7 days a week we have 3 - 24-hour part time positions (0800 – 0800)
- These positions were **100%** filled this month
- 7 Days a week we have 2 – 12-hour shifts that are covered by volunteers (0800 – 2000) and (2000 – 0800)
- **44 / 62** Volunteer shifts were covered, and these 44 shifts we had 4 personnel on the Engine

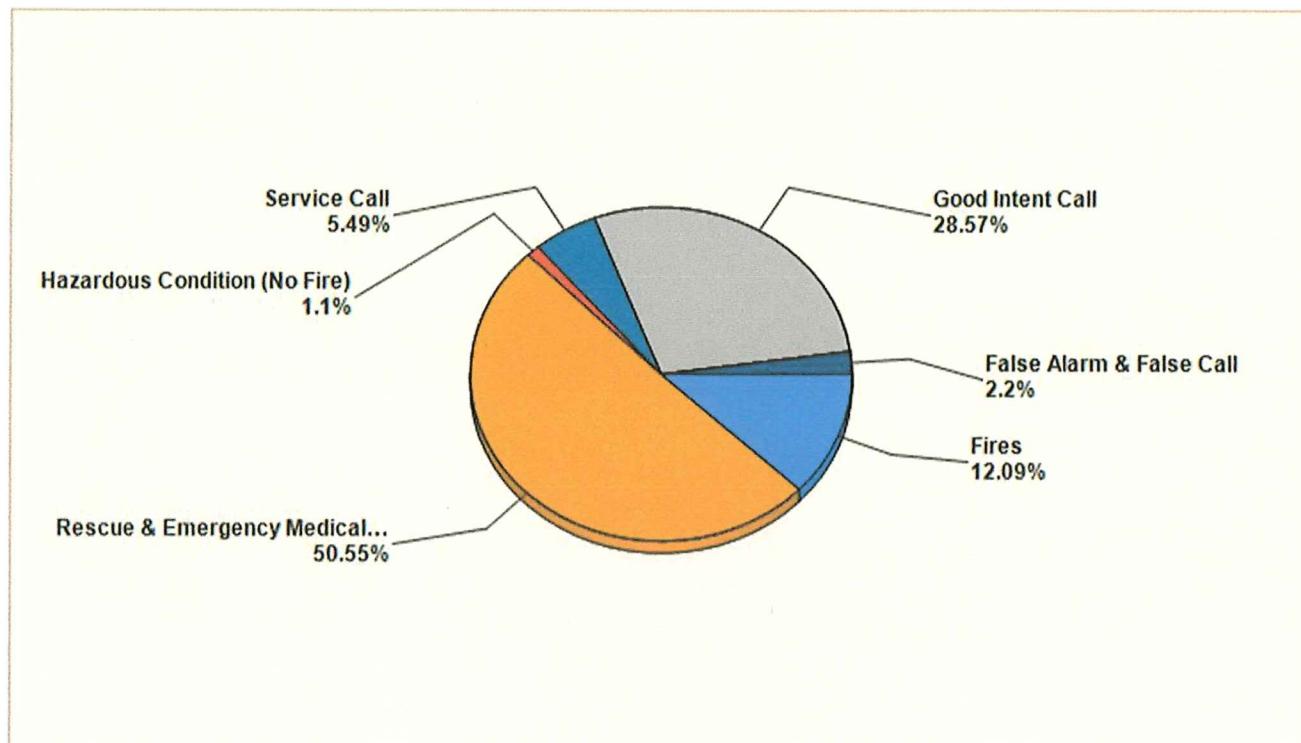
## Summary of Activity from Deputy Chief / Fire Marshal's Office

- CQI Reports
- 3 meetings
- 1 foster home inspection
- 5 consults
- Assist / Backup PD
- Obtained Department Infection Control Officer Certification
- Completed 12 hours of fire investigator continuing education
- Covered 24-hour shift

## Monthly Call Summary

INCIDENT COUNT		
INCIDENT TYPE	# INCIDENTS	
EMS	46	
FIRE	45	
<b>TOTAL</b>	<b>91</b>	
MUTUAL AID		
Aid Type	Total	
Aid Given	16	
Aid Received	7	
OVERLAPPING CALLS		
# OVERLAPPING	% OVERLAPPING	
11	12.09	
LIGHTS AND SIREN - AVERAGE RESPONSE TIME (Dispatch to Arrival)		
Station	EMS	FIRE
Station 701	0:06:15	0:09:43
<b>AVERAGE FOR ALL CALLS</b>		<b>0:07:25</b>
LIGHTS AND SIREN - AVERAGE TURNOUT TIME (Dispatch to Enroute)		
Station	EMS	FIRE
Station 701	0:01:41	0:01:37
<b>AVERAGE FOR ALL CALLS</b>		<b>0:01:45</b>
AGENCY		
Ovilla Fire Department	<b>AVERAGE TIME ON SCENE (MM:SS)</b>	
	27:28	

## Breakdown by Major Incident Type



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	11	12.09%
Rescue & Emergency Medical Service	46	50.55%
Hazardous Condition (No Fire)	1	1.1%
Service Call	5	5.49%
Good Intent Call	26	28.57%
False Alarm & False Call	2	2.2%
<b>TOTAL</b>	<b>91</b>	<b>100%</b>

Average 2.75 fire per week

Average 2.94 calls per day

Average 22.75 calls per week

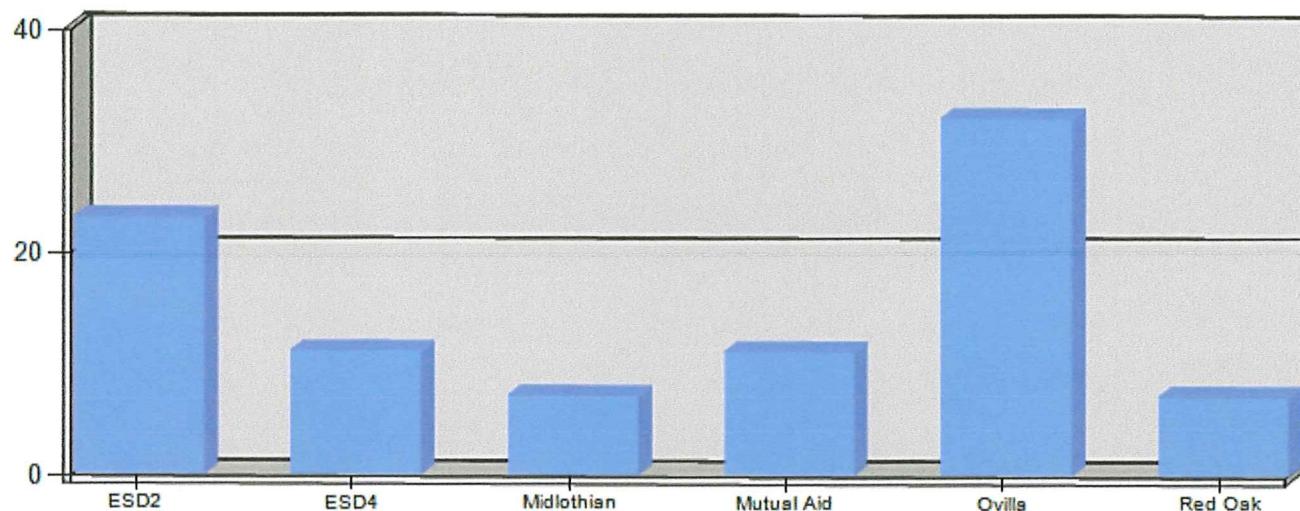
C701 Responses | 14

C702 Responses | 12

Number of Overlapping Calls | 11

**Total Ovilla Fire Department Runs | 91**

## Breakdown by Districts



District	December	November
ESD2 - ESD #2	23	19
ESD4 - ESD #4	11	4
Midlothian - Midlothian City Limits	7	9
Mutual Aid - Mutual Aid	11	3
Ovilla - City Limits	32	29
Red Oak - Red Oak City Limits	7	9
<b>TOTAL:</b>	<b>91</b>	<b>73</b>

*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	December	November
ESD2 - ESD #2	8.19	7.91
ESD4 - ESD #4	8.49	9.84
Midlothian - Midlothian City Limits	6.5	11.2
Mutual Aid - Mutual Aid	22.78	9
Ovilla - City Limits	5.88	4.71
Red Oak - Red Oak City Limits	8.18	8.11
	7.52	7.49

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

## Average Turn Out Time Dispatch to En-Route by Apparatus

Apparatus	December	November
B701	1:50	2:04
C701	1:27	1:22
C702	1:42	1:36
E701	1:47	1:43
E702	5:00	3:23
R755	2:31	2:08
<b>AVERAGE TURNOUT TIME:</b>	<b>2:07</b>	<b>2:03</b>

Turn out times are figured from time of dispatch to the time the Apparatus checks En-Route, and the goal with this time is to have an average turn out time of 1:30 over 90% of our calls.

## Incident Count Per Apparatus

APPARATUS	# of INCIDENTS
AIDAU	2
B701	6
C701	14
C702	12
E701	61
E702	1
R755	5

This is showing how many runs were made by apparatus. AIDAU is number of runs made by an Automatic Aid Unit due to our unit being on another call.

## Fleet Report

Apparatus	Beginning Mileage	Ending Mileage	Mileage for the Month	Fuel Expenses	Maintenance Expenditures
B701	59,639	59,721	82	\$ 19.14	\$ 1,469.54
B702	4,191	4,192	1	\$ -	\$ 764.90
C701	33,815	34,085	270	\$ 82.00	\$ -
C702	3,670	3,922	252	\$ 63.60	\$ -
S701	108,483	108,829	346	\$ 23.40	\$ -
E701	23,967	24,446	479	\$ 335.06	\$ 1,376.95
E702	30,560	30,659	99	\$ 94.54	\$ -
E703	-	-	0	\$ -	\$ -
R755	20,886	21,068	182	\$ 116.13	\$ 954.09
Station Supplies (Small Equipment Fuel, Propane, Other)			\$ -	\$ -	\$ -
Totals for the Month			1,711	\$ 733.87	\$ 4,565.48

## COVID-19 Update as of February 2<sup>nd</sup>, 2021

For Current THT Updates visit the Ellis County COVID-19 Dashboard at:

<https://www.co.ellis.tx.us/992/COVID-19-Updates>

There is not current THT update on the Ellis County Dashboard.

DSHS Dashboard: Ellis County

- Confirmed Cases: 18,984
- Active: 660
- Deaths: 237
- Recovered (estimated): 18,259
- Test Administered in Ellis County: 144,159

Ellis County Vaccine Updates:

*Background:*

Texas has convened a team of appointed external and internal subject-matter experts (SME) into the COVID-19 Expert Vaccine Allocation Panel (EVAP) to develop vaccine allocation strategies as recommendations to the Texas Commissioner of Health. The panel will develop and apply guiding principles in their recommendations. Some of these principles may include equitable distribution across urban and rural communities, and considerations of application of ACIP guidance for vulnerable populations. The guiding principles are under development and will be finalized by the EVAP. DSHS has not allotted any vaccines to Ellis County since week 5 (January 11) of the vaccination distribution plan, and we have not received detail on the number of vaccines they will provide in the future. Texas has directed most COVID-19 vaccines to large sites or hubs around the State.

### **PROMOTING PUBLIC HEALTH: Government working for you (Timeline):**

This initiative is a countywide response to establish a vaccine hub here in Ellis County. The City of Waxahachie has provided an available location, and both public and private partners continue to come together to provide the resources and the manpower to establish a site for residents to receive a vaccine.

- Monday, January 25th – Ellis County announced to the public that a countywide initiative has begun to execute a COVID-19 vaccination hub for Ellis County.
- Saturday, January 30th - The registration software for eligible residents to receive a COVID-19 vaccine from the vaccination hub was publicized.
- **Monday, February 1st** - We received a COVID-19 a 5,000-dose allotment from the Texas Department of State Health Services (DSHS).
- **Tuesday, February 2nd** – The Ellis County Initiative conducted a test run between 2:00PM-4:00PM. o Total vaccinated 250 individuals. Average wait time is estimated 35 minutes per person.
  - o Hours of operation will be from 8:00AM-5:00PM Tuesday through Saturday. □ Vaccines will be administered from 9:00AM-4:00PM
  - o **Public Site volunteers are needed for the Ellis County Vaccine Hub beginning Wednesday, February 3, 2021 at the Waxahachie Senior Center. Opportunities include wheelchair attendees, logistics personnel and exterior traffic & door greeters. To sign up to volunteer, visit:**

<https://www.signupgenius.com/go/volunteerwaxahachie>

## HOSPITAL EMSYSTEMS UPDATE

### Hospital Bed Availability

County	ED	MedSurg	Telemetry	Adult ICU	Pediatric M/S	PICU	Neg Pressure	Observation	Outpatient	Psych	Surge	Total Available Beds
Ellis	30	22	14	13	0	0	17	1	0	0	5	102

### Hospital Occupancy

County	Census: Inpatient Total	Available Staffed Inpatient Beds	Total Inpatient Occupancy Rate	Census: Confirmed COVID Inpatient	% of all Inpatients with Confirmed COVID	Census: Adult ICU Beds	Available Staffed Adult ICU	Adult ICU Occupancy Rate	Census: Confirmed COVID Adult ICU	% of Adult ICU Pts w/Confirmed COVID	
Ellis	120	71	62.83%	48	22.12%	40.00%	16	13	55.17%	10	62.50%

### Ventilator Availability

County	Total Classic Ventilators in Use	Total Classic Ventilators Available	Total Classic Ventilators Usage Rate	Total Mechanical Ventilators in Use	Total Mechanical Ventilators Available	Total Mechanical Ventilator Usage Rate	COVID-19 Hospitalized and Ventilated	Percent of All Ventilated Patients with COVID
Ellis	16	32	33.33%	36	66	35.29%	13	36.11%

### ED Visits (Last 24 Hours)

County	Last 24hrs All Suspected Admits	Last 24hrs All Confirmed Admits	Last 24hrs All COVID Admits	ER Visits last 24hrs - Total Number	ER Visits last 24hrs - Suspected COVID19	Percent of Total ED Visits with Suspected COVID
Ellis	8	7	15	239	71	29.71%

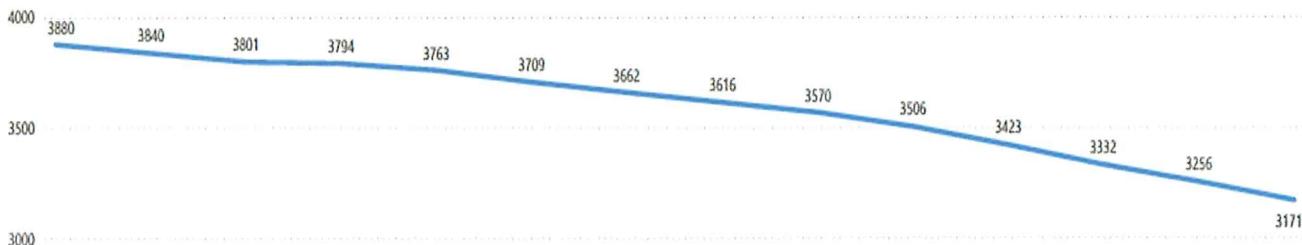
**TSA-E**

### COVID Hospital 7 Day Averages

2/1/2021

#### 7 Day Averages for Hospital COVID Data

● Confirmed COVID Patients in Hospitals ● Suspected/Confirmed COVID ER Visits - Last 24 Hours ● Suspected/Confirmed COVID Admits - Last 24 Hours



2500

2000

1500

1000

500

Jan 19

Jan 21

Jan 23

Jan 25

Jan 27

Jan 29

Jan 31

DateKey

851

831

830

827

820

802

793

DateKey

819

802

793

767

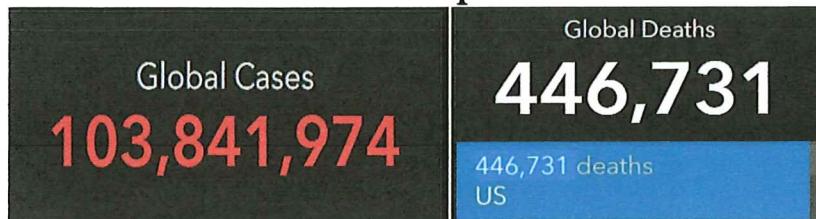
754

742

736

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## National Updates:



**US DEATH RATE: 0.43%\***

\*Based off current deaths divided by total confirmed

## Globally:



**GLOBAL DEATH RATE: 2.17\***

\*Based off current deaths divided by total confirmed

## GOVERNOR'S UPDATES:

### COVID:

- On January 28, Governor Abbott and the Texas Education Agency (TEA) launched an online application for the Supplementary Special Education Services (SSES) program, which allows eligible families of children with significant cognitive disabilities and complex educational needs to apply for a \$1,500 online account to be used in the SSES marketplace. The goods and services in the marketplace can help families mitigate educational setbacks resulting from the extensive disruptions to education prompted by COVID-19.
- On January 27, Governor Abbott announced that the U.S. Department of Defense (DOD) has deployed 80 military medical personnel from the U.S. Army, U.S. Navy, and U.S. Air Force to assist in the COVID-19 response in Abilene, Lufkin, and Eagle Pass.
- On January 27, Governor Abbott and the Texas Division of Emergency Management (TDEM) announced the creation of the State Mobile Vaccine Pilot Program to ramp up COVID-19 vaccination efforts in underserved areas of Texas. As part of this pilot program, state mobile vaccination teams made up of Texas National Guard personnel will be deployed to five rural Texas counties — DeWitt, Marion, Real, Sherman, and Starr — to administer vaccinations to qualified Texans in those communities. Texas National Guard teams are prepared to begin vaccinations on Thursday and the Texas Division of Emergency Management is actively working with county officials to schedule their deployment.

Webpage has the revised Open Texas checklists

<https://gov.texas.gov/organization/opentexas>

**Local Drive Through COVID-19 Testing Site:**

In partnership with the Texas Department of State Health Services (DSHS) and The Texas Division of Emergency Management (TDEM), the City of Red Oak is hosting a FREE drive-thru COVID-19 testing site at 200 Live Oak Dr. The testing site opened December 28th and will run until further notice. The drive-thru site will be operational 7 days a week from 8:00am-5:00pm. For those needing testing they can register at [DOCSHealthTesting.com](http://DOCSHealthTesting.com)

**DOCSHealthTesting.com**

**FREE Saliva-Based COVID-19 Testing For All**

**Keeping Texas Tested and Open**



**WHERE:**  
Red Oak ISD Professional Development Center  
200 Live Oak St. Red Oak, TX 75154

**WHEN:**  
Starting Monday, Dec 28 (Closed Jan 1)  
Daily 8 am - 5 pm  
No group code | Drive-Through Testing

**Register at: [DOCSHealthTesting.com](http://DOCSHealthTesting.com)**

- Free oral COVID-19 testing
- No requirements for testing
- No eating or drinking 15-minutes prior to getting tested
- Easy registration at [DOCSHealthTesting.com](http://DOCSHealthTesting.com)
- Results in 48-96 hours
- Positive results receive a medical consultation from a provider

**DOCS** | **HEALTH**

# Ovilla Fire Department

## Annual Report for 2020



**Fire Chief Brandon Kennedy**

105 S. Cockrell Hill Road  
Ovilla Texas, 75154  
[cityofovilla.org](http://cityofovilla.org)

## Mission Statement

The mission of the Ovilla Fire Department is to provide services designed to protect citizens and property of the City of Ovilla and outlying areas. All persons and or departments requesting assistance from the Ovilla Fire Department because of the adverse effects of fire, medical emergencies, or hazardous conditions created by man or nature will be dealt with in a professional manner, consistent with the economic capability of the community.

## Accomplishments for 2020

2020 – New Fire Marshal Vehicle	New Hire Testing Process
5 – New AED's for the City through CRF	New Microwave Link for CAD
New Lifepack 15 through CRF	Upgrade Software for Storm Sirens
New LUCAS Device through CRF	New Privacy Fence
New Holmatro Extrication Tools Purchased by ESD 2 and The Ovilla Service League	Raise for all Fire Department Personnel

## Year Call Summary

INCIDENT COUNT		
INCIDENT TYPE	# INCIDENTS	
EMS	466	
FIRE	429	
<b>TOTAL</b>	<b>895</b>	
MUTUAL AID		
AID TYPE	Total	
Aid Given	128	
Aid Received	32	
OVERLAPPING CALLS		
# OVERLAPPING	% OVERLAPPING	
89	9.94	
LIGHTS AND SIREN - AVERAGE RESPONSE TIME (Dispatch to Arrival)		
Station	EMS	FIRE
Station 701	0:06:46	0:07:45
<b>AVERAGE FOR ALL CALLS</b>		<b>0:07:02</b>
LIGHTS AND SIREN - AVERAGE TURNOUT TIME (Dispatch to Enroute)		
Station	EMS	FIRE
Station 701	0:01:31	0:01:40
<b>AVERAGE FOR ALL CALLS</b>		<b>0:01:37</b>
AGENCY		AVERAGE TIME ON SCENE (MM:SS)
Ovilla Fire Department		22:03

## Breakdown by Major Incident Type

Average 8.9 fire per week

Average 2.57 calls per day

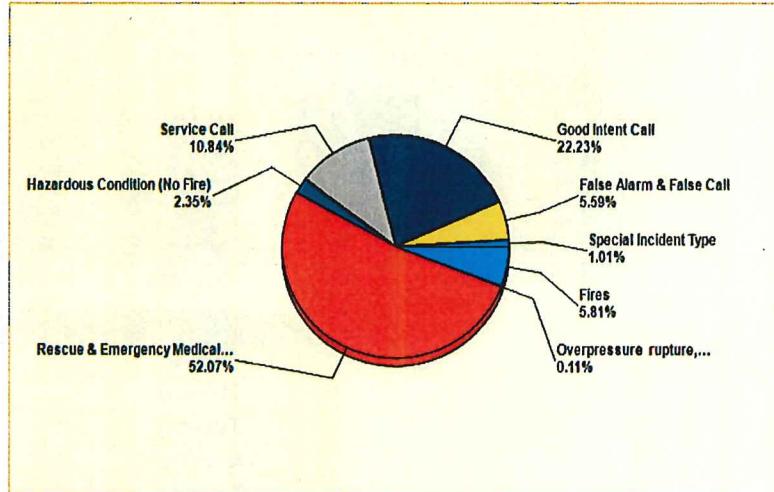
Average 18.09 calls per week

C701 Responses | 10

C702 Responses | 7

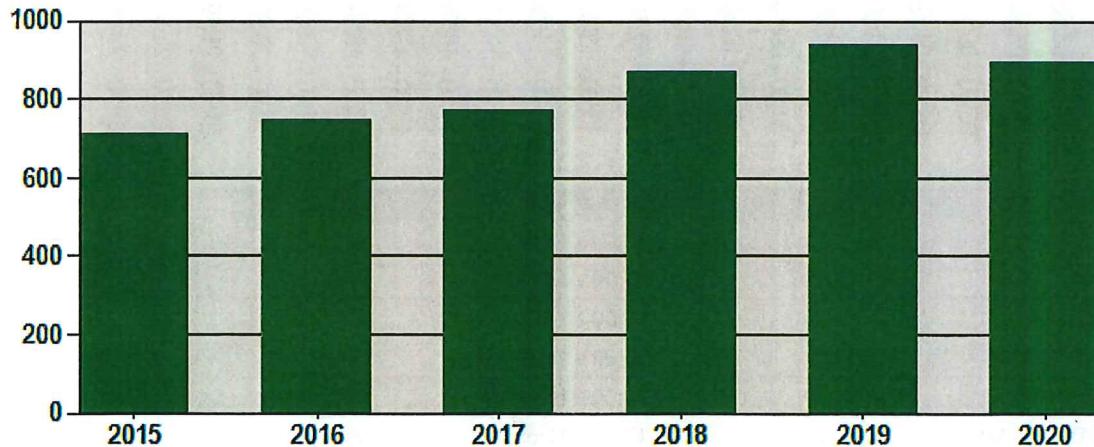
Number of Overlapping Calls | 88

**Total Ovilla Fire Department Runs | 941**



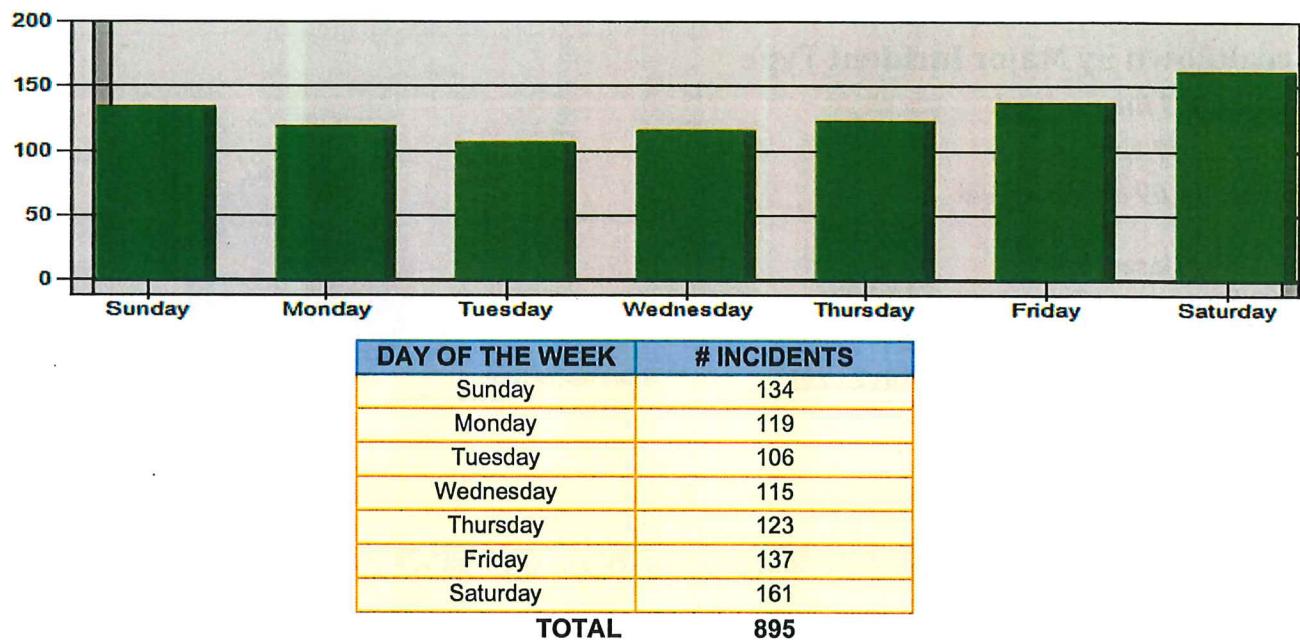
MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	52	5.81%
Overpressure rupture, explosion, overheat - no fire	1	0.11%
Rescue & Emergency Medical Service	466	52.07%
Hazardous Condition (No Fire)	21	2.35%
Service Call	97	10.84%
Good Intent Call	199	22.23%
False Alarm & False Call	50	5.59%
Special Incident Type	9	1.01%
<b>TOTAL</b>	<b>895</b>	<b>100%</b>

## Incident Numbers by Last 6 Years

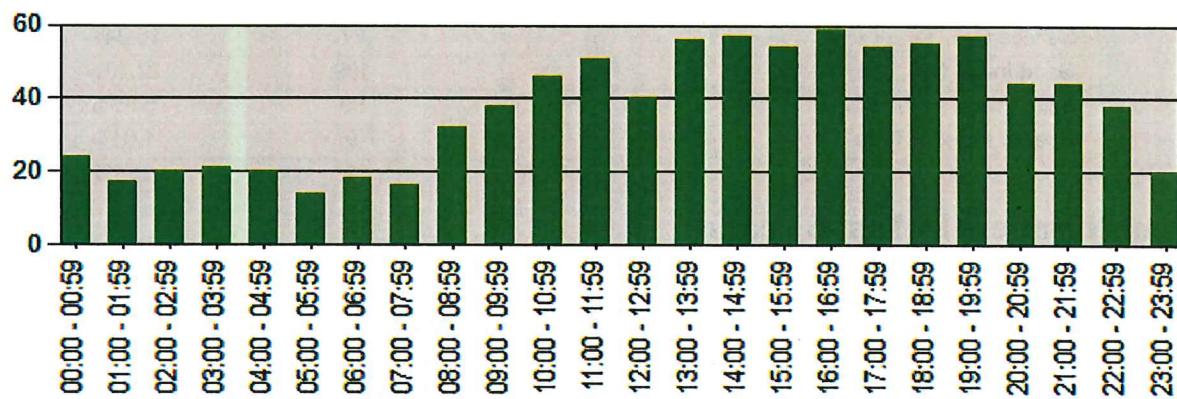


Since 2015 our call load has steadily been increasing, which has required more out of the firefighters and the administration staff. With COVID-19 pandemic arriving last March, our numbers really decreased due to Medical Calls decreasing. Over the five years prior we experienced an average 7% increase, experienced an 5% decrease in 2020 and still held a five-year average of a 5% increase.

## Incident Numbers by Day of the Week

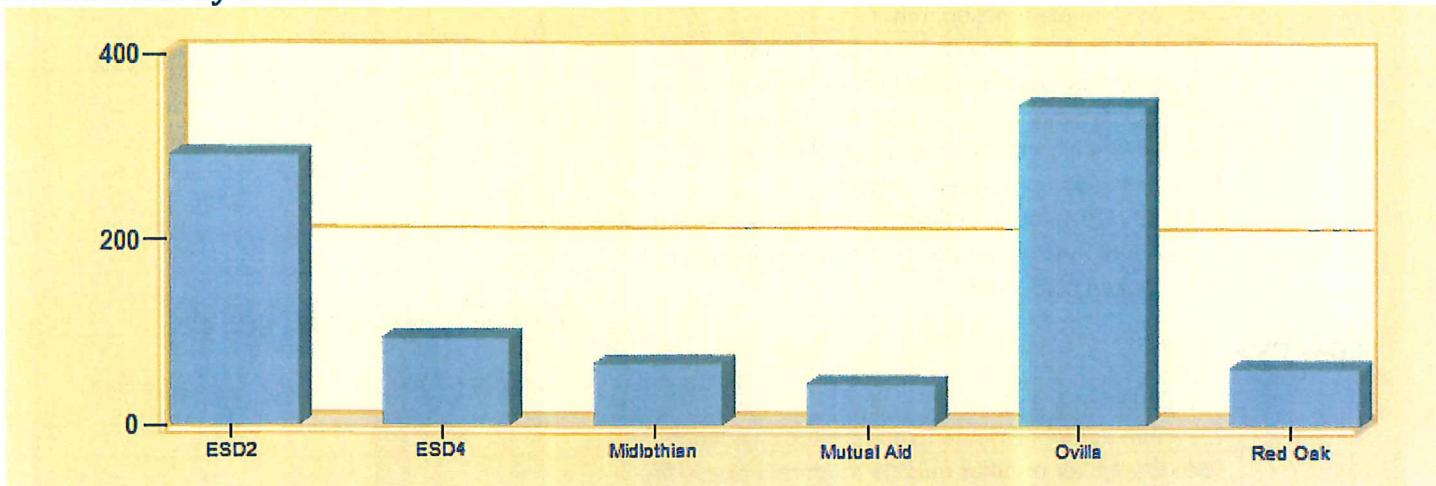


## Incident Numbers by the Hour



TIME	COUNT	TIME	COUNT
00:00 - 00:59	24	12:00 - 12:59	40
01:00 - 01:59	17	13:00 - 13:59	56
02:00 - 02:59	20	14:00 - 14:59	57
03:00 - 03:59	21	15:00 - 15:59	54
04:00 - 04:59	20	16:00 - 16:59	59
05:00 - 05:59	14	17:00 - 17:59	54
06:00 - 06:59	18	18:00 - 18:59	55
07:00 - 07:59	16	19:00 - 19:59	57
08:00 - 08:59	32	20:00 - 20:59	44
09:00 - 09:59	38	21:00 - 21:59	44
10:00 - 10:59	46	22:00 - 22:59	38
11:00 - 11:59	51	23:00 - 23:59	20

## Breakdown by Districts



ZONES	INCIDENT TYPE	COUNT
<b>ESD2 - ESD #2</b>		
	111 - Building fire	3
	114 - Chimney or flue fire, confined to chimney or flue	1
	118 - Trash or rubbish fire, contained	2
	140 - Natural vegetation fire, other	1
	142 - Brush or brush-and-grass mixture fire	4
	143 - Grass fire	4
	151 - Outside rubbish, trash or waste fire	1
	154 - Dumpster or other outside trash receptacle fire	1
	251 - Excessive heat, scorch burns with no ignition	1
	311 - Medical assist, assist EMS crew	51
	320 - Emergency medical service, other	2
	321 - EMS call, excluding vehicle accident with injury	117
	322 - Motor vehicle accident with injuries	6
	324 - Motor vehicle accident with no injuries.	6
	412 - Gas leak (natural gas or LPG)	2
	442 - Overheated motor	1
	444 - Power line down	1
	511 - Lock-out	1
	553 - Public service	2
	554 - Assist invalid	7
	561 - Unauthorized burning	5
	600 - Good intent call, other	2
	611 - Dispatched & cancelled en route	26
	622 - No incident found on arrival at dispatch address	6
	631 - Authorized controlled burning	1
	651 - Smoke scare, odor of smoke	4
	653 - Smoke from barbecue, tar kettle	1
	700 - False alarm or false call, other	3
	710 - Malicious, mischievous false call, other	1
	711 - Municipal alarm system, malicious false alarm	1

## Ovilla Fire Department Monthly Report

## Annual Report 2020

715 - Local alarm system, malicious false alarm	1
730 - System malfunction, other	1
733 - Smoke detector activation due to malfunction	2
735 - Alarm system sounded due to malfunction	1
736 - CO detector activation due to malfunction	1
740 - Unintentional transmission of alarm, other	5
742 - Extinguishing system activation	1
743 - Smoke detector activation, no fire - unintentional	7
745 - Alarm system activation, no fire - unintentional	4
911 - Citizen complaint	3
<i>Total Incidents for ESD2 - ESD #2:</i>	<b>290</b>

## ESD4 - ESD #4

111 - Building fire	5
121 - Fire in mobile home used as fixed residence	1
154 - Dumpster or other outside trash receptacle fire	1
311 - Medical assist, assist EMS crew	12
321 - EMS call, excluding vehicle accident with injury	48
322 - Motor vehicle accident with injuries	2
324 - Motor vehicle accident with no injuries.	1
412 - Gas leak (natural gas or LPG)	1
550 - Public service assistance, other	1
553 - Public service	2
554 - Assist invalid	3
561 - Unauthorized burning	1
611 - Dispatched & cancelled en route	8
622 - No incident found on arrival at dispatch address	1
631 - Authorized controlled burning	1
651 - Smoke scare, odor of smoke	2
700 - False alarm or false call, other	1
710 - Malicious, mischievous false call, other	1
735 - Alarm system sounded due to malfunction	1
<i>Total Incidents for ESD4 - ESD #4:</i>	<b>93</b>

## Midlothian - Midlothian City Limits

111 - Building fire	2
112 - Fires in structure other than in a building	1
113 - Cooking fire, confined to container	1
117 - Commercial Compactor fire, confined to rubbish	1
143 - Grass fire	1
311 - Medical assist, assist EMS crew	1
321 - EMS call, excluding vehicle accident with injury	1
551 - Assist police or other governmental agency	1
571 - Cover assignment, standby, moveup	2
611 - Dispatched & cancelled en route	52
745 - Alarm system activation, no fire - unintentional	1
900 - Special type of incident, other	1
<i>Total Incidents for Midlothian - Midlothian City Limits:</i>	<b>65</b>

## Mutual Aid - Mutual Aid

100 - Fire, other	1
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111 - Building fire	3
143 - Grass fire	1
311 - Medical assist, assist EMS crew	1
321 - EMS call, excluding vehicle accident with injury	2
551 - Assist police or other governmental agency	23
611 - Dispatched & cancelled en route	10
651 - Smoke scare, odor of smoke	1
700 - False alarm or false call, other	1
<i>Total Incidents for Mutual Aid - Mutual Aid:</i>	<b>43</b>

**Ovilla - City Limits**

111 - Building fire	5
113 - Cooking fire, confined to container	2
142 - Brush or brush-and-grass mixture fire	1
143 - Grass fire	1
311 - Medical assist, assist EMS crew	12
320 - Emergency medical service, other	1
321 - EMS call, excluding vehicle accident with injury	182
322 - Motor vehicle accident with injuries	10
324 - Motor vehicle accident with no injuries.	6
412 - Gas leak (natural gas or LPG)	2
440 - Electrical wiring/equipment problem, other	1
441 - Heat from short circuit (wiring), defective/worn	1
444 - Power line down	10
445 - Arcing, shorted electrical equipment	2
500 - Service Call, other	1
510 - Person in distress, other	2
511 - Lock-out	4
522 - Water or steam leak	2
531 - Smoke or odor removal	1
550 - Public service assistance, other	4
553 - Public service	8
554 - Assist invalid	26
600 - Good intent call, other	2
611 - Dispatched & cancelled en route	17
622 - No incident found on arrival at dispatch address	4
631 - Authorized controlled burning	12
651 - Smoke scare, odor of smoke	5
700 - False alarm or false call, other	2
711 - Municipal alarm system, malicious false alarm	2
733 - Smoke detector activation due to malfunction	3
735 - Alarm system sounded due to malfunction	1
736 - CO detector activation due to malfunction	1
740 - Unintentional transmission of alarm, other	1
743 - Smoke detector activation, no fire - unintentional	1
744 - Detector activation, no fire - unintentional	2
745 - Alarm system activation, no fire - unintentional	2
911 - Citizen complaint	5
<i>Total Incidents for Ovilla - City Limits:</i>	<b>344</b>

**Red Oak - Red Oak City Limits**

111 - Building fire	6
142 - Brush or brush-and-grass mixture fire	1
143 - Grass fire	1
321 - EMS call, excluding vehicle accident with injury	1
322 - Motor vehicle accident with injuries	3
323 - Motor vehicle/pedestrian accident (MV Ped)	1
531 - Smoke or odor removal	1
611 - Dispatched & cancelled en route	43
651 - Smoke scare, odor of smoke	1
700 - False alarm or false call, other	2
<i>Total Incidents for Red Oak - Red Oak City Limits:</i>	<b>60</b>

**Total Count for all Zone:** **895**

*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 Year

DISTRICT	AVERAGE RESPONSE TIME IN MINUTES (DISPATCH TO ARRIVED)
Mutual Aid - Mutual Aid	19.95
Midlothian - Midlothian City Limits	11.82
Red Oak - Red Oak City Limits	9.1
ESD4 - ESD #4	8.69
ESD2 - ESD #2	8.1
Ovilla - City Limits	5.28
Average Response Time	7.36

*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 for the Last Year

APPARATUS	TURNOUT TIME (min) (Dispatch to Enroute)
AIDAU	1:00
B701	1:38
B702	2:20
C701	1:11
C702	1:22
E701	1:40
E702	2:39
R755	2:55
S701	0:32
STA 1	1:18
<b>AVERAGE TURNOUT TIME:</b>	<b>1:39</b>

*Turn out times are figured from time of dispatch to the time the Apparatus checks En-Route, and the goal with this time is to have an average turn out time of 1:30 over 90% of our calls.*

## Incident Count Per Apparatus for Last Calendar Year

APPARATUS	# of INCIDENTS
AIDAU	9
B701	30
B702	3
C701	119
C702	131
E701	675
E702	6
R755	31
S701	8
STA 1	3

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 for 2020

Ovilla Fire Department Mileage, Fuel and Maintenance Report for 2020						
Apparatus	Beginning Mileage	Ending Mileage	Mileage for the Month	Fuel Expenses	Maintenance Expenditures	
B701	58,575	59,721	1,146	\$ 404.79	\$ 1,903.78	
B702	4,018	4,192	174	\$ 321.03	\$ 1,899.95	
C701	27,204	33,815	6,611	\$ 904.04	\$ -	
C702	705	3,670	2,965	\$ 569.34	\$ -	
S701	104,235	108,829	4,594	\$ 561.68	\$ 1,669.12	
E701	18,767	24,446	5,679	\$ 4,367.24	\$ 21,020.35	
E702	29,642	30,659	1,017	\$ 959.09	\$ 17,199.38	
E703	N/A	N/A	0	\$ 37.53	\$ -	
R755	19,981	21,068	1,087	\$ 812.74	\$ 14,450.36	
Station Supplies (Small Equipment Fuel, Propane, Other)				\$ 826.86	\$ 97.44	
Totals for the Month			23,273	\$ 9,764.34	\$ 58,240.38	

# PUBLIC WORKS DIRECTOR REPORT

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

**FROM: James Kuykendall –Public Works Director**

**TOPIC: January 2021, Public Works Overview Report**

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## **Employee status report**

### **Covid19**

- As of 1-26-21 public works have 3 positive Covid-19 cases.
- Three employees received direct exposure in the office at the public works building and were all sent home to quarantine for 14-days as required. (They have since tested negative for Covid 19)
- James Kuykendall, Mike Dooly, Daniel Durham, Randall Bailey, and Dustin Cleveland all tested negative and are currently in the office and maintaining all normal daily activities.
- On 2-8-21 All employees will return to work except for two and they will return on February 09, 2021.
- Public works is taking all necessary precautions to prevent any further exposures the fire dept has disinfected the public works dept multiple times including all vehicles.

## **Public Works Project Overview**

- **Public Parking Lot-** Currently gathering quotes for lighting for the parking lot.
- **Walking paths and crosswalks-** Currently gathering quotes for flashing signs for cross walks and Ballard's for the sidewalk in front of the Pickard's House.
- **Chemical Building's-** Currently gathering quotes for chemical buildings at the pump station.
- **Vehicle Status-** 2008 Chevy Silverado 1500 had repairs to the heat and defrost system at a cost of \$1000.00.
- **Vehicle Status-** 2021 GMC SIERRA 2500 schedule to be delivered February to late March.

# CONSTRUCTION MANAGER MONTHLY REPORT 1/1/2021-1/31/2021

## **BRYSON MANOR PHASE 3**

- ALL DRAINAGE HAS BEEN INSTALLED BY CIRCLE H CONSTRUCTION
- GTI PAVING COMPLETED GRADING THE ROADWAY AND SIDEWALKS
- GTI HAS COMPLETED LIME STABILIZATION OF ROADWAY

## **CITY HALL PARKING**

- PROJECT HAD BEEN COMPLETED
- 5% RETAINAGE WILL BE HELD UNTIL GRASS GROWTH IS SATISFACTORY ON THE JOB.

## **WATER STREET BRIDGE**

- PROJECT WAS DELAYED MOST OF THE MONTH DO TO CONFLICT ON WHO RESPONSIBLE FOR WHAT PART OF THE CONCRETE UNDER THE BRIDGE.
- ISSUE WAS RESOLVED

## **BROADMOOR ESTATES**

- TEXAS INLET COMPLETED INSTALLATION OF POUR IN PLACE STORM DRAIN INLETS
- RETAINING WALL CONTRACTOR STARTED THE INSTALLATION OF THE WALLS
- 100 LINEAR FEET GUARD RAIL WAS INSTALLED TO TXDOT STANDARDS ON RED OAK CREEK ROAD
- RED OAK CREEK ROAD HAD THE ASPHALT REPLACED WHERE THE DRAINAGE WAS INSTALLED
- CW YOUNG STARTED GRADING THE ROADWAY AND REMOVING EXCESS DIRT

# CITY OF OVILLA

## WATER DEPT

**TO:** Honorable Mayor and City Council Members, City Manager- Pam Woodall,  
Public Works Director- James Kuykendall

**FROM:** Daniel Durham – Water/Wastewater Superintendent

**TOPIC:** Water/Wastewater Monthly Report for January ,2021

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### **Water/Wastewater Staffing: Superintendent-1 / Utility Crew Leader-1 / Utility Worker-1 ( Water Dept is currently fully staffed )**

#### **WORK ORDERS**

- 32 total Work Orders completed for the month of January 2021.

##### **Gov Pilot Reporting**

##### **Balances**

	Completed	Remaining
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##### **Water/Wastewater**

Dept -	25	8
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#### **WATER**

- 704 Buckboard - Repaired leaking coupling on 1 1/2" water main.
- 715 Buckboard – Repaired and replaced leaking 3-way water valve system.
- Westmoreland @ Cardinal – Repaired leaking water main under the roadway at this intersection.
- Gallons pumped from DWU 12.453.000 MG, Retail Billed 8.128.400 MG, Retail Unbilled 27.5K , Builder metered 2.2K , Maintenance flushing 100.000K,
- Daily water sampling and pump station site check. (State Requirement)
- Daily monitoring of CL2 & NH3 feed rate and ratio 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, boxes & water meters as needed.

# CITY OF OVILLA WATER DEPT

## 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.
- Added lift station degreaser / Emulsifier once weekly to all stations as part of a maintenance program.

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

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

Subject: **Code Enforcement Monthly Report**

Calls For Service	Jan. 2021	Jan.2021 YTD	Jan .2020	
Complaint (Nuis 10 Permit 6,Parking 7)	23	23	36	
Follow up (Nuis 10 Permit 6 Park 7)	23	23	42	
Door Notice (Nui - 5, <b>Permit 1 Parking 1</b> )	7	7	20	
Mail Notice ( <b>Parking 6 nuisance 2 perm 6</b> )	14	14	14	
Posted Property ( <b>nuisance 4</b> )	4	4	2	
Court 3 (2 FTA 1 Nuisance Guilty \$211,)	\$211	\$211	\$166.00	
Citizen Contacts	51	51	56	
Permits Reviewed	17	17	18	
Permits Issued	14	14	16	
Inspections	22	22	28	
Nuisance Abated by City	5	5	0	
Nuisance Signs ( <b>Garage sale-11 business 24</b> )	35	35	36	
Board of Adjustment 1 fence 1 acc bldg 2 app	2	2	0	

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

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

Subject: **Animal Control Monthly Report**

Calls For Service	Jan.2021	Jan.2021 YTD	Jan.2020	
Complaint (Regist-18 At Large 2 Bark 1)	21	21	35	
Follow up	26	26	42	
Door Notice (Regis-5, Bark 1 at large24)	8	8	24	
Impounded Animal (Dog 2 )	2	2	6	
Animal welfare check	22	22	9	
Impound Results (Transport 2 Ret to own2)	4	4	6	
Impound fee collected	\$70.00	\$70.00	70	
Court	\$0.00	\$0.00	0	
Citizen Contacts	27	27	31	
Animal registration \$204	17	17	7	
Registration Letter Mailed	18	18	19	
Nuisance letter -1 barking 2 At large	3	3	4	
Animals released 1 possum	1	1	1	
Deceased removed	27	27	22	
Oak Leaf - ( 2 cats)	2	2	0	
Traps Checked Out	3	3	6	



**Date: February 8, 2021**

**To: Honorable Mayor and Council Members**

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

**From:**

**Sharon Jungman – Finance Director**

City of Ovilla  
 Transaction Detail Report  
 10/1/2020 - 12/31/2020

2/3/2021 04:57 PM

**100 - General Fund**

**Account 100-10-52250**

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

**100 - General Fund**

**Account 100-20-52380**

Post Date	Transaction Date	Source	Check #	Line Description	Debit	Credit	Balance
10/9/2020	10/9/2020	AP Invoice		Semi Annual Dispatch	20,475.00	0.00	20,475.00
				Total	20,475.00	0.00	

**100 - General Fund**

**Account 100-20-52390**

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

**100 - General Fund**

**Account 100-20-55240**

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

**100 - General Fund**

**Account 100-30-53415**

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

**100 - General Fund**

**Account 100-30-55545**

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

**100 - General Fund**

**Account 100-45-55465**

Post Date	Transaction Date	Source	Check #	Line Description	Debit	Credit	Balance
11/6/2020	11/6/2020	AP Invoice		Trash Service for October	23,002.34	0.00	23,002.34
12/11/2020	12/11/2020	AP Invoice		Waste Disposal for November	22,987.73	0.00	45,990.07

<b>100 - General Fund</b>	<b>Account 100-50-57463</b>					
Post Date	Transaction Date	Source	Check #	Line Description	Debit	Credit
10/30/2020	10/30/2020	AP Invoice		Water Street Bridge Progress Billing #1	103,233.00	0.00
				Total	103,233.00	0.00
<b>200 - Water And Utilities Fund</b>	<b>Account 200-75-55460</b>					
Post Date	Transaction Date	Source	Check #	Line Description	Debit	Credit
11/13/2020	11/13/2020	AP Invoice		Water purchase for 10-1 to 10-29-20	39,858.92	0.00
12/18/2020	12/18/2020	AP Invoice		Water Purchase for 10-30 to 12-1	35,640.91	0.00
				Total	75,499.83	0.00
<b>200 - Water And Utilities Fund</b>	<b>Account 200-80-55463</b>					
Post Date	Transaction Date	Source	Check #	Line Description	Debit	Credit
10/2/2020	10/2/2020	AP Invoice		Sewer Service for October	14,065.00	0.00
10/16/2020	10/16/2020	AP Invoice		Sewer Treatment for November	14,065.00	0.00
12/11/2020	12/11/2020	AP Invoice		Waste Disposal for December	33,066.00	0.00
12/18/2020	12/18/2020	AP Invoice		Waste Disposal for January	33,066.00	0.00
				Total	94,262.00	0.00



**Date: February 8, 2021**

**To: Honorable Mayor and Council Members**

**Subject: Financial Statement Summaries for  
October 1, 2020 thru December 31, 2020**

**This period covers 25% of the FY2021 Budget**

**(With Unreconciled Bank Statements)**

**From:**

**Sharon Jungman – Finance Director**

City of Ovilla  
 Financial Statement  
 As of December 31, 2020

2/3/2021 04:02 PM

October Thru December 2020 Equals 25% of FY2021 Budget

100 - General Fund	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% of Budget	Budget Remaining
<b>Revenue Summary</b>							
Taxes	1,221,405.41	221,164.33	1,000,241.08	1,389,489.31	2,654,965.00	52.34%	1,265,475.69
Licenses-Permits-Fees	4,572.16	10,621.58	(6,049.42)	8,464.78	127,510.00	6.64%	119,045.22
Services	412.00	47,144.46	(46,732.46)	724.00	565,960.00	0.13%	565,236.00
Fines & Forfeitures	5,392.26	10,458.32	(5,066.06)	11,410.78	125,550.00	9.09%	114,139.22
Other Revenue	6,024.51	40,476.70	(34,452.19)	17,996.53	485,785.00	3.70%	467,788.47
Transfers	0.00	11,083.34	(11,083.34)	0.00	133,000.00	0.00%	133,000.00
Revenue Totals	<u>1,237,806.34</u>	<u>340,948.73</u>	<u>896,857.61</u>	<u>1,428,085.40</u>	<u>4,092,770.00</u>	<u>34.89%</u>	<u>2,664,684.60</u>
<b>Expense Summary</b>							
Employee Benefits	9,643.46	38,820.45	(29,176.99)	58,184.42	466,031.00	12.49%	407,846.58
Other Expense	3,240.63	4,143.97	(903.34)	4,879.25	49,745.00	9.81%	44,865.75
Personnel	149,563.83	166,191.69	(16,627.86)	512,841.24	1,995,046.00	25.71%	1,482,204.76
Not Categorized	9,796.24	0.00	9,796.24	18,077.61	0.00	0.00%	(18,077.61)
Special Services	12,230.70	10,989.44	1,241.26	17,118.20	131,900.00	12.98%	114,781.80
Contractual Services	4,732.83	24,778.63	(20,045.80)	43,144.74	297,462.00	14.50%	254,317.26
Operating Services	12,319.33	8,193.67	4,125.66	24,275.70	98,360.00	24.68%	74,084.30
Special Expenses	81,722.47	2,720.22	79,002.25	81,945.31	32,650.00	250.98%	(49,295.31)
Supplies	4,252.77	4,711.60	(458.83)	11,097.81	56,550.00	19.62%	45,452.19
Professional Development	2,033.10	2,524.00	(490.90)	2,077.25	30,300.00	6.86%	28,222.75
Software & Computer Equipment	9,215.20	6,477.62	2,737.58	39,128.19	77,758.00	50.32%	38,629.81
Printing Expense	1,266.75	1,464.12	(197.37)	2,835.95	17,574.00	16.14%	14,738.05
Utilities	35,537.77	31,570.80	3,966.97	61,426.01	378,995.00	16.21%	317,568.99
Repairs - Bldg & Machinery	5,348.26	11,818.31	(6,470.05)	38,307.97	141,850.00	27.01%	103,542.03
Insurance	250.00	2,715.70	(2,465.70)	10,435.32	32,602.00	32.01%	22,166.68
Minor Capital Outlay	7,755.67	9,276.01	(1,520.34)	13,146.95	111,347.00	11.81%	98,200.05
Vehicle Expenses	2,164.63	3,857.40	(1,692.77)	4,727.38	46,300.00	10.21%	41,572.62
Capital Outlay	2,434.50	10,416.67	(7,982.17)	105,667.50	125,000.00	84.53%	19,332.50
Rentals	271.91	274.89	(2.98)	815.73	3,300.00	24.72%	2,484.27
Expense Totals	<u>353,780.05</u>	<u>340,945.19</u>	<u>12,834.86</u>	<u>1,050,132.53</u>	<u>4,092,770.00</u>	<u>25.66%</u>	<u>3,042,637.47</u>

City of Ovilla  
 Financial Statement  
 As of December 31, 2020  
 October Thru December 2020 Equals 25% of FY2021 Budget

2/3/2021 04:02 PM

110 - LEOSE	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% of Budget	Budget Remaining
<b>Revenue Summary</b>							
Other Revenue	0.00	91.67	(91.67)	0.00	1,100.00	0.00%	1,100.00
Revenue Totals	<u>0.00</u>	<u>91.67</u>	<u>(91.67)</u>	<u>0.00</u>	<u>1,100.00</u>	<u>0.00%</u>	<u>1,100.00</u>
<b>Expense Summary</b>							
Professional Development	0.00	91.63	(91.63)	0.00	1,100.00	0.00%	1,100.00
Expense Totals	<u>0.00</u>	<u>91.63</u>	<u>(91.63)</u>	<u>0.00</u>	<u>1,100.00</u>	<u>0.00%</u>	<u>1,100.00</u>

City of Ovilla  
 Financial Statement  
 As of December 31, 2020

2/3/2021 04:02 PM

October Thru December 2020 Equals 25% of FY2021 Budget

120 - Street Improvement Fund	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% of Budget	Budget Remaining
<b>Revenue Summary</b>							
Taxes	7,133.52	5,247.90	1,885.62	22,818.67	63,000.00	36.22%	40,181.33
Revenue Totals	<u>7,133.52</u>	<u>5,247.90</u>	<u>1,885.62</u>	<u>22,818.67</u>	<u>63,000.00</u>	<u>36.22%</u>	<u>40,181.33</u>
<b>Expense Summary</b>							
Capital Outlay	0.00	5,247.90	(5,247.90)	0.00	63,000.00	0.00%	63,000.00
Expense Totals	<u>0.00</u>	<u>5,247.90</u>	<u>(5,247.90)</u>	<u>0.00</u>	<u>63,000.00</u>	<u>0.00%</u>	<u>63,000.00</u>

City of Ovilla  
 Financial Statement  
 As of December 31, 2020

2/3/2021 04:02 PM

October Thru December 2020 Equals 25% of FY2021 Budget

130 - Court Technology	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% of Budget	Budget Remaining
<b>Revenue Summary</b>							
Fines & Forfeitures	129.91	166.60	(36.69)	342.62	2,000.00	17.13%	1,657.38
Revenue Totals	<u>129.91</u>	<u>166.60</u>	<u>(36.69)</u>	<u>342.62</u>	<u>2,000.00</u>	<u>17.13%</u>	<u>1,657.38</u>
<b>Expense Summary</b>							
Software & Computer Equipment	0.00	166.60	(166.60)	0.00	2,000.00	0.00%	2,000.00
Expense Totals	<u>0.00</u>	<u>166.60</u>	<u>(166.60)</u>	<u>0.00</u>	<u>2,000.00</u>	<u>0.00%</u>	<u>2,000.00</u>

City of Ovilla  
 Financial Statement  
 As of December 31, 2020

2/3/2021 04:02 PM

October Thru December 2020 Equals 25% of FY2021 Budget

140 - Court Security	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% of Budget	Budget Remaining
<b>Revenue Summary</b>							
Fines & Forfeitures	147.42	124.95	22.47	396.73	1,500.00	26.45%	1,103.27
Revenue Totals	<u>147.42</u>	<u>124.95</u>	<u>22.47</u>	<u>396.73</u>	<u>1,500.00</u>	<u>26.45%</u>	<u>1,103.27</u>
<b>Expense Summary</b>							
Other Expense	79.95	99.96	(20.01)	159.90	1,200.00	13.33%	1,040.10
Reserve	0.00	24.99	(24.99)	0.00	300.00	0.00%	300.00
Expense Totals	<u>79.95</u>	<u>124.95</u>	<u>(45.00)</u>	<u>159.90</u>	<u>1,500.00</u>	<u>10.66%</u>	<u>1,340.10</u>

City of Ovilla  
 Financial Statement  
 As of December 31, 2020

2/3/2021 04:02 PM

October Thru December 2020 Equals 25% of FY2021 Budget

200 - Water And Utilities Fund	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% of Budget	Budget Remaining
<b>Revenue Summary</b>							
Services	128,491.91	106,190.94	22,300.97	449,151.08	1,274,800.00	35.23%	825,648.92
Other Revenue	0.00	5,837.49	(5,837.49)	27,986.00	70,050.00	39.95%	42,064.00
Transfers	0.00	26,604.27	(26,604.27)	0.00	319,379.00	0.00%	319,379.00
Revenue Totals	<u>128,491.91</u>	<u>138,632.70</u>	<u>(10,140.79)</u>	<u>477,137.08</u>	<u>1,664,229.00</u>	<u>28.67%</u>	<u>1,187,091.92</u>
<b>Expense Summary</b>							
Personnel	22,931.37	27,994.29	(5,062.92)	87,386.20	336,066.00	26.00%	248,679.80
Not Categorized	1,082.30	16.67	1,065.63	1,494.78	200.00	747.39%	(1,294.78)
Employee Benefits	3,278.67	8,186.86	(4,908.19)	12,008.39	98,282.00	12.22%	86,273.61
Special Services	0.00	7,834.67	(7,834.67)	0.00	94,050.00	0.00%	94,050.00
Contractual Services	0.00	1,249.50	(1,249.50)	0.00	15,000.00	0.00%	15,000.00
Supplies	1,653.85	578.97	1,074.88	3,101.16	6,950.00	44.62%	3,848.84
Professional Development	1,095.11	391.52	703.59	1,095.11	4,700.00	23.30%	3,604.89
Software & Computer Equipment	606.96	1,124.63	(517.67)	706.96	13,500.00	5.24%	12,793.04
Printing Expense	0.00	129.12	(129.12)	0.00	1,550.00	0.00%	1,550.00
Utilities	105,658.48	60,409.65	45,248.83	174,100.09	725,206.00	24.01%	551,105.91
Other Expense	1,120.26	808.84	311.42	2,253.47	9,710.00	23.21%	7,456.53
Rentals	0.00	124.95	(124.95)	276.83	1,500.00	18.46%	1,223.17
Operating Services	3,382.83	699.84	2,682.99	4,820.34	8,400.00	57.39%	3,579.66
Special Expenses	0.00	0.00	0.00	200.00	0.00	0.00%	(200.00)
Vehicle Expenses	271.06	516.50	(245.44)	746.47	6,200.00	12.04%	5,453.53
Repairs - Bldg & Machinery	1,552.08	2,957.74	(1,405.66)	3,264.94	35,500.00	9.20%	32,235.06
Insurance	0.00	675.95	(675.95)	2,136.74	8,115.00	26.33%	5,978.26
Minor Capital Outlay	4.13	249.92	(245.79)	4.13	3,000.00	0.14%	2,995.87
Capital Outlay	2,000.00	15,662.74	(13,662.74)	2,000.00	188,000.00	1.06%	186,000.00
Reserve	0.00	9,021.39	(9,021.39)	0.00	108,300.00	0.00%	108,300.00
Expense Totals	<u>144,637.10</u>	<u>138,633.75</u>	<u>6,003.35</u>	<u>295,595.61</u>	<u>1,664,229.00</u>	<u>17.76%</u>	<u>1,368,633.39</u>

City of Ovilla  
 Financial Statement  
 As of December 31, 2020

2/3/2021 04:02 PM

October Thru December 2020 Equals 25% of FY2021 Budget

250 - WWW Infrastructure Improvements	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% of Budget	Budget Remaining
<b>Revenue Summary</b>							
Services	5,075.67	5,414.50	(338.83)	16,553.45	65,000.00	25.47%	48,446.55
Revenue Totals	<u>5,075.67</u>	<u>5,414.50</u>	<u>(338.83)</u>	<u>16,553.45</u>	<u>65,000.00</u>	<u>25.47%</u>	<u>48,446.55</u>
<b>Expense Summary</b>							
Reserve	0.00	5,414.50	(5,414.50)	0.00	65,000.00	0.00%	65,000.00
Expense Totals	<u>0.00</u>	<u>5,414.50</u>	<u>(5,414.50)</u>	<u>0.00</u>	<u>65,000.00</u>	<u>0.00%</u>	<u>65,000.00</u>

City of Ovilla  
 Financial Statement  
 As of December 31, 2020

2/3/2021 04:02 PM

October Thru December 2020 Equals 25% of FY2021 Budget

400 - Debt Service Fund	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% of Budget	Budget Remaining
<b>Revenue Summary</b>							
Other Revenue	0.00	45.83	(45.83)	0.00	550.00	0.00%	550.00
Transfers	0.00	9,021.39	(9,021.39)	0.00	108,300.00	0.00%	108,300.00
Taxes	319,713.82	38,459.61	281,254.21	346,960.02	461,700.00	75.15%	114,739.98
Revenue Totals	<u>319,713.82</u>	<u>47,526.83</u>	<u>272,186.99</u>	<u>346,960.02</u>	<u>570,550.00</u>	<u>60.81%</u>	<u>223,589.98</u>
<b>Expense Summary</b>							
Long Term Debt	0.00	47,526.81	(47,526.81)	0.00	570,550.00	0.00%	570,550.00
Expense Totals	<u>0.00</u>	<u>47,526.81</u>	<u>(47,526.81)</u>	<u>0.00</u>	<u>570,550.00</u>	<u>0.00%</u>	<u>570,550.00</u>

City of Ovilla  
 Financial Statement  
 As of December 31, 2020

2/3/2021 04:02 PM

October Thru December 2020 Equals 25% of FY2021 Budget

500 - Municipal Development District Fund	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% of Budget	Budget Remaining
<b>Revenue Summary</b>							
Taxes	7,838.12	5,331.20	2,506.92	23,707.40	64,000.00	37.04%	40,292.60
Other Revenue	0.00	283.22	(283.22)	0.00	3,400.00	0.00%	3,400.00
Revenue Totals	<u>7,838.12</u>	<u>5,614.42</u>	<u>2,223.70</u>	<u>23,707.40</u>	<u>67,400.00</u>	<u>35.17%</u>	<u>43,692.60</u>
<b>Expense Summary</b>							
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	23.32	(23.32)	100.07	280.00	35.74%	179.93
Reserve	0.00	5,449.50	(5,449.50)	0.00	65,420.00	0.00%	65,420.00
Capital Outlay	<u>102,267.50</u>	<u>0.00</u>	<u>102,267.50</u>	<u>155,769.30</u>	<u>0.00</u>	<u>0.00%</u>	<u>(155,769.30)</u>
Expense Totals	<u>102,267.50</u>	<u>5,614.48</u>	<u>96,653.02</u>	<u>155,869.37</u>	<u>67,400.00</u>	<u>231.26%</u>	<u>(88,469.37)</u>

City of Ovilla  
 Financial Statement  
 As of December 31, 2020

2/3/2021 04:02 PM

October Thru December 2020 Equals 25% of FY2021 Budget

600 - 4B Economic Development Fund	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% of Budget	Budget Remaining
<b>Revenue Summary</b>							
Taxes	14,267.04	10,412.50	3,854.54	45,637.36	125,000.00	36.51%	79,362.64
Other Revenue	0.00	433.16	(433.16)	0.00	5,200.00	0.00%	5,200.00
Transfers	0.00	2,434.02	(2,434.02)	0.00	29,220.00	0.00%	29,220.00
Revenue Totals	<u>14,267.04</u>	<u>13,279.68</u>	<u>987.36</u>	<u>45,637.36</u>	<u>159,420.00</u>	<u>28.63%</u>	<u>113,782.64</u>
<b>Expense Summary</b>							
Not Categorized	0.00	416.67	(416.67)	0.00	5,000.00	0.00%	5,000.00
Reserve	0.00	11,037.25	(11,037.25)	0.00	132,500.00	0.00%	132,500.00
Special Services	0.00	441.51	(441.51)	0.00	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)	0.00	5,000.00	0.00%	5,000.00
Printing Expense	0.00	25.00	(25.00)	0.00	300.00	0.00%	300.00
Insurance	0.00	26.65	(26.65)	114.37	320.00	35.74%	205.63
Other Expense	0.00	899.64	(899.64)	0.00	10,800.00	0.00%	10,800.00
Expense Totals	<u>0.00</u>	<u>13,279.88</u>	<u>(13,279.88)</u>	<u>114.37</u>	<u>159,420.00</u>	<u>0.07%</u>	<u>159,305.63</u>

City of Ovilla  
 Financial Statement  
 As of December 31, 2020

2/3/2021 04:02 PM

October Thru December 2020 Equals 25% of FY2021 Budget

700 - Park Impact Fund	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% of Budget	Budget Remaining
<b>Revenue Summary</b>							
Services	0.00	833.00	(833.00)	0.00	10,000.00	0.00%	10,000.00
Other Revenue	0.00	1,332.80	(1,332.80)	0.00	16,000.00	0.00%	16,000.00
Revenue Totals	<u>0.00</u>	<u>2,165.80</u>	<u>(2,165.80)</u>	<u>0.00</u>	<u>26,000.00</u>	<u>0.00%</u>	<u>26,000.00</u>
<b>Expense Summary</b>							
Capital Outlay	0.00	2,165.80	(2,165.80)	0.00	26,000.00	0.00%	26,000.00
Expense Totals	<u>0.00</u>	<u>2,165.80</u>	<u>(2,165.80)</u>	<u>0.00</u>	<u>26,000.00</u>	<u>0.00%</u>	<u>26,000.00</u>

City of Ovilla  
 Financial Statement  
 As of December 31, 2020

2/3/2021 04:02 PM

October Thru December 2020 Equals 25% of FY2021 Budget

800 - Water And Utilities Impact Fee Fund	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% of Budget	Budget Remaining
<b>Revenue Summary</b>							
Services	0.00	10,723.22	(10,723.22)	0.00	128,705.00	0.00%	128,705.00
Transfers	0.00	250.00	(250.00)	0.00	3,000.00	0.00%	3,000.00
Revenue Totals	<u>0.00</u>	<u>10,973.22</u>	<u>(10,973.22)</u>	<u>0.00</u>	<u>131,705.00</u>	<u>0.00%</u>	<u>131,705.00</u>
<b>Expense Summary</b>							
Not Categorized	0.00	250.00	(250.00)	0.00	3,000.00	0.00%	3,000.00
Reserve	0.00	10,721.12	(10,721.12)	0.00	128,705.00	0.00%	128,705.00
Expense Totals	<u>0.00</u>	<u>10,971.12</u>	<u>(10,971.12)</u>	<u>0.00</u>	<u>131,705.00</u>	<u>0.00%</u>	<u>131,705.00</u>

## Ovilla Municipal Court Report

FY-2020- 2021	City		Total Revenue	Amount Kept by City	Amount sent to State	Warrants Issued	Warrants Cleared	Uncontested Disposition	Defensive Driving	Deferred Disposition	Compliance Dismissals	Trial
	Total Traffic Cases Filed	Ordinance Filed										
October	20	0	\$5,853.00	\$2,980.44	\$2,872.56	0	2	7	2	1	0	0
November	15	0	\$5,601.67	\$3,516.61	\$2,085.06	0	3	7	3	6	0	0
December	29	3	\$9,085.90	\$6,032.82	\$3,053.08	0	3	15	9	7	0	0
January	46	1	\$7,019.60	\$4,305.42	\$2,714.18	0	3	5	9	5	0	0
February												
March												
April												
May												
June												
July												
August												
September												
Totals	110	4	\$27,560.17	\$16,835.29	\$10,724.88	0	11	34	23	19	0	0

### 2019-2020 FY

January	48	4	\$13,905.70	\$8,988.24	\$4,917.46	23
FY Totals	220	5	\$47,186.77	\$31,584.66	\$15,602.11	110

### Staffing

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

**HONORABLE MAYOR AND CITY COUNCIL OF OVILLA**  
**Administration Monthly Report for February 2021 Council**  
**City Manager - City Secretary**

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**ADMINISTRATION, front office, and HR –**

1. Multiple departments are affected by positive COVID test results. All employees have been directly exposed.
2. Municipal Court continues to conduct court via Zoom.
3. Solicitation for volunteers to serve on the temporary Comprehensive Land Use Plan Review Committee is posted on the website.
4. Utility Payment Extension Plan is completed and under review by legal counsel.
5. Two Council incumbents have filed for reelection.
6. Legal Counsel has completed review of the RFQ for engineering services. RFQ will be posted soon.
7. The Finance Director is in communication with our audit firm to schedule dates to begin the audit process.

**BOARDS AND COMMISSIONS –**

**Board of Adjustment:**

1. January 2021:
  - Special exception for fence (property line) at 206 Johnson Lane
  - Variance for size of accessory building at 338 Johnson Lane
2. February 2021
  - Special exception for fence (property line) 3001 Ovilla Road
  - Special exception for fence (property line) 624 Meadowlark

**Economic Development Corporation:**

1. January 2021 meeting canceled due to the lack of a quorum.
2. February 2021 meeting scheduled.
  - Received an application from Pamilee Koval for an EDC Matching Funds Reimbursement Grant for Tiverton Bakery. Grant is pending and will be presented to Council with recommendation from the EDC in March if all documentation meets criteria.

**Park Board Advisory Committee:**

3. No January 2021 meeting

**Planning and Zoning Commission –**

1. February meeting (and public hearing) to consider revising Code regarding utility easements and forwarding recommendation to the Ovilla City Council for consideration.

**CURRENT AND PLANNED DEVELOPMENT PROJECTS-**

**Residential:**

- Broadmoor Estates – still putting in utilities.
  - Set storm drains on Red Oak Creek
- Miracle Farms – Development is on hold. Recently received inquiry from a potential developer. Nothing solid to date – just inquiry.



**HONORABLE MAYOR AND CITY COUNCIL OF OVILLA**  
**Administration Monthly Report for February 2021 Council**  
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- Inquiry from Windsor Development LLC, on 35 acres at the SW corner of Westmoreland Road and Red Oak Creek Road. Desire is to develop 22 1-acre to 1.5 acre lots. Property is located in the City's ETJ. Staff is reviewing various options – add to our CCN or volunteer annexation.

**Infrastructure:**

- Water Street Bridge-
  - Ongoing.
- Main Street Parking lot expansion at 701 W. Main
  - Final invoice (minus retainage held) submitted, approved, and paid.
  - Meeting with business owners along Main Street to add walking trail behind local business to better access the downtown area did not go as planned. One property owner was not agreeable. Other options are pending.
- Research ongoing for Park Lighting, storage, and park restrooms.

**Misc.**

- Working with Brittain & Crawford, LLC to update our map and establish the Historic District.
- Coordinating meeting with new audit firm and legal counsel to discuss 380 Agreements and benefits to the City. (This has been put on hold due to COVID)
- Continued negotiations with the Ovilla Baseball Fields Association for an acceptable Agreement.
- Water loss audit is due this year. Public Works is working to prepare for that now.
- Public Works working on the MS-4 Annual report, pending meeting with TCEQ (Covid restrictions)



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
1/14/2021	LUKE	CHRISTOPHERSON	606 MEADOW LARK DR	6/10/2020	2020-0502	Fence property	2507.27	0		50	0	0	0	0	0	0	0	0	50	0	0	ELLIS
1/4/2021	SPLASHAWAY POOL & SPA LLC		100 HIGH RIDGE CT	11/5/2020	2020-0650	GUNITE SWIMMING POOL	35000	0	2020-021438	536.59	0	0	0	0	0	0	0	0	536.59	0	0	ELLIS
1/6/2021	JUSTIN	BRIGHT	400 MONTPELIER	11/18/2020	2020-0656	SWIMMING POOL	20000	0		366.69	0	0	0	0	0	0	0	0	366.69	0	0	ELLIS
1/4/2021	BILL	HILEMAN	602 BUCKBOARD ST	11/23/2020	2020-0662	INSTALL GUNITE SWIMMING POOL	35000	0	2020-022493	536.59	0	0	0	0	0	0	0	0	536.59	0	0	ELLIS
1/15/2021	STEPHANIE	SORRELS	624 MEADOW LARK DR	12/21/2020	2020-0688	EXTEND DRIVEWAY 30X16X4.5	0	0		80	0	0	0	0	0	0	0	0	80	0	0	ELLIS
1/4/2021	VICTOR	MENDEZ	7031 CEDAR CT	12/30/2020	2020-0704	6' SPRUCE DE STAIN FENCE ON STEEL POST	0	0		25	0	0	0	0	0	0	0	0	25	0	0	ELLIS
1/4/2021	JULIE	WEYAND	839 E MAIN ST	1/4/2021	2021-0001	WIRING AND PANEL BOX	0	0		100	0	0	0	0	0	0	0	0	100	0	0	ELLIS
1/6/2021	SCOTT/DEBI	KURTH	606 CEDAR RIDGE CT	1/5/2021	2021-0002	CONCRETE SIDEWALK AND SMALL PATIO (800 SQ FT)	0	0		80	0	0	0	0	0	0	0	0	80	0	0	ELLIS
1/11/2021	BARBARA	ARCHIBALD	100 WESTLAWN DR	1/11/2021	2021-0003	WOOD PRIVACY FENCE BETWEEN EXISTING STRUCTURES AND FENCES	5450	0		25	0	0	0	0	0	0	0	0	25	0	0	ELLIS
1/15/2021	KING POOLS INC		107 WOODLANDS CT	1/8/2021	2021-0004	Swimming Pool construction in backyard	30000	30000	2021-000610	481.89	0	0	0	0	0	0	0	0	481.89	0	0	ELLIS
1/7/2021	PRANITA	KHANAL	623 ARIEL ST	1/7/2021	2021-0005	Replace Gas water heater	1300	0		100	0	0	0	0	0	0	0	0	100	0	0	ELLIS
1/8/2021	JAMES	SCHLACHTER	103 OAKWOOD LN	1/8/2021	2021-0006	REROUTE KIT AND LAUNDRY LINE	5000	0		125	0	0	0	0	0	0	0	0	125	0	0	ELLIS
1/11/2021	PRANITA	KHANAL	514 FOREST EDGE LN	1/11/2021	2021-0007	Replace Gas Water Heater	1300	1		100	0	0	0	0	0	0	0	0	100	0	0	ELLIS
1/13/2021	SL NABORS ROOFING		613 GREEN MEADOWS LN	1/13/2021	2021-0009	INSTALL NEW ROOF	20750.77	0		100	0	0	0	0	0	0	0	0	100	0	0	ELLIS
1/21/2021	ALEC	CARTWRIGHT	217 LARIAT TRL	1/19/2021	2021-0010	Build New Patio and Patio Cover	30000	1	2021-001157	140	0	0	0	0	0	0	0	0	140	0	395	ELLIS
1/15/2021	MARIO	BAUTISTA	107 WESTLAWN DR	1/15/2021	2021-0011	6' WOODEN PICKETS, SIDE BY SIDE, NO TOP CAP	3665	0		25	0	0	0	0	0	0	0	0	25	0	0	ELLIS
1/15/2021	DAVID	CAMBLE	301 COVINGTON LN	1/15/2021	2021-0012	ADD GAS LINE TO EXISTING FIREPLACE	0			125	0	0	0	0	0	0	0	0	125	0	0	ELLIS
1/15/2021	ELLIS EXTERIORS		406 OVILLA OAKS DR	1/15/2021	2021-0013	6' BOARD ON BOARD CEDAR WITH TOP CAP, TRIM, STAIN	15000	0		25	0	0	0	0	0	0	0	0	25	0	0	ELLIS
1/21/2021	FENCE CRAFTERS		112 HUMMINGBIRD LN	1/20/2021	2021-0015	REUSE EXISTING FENCE, RAISE BACK TO 8', ADD WOOD SLATS BETWEEN ALL PICKETS	1850	0		25	0	0	0	0	0	0	0	0	25	0	0	ELLIS
1/29/2021	ELIZABETH & VICTOR	GUERRERO	617 CARDINAL DR	1/29/2021	2021-0016	12X20 STORAGE	5000	0		40	0	0	0	0	0	0	0	0	40	0	0	ELLIS
1/21/2021	CHARTER DBA SPECTRUM		265 JOHNSON LN	1/21/2021	2021-0017	40 FT OF NEW UNDERGROUND CABLE REPLACEMENT AND PEDESTAL PLACEMENT	0	0		0	0	0	0	0	0	0	0	0	0	0	0	ELLIS
1/20/2021	RELIABLE RESOURCES		696 W MAIN ST	1/20/2021	2021-0018	MODIFICATION TO ELECTRICAL OUTLETS TO POWER APPLIANCES	5000	0		125	0	0	0	0	0	0	0	0	125	0	0	ELLIS
1/22/2021	JOEY	ESTRADA	217 WILLOW CREEK LN	1/22/2021	2021-0020	Changeout existing HVAC system with new HVAC system	5300	0		125	0	0	0	0	0	0	0	0	125	0	0	ELLIS
1/28/2021	CHRIS	MARTINEZ	607 BUCKBOARD ST	1/27/2021	2021-0022	10 X 12 WOODEN STORAGE SHED	2000	0		40	0	0	0	0	0	0	0	0	40	0	0	ELLIS
1/22/2021	CHARLOTTE	BAILEY	211 SPLIT ROCK TER	1/22/2021	2021-0025	Re Roof, No Re Deck	23933	23933		50	0	0	0	0	0	0	0	0	50	56	56	DALLAS
1/26/2021	MATTHEW	WOLVERTON	604 GREEN MEADOWS LN	1/26/2021	2021-0026	REPLACE HVAC SYSTEM	9888.54	0		125	0	0	0	0	0	0	0	0	125	0	0	ELLIS
1/28/2021	BRIAN	BEHAN	822 COCKRELL HILL RD	1/28/2021	2021-0031	REPLACING COMPLETE SYSTEM	6430	0		125	0	0	0	0	0	0	0	0	125	0	0	DALLAS

## REPORT A CONCERN JANUARY 2021

Department Assigned	Concern Address	Date Received	Date Entered	Date In Progress	Date Closed	Concern Description
Administration	108 WOODRIDGE CT		1/2/2021		1/4/2021	During our regularly scheduled pickup on Thursday, December 31, 2020, we observed that the trash and recycle bin were both emptied into the same CWD truck during a single pickup. Was this an exception because of the holiday schedule, or has there been a change to the handling of recycled items?

Animal Services	613 BUCKBOARD ST	3/17/2020	3/17/2020	3/17/2020		5 HORSES ON 1 ACRE VIOLATION; MAXIMUM ALLOWED 2
Animal Services	139 SUBURBAN DR			4/21/2020	4/22/2020	Resident brought three horses to his property on April 12, where they have been living since that time. The smell at times is sickening and I'm unable to enjoy my back yard due to the smell. When you go check the residence, you will also notice all fencing is falling over, high weeds, junk vehicles, and big pile of trash (and appliances) at the back of the property. The pile of trash is a huge concern since it attracts rats, snakes, etc. This disregard for upkeep and appearance of the property affects the property value of the neighborhood and City.

						Re: RAC-2020-01242
						My complaint was submitted on 4/21/2020. Resident at 139 Suburban Drive has had three horses on his property since April 12 — over three months now. The smell from the horse manure continues to be disgusting and the amount of flies is also a huge problem. The resident apparently got rid of appliance in back yard but the large pile of debris remains (continuing to attract rodents/snakes) as well as other issues outlined in my complaint.
						It should not take this long to rectify problems at that residence. I am unable to enjoy the use of my back yard and pool much of the time due to the stench. Their disregard for neighbors, the neighborhood and the City of Ovilla is appalling. If/when I were to decide to sell my home, the lack of upkeep and appearance of that property would definitely affect my property value.
Animal Services	139 SUBURBAN DR		7/18/2020	12/9/2020		
Animal Services	307 JOHNSON LN		10/30/2020	10/30/2020		smaller. 1 heeler.
Animal Services	465 JOHNSON LN	11/10/2020	11/12/2020	11/12/2020		UNREGISTERED ANIMAL
Animal Services	307 JOHNSON LN	11/12/2020	11/12/2020	11/12/2020		UNREGISTERED ANIMALS
Animal Services	200 COCKRELL HILL RD	11/13/2020	11/13/2020	11/13/2020		BARKING DOG NUISANCE
Animal Services	200 COCKRELL HILL RD	11/13/2020	11/13/2020	11/13/2020		UNREGISTERED ANIMAL
Animal Services	338 JOHNSON LN	11/25/2020	11/30/2020	11/30/2020		
Animal Services	338 JOHNSON LN	11/25/2020	11/30/2020	11/30/2020		UNREGISTERED DOGS
Animal Services	125 LARIAT TRL		12/16/2020	12/16/2020		mario noticed german shepherd in road
Animal Services	125 LARIAT TRL	12/16/2020	12/17/2020	12/17/2020		DOGS/ANIMAL UNRESTRAINED
Animal Services	125 LARIAT TRL	12/16/2020	12/17/2020	12/17/2020		UNREGISTERED DOGS
Animal Services	100 SILVERWOOD DR	12/18/2020	12/21/2020	12/21/2020		UNRESTRAINED DOGS
Animal Services	100 SILVERWOOD DR	12/18/2020	12/21/2020	12/21/2020		UNREGISTERED DOGS
Animal Services	711 GEORGETOWN RD		1/6/2021		1/6/2021	2 dogs loose around 700 Georgetown
Animal Services	720 E HIGHLAND RD		1/6/2021		1/6/2021	stray dogs in yard 2 great dane
Animal Services	314 FOUNTAIN CREEK CT		1/7/2021	1/7/2021	1/7/2021	not trap but animal carrier left out on porch by owner, occupied by possum
Animal Services	905 OVILLA OAKS DR		1/7/2021		1/7/2021	resident selling house surrendered 2 dogs
Animal Services	808 COCKRELL HILL RD	1/7/2021	1/7/2021	1/7/2021		UNREGISTERED ANIMALS

Animal Services	808 COCKRELL HILL RD	1/7/2021	1/7/2021	1/13/2021		PUBLIC NUISANCE DOGS BARKING
Animal Services	338 JOHNSON LN		1/7/2021	1/7/2021		2 dogs running johnson lane, getting into trash
Animal Services	338 JOHNSON LN	1/7/2021	1/7/2021		1/12/2021	Loose dogs were out and got into neighbors trash.
Animal Services	201 BURTONWOOD CIR		1/15/2021		1/15/2021	stray dog on back porch
Animal Services	105 WESTLAWN DR		1/19/2021		1/19/2021	dog loose at 3401 ovilla road near creek
Animal Services	3401 OVILLA RD		1/19/2021		1/19/2021	stray dog in yard
Animal Services	307 JOHNSON LN		1/19/2021		1/19/2021	received call 2 dogs , 1 large white , 1 heeler look , loose on johnson lane near green meadows
Animal Services	3357 OVILLA RD		1/21/2021			2 dogs lab and lab mix loose on property , in the venings
Animal Services	904 COCKRELL HILL RD		1/22/2021		1/22/2021	2 deceased dogs in road
Animal Services	601 GEORGETOWN RD		2/3/2021	2/3/2021		stray dog in road

Code Enforcement	1203 RED OAK CREEK DR	10/13/2020	10/13/2020	10/13/2020	1/22/2021	NEW ROOF WITHOUT PERMIT
Code Enforcement	611 EDGEWOOD LN		1/8/2021	1/8/2021	1/14/2021	citizen reports street light is out
Code Enforcement	612 E HIGHLAND RD	11/16/2020	11/16/2020	12/21/2020	1/6/2021	3 acres of high grass and weeds
Code Enforcement	612 E HIGHLAND RD	11/17/2020	11/18/2020	11/18/2020	1/6/2021	HIGH GRASS AND WEEDS
Code Enforcement	924 RED OAK CREEK DR	1/4/2021	1/4/2021	1/4/2021	1/4/2021	resident called street light is out
						There has been a significant increase of salesmen walking from house to house on Red Oak Creek Rd in the past month (between S. Westmoreland and Hampton Rd.). They are a public nuisance and often overly-assertive. I cannot find any information regarding the legality of this on the city website or in the Code of Ordinances. Would you please address this soon?
Code Enforcement	RED OAK CREEK DR		8/28/2020	2/3/2021		Thank you for helping to make our community a safe and friendly place.
Code Enforcement	3153 OVILLA RD	10/22/2020	10/22/2020	10/22/2020		PUBLIC NUISANCE
Code Enforcement	800 COCKRELL HILL RD	1/29/2021	1/29/2021	1/29/2021		CARS PARKED IN YARD
Code Enforcement	800 COCKRELL HILL RD	1/28/2021	1/29/2021	1/29/2021		After receiving a call I drove by this address - or I believe it to be this address. Multiple vehicles parked on the grass at the side of the house. Also, noticed what appeared to be a junked vehicle in the driveway.
Code Enforcement	301 E UNIVERSITY ST	1/25/2021	1/25/2021	1/25/2021		TRAILER PARKED IN YARD
Code Enforcement	609 CLINTON ST	1/25/2021	1/25/2021	1/25/2021		FENCE CONSTRUCTION WITHOUT PERMIT
Code Enforcement	300 E UNIVERSITY ST	1/22/2021	1/22/2021	1/22/2021		Home unkept in many areas outside.

Code Enforcement	600 SILVERSPUR LN	1/22/2021	1/22/2021	1/22/2021		SIGN CONSTRUCTION WITHOUT PERMIT
Code Enforcement	GEORGETOWN RD		1/20/2021			trash dumped on side of road
Code Enforcement	616 BUCKBOARD ST	1/13/2021	1/14/2021	1/14/2021		FENCE CONSTRUCTION WITHOUT PERMIT
Code Enforcement	833 E MAIN ST	1/13/2021	1/13/2021	1/13/2021		OUTSIDE STORAGE
Code Enforcement	3315 OVILLA RD	1/13/2021	1/13/2021	1/13/2021		FENCE CONSTRUCTION WITHOUT PERMIT
Code Enforcement	201 BURTONWOOD CIR	1/13/2021	1/13/2021	1/13/2021		JUNK VEHICLE
Code Enforcement	228 LARIAT TRL	1/13/2021	1/13/2021	1/13/2021		DRIVE APPROACH CONSTRUCTION WITHOUT PERMIT
Code Enforcement	402 THORNTREE DR		1/5/2021			I am at 402 Thorntree Dr and the septic tank at 400 Thorntree smells very bad every time the system sprinklers go off. It has been in this condition for many months now. I've bee waiting to see if they would take care of it but they have not. The smell is incredibly overpowering. I would appreciate it if the city would let them know as I'm sure the runoff is flowing through the neighborhood drainage and our yards. Thank you for your time.
Code Enforcement	838 COCKRELL HILL RD	4/14/2020	4/17/2020	4/17/2020		FENCE NEEDS REPAIR
Code Enforcement	3322 FM 664	12/31/2020	1/5/2021	1/5/2021		JUNK VEHICLE
Code Enforcement	3321 OVILLA RD	12/30/2020	12/31/2020	12/31/2020		Received a late evening call from a Council member asking Code to check Ovilla Auto for violations, stating that some junked vehicles had been visible for longer than 90-days. Additionally, the outside visible area was junky and needed cleaning up.
Code Enforcement	613 GREEN MEADOWS LN	12/18/2020	12/21/2020	12/21/2020		ROOF CONSTURCTION WITHOUT PERMIT
Code Enforcement	613 GREEN MEADOWS LN	12/18/2020	12/21/2020	12/21/2020		ROOF CONSTRUCTION WITHOUT PERMIT
Code Enforcement	901 RED OAK CREEK DR		12/15/2020	12/16/2020		iron fence in need of painting and repair
Code Enforcement	901 RED OAK CREEK DR	12/15/2020	12/16/2020	12/16/2020		FENCE NEEDING REPAIR
Code Enforcement	372 JOHNSON LN	12/14/2020	12/15/2020	12/15/2020		TRASH CONTAINERS LEFT OUT
Code Enforcement	605 MEADOW LARK DR		7/3/2019			Tall Grass
Code Enforcement	101 OAKWOOD LN		9/16/2020	11/2/2020		Continual mess at this property. Abatement should be the option if not cleaned up immediately.
Code Enforcement	627 WILLIAM DR	11/13/2020	11/16/2020	11/16/2020		PUBLIC NUISANCE OUTSIDE STORAGE
Code Enforcement	213 LARIAT TRL	5/8/2020	5/19/2020	5/28/2020		JUNK VEHICLE
Code Enforcement	509 FOREST EDGE LN	11/12/2020	11/12/2020	11/12/2020		NO CONTRACTOR REGISTRATION
Code Enforcement	507 FOREST EDGE LN	11/12/2020	11/12/2020	11/12/2020		NO CONTRACTOR REGISTRATION
Code Enforcement	513 FOREST EDGE LN	11/6/2020	11/6/2020	11/6/2020		NEW ROOF ALREADY CONSTRUCTED

Code Enforcement	834 E MAIN ST	11/6/2020	11/6/2020	11/6/2020	Lights coming from the church at night disturb him - too bright and come into his house. Kids from the church park at his house and have sex - then get out an urinate in the road. He has fussed at them before. Kids from the church school are seen running (track) and come too close to his property - loud and rude.
Code Enforcement	834 E MAIN ST	11/6/2020	11/6/2020	11/6/2020	Cassaro Winery it too loud on the weekends. He cannot hear his television, rest or sleep. He is ill and cannot rest. Additionally, Vertical Church is too loud.
Code Enforcement	704 W MAIN ST	11/6/2020	11/6/2020	11/6/2020	BUILDING CONSTRUCTED WITHOUT PERMIT
Code Enforcement	509 FOREST EDGE LN	11/6/2020	11/6/2020	11/6/2020	NEW ROOF ALREADY CONTRACTED
Code Enforcement	503 FOREST EDGE LN	11/6/2020	11/6/2020	11/6/2020	NEW ROOF ALREADY CONTRACTED
Code Enforcement	102 LARIAT TRL	11/3/2020	11/3/2020	11/3/2020	ROOF REPLACED WITHOUT PERMIT
Code Enforcement	900 RED OAK CREEK DR	5/15/2020	5/28/2020	5/28/2020	PUBLIC NUISANCE
Code Enforcement	101 OAKWOOD LN	9/16/2020	9/16/2020	9/16/2020	PUBLIC NUISANCE OUTSIDE STORAGE
Code Enforcement	3155 OVILLA RD	9/15/2020	9/16/2020	9/16/2020	NUISANCE OUTSIDE STORAGE
Code Enforcement	621 MEADOW LARK DR	8/26/2020	8/28/2020	8/28/2020	TRAILER PARKING
Code Enforcement	701 OVILLA OAKS DR		6/25/2020	6/24/2020	Received a phone call from a concerned resident living in Ovilla Oaks that attests to walking in his neighborhood daily. Individual advised that there was a dead live-oak at 701 Ovilla Oaks and he voiced concern of it falling and hurting people or damaging the surrounding area. It is a large live-oak.  PW Director and I drove to the location and it is a rather large dead tree and could cause concern if it fell. It is clearly on the residential property. There is what appears to be phone line cable in front of the tree. That could be cause of concern if the tree fell. Not sure what if anything we can do at this time. Please advise.
Code Enforcement	116 LARIAT TRL	7/24/2020	7/24/2020	7/24/2020	FENCE CONSTRUCTION WITHOUT PERMIT
Code Enforcement	618 GREEN MEADOWS LN	7/1/2020	7/2/2020	7/2/2020	FENCE CONSTRUCTION VIOLATE POLES TO BE ON INSIDE
Code Enforcement	210 WILLIAMSBURG LN	4/24/2020	4/30/2020	4/30/2020	DOG BARKING
Code Enforcement	613 GEORGETOWN RD	3/27/2020	3/27/2020		QUESTIONS REGARDING INSPECTIONS

Code Enforcement	2885 OVILLA RD		5/2/2019	2/4/2020		No dumpster screening
Code Enforcement	705 W MAIN ST		5/2/2019	2/4/2020		No dumpster screening
Code Enforcement	803 E MAIN ST		5/2/2019	2/4/2020		No dumpster screening.
Code Enforcement	3357 OVILLA RD		5/2/2019	2/4/2020		No dumpster screening
Code Enforcement	696 W MAIN ST		5/2/2019	2/4/2020		no dumpster screening
Code Enforcement	338 JOHNSON LN	11/11/2019	11/14/2019	11/14/2019		PARKING VEHICLE IN YARD
Code Enforcement	1212 RED OAK CREEK DR		11/5/2019			Tall grass at 1212 ROCD
Code Enforcement	201 BROOKWOOD CT	8/20/2019	8/21/2019	8/21/2019		OUTSIDE STORAGE
Code Enforcement	803 E MAIN ST	8/14/2019	8/20/2019	8/20/2019		DUMPSTER SCREENING
Code Enforcement	JOHNSON LN	7/5/2019	7/5/2019			Concerned about high grass/weeds/snakes.
Code Enforcement	GEORGETOWN RD		5/17/2019			Corner of Hosford Rd & Georgetown- Debris and tall grass.
Code Enforcement	613 GEORGETOWN RD		5/17/2019			Tall Grass
Code Enforcement	1408 RED OAK CREEK DR		5/2/2019			I know that this has been addressed, but the CO-OP noticed it also, Motor home parked in front of home, added dirt in front yard to increase parking lot, 3 driveway lanes in front of yard now.
Code Enforcement	300 E UNIVERSITY ST		5/1/2019	5/1/2019		High Grass, and Junk on 300 and the empty lot next door that is owned by the same person.
Code Enforcement	109 GREENWOOD DR		5/1/2019	5/1/2019		High Grass around the property
Code Enforcement	107 GREENWOOD DR		5/1/2019	5/1/2019		High Grass around property
Code Enforcement	1408 RED OAK CREEK DR		9/5/2018			
Code Enforcement	520 WESTMORELAND RD	6/14/2018	6/14/2018	6/21/2018		
Code Enforcement	105 COCKRELL HILL RD RD		1/16/2018			Christmas tree in PD parking lot matter taken care of.
Code Enforcement	905 RED OAK CREEK DR		12/1/2017	12/1/2017		

Drainage	105 COCKRELL HILL RD	1/7/2021	1/7/2021		1/7/2021	Clean out drainage ditch Westlawn dirt ramp that was made for equipment for public works parking lot
Drainage	7051 PLUM CT	7/28/2020	7/28/2020			Continued concerns resulting from water run off coming from adjacent home built by Lillian Homes. Complainant's pool is under water. Lillian has not done as promised in building 94 ft retaining wall - per meeting with Lillian Homes rep Gary.
Drainage	201 WILLOW WOOD LN	7/31/2020	7/31/2020			Approximately a year ago, culvert and ditch work was conducted along Westlawn to Willow Wood. MS Huber has advised that work was never completed and would like to see that happen.
Drainage	105 COCKRELL HILL RD RD	9/21/2020	9/21/2020			709 Buckboard need to jet out culvert

Facilities	105 COCKRELL HILL RD	11/11/2020	11/11/2020	11/11/2020		Please move the rest of the maps out of the Council Chamber Room before end of week. Red had said that he will take them to new PW building and go thru them, there were additional in the far closet that got missed. Thank you -g
Facilities	105 COCKRELL HILL RD	1/19/2021	1/19/2021		1/19/2021	CHANGE DATE OF EDC MEETING FROM 19 TO 25
Facilities	105 COCKRELL HILL RD	1/19/2021	1/19/2021		1/19/2021	PLEASE PICK UP A KEY FROM G AND HAVE COPIES MADE TODAY
Facilities	105 COCKRELL HILL RD	1/19/2021	1/19/2021		1/19/2021	PLEASE REMOVE HOLIDAY INFO FROM THE MARQUEE TODAY
Facilities	105 COCKRELL HILL RD	1/12/2021	1/12/2021		1/12/2021	PLEASE REMOVE CURRENT MEETING INFO AND ADD: CITY OFFICES CLOSED JAN 18 MLK HOLIDAY AND EDC ZOOM MEETING JAN 19 6PM
Facilities	105 COCKRELL HILL RD	1/4/2021	1/4/2021	1/4/2021	1/5/2021	PLEASE REMOVE THE OFFICES CLOSED AND HAPPY HOLIDAY INFO. PLEASE ADD: SPECIAL P&Z MEETING 1/11/21 @ 6PM AND CITY COUNCIL MEETING @6:30PM ALL MEETINGS ON ZOOM
Facilities		11/17/2020	11/17/2020	11/17/2020	1/4/2021	Daniel, The plats are finally signed and need to be filed at the county. Per CM They will be in my office. thank you.
Facilities						THIS NEEDS TO BE DONE TODAY PER CITY MANAGER!
Facilities	105 COCKRELL HILL RD		1/26/2021			Update: 2-1 PZ Mtg @ 6 pm 2-8 Council Mtg @ 6:30 pm 2-16 EDC Mtg @ 6 - BOA Mtg @ 7 pm Zoom
Facilities	105 COCKRELL HILL RD	12/31/2020	12/31/2020	12/31/2020		It was reported that the garage area has a couple of leaks from the rain. Please check the retention room for leaks. Thank you.

Facilities	105 COCKRELL HILL RD	11/6/2020	11/6/2020	11/6/2020		There are two Legal gun notices that will need to be mounted on the outside of the Council Chamber. (they are the signs with the heavy bases. they are ruining our carpet) Thank you
Facilities	105 COCKRELL HILL RD	11/6/2020	11/6/2020			NEED TO MOVE CHAIRS BACK INTO THE COUNCIL ROOM ON MONDAY MORNING
Facilities	105 COCKRELL HILL RD RD	9/23/2020	9/23/2020			Put together conference room table and chairs, move map file to PW building, & complete baseboards in city offices please.
Facilities	105 COCKRELL HILL RD RD	9/25/2020	9/25/2020			Ellis County is starting the dirt work for public works parking lot.
Facilities	105 COCKRELL HILL RD RD	9/25/2020	9/25/2020			Spread the dirt and cover the road base lot next to the city of ovilla monument that the county is hauling from public works parking lot
Facilities	105 COCKRELL HILL RD RD	7/28/2020	7/28/2020			Please take down the information regarding fireworks on the Marquee Please keep the `see city website for updates` posted  ****MARQUEE NEEDS TO SAY `SEE CITY WEBSITE FOR UPDATES` ABOVE THE WEBSITE ADDRESS, PLEASE****
Facilities	105 COCKRELL HILL RD RD	6/10/2020	6/10/2020			NEED TO PAINT SMALL SECTION OF WALL IN FRONT OFFICE  NEED TO PAINT CITY MANAGER`S NEW OFFICE
Facilities	105 COCKRELL HILL RD RD	6/10/2020	6/10/2020	6/12/2020		PLEASE SCHEDULE TO SWITCH CITY MANAGER`S OFFICE WITH CONFERENCE ROOM ON THURSDAY MORNING, 6/11/20
Facilities	105 COCKRELL HILL RD RD	7/6/2020	7/6/2020			PLEASE INSTALL THE TWO SIGNS IN THE TWO PARKING SPACES IN FRONT OF THE FIRE DEPARTMENT FOR THE FIRE CHIEF AND DEPUTY FIRE CHIEF.
Facilities	105 COCKRELL HILL RD RD		6/15/2020			The Lights in the men`s bathroom at the PD are messing up and out again. Ansley looked at it before and thinks there is an electrical issue. Chief would like for the lights to be looked at and the strobe lighting to be fixed. Please let me know when you can come look at it.

Facilities	105 COCKRELL HILL RD RD	5/29/2020	5/29/2020			In order to have enough COVID spread out room for tonight's meeting - we do need the desk out of the Council chamber room. (it is trash) Thank you - G
Facilities	105 COCKRELL HILL RD RD	4/29/2020	4/29/2020			The reflectors for the entrance to City Hall are gone. (the hole) Please replace.
Facilities	105 COCKRELL HILL RD RD	5/8/2020	5/8/2020			2 Council Member books are ready to be delivered ASAP Thank you.
Facilities	105 COCKRELL HILL RD RD	3/23/2020	3/23/2020			Thank you! The marquee looks good!
Facilities	105 COCKRELL HILL RD RD	2/18/2020	2/14/2020			Add: Spaghetti Dinner 2-21 @ 6
Facilities	105 COCKRELL HILL RD RD	2/12/2020	2/12/2020			BOA books to be delivered please - they are ready
Facilities	105 COCKRELL HILL RD RD	9/16/2019	1/12/2020			Please take the containers to the retention room for storage - as well as the 2 matching mauve chairs. Thank you.
Facilities	105 COCKRELL HILL RD RD	2/5/2020	2/5/2020			UPDATE: 2- 18 EDC MTG @ 6 BOA MTG @ 7 (take down 'special' from the last boa)
Facilities	105 COCKRELL HILL RD RD	1/27/2020	1/27/2020			ALSO add: Special Council Mtg today 2-5 @ 4:30 PM
						Please deliver books for the BOA this afternoon.

Garbage	JOHNSON LN		1/21/2021		1/21/2021	trash on corner
Garbage	3316 OVILLA RD	1/11/2021	1/11/2021		1/11/2021	GARBAGE WAS NOT COLLECTED: CUSTOMER CALLED FRIDAY TO CWD WAS TOLD T WOULD BE COLLECTED SATURDAY AND AS OF MONDAY IT WASN'T.
Garbage	125 OVILLA CREEK CT	1/8/2021	1/8/2021		1/8/2021	Customer is upset his limbs were not collected today on his bulk, brush and recycle. Was told by drivers it was not his day and even if it was they could not pick them up. Wife had called this morning to confirm it was for today.
Garbage	305 FOUNTAIN CREEK CT	1/8/2021	1/8/2021		1/8/2021	Customer states that trash was not collected & missed but everyone else's was collected.
Garbage	107 OAK CREEK LN	1/7/2021	1/7/2021		1/7/2021	Complaints about trash not being collect at residence & neighbors. see notes for additional notes.
Garbage	JOHNSON LN	1/4/2021	1/4/2021	1/4/2021	1/5/2021	illegal dumping debris, tires trash, furniture, medicine,

Garbage	104 LARIAT TRL	1/25/2021	1/25/2021			Customer stated his garbage was not collected on Friday.
Garbage	1707 S Joe Wilson RD	1/8/2021	1/8/2021			TRASH NOT COLLECTED-SEE NOTES
Garbage	384 JOHNSON LN	1/7/2021	1/7/2021			Customer has issue about times the trash has to be put out at curb if CWD does not collect until late afternoon. Complained that trash sits out all day and wild dogs get into it.

Parks	105 COCKRELL HILL RD	12/2/2020	12/2/2020	12/2/2020		HERITAGE WOMAN REST ROOM ONE TOILET NOT WORKING.
Parks	105 COCKRELL HILL RD	11/23/2020	11/24/2020	11/23/2020		TREES IN CINDY JONES PARK NEED TO BE TRIMMED .
Parks	105 COCKRELL HILL RD	11/12/2020	11/12/2020	11/12/2020		PL1 Huber asks that the Service League building be painted.
Parks	105 COCKRELL HILL RD	11/4/2020	11/4/2020	11/4/2020		Refinish 2 spring riding amusement features for parks
Parks	105 COCKRELL HILL RD	10/26/2020	10/30/2020	10/30/2020		STARTING DAY FOR REMOVAL AND INSTALLATION OF NEW EQUIPMENT AT CINDY JONES PARK.
Parks	ASHBURN GLEN CIR	10/9/2020	10/9/2020	10/9/2020		Ashburne Glen park coming off forest edge side walk is lifting creating a tripping hazard
Parks	105 COCKRELL HILL RD RD	5/12/2020	5/12/2020			Large tree has fallen in the creek heritage park at the water fall needs to be removed

Street Department	1201 RED OAK CREEK DR	1/20/2021	1/20/2021		1/20/2021	large pothole 1201 Red Oak Creek Rd
Street Department	WESTMORELAND RD	1/20/2021	1/20/2021		1/20/2021	Install street signs on pole Westmoreland & Lariat
Street Department	105 COCKRELL HILL RD	1/20/2021	1/20/2021		1/20/2021	No truck sign and pole was taken down from sidewalk construction on Cockrell Hill Rd in front of fire dept. bays need to put back up
Street Department	621 MEADOW LARK DR	1/15/2021	1/15/2021		1/15/2021	Patch pothole 621 Meadowlark
Street Department	105 COCKRELL HILL RD RD	9/16/2020	9/16/2020		1/11/2021	load and haul asphalt millings from ground storage to the new pole barn (elevated tower)
Street Department	105 COCKRELL HILL RD RD	9/2/2020	9/14/2020		1/11/2021	need to patch pot holes Shiloh Rd, Bryson Ln
Street Department	105 COCKRELL HILL RD RD	9/14/2020	9/14/2020		1/11/2021	trim tree limbs back and cut out vines and brush out of fence line by walk in door gate water tower
Street Department	WATER ST	9/2/2020	9/9/2020		1/11/2021	At the intersection of Cockrell Hill and Water St. stop sign and street sign pole was ran over. Needs new pole and signage
Street Department	SHILOH RD	9/2/2020	9/9/2020		1/11/2021	pot holes needs to be patched Shiloh @ Bentree, several pot holes on E. Main

Street Department	133 WATER ST	9/1/2020	9/9/2020		1/11/2021	correct the drainage behind 133 Water st that catches water runoff from city property
Street Department	105 COCKRELL HILL RD RD	9/9/2020	9/9/2020		1/11/2021	mark the lay out for the new parking lot
Street Department	JOHNSON LN		9/9/2020		1/11/2021	Needs a new stop sign at Green Meadows and Johnson Ln
Street Department	744-A COCKRELL HILL RD	8/31/2020	8/31/2020		1/11/2021	Mow and weed eat right of way 744-A Cockrell Hill Rd
Street Department	112 CLAREMONT DR		8/28/2020		1/11/2021	Still has a Progressive recycle bin and tried several times to get it collected. Please pick it up on Monday, will be sitting out by 7 am.
Street Department	121 WATER ST	8/27/2020	8/27/2020		1/11/2021	haul off broken tree limb that fell onto property from city drainage easement
Street Department	600 BUCKBOARD ST	8/27/2020	8/27/2020		1/11/2021	600 Buckboard need to patch pothole
Street Department	105 COCKRELL HILL RD RD		8/20/2020		1/11/2021	finish cutting grooves every 5` on new paved sidewalk
Street Department	105 COCKRELL HILL RD RD	8/19/2020	8/19/2020		1/11/2021	Pull forms off of new paved sidewalk and backfill
Street Department	105 COCKRELL HILL RD RD		8/19/2020		1/11/2021	Pass out notices drainage and road construction Georgetown & Buckboard
Street Department	105 COCKRELL HILL RD RD	8/19/2020	8/19/2020		1/11/2021	Spread and pack road base pad 14`x36` for foundation of new deck being built Pw building
Street Department	701 OVILLA OAKS DR	1/8/2021	1/8/2021		1/8/2021	701 Ovilla Oaks Dr. dead tree on shoulder of the road needs to be cut down and hauled off
Street Department	105 COCKRELL HILL RD	1/8/2021	1/8/2021		1/8/2021	load up grit sand in dump truck at the ground storage yard and bring to shop
Street Department	105 COCKRELL HILL RD	1/8/2021	1/8/2021		1/8/2021	Take the brush hog off the Kubota tractor and hook up the spreader
Street Department	105 COCKRELL HILL RD RD	7/27/2020	7/27/2020	7/27/2020	1/8/2021	Public works to start vehicle and equipment inspections daily
Street Department	741 WESTMORELAND RD	5/22/2020	5/26/2020		1/8/2021	Rough patch of road several pot holes in area along 741 Westmoreland
Street Department	105 COCKRELL HILL RD RD		1/28/2020		1/8/2021	CITIZEN STATES THAT THE BUMPS ON THE BRIDGE ON WESTMORELAND ARE TERRIBLE AND NEED TO BE FIXED BEFORE IT RUINS SOMEONES TIRES.

Street Department	204 WINDING WAY CT		9/4/2019		1/8/2021	Ditches are not steep enough to prevent water from flowing off the road and into my years causing my front yard to have large amounts of standing water and erode . Same with side yard . Came to five a week ago to file complaint . It was made and was told problem would be addressed . Nothing has been done , nor have me and my family been contacted by anyone , in reference to this . Water has eroded our front yard bad enough to cause roots from standing trees to be fully exposed causing hazard to house .
Street Department	105 COCKRELL HILL RD RD	9/3/2019	9/3/2019	9/3/2019	1/8/2021	Received notice from concerned citizen of low hanging tree limbs/branches from Pickard property/Main Street down north Cockrell Hill Road. These limbs hang over the road.
Street Department	842 RED OAK CREEK DR		7/5/2018		1/8/2021	signs were taken out in vehicle accident.
Street Department	639 JOHNSON LN		5/21/2018		1/8/2021	Several Potholes on Johnson Lane west of Duncanville Rd to Joe Wilson Rd. This address is only used as a place holder for the vicinity of this issue.
Street Department	104 HIGH RIDGE CT	5/4/2018	5/4/2018		1/8/2021	Need street repairs at 104 High Ridge due to garbage trucks pulling in and trying to turn in cul de sac. Also at the entry of Thorntree and Cockrell Hill needs repairs.
Street Department	105 COCKRELL HILL RD RD		2/16/2018	2/16/2018	1/8/2021	BOA packet delivery. Betik: special instructions to enter thru front gate by mailbox and leave on porch at door.
Street Department	100 CUMBERLAND DR		2/14/2018		1/8/2021	A VEHICLE HAS ATTEMPTED TO PUSH OVER A STOP SIGN AT OVILLA RD AND CUMBERLAND DR.
Street Department	105 COCKRELL HILL RD RD		2/8/2018	2/8/2018	1/8/2021	packets to deliver to council. Doug Hunts book goes by the rock - per Mrs. Hunt Thank you!!
Street Department	907 ovilla oaks		11/28/2017	11/28/2017	1/8/2021	Pick up tree limbs in the ditch on E. Highland on the north side of the bridge.
Street Department	COCKRELL HILL RD		11/16/2017	11/17/2017	1/8/2021	Pothole on Cockrell Hill Rd near the culvert south of the south Ashburne Glen Entrance.
Street Department	105 COCKRELL HILL RD	1/7/2021	1/7/2021		1/7/2021	Cut up and haul off broken tree limb 300 block of Cockrell Hill Rd near guard rail
Street Department	WESTMORELAND RD	1/6/2021	1/6/2021		1/6/2021	Westmoreland @ Cardinal dead fallen tree hanging low to the road need to cut out and haul off

Street Department	717 BUCKBOARD ST	1/6/2021	1/6/2021		1/6/2021	717 Buckboard clean up and wash off mud, rock ect. entrance of driveway and street Due to water leak
Street Department	403 COCKRELL HILL RD	1/29/2021	1/29/2021	1/29/2021		North of Mr. Wade's property are limbs, debris and trash that need cleaning along the ditches please.
Street Department	105 COCKRELL HILL RD	1/19/2021	1/20/2021			Start clearing out garage bays behind police station
Street Department	JOHNSON LN	1/15/2021	1/15/2021			Several potholes down Johnson Ln need patching
Street Department	105 COCKRELL HILL RD	1/4/2021	1/4/2021			Need to pull edges off of road (Northwood) cut down high spots sweep and prep for asphalt overlay
Street Department	105 COCKRELL HILL RD	1/4/2021	1/4/2021			need to patch potholes Westmoreland, Shiloh, Johnson Ln, Joe Wilson, Red Oak Creek
Street Department	105 COCKRELL HILL RD	12/31/2020	12/31/2020	12/31/2020		Certain city offices are encountering rain water coming inside the building: Front city hall office, garage at the police station.
Street Department	105 COCKRELL HILL RD	12/10/2020	12/11/2020			Start crack sealing sector #2 Water St, Westlawn, Silverwood, Greenwood, Willowwood, Shadowwood, Lariat Suburban, Westmain, Cockrell Hill Rd
Street Department	105 COCKRELL HILL RD	12/8/2020	12/9/2020			Need to pick up 9 tons of asphalt
Street Department	105 COCKRELL HILL RD	11/6/2020	11/6/2020			Pick up 6 yards of sand (Living Earth)
Street Department	105 COCKRELL HILL RD	10/19/2020	10/19/2020			Help Parks dept. remove concrete culverts, broken concrete slab etc. (Sliver Spur Park)
Street Department	105 COCKRELL HILL RD	10/29/2020	10/29/2020			Help Parks dept. clean up Cindy Jones Park for the installation of new play ground equipment
Street Department	105 COCKRELL HILL RD	10/30/2020	10/30/2020			Go to Sunnyvale Plant pick up 5 tons of cold mix asphalt
Street Department	105 COCKRELL HILL RD	10/14/2020	10/28/2020			At the entrances of Cardinal & Meadowlark install slow children at play sign
Street Department	105 COCKRELL HILL RD	10/21/2020	10/21/2020			Texas Bit completed the overlay of parking lots to City Hall, Police Station.
Street Department	827 RED OAK CREEK DR	10/8/2020	10/8/2020			827 Red Oak Creek replace old Ovilla City Limit sign
Street Department	913 RED OAK CREEK DR	10/13/2020	10/13/2020			RESIDENT CALLED TO REQUEST STREET LIGHT. HE SPOKE TO ONCOR AND WAS DIRECTED TO THE CITY TO DO A STUDY AND US REQUEST A LIGHT WITH ONCOR. SAID HE ON A CURVE AND IT IS VERY DARK.
Street Department	105 COCKRELL HILL RD RD	10/9/2020	10/9/2020			Northwood and that section of Brookwood are in bad shape and require much needed road repairs.
Street Department	105 COCKRELL HILL RD RD	10/5/2020	10/6/2020			Texas Bit in progress of laying new asphalt roads North ends of Buckboard, Georgetown, and connecting street of Silver Spur

Street Department	105 COCKRELL HILL RD RD	10/8/2020	10/8/2020			At the intersection of Shiloh and Bryson rough section of road with continuous pot holes West bound Ln of Shiloh
Street Department	105 COCKRELL HILL RD RD	10/1/2020	10/1/2020			Grade dirt with box blade on the hill by city of ovilla sign
Street Department	105 COCKRELL HILL RD RD	9/23/2020	9/23/2020			pick up loads of road base to spread inside pole barn bays and out in front of pole barn
Street Department	105 COCKRELL HILL RD RD	9/23/2020	9/23/2020			Take down front section of fence at the water tower to prep for new panel fence.
Street Department	105 COCKRELL HILL RD RD	9/24/2020	9/24/2020			Set pole and install no truck sign 105 Cockrell Hill
Street Department	105 COCKRELL HILL RD RD	9/24/2020	9/24/2020			Take 2011 Chevy, 1998 Ford dump truck, Crack Seal trailer for inspections.
Street Department	105 COCKRELL HILL RD RD	9/25/2020	9/25/2020			Patch pot holes Johnson, Joe Wilson, Malloy
Street Department	105 LARIAT TRL		9/18/2020			103 Lariat, 105 Lariat low hanging tree limbs hitting school buses. At the intersection of Lariat @ Westmoreland trim back tree branches blocking visibility pulling onto Westmoreland.
Street Department	105 COCKRELL HILL RD RD	9/16/2020	9/16/2020			Purchase paint to spray 40` container
Street Department	705 SILVER SPUR LN	8/26/2020	8/26/2020	8/26/2020		Home owner at 705 Silver Spur voiced appreciation for the culvert clean-out being done by Ellis County Precinct, however, he would ask that a City representative contact him and come to his residence to enable him to show how this will affect his property - creating other drainage issues. He asks what can be done to remedy his drainage issue.
Street Department	105 COCKRELL HILL RD RD	8/6/2020	8/6/2020			Need to take F250 service truck to sardis tire to have new tires mounted
Street Department	105 COCKRELL HILL RD RD	8/6/2020	8/6/2020			Purchase paint to spray storage containers
Street Department	123 SUBURBAN DR	8/10/2020	8/10/2020			Utility pole is leaning. Per James, have someone drive by to check it out.
Street Department	201 WILLOW WOOD LN	7/31/2020	7/31/2020			MS Huber would like speed humps on Willowwood. She advised that police have issued citations but the speeding continues.
Street Department	144 WATER ST	7/18/2020	7/18/2020			No trespassing sign - was taken down by unknowns and tacky message left on pole.

Street Department	SHILOH RD	7/15/2020	7/15/2020		7211 Shiloh end of culvert was ran over that crosses shiloh due to car accident and the delineator sign was knocked down need to reset sign and jack up the end of culvert the best as possible
Street Department	RED OAK CREEK DR		5/17/2020		Many tree branches growing out into the road on the sides and also low hanging branches need trimming. On the first curve to the left going south after passing the Methodist Church there is a small tree on east side of curve that really needs taking out as it does trike vehicles.
Street Department	105 COCKRELL HILL RD RD	5/15/2020	5/15/2020		Patch pothole at Pickard Bridge turning off Ovilla RD
Street Department	SHILOH RD		4/23/2020		East bound shiloh Road, West of Ovilla Road. Limbs and tee debris protruding into the road.

					<p>As of this date, as far as we are concerned, this issue has NEVER been resolved completely since 3/29/2018!</p> <p>The first picture is the street of Shadowood. The streets go up to every driveway all nice and neat. A few weeks ago you were out there repairing all the small cracks all the way down the street. Very nicely! The second picture is the end of Elmwood by Shadowood. Such a nice, clean well maintained street with no house with a mailbox and two driveways.</p> <p>The last two pictures are the other end of Elmwood! Yes, really!!! This end has a mail box and three driveways! We have seen city employees here looking at it, so we know you are aware that it is now worse than ever! This street is a big mess and is approximately 3 feet more narrow than the other streets in Brookwood. I believe this time period that we have been patient and waited for proper repair of over two years is enough (since the last two times Brookwood streets were redone, we were overlooked so really is way over two years). Not sure what we need to do next but we do pay our taxes and we do deserve better than this!! And again, you would not want your street to look like ours!! Totally unacceptable!!</p> <p>The Warren's - 300 Willow Creek  The Rasberry's -214 Willow Creek  The Godwin's - 615 Elmwood</p>
Street Department	300 WILLOW CREEK LN	4/9/2020	4/13/2020		615 BuckBoard Need to correct drainage issue. The culvert is clogged The drive way of the resident is on Silver Spur rd.
Street Department	615 BUCKBOARD ST	3/31/2020	3/31/2020		Cockrell Hill Road is showing a lot of alligatoring from the Ellis/Dallas County line all through to the light at 664. Some areas are really bad and need resurfacing, not just a pothole fill.
Street Department	105 COCKRELL HILL RD RD	3/30/2020	3/30/2020		

Street Department	105 COCKRELL HILL RD RD	2/27/2020	2/27/2020			Main Street to North Cockrell Hill Road the streets are showing bad places. Sub-grade is coming up. Please check this area and set a plan of action for repairs and maintenance.
Street Department	556 JOHNSON LN		8/12/2019	8/12/2019		NEED TO CORRECT DRAINAGE ISSUE AT CULVERT

Water/Wastewater	611 GREEN MEADOWS LN	11/30/2020	11/30/2020			PLEASE GET IN-READ TODAY NOV 30TH
Water/Wastewater	105 COCKRELL HILL RD	1/19/2021	1/19/2021		1/29/2021	January 2021 repair list please see attached
Water/Wastewater	611 MEADOW LARK DR	1/28/2021	1/28/2021		1/28/2021	REREAD METER
Water/Wastewater	713 BUCKBOARD ST	1/26/2021	1/26/2021		1/26/2021	WATER LINE NEEDS TO BE FLUSHED IN THE 700 BLK OF BUCKBOARD CUSTOMER STATES WATER IS COMING OUT BROWN
Water/Wastewater	210 WILLOW CREEK LN	12/29/2020	1/15/2021		1/19/2021	FINAL OUT READ/ DO NOT LOCK BOX **JANUARY 19TH**
Water/Wastewater	105 COCKRELL HILL RD		1/19/2021		1/19/2021	Please get a bottle count for the CL2 Chlorine & NH3 Ammonia so that we may place our order with DPC
Water/Wastewater	1908 DUNCANVILLE RD		1/19/2021		1/19/2021	Complete full NAP panel sampling using the SL1000
Water/Wastewater	1908 DUNCANVILLE RD		1/19/2021		1/19/2021	Perform Daily site checks at pumpstation and all lift stations.
Water/Wastewater	105 COCKRELL HILL RD	1/19/2021	1/19/2021		1/19/2021	January 2021 Reread list please see attached
Water/Wastewater	105 COCKRELL HILL RD	1/13/2021	1/13/2021		1/19/2021	Please file plans with Ellis County Thursday or Friday of this week for Bryson Manor. You will have to purchase a TAX CERTIFICATE. He only brought us the receipt of payment. The plans are in my office. ty!
Water/Wastewater	105 COCKRELL HILL RD	1/8/2021	1/8/2021		1/15/2021	METER BOOKS PLACED IN PW BASKET/START READING JANUARY 13TH.
Water/Wastewater	610 GREEN MEADOWS LN	1/14/2021	1/14/2021		1/15/2021	customer request to have sprinkler meter removed from property. meter #94653344
Water/Wastewater	105 COCKRELL HILL RD		1/15/2021		1/15/2021	Completed reading monthly water meters for the month of January.

Water/Wastewater	905 OVILLA OAKS DR	1/13/2021	1/13/2021		1/14/2021	UNLOCK BOX/ APPLICATION & DEPOSIT REC'D FROM NEW OWNER
Water/Wastewater	105 COCKRELL HILL RD		1/15/2021		1/14/2021	2nd day of reading meters for the month of January.
Water/Wastewater	214 COCKRELL HILL RD	1/13/2021	1/13/2021		1/13/2021	unlock box/application & deposit rec'd from new tenant.
Water/Wastewater	105 COCKRELL HILL RD		1/15/2021		1/13/2021	1st day of reading meters for the month of January.
Water/Wastewater	214 COCKRELL HILL RD	1/12/2021	1/12/2021		1/13/2021	Final out read/lock box
Water/Wastewater	704 BUCKBOARD ST		1/13/2021		1/13/2021	Fixed 1 1/2` water main at this location. Failed coupling.
Water/Wastewater	105 COCKRELL HILL RD		1/13/2021		1/12/2021	Removed 3/4` service in front of the FD due to new sidewalk placement. Line was capped off and moved from the area.
Water/Wastewater	905 OVILLA OAKS DR	1/6/2021	1/11/2021		1/12/2021	PLEASE GET FINAL OUT READING ON **JANUARY 12TH** LOCK BOX/NO NEW APPLICATION REC'D
Water/Wastewater	407 BURTONWOOD CIR	1/11/2021	1/11/2021		1/12/2021	Please get reread/customer stating high bill
Water/Wastewater	WESTMORELAND RD		1/13/2021		1/7/2021	Fixed water leak under the road at the corner Westmoreland and Cardinal. Turned out to be a leaking copper service line 3/4` It was replaced with ploy service and brass cutoffs.
Water/Wastewater	610 GREEN MEADOWS LN		1/7/2021		1/7/2021	Please get meter reading. Customer is stating high bill
Water/Wastewater	520 WESTMORELAND RD		1/4/2021		1/6/2021	PLEASE GET REREAD TODAY **JAN 4TH**
Water/Wastewater	715 BUCKBOARD ST		1/13/2021		1/5/2021	Fixed leaking 3 way valve system. Had to cut out old valves and replace with new poly and new cutoffs.
Water/Wastewater	1202 RED OAK CREEK DR	12/28/2020	12/28/2020			ACROSS THE STREET/END OF DRIVE WAY, NEIGHBOR CALLED STATING ITS NOT AT ADDRESS BUT ACROSS THE STREET/BEEN LEAKING FOR A MONTH
Water/Wastewater	313 WILLOW CREEK LN		12/2/2020			Check the water meter for a water leak. Customer states that we have a leak on our side of the meter.

Water/Wastewater	141 WATER ST		11/17/2020			Customer stated that they had no water to their water meter that goes to the garden. I am guessing it is due to capping the 3` water main at Cindy jones park after being hit for running through the middle of the park. A new 3` will be rerouted around this area to restore the water service to this area in the next couple of weeks. Customer was advised of this and said it would be fine until then.
Water/Wastewater	109 OAK FOREST LN	11/9/2020	11/9/2020			Concerns that a large log is leaning on a sewer line behind their home. Additionally, the creek behind their home is blocked/stopped up, keeping the creek water from draining/running properly. This stagnant water causes more mosquito breeding.
Water/Wastewater	609 CARDINAL DR	9/22/2020	9/22/2020			Check for meter leak
Water/Wastewater	204 LARIAT TRL	9/25/2020	9/25/2020			PLEASE GET READING FOR NEW CUSTOMER ***OCTOBER 15TH***
Water/Wastewater	1941 DUNCANVILLE RD		6/4/2020			Need to replace wheel valve at the meter with an angle stop. old wheel valve is leaking.
Water/Wastewater	615 GEORGETOWN RD		8/25/2020			There is a super slow leak at the corner of Georgetown and Silver Spur on the 4` water main. Make necessary repairs , Locates are submitted
Water/Wastewater	818 COCKRELL HILL RD		10/5/2020			Replace angle stop the old one is leaking and hard to operate.
Water/Wastewater	105 COCKRELL HILL RD RD	9/17/2020	9/21/2020			Had four concrete flumes framed and poured in front of boxed culverts at the intersection of Westlawn & Willowwood
Water/Wastewater	SHILOH RD		9/17/2020			Circle H is now working on the water main installation.

						Rock Terrace in Ovilla. We have been without water for hours today, and have had no communication from the City to expect this outage, or even to let us know how long it will be before water service is restored. I have signed up for text alerts, but have received nothing about this. Water Outrage is not a typo. We are seriously disappointed that in 2020 we have to live like it's 1950 and the well ran dry. Our city taxes have increased, as have our water/garbage collection bills and have yet to learn what the 'impound fee' is, so I'd like an answer to that as well. There is nothing on the City's website explaining this water outage, or how long it's going to last. Had we been notified, we could have made provisions to ride the outage out, but that courtesy was not extended to us. So now, it's a sink of dirty breakfast dishes, inability to flush the toilets or do the family laundry. Oh, and it's a pandemic so we can't even wash our hands. I guess we'll fix lunch after dousing ourselves in hand sanitizer. Great way to live.  I expect a call or text to 214-226-7483 or the courtesy of a reply by email.  Due to the pandemic, even though I live less than 2 miles from City Hall, I can't deliver my water payment to the Night Drop Off site. Nope, now I have to incur the additional cost of postage, go out of my way to a post office, have the payment sent up to Dallas and then
Water/Wastewater	202 SPLIT ROCK TER	9/8/2020	9/9/2020			
Water/Wastewater	1940 DUNCANVILLE RD	8/12/2020	8/12/2020			Check for water leak at the meter box
Water/Wastewater	105 COCKRELL HILL RD RD		7/8/2020			Take monthly water samples and carry to the lab.
Water/Wastewater	720 E HIGHLAND ROAD	3/27/2020	3/31/2020			PLEASE GET READING..THANKS

Zoning	105 COCKRELL HILL RD RD	9/1/2020	9/3/2020			Ashburne Glen is working on new landscaping and has gone beyond the 10x10 section allowed on the final plat. Please measure the area beyond the 10x10 area.
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