

# City of OVILLA City Council

Rachel Huber, Place One  
Dean Oberg, Place Two

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

Doug Hunt, Place Four  
Michael Myers, Place Five

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Monday, March 08, 2021	105 S. Cockrell Hill Road, Ovilla, TX 75154 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, March 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 OVILLA will conduct the meeting scheduled at 6:30 PM, Monday, March 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: 978 7222 4833**

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

**<https://zoom.us/j/97872224833>**

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 PL5 Myers
- US. Pledge of Allegiance and TX Pledge – led by PL1 Huber

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

- Proclamation – Public Safety Public Works – Winter Storms
- Proclamation – Meals on Wheels
- Announcements – Certificates of Appreciation

### **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 *OVILLA* City Council

*Rachel Huber, Place One  
Dean Oberg, Place Two*

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

*Doug Hunt, Place Four  
Michael Myers, Place Five*

1. Resolution R2021-04 continued participation with the steering committee of cities served by Oncor, authorizing membership to the Oncor Cities Steering Committee (OCSC).
2. Financial Transactions over \$5,000 October 1, 2020 thru January 31, 2021
3. Regular Meeting Minutes 2021.02.08

## **REGULAR AGENDA**

- ITEM 1. DISCUSSION** – Receive information from Oncor Representative about power outages and failures, and delayed restoration in Ovilla and throughout Texas during the February 2021 ice storm.
- ITEM 2. DISCUSSION** – Receive Emergency Management report regarding preparations for and City operations during the cold weather and power outages in the City during the week of February 14, 2021. Discussion to include successes and recommendations from staff for improvements based on issues encountered during the record-breaking cold spell.
- ITEM 3. DISCUSSION/ACTION** – Consideration of and action on Ordinance 2021-05 of the City Council of the City of Ovilla, Texas, declaring unopposed candidates in the May 01, 2021 General City Election elected to office: canceling the election; providing a savings clause; providing a severability clause; and providing an effective date.
- DISCUSIÓN/ACCIÓN** – Consideración de una acción a partir de la Ordenanza 2021-05 una ordenanza de la ciudad de ovilla, Texas, declarando a los candidatos sin oposición en la elección general de la ciudad del 01 de mayo de 2021 elegidos para el cargo; cancelando la elección; proporcionando una cláusula de salvaguardia; proporcionando una cláusula de separabilidad; y proporcionando una fecha efectiva.
- ITEM 4. DISCUSSION/ACTION** – Consideration of and Action on Ordinance 2021-06 of the City Council of the City of Ovilla, Texas, amending Appendix A, Article A7.000, Section A7.005 “deposits for water and wastewater service,” of the Code of Ordinances of the City of Ovilla, Texas; providing revised deposit amounts for water, sewer and garbage service; providing a severance clause; providing for incorporation into the Ovilla Code of Ordinances; providing for immediate effect; and providing for publication.
- ITEM 5. DISCUSSION/ACTION** – Consideration of and Action on a Professional Engineering Services Agreement by and between the City of Ovilla, Texas and Birkhoff, Hendricks & Carter, LLP for the preparation of American Water Infrastructure Act of 2018.
- ITEM 6. DISCUSSION** – Discuss a request from Mayor Pro Tem Griffin on establishing an expenditure moratorium.
- ITEM 7. DISCUSSION/ACTION** – Receive the EDC’s consensus on the purchase of 104 Cockrell Hill Road and approve next steps if necessary.
- ITEM 8. DISCUSSION** – Discuss and review staff’s recommendations for the safe reopening of the city facilities.
- ITEM 9. DISCUSSION/ACTION** – Consideration of any item(s) pulled from the Consent Agenda for individual consideration and action.

## **STAFF REPORTS**



# City of *OVILLA* City Council

Rachel Huber, Place One  
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## • Department Activity Reports / Discussion

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

## EXECUTIVE SESSION

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

A. Convene into Executive Session.

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

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

B. Reconvene into Regular (Open) Session

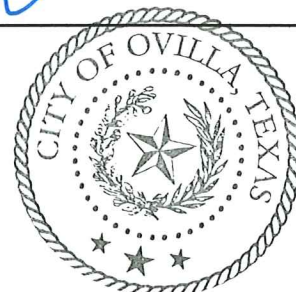
## REQUESTS FOR FUTURE AGENDA ITEMS AND/OR ANNOUNCEMENTS BY COUNCIL AND STAFF

## ADJOURNMENT

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

  
G Miller, City Secretary

DATE OF POSTING: 3.5.2021 TIME: 3:30 am/pm  
DATE TAKEN DOWN: \_\_\_\_\_ TIME: \_\_\_\_\_ am/pm



# PROCLAMATION 2021

## HONORING PUBLIC SAFETY & PUBLIC WORKS

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**Whereas,** The week of February 14, 2021, two winter storms of historic proportions swept across Texas, bringing record low temperatures, ice and snow and left millions of Texans without power, and

**Whereas,** the City of Ovilla and its residents and businesses also endured a direct impact from the storms, with many homes and businesses left without power for extended periods of time, resulting in significant damage and discomfort, and

**Whereas,** the City of Ovilla Departments of Public Safety and Public Works arose to this unprecedented challenge to assist our citizens with great skill, determination, dedication and compassion that brought relief, safety and hope on a widespread scale; and

**Whereas,** this involved both Departments working around the clock with little sleep throughout the week-long weather event, Public Works staff making emergency service calls to cut off water due to broken pipes while also keeping our water system running securely and safely and responding to citizen calls. DPS also responding to fire rescue and police calls for help, assisting in shutting off water at citizens homes and also setting up a Community Warming Shelter at Grace Church in Ovilla; as well as establishing door knocking teams to cover the entire city with 'well checks' for our citizens; and

**Whereas,** we commend Fire Chief Brandon Kennedy, Public Works Director James Kuykendall, Police Chief Brian Windham and their incredible teams of professionals for their service and truly keeping our city moving during this historic weather event.

**Now Therefore,** I, Richard A. Dormier, Mayor of the City of Ovilla, on behalf of the entire Ovilla City Council and citizens we serve, do hereby extend our deepest appreciation and gratitude to these Hometown Heroes for keeping Ovilla moving during the Winter Storms of 2021.

**IN WITNESS WHEREOF,** I have hereunto set my hand this 8th day of March, in the year of our Lord two thousand twenty-one.

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**Richard A. Dormier, Mayor of Ovilla**





# PROCLAMATION



## March for Meals Month

**WHEREAS**, on March 22, 1972, President Richard Nixon signed into law a measure that amended the Older Americans Act of 1965 and established a national nutrition program for seniors 60 years and older;

**WHEREAS**, Meals on Wheels America established the National March for Meals Campaign in March 2002 to recognize the historic month, the importance of Older Americans Act Nutrition Programs – both congregate and home-delivered – and raise awareness about the escalating problem of senior hunger in America;

**WHEREAS**, the 2021 observance of the March for Meals campaign provides an opportunity to support Meals on Wheels programs that deliver vital and critical services by donating, volunteering and raising awareness about senior hunger and isolation;

**WHEREAS**, Older Americans Act Nutrition Programs – both congregate and home-delivered – in TEXAS have served our communities admirably for more than 40 years; and

**WHEREAS**, volunteer drivers for Meals on Wheels programs in TEXAS are the backbone of the program and they not only deliver nutritious meals to homebound seniors and individuals with disabilities, but also caring concern and attention to their welfare;

**WHEREAS**, Meals on Wheels programs in TEXAS provide nutritious meals to seniors throughout the State and help them maintain their health and independence and avoid unnecessary hospitalizations and/or premature institutionalization;

**WHEREAS**, Meals on Wheels programs in TEXAS provide a powerful socialization opportunity for millions of seniors to help combat loneliness and isolation;

**WHEREAS**, Meals on Wheels programs in OVILLA, TEXAS deserve recognition for the contributions they have made and will continue to make to local communities, our State and our Nation; and

**NOW THEREFORE**, I RICHARD DORMIER, MAYOR OF OVILLA, TEXAS do hereby proclaim March 2021 as March for Meals Month.

**The governing body of the City of Ovilla** urges every citizen to take time this month to honor our Meals on Wheels programs, the seniors they serve and the volunteers who care for them. Our recognition of, and involvement in, the national 2021 March for Meals campaign can enrich our entire community and help combat senior hunger and isolation in America.

Dated this 8TH DAY of MARCH 2021

Richard Dormier, MAYOR OF OVILLA







# CERTIFICATE OF APPRECIATION

THIS CERTIFICATE IS HEREBY AWARDED TO

**GRACE CHURCH OF OVILLA**

IN RECOGNITION FOR YOUR SERVICE TO THE CITY OF OVILLA AND OUR EMPLOYEES FOR PROVIDING MEALS AND PROVIDING VOLUNTEERS TO ASSIST. ALSO, FOR YOUR GENEROSITY IN OPENING YOUR CHURCH AS A WARMING CENTER TO THE PUBLIC DURING THE WINTER STORM FEBUARY 2021.

PRESENTED ON THE 8<sup>TH</sup> DAY OF MARCH 2021

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RICHARD DORMIER, MAYOR



# CERTIFICATE OF APPRECIATION

THIS CERTIFICATE IS HEREBY AWARDED TO

## JUNIOR'S BAR-B-QUE

IN RECOGNITION FOR YOUR GENEROUS CONTRIBUTION TO THE CITY OF OVILLA. WITH RESPECT AND SINCERE APPRECIATION IN PROVIDING A MEAL TO THE OVILLA EMERGENCY MANAGEMENT TEAM DURING THE FEBRUARY 2021 WINTER STORM.

PRESENTED ON THE 8<sup>TH</sup> DAY OF MARCH 2021

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RICHARD DORMIER, MAYOR



# CERTIFICATE OF APPRECIATION

THIS CERTIFICATE IS HEREBY AWARDED TO

## ESTES ELECTRIC

WITH GRATEFUL APPRECIATION AND RECOGNITION FOR YOUR PROMPT SERVICE AND ASSISTANCE TO THE CITY OF OVILLA AND THE OVILLA EMERGENCY MANAGEMENT TEAM DURING THE FEBRUARY 2021 WINTER STORM.

PRESENTED ON THE 8<sup>TH</sup> DAY OF MARCH 2021

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RICHARD DORMIER, MAYOR



03.8.2021

## Consent Items C1 – C3

To  
Honorable Mayor  
and Council

From  
Staff

CC  
Applicable  
Departments

### BACKGROUND AND JUSTIFICATION:

**C1:** Resolution R2021-04 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 R2021-04

**C2.** Financial Transactions over \$5,000 October 1, 2020 thru January 31, 2021

**STAFF RECOMMENDATION:** Staff recommends approval

**C3.** Regular Meeting Minutes 2021.02.08

**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. R2021-04

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OVILLA, TEXAS, AUTHORIZING CONTINUED PARTICIPATION WITH THE STEERING COMMITTEE OF CITIES SERVED BY ONCOR; AND AUTHORIZING THE PAYMENT OF SIX CENTS PER CAPITA TO THE STEERING COMMITTEE TO FUND REGULATORY AND LEGAL PROCEEDINGS AND ACTIVITIES RELATED TO ONCOR ELECTRIC DELIVERY COMPANY, LLC.

- WHEREAS, the City of Ovilla (the “City”) is a regulatory authority under the Public Utility Regulatory Act (PURA) and has exclusive original jurisdiction over the rates and services of Oncor Electric Delivery Company, LLC (Oncor) within the municipal boundaries of the City; and
- WHEREAS, the Steering Committee of Cities Served by Oncor (the “Steering Committee”) has historically intervened in Oncor rate proceedings and electric utility related rulemakings to protect the interests of municipalities and electric customers residing within municipal boundaries; and
- WHEREAS, the Steering Committee is participating in Public Utility Commission dockets and projects, as well as court proceedings, and legislative activity, affecting transmission and distribution utility rates; and
- WHEREAS, the City is a member of the Steering Committee; and
- WHEREAS, the Steering Committee functions under the direction of an Executive Committee which sets an annual budget and directs interventions before state and federal agencies, courts and legislatures, subject to the right of any member to request and cause its party status to be withdrawn from such activities; and
- WHEREAS, the Steering Committee at its December 2020 meeting set a budget for 2021 that compels an assessment of six cents (\$0.06) per capita; and
- WHEREAS, in order for the Steering Committee to continue its participation in these activities which affects the provision of electric 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 Steering Committee of Cities Served by Oncor to protect the interests of the City of Ovilla and protect the interests of the customers of Oncor Electric Delivery Company, LLC residing and conducting business within the City limits.

II.

The City is further authorized to pay its assessment to the Steering Committee of six cents (\$0.06) per capita based on the population figures for the City shown in the latest TML Directory of City Officials.

III.

A copy of this Resolution and the assessment payment check made payable to "*Steering Committee of Cities Served by Oncor*" shall be sent to Brandi Stigler, Steering Committee of Cities Served by Oncor, c/o City Attorney's Office, Mail Stop 63-0300, 101 S. Mesquite St., Suite 300, Arlington, Texas 76010.

PRESENTED AND PASSED on this the 8th day of March 2021, by a vote of \_\_\_\_\_ ayes and \_\_\_\_\_ nays at a regular meeting of the City Council of the City of Ovilla, Texas.

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

ATTEST:

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

APPROVED AS TO FORM:

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



## **STAFF REPORT ON ASSESSMENT RESOLUTION FOR STEERING COMMITTEE OF CITIES SERVED BY ONCOR**

### **Purpose of the Resolution**

The City of Ovilla is a member of a 162-member city coalition known as the Steering Committee of Cities Served by Oncor (Steering Committee). The resolution approves the assessment of a six cent (\$0.06) per capita fee to fund the activities of the Steering Committee.

### **Why this Resolution is Necessary**

The Steering Committee undertakes activities on behalf of municipalities for which it needs funding support from its members. Municipalities have original jurisdiction over the electric distribution rates and services within the city. The Steering Committee has been in existence since the late 1980s. It took on a formal structure in the early 1990s. Empowered by city resolutions and funded by per capita assessments, the Steering Committee has been the primary public interest advocate before the Public Utility Commission, ERCOT, the courts, and the Legislature on electric utility regulation matters for over three decades.

The Steering Committee is actively involved in rate cases, appeals, rulemakings, and legislative efforts impacting the rates charged by Oncor Electric Delivery Company, LLC within the City. Steering Committee representation is also strong at ERCOT. It is possible that additional efforts will be necessary on new issues that arise during the year, and it is important that the Steering Committee 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 “Be It Resolved” Paragraphs**

I. The City is currently a member of the Steering Committee; this paragraph authorizes the continuation of the City’s membership.

II. This paragraph authorizes payment of the City’s assessment to the Steering Committee in the amount of seven cents (\$0.06) per capita, based on the population figure for the City as shown in the latest TML Directory of City Officials.

III. This paragraph requires payment of the 2021 assessment be made and a copy of the resolution be sent to the Steering Committee.

### **Payment of Assessment**

A copy of the resolution should be mailed with payment of the fee to Brandi Stigler, Steering Committee of Cities Served by Oncor, 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: *Steering Committee of Cities Served by Oncor.*

# STEERING COMMITTEE CITIES SERVED BY ONCOR (162)

Addison	Frisco	Plano
Allen	Frost	Pottsboro
Alvarado	Gainesville	Prosper
Andrews	Garland	Ranger
Anna	Glenn Heights	Red Oak
Archer City	Grand Prairie	Rhome
Argyle	Granger	Richardson
Arlington	Grapevine	Richland
Azle	Halton City	Richland Hills
Bedford	Harker Heights	River Oaks
Bellmead	Haslet	Roanoke
Belton	Henrietta	Robinson
Benbrook	Hewitt	Rockwall
Beverly Hills	Highland Park	Rosser
Big Spring	Honey Grove	Rowlett
Breckenridge	Howe	Sachse
Bridgeport	Hudson Oaks	Saginaw
Brownwood	Hurst	Sansom Park
Buffalo	Hutto	Seagoville
Burkburnett	Iowa Park	Sherman
Burleson	Irving	Snyder
Caddo Mills	Jolly	Southlake
Cameron	Josephine	Springtown
Canton	Justin	Stephenville
Carrollton	Kaufman	Sulphur Springs
Cedar Hill	Keene	Sunnyvale
Celina	Keller	Sweetwater
Centerville	Kennedale	Temple
Cleburne	Kerens	Terrell
Coahoma	Killeen	The Colony
Colleyville	Krum	Trophy Club
Collinsville	Lake Worth	Tyler
Colorado City	Lakeside	University Park
Comanche	Lamesa	Venus
Commerce	Lancaster	Waco
Coppell	Lewisville	Watauga
Copperas Cove	Lindale	Waxahachie
Corinth	Little Elm	Westover Hills
Cross Roads	Little River Academy	Westworth Village
Crowley	Malakoff	White Settlement
Dallas	Mansfield	Wichita Falls
Dalworthington Gardens	McKinney	Willow Park
DeLeon	Mesquite	Woodway
De Soto	Midland	Wylie
Denison	Midlothian	
Duncanville	Murchison	
Early	Murphy	
Eastland	New Chapel Hill	
Edgecliff Village	North Richland Hills	
Ennis	Northlake	
Euless	Oak Leaf	
Everman	Oak Point	
Fairview	Odessa	
Farmers Branch	O'Donnell	
Fate	Ovilla	
Flower Mound	Palestine	
Forest Hill	Pantego	
Forney	Paris	
Fort Worth	Parker	

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

# Invoice

Date	Invoice #
2/24/2021	21-105

Bill To
City of Ovilla

Item	Population	Per Capita	Amount
2021 Membership Assessment	4,167	0.06	250.02
Please make check payable to: Oncor Cities Steering Committee and mail to Oncor 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>	\$250.02





**Date: March 8, 2021**

**To: Honorable Mayor and Council Members**

**Subject: Transactions over \$5,000 From  
October 1, 2020 thru  
January 31, 2021**

**From:**

**Sharon Jungman – Finance Director**

City of Ovilla  
Transaction Detail Report  
10/1/2020 - 1/31/2021

3/1/2021 04:57 PM

**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
1/7/2021	1/7/2021	AP Invoice		Trash collection for December 2020	22,900.07	0.00	68,890.14
Total					68,890.14	0.00	

**100 - General Fund**

**Account 100-50-57463**

Post Date	Transaction Date	Source	Check #	Line Description	Debit	Credit	Balance
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10/30/2020	10/30/2020	AP Invoice	Water Street Bridge Progress Billing #1	103,233.00	0.00	103,233.00
			Total	103,233.00	0.00	

**200 - Water And Utilities Fund**

**Account 200-75-55460**

Post Date	Transaction Date	Source	Check #	Line Description	Debit	Credit	Balance
11/13/2020	11/13/2020	AP Invoice		Water purchase for 10-1 to 10-29-20	39,858.92	0.00	39,858.92
12/18/2020	12/18/2020	AP Invoice		Water Purchase for 10-30 to 12-1	35,640.91	0.00	75,499.83
			Total		75,499.83	0.00	

**200 - Water And Utilities Fund**

**Account 200-80-55463**

Post Date	Transaction Date	Source	Check #	Line Description	Debit	Credit	Balance
10/2/2020	10/2/2020	AP Invoice		Sewer Service for October	14,065.00	0.00	14,065.00
10/16/2020	10/16/2020	AP Invoice		Sewer Treatment for November	14,065.00	0.00	28,130.00
12/11/2020	12/11/2020	AP Invoice		Waste Disposal for December	33,066.00	0.00	61,196.00
12/18/2020	12/18/2020	AP Invoice		Waste Disposal for January	33,066.00	0.00	94,262.00
			Total		94,262.00	0.00	

**200 - Water And Utilities Fund**

**Account 200-80-57440**

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

**500 - Municipal Development District Fund**

**Account 500-10-9109216**

Post Date	Transaction Date	Source	Check #	Line Description	Debit	Credit	Balance
10/30/2020	10/30/2020	AP Invoice		Progress Billing #1 on City Hall Parking Lot	52,426.80	0.00	52,426.80
12/3/2020	12/3/2020	AP Invoice		City Hall Parking Lot Progress Billing #2	99,675.00	0.00	152,101.80
			Total		152,101.80	0.00	

**CITY OF OVILLA MINUTES**  
**Monday February 08, 2021**  
**Regular City Council Meeting**  
**105 S. Cockrell Hill Road, Ovilla, TX 75154**

In accordance with order of the Office of the Governor issued March 16, 2020, the CITY COUNCIL of the CITY OF OVILLA conducted a meeting at 6:30 PM, Monday February 08, 2021 via Zoom in order to advance the public health goal of limiting face-to-face meetings (also called "social distancing") to slow the spread of the Coronavirus (COVID-19).

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

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

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

Rachel Huber	Council Member, Place 1
Dean Oberg	Council Member, Place 2 (joined 6:45 pm)
David Griffin	Mayor Pro Tem, Place 3
Doug Hunt	Council Member, Place 4
Michael Myers	Council Member, Place 5

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

**CALL TO ORDER**

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

**ANNOUNCEMENTS, PROCLAMATIONS, PRESENTATIONS, COMMENTS**

- **Proclamation** - Ovilla Christian School Girls Volleyball Team – was presented by Mayor Dormier
- **Presentation** - CWD Annual Review was presented. After the presentation: PL1 Huber asked if the extra trash dropped on the streets by the CWD Trucks while providing service could be picked up as well. PL2 Oberg expressed his appreciation for the job they do - especially with the bar ditches in Brookwood Estates. PL3 Griffin commented on the good presentation given. PL4 Hunt addressed concern after reading a post - complaining on the trash and recycle being put in the same truck. The CWD Representatives assured the Council they would follow up on the complaint and appreciated the city's business.

**CITIZEN COMMENTS:**

None

**CONSENT AGENDA**

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

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

**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** – City Manager Pam Woodall reviewed the Ordinance 2021-04 amending Utility Easements in the Ovilla Code.
- b. **RECOMMENDATION** – Receive recommendation from Planning & Zoning regarding easements.

Mayor Dormier opened the Public Hearing at 7:07 p.m.

- c. **PUBLIC HEARING** to receive comments from those wishing to speak – *there were none.*

Mayor Dormier closed the Public Hearing at 7:08 p.m.

**REGULAR AGENDA**

**ITEM 1. DISCUSSION/ACTION** – PZ21.01 – 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.

Mayor Dormier opened the discussion with some of the history of the request to update the Code of Ordinances, along with Code Enforcement Mike Dooly. They explained that within the city there are some properties with very distinct shapes that does not allow for easy access to the utility easements. Discussion then led to dropping all easements on the back and side of properties to make it easier for access from the street/front of properties for utilities, and homeowners.

The census of the council was to bring a new Ordinance back to consider with changes made.

PL3 Griffin made the motion to deny the 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. PL2 Oberg seconded.

**Recorded Vote to DENY:**

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**

*No opposition/abstentions.*

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

**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.

Police Chief Brian Windham made a presentation and added that he had originally brought the need for 2 additional officers to Council last October for budget review, at that time he was told to revisit this request at midyear which is noted as approaching. At this time, he would like to add one officer now (midyear) and one officer at budget review.

Topics discussed as advantages to the Police Department:

- Traffic Officer
- New Construction
- No need for car - at this time

Discussion became the funding at this time, and Chief Windham was asked to wait until this year's budget review.

**No Action**

**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.

PL4 Hunt gave explanation on request on time keeping system. He explained his main concern with our current system not tracking hours individually per employee. PL2 Oberg was asked his concerns since making the request, he stated that the legalities of employees being 'on and off the clock' and the system not tracking that information, adding his concern of what exactly is being done while the employee is on the clock.

City Manager Pam Woodall explained to the Council what the current timekeeping software is capable of doing. She explained the process of the employee is to log into the system and document their time. The daily hours are recorded by the employee and approved by the supervisor who then sends it to the director for approval. The process then goes through the City Manager who then approves or denies and sends on to the Finance Director who double checks and processes for payroll. Ms. Woodall addressed what seemed to be the main concern with the process being the actual time in and time out being recorded. It was explained that there are employee forms in place, to fill out if time in and out differs in any way, and they have to be approved by the directors prior to taking that time.

At this time, it was decided to do more research on interfacing software, etc. and revisit at budget review.

**No Action**

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

PL5 Myers wanted to know if the program was helping the Police Department and in what ways. Chief Windham gave a presentation on the ticket-writers process. To start, he explained again that this program is essentially an electronic ticket book. This system is very efficient with our Crimes system.



This system does not capture verbal warnings, however written warnings are recorded. It was reiterated that this system does minimize contact with the offender, to help in our current pandemic of COVID-19.

In the Chief's opinion in working with this program that it is very efficient overall.

**Discussion only**

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

**No Action**

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

**None**

**STAFF REPORTS**

• **Department Activity Reports / Discussion**

- |  |   |
|--|---|
| • Police Department                    | Chief B. Windham                                    |
| 1. Racial Profiling                    |   |
| • Fire Department                      | Chief B. Kennedy                                    |
| • Public Works Departments             | Public Works Director J. Kuykendall                 |
| 1. Construction/Development Reports    |   |
| 2. Water/wastewater                    |   |
| 3. Streets                             |   |
| 4. Parks                               |   |
| 5. Monthly Code/Animal Control Reports | Code/AC Officer M. Dooly                            |
| • Administration                       |   |
| 1. Financials (non-reconciled)         | Finance Director Sharon Jungman                     |
| a) Monthly Municipal Court Report      |   |
| 2. Administration Reports              | City Manager P. Woodall<br>City Secretary G. Miller |

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

PL3 Griffin – Moratorium on spending, until better knowledge of financials/accounts

The City Council Meeting was Adjourned at 9:08 pm.

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

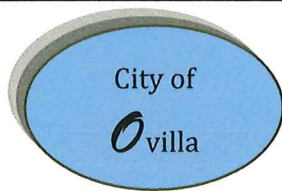
ATTEST:

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

**Approved March 08, 2021**

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

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



# Ovilla City Council

## AGENDA ITEM REPORT

### Item 1

Meeting Date: March 08, 2021

Department: N/A

☒ Discussion ☐ Action

Budgeted Expense: ☐ YES ☐ NO ☒ N/A

Submitted By: N/A

Amount: N/A

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

☒ Accountant

☒ Other: All Departments and Ovilla residents

#### Attachments:

1. Newsletter from State Representative Carl Sherman

#### Agenda Item / Topic:

ITEM 1. DISCUSSION – Receive information from Oncor Representative about power outages and failures, and delayed restoration in Ovilla and throughout Texas during the February 2021 ice storm.

#### Discussion / Justification:

**Background/History:** The governing body and staff will receive a review from Oncor Representative of the accounts from February 15 – February 19, 2021 ice storm.

#### Recommendation / Staff Comments:

None

#### Sample Motion(s):

Discussion only.



# DISTRICT 109 NEWSLETTER

*The Official Newsletter of District 109*

## *Dear Residents of District 109*

Greetings District 109:

We have truly been put to the test as a nation and state merely three months into this new year. From the insurrection of our nation's Capitol and the ongoing coronavirus crisis, to the present loss and devastation caused by the lack of provision by our very own infrastructure. We must continue to hold our leadership accountable at every juncture. Texans have sacrificed themselves physically, emotionally, and mentally to get the job done, and it is because of such grit that I am all the more proud to serve as your State Representative.



Many of you have contacted my office seeking assistance as well as information on how this winter storm will impact our state moving forward and requesting assistance. Please know that your District 109 team is working thoroughly to gather essential resources that will be at your disposal should you need aid. Assisting you will remain my top priority.

As we continue to uncover the details of all that has transpired under the authority of Electric Reliability Council of Texas (ERCOT) which reports to the Public Utility Commission (PUC), I will continue to keep you updated. While there are, at present, voluntary guidelines to be followed regarding preparedness for winter weatherization, we must codify certain precautions into law. In light of this, please know that I am filing legislation to require winterization of generators.

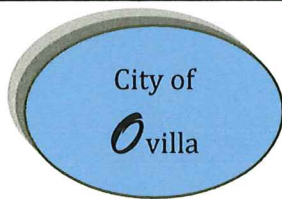
I want to remind you that your legislature is still in session... To be frank, our citizens were failed and this is simply unacceptable. Our community must not continue to be punished for the negligence of our leadership. I will continue working with my colleagues toward finding solutions and creating safeguards to ensure there is no potential for a second occurrence of this man-made catastrophe.

As for the remainder of this legislative session, the passion that inspired the bills I plan to introduce continues to intensify and I remain steadfast in my fight to amplify YOUR voice in Austin. However difficult this session will prove itself to be, it is my belief that I am prepared to do all I can to lead in healing of our great state.

A stylized, handwritten signature in black ink, appearing to read 'Carl Sherman'.

Carl O. Sherman  
State Representative  
District 109





# Ovilla City Council

## AGENDA ITEM REPORT

### Item 2

Meeting Date: March 08, 2021

Department: All departments

☒ Discussion ☐ Action

Budgeted Expense: ☐ YES ☒ NO ☐ N/A

Submitted By: Staff

Amount: \$48,656

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

☒ Accountant ☐ Other

#### Attachments:

1. Reports

#### Agenda Item / Topic:

**ITEM 2.** DISCUSSION – Receive Emergency Management report regarding preparations for and City operations during the cold weather and power outages in the City during the week of February 14, 2021. Discussion to include successes and recommendations from staff for improvements based on issues encountered during the record-breaking cold spell.

#### Discussion / Justification:

The impact of this storm was unlike the winter storms in Texas. The proactive planning of the Emergency Management team and our staff was the key to as positive an outcome as could be possible.

The major concern was for the well-being of the residents. The loss of electricity was overwhelming and an issue of which Ovilla had no control.

The report with this item will address the proactive, reactive and awareness of the Emergency Management Team that provided 24-hour vigilance to Ovilla's water infrastructure, roads, our residents safety, and the overall management during this 10-day (proactive planning and during the storm) experience.

The City is filing for a 75% FEMA reimbursable grant.

#### Sample Motion(s):

Discussion Only.





# Ovilla

## Fire Department

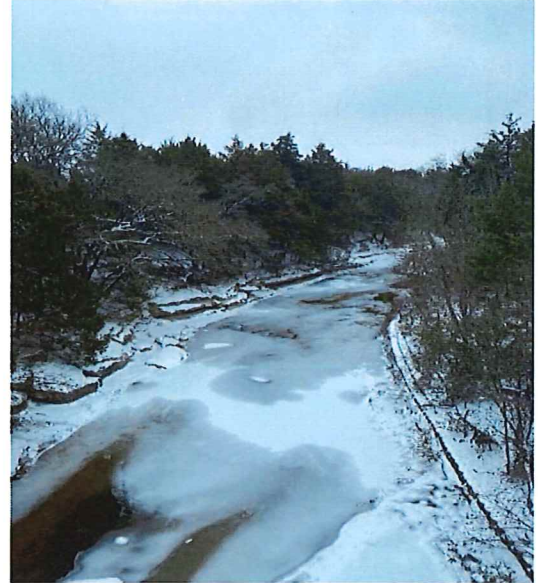
### February 2021 Winter Weather Situation Report

For Operational Period February 09, 2021 – February 20, 2021

**Date/Time of Report:** March 01, 2021 1400hrs

#### Situation:

On Tuesday February 9, 2021, the City of Ovilla began preparing for Extreme Winter Weather moving into our area for a 10-day period. The forecast anticipated record-breaking low temperatures, record wind chills, numerous days below freezing, with times below 0° F, major roadway impacts, record setting power usage, unlike anything our area has seen before. In preparation for the extreme weather, emergency crews staffed up beyond normal minimal staffing to ensure operational readiness and self-reliance, as outside mutual aid resources may not be available with this widespread extreme winter weather emergency. In addition, City staff ensured emergency generators were operational and strategically placed in the event they were needed for sewer pump stations, water pump stations, or other emergencies that could occur.



#### Ovilla Emergency Operations Center (EOC) Update

Through coordinated efforts of City departments, we deployed and maintained the following resources to support the winter weather response operations:

- **Ovilla Public Works:** Winter weather roadway preparation equipment and response crews as well as road condition monitoring. Maintaining backup power at sewer pump stations and water towers.
- **Ovilla Police and Fire Departments:** Staffing EOC, monitoring roadway conditions, continuous monitoring of weather and communications with NWS, liaison with TXDOT on road conditions and treatment needs, communications with County and State Emergency Operations of current local conditions, ensuring operational readiness of equipment and portable backup generators.
- **Ovilla Public Communication:** Continuous website and Social Media updates to public on road and weather conditions, power outages and energy conservation, along with notification to affected neighborhoods with extended power outages about the Grace Church warming shelter.

#### Operational Objectives for the City of Ovilla:

- Ensure the safety of City staff, citizens, and visitors.
- Protect life and property through rapid and effective response efforts by City staff.
- Treat and maintain primary response roadways for emergencies.
- Collect and disseminate accurate information to both City staff and citizens to improve decision making.
- Track incident costs associated with assigned resources for cost recovery.







# Ovilla

## Fire Department

### February 2021 Winter Weather Situation Report

For Operational Period February 09, 2021 – February 20, 2021

#### Timeline of Events:

- February 8, 2021, Emergency Management began watching weather reports regarding a severe winter storm, many conference calls, emails, and phone calls.
- February 9, 2021, began planning for increased staffing and equipment, participated in weather calls by email and phone.
- February 10, 2021, continue monitoring approaching weather and filling schedules, first round of winter weather and precipitation is expected over night, staffing increased beginning at 2000 hours.
- February 11, 2021, Patchy light freezing rain and icing will continue this morning, but precipitation will end as drying occurs this afternoon. Temperatures will remain below freezing but slow improvements to existing icy roads will occur.
- February 12<sup>th</sup>, 2021, Governor Abbott declared a state of disaster for all 254 counties because of the imminent threat of severe winter weather.
- Saturday February 13, 2021, the EOC was opened to a level 3 to monitor weather conditions for the upcoming days and began planning for mitigation of events that were to come. We experienced mist and freezing drizzle making roadways very slick and hazardous. Public Works began working the sanding equipment for slick road conditions.
- February 14, 2021, we received significant snowfall accumulations along with freezing rain/sleet accumulation. The city hall and fire facility has been running off the generator power since 0900 hours Monday morning, and believe that a transformer located at Cockrell Hill and Water Street is the main cause of no power due to the transformer failing from the weather conditions. Last night into today until approximately noon, we are expected to receive an additional 0.1"-0.25" of ice accumulation along with 2-4" of additional snowfall possible. Current forecasts anticipate us only getting briefly above freezing Friday afternoon, but significant melting would likely not occur until Saturday, February 14, 2021, The Department of Homeland Security, Federal Emergency Management Agency (FEMA), is authorized to provide appropriate assistance for required emergency measures, authorized under Title V of the Stafford Act, to save lives and to protect property and public health and safety, or to lessen or avert the threat of a catastrophe in the designated areas. Specifically, FEMA is authorized to provide emergency protective measures (Category B) for mass care and sheltering and direct federal assistance under the Public Assistance program at 75 percent federal funding. This assistance is for all 254 counties in the State of Texas.
  - EOC increased to a Level 1 status, Incident Action Plan was developed, the city began to experience sleet, freezing rain and snow conditions, that lasted through the night into Monday morning.
- February 15, 2021, ERCOT declares energy conservation is critical and began rotating outages.
  - Beginning Monday around 0900, power outages began effecting many residents in the city including City facilities. Fire, Police and Public Works reported to the EOC and we began emergency operations throughout the city to be sure that infrastructure would stay operational. Members from each department have remained in the EOC since to continue monitoring conditions, city infrastructure and respond as needed. Staff meeting discussing needs for the week concerning city business and infrastructure.





# Ovilla

## Fire Department

### February 2021 Winter Weather Situation Report

For Operational Period February 09, 2021 – February 20, 2021

- Warming Shelter established with Grace Church at 519 South Westmoreland, for citizens without power and needing assistance. CTY message was sent out, information hotline established and by 1900 we were seeing citizens take advantage of the shelter. Coordination between the EOC and the Shelter provided information to the public, transportation for anyone that needed assistance getting to the shelter as well as meals prepared for the sheltered citizens. Pastor Jackson and members of the church have played a vital role in assisting this operation. By the end of the night, we had placed 5 citizens in the shelter.
- February 16, 2021, 6 – teams of 2 were put together to begin Operation Door Knock. EOC split the city up into divisions, assigned each team a division and they went door to door to do welfare checks and to let the community know about the warming shelter. From the hours of 0900 to 1700, teams had reached approximately 50% of the residences and we plan to pick up again on Wednesday depending on weather conditions.
  - Sprinkler system failure in the fire station
  - ONCOR advised we were on the list to have service reestablished.
  - Established fueling service for generators, city vehicles and fire apparatus.
  - Grace Church provided meal to the fire station for 25 (that is the number of Fire, Police, and Public Works that were still here working)
  - Another round of winter precipitation is expected Wednesday evening.
- February 17, 2021, Operations briefing with Public Works and Incident Command over current conditions, considering the current situation, we are doing very good with water situation and will continue to monitor.
  - Operations briefing with Fire and Incident Command over objectives that need to be addressed today.
    - Generator
    - Electricity to facility
    - Control Water Breaks
    - Assist Distressed Citizens
    - Documentation
    - Squad Staffing
    - Power Survey



**Ovilla Fire Department**

Posted by Brandon Kennedy

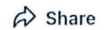
17h · 🌐

Due to the inclement weather along with the current power outage, it is unknown when power will be restored. Grace Church of Ovilla 519 South Westmoreland... See More



👍👍👍 You and 34 others

4 Comments 133 Shares



13,495 people reached >

Boost Post








# Ovilla

## Fire Department

### February 2021 Winter Weather Situation Report

For Operational Period February 09, 2021 – February 20, 2021

- We are currently performing power surveys to establish what areas have power and what areas do not. This information will assist us with focusing welfare checks on the neighborhoods that have been without power and are still without power.
  - Staff meeting updating the current conditions and activity, public works reports everything is looking good, topping off the holding tanks, running on water shut offs as needed.
  - Governor announced a statewide effort to collect damage assessment data for this unprecedented event. This information is being collected to help officials across the state gain an understanding of damages for individuals throughout Texas.
- 
- February 18, 2021, Weather has moved out, now we are dealing with the frigidly cold temperatures. Running on many water line breaks, shutting the water off for residents and business owners, and assisting the warming shelter as needed. To date the warming shelter has seen approximately 30 residents who have come to get warm, charge their phones, and have a warm meal. EOC is still operating at a Level 1 to answer phone calls and respond as needed to arising emergencies.
    - Began to see power restored to areas of the city, still having to deal with very cold temperatures for another couple of days and then looking warmer for the weekend.
    - Began working with Grace Church on demobilizing warming shelter.
  - February 19, 2021, the weather has great potential to improve today, as temperatures are expected to increase to right around freezing and possibly above this afternoon. The plan today is to run the EOC at a level 1, evaluate the number of calls coming in, and if the calls are not overwhelming, the EOC will move to a Level 4 at 1700 hours and Public Works will monitor the phone from then until it is deemed to no longer be needed. We anticipate that this will occur by Saturday afternoon.
    - Running a lot of water break calls where public works and the fire department are having to go and shut off water at the meters, along with many fire alarms.
  - February 20, 2021, tremendous thawing is expected today, the roadways should finish clearing off, potential for water lines continuing to break will still be present and monitored by Public Works, Fire and Police.
    - Currently the Ovilla Emergency Operations Center is at a Level 4, the Grace Church Warming Shelter has been closed. Fire Personnel along with Public Works and the Police Department are continuously monitoring the situation as warming temperatures are melting ice on the roadways, city water levels and water lines. With the thawing of frozen water lines, there are many residents experiencing water line breaks inside and outside of their homes. We are currently being notified by the resident calling the city line that was set up for this week's information line, or they are calling 911.





# Ovilla

## Fire Department

### February 2021 Winter Weather Situation Report

For Operational Period February 09, 2021 – February 20, 2021

#### What is Next



This next week, city directors will be busy gathering all documentation of events, expenditures, and specific details of mitigating the Winter Storm that debilitated the community. All this documentation will assist us in possibly being reimbursed at least 75% of what we have spent in equipment, payroll, fuel, food, and anything else that was used to mitigate this disaster. Other things that will take place this week will be updates from Emergency Management, Public Works will be busy monitoring equipment, water, and making any repairs to anything that may have been damaged. Other plans for the coming weeks will be to have an “After Action Review” from the Emergency Operations side of the incident. All key players that were involved will get together and talk about everything that took place during this incident. By no means is this meant to be a pat on the back for anyone, but the primary goal of this review will be to better our team, and plan for the next incident. This review will highlight the negative side of the incident and all participants will be open and honest about their thoughts and feelings. Everything will be on the table and we will all come to a common agreement of how to fix certain areas and be ready for the next time.





# Ovilla

## Fire Department

### February 2021 Winter Weather Situation Report

For Operational Period February 09, 2021 – February 20, 2021

## Fire Department Call Activity from February 10 – February 20, 2021

- In 10 days, we ran 84 calls for service through dispatch.
- There were multiple calls fielded through the EOC for water breaks and other public service request that we are still trying to get a final count on.
- There were 1,811-man hours worked in this time frame with approximately 614 hours specific to the winter storm event.

APPARATUS	# of INCIDENTS
B701	1
C701	38
C702	23
E701	28
E702	1
R755	4
S701	34

INCIDENT COUNT	
INCIDENT TYPE	# INCIDENTS
EMS	25
FIRE	59
<b>TOTAL</b>	<b>84</b>
MUTUAL AID	
Aid Type	Total
Aid Given	32
OVERLAPPING CALLS	
# OVERLAPPING	% OVERLAPPING
65	77.38

## Police Department Winter Storm Report

During the February 2021 Winter Storm, the Ovilla Police Department remained fully staffed with all officers reporting for duty as normal. The department remained vigilant, constantly checking the roadways for ice and poor driving conditions until the roadways were deemed clear for safe travel. The department responded to several disabled vehicles including vehicles stuck on the roadway as well as welfare checks on residents without power. In addition, officers conducted neighborhood checks attempting to determine power outages for the Emergency Operations Center. Personnel from the police department continued severe weather policing operations as well as assisting in staffing the EOC 24 hours a day without interruption.

In addition to operations, the department building was without power for several hours during the weather event. This made for uncomfortable working conditions without heat and power for hot meals and beverages. Additionally, the charging of equipment was a concern for a period and radio batteries were charged at the EOC. The department also broke a water faucet in the garage area as the faucet froze and the knobs broke off shooting water over the garage area. Throughout the event, no matter the issue, officers of the police department proudly came to work without complaint as they left their families home some without the normal amenities.





# Ovilla

## Fire Department

### February 2021 Winter Weather Situation Report

For Operational Period February 09, 2021 – February 20, 2021

#### Finance Department – Sharon Jungman

##### **Disaster Related items thru the Finance Dept.**

1. Estimated dollar amount spent for disaster mitigation is approximately \$48,656.00.
2. Entered new pay codes to each Employee for Disaster Regular pay and as needed for Disaster Overtime. Estimated time spent 6 Hours.
3. Set up new Expense code for Disaster related expenses for each department. Estimated time spent 1 hour.
4. Additional receipts and invoices for Disaster related expenses. Estimated time spent 2 hours.
5. Gathered, copied, and scanned all expenditures related to the Disaster and then entered them on a excel spreadsheet. Estimated time spent 4 hours.

##### **Disaster Related Items from the Front Office Staff of Jessica and Chelsea**

The Front Office staff received several calls concerning Trash Collection, since CWD first said they would pick up trash on Friday, February 19<sup>th</sup> and then decided it was too dangerous for their drivers and cancelled all trash pickups that week and re-scheduled to resume regular pick-up the following week.

#### Public Works winter storm report

- Public Works attended to the bad road conditions during the storm and sanded or scraped the area's most in need.
- We worked around the clock to attempt to maintain the integrity of Ovilla's water and wastewater system to prevent interruptions in the utility services that we provide.
- We responded to 19+ calls from citizens and business owners for water shutoffs do to busted or frozen pipes.
- We kept all the emergency generators running and full of fuel.
- We worked with OFD and OPD to keep up with calls coming in from citizens in need of a warm place to stay due to power outages, scraped the parking lot of the church to make it safe for the people being taken care of during the storm.
- The SCADA system crashed because of the weather and power outages and we were having to pump manually by climbing the ground storage tank and visually inspecting the levels coming from Dallas. We experienced some frozen lines in out pressure gauges inside the water tower and had to thaw them out so we could see what level the tower was at.
- Total regular disaster overtime hours                      415 HRS
- Total disaster regular hours                                      440 HRS
- Total disaster hours    855 HRS
- In all I am very pleased with the way the OFD, OPD and public works was able to come together and keep our city and citizens safe during the storm.



# Ovilla

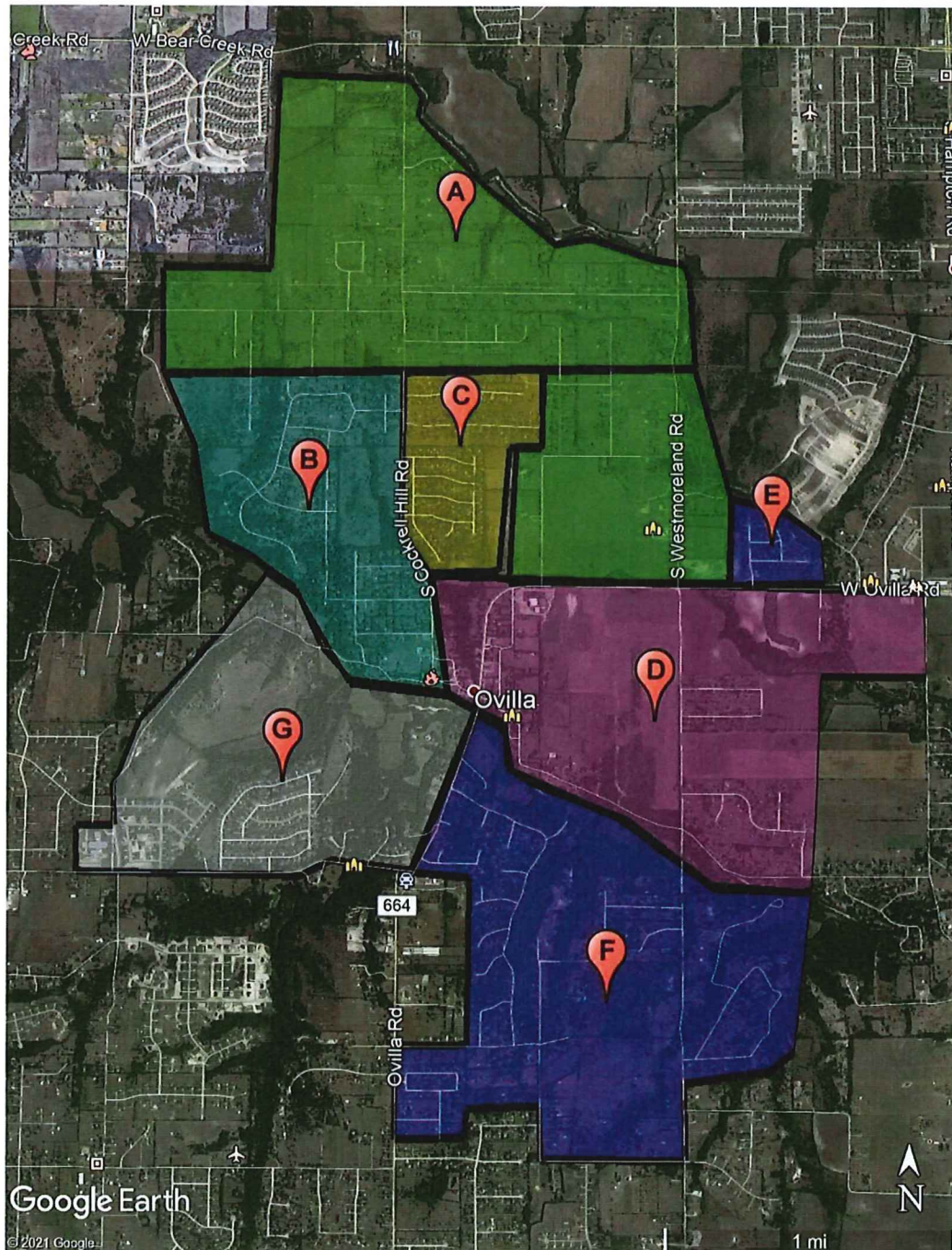
## Fire Department

### February 2021 Winter Weather Situation Report

For Operational Period February 09, 2021 – February 20, 2021

### Operation Door Knock Divisions

The city was divided up into divisions Alpha through Golf, 6 teams of 2 were sent out door to door performing welfare checks and making sure the citizens new there was a warming shelter at The Grace Church of Ovilla. In a matter of 8 hours, the teams had covered over 50% of the addresses, resulting in no distressed citizens found and several that took advantage of the warming shelter.







# Ovilla

## Fire Department

### February 2021 Winter Weather Situation Report

For Operational Period February 09, 2021 – February 20, 2021

**Talking Points: Ongoing Winter Storm**  
Updated February 14, 2021 3:08 AM CDT

**Red Region and Blue Region**

Temperatures are likely to remain below freezing for most areas through Monday.

**Today and Monday**

Two rounds of winter precipitation today and tonight. Heavy rain and freezing rain, with some snow, are expected. Heavy rain and freezing rain, with some snow, are expected. Heavy rain and freezing rain, with some snow, are expected.

**Winter Storm Warning**

Heavy rain and freezing rain, with some snow, are expected. Heavy rain and freezing rain, with some snow, are expected. Heavy rain and freezing rain, with some snow, are expected.

**Wind Warning (Wednesday)**

Heavy rain and freezing rain, with some snow, are expected. Heavy rain and freezing rain, with some snow, are expected. Heavy rain and freezing rain, with some snow, are expected.

Please assist Ovilla Emergency Management along with Texas Department of Emergency Management (TDEM) by either using the qr code with your phone or going to the link below, to provide information on damage from the winter storm this past week. This will take you to a survey where you can enter information about damages that have occurred at your residence and / or place of business. This data is needed to provide information to FEMA to highlight the need for federal disaster assistance for individuals, as well as assist Emergency Management to learn where we can better serve the communities. Thank you in advance for your participation and we hope you are all home, warm and safe.

[www.TDEM.texas.gov/warm](http://www.TDEM.texas.gov/warm)

**TDEM**  
THE TEXAS A&M UNIVERSITY SYSTEM

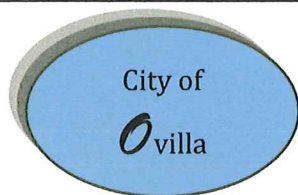
**REPORT DISASTER DAMAGES**  
[tdem.texas.gov/warm](http://tdem.texas.gov/warm)

NOTE: This is NOT a guarantee to receive federal assistance nor is it a substitute for your insurance agency

Brandon Kennedy

Fire Chief City of Ovilla





# Ovilla City Council

## AGENDA ITEM REPORT

### Item 3

Meeting Date: March 08, 2021

Department: Administration

☒ Discussion ☒ Action

Budgeted Expense: ☐ YES ☐ NO ☒ N/A

Submitted By: G. Miller, City Secretary

Amount: N/A

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

☐ Accountant

☐ Other

#### Attachments:

1. Certification of Unopposed Candidates
2. Ordinance 2021-05 English and Spanish
3. Order of Cancellation English and Spanish

#### Agenda Item / Topic:

**ITEM 3. DISCUSSION/ACTION** – Consideration of and Action on Ordinance 2021-05 of the City Council of the City of Ovilla, Texas, declaring unopposed candidates in the May 01, 2021 General City Election elected to office: canceling the election; providing a savings clause; providing a severability clause; and providing an effective date.

**DISCUSIÓN/ACCIÓN** – Consideración de una Acción a partir de la Ordenanza 2021-05 una ordenanza de la ciudad de ovilla, texas, declarando a los candidatos sin oposición en la elección general de la ciudad del 01 de mayo de 2021 elegidos para el cargo; cancelando la elección; proporcionando una cláusula de salvaguardia; proporcionando una cláusula de separabilidad; y proporcionando una fecha efectiva.

#### Discussion / Justification:

Texas Election Code, Chapter 2, Section 2.051 – 2.053 provides procedures that allow for the cancellation of the general election after the certificate of unopposed status is completed and delivered. The governing body must meet in open forum and vote to cancel the election and certify the unopposed candidates “elected”.

#### Recommendation / Staff Comments:

Staff recommends approval.

#### Sample Motion(s):

I move to **approve/deny** Ordinance 2021-05 of the City of Ovilla, Texas, declaring unopposed candidates in the May 1, 2021 General City Election elected to office; canceling the General Election.

Certification of Unopposed Candidates by the City Secretary

**CERTIFICATION OF UNOPPOSED CANDIDATES FOR  
OTHER POLITICAL SUBDIVISIONS (NOT COUNTY)  
CERTIFICACIÓN DE CANDIDATOS ÚNICOS  
PARA OTRAS SUBDIVISIONES POLITICAS (NO EL CONDADO)**

**To:** Presiding Officer of Governing Body  
**Al:** *Presidente de la entidad gobernante*

As the authority responsible for having the official ballot prepared, I hereby certify that the following candidates are unopposed for election to office for the election scheduled to be held on May 01, 2021.

*Como autoridad a cargo de la preparación de la boleta de votación oficial, por la presente certifico que los siguientes candidatos son candidatos únicos para elección para un cargo en la elección que se llevará a cabo el mayo 01, 2021.*

List offices and names of candidates:  
*Lista de cargos y nombres de los candidatos:*

Offices /Cargos

**Mayor**  
**City Council Place 2**  
**City Council Place 4**

Candidates/Candidatos

**Richard Dormier**  
**Dean Oberg**  
**Doug Hunt**



Signature (Firma)

G Miller  
Printed Name (Nombre en letra de molde)

City Secretary  
Title (Puesto)

DATE of signing: March 08, 2021  
FECHA de firma: marzo 08, 2021





## ORDINANCE 2021-05

AN ORDINANCE OF THE CITY OF OVILLA, TEXAS, DECLARING UNOPPOSED CANDIDATES IN THE MAY 01, 2021 GENERAL CITY ELECTION ELECTED TO OFFICE; CANCELING THE ELECTION; PROVIDING A SAVINGS CLAUSE; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE

**WHEREAS**, Ordinance 2021-01, approved and passed on January 11, 2021 called the Order of Election for Council Members, Mayor, Place 2, and Place 4, all at large positions in and for the City of Ovilla Texas; and,

**WHEREAS**, at the deadline to file application for a place on the ballot and the deadline to file as a declared write-in candidate, only one candidate had filed to run for the following positions:

Mayor:	Richard Dormier
Council Member Place 2:	Dean Oberg
Council Member Place 4:	Doug Hunt

**WHEREAS**, as prescribed in Section §2.052(a) of the Texas Election Code, the City Secretary certifies that:

- 1) Each candidate whose name is to appear on the ballot is unopposed.
- 2) No candidate's name is to be placed on a list of write-in candidates for the above-described offices under applicable law.

**WHEREAS**, as prescribed in Section §2.053 of the Texas Election Code, that if another city election is held on election day:

- 1) If the City is holding a separate election on election day such as a proposition election or an election to fill a vacancy that has opposed candidates, the ballots used in that election must include:
- 2) A list of the offices and names of the candidates that have been declared elected.
- 3) Listed separately after the measures or contested races in the separate election.
- 4) Under the heading "Unopposed Candidates Declared Elected".
- 5) With the candidates grouped in the same relative order prescribed for the ballot generally; and
- 6) Listed in a way that prevents voters from casting votes in connection with candidates (EC §2.053(c))

**NOW, THEREFORE BE IT ORDAINED** by the City Council of the City of Ovilla, Texas, that:

**1. CANCELLATION OF MAY 1, 2021 GENERAL ELECTION**

Based on information received, and in accordance with Sections §2.052 and §2.053, the City Council hereby authorizes the cancellation of the general election of City Council Members Mayor, Place 2, and Place 4 called for May 01, 2021, and hereby declares the unopposed candidates elected to the office.

**2. CERTIFICATES OF ELECTION TO BE ISSUED**

The said unopposed candidates shall be issued a certificate of election following the time the election would have been canvassed.

**3. NOTICE AND POSTING OF ORDINANCE**

The City Secretary is directed to cause a copy of this ordinance to be posted on election day at the polling places that would have been used in the election.

## ORDINANCE 2021-05

### 4. 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.

### 5. SEVERABILITY CLAUSE

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

### 6. EFFECTIVE DATE

This ordinance shall take effect upon its passage, approval, and adoption.

PASSED, APPROVED and ADOPTED this the 08<sup>th</sup> day of March 2021.

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

ATTEST:

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

Approved as to form:

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

## ORDENANZA 2021-05

UNA ORDENANZA DE LA CIUDAD DE OVILLA, TEXAS, DECLARANDO A LOS CANDIDATOS SIN OPOSICIÓN EN LA ELECCIÓN GENERAL DE LA CIUDAD DEL 01 DE MAYO DE 2021 ELEGIDOS PARA EL CARGO; CANCELANDO LA ELECCIÓN; PROPORCIONANDO UNA CLÁUSULA DE SALVAGUARDIA; PROPORCIONANDO UNA CLÁUSULA DE SEPARABILIDAD; Y PROPORCIONANDO UNA FECHA EFECTIVA

**CONSIDERANDO QUE**, la Ordenanza 2021-01, aprobada y comunicada el 11 de enero de 2021, llamada Orden de Elección para, Alcalde, Plaza 2 y, Plaza 4, todos en puestos generales en y para la Ciudad de Ovilla, Texas; y,

**CONSIDERANDO QUE**, en la fecha límite para presentar la solicitud para un lugar en la votación y en la fecha límite para presentarse como candidato inscrito declarado, solo un candidato se había presentado para postularse para las siguientes posiciones:

Alcalde:	Richard Dormier
Miembro del Concejo, Plaza 2:	Dean Oberg
Miembro del Concejo, Plaza 4:	Doug Hunt

**CONSIDERANDO QUE**, según lo ordenado en la Sección §2.052(a) del Código Electoral de Texas, el Secretario de la Ciudad certifica que:

- 1) Todo candidato cuyo nombre aparezca en la boleta no tiene oposición;
- 2) No hay nombre de candidato para colocar en una lista de candidatos no registrados para los cargos descritos anteriormente según la ley aplicable;

**CONSIDERANDO QUE**, según lo ordenado en la Sección §2.053 del Código Electoral de Texas, que si se realiza otra elección en la ciudad el día de la elección:

- 1) Si la Ciudad celebra una elección por separado el día de la elección, como una elección de propuesta o una elección para cubrir una vacante que tiene candidatos oponentes, las papeletas electorales utilizadas en esa elección deben incluir:
- 2) Una lista de los cargos y nombres de los candidatos que han sido declarados electos;
- 3) Listado por separado después de las medidas o contiendas disputadas en la elección separada;
- 4) Bajo el encabezado "Candidatos sin oposición declarados electos";
- 5) Con los candidatos agrupados en el mismo orden relativo ordenado para la votación en general; y
- 6) Listado de una manera que evite que los votantes emitan su votos en relación con candidatos {EC §2.053 (c)}

**POR LO TANTO, SE ORDENA** por el Concejo Municipal de la Ciudad de Ovilla, Texas, que:

**1. CANCELACIÓN DE LA ELECCIÓN GENERAL DEL 1 DE MAYO DE 2021**

Con base en la información recibida, y de acuerdo con las Secciones §2.052 y §2.053, el Concejo Municipal autoriza la cancelación de la elección general de Alcalde, 2, y 4 del Concejo Municipal convocados para el 01 de mayo de 2021, y declara por la presente a los candidatos sin oposición elegidos para el cargo.

**2. CERTIFICADOS DE ELECCIÓN QUE DEBEN SER EMITIDOS**

A dichos candidatos sin oposición se les emitirá un certificado de elección después del momento en que la elección hubiera sido analizada.



## ORDENANZA 2021-05

### 3. AVISO Y PUBLICACIÓN DE ORDENANZA

Se ordena al Secretario de la Ciudad que haga que se publique una copia de esta ordenanza el día de las elecciones en los lugares de votación que se habrían utilizado en la elección.

### 4. CLÁUSULA DE SALVAGUARDIA

En el caso de que cualquier otra Ordenanza de la Ciudad de Ovilla, Texas, promulgada hasta ahora en conflicto con las disposiciones de la Ordenanza, esta Ordenanza prevalecerá.

### 5. CLÁUSULA DE SEPARABILIDAD

Si alguna sección, subsección, oración, cláusula, frase o parte de esta Ordenanza es, por cualquier razón, considerada inválida o inconstitucional por cualquier tribunal o jurisdicción competente, se considerará una disposición separada, distinta e independiente, y dicha consideración no afectará la validez de las partes restantes de la misma.

### 6. FECHA EFECTIVA

Esta ordenanza entrará en vigencia a partir de su comunicación, aprobación y adopción.

COMUNICADO, APROBADO y ADOPTADO este 08 de marzo de 2021.

\_\_\_\_\_  
Richard Dormier, Alcalde

DOY FE:

\_\_\_\_\_  
G Miller, Secretaria Municipal

Aprobado en cuanto a la forma:

\_\_\_\_\_  
Ron G. MacFarlane, Jr. Abogado Municipal

**ORDER OF CANCELLATION**  
**ORDEN DE CANCELACIÓN**

The City of Ovilla, Texas, hereby cancels the election scheduled to be held on May 01, 2021 in accordance with Section 2.053(a) of the Texas Election Code. The following candidates have been certified as unopposed and are hereby elected as follows:

*El ciudad de Ovilla, Texas, por la presente cancela la elección que, de lo contrario, se hubiera celebrado el mayo 01, 2021 de conformidad, con la Sección 2.053(a) del Código de Elecciones de Texas. Los siguientes candidatos han sido certificados como candidatos únicos y por la presente quedan elegidos como se haya indicado a continuación:*

Candidate (Candidato)	Office Sought (Cargo al que presenta candidatura)
Richard Dormier	Mayor
Dean Oberg	City Council Place 2
Doug Hunt	City Council Place 4

A copy of this order will be posted on Election Day at each polling place that would have been used in the election.

*El Día de las Elecciones se exhibirá una copia de esta orden en todas las mesas electorales que se hubieran utilizado en la elección.*

---

President (Presidente)  
Richard A. Dormier

---

Secretary (Secretario)  
G Miller

## Notice of Cancellation of Elections and Declaring Unopposed Candidates Elected to Office

I, Jana Onyon, Election Administrator for Ellis County, Texas, as contracting officer for all elections in Ellis County, hereby posts that the following political subdivisions canceled their election scheduled to be held on May 1, 2021 in accordance with Section 2.053(a) of the Texas Election Code. These elections were cancelled due to there being no opposed candidates. All unopposed candidates for election are hereby declared elected to office.

### **Aviso de la cancelación de las elecciones y declarar sin oposición candidatos electos para oficina**

Yo, Jana Onyon, administradora de elecciones del condado de Ellis, Texas, como la contratación oficial para todas las elecciones en el Condado Ellis, quedan puestos que las siguientes subdivisiones políticas cancelar sus elecciones a celebrarse el 1 de Mayo de 2021 de conformidad con el artículo 2.053(a) del Código Electoral de Texas. Estas elecciones fueron cancelados debido a que no se opone a los candidatos. Todos los candidatos para las elecciones sin oposición se declara electo para el cargo.

<b>City of Alma General Election</b> (Elección General de la Ciudad de Alma) Mayor (Alcalde) – Ginger Gonzales Two Council Members (Dos Para Miembro del Consejo) – Dave Prachyl and Marvin Dorton
<b>City of Garrett General Election</b> (Elección General de la Ciudad de Garrett) Mayor (Alcalde) – Matt Newsom Council Member Place 1 (Miembro del Consejo, Lugar 1) – Sheri Payne Council Member Place 2 (Miembro del Consejo, Lugar 2) – Jennifer Nunnery
<b>City of Milford General Election</b> (Elección General de la Ciudad de Milford) Two Council Members (Dos Para Miembro del Consejo) – Doug Davis and Curtis Kaloi
<b>City of Oak Leaf General Election</b> (Elección General de la Ciudad de Oak Leaf) Council Member Place 1 (Miembro del Consejo, Lugar 1) – James Pierce Council Member Place 2 (Miembro del Consejo, Lugar 2) – Lacey Todd (Godsby) Council Member Place 3 (Miembro del Consejo, Lugar 3) – Christina S. Adams
<b>City of Ovilla General Election</b> (Elección General de la Ciudad de Ovilla) Mayor (Alcalde) – Richard Dormier Council Member Place 2 (Miembro del Consejo, Lugar 2) – Dean Oberg Council Member Place 4 (Miembro del Consejo, Lugar 4) – Doug Hunt
<b>City of Pecan Hill General Election</b> (Elección General de la Ciudad de Pecan Hill) Council Members Place 3 (Miembro del Consejo, Lugar 3) – Richard Parker Council Members Place 4 (Miembro del Consejo, Lugar 4) – Melvin Hall Council Members Place 5 (Miembro del Consejo, Lugar 5) – Ellen Hardin
<b>City of Red Oak General Election</b> (Elección General de la Ciudad de Red Oak) Mayor (Alcalde) – Mark L. Stanfill Council Member Place 1 (Miembro del Consejo, Lugar 1) – Willie G. Franklin, Jr. Council Member Place 3 (Miembro del Consejo, Lugar 3) – William Drake
<b>City of Venus General Election</b> (Elección General de la Ciudad de Venus) Mayor (Alcalde) – James Burgess Council Member Place 1 (Miembro del Consejo, Lugar 1) – Rita K. Bishop Council Member Place 2 (Miembro del Consejo, Lugar 2) – Kayla Sanguinetti
<b>Ennis ISD General Election</b> (Elección General del Distrito Escolar Independiente de Ennis) Board of Trustees Place 3 (Junta de Regentes, Lugar 3) – Walter Beasley Board of Trustees Place 4 (Junta de Regentes, Lugar 4) – John Erisman Board of Trustees Place 5 (Junta de Regentes, Lugar 5) – Bill Chapman
<b>Ferris ISD General Election</b> (Elección General del Distrito Escolar Independiente de Ferris) Board of Trustees Place 1 (Junta de Regentes, Lugar 1) – Juan Bell Board of Trustees Place 2 (Junta de Regentes, Lugar 2) – Richard Sasser Board of Trustees Place 3 (Junta de Regentes, Lugar 3) – Mike Moffitt
<b>Italy ISD General Election</b> (Elección General del Distrito Escolar Independiente de Italy) Two Member of Board of Trustees (Dos Junta de Regentes) – Dennis Perkins, Jr. and Cortney Owen Janek
<b>Milford ISD General Election</b> (Elección General del Distrito Escolar Independiente de Milford) Three Member of Board of Trustees (Tres Junta de Regentes) – Carlos Phoenix, Karen Powell, and No one filed to run for 3 <sup>rd</sup> candidate
<b>Maypearl ISD General Election</b> (Elección General del Distrito Escolar Independiente de Maypearl) Three Member of Board of Trustees (Tres Junta de Regentes) – Tricia Ikard, Heathe Daniel and Allan Wilson

Contracting Officer (Oficial de contratación)





# Ovilla City Council

## AGENDA ITEM REPORT

### Item 4

Meeting Date: March 08, 2021

Department: Water

☒ Discussion ☒ Action

Budgeted Expense: ☐ YES ☐ NO ☒ N/A

Submitted By: Staff

Amount: N/A

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

☒ Accountant

☒ Other: PW Director J Kuykendall

#### Attachments:

1. Ordinance 2021-06

#### Agenda Item / Topic:

**ITEM 4. DISCUSSION/ACTION** – Consideration of and Action on Ordinance 2021-06 of the City Council of the City of Ovilla, Texas, amending Appendix A, Article A7.000, Section A7.005 “deposits for water and wastewater service,” of the Code of Ordinances of the City of Ovilla, Texas; providing revised deposit amounts for water, sewer and garbage service; providing a severance clause; providing for incorporation into the Ovilla Code of Ordinances; providing for immediate effect; and providing for publication.

#### Discussion / Justification:

##### Background/History:

Upon review of sections in the Code, it was discovered that certain areas needed updating with regard to the uniformity requirements of water deposits for homeowners and rental property.

##### Findings/Current Activity:

Staff conducted a survey of neighboring municipalities and Ovilla’s deposit requirements are within range. We currently have a two-tiered system and our attorney advised us that we need one. Legal counsel provided staff with the presented ordinance updating the water deposits.

This update will only affect new customers.

#### Recommendation / Staff Comments:

Staff recommends approval of Ordinance 2021-06

#### Sample Motion(s):

I move to approve/deny Ordinance 2021-06 of the City Council of the City of Ovilla, Texas, amending Appendix A, Article A7.000, Section A7.005 “deposits for water and wastewater service,” of the Code of Ordinances of the City of Ovilla, Texas; providing revised deposit amounts for water, sewer and garbage service as presented.

**ORDINANCE NO. 2021-06**

**AN ORDINANCE OF THE CITY OF OVILLA, TEXAS, AMENDING APPENDIX A, ARTICLE A7.000, SECTION A7.005 “DEPOSITS FOR WATER AND WASTEWATER SERVICE,” OF THE CODE OF ORDINANCES OF THE CITY OF OVILLA, TEXAS; PROVIDING REVISED DEPOSIT AMOUNTS FOR WATER, SEWER AND GARBAGE SERVICE; PROVIDING A SEVERANCE CLAUSE; PROVIDING FOR INCORPORATION INTO THE OVILLA CODE OF ORDINANCES; PROVIDING FOR IMMEDIATE EFFECT; AND PROVIDING FOR PUBLICATION.**

WHEREAS, the administrative staff and city attorney for the City of Ovilla (the “City”) periodically review the City’s code of ordinances and recommend revisions thereto based on various factors, including but not limited to management efficiencies, changes in economic conditions, changes in law or based upon advice of legal counsel; and

WHEREAS, the City’s administrative staff has recommended revisions to the schedule of required deposits for water sewer and garbage services; and

WHEREAS, the City Council of the City of Ovilla finds and determines that it is in the best interest of the citizens of the City of Ovilla to accept the said recommendations and revise the required deposits for water, sewer and garbage service accordingly.

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

**SECTION 1.        AMENDMENT OF APPENDIX A, ARTICLE A7.000, SECTION A7.005 OF THE CODE OF ORDINANCES OF THE CITY OF OVILLA, TEXAS**

Appendix A, Article A7.000, Section A7.005 of the Code of Ordinances of the City of Ovilla is hereby amended to read as follows:

Sec. A7.005    Deposits for water and wastewater service

- (a) Water, sewer and garbage services: \$125.00
- (b) Water service only: \$100.00
- (c) Sewer service only: \$50.00
- (d) Garbage service only: \$50.00

**ORDINANCE NO. 2021-06**

**SECTION 2.        SEVERANCE CLAUSE**

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

**SECTION 3.        INCORPORATION INTO THE CODE OF ORDINANCES**

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

**SECTION 4.        EFFECTIVE DATE**

Because of the nature of interest and safeguard sought to be protected by this Ordinance and in the interest of the citizens of the City of Ovilla, Texas, this Ordinance shall take effect immediately after passage, approval and publication, as required by law.

**SECTION 5.        PUBLICATION**

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

**PASSED, APPROVED and ADOPTED** by the City Council of Ovilla, Texas, on this the 8<sup>th</sup> day of March, 2021.

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

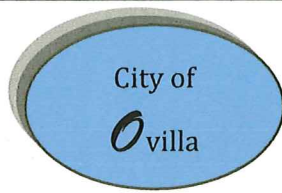
**ATTEST:**

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

**APPROVED AS TO FORM:**

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





# Ovilla City Council

## AGENDA ITEM REPORT

### Item 5

Meeting Date: March 08, 2021

Department: Water

☒ Discussion ☒ Action

Budgeted Expense: ☐ YES ☒ NO ☐ N/A

Submitted By: Staff

Amount: \$48,275

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

☒ Accountant

☒ Other: PW Director J Kuykendall

#### Attachments:

1. Engineering Services Agreement

#### Agenda Item / Topic:

ITEM 5. DISCUSSION/ACTION – Consideration of and Action on a Professional Engineering Services Agreement by and between the City of Ovilla, Texas and Birkhoff, Hendricks & Carter, LLP for the preparation of American Water Infrastructure Act of 2018.

#### Discussion / Justification:

**Background/History:** America's Water Infrastructure Act (AWIA) of 2018 is a United States federal law, enacted during the 115th United States Congress, that provides for water infrastructure improvements throughout the country. This law improves drinking water and water quality, deepens infrastructure investments, enhances public health and quality of life, increases jobs, and bolsters the economy. The AWIA provisions are the most far-reaching changes to the Safe Drinking Water Act since the 1996 Amendments, with over 30 mandated programs.

**Findings/Current Activity:** AWIA requires community water systems serving more than 3,300 people to develop or update risk assessments and emergency response plans (ERPs). The law specifies the components that the risk assessments and ERPs must address and establishes deadlines by which water systems must certify to EPA completion of the risk assessment and ERP.

This would be the first time Ovilla is required to complete this analysis. Ovilla currently has 1256 residential water meters which puts Ovilla over the 3,300-person threshold. Birkhoff, Hendricks & Cater LLP submitted a proposed agreement to complete this two-part mandatory plan. Payment schedules listed in the proposal are lump sums fees not to exceed:

1. Risk and Resilience Analysis is due June 30, 2021. \$29,875
2. Emergency Response Plan is due December 31, 2021. \$18,400

**Financial Impact:** This will require a budget amendment at mid-year.

#### Recommendation / Staff Comments:

Staff recommends approval with a modified agreement contingent to "hourly not to exceed" as opposed to a lump sum.

#### Sample Motion(s):

I move to approve/deny a Professional Engineering Services Agreement by and between the City of Ovilla, Texas and Birkhoff, Hendricks & Carter, LLP for the preparation of American Water Infrastructure Act of 2018, contingent to a modified agreement with the payment schedule "hourly not to exceed".

# PROFESSIONAL ENGINEERING SERVICES AGREEMENT

**THIS AGREEMENT** is made and entered into by and between the **City of Ovilla, Texas**, hereinafter referred to as "City", and **Birkhoff, Hendricks & Carter, L.L.P.**, hereinafter referred to as "Engineer", to be effective from and after the date as provided herein.

The City desires to engage the services of the Engineer to complete services for the preparation of America Water Infrastructure Act of 2018 *Water System Risk and Resilience Analysis and Emergency Response Plan*, hereinafter referred to as the "Project"; and the Engineer desires to render such engineering design services for the City under the terms and conditions provided herein. That for and in consideration of the covenants contained herein, and for the mutual benefits to be obtained hereby, the parties hereto agree as follows:

## I. Employment of the Engineer

The City hereby agrees to retain the Engineer to perform professional engineering services in connection with the Project; Engineer agrees to perform such services in accordance with the terms and condition of this Agreement.

## II. Scope of Services

The parties agree that Engineer shall perform such services as expressly set forth and described in Exhibit "A", which is attached hereto and thereby made a part of this Agreement. The parties understand and agree that deviations or modifications, in the form of written changes may be authorized from time to time by the City. Engineer shall have no further obligations or responsibilities for the project except as agreed to in writing. Engineer's services and work product are intended for the sole use and benefit of Client and are non-intended to create any third party rights or benefits, or for any use by any other entity or person for any other purpose.

Engineer shall perform his or her professional engineering services with the professional skill and care ordinarily provided by competent engineers practicing in North Central Texas and under the same or similar circumstances and professional license. Professional services shall be performed as expeditiously as is prudent, considering the ordinary professional skill and care of a competent engineer.

### **III. Schedule of Work**

The Engineer agrees to commence services immediately upon execution of this Agreement, and to proceed diligently with said service, except for delays beyond the reasonable control of Engineer, to completion, as described in the Completion Schedule attached hereto as Exhibit "B" and thereby made a part of this Agreement.

### **IV. Compensation and Method of Payment**

The parties agree that Engineer shall be compensated for all services provided pursuant to this Agreement in the amount and manner described and set forth in the Payment Schedule attached hereto as Exhibit "C" and thereby made a part of this Agreement. Engineer further agrees that it will prepare and present such monthly progress reports and itemized statements as are described in said Exhibit "C". City agrees to pay invoices upon receipt. Statement for services shall include a line for previous payments, contract amount, and amount due current invoice.

### **V. Information to Be Provided by The City**

The City agrees to furnish, prior to commencement of work, all information requested by Engineer that is available to the City.

### **VI. Insurance**

Engineer agrees to procure and maintain for the duration of the contract Professional Liability Insurance (\$2,000,000), Worker's Compensation, General Liability and Automobile Insurance.

### **VII. Assignment and Subletting**

The Engineer agrees that neither this Agreement nor the services to be performed hereunder will be assigned or sublet without the prior written consent of the City. The Engineer further agrees that the assignment or subletting of any portion or feature of the work or materials required in the performance of this Agreement shall not relieve the Engineer from its full obligations to the City as provided by this Agreement.



### **VIII. Contract Termination**

The parties agree that City or the Engineer shall have the right to terminate this Agreement without cause upon thirty (30) days written notice to the other. In the event of such termination without cause, Engineer shall deliver to City all finished or unfinished documents, data, studies, surveys, drawings, maps, models, reports, photographs or other items prepared by Engineer in connection with this Agreement. Engineer shall be entitled to compensation for any and all services completed to the satisfaction of City in accordance with the provisions of this Agreement prior to termination.

### **IX. Engineer's Opinion of Cost**

The parties recognize and agree that any and all opinions of cost prepared by Engineer in connection with the Project represent the best judgment of Engineer as a design professional familiar with the construction industry, but that the Engineer does not guarantee that bids solicited or received in connection with the Project will not vary from the opinion by the Engineer.

### **X. Construction**

On projects that include construction, the Owner recognizes that the Contractor and Subcontractors will be solely in control of the Project site and exclusively responsible for construction means, methods, scheduling, sequencing, jobsite safety, safety programs, and compliance with all construction documents and directions from Owner or Building Officials. Construction contracts are between the Client and the Construction Contractor. Consultant shall not be responsible for construction related damages, losses, costs, or claims; except only to the extent caused by Consultant's sole negligence.

### **XI. Ownership of Documents**

All materials and documents prepared or assembled by CONSULTANT under this Contract shall become the sole property of CITY and shall be delivered to CITY without restriction on future use. CONSULTANT may retain in its file's copies of all drawings, specifications and all other pertinent information for the work. CONSULTANT shall have no liability for changes made to any materials or other documents by others subsequent to the completion of the Contract.

## **XII. Complete Contract**

This Agreement, including the exhibits hereto numbered "A" through "C" constitutes the entire agreement by and between the parties regarding the subject matter hereof, and supersedes all prior or contemporaneous written or oral understanding. This agreement may only be amended, supplemented, modified or canceled by a duly executed written agreement.

## **XIII. Mailing of Notices**

Unless instructed otherwise in writing, Engineer agrees that all notices or communications to City permitted or required under this Agreement shall be addressed to City at the following address:

Mr. Richard Dormier  
Mayor  
City of Ovilla  
105 Cockrell Hill  
Ovilla, Texas 75154

City agrees that all notices or communications to Engineer permitted or required under this Agreement shall be addressed to Engineer at the following address:

John W. Birkhoff, P.E.  
Birkhoff, Hendricks & Carter, L.L.P.  
11910 Greenville Ave., #600  
Dallas, Texas 75243  
Phone: (214) 361-7900

All notices or communications required to be given in writing by one party or the other shall be considered as having been given to the addressee on the date such notice or communication is posted by the sending party.

## **XIV. Texas Board of Professional Land Surveying Contact Information**

Recipients of professional land surveying services under this agreement may direct complaints regarding such services to the Texas Board of Professional Land Surveying, 12100 Park 35 Circle, Building A, Suite 156, MC 230, Austin, TX 78753, Phone (512) 239-5263, Fax (512) 239-5253.

**XV. Contract Amendments**

This Agreement may be amended only by the mutual agreement of the parties expressed in writing.

**XVI. Effective Date**

This Agreement shall be effective from and after execution by both parties hereto, with originals in the hand of both parties.

**WITNESS OUR HANDS AND SEALS** on the date indicated below.

**CITY OF OVILLA, TEXAS**

**BIRKHOFF, HENDRICKS & CARTER, L.L.P.**

*A Texas Limited Liability Partnership*

*Texas Board of Professional Engineers Firm No. 526*

*Texas Board of Professional Land Surveyors Firm No. 100318-00*

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

By:   
John W. Birkhoff, P.E.

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

Date: 3/5/2021

**ATTEST**

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



# EXHIBIT “A”

## SCOPE OF SERVICES

In October 2018 the America’s Water Infrastructure Act (AWIA) was signed into law. The act requires systems serving over 3,300 persons to improve the overall sustainability of their water system involving a two-step process. For Cities with populations greater than 3,300-persons such as the City of Ovilla, the Risk and Resilience Analysis (RRA) must be completed no later than June 30, 2021 to avoid a **\$25,000** per day fine. Step 1 is to conduct an RRA for malevolent acts and natural hazards of the City’s water infrastructure. Step 2 is to create the City’s Emergency Response Plan (ERP) with strategies and resources to improve the resilience of the system with physical security and cyber security to aid in the detection of malevolent acts and natural hazards. The AWIA requires the ERP update (or creation) for Ovilla to be completed no later than December 31, 2021. The American Water Works Association J100-10(R13), First Edition standards for Risk and Resilience Management of Water and Wastewater Systems Risk Analysis and Management Critical Asset Protection (RAMCAP) methodology will be utilized on the RRA process with the aid of the Environmental Protection agency (EPA) VSAT Web 2.0 software and the AWWA Cybersecurity Tool spreadsheet. For each step of the process outlined below, the Engineer will prepare an agenda, attend and run a workshop with the City’s RRA committee and the engineer’s subconsultants, if applicable. All tasks summarized below include input and participation from the City’s RRA Committee.

### PART A:

#### **I. Project Kickoff**

- a. Provide a summary of the steps required to complete the Risk and Resilience Analysis (RRA).
- b. With City input, form the City’s RAA committee.
- c. Gather information – Provide a request for information on system assets, system controls and operational management of the water system.
- d. Develop a water system diagram exhibit showing locations of critical assets for workshops.
- e. Initiate the City to begin work with the SCADA subconsultant to introduce Cybersecurity questions that will need to be answered about the City’s existing SCADA controls and protective measures that will be required for the Cybersecurity portion of the RRA.
- f. Once the Committee is formed, prepare an RRA mission statement based on guidance from the Engineer.

#### **II. Conduct Asset Characterization**

- a. Identify assets and which are critical, that if compromised, can result in widespread service interruptions or degradation , injuries, fatalities, detrimental economic impact.
  - i. Identify mission or critical functions.
  - ii. Identify list of potentially critical assets.
  - iii. Identify internal and external supporting infrastructures.
  - iv. Identify and document protective countermeasures and mitigation measures.
  - v. Estimate worst reasonable consequences resulting from destruction or loss of each asset without regard to the threat.
  - vi. Prioritize critical assets from consequences in EPA Vulnerability Self-Assessment Tool (VSAT 2.0) Program.

### **III. Conduct Threat Characterization**

- a. Identify threats to be considered (General and specific threat Scenarios with attacks by insiders (current or past employees), outsiders (adversaries, criminals & vandals) and natural (hurricanes, floods, tornadoes, earthquakes, wildfires & dependency hazards).
- b. Utilize a uniform and consistent reference of threats to evaluate vulnerability and consequence for cross-asset comparisons.
  - i. Describe malevolent threats – Numbers and capabilities of adversaries.
    1. Weapons, equipment, tools, explosives, tactics & delivery/transport.
  - ii. Describe Natural Hazards
    1. Hurricanes, floods, tornadoes, earthquakes, wildfires & dependency hazards that have occurred or could occur in the location of the facility.
    2. Define range of magnitude from smallest that could cause harm to the largest reasonable case.
  - iii. Describe dependency hazards
    1. Interruptions of utilities, suppliers, employees, customers, transportation or dangerous neighboring sites.
  - iv. Evaluate and rank threat-asset pairs.
  - v. Identify all threats included in the analysis and which threats apply to which assets.
  - vi. Select critical threat-asset pairs to be included in the analysis.

### **IV. Conduct Consequence Analysis**

- a. Determine what happens to assets from threat or hazard.
- b. Estimate the results of the threat analysis using quantitative metrics.
  - i. Number of fatalities.
  - ii. Number of serious injuries.
  - iii. Financial losses to City.
  - iv. Economic losses to community.
- c. Employ 5-step procedure for the Consequence Analysis.
  - i. Apply worst-reasonable-case assumptions for each threat scenario.
    1. For malevolent threats, assume adversary is intelligent, adaptive and knowledgeable of utility structure and will attempt to maximize consequences.
  - ii. Estimate consequences in terms of loss of life, serious injuries and financial losses to City and economic losses to the community.
  - iii. Evaluate additional consequences such as loss of public confidence or environmental degradation.
  - iv. Document specific assumptions and procedures utilized for preparation of the Consequence Analysis.
  - v. Record consequence values utilizing the Water Health and Economic Analysis Tool (WHEAT) in compliance with AWWA J-100 estimated ranges for use in RRA.

### **V. Conduct Vulnerability Analysis**

- a. Determine vulnerabilities that would allow a threat or hazard to cause the consequences.

- b. Conduct 4-step procedure for the Vulnerability Analysis.
  - i. Review details of facility construction, systems and layout, including countermeasures, mitigation measures and impediments that provide detection, delay and response measures. Identify weaknesses in the protection system.
  - ii. Analyze the vulnerability of each critical asset and estimate the likelihood of the threat consequences in 3. Will result.
    - 1. Utilize the VSAT 2.0 vulnerability calculator to determine the vulnerability percentage for each critical asset.
  - iii. Document the method used for performing Vulnerability Analysis.
  - iv. Record the vulnerability estimates from the RAMCAP scales.
    - 1. Attack success can be measured as a fraction, a probability or number of successes among the attempts.

## **VI. Conduct Threat Analysis**

- a. Determine likelihood a terrorist, natural hazard or dependency hazard will strike an asset
  - i. Malevolent Threats – Three approaches for estimating malevolent threat likelihood.
    - 1. Proxy Measure – based on attractiveness of utility size, area – WHEAT calculator with VSAT 2.0 Program
    - 2. Best Estimate – Based on informed experience of City, federal, state and local law enforcement determine a probability number between 0.0 and 1.0 from the WHEAT calculator.
    - 3. Conditional Assignment – Use Likelihood of 1.0 (Good for Worst Case Scenario).
      - \*- Use same method between analysis for a comparison to be valid.
  - ii. Natural Hazards — Estimate probability of natural hazards from historical records or optionally, **Appendix G** of AWWA J-100 that is incorporated into the VSAT program.
  - iii. Dependency and Proximity Hazards – Likelihood of incurring collateral damage from attack on a nearby asset is based on local situation.
  - iv. Record the method utilized and whether they are single value estimates or ranges.

## **VII. Conduct Risk and Resilience Analysis**

- a. Combines results from Consequence Analysis (CA), Threat Characterization (TC), Vulnerability Analysis (VA) and Threat Analysis (TA).
- b. Using the Following Equations Determine City's Risk:
  - i. RISK = Consequences X Vulnerability X Threat Likelihood.
    - 1. Consequences - from CA for each TA pair in terms of fatalities, serious injuries financial loss of City and economic losses of the community.
    - 2. Vulnerability - Likelihood when the threat occurs to a particular asset, results in the estimated consequences.
    - 3. Threat Likelihood – Probability of a specific threat occurring to the asset in question. Unit of measure is the probability or frequency of occurrence over a given time period (1-Year).
      - \*- When estimates are utilized, they shall be used directly in the calculations. When RAMCAP ranges are utilized, the midpoint of the range shall be used in the calculations.



- ii. RESILIENCE = Duration X Severity X Vulnerability X Threat Likelihood; At the threat-asset pair level, estimate asset and economic metrics of resilience of the estimated consequences.
  - 1. Duration – time period of service denial, in days.
  - 2. Severity – the amount of daily service denied in gallons per day.
  - 3. Vulnerability - Vulnerability - Likelihood when the threat occurs to a particular asset, results in the estimated consequences.
  - 4. Threat Likelihood – Probability of a specific threat occurring to the asset in question. Unit of measure is the probability or frequency of occurrence over a given time period (1-Year).
  - 5. \*- Perfect asset resilience is a value of zero.
    - \*\*\_- Anything greater than zero is an opportunity for asset resilience enhancement.
  - 6. City's economic resilience is lost revenue due to loss of the threat-asset pair. Lost revenue is the asset resilience times the unit price of the pre-disruption service.
  - 7. Community Economic Resilience is the lost economic activity to the community served by the City.

#### **VIII. Review Risk and Resilience Management Strategies**

- a. Risk and Resilience management is the deliberate process of deciding whether improvements are needed to enhance all-hazards security or resilience or both, and if needed implementing one or more options such as security countermeasures, improving consequence mitigation tactics, providing redundancy, entering into mutual aid pacts, creating ERP's, training and exercises in business continuity to achieve an acceptable risk and resilience level at an acceptable cost to the utility and community.
- b. Utility Shall:
  - i. Decide if risk and resilience levels are acceptable by examining results for each threat asset pair. For threat-asset pair not within acceptable risk to the City shall:
    - 1. Define countermeasures and mitigation / resilience options for the threat-asset pairs that are not acceptable.
    - 2. Estimate the investment and O & M costs for each item. Adjust future costs to present value.
    - 3. Assess the options with an analysis of the asset or facility the option has been implemented by revisiting Sections III through V of this outline. Re-estimate Risk and resilience calculations. Difference between the risk with and without the new options in place = Resilience.
    - 4. Identify the options that have benefits that apply to multiple threat-asset pairs.
    - 5. Calculate the benefits and benefit-cost ratio that are relevant to the City to estimate the total value and risk reduction efficiency of each option.
    - 6. Review the options considering fatalities, serious injuries, financial losses to the City and economic losses to the community. Allocate resources to the selected options that are favored that have the highest net benefits.

7. Monitor and Evaluate the performance of the selected options. Manage the operation of the selected options, evaluate their effectiveness and make mid-course adjustments for maximum effectiveness.

**IX. Conduct Cybersecurity Analysis**

- a. Prepare and run Cybersecurity workshops with City and the Subconsultants during two meetings.
- b. Input Cybersecurity questions into the "AWWA Cybersecurity Tool" spreadsheet (Tool).
- c. Review the Tool recommended controls and identify the recommended controls current status (Fully Implemented and Maintained, Partially Implemented, Planned and Not Implemented or Not Planned and/or Not implemented – Risk Accepted).
- d. Add notes in the column of the Tool to document answers of the control status.
- e. Review the Tools' recommended priority of controls implementation status summary.
- f. Prepare opinions of probable cost to implement improvements in the Tool provided format.
- g. Assist the City with completing the Tools' optional Declaration of Due Diligence form if the committee prefers the form to be completed.
- h. Develop a formal Cybersecurity Improvement Plan. Based on RRA Committee Input:
  - i. Assign roles and responsibilities to implement the program.
  - ii. Establish budget and implantation schedule.
  - iii. Prioritize projects based on available time, budget and City's objectives.
- i. Utilize Cybersecurity Tool output and improvement plan in Sections II though VIII of this scope.

**X. Risk and Resilience Analysis Summary**

- a. Prepare Summary Report of RRA analysis.
- b. Prepare EPA Certification letter for City execution.
- c. Submit the EPA Certification letter electronically though the EPA website or by email.

**PART B:**

**I. Kick-off meeting and data gathering:**

- a. Prepare agenda and lead one workshop with the ERP committee
- b. In conjunction with the City, develop ERP team.
- c. Review mutual aid programs available for inclusion into the ERP
- d. Research FEMA accounting requirements for Federal assistance following an incident.
- e. Explore interdependencies with critical customers and suppliers.
- f. Explore partnership opportunities with adjacent communities.

**II. Determine ERP requirements with regards to AWIA requirements:**

- a. Prepare agenda and lead one workshop with the ERP committee.
- b. Develop and list interdependences.
- c. Review emergency power requirements and resilience.
- d. Establish strategies to ensure critical resources are available.
- e. Explore and identify emergency water supplies.
- f. Develop mutual aid partnerships.
- g. Develop a crisis communication plan, if not provided in the existing ERP
- h. Assist the City with preparing updated contact information lists.
- i. Prepare hazard specific plans for critical water system assets identified in the RRA.
- j. Assist the City with updating Standard Operating Procedures (SOP).
- k. Review the City's current ERP testing and exercise plan. Provide recommendations for improvements. Coordination will be with a workshop to discuss the "Gaps".

**III. Crate ERP document:**

- a. Prepare agenda and lead two workshops with the ERP committee.
- b. Review RRA results.
- c. Coordinate with partner agencies to update contact information and procedures.
- d. Create the ERP report body and appendices.

One loose final paper copy and one pdf copy of the report will be provided to the City for reproduction.



#### **IV. Terms and Conditions for Electronic File Transfers**

- a. Electronic files are transmitted on the terms and conditions below:
- b. By opening, accessing, copying or otherwise using the transmitted electronic files, these terms and conditions are accepted by the user.
- c. The electronic files are compatible with the following software packages operating on a PC using Windows operating systems:
- d. AutoCAD 2017
- e. Microsoft Office 365
- f. Adobe Acrobat (PDF)
- g. Birkhoff, Hendricks & Carter, L.L.P. does not make any warranty as to the compatibility of these files beyond the specified release of the above stated software.
- h. Because data stored on electronic media can deteriorate undetected or be modified, Birkhoff, Hendricks & Carter, L.L.P. will not be held liable for completeness or correctness of electronic media.
- i. The electronic files are instruments of our service. Where there is a conflict between the hard copy drawings and the electronic files, Birkhoff, Hendricks & Carter, L.L.P.'s hard copy file will govern in all cases.
- j. Electronic files may only be modified in accordance with the Texas Engineering Practice Act for modifying another Engineer's design.

#### **V. Exclusions**

The intent of this scope of services is to include only the services specifically listed herein and no others. Services specifically excluded from this scope of services include, but are not necessarily limited to the following:

- A. Consulting services by others not included in Scope of Services.
- B. Fiduciary responsibility to the Client.
- C. Risk assessment of wastewater facilities.

# EXHIBIT B

## PAYMENT SCHEDULE

Payment for Professional Services described under Part A (I through Part X) and Part B (I Through III) shall be on a lump sum basis.

The maximum overall fee established herein shall not be exceeded without written authorization from the City, based on increased scope of services.

The following is a summary of the estimated charges for the various elements of the proposed services:

### PART A – RISK AND RESILIENCE ANALYSIS (RRA)

I - Kickoff / Data Collection/Setup .....	\$4,000
II - Asset Characterization .....	\$2,475
III – Threat Characterization .....	\$2,900
IV - Consequence Analysis .....	\$2,900
V - Vulnerability Analysis .....	\$2,250
VI – Threat Analysis .....	\$2,350
VII – Risk & Resilience Analysis .....	\$2,100
VIII – Risk Management Strategies .....	\$1,500
IX – Cybersecurity Analysis .....	\$7,800
X – Project Summary Report & Certification .....	<u>\$1,600</u>
<b>SUBTOTAL: .....</b>	<b>\$29,875</b>

### PART B – EMERGENCY RESPONSE PLAN (ERP)

I - Kickoff / Data Collection .....	\$2,800
II – Determine ERP Requirements .....	\$5,850
III – Amendment to Existing ERP .....	\$9,750
<b>SUBTOTAL: .....</b>	<b>\$18,400</b>

**LUMP SUM NOT TO EXCEED TOTAL: ..... \$48,275**

# EXHIBIT “C”

## MEETING SCHEDULE

City shall schedule all meetings, meeting time and conference room upon Notice to Proceed.

### PART A – RISK AND RESILIENCE ANALYSIS (RRA)

Council Action .....	March 22, 2021
Notice to Proceed .....	March 23, 2021
Part I - Kick Off / Begin Cybersecurity Analysis/Setup .....	March 30, 2021
Part II – Asset Characterization .....	April 6, 2021
Part III – Threat Characterization and Analysis .....	April 13, 2021
Part IV – Consequence and Vulnerability Analysis .....	April 20, 2021
Part V – Risk & Resilience Analysis .....	May 21, 2021
Part VI – Risk & Resilience Management Strategy .....	June 4, 2021
Part VII – Cybersecurity Analysis .....	June 11, 2021 (1.5 hour meeting)
Part VIII – RRA summary and Report .....	June 21, 2021
Submit Certification of RRA Completion to EPA .....	June 30, 2021

### PART B – EMERGENCY RESPONSE PLAN (ERP)

Notice to Proceed .....	July 1, 2021
Part I - Kick Off / Data Gathering .....	August 5, 2021
Part II – Update ERP to Include AWIA Provisions .....	October 7, 2021
Part III – Update ERP Document .....	November 4, 2021
Submit Certification of ERP Completion to EPA .....	December 31, 2021

**Dates are subject to change based on Notice to proceed dates and availability of the RRA committee to attend meetings.**

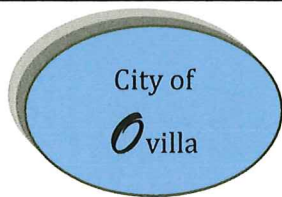


# **EXHIBIT “D”**

## **SUB-CONSULTANTS**

### **Cybersecurity Enhancements and Opinions of Cost**

John Segovia  
Texas Industrial Solutions  
817-901-4646



# Ovilla City Council

## AGENDA ITEM REPORT

### Item 6

Meeting Date: March 08, 2021

Department: All departments

☒ Discussion ☐ Action

Budgeted Expense: ☐ YES ☐ NO ☒ N/A

Submitted By: PL3 Mayor Pro Tem Griffin

Amount: unknown

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

☒ Accountant

☒ Other: All employees

#### Attachments:

None

#### Agenda Item / Topic:

ITEM 6. DISCUSSION – Discuss a request from Mayor Pro Tem Griffin on establishing an expenditure moratorium.

#### Discussion / Justification:

**Background/History:** Place 3/Mayor Pro Tem Griffin voiced concerns at the February 2021 regular meeting regarding new spending.

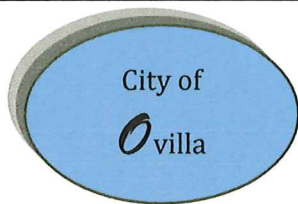
A moratorium is solely to reduce unnecessary spending, and not meant to interrupt the City's ability or intent to repay its debts or to meet all necessary operational costs. It is instead taken to alleviate a financial shortfall for a temporary period.

#### Recommendation / Staff Comments:

N/A

#### Sample Motion(s):

Discussion only.



# Ovilla City Council

## AGENDA ITEM REPORT

### Item 7

Meeting Date: March 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:

1. Property information

#### Agenda Item / Topic:

ITEM 7. DISCUSSION/ACTION – Receive and consider the EDC's consensus on the purchase of 104 Cockrell Hill Road and approve next steps if necessary.

#### ITEM 6.

##### Background/History:

In December, the City was made aware of property in the downtown area that may become available for purchase. January 11, 2021, Council and EDC conducted a joint meeting regarding this property. No decisions were made.

##### Findings/Current Activity:

Staff brought the discussion of a purchase of this property to the Economic Development Corporation (EDC) during a Special meeting on March 01, 2021. No action was taken however the EDC's consensus was positive for this property purchase, contingent to certain information. Staff was directed to bring back the following information prior to any commitment and approval from Council.

1. Is the city interested in partnering in the purchase?
2. Fair market value and appraisal
3. Inspection of house (EDC is willing to fund)
4. Negotiations following the first three items (they may not want to pay asking price).

##### Financial Impact:

Purchase price for this property is approximately \$218,000. The EDC is in a financial position to fully fund this purchase.

#### Recommendation / Staff Comments:

Options/Recommendation: N/A

#### Sample Motion(s):

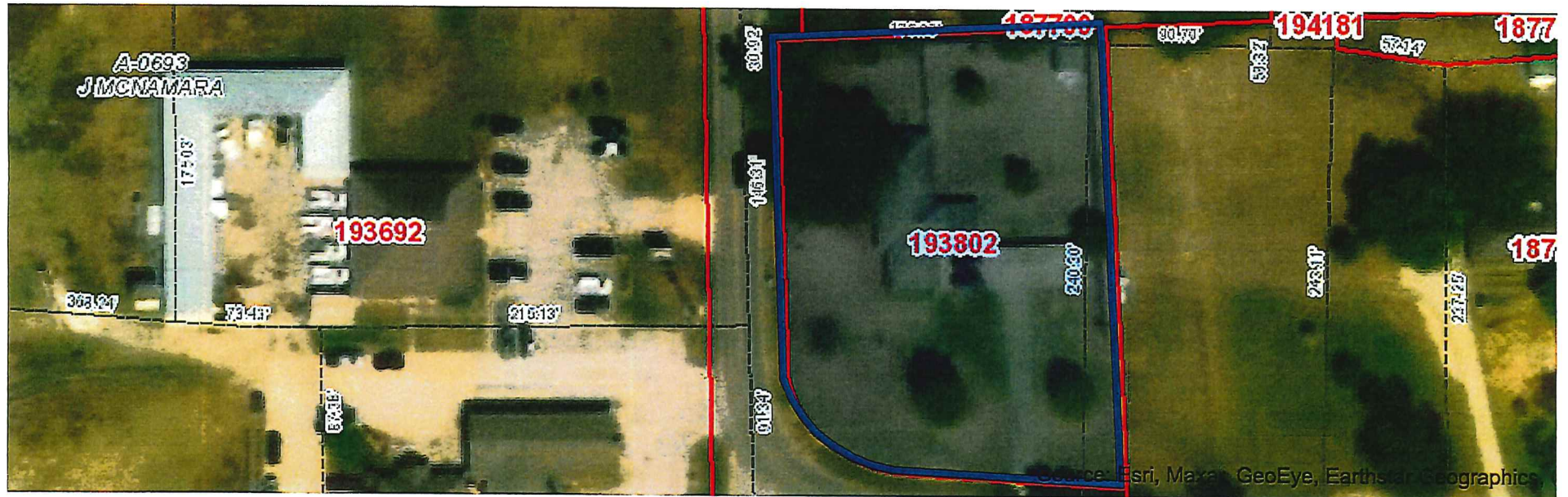
I move to...



# Ellis CAD Property Search

Property ID: 193802 For Year 2020

Map





## Property Details

### Account

**Property ID:** 193802

**Legal Description:** 693 J MCNAMARA 1 ACRES

**Geographic ID:** 62.0693.000.075.00.108

### Agent:

**Type:** Real

### Location

**Address:** 104 COCKRELL HILL RD OVILLA, TX 75154

**Map ID:** 13-3

**Neighborhood CD:** RED34

### Owner

**Owner ID:** 54849

**Name:** SHILOH CUMBERLAND

**Mailing Address:** PRESBYTERIAN CHURCH  
7810 SHILOH RD  
MIDLOTHIAN, TX 76065-4848

**% Ownership:** 100.0%

**Exemptions:** EX-XV - Other Exemptions (including public property, religious organizations, charitable organizations, and other property not reported elsewhere)  
For privacy reasons not all exemptions are shown online.

## Property Values

Improvement Homesite Value:	\$175,920
Improvement Non-Homesite Value:	\$0
Land Homesite Value:	\$52,500
Land Non-Homesite Value:	\$0
Agricultural Market Valuation:	\$0
Market Value:	\$228,420
Ag Use Value:	\$0
Appraised Value:	\$228,420
Homestead Cap Loss: ⓘ	\$0
Assessed Value:	\$228,420

**VALUES DISPLAYED ARE 2020 PRELIMINARY VALUES AND ARE SUBJECT TO CHANGE PRIOR TO CERTIFICATION.**

**DISCLAIMER** Information provided for research purposes only. Legal descriptions and acreage amounts are for appraisal district use only and should be verified prior to using for legal purpose and or documents. Please contact the Appraisal District to verify all information for accuracy.

## Property Taxing Jurisdiction

Entity	Description	Tax Rate	Market Value	Taxable Value	Estimated Tax	Freeze Ceiling
070	ELLIS COUNTY	0.320194	\$228,420	\$0	\$0.00	
208	MIDLOTHIAN ISD	1.379800	\$228,420	\$0	\$0.00	
362	CITY OF OVILLA	0.660000	\$228,420	\$0	\$0.00	
R70	ELLIS COUNTY LATERAL ROAD	0.030082	\$228,420	\$0	\$0.00	

**Total Tax Rate:** 2.390076 **Estimated Taxes With Exemptions:** \$0.00 **Estimated Taxes Without Exemptions:** \$5,459.41

## Property Improvement - Building

**Description:** Appr type: RS **Type:** Residential **State Code:** A1 **Living Area:** 1,739.00sqft **Value:** \$175,070

Type	Description	Class CD	Exterior Wall	Year Built	SQFT
MA	MAIN AREA	RVAV	20	1968	1,739.00
CP	COVERED PORCH	*		1968	25.00
AGF2	ATTACHED 2 CAR GARAGE	*		1968	484.00
ACPA	ATTACHED CARPORT AVERAGE	*		1968	478.00

**Description:** Residential **Type:** Residential **State Code:** A1 **Living Area:** 0.00sqft **Value:** \$850

Type	Description	Class CD	Year Built	SQFT
STGA	STORAGE AVERAGE	STGA	2007	120.00

## Property Land

Type	Description	Acreage	Sqft	Eff Front	Eff Depth	Market Value	Prod. Value
LOT	PER LOT	1	43,560.00	0.00	0.00	\$52,500	\$0

## Property Roll Value History

Year	Improvements	Land Market	Ag Valuation	Appraised	HS Cap Loss	Assessed
2021	N/A	N/A	N/A	N/A	N/A	N/A
2020	\$175,920	\$52,500	\$0	\$228,420	\$0	\$228,420
2019	\$113,940	\$27,000	\$0	\$140,940	\$0	\$140,940
2018	\$94,910	\$27,000	\$0	\$121,910	\$0	\$121,910
2017	\$67,460	\$27,000	\$0	\$94,460	\$0	\$94,460
2016	\$65,630	\$27,000	\$0	\$92,630	\$0	\$92,630
2015	\$61,480	\$27,000	\$0	\$88,480	\$0	\$88,480
2014	\$56,990	\$27,000	\$0	\$83,990	\$0	\$83,990
2013	\$57,420	\$27,000	\$0	\$84,420	\$0	\$84,420
2012	\$60,410	\$27,000	\$0	\$87,410	\$0	\$87,410
2011	\$62,350	\$27,000	\$0	\$89,350	\$0	\$89,350

## Property Deed History

Deed Date	Type	Description	Grantor	Grantee	Volume	Page	Number
	OT	DO NOT USE	PREVIOUS OWNER UNKNOWN	SHILOH CUMBERLAND	00000	00000	0

## DISCLAIMER

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# Ovilla City Council

## AGENDA ITEM REPORT

### Item 8

Meeting Date: March 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 8. DISCUSSION – Discuss and review staff's recommendations for the safe reopening of the city facilities.

#### Discussion / Justification:

**Background:** 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 couple of months, many of our employees and their family members tested positive for COVID-19. All employees in all departments encountered direct exposure at some point. We increased safety measures, requiring masks even in our offices. In-person meetings and appointments with the outside public were suspended. Healthy employees continued working at the city.

#### 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 all buildings almost daily.

Monday, February 22, 2021 was our first week with a full staff in administration in months. Staff continues to self-monitor with temperature checks in the morning, followed by reporting through an app on our phones.

The governor's office recently issued GA-34, announcing the State Disaster Declaration for COVID-19 will be lifted on March 10, 2021. In preparation for a possible reopening, the following needs should be addressed.

1. In a previous meeting, the Council Chamber room was marked to indicate if there was enough space to hold an open meeting and with how many, while maintaining safe distancing.
2. City staff may need to continue with Zoom in to the City Council meetings, etc. to make room for any citizens that may want to attend and social distance.
3. Barriers may need installation at the dais for the safety of the Councilmembers and staff.
4. Mask mandates inside the building to continue.
5. Mark lobby for social distancing (one citizen at a time).
6. Use of hand sanitizers (affixed to the walls at most entry/exit points)
7. Continue mandated temperature monitoring.

Recommendation / Staff Comments:	
Staff recommends the continuation to operate with closed doors, scheduled appointments with residents in the Council Chamber room, mandated masks, and temperature monitoring.	
Sample Motion(s):	
N/A	



# Ovilla City Council

## AGENDA ITEM REPORT

### Item 9

Meeting Date: March 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 9. 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	February 2021	February 2021 YTD	February 2020	February 2020 YTD
Accident	4	10	4	8
Alarms	19	29	18	33
Arrest	1	3	3	12
Assault/Assualt FV	0	2	2	2
Assists	42	92	67	125
Building / House Security Check	424	1062	658	1389
Burglary	0	0	0	0
Burglary of Motor Vehicle	0	0	0	1
Criminal Mischief	0	0	0	0
Disturbance	10	19	6	17
Neighborhood Check	832	2115	1061	2361
Other Calls for Service	101	175	101	177
Suspicious Person	5	12	2	9
Suspicious Vehicle	10	33	19	45
Theft	0	0	1	1
Traffic Assignment/School Enforcement	47	110	33	60
<b>TOTAL CALLS FOR SERVICE</b>	<b>1495</b>	<b>3662</b>	<b>1975</b>	<b>4240</b>

Volunteer and Reserve Officer Hours	44	70	10	28
Average Response Time (Minutes)	4.26	3.885	5.24	4.73
Total Citations	19	63	53	96
Total Traffic Stops	142	352	228	434
Traffic Stop Disposition Warning	124	290	177	342
Traffic Stop Disposition Citation	18	62	51	92
<b>PERCENT OF STOPS RECEIVING CITATIONS</b>	<b>12.7</b>	<b>17.6</b>	<b>22.4</b>	<b>21.2</b>

**STAFFING**

Full Time Sworn	10
Full Time Civillian	1
Part Time Sworn	4
Reserve Officer	1
Total Staffing	16



December	TO	December 2020	MILEAGE	MAINTENANCE PERFORMED
Police Unit #	Begin	End	Accrued	
116	107,950	108,043	93	
117	103,480	104,646	1,166	
216	32,244	32,801	557	
119	42,350	43,821	1,471	
120	26,144	28,190	2,046	Added oil
220	29,068	30,682	1,614	

# Ovilla Fire Department February Monthly Report



**Fire Chief Brandon Kennedy**

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

## Mission Statement

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

## Summary of Staffing for the Department

- Currently the Department has 0 Firefighter Paramedic position open.
- Currently the Department has 3 Firefighter Basic position open.
- Currently the Department has 5 Volunteer Firefighter position open.
- Current Staffing
  - 2 Chiefs
  - 5 Captains
  - 23 Firefighter Paramedics
  - 5 Firefighter EMT-Basics
  - 7 Volunteer Firefighters
  - Total Staffing of 42 out of 50 positions
- Of the Volunteers on staff,
  - 2 of them are Dual Certified, meaning they have their Fire Certs and EMT Basic and or Paramedic
  - 1 have just their Fire Certs
  - 0 have just their EMT Basic or Paramedic
  - 4 Volunteers do not have any Certification currently.

## Grants Report

- Have turned in four Texas Forestry Service Grants, waiting for notification of award and they will remain active until they are awarded without reapplying for them.
  - 01/23/2018 applied for a bunker gear grant that we are still waiting to hear if awarded
  - 01/23/2018 applied for a Brush Truck Chassis grant that we are still waiting to hear if awarded
  - 08/29/2019 applied for a Skid Unit to be placed onto Brush Truck Chassis if awarded
  - 01/23/2018 applied for a Brush Truck grant that we are still waiting to hear if awarded
  - 12/30/2020 submitted all paperwork for the Coronavirus Relief Fund (CRF),
    - Allotted – \$207,000.00
    - Turned in documentation for – \$227,000.00



## Summary of Events for the Department

- February, we record setting month with a total of 133 (Last February 2020 we ran 78) 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 3 possible COVID-19 calls this month, with 2 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)
- 47 / 56** Volunteer shifts were covered, and these 47 shifts we had 4 personnel on the Engine.

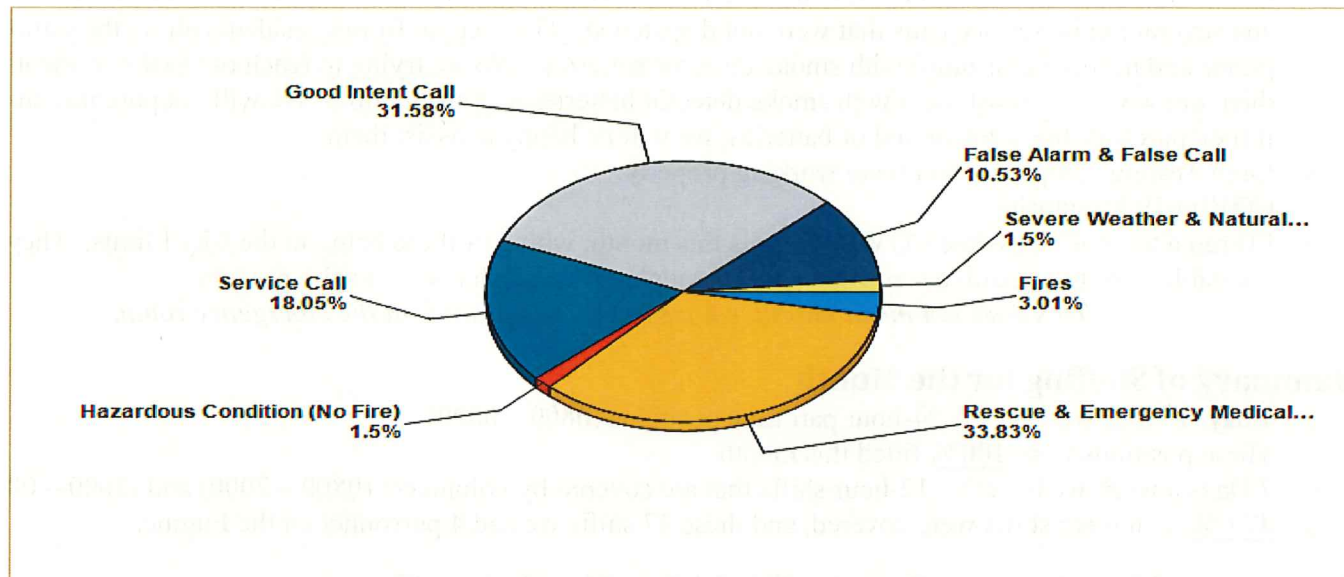
## Summary of Activity from Deputy Chief / Fire Marshal's Office

- PIA request
- 7 consults
- CQI Reports
- 1 inspection
- 9 meetings
- Assist in EOC during storm

## Monthly Call Summary

INCIDENT COUNT		
INCIDENT TYPE	# INCIDENTS	
EMS	45	
FIRE	88	
TOTAL	133	
MUTUAL AID		
Aid Type	Total	
Aid Given	44	
Aid Received	1	
OVERLAPPING CALLS		
# OVERLAPPING	% OVERLAPPING	
70	52.63	
LIGHTS AND SIREN - AVERAGE RESPONSE TIME (Dispatch to Arrival)		
Station	EMS	FIRE
Station 701	0:07:20	0:17:08
AVERAGE FOR ALL CALLS		0:11:25
LIGHTS AND SIREN - AVERAGE TURNOUT TIME (Dispatch to Enroute)		
Station	EMS	FIRE
Station 701	0:02:09	0:01:21
AVERAGE FOR ALL CALLS		0:02:06
AGENCY	AVERAGE TIME ON SCENE (MM:SS)	
Ovilla Fire Department	71:29	



**Breakdown by Major Incident Type**

MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	4	3.01%
Rescue & Emergency Medical Service	45	33.83%
Hazardous Condition (No Fire)	2	1.5%
Service Call	24	18.05%
Good Intent Call	42	31.58%
False Alarm & False Call	14	10.53%
Severe Weather & Natural Disaster	2	1.5%
<b>TOTAL</b>	<b>133</b>	<b>100%</b>

*Average 1.00 fire per week*

*Average 4.75 calls per day*

*Average 33.75 calls per week*

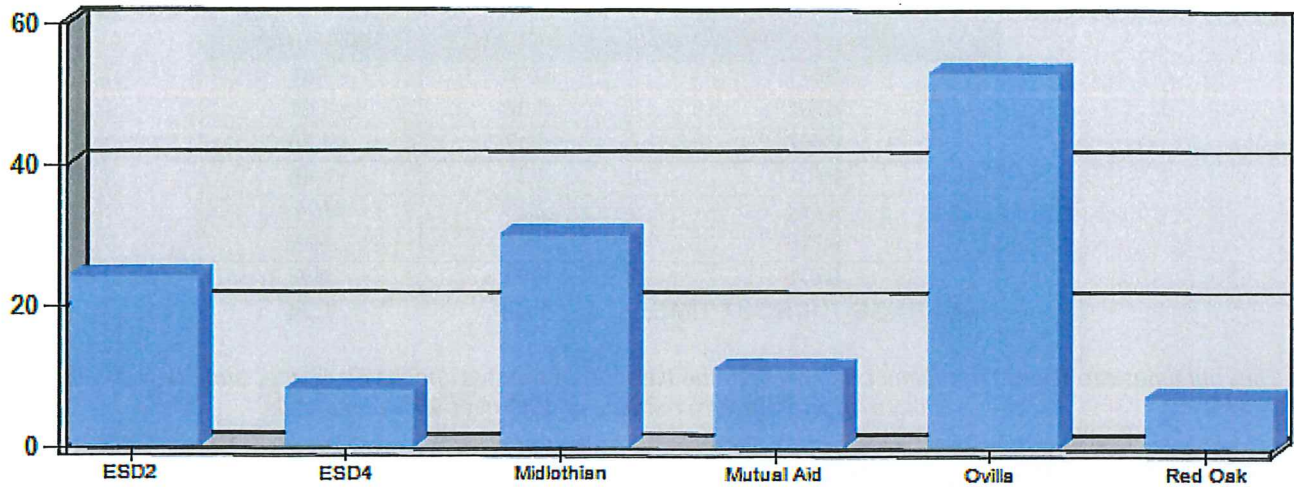
C701 Responses | **44**

C702 Responses | **32**

Number of Overlapping Calls | **70**

**Total Ovilla Fire Department Runs | 133**

## Breakdown by Districts



DISTRICT	FEBRUARY	JANUARY
ESD2 - ESD #2	24	33
ESD4 - ESD #4	8	8
Midlothian - Midlothian City Limits	30	13
Mutual Aid - Mutual Aid	11	1
Ovilla - City Limits	53	37
Red Oak - Red Oak City Limits	7	6
<b>TOTAL:</b>	<b>133</b>	<b>98</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	FEBRUARY	JANUARY
ESD2 - ESD #2	10.15	8.05
ESD4 - ESD #4	10.91	8.66
Midlothian - Midlothian City Limits	17.73	20.54
Mutual Aid - Mutual Aid	30.25	N/A
Ovilla - City Limits	5.33	5.47
Red Oak - Red Oak City Limits	10.00	14.87
	8.80	7.39

*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	FEBRUARY	JANUARY
B701	0:00	N/A
C701	1:30	1:31
C702	1:17	1:25
E701	1:37	1:46
E702	2:23	N/A
R755	2:43	N/A
S701	1:31	N/A
<b>AVERAGE TURNOUT TIME:</b>	<b>1:28</b>	<b>1:34</b>

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

## Incident Count Per Apparatus

APPARATUS	# of INCIDENTS
B701	2
C701	44
C702	32
E701	54
E702	2
R755	9
S701	34

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

## Fleet Report

Ovilla Fire Department Mileage, Fuel and Maintenance Report for February					
Apparatus	Beginning Mileage	Ending Mileage	Mileage for the Month	Fuel Expenses	Maintenance Expenditures
B701	59,721	59,814	93	\$ 31.22	\$ -
B702	4,192	4,201	9	\$ -	\$ 72.10
C701	34,085	34,994	909	\$ 115.40	\$ -
C702	3,922	5,237	1,315	\$ 165.75	\$ -
S701	108,829	109,346	517	\$ 66.57	\$ -
E701	24,446	25,694	1,248	\$ 301.18	\$ -
E702	30,659	30,801	142	\$ 53.60	\$ -
E703	N/A	N/A	0	N/A	\$ -
R755	21,068	21,336	268	\$ 174.34	\$ 269.00
Station Supplies (Small Equipment Fuel, Propane, Other)				\$ 158.86	\$ -
Totals for the Month			4,501	\$ 1,066.92	\$ 341.10



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

### DSHS Dashboard: Ellis County

- Confirmed Cases: 21,043
- Active: 248
- Deaths: 280
- Recovered (estimated): 20,515
- Test Administered in Ellis County: 164,795

### Executive Order GA-34 Update: March 2, 2021

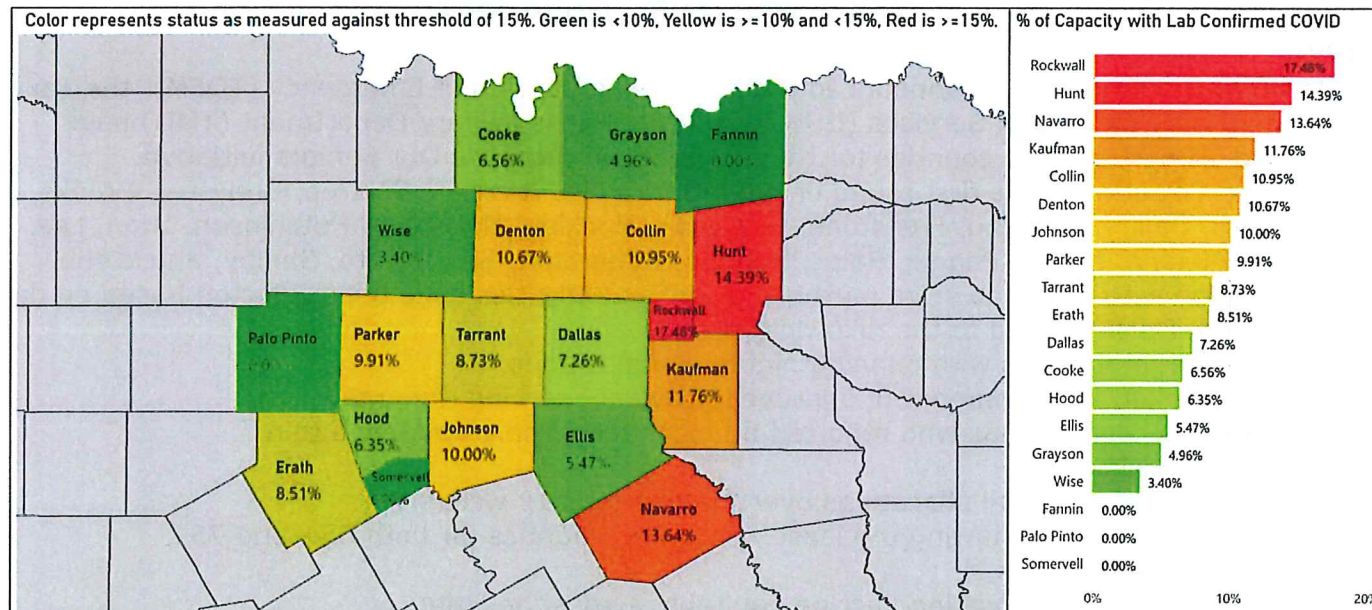
Governor Greg Abbott today issued an Executive Order (GA-34) lifting the mask mandate in Texas and increasing capacity of all businesses and facilities in the state to 100 percent.

This executive order rescinds most of the Governor's earlier executive orders related to COVID-19. Effective next Wednesday, all businesses of any type may open to 100% capacity. Additionally, this order ends the statewide mask mandate in Texas. Businesses may still limit capacity or implement additional safety protocols at their own discretion.

If COVID-19 hospitalizations in any of the 22 hospital regions in Texas get above 15% of the hospital bed capacity in that region for seven straight days, a County Judge in that region may use COVID-19 mitigation strategies. However, County Judges may not impose jail time for not following COVID-19 orders nor may any penalties be imposed for failing to wear a face mask. If restrictions are imposed at a County level, those restrictions may not include reducing capacity to less than 50% for any type of entity.

### All Hospitalized Patients with Lab-Confirmed COVID-19 in TSA-E

Shows the current percent of all hospitalized patients with confirmed COVID-19 measured against hospital capacity. This is the metric tied to re-openings and cancellation of elective surgeries per GA-32. Counties which are gray in color did not provide data on reporting date.



The information in this dashboard is confidential and for planning purposes only. It is not intended for distribution to the public or the media. The data is only representative of the hospitals that have reported in EMResource within 24 hours of the reporting deadline and excludes dedicated psychiatric hospitals.

3/2/2021



**National Updates:****US DEATH RATE: 1.80 %\***

\*Based off current deaths divided by total confirmed

**Globally:****GLOBAL DEATH RATE: 2.22\***

\*Based off current deaths divided by total confirmed

**GOVERNOR'S UPDATES:****COVID:**

On March 1, Governor Abbott announced that the Texas Division of Emergency (TDEM), the Texas Department of State Health Services (DSHS), and the Texas Military Department (TMD) have announced 26 participating counties for the first week of the Save Our Seniors initiative. Counties participating in the first round of the program are Aransas, Bastrop, Brewster, Brooks, Brown, Cass, Dallas, Eastland, Freestone, Gray, Hill, Hockley, Hudspeth, Hutchinson, Irion, Lee, McCulloch, Medina, Morris, Panola, Rains, Refugio, Robertson, San Jacinto, Shelby, and Webb. In coordination with local and state partners, counties and cities have been selected based on data provided from DSHS related to the following factors:

1. The state targeted areas with ongoing high hospitalizations.
2. The state looked at the number of approved providers serving the area.
3. The state considered areas who reported no more than approximately a third vaccinated for seniors.
4. The state considered total allocations over the previous 12 weeks.
5. The state utilized data showing the least vaccinated counties for both 65+ and 75+ administered doses.
6. The state focused on allocating vaccine equitably across the state.

On February 26, Governor Abbott and the Texas Health and Human Services Commission (HHSC) will provide approximately \$229 million in emergency Supplemental Nutrition Assistance Program (SNAP) food benefits for the month of March as the state continues its response to the COVID-19 pandemic.

# PUBLIC WORKS DIRECTOR REPORT

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

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

**TOPIC: Public Works Overview Report February 2021**

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## **Employee status report**

- We do not have any employees out for Covid-19 at this time.
- Randall Bailey has completed his course work and is now a Certified Construction Inspector.

## **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 crosswalks and Bollards for the sidewalk in front of the Pickard's House.
- **Chemical Buildings** - The chemical buildings have been ordered and are in the process of being built. They come with a new concrete slab and all installation at a total cost of \$34,100.00.
- **Vehicle Status**- 2008 Chevy Silverado 1500 had repairs to the heat and defrost system at a cost of \$1170.00
- **Vehicle Status** - 2021 GMC SIERRA 2500 schedule to be delivered February to late March.
- **Vehicle Status** - 2012 Ford F-150 was in the shop having the starting sensor replaced at a cost of \$300.00
- Due to the winter storm, Public Works had most employees working long hours to maintain the integrity of the Water and Wastewater Systems. The damages to our system were minor compared to our surrounding cities.

### **Damages include:**

Scada system failure: the entire system is having to be reprogrammed due to the failure. Water/WW Supervisor Daniel had to manually operate system while down by physically climbing into the ground storage tank to verify levels coming from Dallas, as well as using pressure gauges to maintain levels in the water tower. The crews did a great job keeping water flowing in a very important time. I'm very proud of the way they took care of our system and our citizens during the storm.

We had one water main break: in the 800 block of Cockrell Hill and that was a minor leak that was fixed promptly.

Faucet behind Police Department freeze/bust: there was no damage to the building.

**Areas of concern:** During the power outages the Police Department and Public Works buildings lost power a dozen or more times. We were unable to operate out of either facility. Chief Kennedy made room for us in their building. Public Works would like to say thank you to both Ovilla Fire Department and Ovilla Police Department and everyone who donated food during this time.

# CONSTRUCTION/PROJECTS REPORT

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

**FROM: Randall Bailey**

**TOPIC: Construction Inspection/Overview Report February 2021**

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## **Bryson Manor Phase III**

- GTI Paving Contractors have installed a concrete batch plant on the site
- Rebar has been installed at 85% of the roadways
- Concrete has been installed on 50% of the roadways

## **City Hall Parking**

- 5% retainage will be held until grass growth is satisfactory on the job
- We will re-evaluate the grass in mid-March

## **Water Street Bridge**

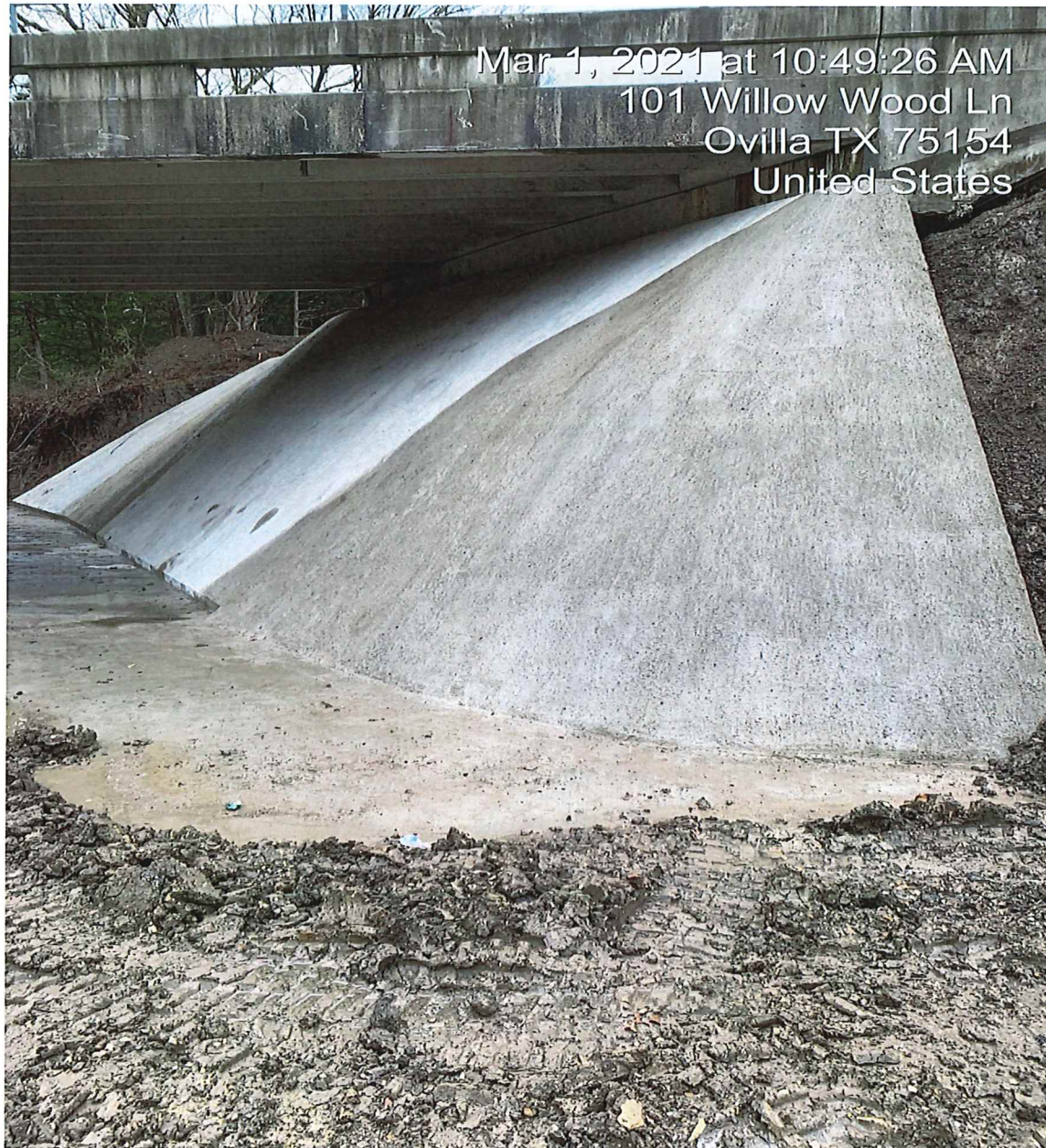
- Concrete was installed on the first half of the bottom channel
- Concrete was installed on the west side slope

## **Broadmoor Estates**

- Retaining wall contractor continued to the installation of the retaining walls
- Fargo Consultants, Inc. completed density tests on the roadways and sent results to paving contractor



# CONSTRUCTION/PROJECTS REPORT





# CONSTRUCTION/PROJECTS REPORT





# 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
Water/Wastewater Dept -	25	8

### WATER

- 704 Buckboard - Repaired leaking coupling on 1 ½" 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.

# STREETS AND DRAINAGE REPORT

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

**FROM: Johnny Cruz**

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

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- Picked up pallet of cold mix asphalt bags
- Potholes patched Westmoreland, Shiloh Rd, Bryson Ln, Joe Wilson, Red Oak Creek Rd, Johnson Ln, Filled in rutted spot around curve near 402 Cockrell Hill.
- Picked up 10 yards of aggregate base course from Ellis County Precinct 4
- Prepare for inclement weather gas up all vehicles and equipment.
- Sand bridges Cockrell Hill, Water St, Shiloh Rd, Bryson @ Shiloh Rd at four-way intersection, Westmoreland, Red Oak Creek and spread salt melt granules on decks and ramp Public Works facilities and entrance to the back/around City Hall entrance.
- Set out portable stop signs 664 @ Main due to power outage.
- Set out portable rough road signs South and North bound lanes near 610 Westmoreland - damaged road due to hard freeze.
- Fallen tree blocking roadway near 1190 Red Oak Creek cut up and removed.
- Take chevy 1500 to Kwik Car Lube for inspection and Tax office for inspection sticker.



# PARK DEPARTMENT REPORT

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

**FROM: Ainsley Jarvis – Park Department**

**TOPIC: Park Department Report February 2021**

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## **PARK OVERVIEW**

- **Heritage Rest Rooms** – broken pipes and some of the Sloan Flushing Valves were damaged in the mechanical room due to the extreme cold weather, able to find parts and had the restrooms working shortly after the weather warmed up.
- **Baseball Fields** – Restrooms and concession stand have broken pipes. Have not fixed them at this time.
- **Clean up** – Downed branches and low limbs in all the parks and on all the City property, from storm and to get prepared for mowing season.
- **Equipment Status** – had all the Zero Turn mowers serviced and tuned up, blades sharpened to be ready for mowing season.
- Began putting out some of the new amenities in the Parks, including picnic tables. As of today, the City has 2 ADA compliant picnic tables at Heritage Park, 1 ADA picnic table at Cindy Jones Park and 1 ADA picnic table at Ashburne Glen Park. All of the wooden tables are removed from all parks. The new garbage cans, and benches are to be delivered in the next couple of months.

***Friendly Reminder:*** One Heritage Park ADA picnic table and one bench was donated by the Ovilla Service League.

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	Feb 2021	Feb.2021 YTD	Feb .2020	
Complaint (Nuis 8 Permit 5,Parking 4)	17	40	27	
Follow up (Nuis 8 Permit 5 Park 4)	17	40	27	
Door Notice (Nui - 3, Permit 1 Parking 2)	6	13	11	
Mail Notice ( Parking 1 nuisance 2 perm1 )	4	18	10	
Posted Property (nuisance 2)	2	6	3	
Court 3 (3 FTA- 2 Nuisance 1 Junk veh ,)	\$0	\$211	\$400.00	
Citizen Contacts	37	88	62	
Permits Reviewed	16	33	20	
Permits Issued	12	26	17	
Inspections	19	41	22	
Nuisance Abated by City 2 illegal dump	2	7	1	
Nuisance Signs (Garage sale-5 business 16 )	21	56	53	
Board of Adjustment 0	0	2	1	

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

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

Subject: **Animal Control Monthly Report**

Calls For Service	Feb.2021	Feb.2021 YTD	Feb.2020	
Complaint ( <b>Regist-16 At Large 6 Bark 1</b> )	23	44	39	
Follow up	23	49	43	
Door Notice ( <b>Regis-8, Bark 0 at large2</b> )	10	18	22	
Impounded Animal ( <b>Dog 3</b> )	3	5	6	
Animal welfare check	31	53	11	
Impound Results (Transport Ret to own 3 )	3	7	6	
Impound fee collected	\$70.00	\$140.00	160	
Court	\$0.00	\$0.00	300	
Citizen Contacts	17	34	38	
Animal registration \$48	4	21	13	
Registration Letter Mailed	15	33	23	
Nuisance letter -1 barking 0 At large	1	4	2	
Animals released 2 possum	2	3	1	
Deceased removed	22	49	16	
Oak Leaf - ( 1 cats)	1	3	1	
Traps Checked Out	3	6	5	





**Date: March 8, 2021**

**To: Honorable Mayor and Council Members**

**Subject: Financial Statement Summaries for  
October 1, 2020 thru January 31, 2021**

**This period covers 33% of the FY2021 Budget**

**(With Unreconciled Bank Statements)**

**From:**

**Sharon Jungman – Finance Director**

# CITY-WIDE OPERATING FUND TOTALS

For FY2021 October 2020 thru January 2021



TOTAL REVENUES		2020	2021	2021	2021
		Actual	Actual	Adopted	% of Budget
		To Date	To Date	Budget	Used
100	General Fund	2,117,069	1,978,088	4,097,770	48%
110	Lease	-	-	1,100	0%
120	Street Improvement	17,438	37,063	63,000	59%
130	Court Technology	738	451	2,000	23%
140	Court Security	567	521	1,500	35%
200	Water & Utilities	612,898	602,362	1,664,229	36%
250	WWW Infrastructure Improv.	23,238	21,624	65,000	33%
400	Debt Service Fund	434,007	475,281	570,550	83%
500	Municipal Devel. District	25,196	33,735	67,400	50%
600	4B Economic Devel. Fund	36,695	75,376	159,420	47%
700	Park Impact Fund	2,676	-	26,000	0%
800	Water & Utilities Impact Fund	25,700	0	131,705	0%
Total		\$ 3,296,221	\$ 3,224,503	\$ 6,849,674	47%

TOTAL EXPENDITURES		2020	2021	2021	2021
		Actual	Actual	Adopted	% of Budget
		To Date	To Date	Budget	Used
100	General Fund	1,239,204	1,314,737	4,097,770	32%
110	Lease	-	-	1,100	0%
120	Street Improvement	-	-	63,000	0%
130	Court Technology	-	-	2,000	0%
140	Court Security	596	160	1,500	11%
200	Water & Utilities	318,223	348,515	1,664,229	21%
250	WWW Infrastructure Improv.	(4)	-	65,000	0%
400	Debt Service Fund	199,012	-	570,550	0%
500	Municipal Devel. District	70	156,354	67,400	232%
600	4B Economic Devel. Fund	2,176	114	159,420	0%
700	Park Impact Fund	-	-	26,000	0%
800	Water & Utilities Impact Fund	-	-	131,705	0%
Total		\$ 1,759,278	\$ 1,759,278	\$ 6,849,674	26%

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<b>100 - General Fund</b>	<b>Current Month Actual</b>	<b>Current Month Budget</b>	<b>Budget Variance</b>	<b>YTD Actual</b>	<b>Annual Budget</b>	<b>% of Budget</b>	<b>Budget Remaining</b>
<b>Revenue Summary</b>							
Taxes	512,337.38	221,164.33	291,173.05	1,884,867.86	2,654,965.00	70.99%	770,097.14
Licenses-Permits-Fees	4,449.76	10,621.58	(6,171.82)	12,914.54	127,510.00	10.13%	114,595.46
Services	22,869.69	47,144.46	(24,274.77)	23,593.69	565,960.00	4.17%	542,366.31
Fines & Forfeitures	3,902.15	10,458.32	(6,556.17)	15,312.93	125,550.00	12.20%	110,237.07
Other Revenue	21,186.01	40,476.70	(19,290.69)	41,399.31	485,785.00	8.52%	444,385.69
Transfers	0.00	11,083.34	(11,083.34)	0.00	138,000.00	0.00%	138,000.00
Revenue Totals	<u>564,744.99</u>	<u>340,948.73</u>	<u>223,796.26</u>	<u>1,978,088.33</u>	<u>4,097,770.00</u>	<u>48.27%</u>	<u>2,119,681.67</u>
<b>Expense Summary</b>							
Employee Benefits	37,846.10	38,820.45	(974.35)	96,030.52	466,031.00	20.61%	370,000.48
Other Expense	1,566.15	4,143.97	(2,577.82)	6,598.54	49,745.00	13.26%	43,146.46
Personnel	132,741.23	166,191.69	(33,450.46)	645,582.47	2,000,046.00	32.28%	1,354,463.53
Not Categorized	19,464.39	0.00	19,464.39	37,542.00	0.00	0.00%	(37,542.00)
Special Services	6,226.00	10,989.44	(4,763.44)	23,344.20	131,900.00	17.70%	108,555.80
Contractual Services	3,214.56	24,778.63	(21,564.07)	46,359.30	297,462.00	15.58%	251,102.70
Operating Services	308.00	8,193.67	(7,885.67)	24,583.70	98,360.00	24.99%	73,776.30
Special Expenses	4,624.26	2,720.22	1,904.04	86,569.57	32,650.00	265.14%	(53,919.57)
Supplies	4,667.59	4,711.60	(44.01)	15,765.40	56,550.00	27.88%	40,784.60
Professional Development	608.52	2,524.00	(1,915.48)	2,685.77	30,300.00	8.86%	27,614.23
Software & Computer Equipment	27.05	6,477.62	(6,450.57)	39,155.24	77,758.00	50.36%	38,602.76
Printing Expense	1,884.10	1,464.12	419.98	4,720.05	17,574.00	26.86%	12,853.95
Utilities	26,568.92	31,570.80	(5,001.88)	87,994.93	378,995.00	23.22%	291,000.07
Repairs - Bldg & Machinery	4,485.13	11,818.31	(7,333.18)	42,793.10	141,850.00	30.17%	99,056.90
Insurance	12,785.32	2,715.70	10,069.62	23,220.64	32,602.00	71.22%	9,381.36
Minor Capital Outlay	4,188.45	9,276.01	(5,087.56)	17,335.40	111,347.00	15.57%	94,011.60
Vehicle Expenses	2,973.58	3,857.40	(883.82)	7,700.96	46,300.00	16.63%	38,599.04
Capital Outlay	0.00	10,416.67	(10,416.67)	105,667.50	125,000.00	84.53%	19,332.50
Rentals	271.91	274.89	(2.98)	1,087.64	3,300.00	32.96%	2,212.36
Expense Totals	<u>264,451.26</u>	<u>340,945.19</u>	<u>(76,493.93)</u>	<u>1,314,736.93</u>	<u>4,097,770.00</u>	<u>32.08%</u>	<u>2,783,033.07</u>



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

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<b>120 - Street Improvement Fund</b>	<b>Current Month Actual</b>	<b>Current Month Budget</b>	<b>Budget Variance</b>	<b>YTD Actual</b>	<b>Annual Budget</b>	<b>% of Budget</b>	<b>Budget Remaining</b>
<b>Revenue Summary</b>							
Taxes	8,591.54	5,247.90	3,343.64	37,063.15	63,000.00	58.83%	25,936.85
Revenue Totals	8,591.54	5,247.90	3,343.64	37,063.15	63,000.00	58.83%	25,936.85
<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	0.00	5,247.90	(5,247.90)	0.00	63,000.00	0.00%	63,000.00

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<b>130 - Court Technology</b>	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% of Budget	Budget Remaining
<b>Revenue Summary</b>							
Fines & Forfeitures	108.67	166.60	(57.93)	451.29	2,000.00	22.56%	1,548.71
Revenue Totals	108.67	166.60	(57.93)	451.29	2,000.00	22.56%	1,548.71
<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	0.00	166.60	(166.60)	0.00	2,000.00	0.00%	2,000.00



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<b>140 - Court Security</b>	<b>Current Month Actual</b>	<b>Current Month Budget</b>	<b>Budget Variance</b>	<b>YTD Actual</b>	<b>Annual Budget</b>	<b>% of Budget</b>	<b>Budget Remaining</b>
<b>Revenue Summary</b>							
Fines & Forfeitures	124.75	124.95	(0.20)	521.48	1,500.00	34.77%	978.52
Revenue Totals	<u>124.75</u>	<u>124.95</u>	<u>(0.20)</u>	<u>521.48</u>	<u>1,500.00</u>	<u>34.77%</u>	<u>978.52</u>
<b>Expense Summary</b>							
Other Expense	0.00	99.96	(99.96)	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>0.00</u>	<u>124.95</u>	<u>(124.95)</u>	<u>159.90</u>	<u>1,500.00</u>	<u>10.66%</u>	<u>1,340.10</u>

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<b>200 - Water And Utilities Fund</b>	<b>Current Month Actual</b>	<b>Current Month Budget</b>	<b>Budget Variance</b>	<b>YTD Actual</b>	<b>Annual Budget</b>	<b>% of Budget</b>	<b>Budget Remaining</b>
<b>Revenue Summary</b>							
Services	125,223.23	106,190.94	19,032.29	574,374.31	1,274,800.00	45.06%	700,425.69
Other Revenue	0.00	5,837.49	(5,837.49)	27,987.66	70,050.00	39.95%	42,062.34
Transfers	0.00	26,604.27	(26,604.27)	0.00	319,379.00	0.00%	319,379.00
Revenue Totals	<u>125,223.23</u>	<u>138,632.70</u>	<u>(13,409.47)</u>	<u>602,361.97</u>	<u>1,664,229.00</u>	<u>36.19%</u>	<u>1,061,867.03</u>
<b>Expense Summary</b>							
Personnel	26,471.07	27,994.29	(1,523.22)	113,857.27	336,066.00	33.88%	222,208.73
Not Categorized	437.50	16.67	420.83	1,932.28	200.00	966.14%	(1,732.28)
Employee Benefits	8,216.40	8,186.86	29.54	20,224.79	98,282.00	20.58%	78,057.21
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	1,092.57	578.97	513.60	4,193.73	6,950.00	60.34%	2,756.27
Professional Development	0.00	391.52	(391.52)	1,095.11	4,700.00	23.30%	3,604.89
Software & Computer Equipment	500.00	1,124.63	(624.63)	1,206.96	13,500.00	8.94%	12,293.04
Printing Expense	0.00	129.12	(129.12)	0.00	1,550.00	0.00%	1,550.00
Utilities	608.74	60,409.65	(59,800.91)	174,708.83	725,206.00	24.09%	550,497.17
Other Expense	516.00	808.84	(292.84)	2,769.47	9,710.00	28.52%	6,940.53
Rentals	0.00	124.95	(124.95)	276.83	1,500.00	18.46%	1,223.17
Operating Services	331.92	699.84	(367.92)	5,152.26	8,400.00	61.34%	3,247.74
Special Expenses	0.00	0.00	0.00	200.00	0.00	0.00%	(200.00)
Vehicle Expenses	447.61	516.50	(68.89)	1,194.08	6,200.00	19.26%	5,005.92
Repairs - Bldg & Machinery	2,919.44	2,957.74	(38.30)	6,184.38	35,500.00	17.42%	29,315.62
Insurance	2,136.72	675.95	1,460.77	4,273.46	8,115.00	52.66%	3,841.54
Minor Capital Outlay	268.00	249.92	18.08	272.13	3,000.00	9.07%	2,727.87
Capital Outlay	8,973.00	15,662.74	(6,689.74)	10,973.00	188,000.00	5.84%	177,027.00
Reserve	0.00	9,021.39	(9,021.39)	0.00	108,300.00	0.00%	108,300.00
Expense Totals	<u>52,918.97</u>	<u>138,633.75</u>	<u>(85,714.78)</u>	<u>348,514.58</u>	<u>1,664,229.00</u>	<u>20.94%</u>	<u>1,315,714.42</u>

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<b>250 - WWW Infrastructure Improvements</b>	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% of Budget	Budget Remaining
<b>Revenue Summary</b>							
Services	5,070.49	5,414.50	(344.01)	21,623.94	65,000.00	33.27%	43,376.06
Revenue Totals	<u>5,070.49</u>	<u>5,414.50</u>	<u>(344.01)</u>	<u>21,623.94</u>	<u>65,000.00</u>	<u>33.27%</u>	<u>43,376.06</u>
<b>Expense Summary</b>							
Reserve	0.00	5,414.50	(5,414.50)	0.00	65,000.00	0.00%	65,000.00
Expense Totals	<u>0.00</u>	<u>5,414.50</u>	<u>(5,414.50)</u>	<u>0.00</u>	<u>65,000.00</u>	<u>0.00%</u>	<u>65,000.00</u>

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<b>400 - Debt Service Fund</b>	<b>Current Month Actual</b>	<b>Current Month Budget</b>	<b>Budget Variance</b>	<b>YTD Actual</b>	<b>Annual Budget</b>	<b>% of Budget</b>	<b>Budget Remaining</b>
<b>Revenue Summary</b>							
Other Revenue	0.00	45.83	(45.83)	1.75	550.00	0.32%	548.25
Transfers	0.00	9,021.39	(9,021.39)	0.00	108,300.00	0.00%	108,300.00
Taxes	128,319.10	38,459.61	89,859.49	475,279.12	461,700.00	102.94%	(13,579.12)
Revenue Totals	<u>128,319.10</u>	<u>47,526.83</u>	<u>80,792.27</u>	<u>475,280.87</u>	<u>570,550.00</u>	<u>83.30%</u>	<u>95,269.13</u>
<b>Expense Summary</b>							
Long Term Debt	<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>
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>



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<b>500 - Municipal Development District Fund</b>	<b>Current Month Actual</b>	<b>Current Month Budget</b>	<b>Budget Variance</b>	<b>YTD Actual</b>	<b>Annual Budget</b>	<b>% of Budget</b>	<b>Budget Remaining</b>
<b>Revenue Summary</b>							
Taxes	9,389.17	5,331.20	4,057.97	33,096.57	64,000.00	51.71%	30,903.43
Other Revenue	0.00	283.22	(283.22)	638.85	3,400.00	18.79%	2,761.15
Revenue Totals	<u>9,389.17</u>	<u>5,614.42</u>	<u>3,774.75</u>	<u>33,735.42</u>	<u>67,400.00</u>	<u>50.05%</u>	<u>33,664.58</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	100.07	23.32	76.75	200.14	280.00	71.48%	79.86
Reserve	0.00	5,449.50	(5,449.50)	0.00	65,420.00	0.00%	65,420.00
Capital Outlay	385.00	0.00	385.00	156,154.30	0.00	0.00%	(156,154.30)
Expense Totals	<u>485.07</u>	<u>5,614.48</u>	<u>(5,129.41)</u>	<u>156,354.44</u>	<u>67,400.00</u>	<u>231.98%</u>	<u>(88,954.44)</u>

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<b>600 - 4B Economic Development Fund</b>	<b>Current Month Actual</b>	<b>Current Month Budget</b>	<b>Budget Variance</b>	<b>YTD Actual</b>	<b>Annual Budget</b>	<b>% of Budget</b>	<b>Budget Remaining</b>
<b>Revenue Summary</b>							
Taxes	17,183.09	10,412.50	6,770.59	74,126.34	125,000.00	59.30%	50,873.66
Other Revenue	303.00	433.16	(130.16)	1,249.80	5,200.00	24.03%	3,950.20
Transfers	0.00	2,434.02	(2,434.02)	0.00	29,220.00	0.00%	29,220.00
Revenue Totals	<u>17,486.09</u>	<u>13,279.68</u>	<u>4,206.41</u>	<u>75,376.14</u>	<u>159,420.00</u>	<u>47.28%</u>	<u>84,043.86</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	114.37	26.65	87.72	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>114.37</u>	<u>13,279.88</u>	<u>(13,165.51)</u>	<u>114.37</u>	<u>159,420.00</u>	<u>0.07%</u>	<u>159,305.63</u>

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<b>700 - Park Impact Fund</b>	<b>Current Month Actual</b>	<b>Current Month Budget</b>	<b>Budget Variance</b>	<b>YTD Actual</b>	<b>Annual Budget</b>	<b>% of Budget</b>	<b>Budget Remaining</b>
<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	0.00	2,165.80	(2,165.80)	0.00	26,000.00	0.00%	26,000.00
<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	0.00	2,165.80	(2,165.80)	0.00	26,000.00	0.00%	26,000.00

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<b>800 - Water And Utilities Impact Fee Fund</b>	<b>Current Month Actual</b>	<b>Current Month Budget</b>	<b>Budget Variance</b>	<b>YTD Actual</b>	<b>Annual Budget</b>	<b>% of Budget</b>	<b>Budget Remaining</b>
<b>Revenue Summary</b>							
Services	0.00	10,723.22	(10,723.22)	0.00	128,705.00	0.00%	128,705.00
Other Revenue	0.00	0.00	0.00	0.04	0.00	0.00%	(0.04)
Transfers	0.00	250.00	(250.00)	0.00	3,000.00	0.00%	3,000.00
Revenue Totals	0.00	10,973.22	(10,973.22)	0.04	131,705.00	0.00%	131,704.96
<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	0.00	10,971.12	(10,971.12)	0.00	131,705.00	0.00%	131,705.00





**Date: March 8, 2021**

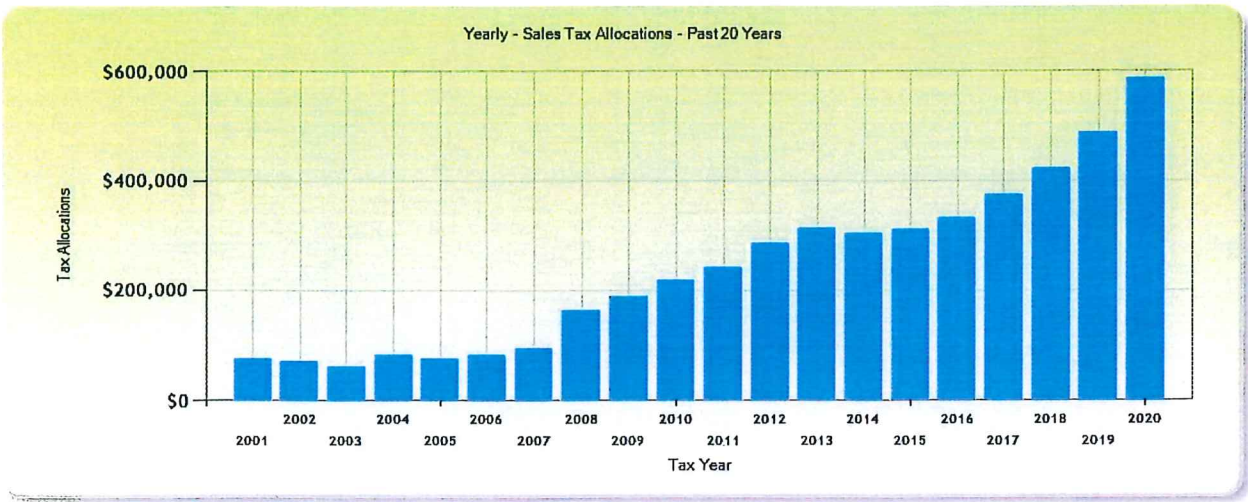
**To: Honorable Mayor and Council Members**

**Subject: Analysis of Sales Tax Received**

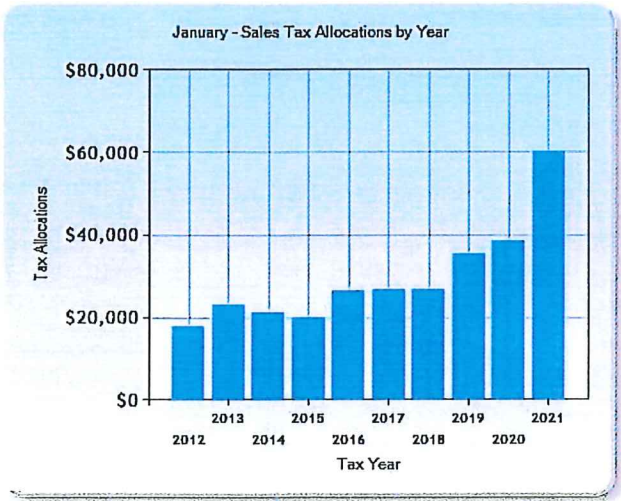
**From:**

**Sharon Jungman – Finance Director**

Ovilla Sales Tax Received Over the Past Twenty Years



Ovilla Sales Tax Received in January over the Past Ten Years



## Sales Tax Received for Ovilla from 1987 to 2021

Year	January	February	March	April	May	June	July	August	September	October	November	December	Total
1987	777.93	1,140.24	1,089.07	849.86	1,280.01	918.76	871.56	2,344.37	1,115.40	951.48	970.36	1,383.52	13,692.56
1988	882.84	1,180.31	766.15	0.00	1,442.95	803.27	806.95	1,775.45	934.43	643.24	1,052.73	856.30	11,144.62
1989	537.81	955.54	0.00	823.68	849.84	820.78	783.92	618.90	512.35	682.59	757.85	551.78	7,895.04
1990	0.00	1,040.05	726.29	695.36	950.66	0.00	1,255.05	877.36	531.95	989.90	1,141.75	1,188.82	9,397.19
1991	1,553.06	2,222.64	611.79	1,091.88	3,657.91	1,189.23	926.76	3,180.27	921.06	754.06	5,024.80	506.05	21,639.51
1992	902.70	3,102.81	1,162.84	1,027.20	3,719.27	889.67	775.41	3,282.71	1,239.69	1,094.06	4,733.84	909.86	22,840.06
1993	1,205.85	3,332.74	1,279.53	1,013.54	4,537.78	797.97	1,044.89	4,394.62	986.46	866.00	5,738.36	1,013.18	26,210.92
1994	1,259.92	4,797.63	1,008.12	951.72	5,886.67	1,256.94	1,280.40	5,037.88	1,510.56	1,563.58	6,861.54	1,136.18	32,551.14
1995	910.59	4,373.13	1,431.82	2,481.87	6,499.40	1,714.62	977.42	5,940.41	2,166.03	2,132.86	6,979.62	2,345.08	37,952.85
1996	1,907.31	5,567.30	2,361.66	2,729.76	5,839.69	2,119.08	2,441.65	6,928.30	3,575.54	1,932.92	7,412.34	3,163.24	45,978.79
1997	1,548.96	6,216.94	2,843.07	1,539.42	7,172.54	2,805.26	1,614.75	7,609.27	4,355.89	3,505.37	9,425.55	3,572.29	52,209.31
1998	1,680.32	10,017.93	3,164.95	3,357.00	7,188.59	4,005.72	4,792.31	8,590.98	4,618.79	3,400.74	10,553.53	3,520.35	64,891.21
1999	2,484.21	8,759.51	2,921.02	2,869.96	9,407.82	2,392.55	3,060.14	8,472.68	3,850.70	2,876.11	10,716.63	3,894.06	61,705.39
2000	2,471.49	7,444.82	4,718.31	3,812.26	8,195.64	2,939.67	3,742.80	8,200.14	3,733.09	3,883.96	11,142.19	3,753.99	64,038.36
2001	3,329.97	9,424.39	3,983.23	2,295.80	10,609.32	3,040.92	3,753.81	9,874.71	6,547.78	3,677.87	13,071.71	5,614.95	75,224.46
2002	4,690.56	9,485.81	3,073.84	2,834.13	8,482.16	3,610.20	3,727.63	9,868.96	6,213.48	2,145.25	13,116.51	2,685.68	69,934.21
2003	3,143.98	8,446.70	3,381.84	2,496.48	11,107.12	2,366.54	2,618.40	8,567.18	2,852.89	2,355.92	10,702.18	2,606.15	60,645.38
2004	2,033.30	8,565.30	3,236.31	1,808.63	9,507.17	24,612.06	2,762.42	9,008.82	3,690.16	2,433.55	11,460.70	3,572.30	82,690.72
2005	2,895.04	10,673.53	2,183.44	2,674.55	9,694.83	2,709.70	2,499.05	10,502.87	3,033.39	3,847.10	13,497.20	9,764.43	73,975.13
2006	3,365.14	11,577.64	3,582.80	3,203.83	12,215.42	2,629.55	3,299.48	13,669.88	4,491.19	5,561.74	14,547.84	3,609.05	81,753.56
2007	3,289.03	11,561.60	4,912.18	4,581.78	14,412.53	5,510.87	6,417.17	11,911.92	5,286.87	5,185.07	14,736.65	6,486.73	94,292.40
2008	3,989.31	13,198.83	13,609.48	6,597.48	14,756.53	10,506.78	12,684.33	24,070.06	11,541.24	12,027.19	27,919.15	11,233.69	162,134.07
2009	10,491.50	23,854.02	11,289.47	12,069.38	24,052.07	11,949.58	10,437.89	23,632.23	13,039.00	11,473.17	27,281.70	9,473.11	189,043.12
2010	11,492.08	25,689.32	12,556.80	11,203.11	31,813.43	15,235.91	14,324.89	26,310.84	14,268.72	13,497.71	29,965.48	11,131.15	217,489.44
2011	12,208.57	25,077.13	15,881.79	11,777.82	30,951.41	13,231.27	14,800.53	27,675.65	17,661.90	19,273.15	34,403.43	17,680.62	240,623.27
2012	17,687.23	37,349.54	16,692.75	15,340.85	36,082.41	21,515.68	20,323.70	27,774.05	20,963.77	20,450.28	30,353.81	20,065.35	284,599.42
2013	23,004.12	36,348.43	21,688.32	18,041.38	35,277.37	20,966.03	24,885.96	31,214.38	22,979.50	21,663.69	33,425.48	23,190.31	312,684.97
2014	21,197.76	38,106.29	22,175.86	22,220.84	42,904.07	21,894.72	20,357.01	29,954.78	18,445.17	17,903.88	29,706.17	19,216.90	304,083.45
2015	19,989.08	32,408.45	21,626.65	19,021.43	37,358.84	24,989.60	21,738.11	31,535.18	21,477.46	25,404.53	34,970.80	21,425.44	311,945.57
2016	26,276.67	37,993.65	22,634.38	22,413.38	33,715.02	24,530.86	22,980.29	33,791.91	23,407.54	24,185.55	35,971.14	23,978.58	331,878.97
2017	26,736.24	40,157.86	25,235.97	24,303.85	34,228.89	25,440.30	28,254.85	38,111.08	43,765.50	28,958.87	36,065.21	23,587.69	374,846.31
2018	26,766.92	39,503.72	29,705.47	28,796.28	44,064.18	28,465.54	35,800.26	46,298.97	32,272.24	32,633.67	44,606.90	34,107.68	423,021.83
2019	35,314.28	51,566.15	34,853.91	32,251.60	56,654.29	34,426.75	32,452.19	46,975.44	38,370.08	39,570.61	45,016.66	38,679.17	486,131.13
2020	38,372.78	59,304.74	38,066.71	36,012.67	51,866.09	50,201.34	46,341.08	63,884.78	43,486.28	45,725.85	64,070.25	49,934.65	587,267.22
2021	60,140.81	79,903.01	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	140,043.82

## Ovilla Municipal Court Report

<b>FY-2020-2021</b>	<b>Total Traffic Cases Filed</b>	<b>City Ordinance Filed</b>	<b>Total Revenue</b>	<b>Amount Kept by City</b>	<b>Amount sent to State</b>	<b>Warrants Issued</b>	<b>Warrants Cleared</b>	<b>Uncontested Disposition</b>	<b>Defensive Driving</b>	<b>Deferred Disposition</b>	<b>Compliance Dismissals</b>	<b>Trial</b>
<b>October</b>	20	0	\$5,853.00	\$2,980.44	\$2,872.56	0	2	7	2	1	0	0
<b>November</b>	15	0	\$5,601.67	\$3,516.61	\$2,085.06	0	3	7	3	6	0	0
<b>December</b>	29	3	\$9,085.90	\$6,032.82	\$3,053.08	0	3	15	9	7	0	0
<b>January</b>	46	1	\$7,019.60	\$4,305.42	\$2,714.18	0	3	5	9	5	0	0
<b>February</b>	19	0	\$4,709.70	\$2,812.74	\$1,896.96	0	7	7	4	7	0	0
<b>March</b>												
<b>April</b>												
<b>May</b>												
<b>June</b>												
<b>July</b>												
<b>August</b>												
<b>September</b>												
<b>Totals</b>	<b>129</b>	<b>4</b>	<b>\$32,269.87</b>	<b>\$19,648.03</b>	<b>\$12,621.84</b>	<b>0</b>	<b>18</b>	<b>41</b>	<b>27</b>	<b>26</b>	<b>0</b>	<b>0</b>

2019-2020 FY

<b>February</b>	74	0	\$16,873.82	\$11,026.24	\$5,847.58	0
<b>FY Totals</b>	220	5	\$64,060.59	\$42,610.90	\$21,449.69	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 March 2021 Council**  
**City Manager - City Secretary**

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

1. February 22, 2021 was the first week for full staff in administration in months. (COVID).
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.
  - o G received 6 application for CLUP. Staff will bring those applications and hopefully more to Council in April for appointments.
4. No oppositions for the municipal election.
  - o Congratulations to Mayor Dormier, Place 2 Oberg and Place 4 Hunt.
5. RFQ for engineering services is posted. Eikon has been notified.
6. 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. February 16, 2021:
  - o Canceled due to winter storm – rescheduled March 16.

**Economic Development Corporation:**

1. February 16, 2021 meeting scheduled.
  - o Canceled due to winter storm and rescheduled on Feb. 22, no quorum.
  - o Special meeting held on March 01, 2021.
    - i. 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. EDC approved \$5000 grant refund.
    - ii. Discussion on the purchase of 104 Cockrell Hill Road.

**Park Board Advisory Committee:**

2. No February 2021 meeting

**Planning and Zoning Commission –**

1. Public Hearing for utility easements and recommendation to Council.

**CURRENT AND PLANNED DEVELOPMENT PROJECTS-**

**Residential:**

- Broadmoor Estates – still putting in utilities.
  - o Set storm drains on Red Oak Creek
- Bryson Manor III damaged manhole, resulting in sewage seeping. Staff met with responsible contractor. SSO Report completed to TCEQ.
- Miracle Farms – new communication for new potential development.
- Continued communication with 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. Possible voluntary annexation.



**HONORABLE MAYOR AND CITY COUNCIL OF OVILLA**  
**Administration Monthly Report for March 2021 Council**  
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**Infrastructure:**

- Water Street Bridge-
  - Ongoing.
- Main Street Parking lot expansion at 701 W. Main
  - New signs and lighting ordered.

**Misc.**

- Received first draft of updated city map and Historic District map from Brittain & Crawford, LLC. Staff is reviewing.
- 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.
- Public Works working on the MS-4 Annual report, pending meeting with TCEQ (Covid restrictions)



## FEBRUARY 2021 BUILDING PERMITS

DATE ISSUED	APPLICANT FIRST NAME	APPLICANT LAST NAME	PROPERTY ADDRESS	DATE APPROVED	PERMIT NUMBER	PROPOSED USE	VALUATION BLDG	VALUATION BLDG W/LAND	BV PROJECT NO	FEE BUILDING PERMIT	FEE CAPITAL RECOVERY	FEE FIRE METER	FEE PARK IMPACT	FEE PLAN REVIEW	FEE SEWER CONNECTION	FEE SEWER IMPACT	FEE WATER IMPACT	FEE WATER METER COST	FEES DUE	LIVING SQ FT	TOTAL SQ FT	PROPERTY COUNTY
2/1/2021	KYLE	HUNT	102 WINDSONG CIR	12/14/2020	2020-0696	ADD ON/REMODEL	120000	0	2020-023909	1200	0	0	0	0	0	0	0	0	1200	900	900	ELLIS
2/12/2021	JOHN	PERMENTER	616 BUCKBOARD ST	2/12/2021	2021-0023	FENCE	3100	0		50	0	0	0	0	0	0	0	0	50	0	0	ELLIS
2/5/2021	AARON	DODSON	696 W MAIN ST	2/5/2021	2021-0027	PLUMBING	2000	0	2021-002061	225	0	0	0	0	0	0	0	0	225	0	0	ELLIS
2/1/2021	ISAAC	OCHOA	1202 RED OAK CREEK DR	2/1/2021	2021-0028	CABLE REPLACEMENT	0	0		0	0	0	0	0	0	0	0	0	0	0	0	ELLIS
2/1/2021	JESSE	HOSTETLER	113 OAKWOOD LN	2/1/2021	2021-0030	FENCE	5000	0		25	0	0	0	0	0	0	0	0	25	0	0	ELLIS
2/9/2021	ZAC	PULLAR	696 W MAIN	2/9/2021	2021-0032	SIGN	0	0		120	0	0	0	0	0	0	0	0	120	0	0	ELLIS
2/4/2021	GLENDA	CURRY	249 WILLIAMSBURG LN	2/2/2021	2021-0033	SWIMMING POOL	125000	0	2021-002124	1298.99	0	0	0	0	0	0	0	0	1299	0	0	ELLIS
2/2/2021	CYNTHIA	BROWN	205 WILLOW CREEK LN	2/2/2021	2021-0035	FENCE	125	0		25	0	0	0	0	0	0	0	0	25	0	0	ELLIS
2/2/2021	STEVE	LADD	411 MONTPELIER LN	2/2/2021	2021-0038	PLUMBING	1000	0		100	0	0	0	0	0	0	0	0	100	0	0	ELLIS
2/24/2021	TRACE	CARPENTER	616 MEADOW LARK DR	2/23/2021	2021-0039	FENCE	3000	0		25	0	0	0	0	0	0	0	0	25	0	0	ELLIS
2/12/2021	WILLIAM	CARPENTER	616 MEADOW LARK DR	2/4/2021	2021-0042	ROOF	14177	14177		50	0	0	0	0	0	0	0	0	50	0	0	ELLIS
2/24/2021	OTTICE	WOOTEN	305 WILLOWWOOD LN	2/23/2021	2021-0044	ACCESSORY BUILDING	5900	5900		40	0	0	0	0	0	0	0	0	40	0	0	ELLIS
2/24/2021	REGINALD	MATTHEW	209 WHITE ROCK CT	2/23/2021	2021-0048	ACCESSORY BUILDING	4000	0		40	0	0	0	0	0	0	0	0	40	0	0	ELLIS

## FEBRUARY 2021 REPORT A CONCERN

Department Assigned	Concern Address	Date Received	Date Entered	Date In Progress	Date Closed	Concern Description
Administration	108 WOODRIDGE CT		1/2/2021		2/4/2021	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?
Administration	315 COVINGTON LN		2/22/2021			Will the trash be picked up today for last week missed pick up? Or will the trash be picked up on Thursday regular trash day?  Thanks
Administration	900 COCKRELL HILL RD		3/2/2021			Damage guard rail and reflective sign due to a motor vehicle accident. Accident report #20OP003826, driver and insurance information available at the police department for compensation.

Animal Services	281 JOHNSON LN		1/7/2021	1/7/2021	2/1/2021	4 dogs loose in road /area
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.
Animal Services	307 JOHNSON LN		10/30/2020	10/30/2020		3 dogs plus 1 in yard, 3 loose on johnson 1 pyrinease 3 smaller. 1 heeler.
Animal Services	307 JOHNSON LN	11/12/2020	11/12/2020	11/12/2020		UNREGISTERED ANIMALS
Animal Services	465 JOHNSON LN	11/10/2020	11/12/2020	11/12/2020		UNREGISTERED ANIMAL
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		UNREGISTERED DOGS
Animal Services	338 JOHNSON LN	11/25/2020	11/30/2020	11/30/2020		



# FEBRUARY 2021 REPORT A CONCERN

Department Assigned	Concern Address	Date Received	Date Entered	Date In Progress	Date Closed	Concern Description
Animal Services	139 SUBURBAN DR		7/18/2020	12/9/2020		<p>Re: RAC-2020-01242</p> <p>My complaint was submitted on 4/21/2020. Resident at 139 Suburban Drive has had three horses on his property since April 12 — over three months now. The smell from the horse manure continues to be disgusting and the amount of flies is also a huge problem. The resident apparently got rid of appliance in back yard but the large pile of debris remains (continuing to attract rodents/snakes) as well as other issues outlined in my complaint.</p> <p>It should not take this long to rectify problems at that residence. I am unable to enjoy the use of my back yard and pool much of the time due to the stench. Their disregard for neighbors, the neighborhood and the City of Ovilla is appalling. If/when I were to decide to sell my home, the lack of upkeep and appearance of that property would definitely affect my property value.</p>
Animal Services	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		UNREGISTERED DOGS
Animal Services	125 LARIAT TRL	12/16/2020	12/17/2020	12/17/2020		DOGS/ANIMAL UNRESTRAINED
Animal Services	100 SILVERWOOD DR	12/18/2020	12/21/2020	12/21/2020		UNREGISTERED DOGS
Animal Services	100 SILVERWOOD DR	12/18/2020	12/21/2020	12/21/2020		UNRESTRAINED DOGS
Animal Services	338 JOHNSON LN		1/7/2021	1/7/2021		2 dogs running johnson lane, getting into trash
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	601 GEORGETOWN RD		2/3/2021	2/3/2021	2/4/2021	stray dog in road
Animal Services	300 BURTONWOOD CIR	2/4/2021	2/4/2021	2/4/2021	2/4/2021	Horse loose on Johnson Lane
Animal Services	204 BURTONWOOD CIR	2/11/2021	2/12/2021	2/12/2021		UNRESTRAINED ANIMAL
Animal Services	711 GEORGETOWN RD	2/22/2021	2/22/2021	2/22/2021	2/22/2021	2 dogs at large
Animal Services	121 WATER ST		2/22/2021	2/22/2021		trap requested at location
Animal Services	707 GEORGETOWN RD		2/3/2021		2/3/2021	husky mix stray in road
Animal Services	605 GEORGETOWN RD		2/11/2021		2/11/2021	deceased goat in back yard
Animal Services	200 COCKRELL HILL RD		2/25/2021		2/25/2021	white pit bull limping down cockrell hill road
Animal Services	3357 OVILLA RD		1/21/2021			2 dogs lab and lab mix loose on property , in the venings

Code Enforcement	905 RED OAK CREEK DR		12/1/2017	12/1/2017		
Code Enforcement	520 WESTMORELAND RD	6/14/2018	6/14/2018	6/21/2018		
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

## FEBRUARY 2021 REPORT A CONCERN

Department Assigned	Concern Address	Date Received	Date Entered	Date In Progress	Date Closed	Concern Description
Code Enforcement	803 E MAIN ST	8/14/2019	8/20/2019	8/20/2019		DUMPSTER SCREENING
Code Enforcement	201 BROOKWOOD CT	8/20/2019	8/21/2019	8/21/2019		OUTSIDE STORAGE
Code Enforcement	338 JOHNSON LN	11/11/2019	11/14/2019	11/14/2019		PARKING VEHICLE IN YARD
Code Enforcement	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	838 COCKRELL HILL RD	4/14/2020	4/17/2020	4/17/2020		FENCE NEEDS REPAIR
Code Enforcement	210 WILLIAMSBURG LN	4/24/2020	4/30/2020	4/30/2020		DOG BARKING
Code Enforcement	213 LARIAT TRL	5/8/2020	5/19/2020	5/28/2020		JUNK VEHICLE
Code Enforcement	900 RED OAK CREEK DR	5/15/2020	5/28/2020	5/28/2020		PUBLIC NUISANCE
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	618 GREEN MEADOWS LN	7/1/2020	7/2/2020	7/2/2020		FENCE CONTRUCTION VIOLATE POLES TO BE ON INSIDE
Code Enforcement	116 LARIAT TRL	7/24/2020	7/24/2020	7/24/2020		FENCE CONSTRUCTION WITHOUT PERMIT
Code Enforcement	621 MEADOW LARK DR	8/26/2020	8/28/2020	8/28/2020		TRAILER PARKING
Code Enforcement	101 OAKWOOD LN	9/16/2020	9/16/2020	9/16/2020		PUBLIC NUISANCE OUTSIDE STORAGE
Code Enforcement	3155 OVILLA RD	9/15/2020	9/16/2020	9/16/2020		NUISANCE OUTSIDE STORAGE
Code Enforcement	3153 OVILLA RD	10/22/2020	10/22/2020	10/22/2020		PUBLIC NUISANCE
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	102 LARIAT TRL	11/3/2020	11/3/2020	11/3/2020		ROOF REPLACED WITHOUT PERMIT
Code Enforcement	513 FOREST EDGE LN	11/6/2020	11/6/2020	11/6/2020		NEW ROOF ALREADY CONSTRUCTED
Code Enforcement	834 E MAIN ST	11/6/2020	11/6/2020	11/6/2020		Lights coming from the church at night disturb him - too bright and come into his house. Kids from the church park at his house and have sex - then get out an urinate in the road. He has fussed at them before. Kids from the church school are seen running (track) and come too close to his property - loud and rude.

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Code Enforcement	834 E MAIN ST	11/6/2020	11/6/2020	11/6/2020		Cassaro Winery it too loud on the weekends. He cannot hear his television, rest or sleep. He is ill and cannot rest. Additionally, Vertical Church is too loud.
Code Enforcement	509 FOREST EDGE LN	11/6/2020	11/6/2020	11/6/2020		NEW ROOF ALREADY CONSTRUCTED
Code Enforcement	503 FOREST EDGE LN	11/6/2020	11/6/2020	11/6/2020		NEW ROOF ALREADY CONSTRUCTED
Code Enforcement	509 FOREST EDGE LN	11/12/2020	11/12/2020	11/12/2020		NO CONTRACTOR REGISTRATION
Code Enforcement	507 FOREST EDGE LN	11/12/2020	11/12/2020	11/12/2020		NO CONTRACTOR REGISTRATION
Code Enforcement	627 WILLIAM DR	11/13/2020	11/16/2020	11/16/2020	2/5/2021	PUBLIC NUISANCE OUTSIDE STORAGE
Code Enforcement	372 JOHNSON LN	12/14/2020	12/15/2020	12/15/2020		TRASH CONTAINERS LEFT OUT
Code Enforcement	901 RED OAK CREEK DR		12/15/2020	12/16/2020		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	613 GREEN MEADOWS LN	12/18/2020	12/21/2020	12/21/2020		ROOF CONSTRUCTION WITHOUT PERMIT
Code Enforcement	613 GREEN MEADOWS LN	12/18/2020	12/21/2020	12/21/2020		ROOF CONSTRUCTION WITHOUT PERMIT
Code Enforcement	206 WILLOW CREEK LN		12/18/2020	12/28/2020	2/1/2021	flatwork poured patio and driveway no permit issued
Code Enforcement	3321 OVILLA RD	12/30/2020	12/31/2020	12/31/2020		Received a late evening call from a Council member asking Code to check Ovilla Auto for violations, stating that some junked vehicles had been visible for longer than 90-days. Additionally, the outside visible area was junky and needed cleaning up.
Code Enforcement	3322 FM 664	12/31/2020	1/5/2021	1/5/2021		JUNK VEHICLE
Code Enforcement	806 COCKRELL HILL RD	1/12/2021	1/12/2021	1/12/2021	2/1/2021	VEHICLE PARKED IN THE YARD
Code Enforcement	611 GEORGETOWN RD	1/11/2021	1/12/2021	1/12/2021	2/1/2021	VEHICLE PARKING IN YARD
Code Enforcement	309 FOUNTAIN CREEK CT	1/12/2021	1/12/2021	1/12/2021	2/1/2021	ACCESSORY BUILDING CONSTRUCTION WITHOUT PERMIT
Code Enforcement	613 BUCKBOARD ST	1/13/2021	1/13/2021	1/13/2021	2/1/2021	VEHICLE PARKED IN YARD
Code Enforcement	201 BURTONWOOD CIR	1/13/2021	1/13/2021	1/13/2021	2/24/2021	JUNK VEHICLE
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	616 BUCKBOARD ST	1/13/2021	1/14/2021	1/14/2021		FENCE CONSTRUCTION WITHOUT PERMIT
Code Enforcement	214 COCKRELL HILL RD	1/20/2021	1/21/2021	1/21/2021	2/1/2021	PARKING VEHICLE IN YARD
Code Enforcement	830 E MAIN ST		1/21/2021	1/21/2021	2/1/2021	property owner notified code enforcement , anonymous dumping of zip lock bag s containing dirty diapers and clothing. cleaned up 3
Code Enforcement	300 E UNIVERSITY ST	1/22/2021	1/22/2021	1/22/2021		Home unkept in many areas outside.
Code Enforcement	609 CLINTON ST	1/25/2021	1/25/2021	1/25/2021		FENCE CONSTRUCTION WITHOUT PERMIT
Code Enforcement	800 COCKRELL HILL RD	1/29/2021	1/29/2021	1/29/2021	2/24/2021	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.

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Code Enforcement	RED OAK CREEK DR		8/28/2020	2/3/2021		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?  Thank you for helping to make our community a safe and friendly place.
Code Enforcement	300 E UNIVERSITY ST	2/5/2021	2/5/2021	2/5/2021		OUTSIDE STORAGE
Code Enforcement	509 FOREST EDGE LN	2/12/2021	2/12/2021	2/12/2021		NO CONTRACTOR REGISTRATION
Code Enforcement	509 FOREST EDGE LN	2/12/2021	2/12/2021	2/12/2021		NO ROOF PERMIT
Code Enforcement	528 SAVANNAH DR	2/12/2021	2/23/2021	2/23/2021		TRAILER PARKING IN DRIVEWAY
Code Enforcement	101 NORTHWOOD ST	2/12/2021	2/23/2021	2/23/2021		ACCESSORY BUILDING
Code Enforcement	800 COCKRELL HILL RD	2/25/2021	2/25/2021	2/25/2021		Junked vehicles, and junk everywhere. Operating business in back yard and moving junk vehicles around from the back to the front. Parking in yard and side of home. Looks terrible.
Code Enforcement	800 COCKRELL HILL RD	2/26/2021	2/26/2021	2/26/2021		JUNK VEHICLE
Code Enforcement	WESTMORELAND RD		2/3/2021		2/3/2021	couch dumped on side of road
Code Enforcement	1800 S JOE WILSON RD		2/5/2021		2/5/2021	trash in ditch
Code Enforcement	764 JOHNSON LN		2/25/2021		2/25/2021	illegal dumping bags of trash in ditch
Code Enforcement	GEORGETOWN RD		1/20/2021			trash dumped on side of road
Code Enforcement	605 MEADOW LARK DR		7/3/2019			Tall Grass
Code Enforcement	613 GEORGETOWN RD	3/27/2020	3/27/2020			QUESTIONS REGARDING INSPECTIONS
Code Enforcement	1212 RED OAK CREEK DR		11/5/2019			Tall grass at 1212 ROCD
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	1408 RED OAK CREEK DR		9/5/2018			
Code Enforcement	105 COCKRELL HILL RD RD		1/16/2018			Christmas tree in PD parking lot matter taken care of.
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.



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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 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	11/6/2020	11/6/2020	11/6/2020	2/9/2021	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	11/11/2020	11/11/2020	11/11/2020	2/9/2021	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	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		1/26/2021		2/9/2021	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	11/6/2020	11/6/2020		2/9/2021	NEED TO MOVE CHAIRS BACK INTO THE COUNCIL ROOM ON MONDAY MORNING
Facilities	105 COCKRELL HILL RD	2/23/2021	2/23/2021		2/23/2021	REMOVE CITY OFFICES CLOSED LINE MOVE WORD `MTGS` UP ONE LINE AND ADD MAR 8 CITY COUNCIL 6:30PM  LEAVE THE OTHER MEETINGS THERE JUST CHANGE THE DATE FROM FEB 16 TO MAR 15 (TIMES WILL STAY THE SAME)
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

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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	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) ALSO add: Special Council Mtg today 2-5 @ 4:30 PM
Facilities	105 COCKRELL HILL RD RD	1/27/2020	1/27/2020			Please deliver books for the BOA this afternoon.
Garbage	102 RIDGE WAY GAP	3/1/2021	3/1/2021			Customer called- recycle was missed after sitting out all weekend
Garbage	624 MEADOW LARK DR	2/5/2021	2/5/2021			Customer called stating trash is not being completely emptied from bins, leaving bins in the street where they can cause accident. Trash was not collected last week. Please contact customer in regards to this issue she did try to speak with the driver that was on route today.
Garbage	104 LARIAT TRL	1/25/2021	1/25/2021			Customer stated his garbage was not collected on Friday.

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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	ASHBURNE GLEN CIR	10/9/2020	10/9/2020	10/9/2020		Ashburne Glen park coming off forest edge side walk is lifting creating a tripping hazard
Parks	105 COCKRELL HILL RD	10/26/2020	10/30/2020	10/30/2020		STARTING DAY FOR REMOVAL AND INSTALLATION OF NEW EQUIPMENT AT CINDY JONES PARK.
Parks	105 COCKRELL HILL RD	11/4/2020	11/4/2020	11/4/2020		Refinish 2 spring riding amusement features for parks
Parks	105 COCKRELL HILL RD	11/12/2020	11/12/2020	11/12/2020		PL1 Huber asks that the Service League building be painted.
Parks	105 COCKRELL HILL RD	11/23/2020	11/24/2020	11/23/2020		TREES IN CINDY JONES PARK NEED TO BE TRIMMED .
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 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	556 JOHNSON LN		8/12/2019	8/12/2019		NEED TO CORRECT DRAINAGE ISSUE AT CULVERT
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	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	2/25/2021	2/25/2021	2/25/2021		Received call on voicemail of bad road area on Shiloh near Ovilla Road.
Street Department	1900 DUNCANVILLE RD	2/26/2021	2/26/2021	2/26/2021		Potholes all along D-Ville Road.
Street Department	105 COCKRELL HILL RD	2/9/2021	2/9/2021		2/9/2021	Help parks dept. load up new park tables and benches and take to parks
Street Department	105 COCKRELL HILL RD	2/9/2021	2/9/2021		2/9/2021	unload 8 inch water line off of 20' trailer
Street Department	105 COCKRELL HILL RD	2/10/2021	2/10/2021		2/10/2021	Take the chevy 1500 to kwik Car Lube for inspection and pick up inspection sticker at the Tax Office
Street Department	105 COCKRELL HILL RD	2/10/2021	2/10/2021		2/10/2021	spread out ice melt granules on deck and ramp public works facilities
Street Department	105 COCKRELL HILL RD	2/10/2021	2/10/2021		2/10/2021	Several potholes Shiloh Rd, Bryson Ln, Joe Wilson
Street Department	105 COCKRELL HILL RD	2/10/2021	2/10/2021		2/10/2021	Pick up a pallet of cold mix asphalt patch. (Home Depot)
Street Department	105 COCKRELL HILL RD	2/10/2021	2/11/2021		2/11/2021	Pick up 10 yards of aggregate base course county yard
Street Department	COCKRELL HILL RD	2/12/2021	2/12/2021		2/12/2021	402 Cockrell Hill Rd near curve edge of the road rutted out fill in with cold mix asphalt
Street Department	807 WESTMORELAND RD	2/24/2021	2/25/2021		2/24/2021	Patch pothole 807 Westmoreland
Street Department	WESTMORELAND RD	2/24/2021	2/25/2021		2/24/2021	At the intersection of Lariat @ Westmoreland patch pothole

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Street Department	105 COCKRELL HILL RD	2/24/2021	2/25/2021		2/24/2021	Patch potholes Joe Wilson
Street Department	1190 RED OAK CREEK DR	2/24/2021	2/25/2021		2/24/2021	Fallen tree blocking roadway near 1190 Red Oak Creek need to remove and haul off
Street Department	WESTMORELAND RD	2/24/2021	2/25/2021		2/24/2021	Set out rough road signs south and north bound lanes Westmoreland near damaged section of road 610 Westmoreland
Street Department	105 COCKRELL HILL RD	2/24/2021	2/25/2021		2/24/2021	Pick up portable stops signs at the intersection of 664 and Main at the traffic light
Street Department	105 COCKRELL HILL RD	2/11/2021	2/11/2021			Sand bridges and major intersections Cockrell Hill, Water St, Bryson, Shiloh Rd, Westmoreland, Red Oak Creek, City Hall parking lot
Street Department	WESTMORELAND RD	2/25/2021	2/25/2021			Need to repair crumbled section of road due to hard freeze near 610 Westmoreland
Street Department	312 COVINGTON LN	2/24/2021	2/24/2021			Please fix Shiloh Road! It is so bad after our ice storm. It needs so much T.L.C. Its been bad but now its BAD BAD!
Street Department	105 COCKRELL HILL RD	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	12/10/2020	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 slap 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.



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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	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.

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Street Department	300 WILLOW CREEK LN	4/9/2020	4/13/2020			<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. 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 Raspberry's -214 Willow Creek The Godwin's - 615 Elmwood</p>
Street Department	615 BUCKBOARD ST	3/31/2020	3/31/2020			615 BuckBoard Need to correct drainage issue. The culvert is clogged The drive way of the resident is on Silver Spur rd.
Street Department	105 COCKRELL HILL RD RD	3/30/2020	3/30/2020			Cockrell Hill Road is showing a lot of alligating 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	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.
Water/Wastewater	403 COCKRELL HILL RD	1/29/2021	1/29/2021	1/29/2021	2/2/2021	North of Mr. Wade's property are limbs, debris and trash that need cleaning along the ditches please.
Water/Wastewater	105 COCKRELL HILL RD	2/2/2021	2/2/2021	2/2/2021	2/2/2021	Update marquee with: Council meeting 02/08/2021 Remove what is currently posted please.

## FEBRUARY 2021 REPORT A CONCERN

Department Assigned	Concern Address	Date Received	Date Entered	Date In Progress	Date Closed	Concern Description
Water/Wastewater	105 COCKRELL HILL RD	2/24/2021	2/25/2021	2/24/2021		New development at Bryson Manor III. I received a call from our public works director yesterday evening. (February 24) While our construction manager was making "rounds" he noticed that the contractor, GPI, hit at least one of our manholes and it was seeping sewage and debris onto the gravel and pavement. Our crews stayed on site last night waiting for MGM Solutions to come to suck out the debris and sewage before it created a serious situation. Public Works Director RED, said that we tried using our jet machine but this was too big a job for it. At that time, the sewage was contained. I want to advise you that your contractors working in this subdivision will be financially responsible for all damages.
Water/Wastewater	201 SPLIT ROCK TER	1/21/2021	1/29/2021		2/1/2021	FINAL OUT READING FOR CURRENT CUSTOMER ***MONDAY FEBRUARY 1ST***  DO NOT LOCK BOX  APPLICATION & DEPOSIT REC'D FOR NEW CUSTOMER
Water/Wastewater	400 THORNTREE DR		1/6/2021		2/1/2021	OSSF irrigation odor, needs service aerator is out
Water/Wastewater	1208 RED OAK CREEK DR	2/2/2021	2/2/2021		2/2/2021	PLEASE GET IN-READING FOR NEW CUSTOMER **FEB 2ND**
Water/Wastewater	113 CUMBERLAND DR		2/8/2021		2/8/2021	Pulled pump #1 due to clog in the motor grinders.
Water/Wastewater	105 COCKRELL HILL RD		2/9/2021		2/9/2021	Water dept employees Richard Alaniz and Dustin Cleveland checked all pump sites as well as city buildings and city equipment that might be affected by cold weather in preparation for winter storm. all faucets were covered and wrapped with insulation. all weather sensitive equipment was topped off with antifreeze and pumps were flushed as well.
Water/Wastewater	1908 DUNCANVILLE RD		2/9/2021		2/9/2021	2.Perform Daily (NAP) Nitrification Action Plan at all state approved sampling locations and log all readings to the state approved reporting forms. •Ground Storage Tank- Outside sampling location (Upstream) •Pump Room Sample Port (Downstream) •114 Silverwood (Average Age) •607 Cardinal (High Age Water) •304 Ovilla Oaks (High Age Water)
Water/Wastewater	1908 DUNCANVILLE RD		2/9/2021		2/9/2021	1.Daily site checks of Overhead Water Tower, Pumpstation and Liftstation. Check for any pump failures, power failures or any other issues that may interrupt service to the system. Also check fencing, gates, signage, and locks that secure all locations.

# FEBRUARY 2021 REPORT A CONCERN

Department Assigned	Concern Address	Date Received	Date Entered	Date In Progress	Date Closed	Concern Description
Water/Wastewater	105 COCKRELL HILL RD		2/10/2021		2/10/2021	Take Chevy 2500 water utility truck in to Gillette Automotive for repairs to the defroster and check engine light.
Water/Wastewater	438 JOHNSON LN		2/10/2021		2/10/2021	Please lock water meter at the customers request 2/10/21 Reading ( 45.0 ) Customer informed me that someone had left the faucets on inside the house she's guessing one of the contractors. House is vacant at this time for renovations.
Water/Wastewater	1908 DUNCANVILLE RD		2/10/2021		2/10/2021	2.Perform Daily (NAP) Nitrification Action Plan at all state approved sampling locations and log all readings to the state approved reporting forms. •Ground Storage Tank- Outside sampling location (Upstream) •Pump Room Sample Port (Downstream) •114 Silverwood (Average Age) •607 Cardinal (High Age Water) •304 Ovilla Oaks (High Age Water)
Water/Wastewater	1908 DUNCANVILLE RD		2/10/2021		2/10/2021	1.Daily site checks of Overhead Water Tower, Pumpstation and Liftstation. Check for any pump failures, power failures or any other issues that may interrupt service to the system. Also check fencing, gates, signage, and locks that secure all locations.
Water/Wastewater	105 COCKRELL HILL RD	2/24/2021	2/24/2021			FEBRUARY 2021 REREAD LIST  SEE ATTACHED
Water/Wastewater	105 COCKRELL HILL RD	2/24/2021	2/24/2021			FEBRUARY 2021 REPAIR LIST  SEE ATTACHED
Water/Wastewater	916 COCKRELL HILL RD		2/24/2021			There is a leak on the water main under Cockrell Hill. Rd Please make the needed repairs.
Water/Wastewater	111 BENT TREE LN		2/24/2021			Please check the water meter for a possible water leak on the gaskets or the surrounding area.
Water/Wastewater	137 WATER ST	2/23/2021	2/23/2021			Final out read *February 26th**  Lock box/no new application/deposit Rec'd
Water/Wastewater	113 ASHBURNE GLEN LN		2/23/2021			Need to replace the angle stop at this location due to the operation nut being broke.
Water/Wastewater	821 COCKRELL HILL RD		2/22/2021			Customer stated that their angle stop operating nut was missing. Please check this issue out and replace if needed.
Water/Wastewater	502 FOREST EDGE LN		2/18/2021			Tried but can not turn water off at the yard shut off location.
Water/Wastewater	113 MEADOW GLEN LN		2/17/2021			Very Low water pressure
Water/Wastewater	205 LARIAT TRL		2/17/2021			Water pressure is low. Has there been a reported problem?



## FEBRUARY 2021 REPORT A CONCERN

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Water/Wastewater	307 COCKRELL HILL RD		2/17/2021			Checking to see if we know of a reason for low water pressure. If it is ice storm related, that's fine. I'm trying to make sure I dont have an individual issue at my house as at this moment, all faucets are able to run and I see no evidence of leaks.
Water/Wastewater	601 MEADOW LARK DR	2/12/2021	2/12/2021			FINAL OUT READING **FEBRUARY 12TH**  DO NOT LOCK BOX APP/DEP REC'D FROM NEW CUSTOMER.
Water/Wastewater	265 JOHNSON LN		2/10/2021			Locate the front of 265 Johnson a contractor will be performing a directional bore setting new cable.
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.

## FEBRUARY 2021 REPORT A CONCERN

Department Assigned	Concern Address	Date Received	Date Entered	Date In Progress	Date Closed	Concern Description
Water/Wastewater	202 SPLIT ROCK TER	9/8/2020	9/9/2020			<p>Hello, my name is Kristen Smith and I live at 202 Split Rock Terrace in Ovilla. We have been without water for hours today, and have had no communication from the City to expect this outage, or even to let us know how long it will be before water service is restored. I have signed up for text alerts, but have received nothing about this. Water 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 ricocheted back to Ovilla, and hope it is not lost in the mail or delayed and received late. Please advise ASAP when we may expect to have the basic necessity of water service flowing from our taps.</p> <p>Thank you</p>
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.
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.