

City of OVILLA City Council

Rachel Huber, Place One
Dean Oberg, Place Two

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

Doug Hunt, Place Four
Michael Myers, Place Five

Monday, April 12, 2021

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

Teleconference

AGENDA

NOTICE is hereby given of a **Regular Meeting** of the City Council of the City of Ovilla, to be held on **Monday, April 12, 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 the orders of the Office of the Governor, the City Council of the CITY OF OVILLA will conduct the meeting scheduled at 6:30 PM, Monday, April 12, 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

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

United States: 1-346-248-7799 Meeting ID: 949 9729 2392

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

<https://zoom.us/j/94997292392>

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 PL3 Mayor Pro Tem Griffin
- US. Pledge of Allegiance and TX Pledge – led by PL4 Hunt

ANNOUNCEMENTS, PRESENTATIONS, COMMENTS, PROCLAMATIONS

- Proclamation – Telecommunications Month
- Proclamation – Child Abuse Prevention Month

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.

1. Financial Transactions over \$5,000 (Oct. 1, 2020 thru Feb. 28, 2021)
2. Regular Meeting Minutes 2021.03.08

City of *OVILLA* City Council

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Dean Oberg, Place Two

Richard Dormier, Mayor
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Doug Hunt, Place Four
Michael Myers, Place Five

EXECUTIVE SESSION

A. Convene into Executive Session.

- ITEM 1. **DISCUSSION/ACTION** – Called pursuant to Section 551.071 of the Texas Gov't Code. Consultation with the city attorney on a matter in which the attorney's legal duty of confidentiality to the City clearly conflicts with the open meeting requirements of the Texas Open Meetings Act.
- Administration, Finances and Law Enforcement

B. Reconvene into Regular (Open) Session

PUBLIC HEARING

Case PZ21.03 - Receive staff presentation and citizen comments on an amendment to 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 feet (10') shall be provided along and adjacent to both sides of alleyways and rights-of-way.

- a. **PRESENTATION** – Review Ordinance 2021-08 amending Utility Easements in the Ovilla Code.
- b. **RECOMMENDATION** – Receive recommendation from Planning & Zoning regarding easements.
- c. **PUBLIC HEARING** to receive comments from those wishing to speak.

REGULAR AGENDA

- ITEM 1. **DISCUSSION/ACTION** – Receive recommendation from the Planning and Zoning Commission to consider and act on Ordinance 2021-08 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 feet (10') shall be provided along and adjacent to both sides of alleyways and rights-of-way.
- ITEM 2. **DISCUSSION** – Review and discuss information requested by Place 5 Myers from the Police Chief regarding traffic enforcement and police activity management data for the past four years.
- ITEM 3. **DISCUSSION/ACTION** – Consideration of and action on a breach of contract with Community Waste Disposal, directing staff as necessary.
- ITEM 4. **DISCUSSION/ACTION** – Consideration of and action on a request to provide utility services to a potential new residential subdivision in the city's ETJ, Windsor Development.
- ITEM 5. **DISCUSSION/ACTION** – Receive recommendation from the review committee to consider and act on the selection of Birkhoff, Hendricks and Carter, LLP to provide the City with professional engineering services and approve a contract for those services.
- ITEM 6. **DISCUSSION/ACTION** – Consideration of and action on committee member appointments to the Comprehensive Land Use Plan Review Committee.
- ITEM 7. **DISCUSSION/ACTION** – Receive recommendation from the Municipal Development District for consideration of and action on a budget amendment to approve signage, lighting, fencing and other miscellaneous additional expenses for the completion of the Main Street Parking Lot.

City of OVILLA City Council

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- ITEM 8. DISCUSSION/ACTION – Receive recommendation from the Municipal Development District for consideration of an action on a budget amendment to approve renovations to the Ovilla Police Department Building.
- ITEM 9. DISCUSSION/ACTION – Consideration of and action on staff's recommendations for the safe reopening of the city facilities.
- ITEM 10. DISCUSSION/ACTION – Consideration of any item(s) pulled from the Consent Agenda for individual consideration and action.

STAFF REPORTS

- Department Activity Reports / Discussion
 - Police Department 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. 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

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

NOTICE

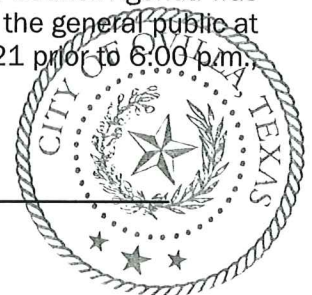
The City Council of the City of Ovilla, Texas, reserves the right to meet in a closed session on any item listed on the Agenda should the need arise, pursuant to authorization by Texas Government Code, Sections 551.071 (consultation with attorney), 551.072 (deliberations about real property), 551.073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

ADJOURNMENT

THIS IS TO CERTIFY THAT A COPY OF THE NOTICE OF the April 12, 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, on the 9th day of April 2021 prior to 6:00 p.m., in compliance with Chapter 551, Texas Government Code.


G Miller, City Secretary

DATE OF POSTING: APRIL 9, 2021 TIME: 1:00 am/pm
DATE TAKEN DOWN: _____ TIME: _____ am/pm



Proclamation

National Public Safety Telecommunicators Week

April 11-17, 2021

Whereas emergencies can occur at anytime that require police, fire or emergency medical services; and,

Whereas when an emergency occurs the prompt response of police officers, firefighters and paramedics is critical to the protection of life and preservation of property; and,

Whereas the safety of our police officers and firefighters is dependent upon the quality and accuracy of information obtained from citizens who telephone the Ovilla police-fire communications center; and,

Whereas Public Safety Telecommunicators are the first and most critical contact our citizens have with emergency services; and,

Whereas Public Safety Telecommunicators are the single vital link for our police officers and firefighters by monitoring their activities by radio, providing them information and insuring their safety; and,

Whereas Public Safety Telecommunicators of the Ovilla Fire and Police Departments have contributed substantially to the apprehension of criminals, suppression of fires and treatment of patients; and,

Whereas each dispatcher has exhibited compassion, understanding and professionalism during the performance of their job in the past year;

Therefore, Be It Resolved that the City Council of the City of Ovilla declares the week of April 11 through 17, 2021 to be National Public Safety Telecommunicators Week in Ovilla, Texas, in honor of the men and women whose diligence and professionalism keep our city and citizens safe.

Signed this 12th day of April 2021

Richard Dormier, Mayor
Ovilla, Texas



COUNCIL PLACE 1 RACHEL HUBER * COUNCIL PLACE 2 DEAN OBERG

COUNCIL PLACE 3 MAYOR PRO TEM DAVID GRIFFIN

COUNCIL PLACE 4 DOUG HUNT * COUNCIL PLACE 5 MICHAEL MYERS

CITY OF OVILLA

PROCLAMATION

WHEREAS, children are the embodiment of dreams and aspirations for the future and, as such, deserve to grow and develop in nurturing environments, free from fear and victimization; and

WHEREAS, child abuse and neglect can be reduced by making sure each family has the support it needs in raising their children in a safe, nurturing environment; and

WHEREAS, our society has a responsibility to protect our children and help them thrive in a safe environment, as every child is entitled to be loved, cared for, feel secure and be free from verbal, sexual, emotional, and physical abuse and neglect; and

WHEREAS, the City of Ovilla encourages dedicated individuals and organizations such as the Family Services Center, the Department of Family and Protective Services/Child Protective Services, as well as aiding in the sponsorship to the Ellis County Children's Advocacy Center and of course, we support and back our own Ovilla Police and Fire Departments who all work daily to counter the problem of child maltreatment and help parents obtain the assistance they need; and

WHEREAS, effective child abuse prevention programs succeed because of partnerships among families, social service agencies, schools, religious and civic organizations, law enforcement agencies, and the business community.

NOW, THEREFORE, I Richard Dormier, by virtue of the power and authority vested in me as Mayor of the City of Ovilla do hereby declare the month of April, 2021, as

"CHILD ABUSE PREVENTION AND AWARENESS MONTH"

in the City of Ovilla and do urge all our citizens to join in dedicating their energies to cherishing our children and helping them grow and develop free from victimization so they may mature into successful adults. Their success is our success.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the City of Ovilla to be affixed on this the 12th day of April, 2021

RICHARD DORMIER, Mayor

04.12.2021

Consent Item(s) C1 – C2

To
Honorable Mayor
and Council

BACKGROUND AND JUSTIFICATION:

From
Staff

C1. Financial Transactions over \$5000
These are transactions from October 1, 2020 thru February 28, 2021
STAFF RECOMMENDATION: Staff recommends approval

CC
Applicable
Departments

C2. Regular Meeting Minutes 2021.03.08
STAFF RECOMMENDATION: Staff recommends approval

City of Ovilla

Tel 972-617-7262

105 S. Cockrell Hill Road
Ovilla, Texas 75154

www.cityofovilla.org





Date: April 12, 2021

To: Honorable Mayor and Council Members

**Subject: Transactions over \$5,000 From
October 1, 2020 thru
February 28, 2021**

From:

Sharon Jungman – Finance Director

City of Ovilla
Transaction Detail Report
10/1/2020 - 2/28/2021

4/6/2021 08:16 AM

100 - General Fund

Account 100-10-52250

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

100 - General Fund

Account 100-20-52380

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

100 - General Fund

Account 100-20-52390

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

100 - General Fund

Account 100-20-55240

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

100 - General Fund

Account 100-30-52385

Post Date	Transaction Date	Source	Check #	Line Description	Debit	Credit	Balance
2/1/2021	2/1/2021	AP Invoice		EMS Services for Oct-Dec. 2020	15,889.75	0.00	15,889.75
Total					15,889.75	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
2/11/2021	2/11/2021	AP Invoice		Parts for Life Pak 15	7,200.00	0.00	78,174.04
Total					78,174.04	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
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100 - General Fund
Account 100-30-56445

Post Date	Transaction Date	Source	Check #	Line Description	Debit	Credit	Balance
2/1/2021	2/1/2021	AP Invoice		20 sets of Bunker Gear	41,977.80	0.00	41,977.80
Total					41,977.80	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
2/11/2021	2/11/2021	AP Invoice		Trash collection for January 2021	23,388.48	0.00	92,278.62
Total					92,278.62	0.00	

100 - General Fund
Account 100-50-57463

Post Date	Transaction Date	Source	Check #	Line Description	Debit	Credit	Balance
10/30/2020	10/30/2020	AP Invoice		Water Street Bridge Progress Billing #1	103,233.00	0.00	103,233.00
2/5/2021	2/5/2021	AP Invoice		Construct Redi-Rock Retaining Wall for Wat	99,764.42	0.00	202,997.42
Total					202,997.42	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
2/1/2021	2/1/2021	AP Invoice		Water Purchase 12/2 to 12/29/20	27,731.02	0.00	103,230.85
2/25/2021	2/25/2021	AP Invoice		Water Purchase for 12-30 to 2/2/21	28,440.66	0.00	131,671.51
Total					131,671.51	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
2/1/2021	2/1/2021	AP Invoice		Sewage Treatment for Feb. 2021	33,066.00	0.00	127,328.00
2/25/2021	2/25/2021	AP Invoice		Sewage Treatment for March 2021	33,066.00	0.00	160,394.00
Total					160,394.00	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

400 - Debt Service Fund

Account 400-15-57940

Post Date	Transaction Date	Source	Check #	Line Description	Debit	Credit	Balance
2/19/2021	2/19/2021	AP Invoice		Bond Interest Pmt.	75,000.00	0.00	75,000.00
Total					<u>75,000.00</u>	<u>0.00</u>	

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
2/5/2021	2/5/2021	AP Invoice		City Hall Parking Final Bill less Retainage	46,150.85	0.00	198,252.65
Total					<u>198,252.65</u>	<u>0.00</u>	

CITY OF OVILLA MINUTES
Monday March 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 March 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 6:39 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
David Griffin	Mayor Pro Tem, Place 3
Doug Hunt	Council Member, Place 4 (joined 6:41 pm)
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

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

ANNOUNCEMENTS, PROCLAMATIONS, PRESENTATIONS, COMMENTS

- **Proclamation** – Public Safety and Public Works Winter Storms as well as Meals on Wheels – was presented by Mayor Dormier.
- **Presentation** – Certificates of Appreciation for Grace Church Volunteers, Junior's BBQ, and Estes Electric were presented by Mayor Dormier.

CITIZEN COMMENTS:

None

CONSENT AGENDA

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

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:PI1 Huber AYEPL2 Oberg AYEMayor Pro Tem Griffin AYEPL4 Hunt AYEPL5 Myers AYE**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.

Mayor Dormier opened up discussion with the introduction of Mr. Kenneth Govan, Oncor Representative for the City of Ovilla. The governing body and staff received a review from Mr. Govan of the accounts from February 15 – February 19, 2021 Ice storm. Some of the main concerns, questions, and topics from the City Council and staff were discussed. The consensus was that there was no communication from Oncor to Mayor Dormier. This was confirmed with Mr. Govan and it will be addressed, moving forward.

Discussion only.

- 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.

Fire Chief Brandon Kennedy gave an overview of his report on the Emergency Management prior to and during the Winter Storm. After hearing the review, Councilmembers expressed their appreciation for all of the hard work that was done by all staff to make sure everyone was safe.

Topics discussed further:

- The Fire Department having an emergency sprinkler system failure due to frozen pipes
- Gratitude for the proactive work for the water/ice areas in town
- The need for sanding equipment in the future
- The suggestion of 'After Action Review'
- The great idea of going from home to home to check on everyone within the city
- The need for above ground storage tank for fuel
- The need for an Emergency generator for Public Works and Police Department

Mayor Dormier brought the discussion to an end and expressed his appreciation of how well planned and well executed the Emergency Management performed.

Discussion Only

- 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.

PL5 Myers made the motion to approve the Ordinance 2021-05 of the City Council of the City of Ovilla, Texas, declaring unopposed candidates in the May 01, 2021 General City Election: canceling the election; providing a savings clause; providing a severability clause; and providing an effective date. Seconded by PL1 Huber.

No opposition/abstentions.

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

Recorded Vote:

PI1 Huber AYE

PL2 Oberg AYE

Mayor Pro Tem Griffin AYE

PL4 Hunt AYE

PL5 Myers AYE

ITEM 4. DISCUSSION/ACTION – Consideration of and Action on 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.

PL5 Myers made the motion to approve the 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.

PL2 Oberg seconded.

No opposition/abstentions.

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

Recorded Vote:

PI1 Huber AYE

PL2 Oberg AYE

Mayor Pro Tem Griffin AYE

PL4 Hunt AYE

PL5 Myers AYE

ITEM 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.

PL4 Hunt made the motion to approve 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. PL2 Oberg seconded.

No opposition/abstentions.

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

Recorded Vote:

PI1 Huber AYE

PL2 Oberg AYE

Mayor Pro Tem Griffin AYE

PL4 Hunt AYE

PL5 Myers AYE

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

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.

Finance Director Sharon Jungman gave a presentation of where the city was at this time.

Discussion only.

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

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).

PL4 Hunt made the motion to respond to the EDC that the EDC will purchase the properties with their funds. The money will be refunded to the EDC when/if the property sells. Seconded by PL3 Griffin.

No opposition/abstentions.

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

Recorded Vote:

PI1 Huber AYE

PL2 Oberg AYE

Mayor Pro Tem Griffin AYE

PL4 Hunt AYE

PL5 Myers AYE

Richard Dormier, Mayor

Rachel Huber, Place One

Dean Oberg, Place Two

ITEM 8. DISCUSSION – Discuss and review staff’s recommendations for the safe reopening of the city facilities.

Discussion on the topic of re-opening City Hall’s doors at this point, from the Emergency Management Team, is to stay closed. Chief Kennedy reminded everyone of the possible numbers spike of cases that may occur after the Spring Break Vacation for travelers – as it did from over the Thanksgiving and Christmas holidays. The consensus was to stay closed at this time, and revisit at next month’s Council Meeting.

Discussion only.

ITEM 9. DISCUSSION/ACTION – Consideration of any item(s) pulled from the Consent Agenda for individual consideration and action.

None

- **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 - this item was removed – will be handled administratively

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

This Agenda Item was taken care of Administratively.

No discussion.

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

5

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

REQUESTS FOR FUTURE AGENDA ITEMS AND/OR ANNOUNCEMENTS BY COUNCIL AND STAFF
None.

The City Council Meeting was Adjourned at 9:15 pm.

Richard Dormier, Mayor

ATTEST:

G Miller, City Secretary

Approved April 12, 2021



Ovilla City Council

Public Hearing

Meeting Date: April 12, 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

☐ Finance Director ☒ Other: Code Enforcement / Construction/ DCS

Attachments:

1. Public Hearing Notice

Agenda Item / Topic:

Receive presentation, recommendation from Planning & Zoning Commission, and citizen comments on an amendment to Chapter 10, Article 10.2, Division 5, Section 10.02.132 "Utility Easements". of the Ovilla Code of Ordinances; requiring Utility Easements of not less than ten (10) feet shall be provided along and adjacent to both sides of alleyways and rights-of-ways.

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

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

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

In accordance with the laws of the State of Texas, Local Government Code Chapter 212, all interested persons and parties are hereby notified that the Planning and Zoning Commission of the City of Ovilla will hold a public hearing in the City Council Chamber Room at 105 S. Cockrell Hill Road, Ovilla, Texas via video/teleconference as set forth below, or both on **April 05, 2021, at 6:00 p.m.**, and the City Council of the City of Ovilla will hold a public hearing in the City Council Chamber Room at 105 S. Cockrell Hill Road, Ovilla, Texas, via video/teleconference as set forth below, or both on **April 12, 2021, at 6:30 p.m.**, for the purpose of hearing evidence, testimony and comments from all interested persons and parties concerning the proposed ordinance:

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF 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 REAR LOT LINES AND ALONG AND ADJACENT TO ALL ROW; PROVIDING A SAVINGS CLAUSE; PROVIDING A SEVERABILITY CLAUSE; PROVIDING FOR INCORPORATION INTO OVILLA'S CODE OF ORDINANCES; PROVIDING FOR PUBLICATION; AND PROVIDING AN EFFECTIVE DATE.

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

Join Zoom Meeting **PLANNING AND ZONING MEETING, April 05, 2021 AT 6:00 PM**

<https://zoom.us/j/97827959106>

Meeting ID: 978 2795 9106

One tap mobile: 13462487799

Join Zoom Meeting **OVILLA CITY COUNCIL MEETING, April 12, 2021 AT 6:30 PM**

<https://zoom.us/j/94997292392>

Meeting ID: 949 9729 2392

One tap mobile:13462487799



Ovilla City Council

AGENDA ITEM REPORT

Item 1

Meeting Date: April 12, 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

☐ Finance Director ☒ Other: Code Enforcement/Construction

Attachments:

1. Ordinance No. 2021-08
2. Recommendation report from Planning and Zoning Commission

Agenda Item / Topic:

ITEM 1. DISCUSSION/ACTION – Receive recommendation from the Planning and Zoning Commission to consider and act on Ordinance 2021-08 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 shall be provided along and adjacent to both sides of alleyways and rights-of-ways.

Discussion / Justification:

Background: At the February 01, Planning and Zoning meeting, staff presented Ordinance 2021-04, to revise certain requirements regarding utility easements. Legal requirements for two public hearings were followed per statute. The Planning and Zoning Commission conducted their public hearing on February 01 and recommended approval to the Ovilla City Council.

The Ovilla City Council reviewed and considered Ordinance 2021-04 following their public hearing during their February 08, 2021 meeting. A language change was recommended by Mayor Dormier to include “along and adjacent to” alleyways. Again, this would still allow the property owner(s) to make the most use of their property. Legal Counsel provided the revised ordinance. Exact language revision:

Previous ordinance Not approved by Council:

Sec. 10.02.132 Utility easements

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

Presented ordinance:

Sec. 10.02.132 Utility easements

A utility easement of not less than ten feet (10') shall be provided along and adjacent to both sides of alleyways and rights-of-way. Additional easements may be required by the City Council.

Current Findings:

Based on the revision to the Ordinance, staff began the public hearing(s) process again. The revised and presented Ordinance 2021-08 was considered by the Planning and Zoning Commission on April 05 following a public hearing. The P&Z are forwarding recommendation to approve this ordinance to the Council.

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

Recommendation / Staff Comments:

Staff recommends approval.

Sample Motion(s):

I move to Approve/Deny Ordinance 2021-08, 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 shall be provided along and adjacent to both sides of alleyways and rights-of-ways.

ORDINANCE NO. 2021-08

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF OVILLA, TEXAS, AMENDING CHAPTER 10, ARTICLE 10.02, DIVISION 5, SECTION 10.02.132 (UTILITY EASEMENTS), OF THE OVILLA CODE OF ORDINANCES; REQUIRING A UTILITY EASEMENTS OF NOT LESS THAN TEN FEET (10') SHALL BE PROVIDED ON ALONG AND ADJACENT TO BOTH SIDES OF ALLEYWAYS AND RIGHTS-OF-WAY.; PROVIDING A SAVINGS CLAUSE; PROVIDING A SEVERABILITY CLAUSE; PROVIDING FOR INCORPORATION INTO OVILLA'S CODE OF ORDINANCES; PROVIDING FOR PUBLICATION; AND PROVIDING AN EFFECTIVE DATE.

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

WHEREAS, on March 18 and March 26, 2021, due notice of public hearings before the City's Planning and Zoning Commission and City Council was published in the City's official newspaper, which included the time and place of the public hearings, to consider and hear public comment on the proposed amendment; and

WHEREAS, on April 05, 2021, the City's Planning and Zoning Commission held a public hearing regarding this matter; and

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

WHEREAS, on April 12, 2021, the City Council held a public hearing and accepted comments from the public regarding the proposed amendment.

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

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

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

Sec. 10.02.132 Utility easements

A utility easement of not less than ten feet (10') shall be provided on along and adjacent to both sides of alleyways and rights-of-way. Additional easements may be required by the City Council.

SECTION 2. SAVINGS CLAUSE

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

SECTION 3. SEVERANCE CLAUSE

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

SECTION 4. INCORPORATION INTO THE CODE OF ORDINANCES

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

SECTION 5. EFFECTIVE DATE

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

SECTION 6. PUBLICATION

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

PASSED, APPROVED and ADOPTED by the City Council of the City of Ovilla, Texas, on this 12th day of April 2021.

Richard Dormier, Mayor

ATTEST:

G Miller, City Secretary

APPROVED AS TO FORM:

Ron G. MacFarlane, Jr., City Attorney

ORDINANCE NO. 2021-08

Page 2 of 2



City of OVILLA Planning & Zoning Commission Recommendation

Case PZ21.03 - Consideration of and action on Ordinance 2021-08, of the City Council of the City of Ovilla, Texas, amending Chapter 10, Article 10.02, Division 5, Section 10.02.132 (utility easements), of the Ovilla Code of Ordinances; requiring utility easements of not less than ten feet (10') shall be provided along and adjacent to both sides of alleyways and rights-of-way.; and forwarding recommendation to the Ovilla City Council.

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

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

PL5 Alexander AYE
PL6 Hart AYE
PL7 Zimmermann AYE

5 FOR

0 AGAINST

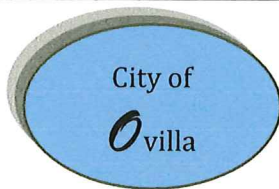
0 ABSTAIN

Carol Lynch
Presiding Officer of P&Z

4-5-2021
Date

Cathy Gaeta
Board Secretary

4-5-2021
Date



Ovilla City Council

AGENDA ITEM REPORT Item 2

Meeting Date: April 12, 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

☐ Finance Director

☒ Other: Deputy CS

Attachments:

1. Calls for service.
2. Sworn personnel.
3. Traffic activity and citations

Agenda Item / Topic:

ITEM 2. DISCUSSION – Review and discuss information requested by Place 5 Myers from the Police Chief regarding traffic enforcement and police activity management data for the past four years.

Discussion / Justification:

Background: Place 5 Myers inquired with Chief Windham to prepare the following information for discussion:

I would like to see a chart with the following information included to see a history of police activity in Ovilla for the past four years. I want to see it laid out differently on charts and graphs to get a historical view of police department activity and whether it is increasing or decreasing. Most if not all of this data is contained in the monthly reports submitted to the council.

Please provide a chart of:

1. Calls for service by month for the past 48 months.
2. Number of full-time sworn and part time sworn officers by month for the past 48 months.
3. Total of traffic stops made by month for the past 48 months.
4. Total of warnings by month for traffic stops for the past 48 months.
5. Total citations issued for traffic violations by month for the past 48 months.
6. Percentage of stops vs citations issued by month for the past 48 months.

Also please provide a best guess projection of the additional needs of the PD for the next budget cycle.

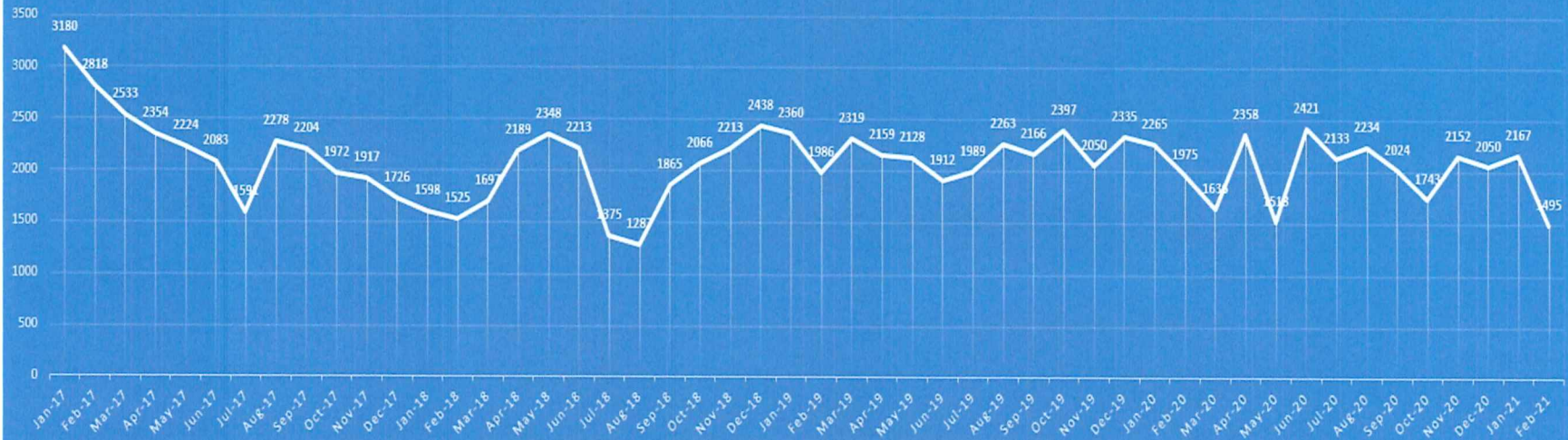
Recommendation / Staff Comments:

N/A

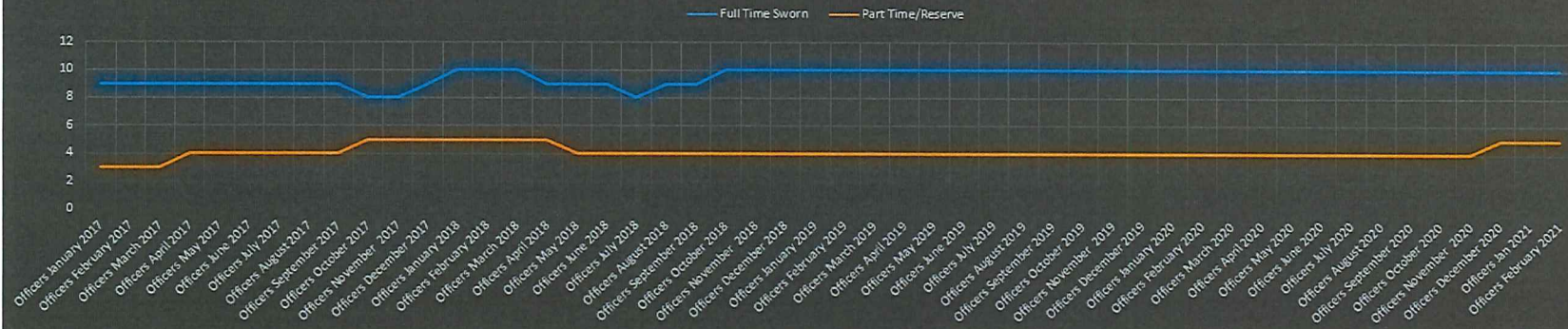
Sample Motion(s):

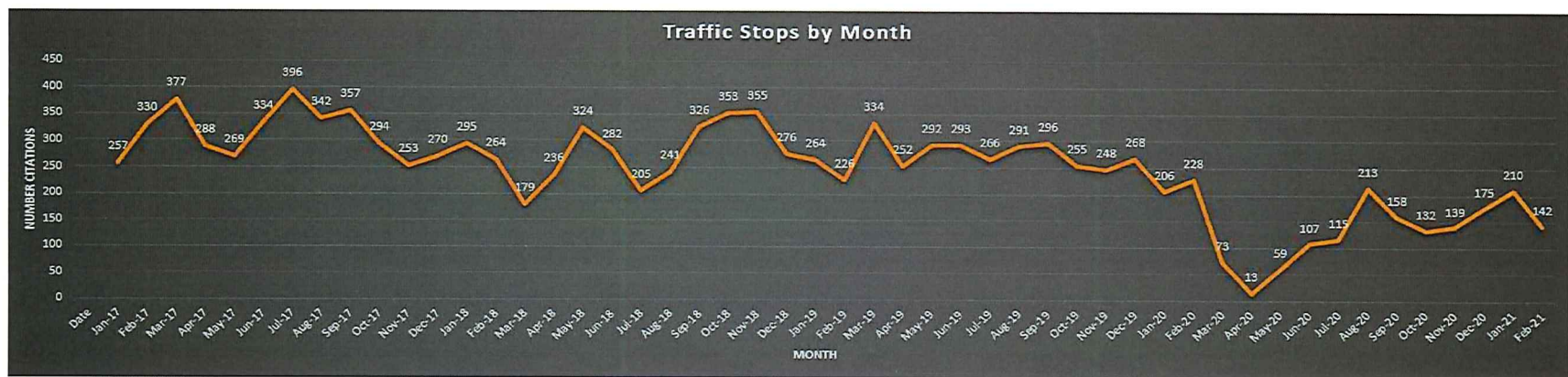
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CALLS FOR SERVICE



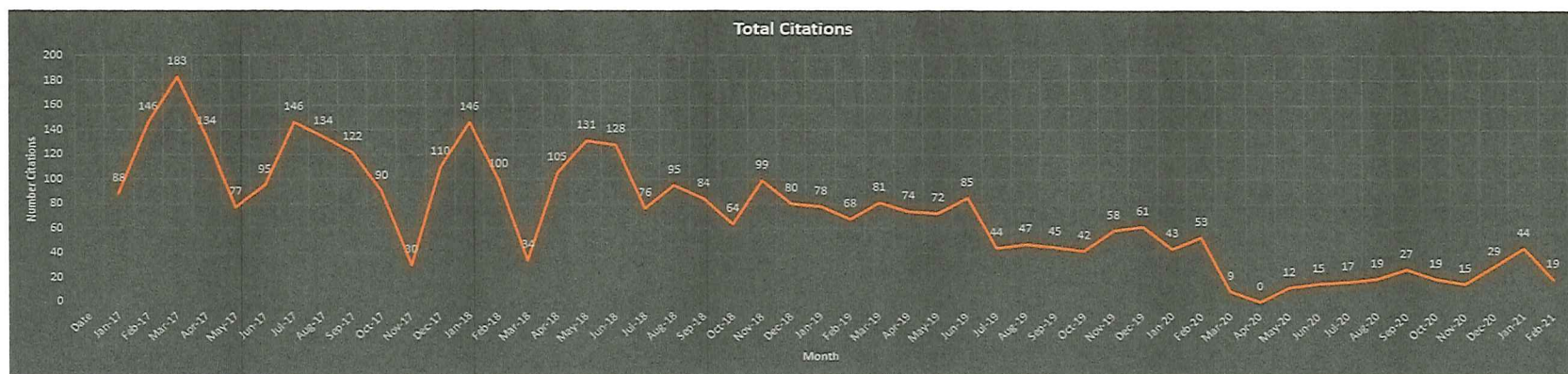
Full Time and Part Time/Reserve Sworn Employees





Total Warnings by Month

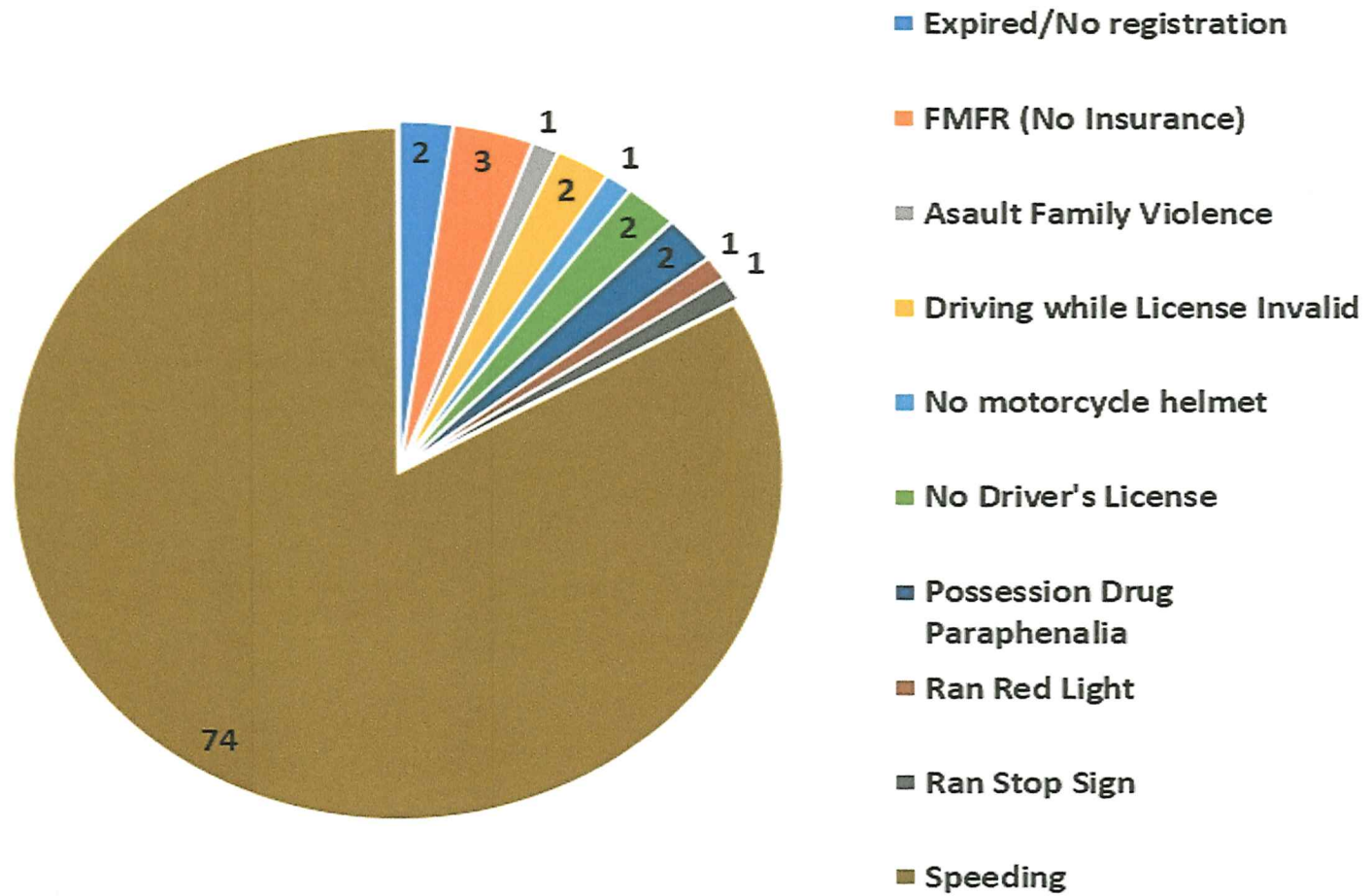




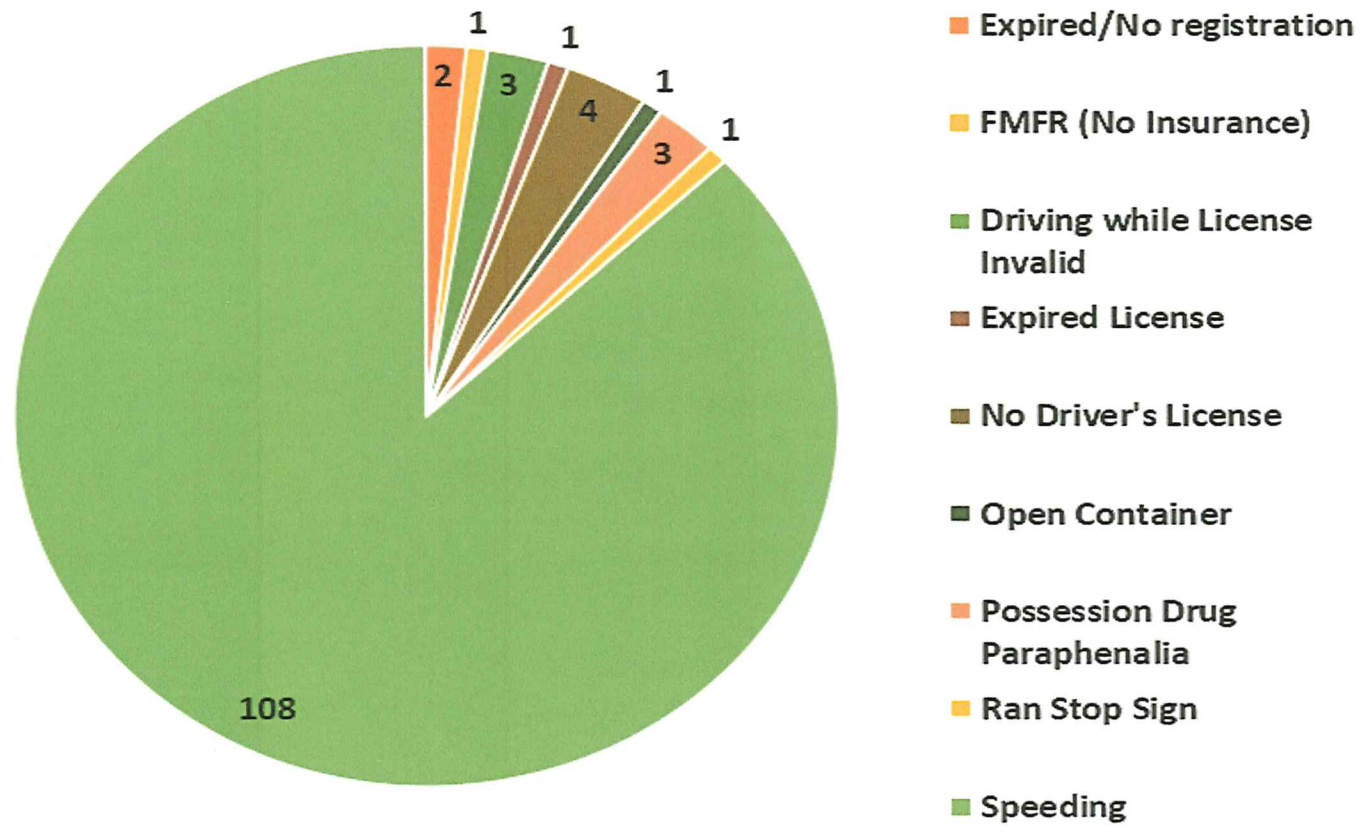
Percentage of Stops Receiving Citations



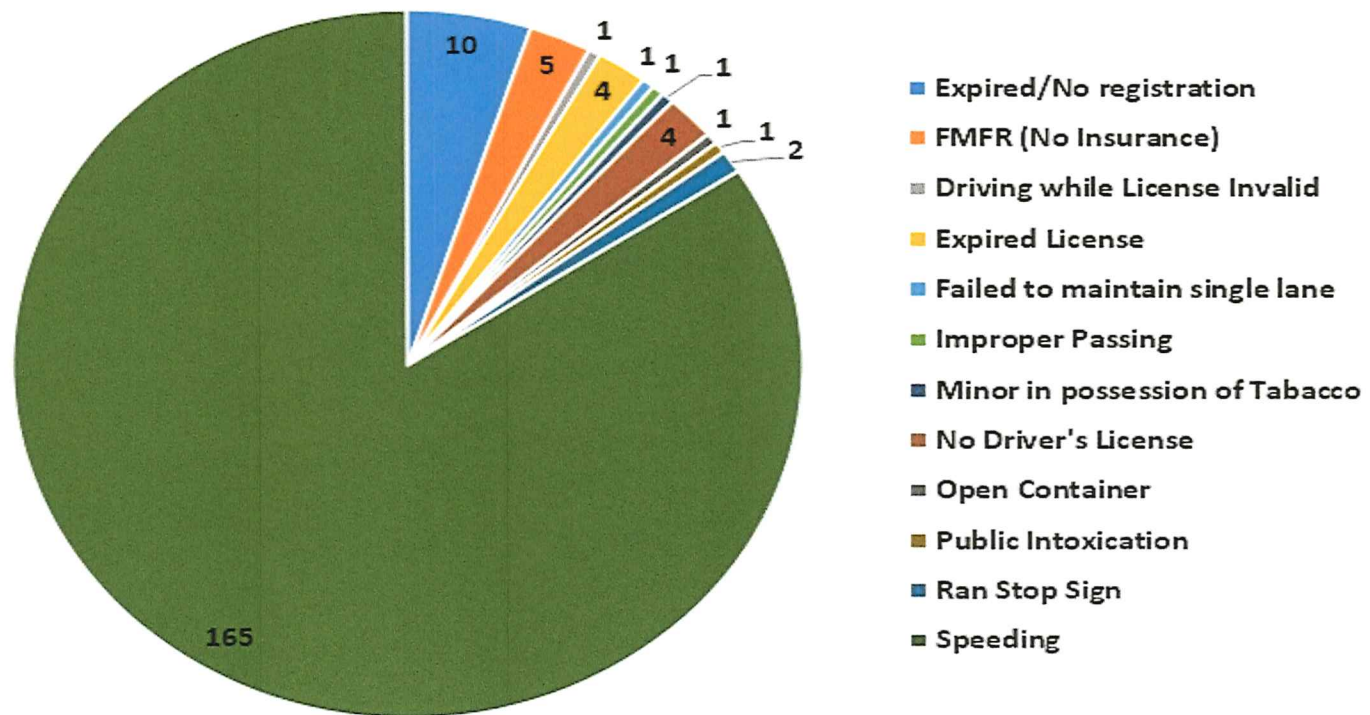
Jan-17



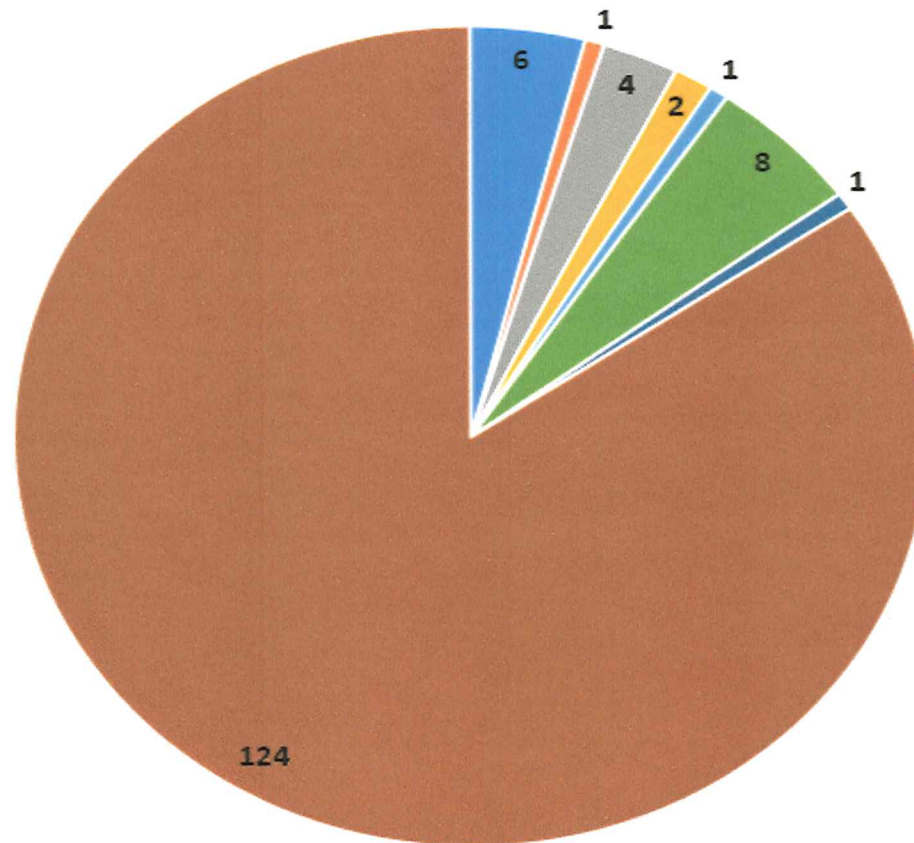
Feb-17



Mar-17

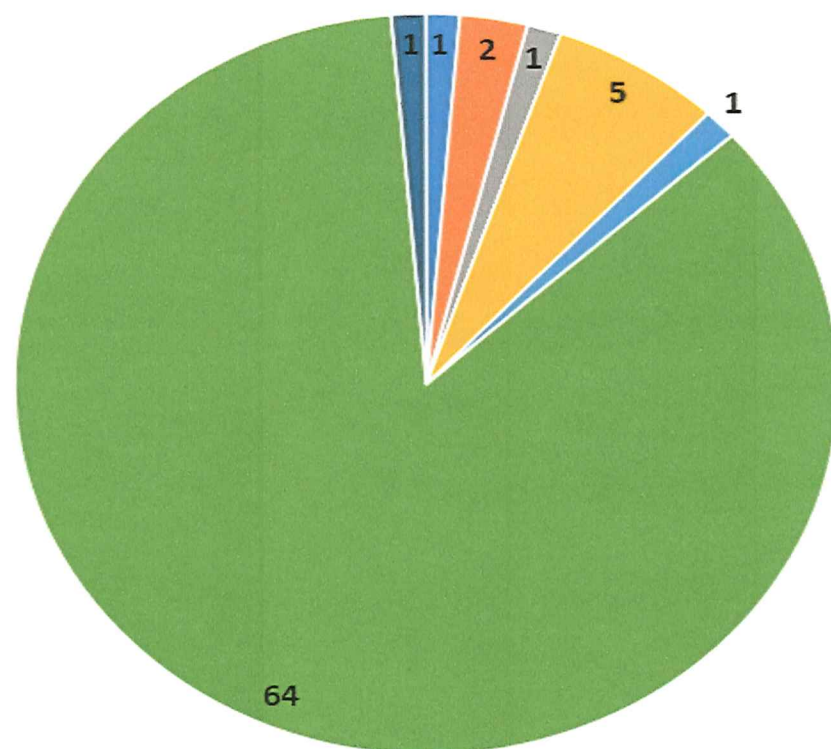


Apr-17



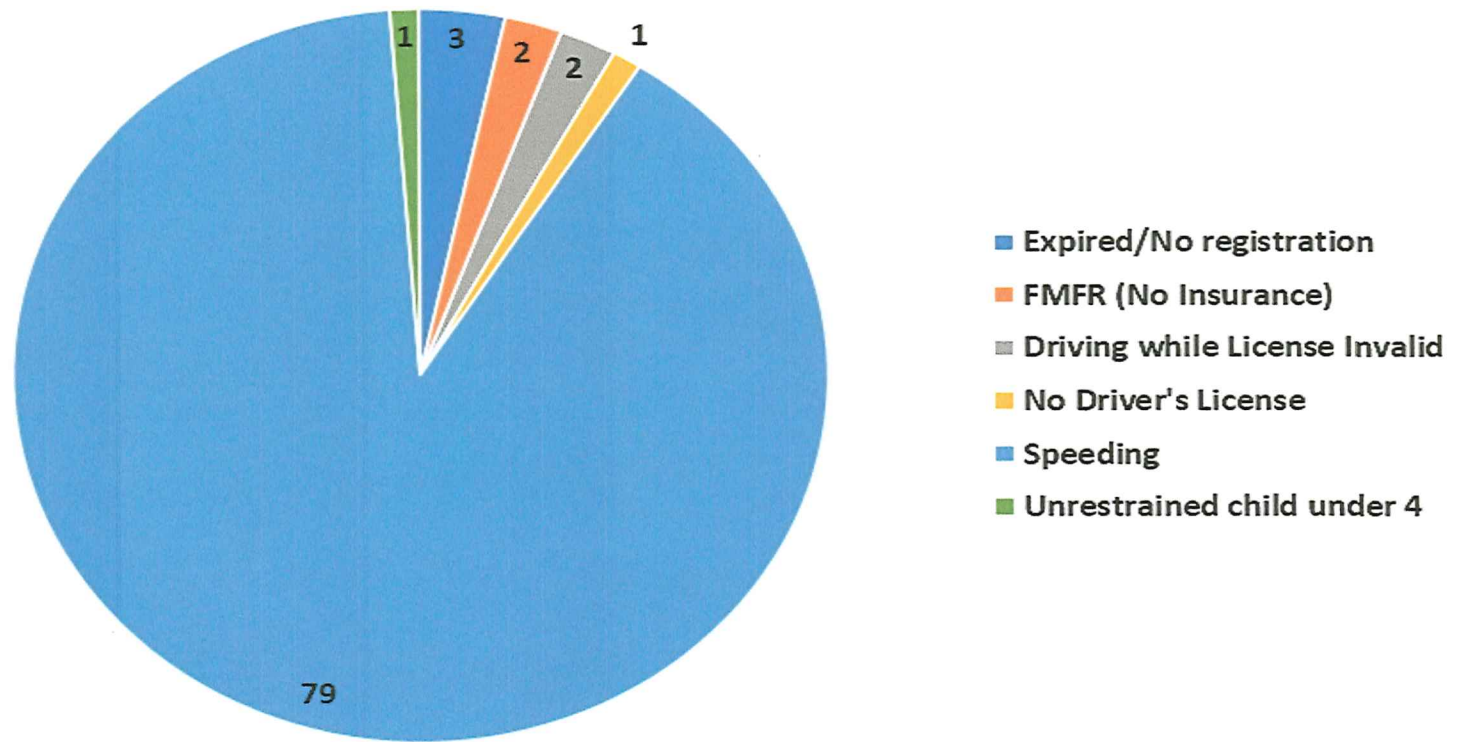
- Expired/No registration
- FMFR (No Insurance)
- Driving while License
- Expired License
- Improper Passing
- No Driver's License
- Noise Ordinance
- Speeding

May-17

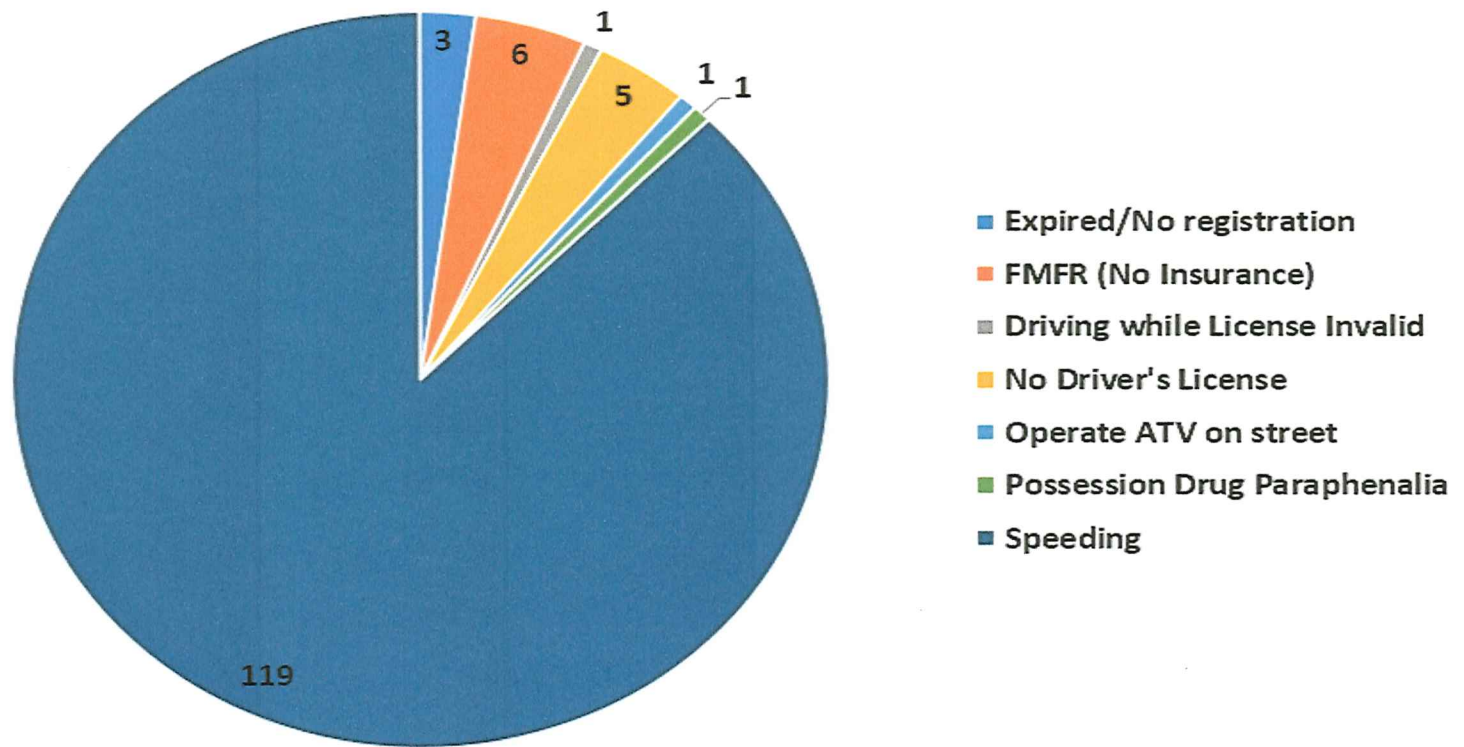


- Expired/No registration
- FMFR (No Insurance)
- Assault Family Violence
- No Driver's License
- Ran Stop Sign
- Speeding
- Violate DL restriction

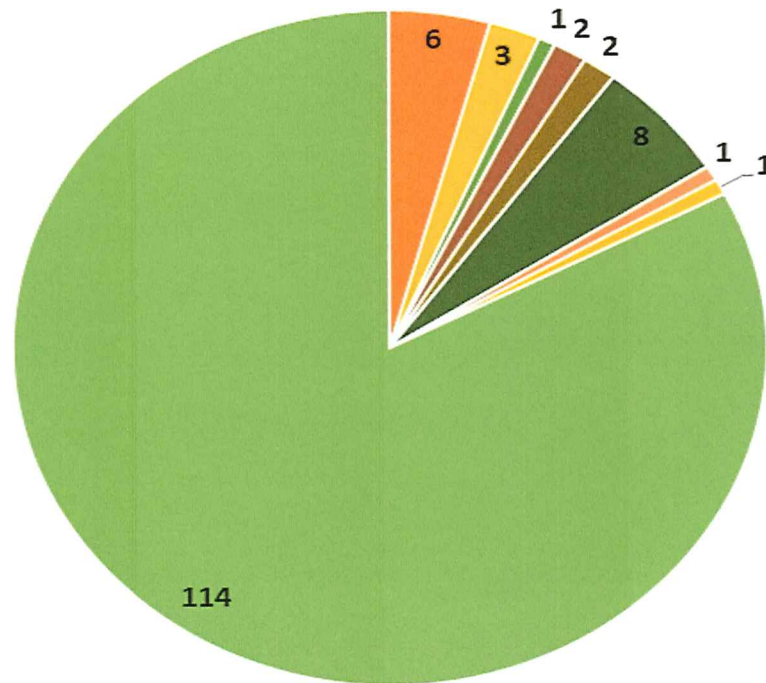
Jun-17



Jul-17

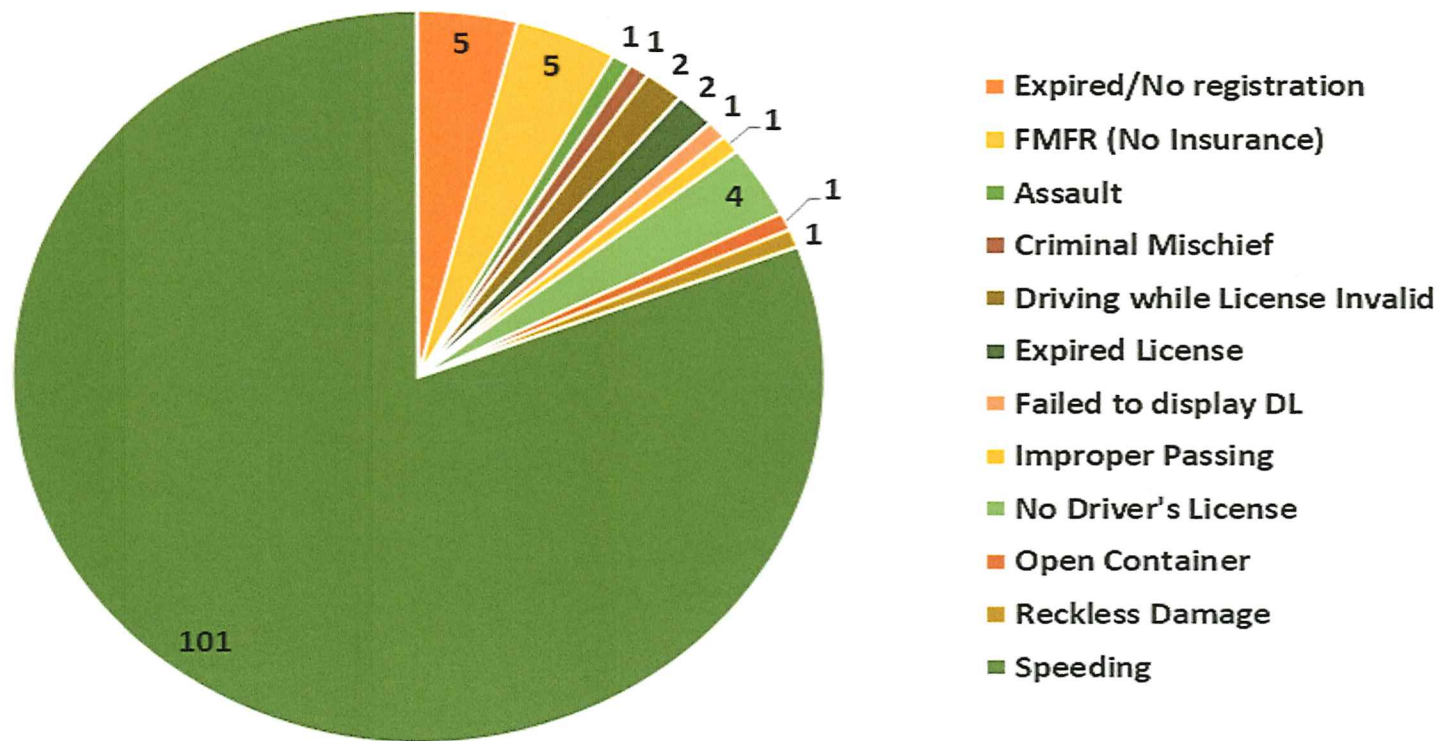


Aug-17

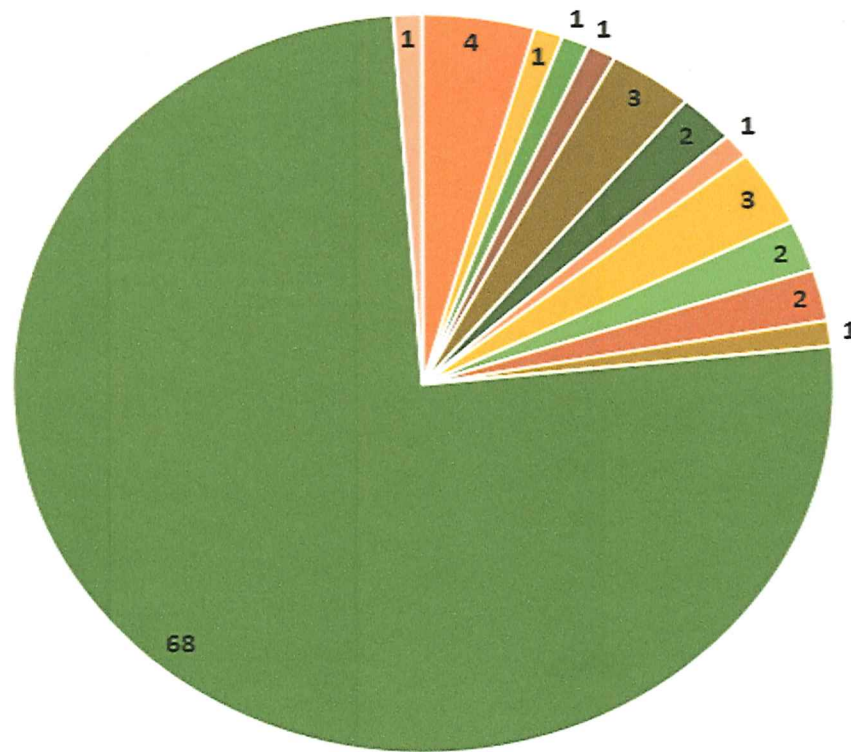


- Expired/No registration
- FMFR (No Insurance)
- Defective Headlamp
- Driving while License Invalid
- Expired License
- No Driver's License
- Possession Drug Paraphenalia
- Ran Stop Sign
- Speeding

Sep-17

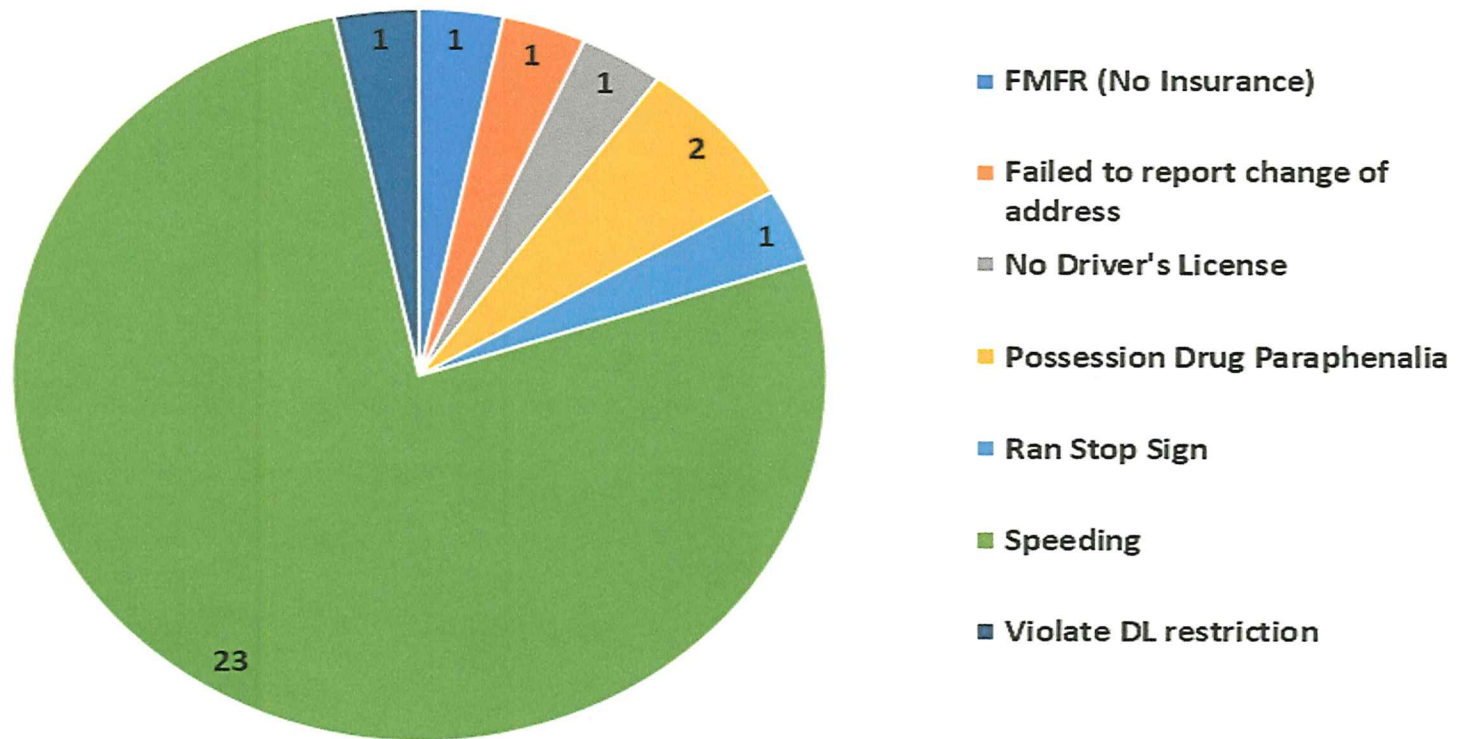


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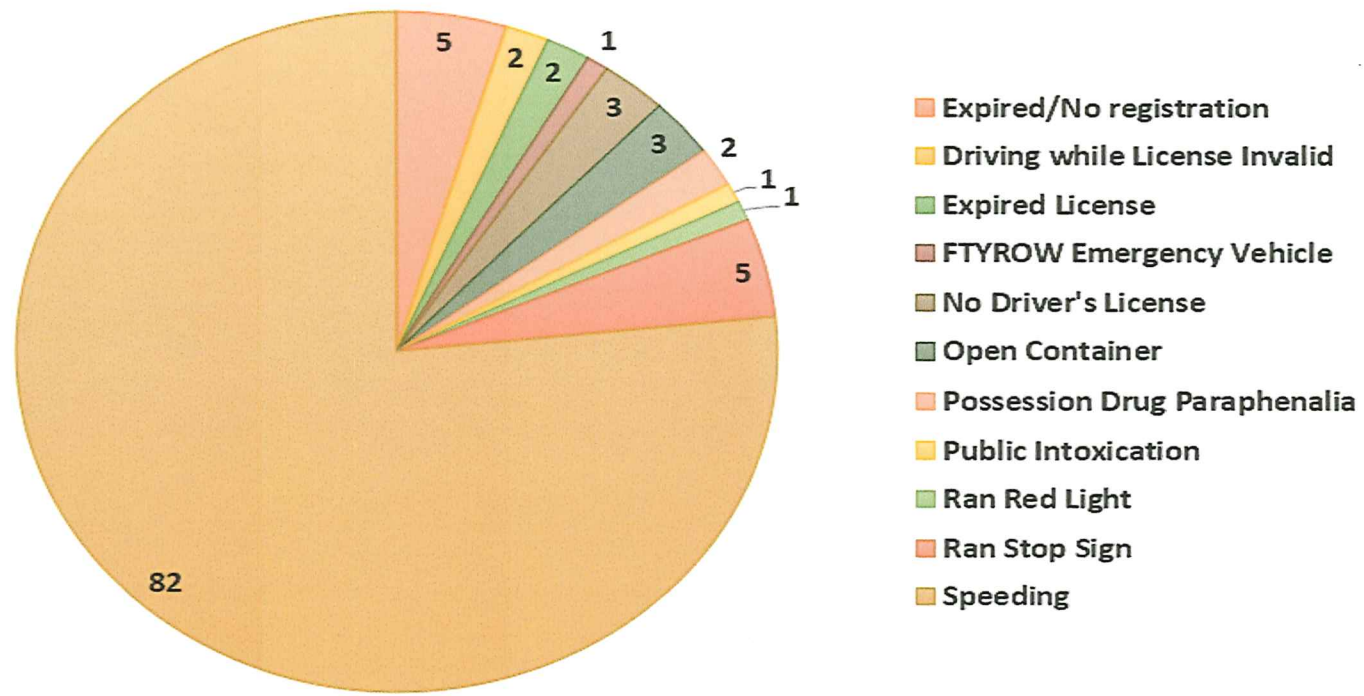


- Expired/No registration
- FMFR (No Insurance)
- Animal at large
- Assault
- Driving while License Invalid
- Expired License
- Improper Passing
- No Driver's License
- Possession Drug Paraphenalia
- Public Intoxication
- Ran Red Light
- Speeding
- Unrestrained child under 4

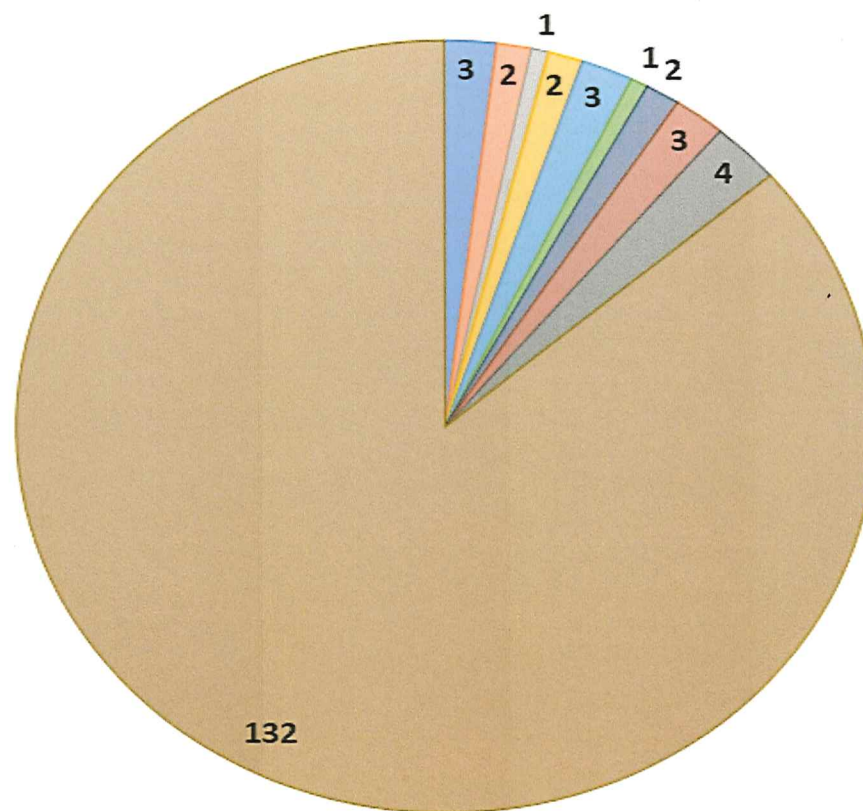
Nov-17



Dec-17

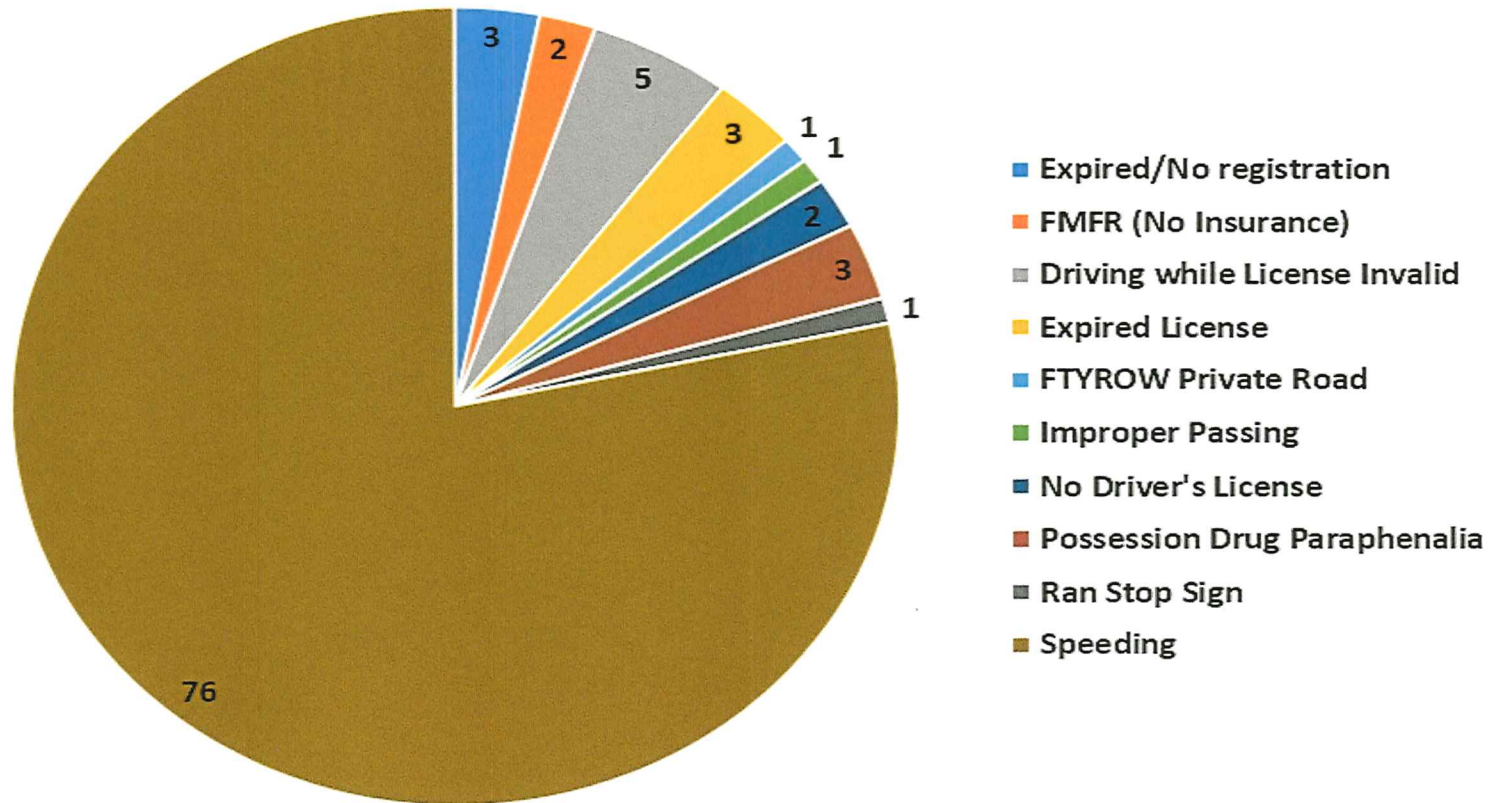


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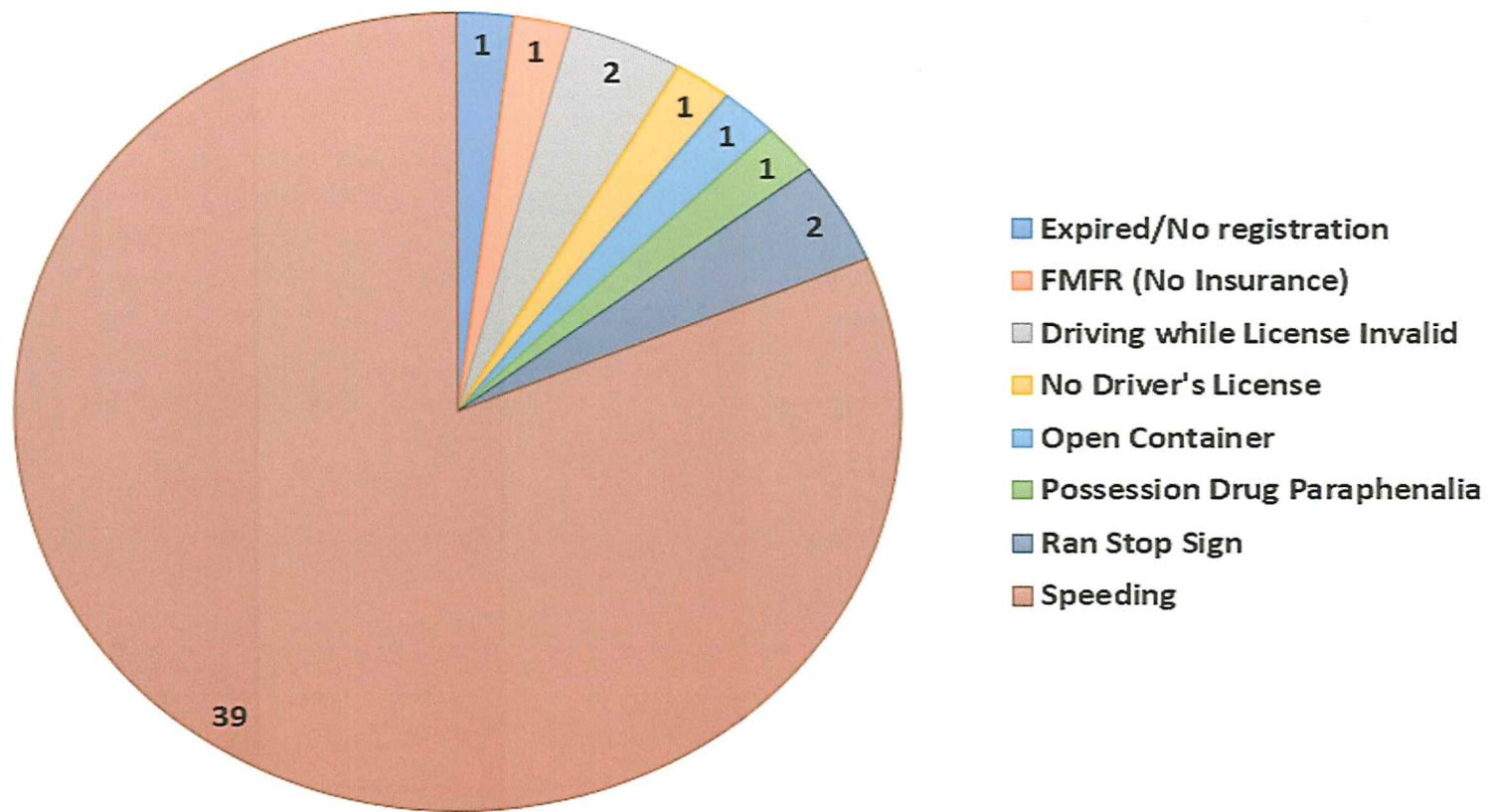


- Expired/No registration
- FMFR (No Insurance)
- Display wrong license plate
- Driving while License Invalid
- No Driver's License
- Non-guardian permit unlicensed driver
- Open Container
- Possession Drug Paraphenalia
- Ran Stop Sign
- Speeding

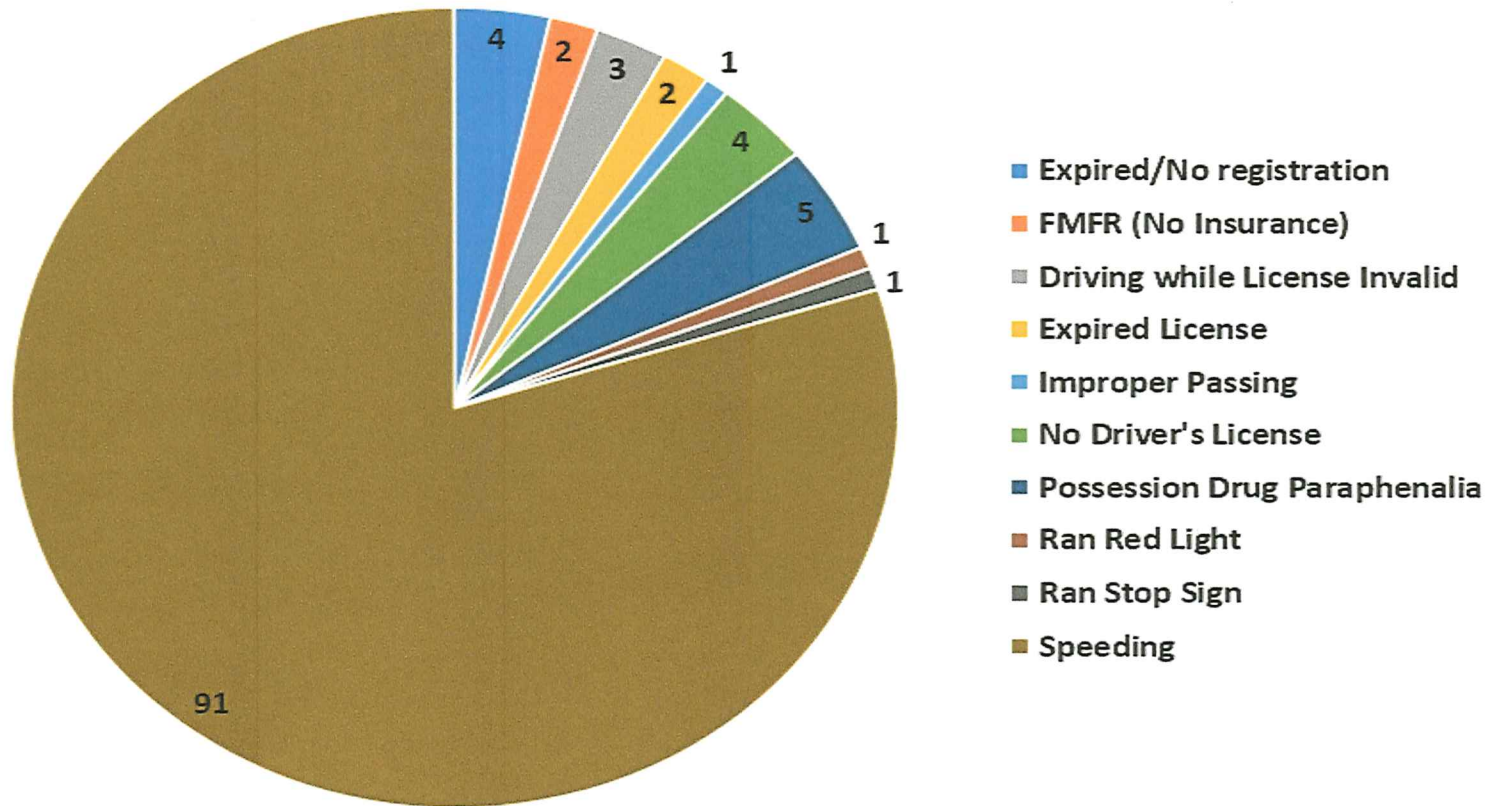
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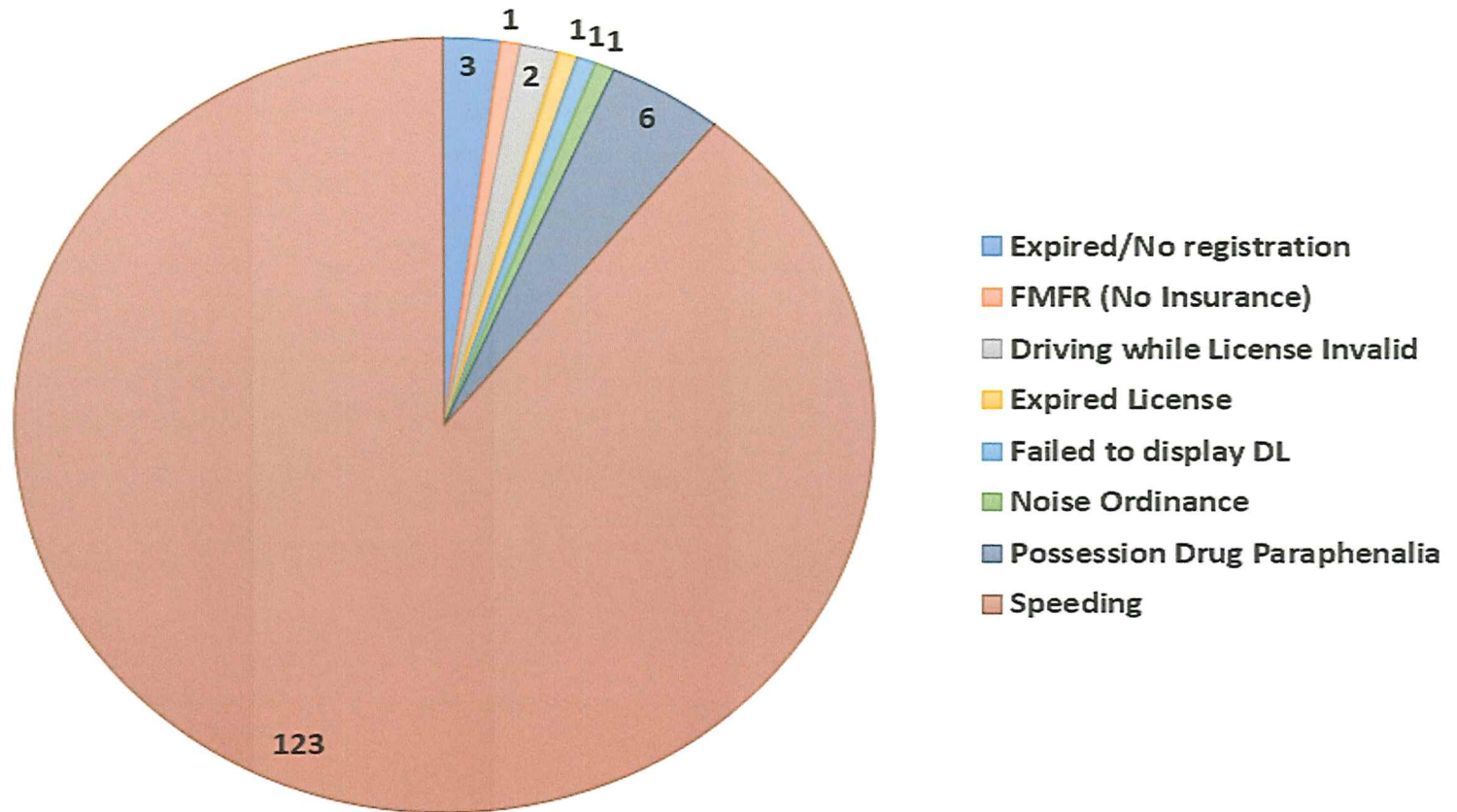
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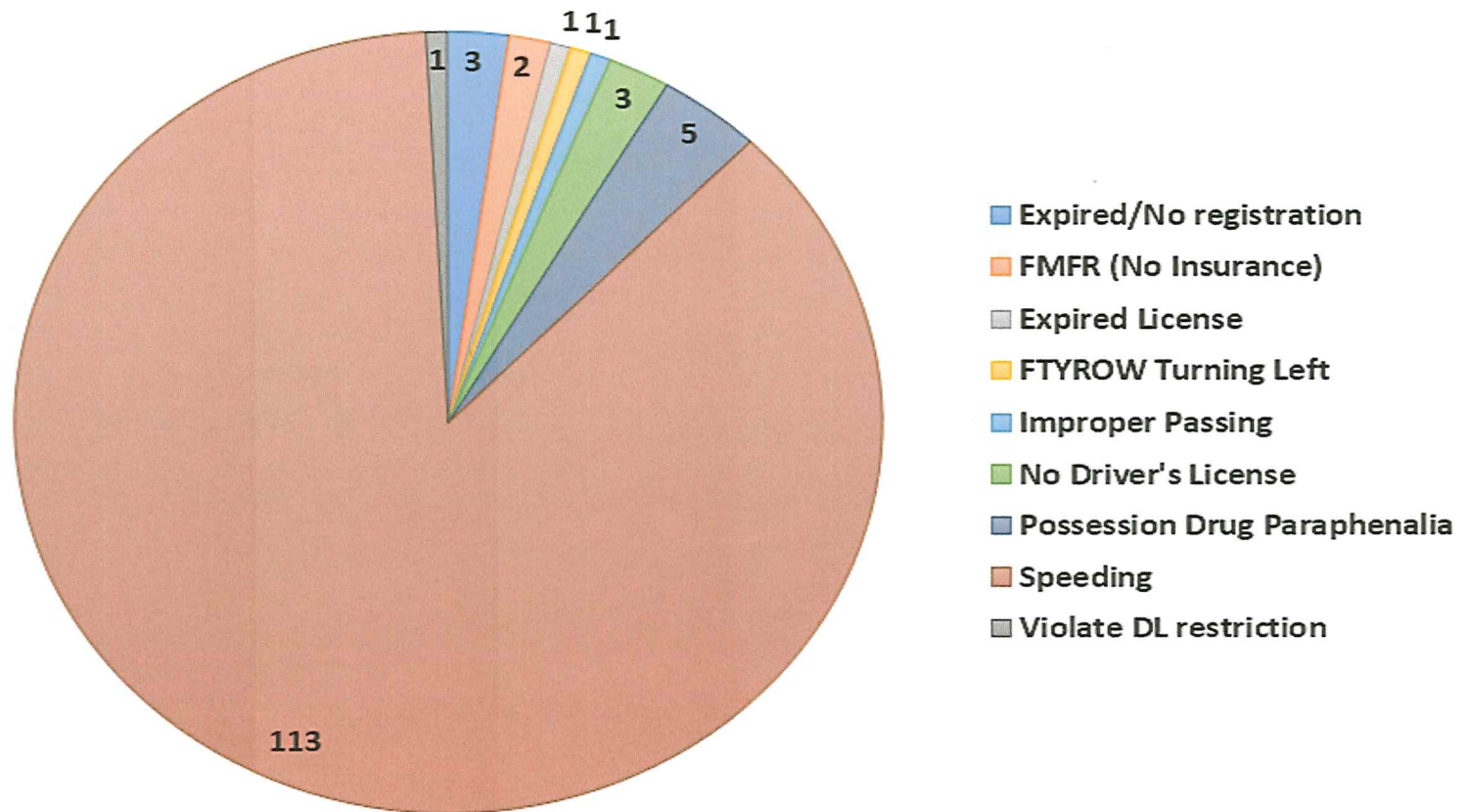
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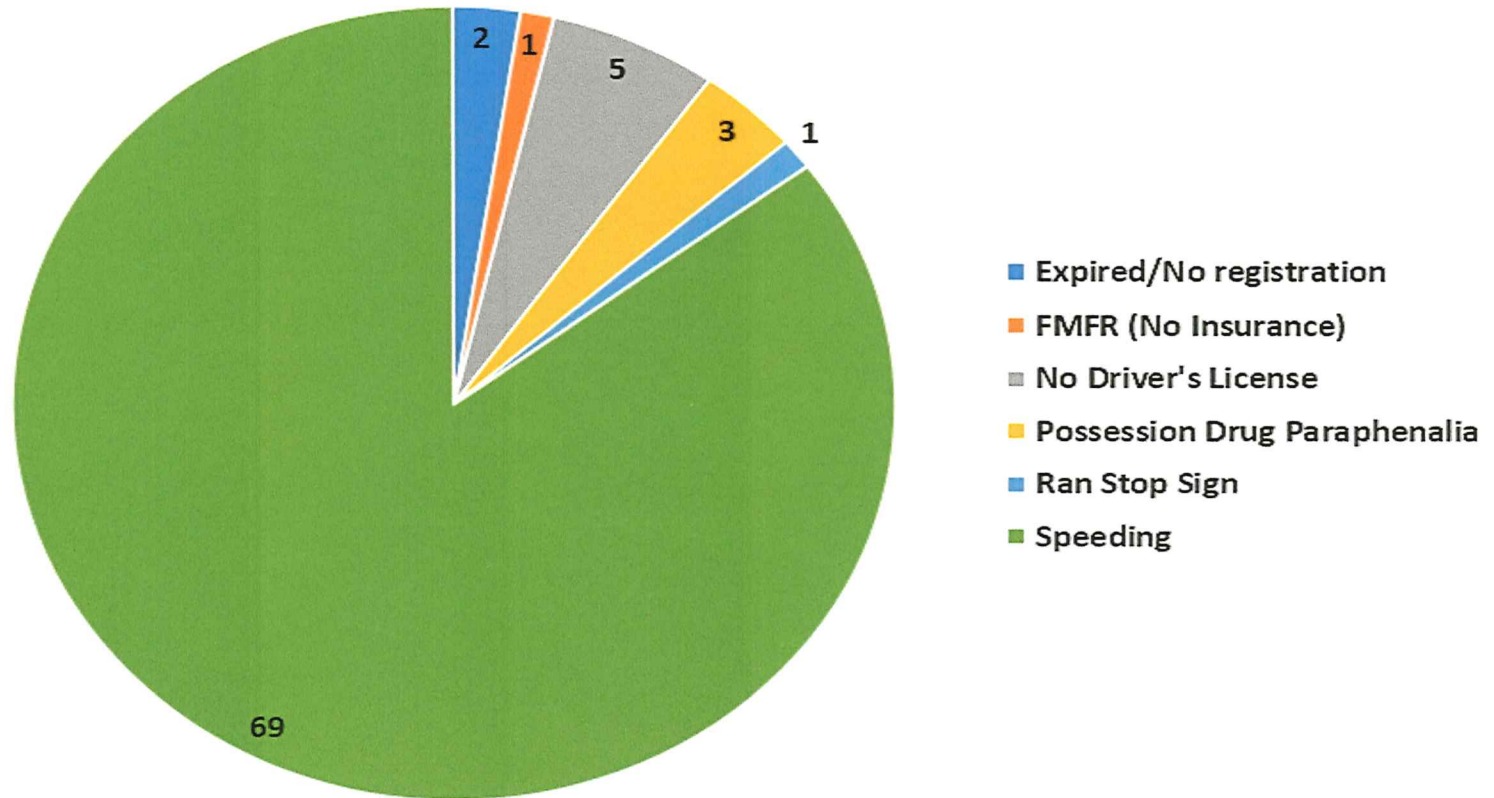
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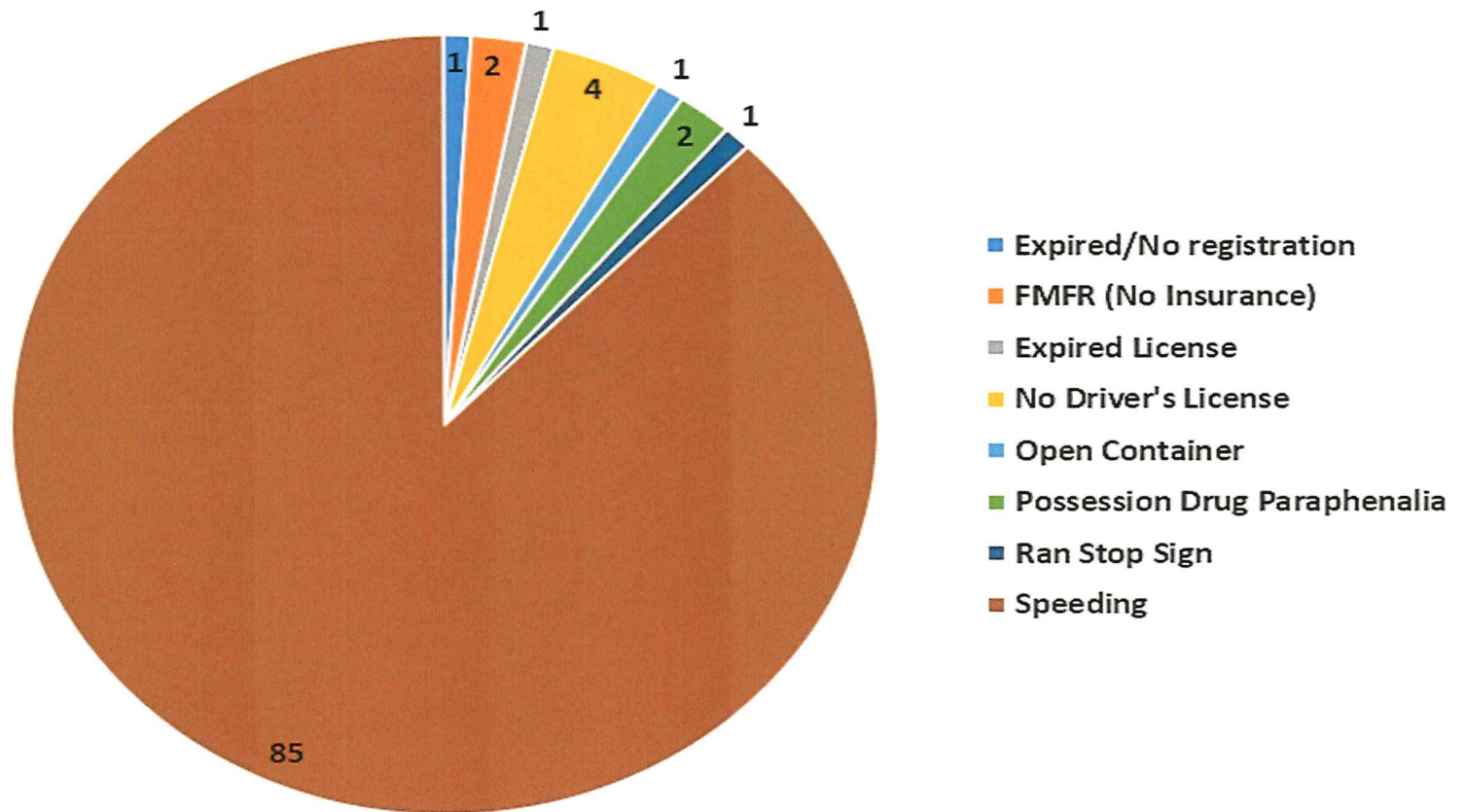
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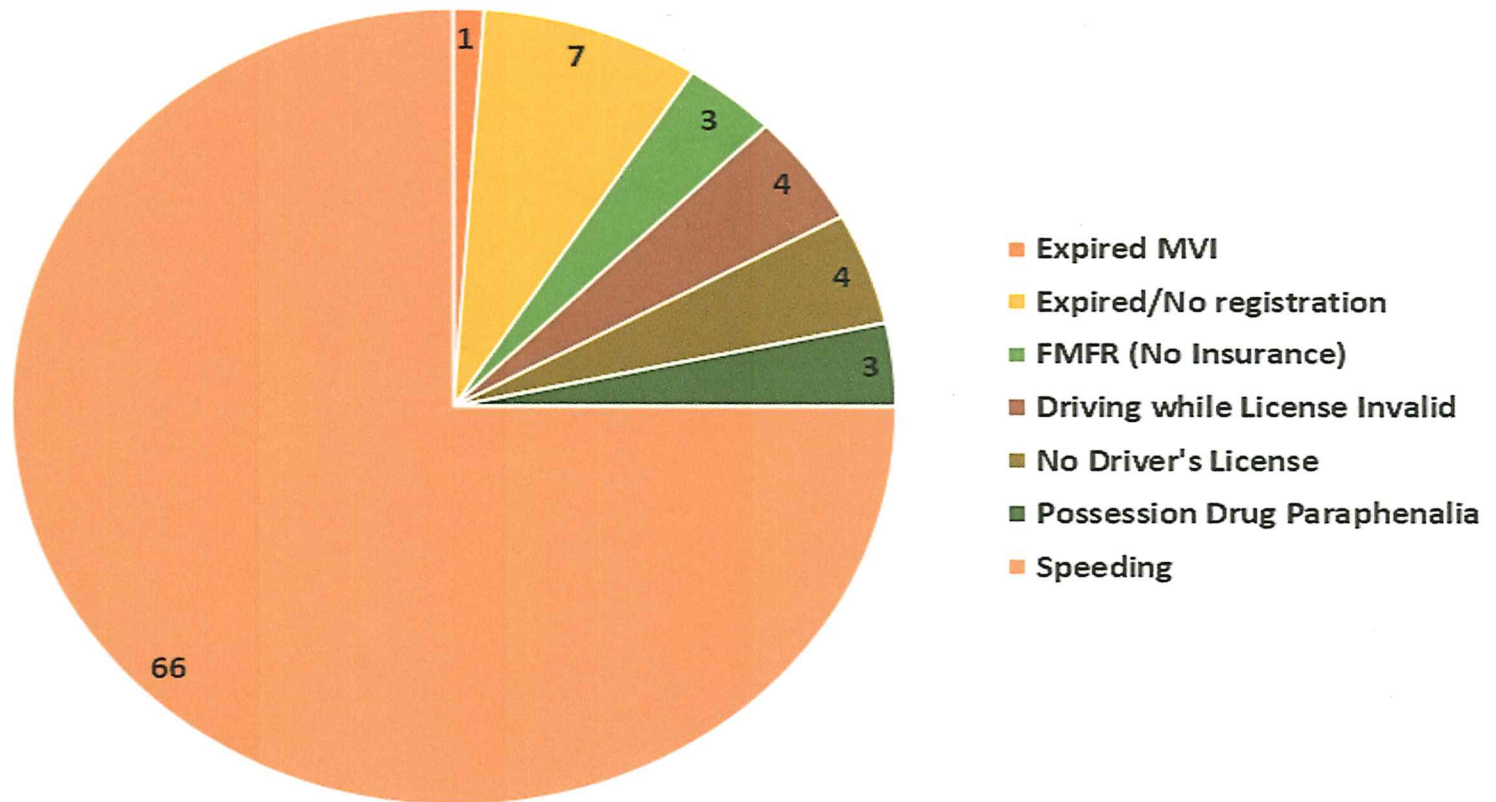
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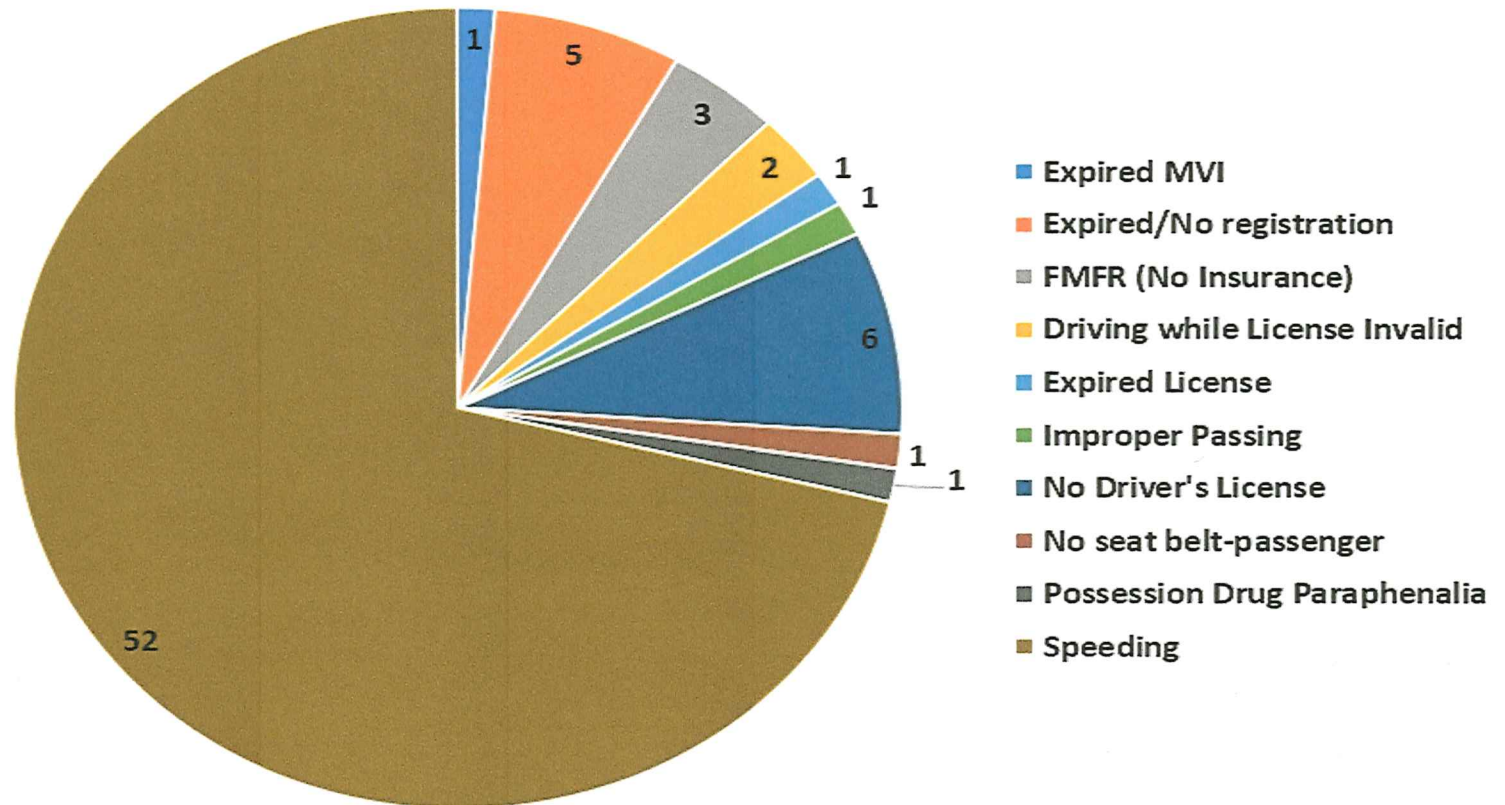
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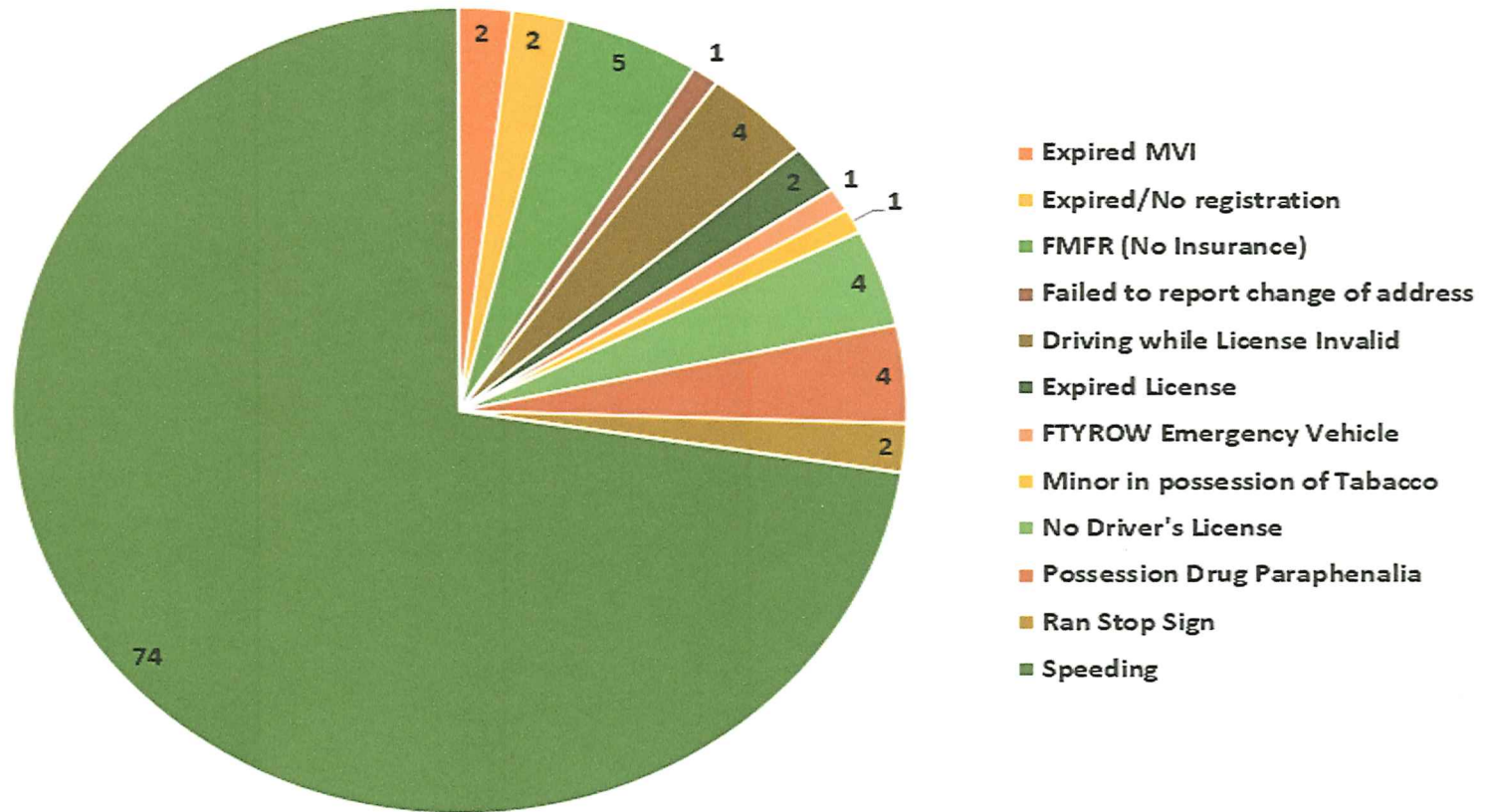
Sep-18



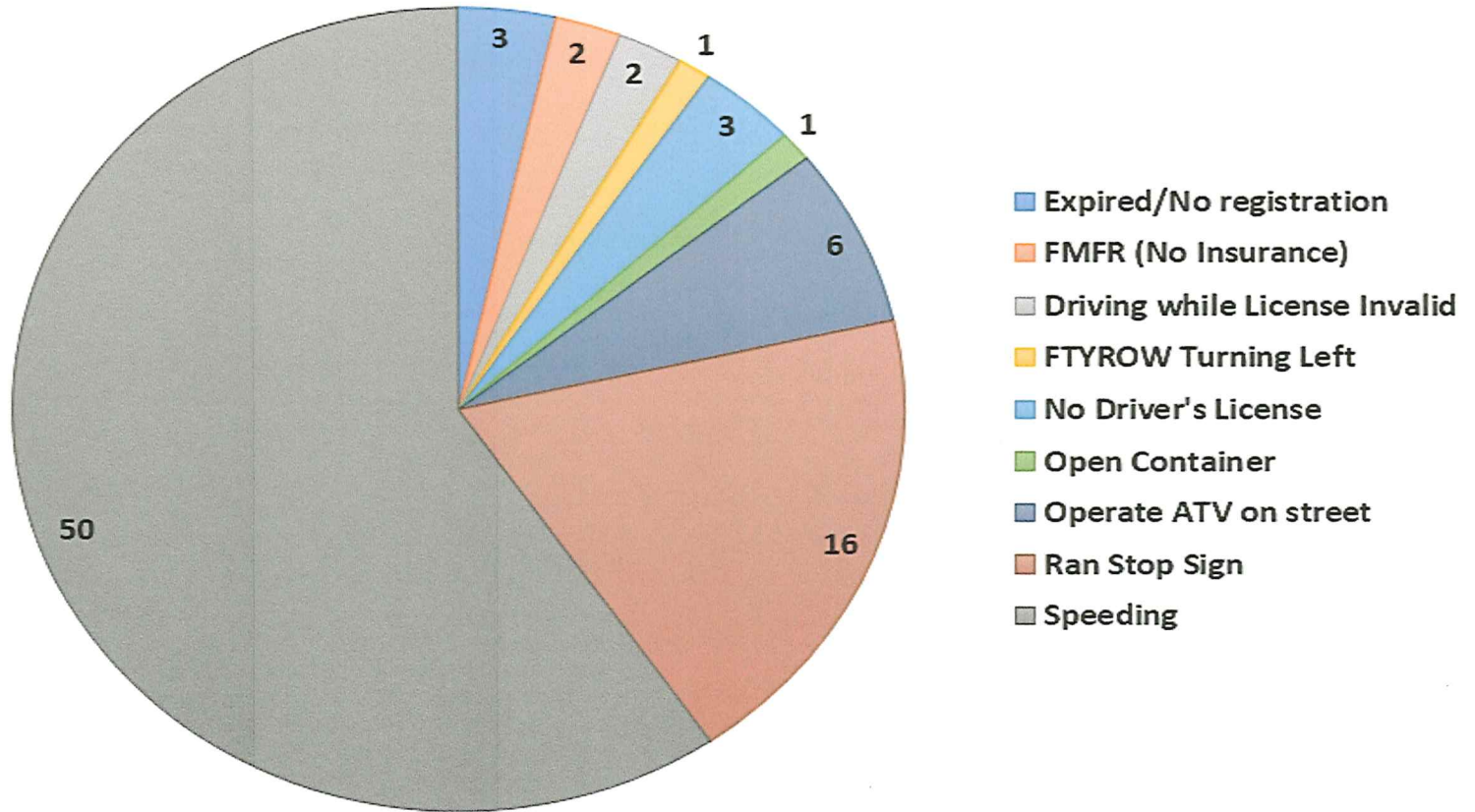
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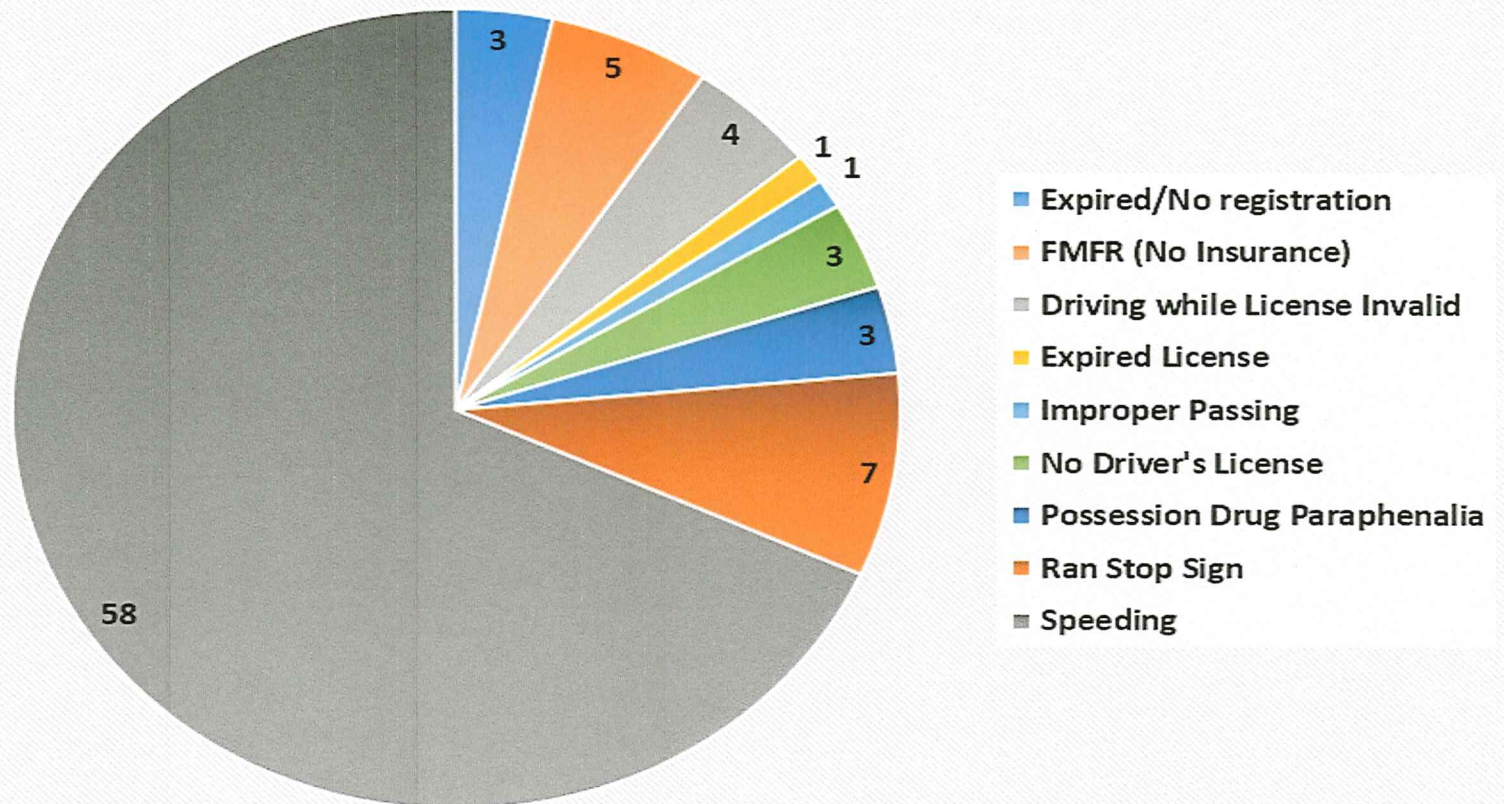
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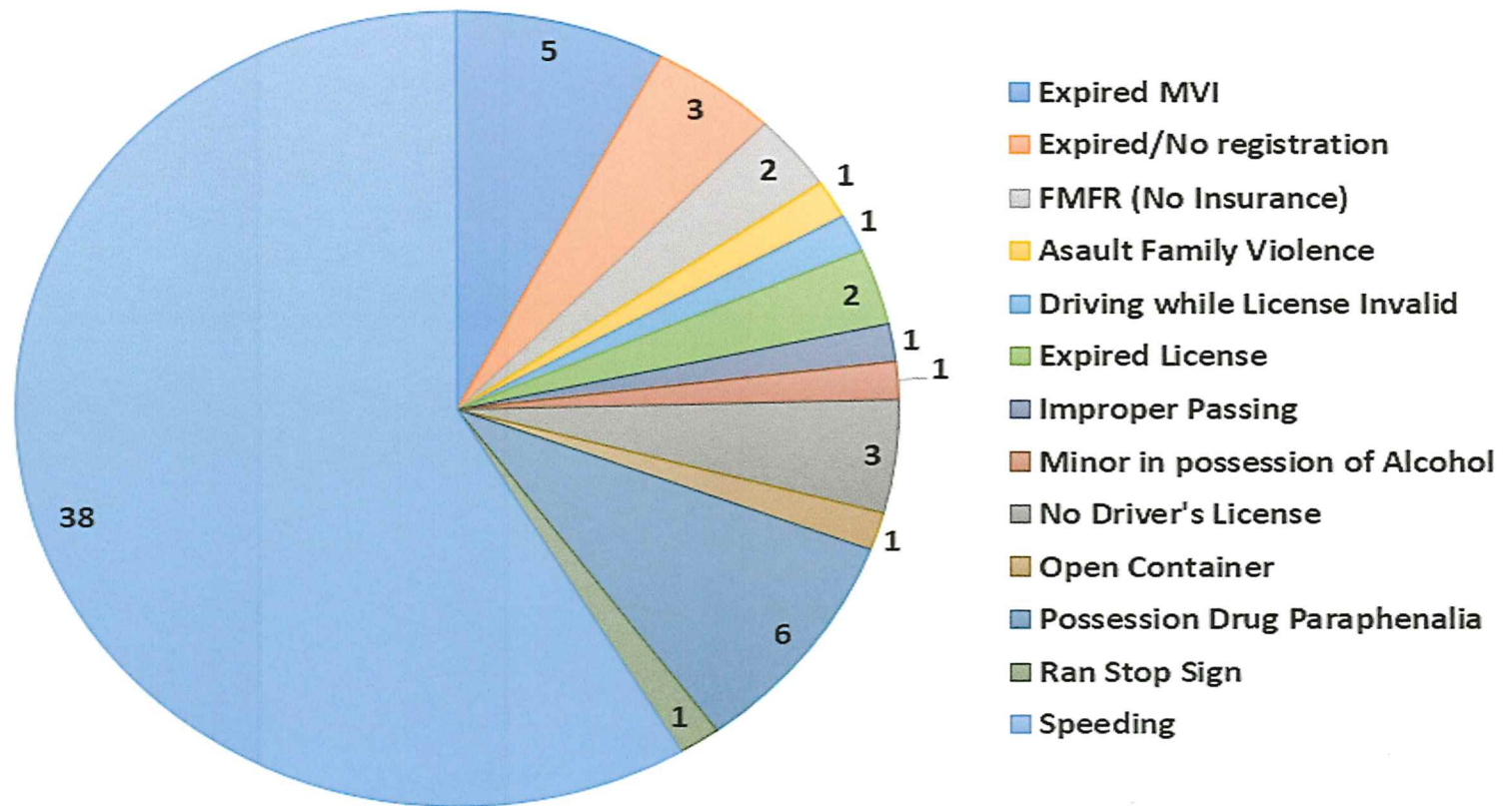
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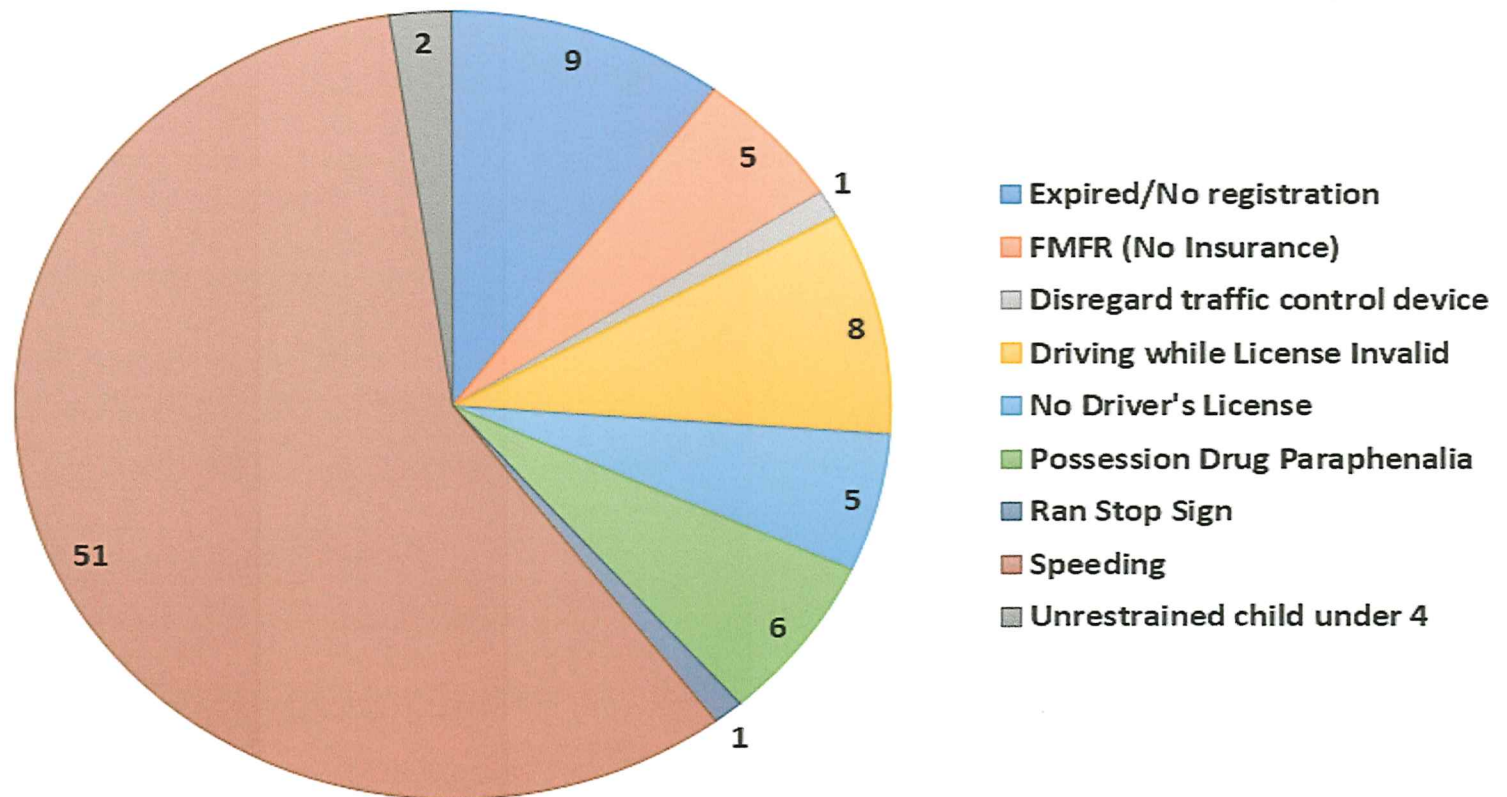
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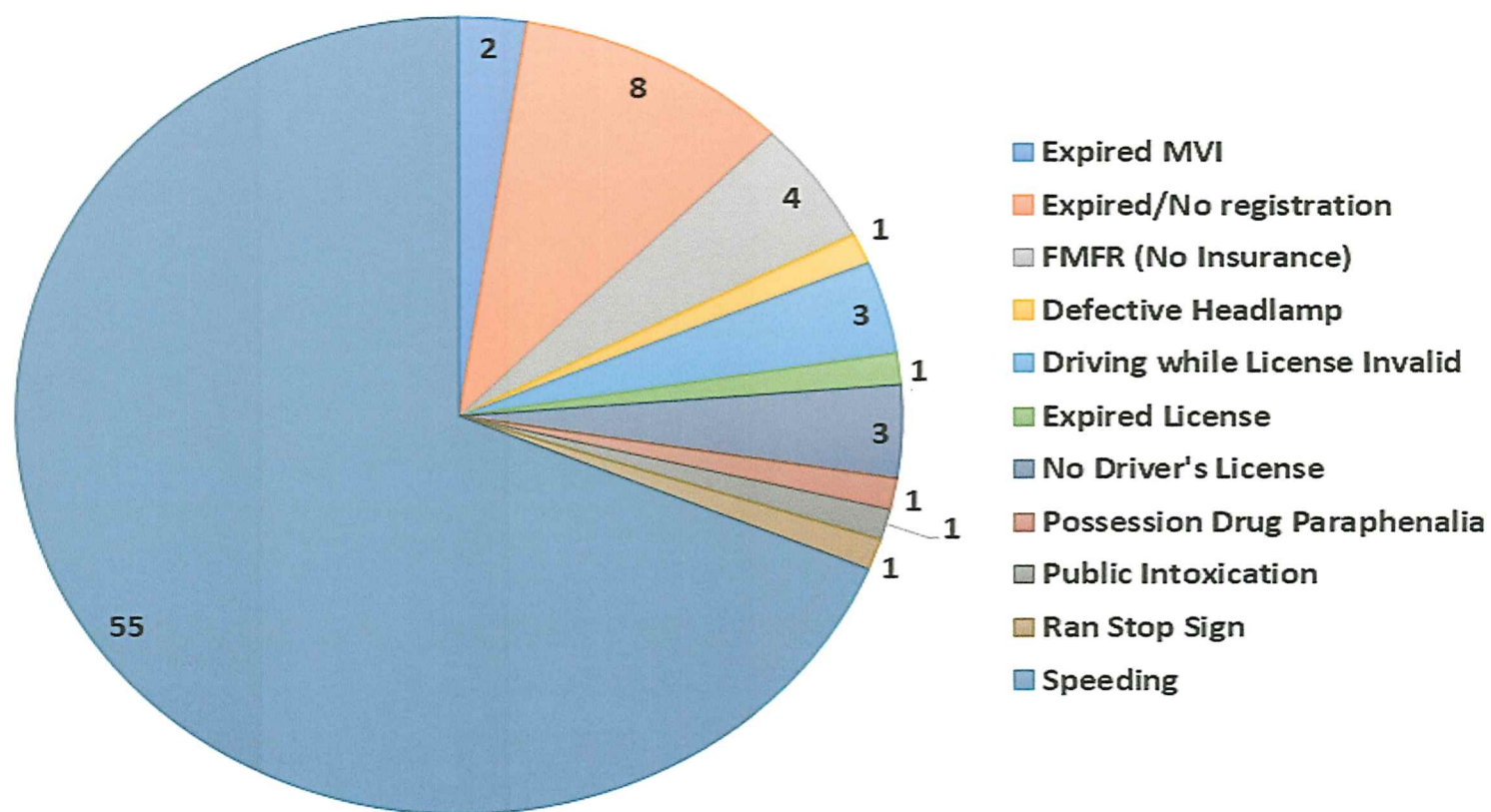
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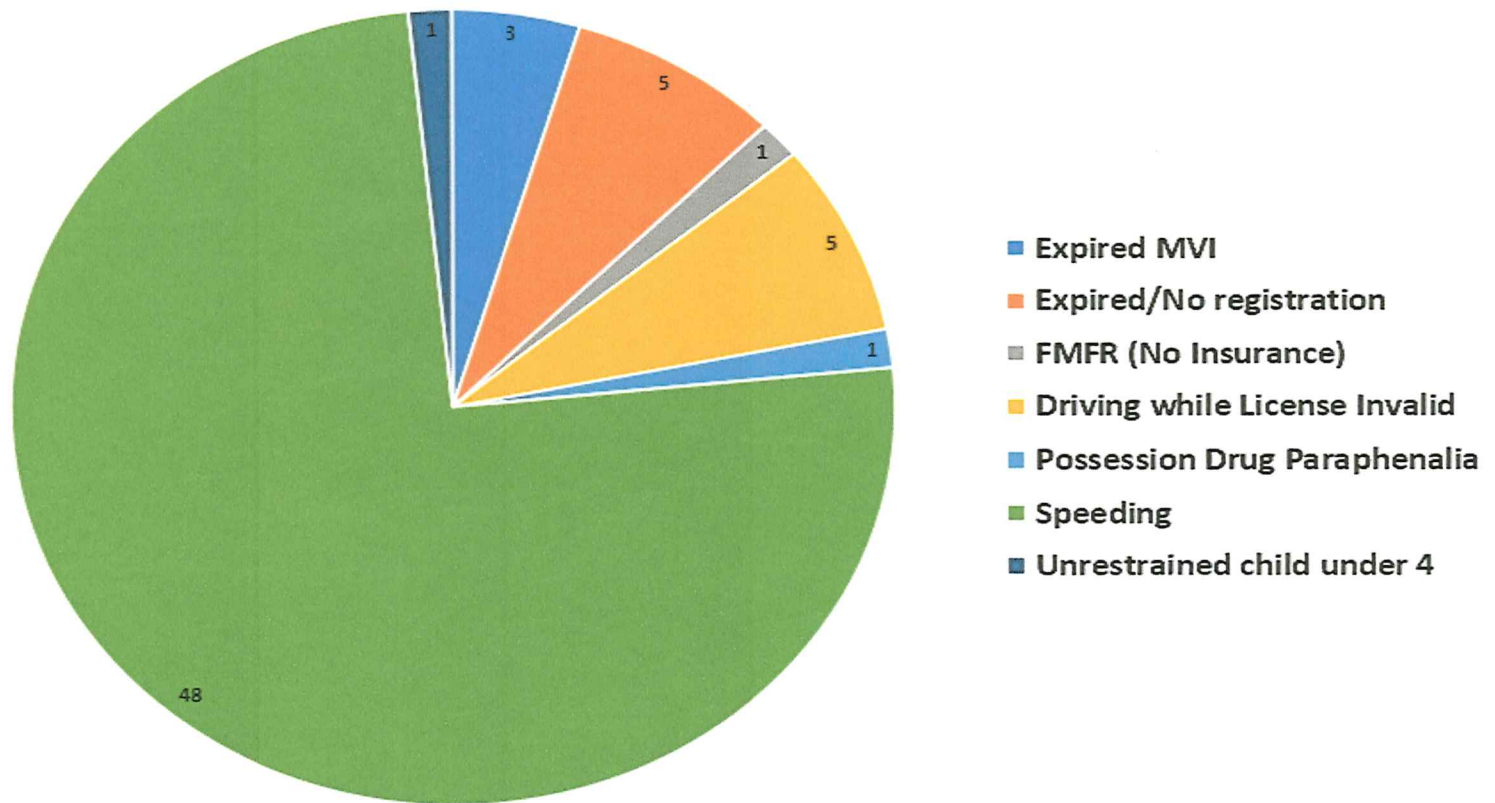
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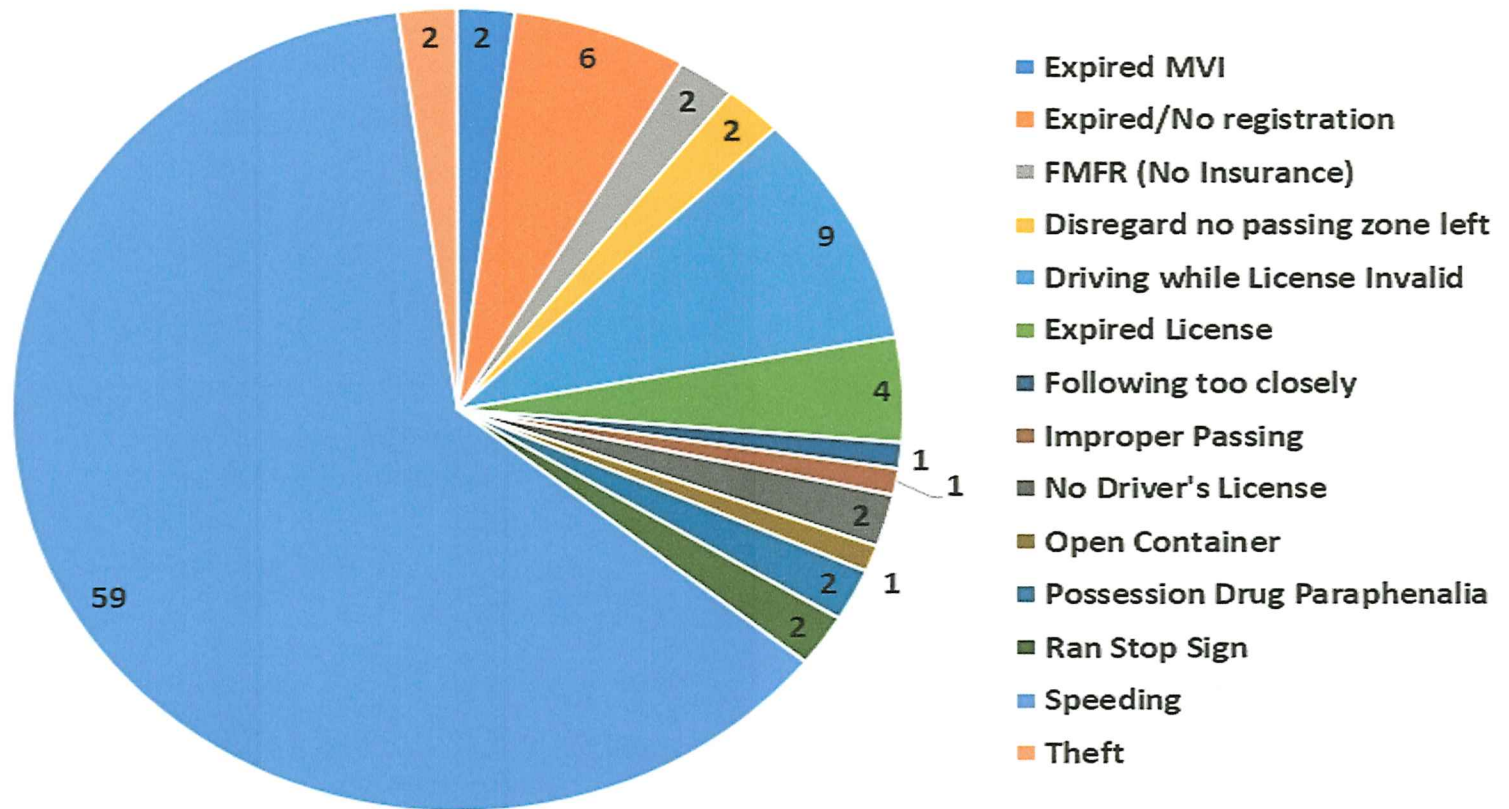
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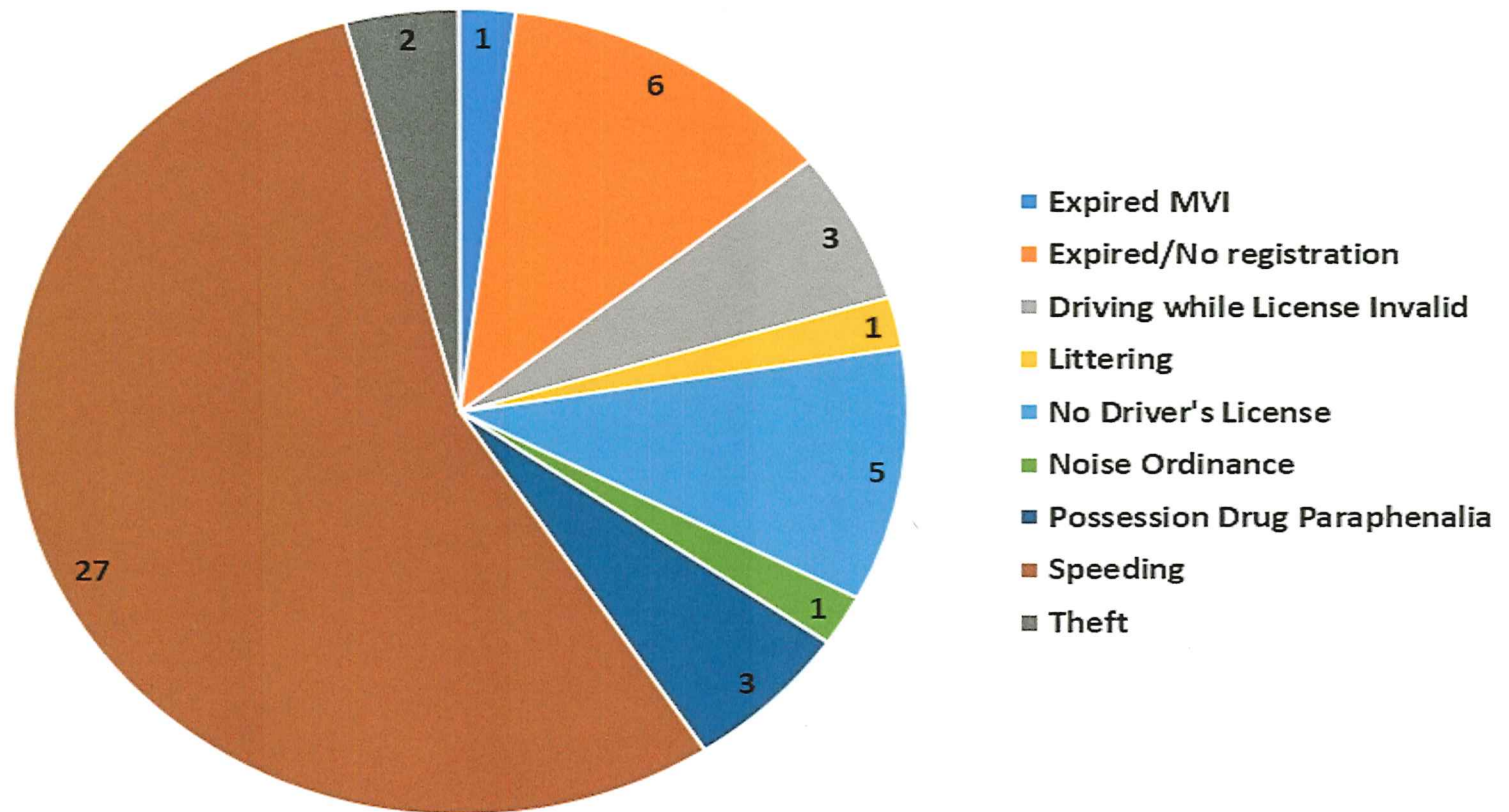
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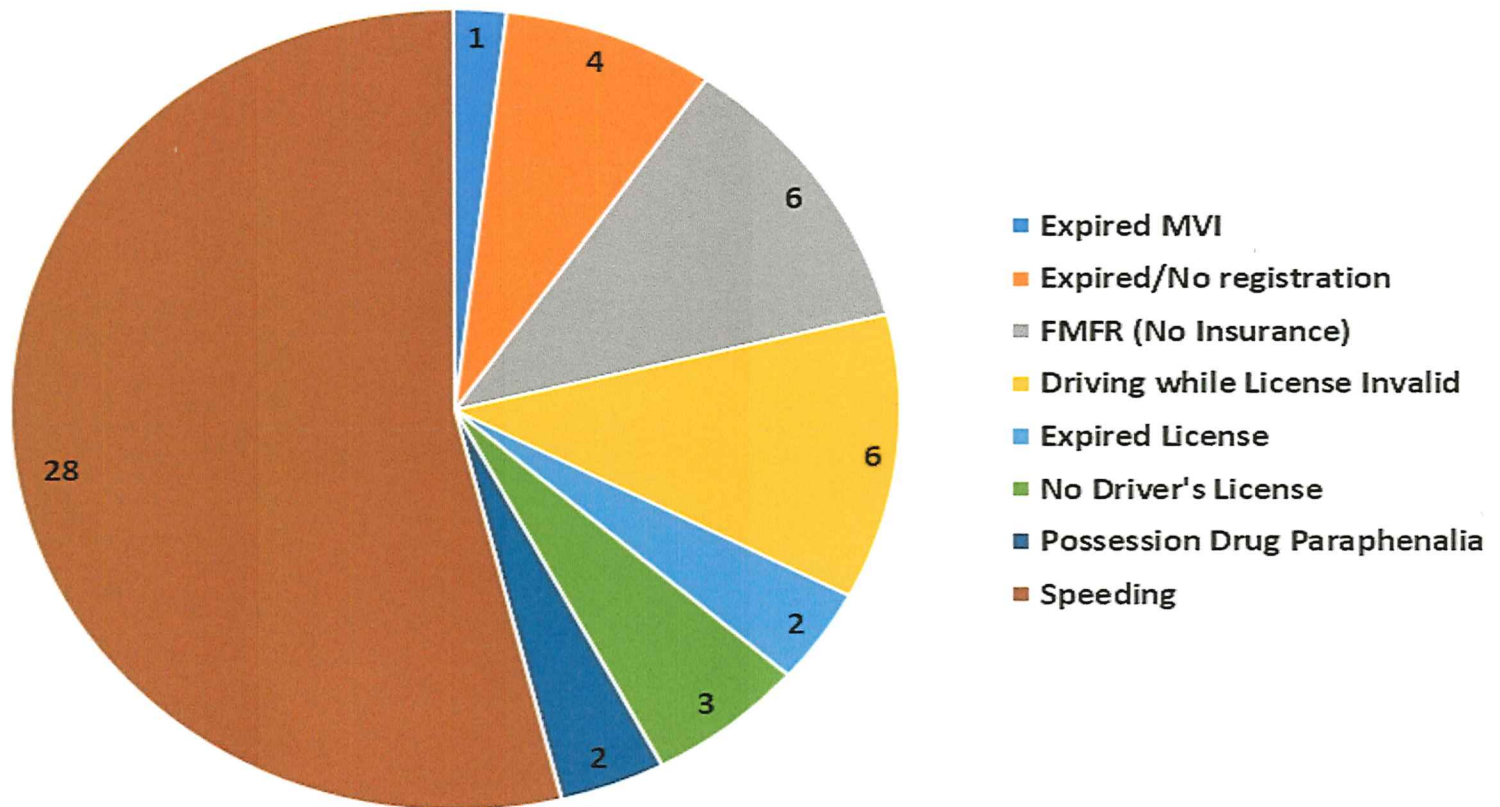
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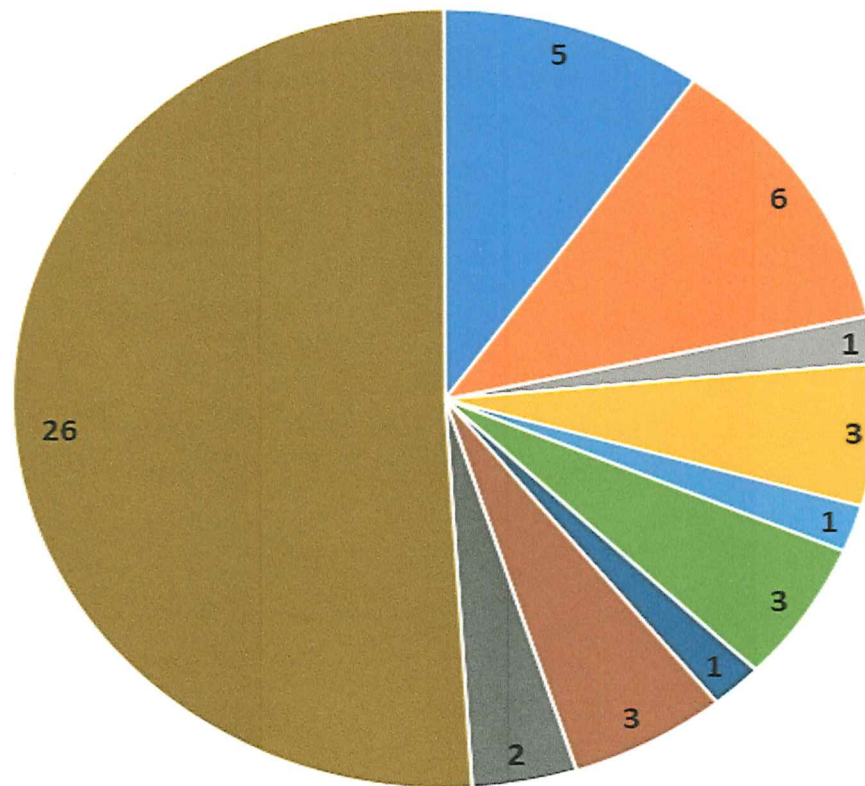
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Aug-19

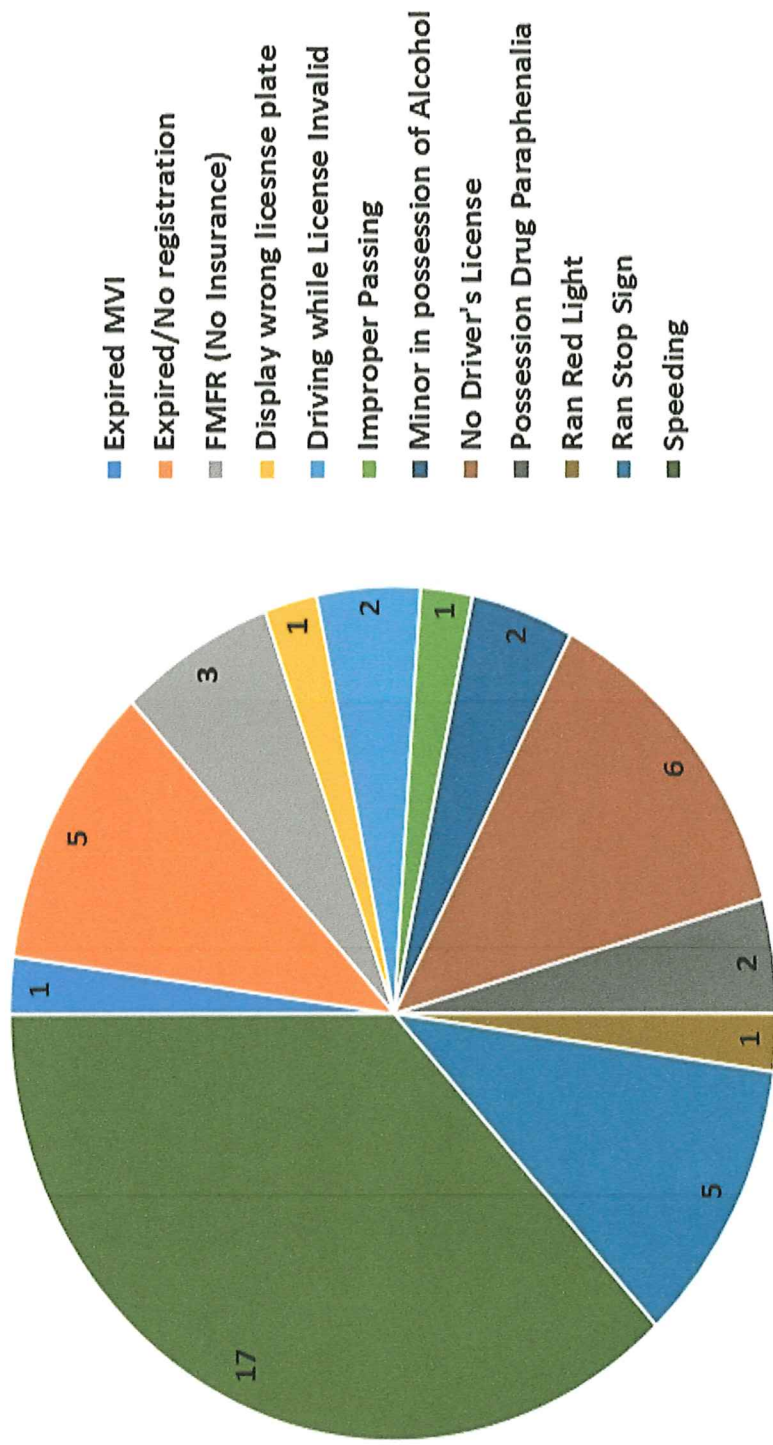


Sep-19

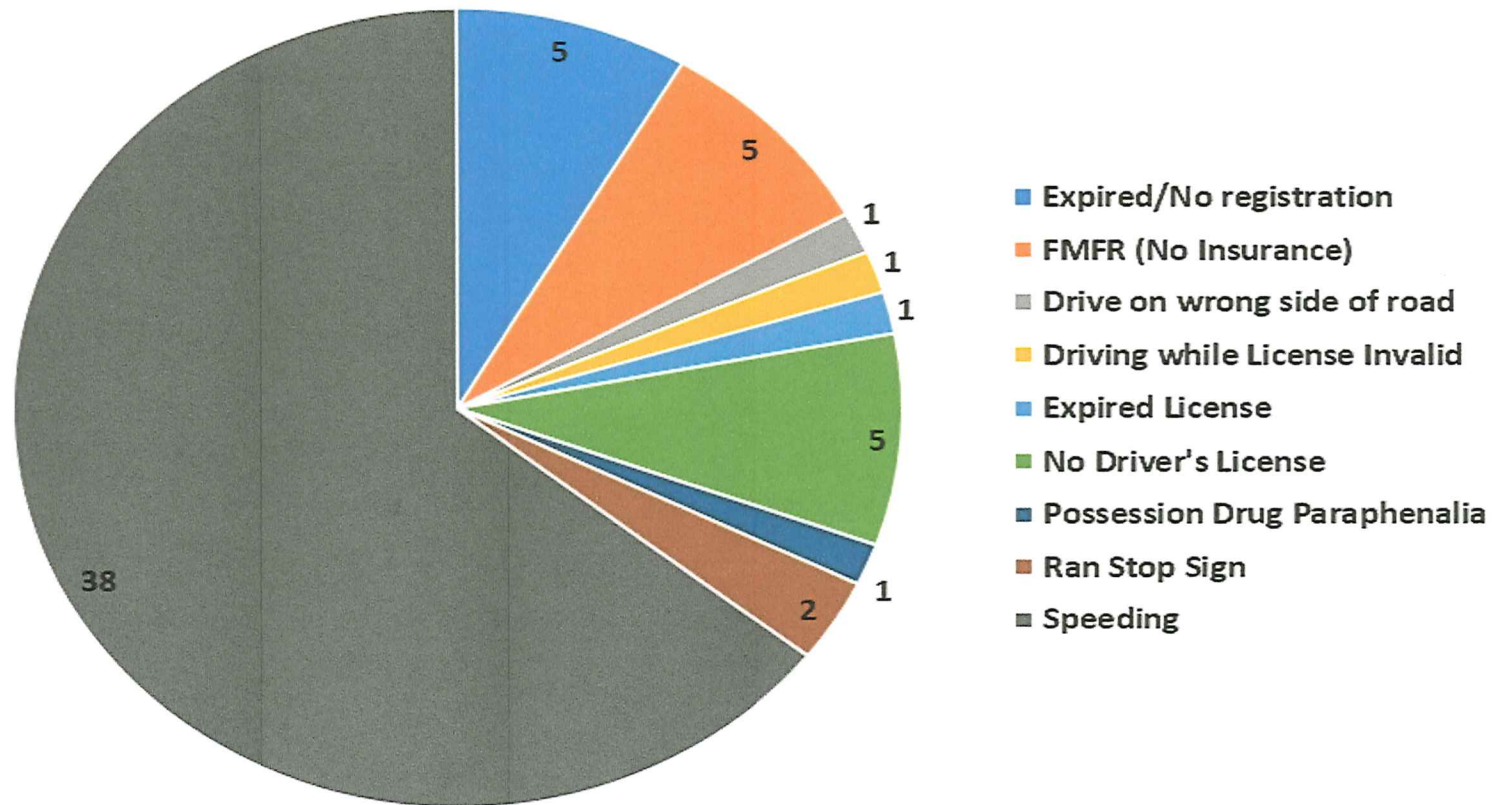


- Expired/No registration
- FMFR (No Insurance)
- Child not secured by safety belt 4-14
- Expired License
- Improper Passing
- No Driver's License
- Open Container
- Possession Drug Paraphenalia
- Ran Stop Sign
- Speeding

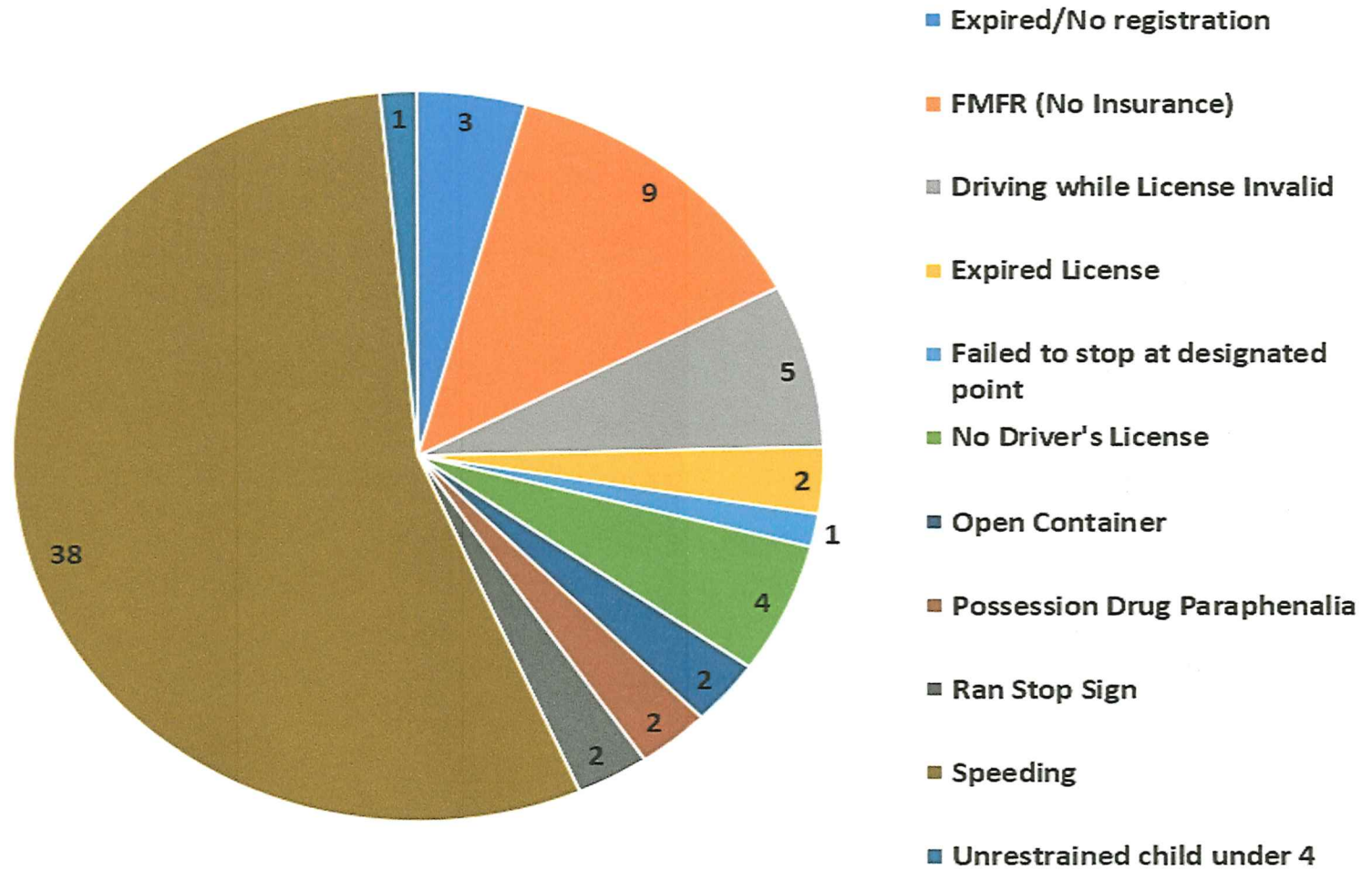
Oct-19



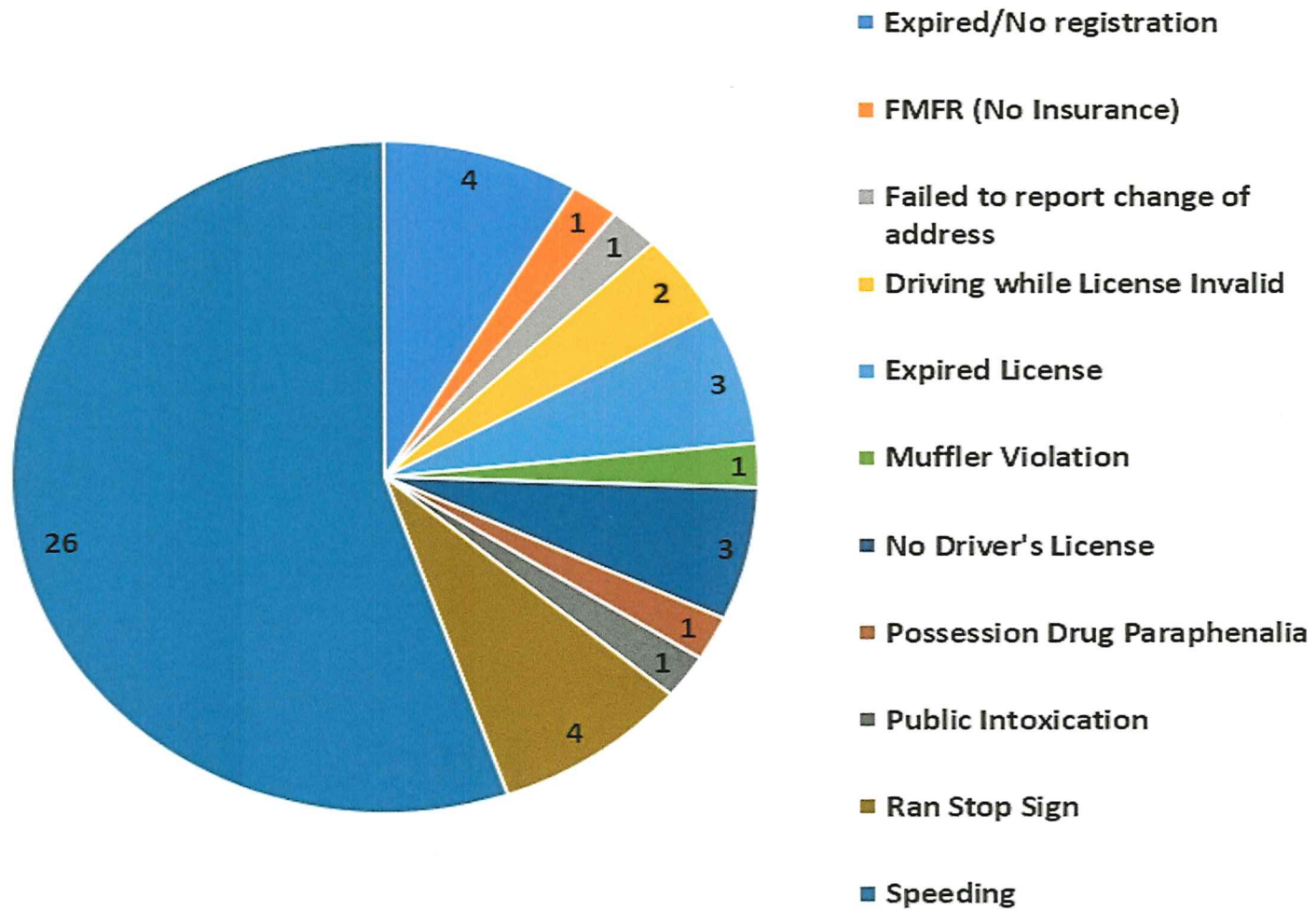
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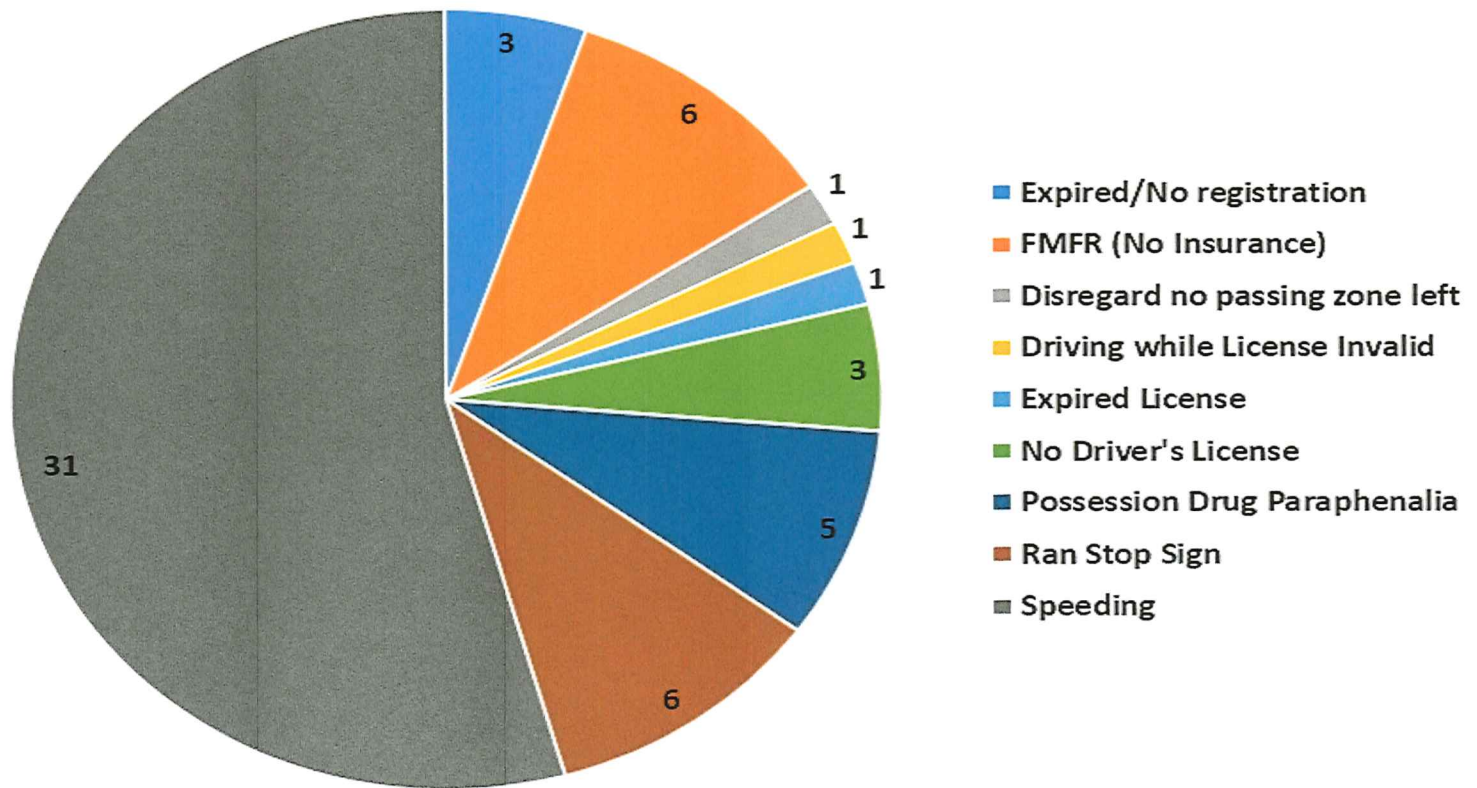
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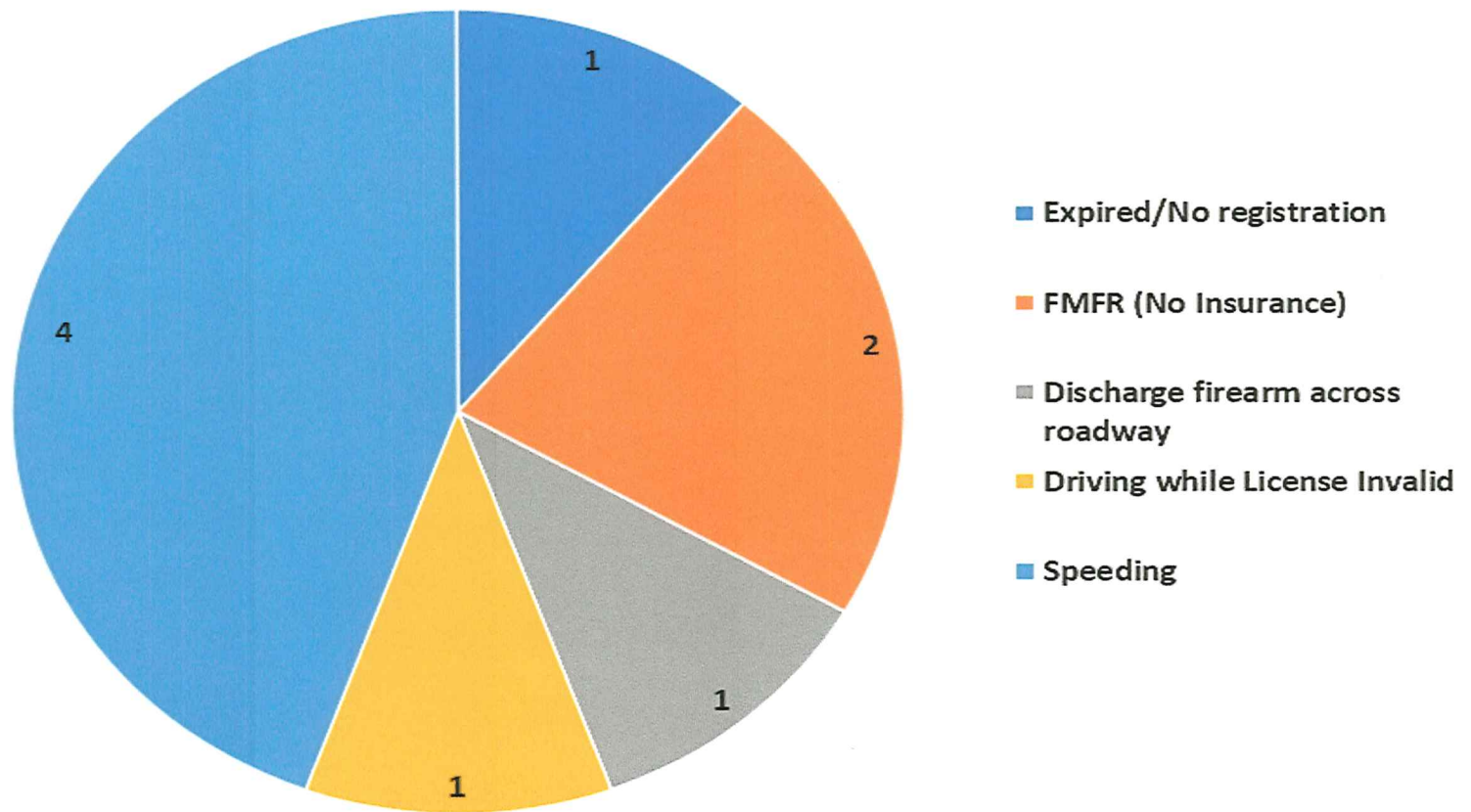
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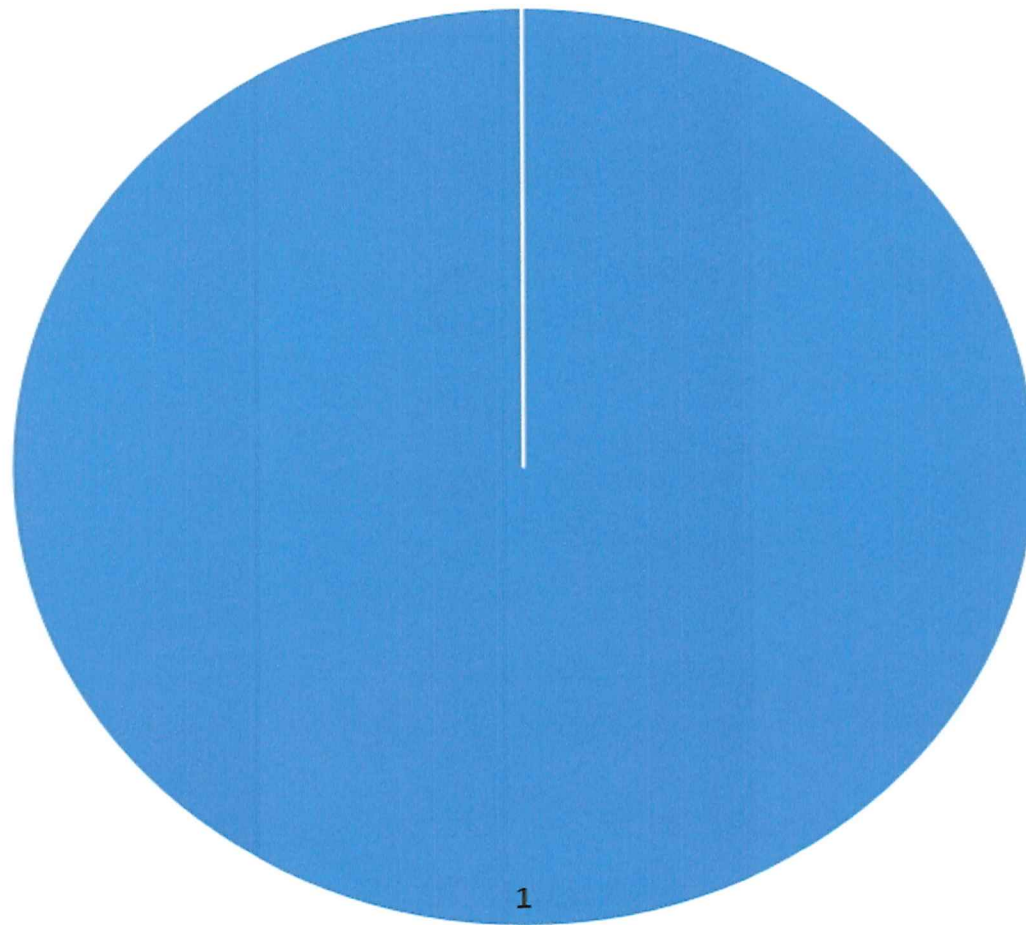
Feb-20



Mar-20

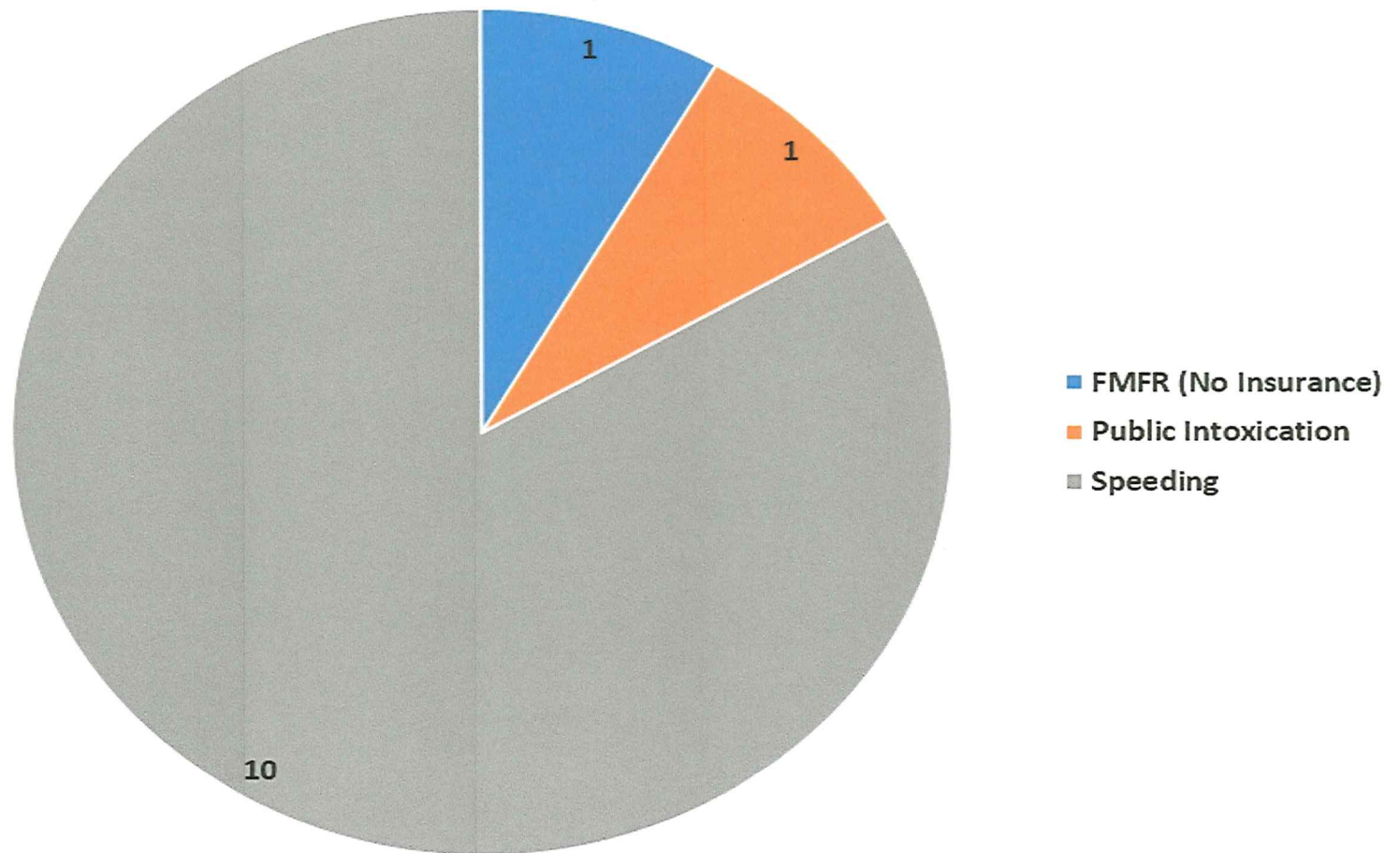


Apr-20

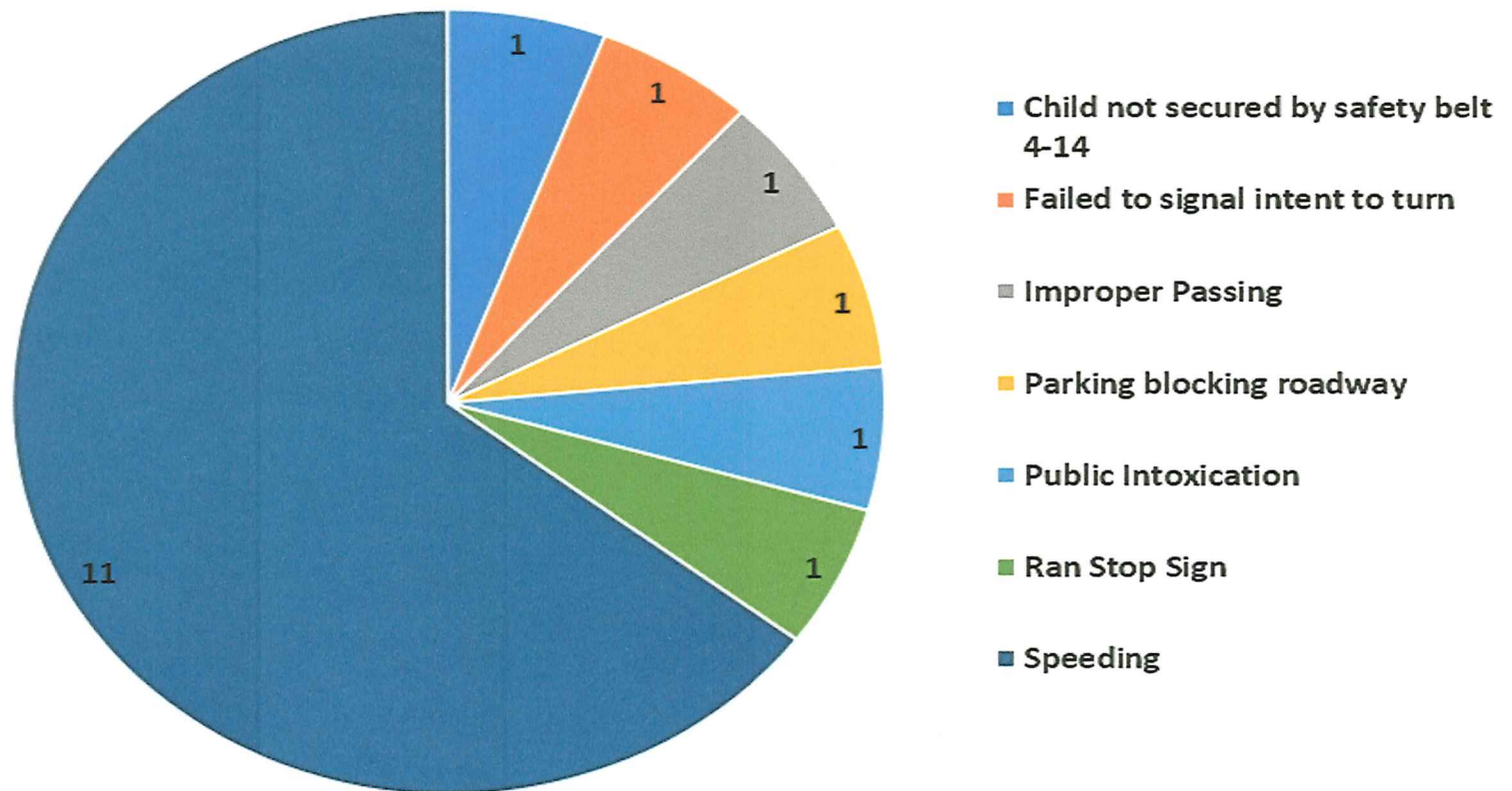


■ Public Intoxication

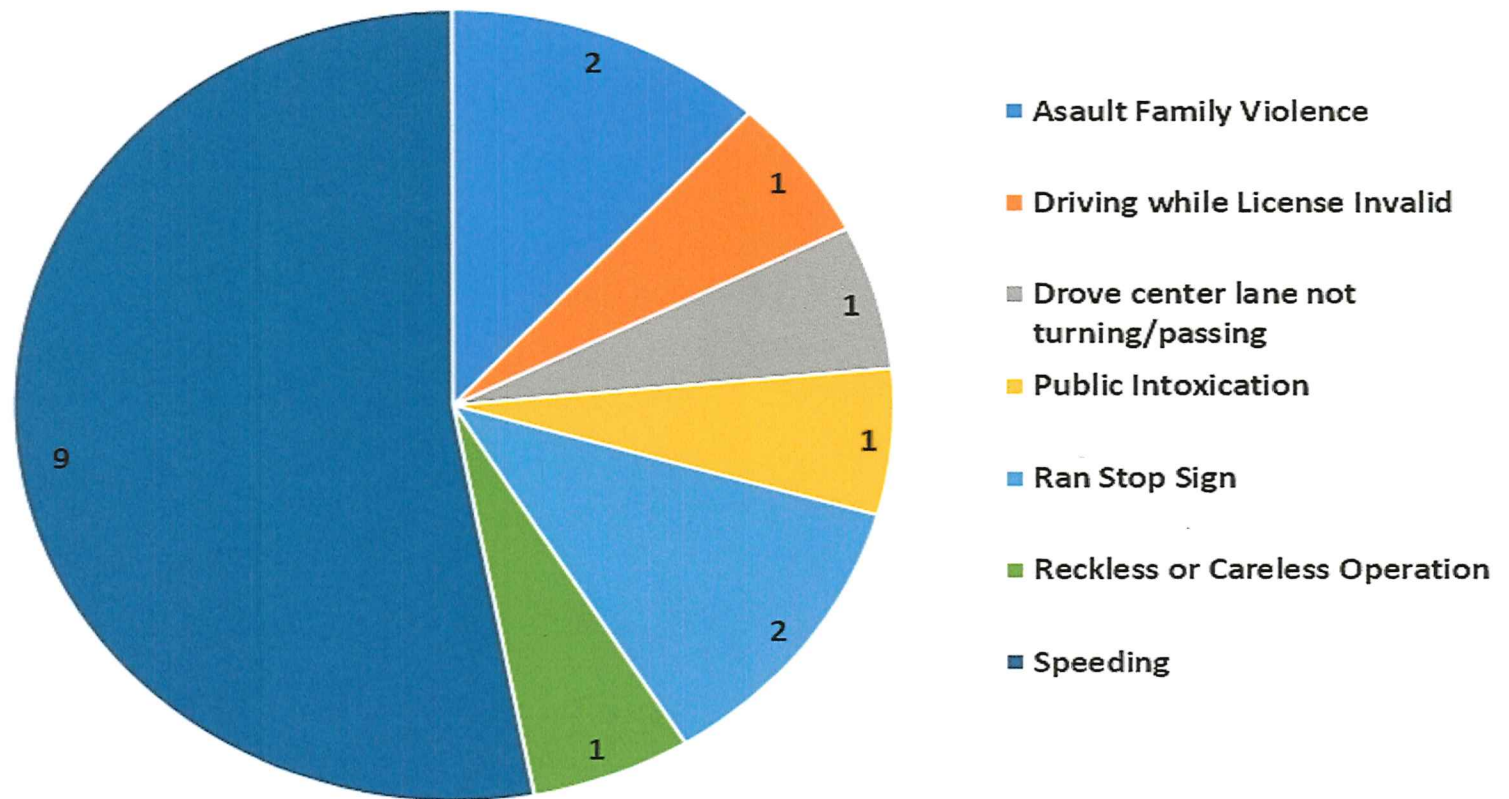
May-20



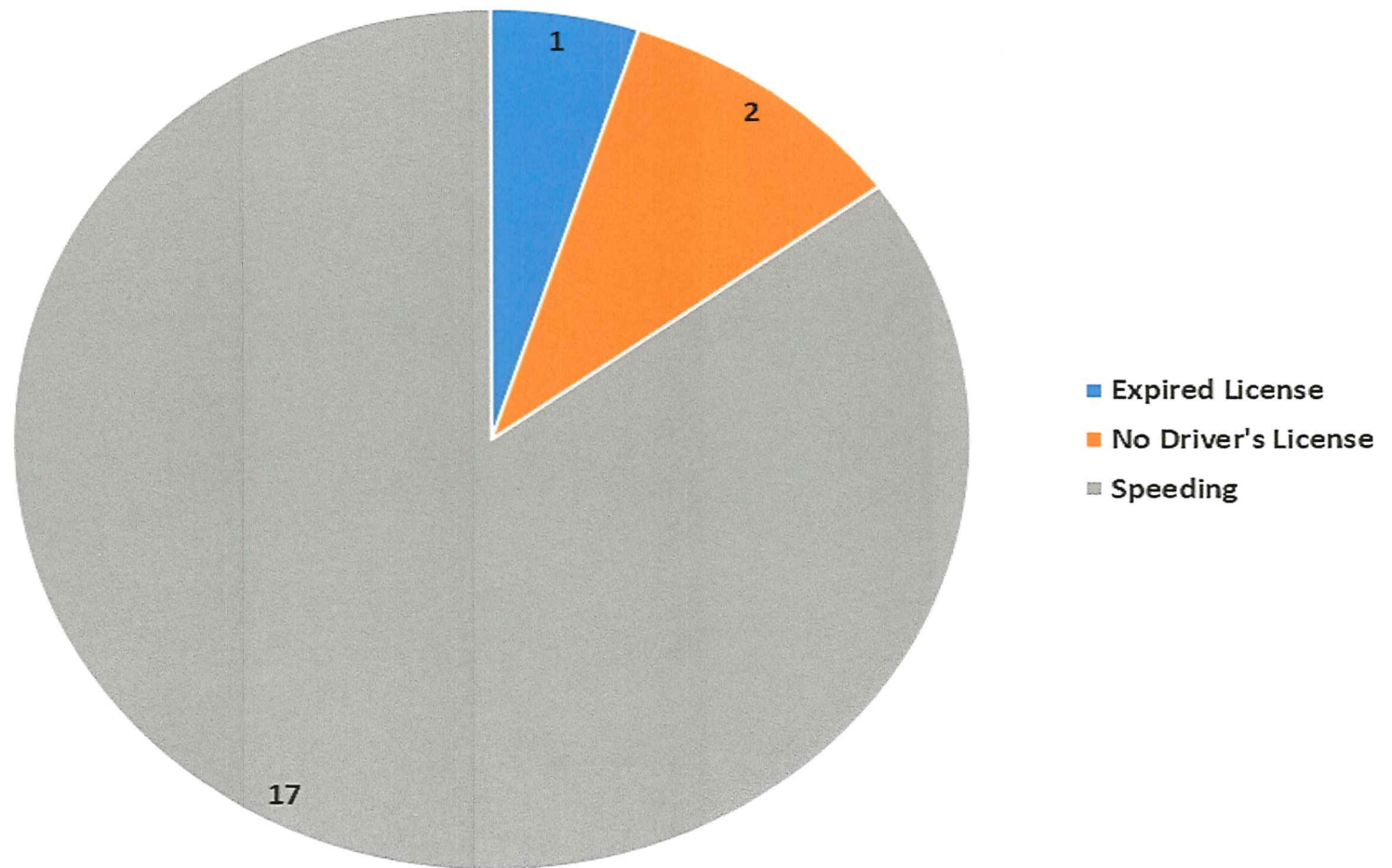
Jun-20



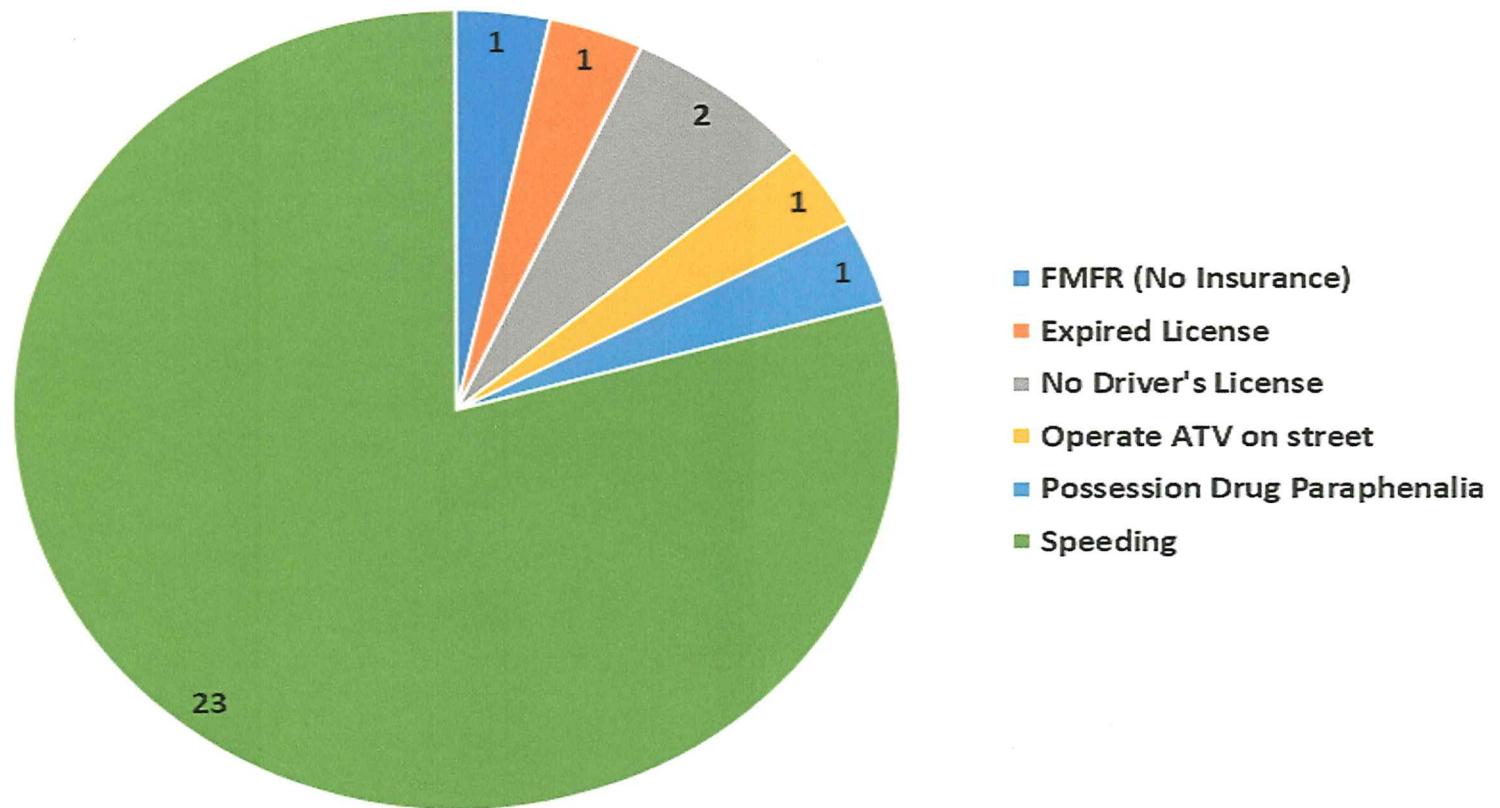
Jul-20



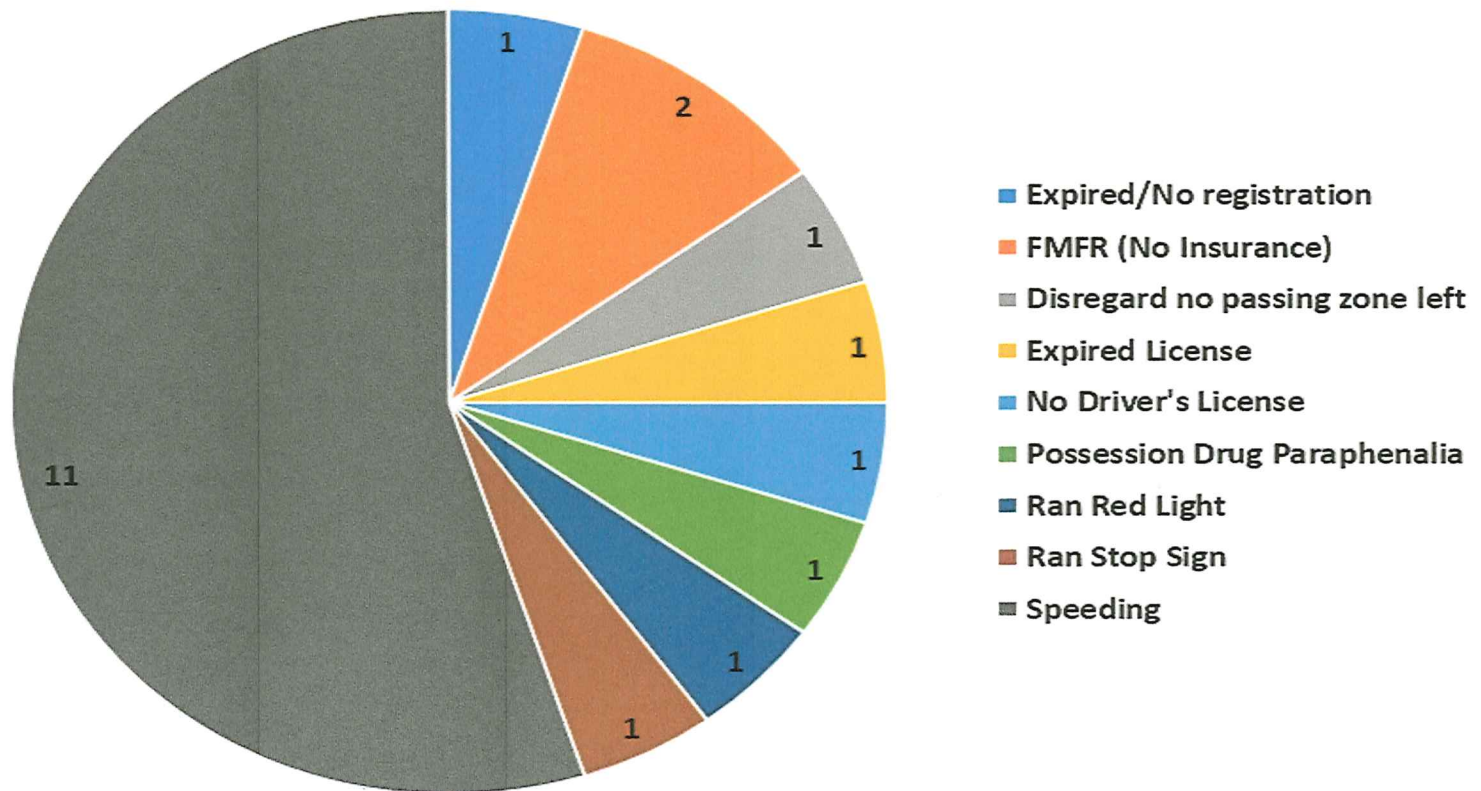
Aug-20



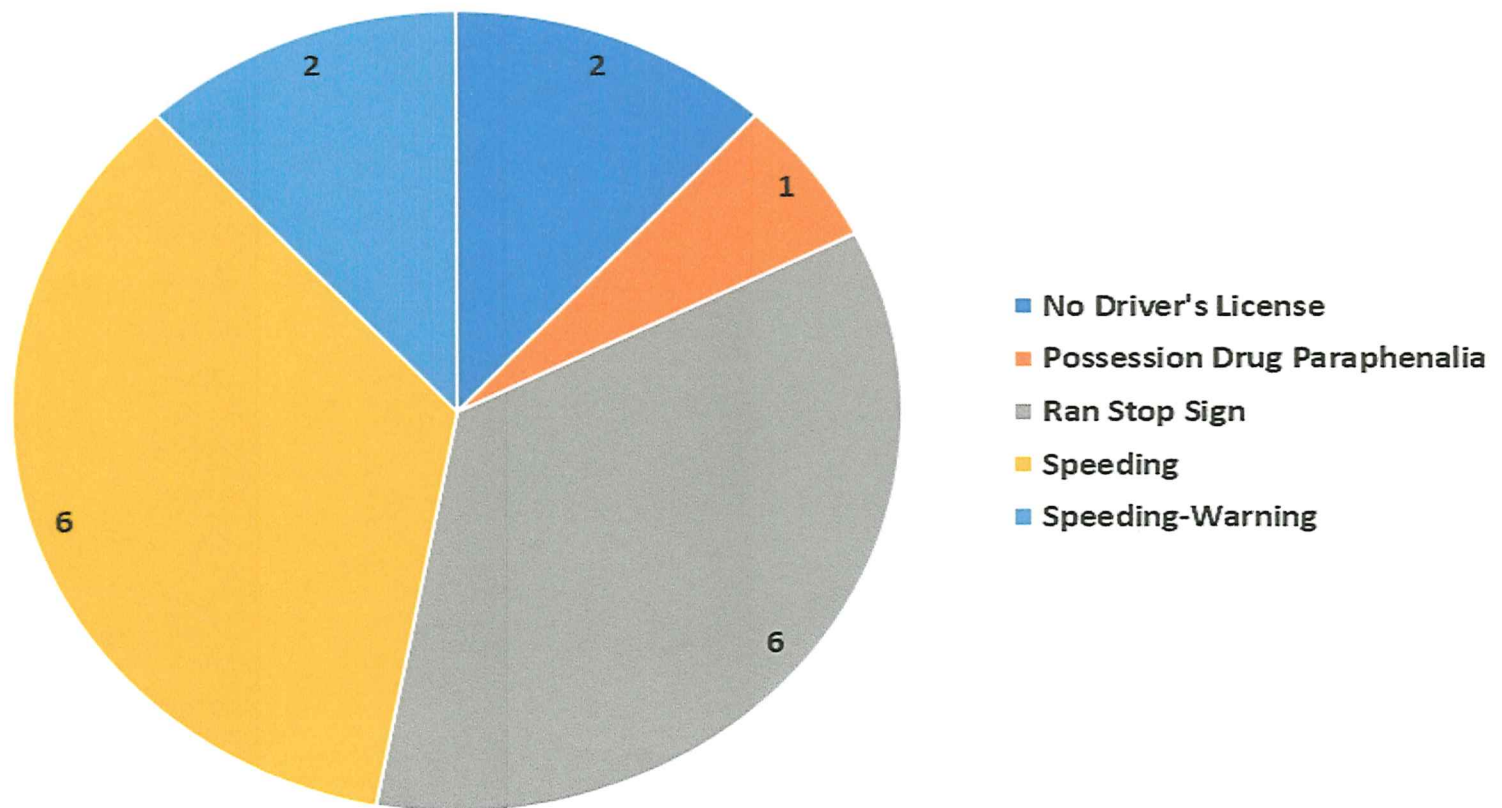
Sep-20



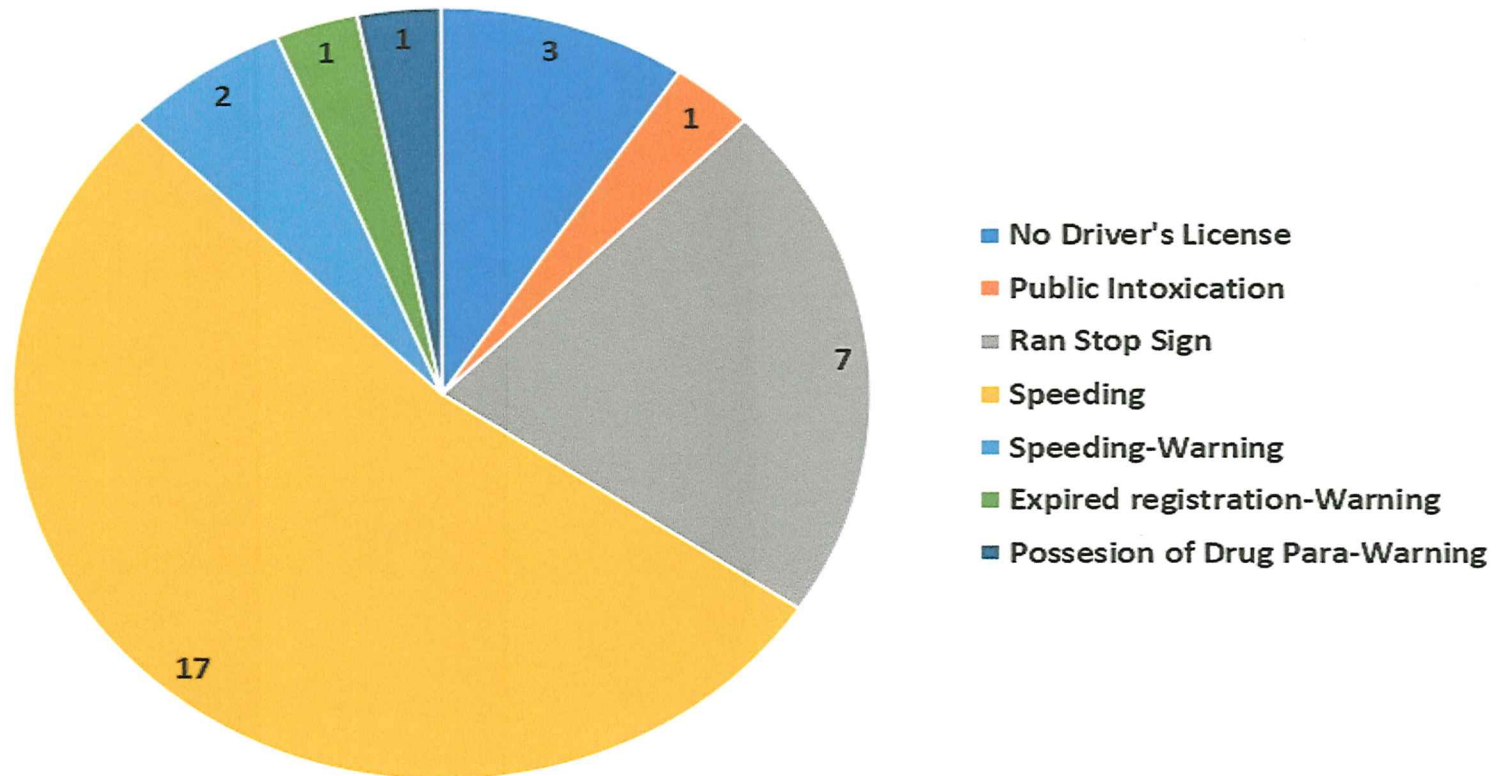
Oct-20



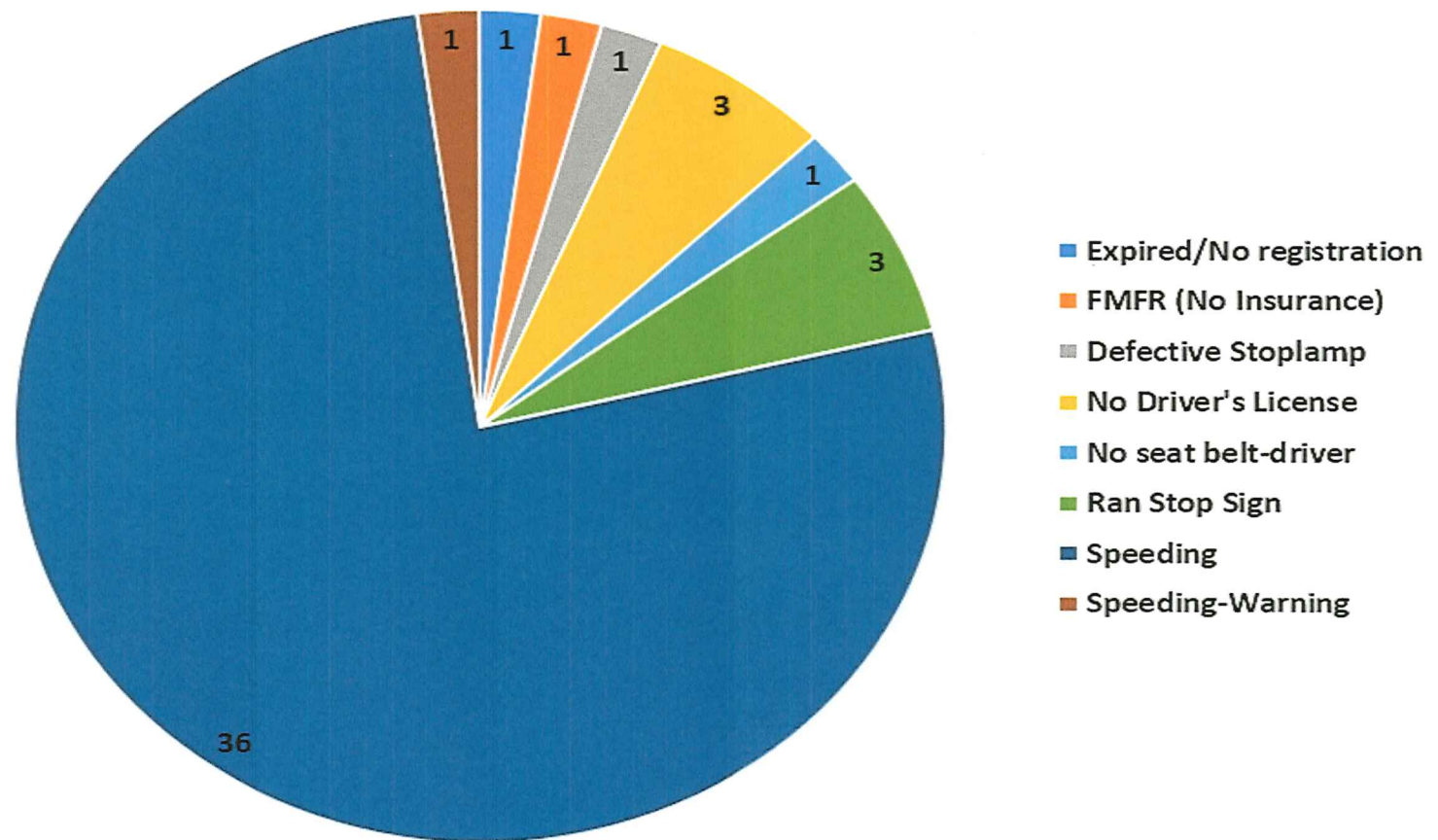
Nov-20



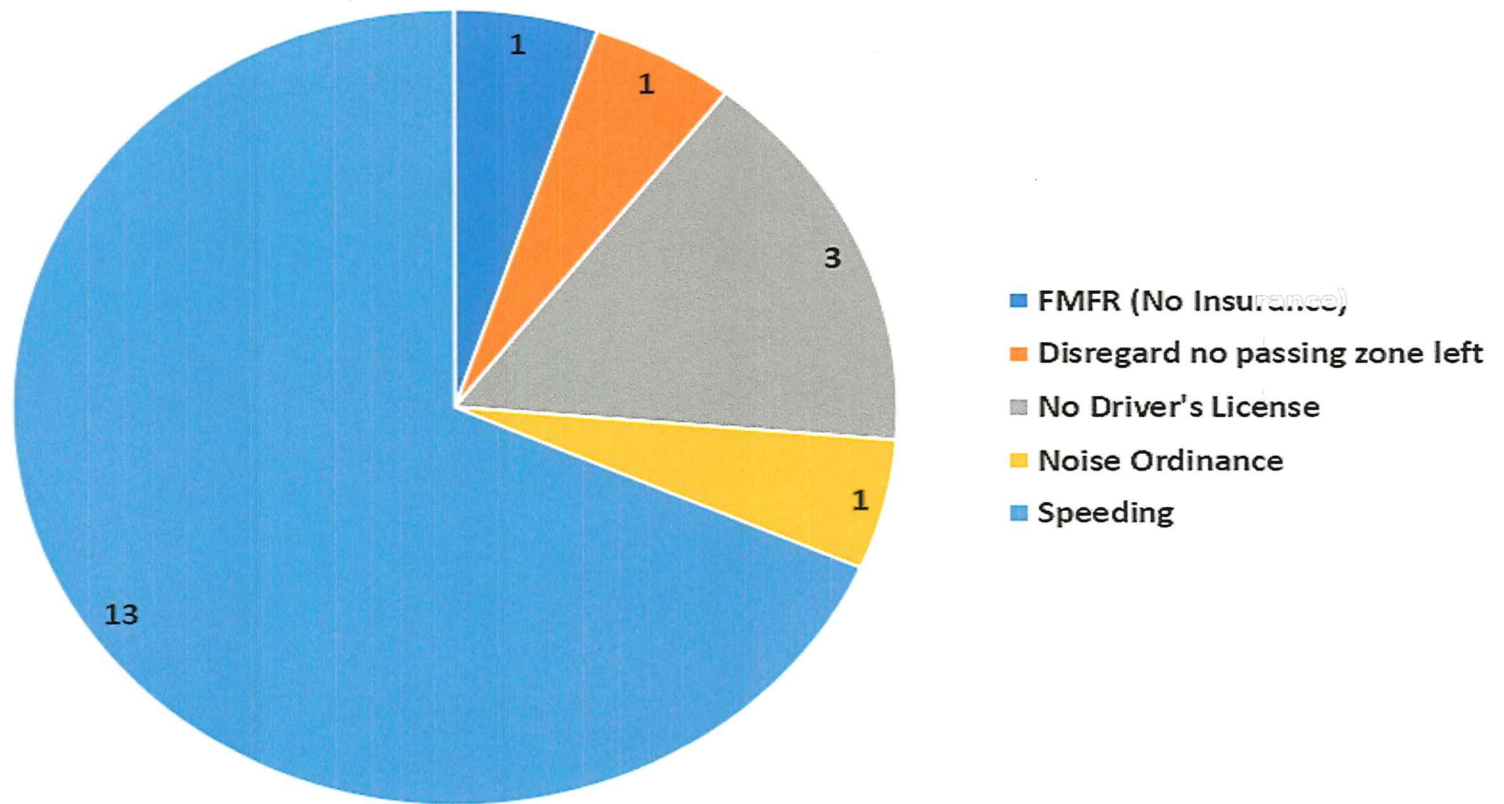
Dec-20



Jan-21



Feb-21



2021-2022 Budget Needs	Cost Projection	Currently in budget
Remodel police facility	\$500,000	purely an estimate
Install remote/automatic download for in car video	\$0.00	waiting on information from Watchguard
additional personnel	\$60,000	approximate
replace 116 per replacement schedule	\$65,000	quote from Defender
body armor for Kevin Lindsey		\$900.00 body armor has increased \$200
new computer for Emily w second monitor	\$1,000	computer is slow and needs replacing
new lpr camera/ lobby camera	\$2,968	LPR needs updating
custodial contract increase	\$840	no custodial service at this time
ballistic shield	\$4,000	protection for officers
taser	\$2,200	new taser platform
Salary increase Emily \$2 hr	\$4,160	works finance, quartermaster, vehicles, Heritage Day, etc
replace computers X8	city	Ben advises he will advise the city it is time to replace
FLOCK camera (Westmoreland)	\$2,400	additional camera
ammunition	\$500	ammo costs have increased

AGENDA ITEM REPORT

Item 3

Meeting Date: April 12, 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

☐ Finance Director

☒ Other: Deputy CS

Attachments:

1. Excerpt from Contract
2. Email from CWD representative Jason Roemer

Agenda Item / Topic:

ITEM 3. DISCUSSION/ACTION – Consideration of and action on a breach of contract with Community Waste Disposal, directing staff as necessary.

Discussion / Justification:

Background: Staff and Council both received (or witnessed) complaints in the past that the City's contracted refuse vendor, Community Waste Disposal (CWD) had placed trash collections in the recycle truck. On March 25, 2021, photos were taken of this occurring and the resident addressed this issue via email to CWD's Municipal Coordinator, Jason Roemer. The email is attached.

Findings:

Based on Section 5 Contractor Services, 5.8 Recycling Service, CWD is in breach of contract, which is cause for termination. Staff is not recommending termination at this time but possibly a letter from legal counsel to be placed in the contract file as notice to avoid this incident again.

Recommendation / Staff Comments:

Staff recommends approval.

Sample Motion(s):

I move to approve/deny the CM to direct legal counsel to provide a letter to CWD.

Section 5 Contractor Services

5.8. Recycling Service. Recyclable Materials shall be collected every other week. All Recyclable Materials for the recycling program shall be recycled and not disposed in a landfill, save and except for residue and contamination. Contractor's failure to abide by obligations of the recycling program by disposing of recyclable at a landfill or co-mingling with solid waste collections shall constitute a material breach of contract. In such case, the City may at its discretion terminate this contract, there being no cure for lost recycling opportunities. The Contractor shall notify the City of the recycling location where Recyclable Materials will be unloaded and processed. The City reserves the right to approve Contractors recycling site and such approval shall not be unreasonably withheld.

Glennell Miller

From: Roemer, Jason <JRoemer@communitywastedisposal.com>
Sent: Thursday, March 25, 2021 8:11 PM
To: Sharon Jungman
Cc: Pam Woodall; Parker Pomykal
Subject: Re: EXTERNAL - Recycle pick up a day late in the same truck they picked up trash across the street Friday Pickup

Just spoke with Parker and we actually pulled 3 full loads of trash today. We normally do 1.5 - 2. The driver just packed out about an hour ago and was not able to finish all of Johnson road and the few homes on E Ovilla Rd, including yours.

Driver has to dump at the landfill in the morning and will get this all picked up tomorrow before we start Fridays route.

Regards,
Jason

Jason Roemer
Municipal Coordinator
Community Waste Disposal
(214) 418-5017 Mobile

On Mar 25, 2021, at 7:52 PM, Roemer, Jason <JRoemer@communitywastedisposal.com> wrote:

I read that backwards, trash should have gone first thing this morning. They usually start their route at 7:00am at that address. I'll see if we can collect today, otherwise it'll be first thing in the morning

Regards,
Jason

Jason Roemer
Municipal Coordinator
Community Waste Disposal
(214) 418-5017 Mobile

On Mar 25, 2021, at 7:49 PM, Roemer, Jason
<JRoemer@communitywastedisposal.com> wrote:

It is possible they are still working, let me see what is going on.

Regards,
Jason

Jason Roemer
Municipal Coordinator
Community Waste Disposal
(214) 418-5017 Mobile

Begin forwarded message:

From: "Roemer, Jason"
<JRoemer@communitywastedisposal.com>
Date: March 12, 2021 at 6:27:32 PM CST
To: Sharon Jungman <sjungman@cityofovilla.org>
Cc: Pam Woodall <PWoodall@cityofovilla.org>
Subject: Re: EXTERNAL - Recycle pick up a day late
in the same truck they picked up trash across the
street Friday Pickup

Sharon - I talked with the supervisor and we did mess up here. We were made aware later today that we missed those recycle bins yesterday. We did not have a truck doing recycle anywhere near Ovilla to get the carts today and wouldn't be able to do it tomorrow. So we asked the trash driver to get this at the end of his route today.

We were trying to get it picked up before Monday, but that was not a good decision. We should have just waited until Monday when we had a truck doing recycle near the city.

Again, we own this mistake and I have spoken to the supervisor to make sure it doesn't happen again.

Regards,
Jason


Jason Roemer
Municipal Coordinator
Community Waste Disposal
(214) 418-5017 Mobile

On Mar 12, 2021, at 6:00 PM,
Sharon Jungman
<sjungman@cityofovilla.org>
wrote:

<image0.jpeg>

<image1.jpeg>

<image2.jpeg>

Sent from my  to

CAUTION

This is an EXTERNAL email. Do not click links or open attachments unless you recognize the sender and know the content



Ovilla City Council

AGENDA ITEM REPORT

Item 4

Meeting Date: April 12, 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

☐ Finance Director

☒ Other: Deputy CS

Attachments:

1. Location
2. Proposed Site Plan

Agenda Item / Topic:

ITEM 4. DISCUSSION/ACTION – Consideration of and action on a request to provide utility services to a potential new residential subdivision in the city's ETJ, Windsor Development.

Discussion / Justification:

Background: City staff received an email from Mr. Ernest Martinek inquiring about 35-acres purchased by Windsor Development, LLC, located at the southwest corner of Westmoreland and Red Oak Creek Road. Mr. Martinek advised that the intent is to develop a high-end subdivision with (22) 1-1.5 ac lots.

Upon research, this particular piece of land is not listed in any CCN. (A Certificate of Convenience and Necessity (CCN) grants a CCN holder the exclusive right to provide retail water and/or sewer utility service to an identified geographic area. Chapter 13 of the Texas Water Code requires a CCN holder to provide continuous and adequate service to the area within its CCN boundary.)

Findings:

Ovilla appears to be the best and closest option to provide utilities to this area and the property is in the City's ETJ. This would require incorporating this 35-acres in Ovilla's CCN. Staff met with Mr. Martinek and his attorney, James Moon on Thursday, March 25, 2021, to discuss this option. Public Works Director James "RED" Kuykendall, Water Supervisor Daniel Durham, Fire Chief Kennedy and the CM provided a map of the City's water line and TRA wastewater line in that area, also advising the waterline (8") would most likely require upsizing (12") to service that area, upon engineer review.

TCEQ guidelines for calculation purposes: Assume 3.5 Persons to every single-family dwelling for calculations purposes assume 130 Gallons Per / Capita Per Day / for Average Daily Flow. Texas Natural Resource Conservation Commission (TNRCC) = Texas Commission on Environmental Quality (TCEQ)

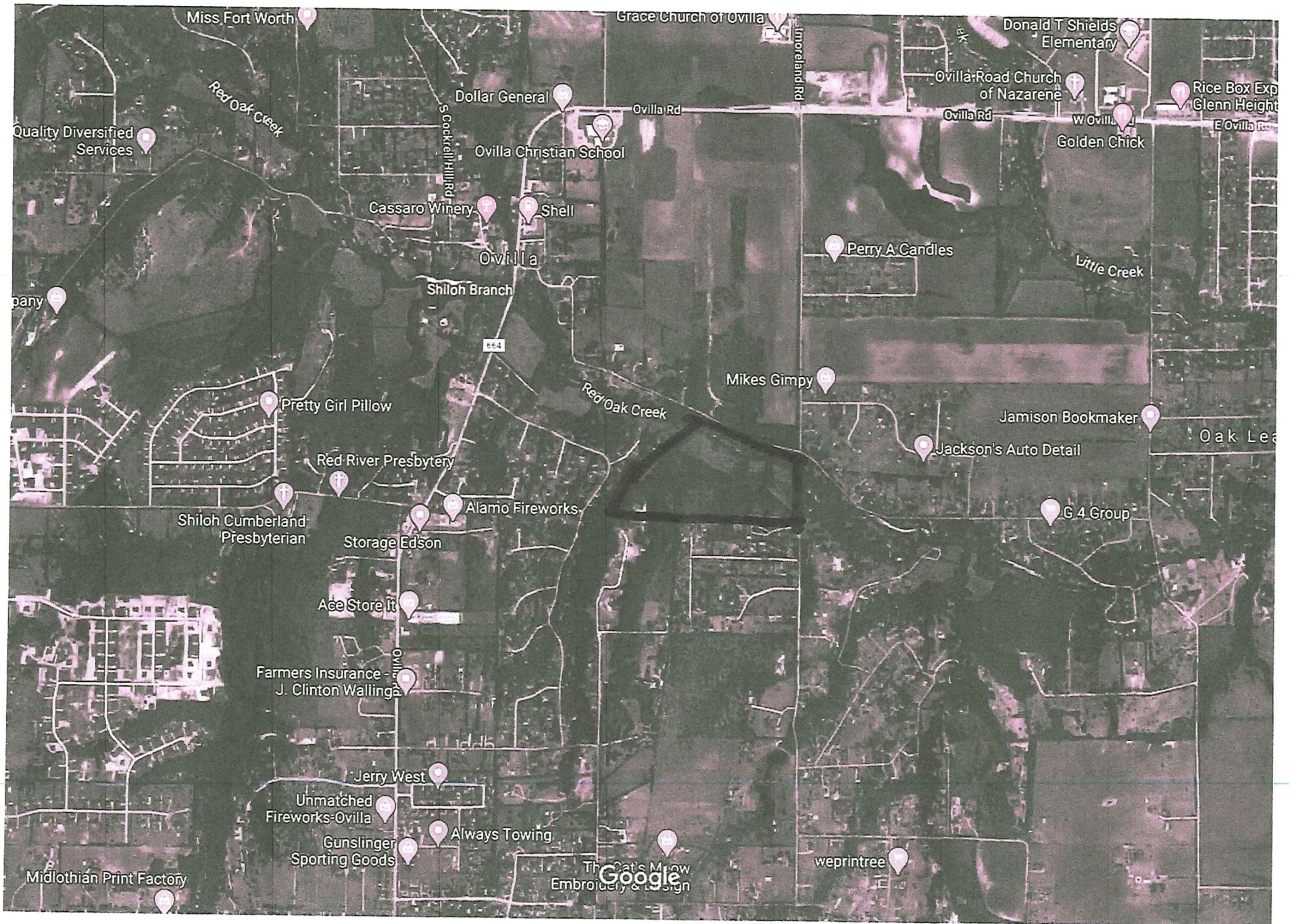
It was clear that Windsor Development representatives preferred to remain in the County, whereas city personnel advised that extending services outside the City limits would require consideration by the Council.

Recommendation / Staff Comments:

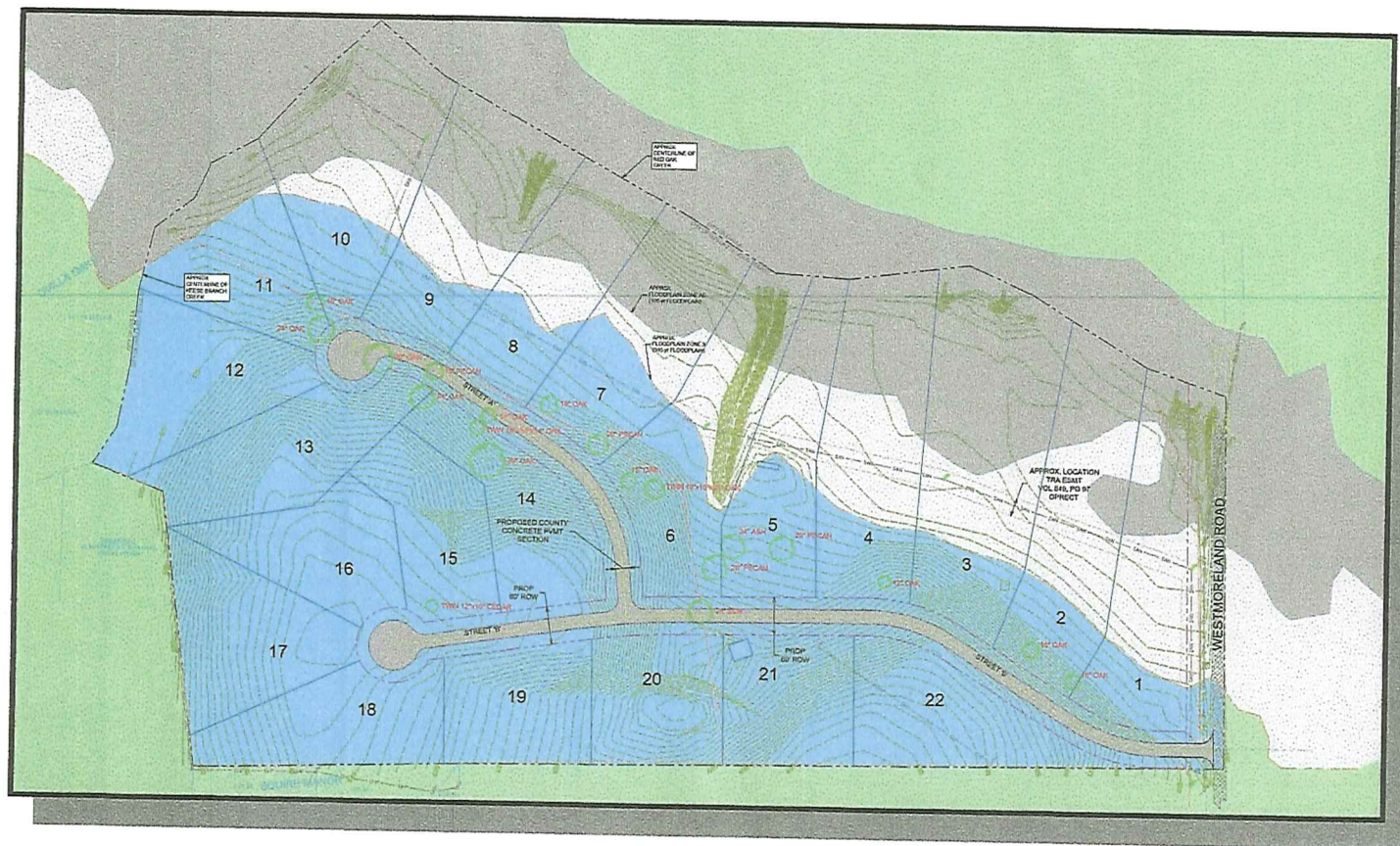
Staff recommends further review with the engineer and that the developer request annexation to the City before moving forward with acquiring this property in the City's CCN to provide utility services.

Sample Motion(s):

I move to approve/deny...



2431 Westmoreland Dr.



WATER MAIN NOTE:
THE SUBJECT PROPERTY IS
TO BE SERVED BY
SARDIS-LONE ELM WATER
SUPPLY DISTRICT

PROPOSED SITE PLAN 22 - 1 ACRE LOTS

SITE ADDRESS: 2431 WESTMORELAND ROAD, RED OAK TEXAS 75164
ELLIS COUNTY, OYILLA'S ETJ, ELLIS COUNTY, TEXAS

GENERAL NOTES:

- 34.859 ACRE SITE
- CURRENT ZONING: COUNTY
- PROPOSED ZONING: COUNTY SINGLE FAMILY RESIDENTIAL
- # OF RESIDENTIAL LOTS @ 22
- PROPOSED 8" WATER MAIN TO BE DEDICATED TO SLEWS,
- EACH LOT TO BE SERVICE BY PRIVATE OSSF.



Date: 06/18/2020
Revised: 11/18/2020

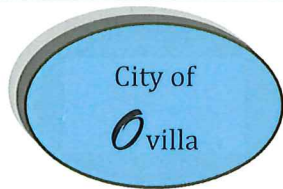
PREPARED BY

ATLAS ASSOCIATES, INC
P.O. BOX 185
MILFORD, TX 76670
972-921-4206 | fax 469-327-2527
alan@aai-texas.com

ATLAS ASSOCIATES, INC. - TEXAS REGISTERED ENGINEERING FIRM 15-000

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DRAFT



Ovilla City Council

AGENDA ITEM REPORT

Item 5

Meeting Date: April 12, 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

☒ Finance Director

☒ Other: Deputy CS

Attachments:

1. Tabulation sheet
2. Contract for Services with fee schedule. (Contract approved by legal counsel)

Agenda Item / Topic:

ITEM 5. DISCUSSION/ACTION – Receive recommendation from the review committee to consider and act on the selection of Birkhoff, Hendricks and Carter, LLP to provide the City with professional engineering services and approve a contract for those services.

Discussion / Justification:

Background: In early March, staff posted a Request for Qualifications for Professional Engineering Services RFQ #21-01-ENGSRVS. Three submittals were received either before or on the deadline date of March 25, 2021.

1. Birkhoff, Hendricks & Carter, LLP
2. Kimley Horn
3. Nathan D. Maier Consulting Engineers

Findings:

The Council appointed review committee (Mayor Dormier, PL4 Hunt, Pam, RED and Randall) met on Tuesday, March 30 to evaluate and assess the three firms. Birkhoff, Hendricks & Carter was the selected firm to represent Ovilla. Preliminary plats and plans review time is generally one week turnaround from our office. Final plat and plans review time is two weeks turnaround in order to provide review comments letter to City staff. On occasion the City may have a certain development that needs to be reviewed sooner or by a certain date, and Birkhoff will accommodate that.

Financial Impact: The CM negotiated terms of services in the contract including fee charges. The project manager fees are slightly less than in 2018 (when Ovilla used Birkhoff previously), based on a change in personnel titles. The general services task shall be billed on a salary cost times a multiplier, not using fee schedule. This proves less expensive. However, staff is providing the maximum hourly fee schedule as an attachment to the contract. We may at times hire Birkhoff for a specific project at a lump sum fee.

Recommendation / Staff Comments:

Staff recommends approval.

Sample Motion(s):

I move to approve/deny the selection of Birkhoff, Hendricks & Carter, LLP as the City's professional engineering firm and approve the Mayor's execution of the contract.

FINAL TABULATION

		Mayor	PL4 Hunt	RED	Bailey	Woodall		TOTALS
BIRKHOFF		1	1	2	2	1		1
KIMLEY HORN		3	3	1	1	2		2
NATHAN MAIER		2	2	3	3	3		3

**NOTICE OF REQUEST FOR QUALIFICATIONS
ENGINEERING PROFESSIONAL SERVICES**

RFQ #21-01-ENGSRV

March 04, 2021

The City of Ovilla, Texas ("Ovilla" or the "City") is requesting Qualification Statements from firms who can adequately demonstrate that they have the resources, experience, and qualifications to provide the City with quality Engineering Services on an "As Needed" or "Task Ordered" basis serving as the "City Engineer". The Scope of Services and Service Description for which interested firms may submit their qualifications are set forth herein below.

If your firm would be interested in submitting qualifications for the Scope of Services described in the Request for Qualifications (RFQ), please submit eight (8) complete sets **prior to 1:00 P.M., March 25, 2021**. Qualification Statements should be sent to:

Glennell Miller
City Secretary
City of Ovilla
105 South Cockrell Hill Road
Ovilla, Texas 75154

MARK ENVELOPE: "RFQ #21-01-ENGSRV—ENGINEERING PROFESSIONAL SERVICES"

Late statements will not be accepted. Each firm is responsible for insuring responses to this RFQ have been delivered by the date, time and location specified.

QUESTIONS REGARDING QUALIFICATION SPECIFICATIONS: All questions regarding this request should be submitted in writing to the City Manager. Questions and answers will be distributed to all known RFQ specification holders. Please direct all questions regarding this request for qualifications to:

Pam Woodall
City Manager
City of Ovilla
105 South Cockrell Hill Road
Ovilla, Texas 75154
Telephone: 972.617.7262
E-mail: PWoodall@cityofovilla.org

Questions regarding this request for qualification must be received by the City **no later than 1:00 P.M., March 18, 2021**. Questions will not be accepted after this time.

INSTRUCTIONS AND TERMS OF ENGAGEMENT AND AGREEMENT

GENERAL INSTRUCTIONS: Firms submitting a statement of qualifications should carefully examine all terms, conditions, specifications, and related documents. Should discrepancies in or omissions from the specifications or related documents exist, or should there be doubt as to their meaning, the City should be notified immediately for clarification prior to submitting the qualification statements. In the event of any conflict between the terms and provisions of these requirements and the specifications, the specifications shall govern. In the event of any conflict of interpretation of any part of this overall document, the City's interpretation shall govern. **These Instructions and Terms of Engagement and Agreement shall become the contract between the City and the awarded firm (herein the "Firm").**

FUNDING: Funds for payment for Professional Engineering Services have been provided through the City of Ovilla budget approved by the City Council for this fiscal year only. State of Texas statutes prohibit the obligation and expenditure of public funds beyond the fiscal year for which a budget has been approved. Therefore, anticipated orders or other obligations that may arise past the end of the current City of Ovilla fiscal year shall be subject to budget approval.

LATE QUALIFICATION STATEMENTS: Qualification statements received in the City after the submission deadline will be considered void and unacceptable. The City of Ovilla is not responsible for lateness or non-delivery of mail, carrier, etc., and the date/time stamp in the City Secretary's Office shall be the official time of receipt.

ALTERING QUALIFICATION STATEMENTS: Qualification statements cannot be altered or amended after the submission deadline. Any alterations or erasures made before opening time must be initialed by the signer of the submitter, guaranteeing authenticity.

WITHDRAWAL OF QUALIFICATIONS: Any submittal may be withdrawn prior to the scheduling time for opening. Notice to withdraw the qualification statement must be in writing and submitted to the City prior to the scheduled time for opening proposals. Any submission withdrawal notice, which is received after the deadline for receiving proposals, shall not be considered.

REVIEW COMMITTEE: Qualification statements received in response to this RFQ will be reviewed and evaluated by a Review Committee comprised of the City Manager, Director of Public Works, one (1) or more members of the City Council and/or City Staff. The City reserves the right to reject any or all proposals with or without cause.

REFERENCES: The Firm shall supply, with this RFQ, a list of three (3) references where their firm or current personnel has provided services as a consulting city engineer for similar size cities, counties, or other governmental agencies. Include name of city, address, telephone number and contact name.

CONFLICT OF INTEREST: No public official shall have interest in this contract except in accordance with Vernon's Texas Codes Annotated, Local Government Code Title 5, Subtitle C, Chapter 171.

DOCUMENTATION: All firms shall provide with their response, all documentation required by this RFQ. Failure to provide this information may result in rejection of submittal.

PROFESSIONAL LIABILITY: The City's approval or acceptance of any work, services, plans or specifications of the Firm shall not constitute or be deemed a release of the responsibility and liability of the Firm, its employees, subcontractors, agents and consultants for the conformance of their designs, working drawings, specifications or other documents and services; nor shall such approval be deemed to be an assumption of such responsibility by the City for a defect, error or omission in designs, working drawings, specifications or other documents prepared by the Firm, its employees, subcontractors, agents and consultants.

The City's review, approval, or acceptance of or payment for any of the services shall not be construed to operate as a waiver of any rights under this contract or of any cause of action arising out of the performance of this contract, and the Firm shall be and remain liable in accordance with applicable law for all damages to the City caused by the Consultant's negligent performance of any of the services furnished under this Agreement.

INDEPENDENT CONTRACTOR: The services performed hereunder by the Firm shall be subject to the City's inspection and approval, but the detailed method and manner of doing same shall be under the exclusive control of the Firm. In the performance of services hereunder, the Firm shall be deemed an independent contractor of the City, and any of the Firm's employees performing work or services required hereunder shall be deemed to be employees of the Firm or its subcontractors, and not employees of the City. In no event shall this contract be deemed or interpreted as creating a principal-agent or joint venture between the parties hereto.

INDEMNIFICATION: The Firm shall indemnify, save and hold harmless the City, its elected officials, officers, agents, servants, employees and representatives from any and all claims, losses, damages, suits, and liabilities of every kind and nature whatsoever, including all expenses of litigation, court costs, and attorney's fees, for injury to or death of any person, or for damage to any property, including loss of use of property, arising from or caused by any act or omission of the Firm, its officers, employees, agents, or subcontractors, in performing its obligations under this contract.

INSURANCE: As more fully set forth in the required Professional Services Agreement, the Firm shall, at its own expense, procure, pay for, and maintain during the term of this Agreement the insurance requirements listed below.

All insurance policies proposed or obtained in satisfaction of this Contract shall comply with the following specifications, and shall be maintained in compliance with these specifications throughout the duration of the Contract, or longer, if so noted:

General Liability Insurance:

General Liability insurance with combined single limits of not less than \$1,000,000.00 shall be provided and maintained by the Firm. The policy shall be written on an occurrence basis either in a single policy or in a combination of underlying and umbrella or excess policies.

If the Commercial General Liability form, (ISO Form CG 0001 current edition) is used:

- Coverage A shall include premises, operations, products, and completed operations, independent contractors, contractual liability covering this contract and broad form property damage coverage.
- Coverage B shall include personal injury.
- Coverage C, medical payments, is not required.

If the Comprehensive General Liability form (ISO Form GL 0002 Current Edition and ISO Form GL 0404) is used, it shall include at least:

- Bodily injury (\$1,000,000) and Property Damage Liability (\$1,000,000) for premises, operations, products and completed operations, independent contractors and property damage resulting from explosion, collapse, or underground (XCU) exposures.
- Broad form contractual liability (preferably by endorsement) covering this Contract, personal injury liability and broad form property damage liability.

Automobile Liability Insurance:

The Firm shall provide Commercial Automobile Liability insurance with Combined Single Limits (CSL) of not less than \$1,000,000 either in a single policy or in a combination of basic and umbrella or excess policies. The policy will include bodily injury (\$1,000,000) and property damage liability (\$1,000,000) arising out of the operation, maintenance, and use of all automobiles and mobile equipment used in conjunction with this contract. Coverage shall include all owned/leased vehicles, non-owned vehicles, and hired vehicles.

Satisfaction of the above requirement shall be in the form of a policy endorsement for:

- Code 1 - any auto, or
- All owned hired and non-owned autos.

Workers' Compensation Insurance

The Firm shall purchase and maintain Workers' Compensation insurance, which in addition to meeting the minimum statutory requirements for issuance of such insurance, has Employer's Liability limits of at least \$500,000 for each accident, \$500,000 per each employee, and a \$500,000 policy limit for occupational disease. The City need not be named as an "Additional Insured" but the insurer shall agree to waive all rights of subrogation against the City, its officials, agents, employees, and volunteers for any work performed for the City by the Named Insured.

Professional Liability Insurance

Professional liability insurance with limits not less than \$1,000,000.00 per claim with respect to negligent acts, errors, or omissions in connection with professional services is required under this Contract.

Errors and omissions

Errors and omissions - The Contractor shall provide and maintain such coverage within the Professional Liability Policy for the protection from claims arising out of performance of professional services in the minimum amount of \$1,000,000 for each occurrence.

The Firm further agrees to name the City as an additional insured on the Commercial General Liability and Commercial Automobile Liability policies. Such policies must contain provisions to the effect that the naming of the City as an additional insured shall not affect any recovery to which the City would be entitled under the policies if the City were not so named, and that the insurance is primary and shall be without contribution from any similar insurance available to the City.

TERMINATION OF CONTRACT: The City of Ovilla reserves the right to terminate the contract with or without cause at any time by giving a written 30-day notice.

NOTICE: Any notice provided by this proposal or required by law to be given to the successful vendor by the City of Ovilla shall be deemed to have been given and received on the next business day after such written notice has been deposited in the U. S. mail in Ovilla, Texas, by Registered or Certified Mail with sufficient

postage affixed thereto, addressed to the successful Firm at the address so provided; provided, further, that this shall not prevent the giving of actual notice in any other manner.

PATENTS/COPYRIGHTS: The Firm agrees to indemnify, save, and hold harmless the City from claims, actions and/or lawsuits arising from allegations of patent and/or copyright infringement.

LAW GOVERNING AND VENUE: This contract shall be governed by the law of the State of Texas. Venue for any action arising from or related to this contract shall be the State District Courts of Dallas County, Texas.

DISPUTE RESOLUTION AND WAIVER OF JURY TRIAL: THE CITY AND FIRM AGREE THAT ALL DISPUTES ARISING FROM OR RELATED TO THIS AGREEMENT, INCLUDING BUT NOT LIMITED TO ANY AND ALL REPRESENTATIONS OR WARRANTIES, EXPRESSED OR IMPLIED, WHICH CANNOT BE RESOLVED THROUGH INFORMAL NEGOTIATIONS SHALL BE RESOLVED BY WAY OF A TRIAL BEFORE A JUDGE OF A COURT OF COMPETENT JURISDICTION. THE CITY AND FIRM EACH HEREBY WAIVE ANY AND ALL RIGHTS TO A TRIAL BY JURY. THE CITY AND CONSULTANT EACH HEREBY ACKNOWLEDGE AND REPRESENT THAT THEY HAVE KNOWINGLY AND VOLUNTARILY WAIVED THEIR RESPECTIVE RIGHTS TO A JURY TRIAL WITH RESPECT TO ANY LEGAL MATTER OR DISPUTE ARISING FROM OR RELATED TO THIS AGREEMENT.

ASSIGNMENT: The Firm shall not sell, assign, transfer, or convey this contract, in whole or in part, without the prior written consent of City of Ovilla.

PRODUCT OWNERSHIP: If the contract is terminated, the City will retain ownership and possession of current models, GIS shape files, and originals of design standards in AUTOCAD or Word format that were contracted and paid for under this contract, for use by a future City Engineer.

POINT OF CONTACT: The Firm will provide a single point of contact to facilitate communications between the firm, city personnel, and the public as needed. The point of contact with experience shall be named in the RFQ.

SELECTION PROCESS AND METHODOLOGY

Except for the submission of written questions or in response to requests or inquiries from the City, firms shall refrain from contacting members of the Review Committee, City Council, consultants, or other staff with respect to this RFQ or the selection process.

By submitting a response to this RFQ, each firm unequivocally acknowledges that he/she has read and fully understands this RFQ and has asked questions and received satisfactory answers from the City regarding any provisions of this RFQ with regard to which clarification was desired.

The Request for Qualifications will be evaluated using a point system (100) on the following categories. The highest scoring firms will be short listed and asked to interview and present to the Review Committee.

- A. FIRM--Responsiveness to the Request for Qualifications (50)
 - 1. Background of the firms (10)
 - 2. Qualifications of Point of Contact (10)
 - 3. References and government project examples (10)
 - 4. Availability and dedication to City of Ovilla projects (10)

5. Clarity and brevity of the response and requested information included and thoroughness of response to the requirements (10)

B. SERVICE DESCRIPTION AND SCOPE OF SERVICES (50)

1. Qualifications of key personnel adequate for Service Description and Scope of Services (15)
2. Verifiable relevant municipal experience for Minimum Qualifications (20)
3. Understanding of the Service Description and Scope of Services (5)
4. Creativity and thoroughness of proposed approach and/or methodology to providing Service Description and Scope of Services (10)

It is understood that the City reserves the right to accept or reject any and/or all responses to this RFQ as it shall deem to be in the best interest of the City.

All responses submitted become the property of the City of Ovilla and are subject to the Public Information Act (Texas Government Code Chapter 552). All documentation shall be open for public inspection, except for trade secrets and confidential information so identified by firm as such. All confidential information should be specifically and conspicuously marked as such in red. The City of Ovilla will follow all requirements and procedures in the Public Information Act when responding to requests for disclosure of documents.

MINIMUM QUALIFICATIONS

The selected consulting firm (or current personnel) should possess all of the following:

- 1) Professional Engineer licensed in the State of Texas with verifiable municipal experience in the area of municipal consulting;
- 2) Recent (past five years) experience with development review support;
- 3) Experience preparing Chapter 395 Impact Fee Studies;
- 4) Experience supporting the Floodplain Administrator;
- 5) Experience evaluating Rough Proportionality Studies for new development;
- 6) Experience evaluating water and sewer systems using modeling software;
- 7) Experience designing lift stations, pump stations, ground storage tanks, and elevated tanks;
- 8) Experience in review and design of detention facilities;
- 9) Recent (past ten years) experience with municipalities of similar size and complexity;
- 10) Ability to facilitate discussion, report, and document outcome of meetings; and
- 11) Experience with permitting process for projects at the State and local level.

QUALIFICATION STATEMENTS

Response to this RFQ is limited to 21 pages. Pages are to be 8 ½"x11" page limitations (single sided only) and format to simplify evaluation. Majority of sheets should be 8½"x11" in size, with allowable 11"x17" size sheets if needed (single-sided only) counting as one (1) page. Section dividers do not count in the page limitations. Minimum font type or font size on graphics and charts shall be 10 point; type size for text shall be 12 point. Each section shall be clearly identified and tabbed.

A. FIRM

1. Executive Summary to include name, address, and telephone number of the firm submitting the proposal, background of the firm; type of entity and where it is organized; a summary of the firm's interest in this service; and the name of one or more individuals authorized to represent the consultant in its dealings on a contractual basis (2-page maximum).

2. 2. References – names and telephone numbers of three (3) persons whom the City can call for references regarding the firm’s past performance with similar scope of services. References shall not be from the same project. Local municipal references preferred (1-page maximum).
3. A narrative or other statement specifying how the firm meets the minimum qualifications listed above (3-page maximum).
4. Capabilities list – at least three but no more than six municipal projects completed by the firm within the last five years.
5. Names and qualifications of principals of the firm who will participate and their individual responsibilities. An organizational chart shall also be included and resumes of key personnel including a description of their periods of service with the firm (2 pages maximum – excluding resumes).
6. A summary statement identifying your understanding of the Service Description and Scope of Services desired and the manner in which coordination and the exchange of information will be assured between all parties (1-page maximum).
7. A narrative outline describing the approach and/or methodology to be taken by your firm to represent the interests of the City of Ovilla, including, without limitation, a statement describing the availability of key personnel of the firm to undertake “as needed” engineering services, and tasks assigned by City and time schedule to complete the tasks (five-page maximum).

B. DISCLOSURE

1. Any respondent to this RFQ shall disclose all potential conflicts of interest or representation of any firm that could be involved in the proposed program.
2. The disclosure section of this RFQ must be addressed specifically in your response, even if no conflicts exist. Failure to submit disclosure statement may eliminate your firm from further consideration of the RFQ.

SERVICE DESCRIPTION

To provide basic City engineer services on an “as needed” or “task order” basis as determined by the City to include but not limited to services typically rendered by an engineer to a municipality.

SCOPE OF SERVICES

The following services and tasks are intended to provide a basis for qualifications submission and may be modified to the extent necessary by the consultant to meet the needs of the City. The submission shall include the tasks necessary to complete the Scope of Services. A final fee schedule and timetable will be negotiated upon selection of a firm and will be subject to the availability of funding. It is anticipated that there should be sufficient funds to accomplish the various services and tasks requested by the City. The City will not provide a retainer fee for services and does not anticipate a need for general consulting services as part of this request.

The work elements consist of the following:

A. AS NEEDED SERVICES

Engineering services to be provided are upon request by City staff with method of tracking the requestor and firm billable hours provided to each specific request.

1. Survey - Provide survey services, as a licensed surveyor or through a subcontracted licensed surveyor, to City for planning and ROW and easement acquisition and other surveying as requested by the City.

2. GIS and Mapping – Provide maps of various forms and media upon request to aid in planning and development.
3. Development Review Support - Support City staff and consulting City Planner on specific engineering questions related to but not limited to the zoning, platting and site plan process. Provide responses in a timely manner, within seven days of receipt, to be included as part of Council presentations of City staff and/or City Planner. Be available for engineering related questions from staff and Council at City Council meetings but firm is not expected to present recommendations to full Council.
4. Review of Documentation - Review engineering related documents for conformance with City design criteria and accepted engineering practices. Provide responses in a timely manner, within seven days of receipt, to be included as part of Council presentations of City staff and/or City Planner. Be available for engineering related questions from staff and Council at City Council meetings but firm is not expected to present recommendations to full Council.
5. Observation of Construction Activities - On an as-needed basis be available to supplement City staff capabilities, specifically Public Works Director, during the inspection process of developer constructed public infrastructure improvements and oversight, when needed, to verify that private site improvements meet City design criteria. Services may include on-site inspection and observation and/or review and comment on the methods and results of third-party testing companies.
6. Consultation of General Engineering Issues - Consult with City staff on general engineering issues. Provide review assistance and respond to City staff questions relative to construction plans and building plans.

B. TASK ORDERED SERVICES

1. Project Design - Provide engineering design services for construction projects controlled by the City either acting solely or in partnership with other governmental agencies. The City reserves the right to solicit proposals from engineering firms for additional services or projects.
2. Project Development - Provide engineering services for special projects and studies including, but not limited to, thoroughfare plan, water and wastewater master plans, public works design manual, impact fee study, capital improvement program, road maintenance program, proportionality determination in accordance with the subdivision regulations of the City of Ovilla and updates of the preceding examples. The thoroughfare plan and rough proportionality determination would be made in consultation with the City's traffic engineering consultant, Lee Engineering.

If the most qualified firm cannot meet all of the minimum qualifications or perform a task for the City, the City reserves the right to solicit proposals from other engineering firms to provide that specific need.

CONSULTANT SELECTION

Submittals will be evaluated by the Review Committee. During the evaluation process, the City of Ovilla may request additional information or clarifications or allow corrections of errors or omissions. At the discretion of the City Manager or City Council some, but not necessarily all, firms submitting qualifications may be asked to make oral presentations as part of the evaluation process.

The City of Ovilla reserves the right to retain all proposals submitted and to use any ideas in a submittal regardless of whether that submittal is selected. Submission indicates acceptance by the firm of the conditions contained in this request for qualifications, unless clearly and specifically noted in the submittal and confirmed in the contract between the City of Ovilla and the firm selected.

The proposals will be reviewed and ranked, from which a short list of consultants to be interviewed will be developed. The selection will be based on the criteria set forth hereinabove, giving consideration to: references; proposal submitted; experience with elevated tank design, pump station design, ground storage design, lift station design, water modeling, sewer modeling, paving and drainage projects; reputation of the proposer; quality of the proposer's goods or services; extent to which the proposer's goods or services meet the City's needs; experience with the City of Ovilla and/or other local municipalities of similar demography and characteristics; ability to complete project on schedule; and qualifications of the firm's individual(s) assigned to the project. After completion of any requested interviews, if any, the Review Committee will then make its recommendations to the City Council which shall make the final selection of the most highly qualified firm to provide the services requested herein.

The City intends to select a Firm that demonstrates, in the City's opinion, that it is the most highly qualified firm to provide the Scope of Services described in this Request for Qualifications based upon its demonstrated competence and qualifications. With the most highly qualified firm, the City will negotiate a contract for the provision of those services at a fair and reasonable price. However, if a negotiated agreement cannot be reached, the City may terminate negotiations with the most highly qualified firm and open negotiations with the firm which demonstrates the next highest degree of qualification, and so on until a contract is achieved.

The City of Ovilla will not bear any expense for the preparation or submittal of the qualifications. The City retains all rights to solicit and enter into agreements with engineering firms for additional services or projects deemed necessary by the City Council. Please comply with and submit the Conflict-of-Interest requirements, Background Questionnaire and Non-Collusion Statement, as appropriate.

Schedule:

- | | |
|------------------------|---|
| - March 04, 2021 | First Advertisement of RFQ |
| - March 11, 2021 | Second Advertisement of RFQ |
| - March 18, 2021 | RFQ Question Deadline – DUE by 1:00 p.m. |
| - March 25, 2021 | RFQ Deadline – Submittals DUE by 1:00 p.m. |
| - March 31, 2021 | Evaluation of Qualifications Complete |
| - Interviews if needed | TBD |
| - April 12, 2021 | Recommendation to City Council to select Firm
and authorizes contract negotiations |
| - April 12, 2021 | Submit contract to Council for approval |

Fees will be paid within 30-days after delivery of the invoice. Out of pocket expenses are billed at cost. Development reviews will be billed on a salary cost times a multiplier in lieu of the fee schedule. Various specific projects may be submitted at a lump sum project cost.

CITY OF OVILLA

BIRKHOFF, HENDRICKS & CARTER, LLP

Authorized Signature

Title

Date

Authorized Signature

Title

Date

Attachment A Maximum Fee Schedule

January 2021

Description of Staff	Experience Level	2021 Schedule
Partner-In-Charge		\$285.00
Project Manager	12-25 years	\$234.00
Design Engineer	5-12 years	\$220.00
Electrical		\$220.00
Staff Engineer		\$145.00
Engineer In Training I	0-2 years	\$105.00
Engineer In Training II	2-4 years	\$115.00
Engineer In Training III	5 years	\$122.00
Autocad III (Sr Designer)	15-38 years	\$180.00
Autocad II	5-15 years	\$140.00
Autocad I	0-4 years	\$95.00
Word Processor III (Sr Processor)	22 years	\$115.00
Word Processor II	10-20 years	\$85.00
Word Processor I	0-10 years	\$60.00
Survey Crew**		\$173.00
RPLS II		\$277.00
RPLS I		\$215.00
Fringe Benefit		1.49
Salary Cost Multiplier		2.41

Description of Charge	2021 Charge
Computer Usage per hour	\$25.00
Copies per sheet	
8.5 x 11 black	\$0.20
8.5 x 11 color	\$0.50
11 x 17 black	\$0.20
11 x 17 color	\$1.00
Cover Stock per sheet	\$0.15
Fax per connection	\$0.50
Color Printing Laserjet / sheet	
B&W Printer Laserjet/ sheet	
Laminating per sheet	\$2.00
Plotting Paper	\$1.00/sq ft
Plotting Mylar	\$3.00/sq ft
Large Scan to Print per sheet	
Large Scan to file per sheet	
Mileage	IRS max
Copy for Developers per sheet	\$5.00
Print for Developers per plot	\$25.00
Large Scan to Print 11 x 17	\$1.00
Water Software License/wk	\$150.00
Water Software License/mo	\$400.00
Sewer Software License/wk	\$150.00
Sewer Software License/mo	\$400.00
Auto Turn	\$125.00
SURVEY RENTAL:	
truck	5.41/hr; 43.28/day
equipment	12.30/hr; 98.40/day

** Plus Auto Mileage



Ovilla City Council

AGENDA ITEM REPORT Item 6

Meeting Date: April 12, 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

☐ Finance Director

☒ Other: Deputy CS

Attachments:

1. Comprehensive Land Use Plan Committee applications

Agenda Item / Topic:

ITEM 6. DISCUSSION/ACTION – Consideration of and action on committee member appointments to the Comprehensive Land Use Plan Review Committee.

Discussion / Justification:

Background: Local Government Code Chapter 213 advises the update of a Comprehensive Land Use Plan (CLUP) be conducted every 5-years for long-range planning and development of the municipality. Comprehensive Land Use Plan is a guide to shape and control the physical development of the community; the purpose of promoting sound development of municipalities and promoting public health, safety, and welfare.

The City's last update occurred in 2016 (excluding the recent update to the Thoroughfare Plan). Staff was instructed by City Council to solicit volunteers. Public participation is needed to guide public officials as they make decisions regarding growth and development of the City. Notice was posted on the website. Staff received 7 applications and spoke the Planning and Zoning Commission for volunteer participation.

Recommendation / Staff Comments:

Staff recommends approval.

Sample Motion(s):

I move to approve/deny the creation of a Comprehensive Land Use Plan Review Committee with the following appointments:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.

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



This Information is a Public Record
Public Service opportunities are offered by the City of Ovilla without regard
To race, color, national origin, religion, gender, or disability.

CITY OF OVILLA
BOARDS AND COMMISSIONS
INFORMATION STATEMENT AND APPLICATION

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

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

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

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

BOARDS, COMMISSIONS, COMMITTEES	MEETING INFORMATION
<input type="checkbox"/> Board of Adjustment	3 rd Monday of each month or as necessary – 7:00 PM
<input type="checkbox"/> Economic Development Corporation	3 rd Monday of each month or as necessary – 6:00 PM
<input type="checkbox"/> Municipal Development District	As necessary
<input type="checkbox"/> Park Board Advisory Committee	1 st Monday of each month or as necessary – 5:00 PM
<input type="checkbox"/> Planning and Zoning Commission	1 st Monday of each month or as necessary – 6:00 PM
<input checked="" type="checkbox"/> Comprehensive Land Use Plan Review Committee	Meeting dates to be determined.

NAME GARY M. JONES
HOME ADDRESS 604 GREEN MEADOWS LANE
OVILLA, TX 75154
HOW LONG HAVE YOU LIVED IN OVILLA? 31 yrs. EMAIL _____
HOME TELEPHONE _____ BUSINESS TELEPHONE _____
PROFESSION RETIRED
INTERESTS VOLUNTEER AT CHURCH, GARDENING, GEMOLOGY

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

SEE BELOW

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

9 YEARS ON FDC BOARD, 3 AS PRESIDENT
APPOINTED TO MDD BOARD

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

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

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

❖ Nowr Carrey
❖ _____
❖ _____

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

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

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

Gary M. Jones
SIGNATURE

3/5/21
DATE

GARY M. JONES
PRINTED NAME OF APPLICANT



CITY OF OVILLA OFFICIAL USE ONLY

DATE APPOINTED _____ COMMITTEE APPOINTED TO _____

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

ATTENTION: G Miller



RECEIVED
MAR 03 2021

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Public Service opportunities are offered by the City of Ovilla without regard
To race, color, national origin, religion, gender, or disability. BY:

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

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BOARDS, COMMISSIONS, COMMITTEES

MEETING INFORMATION

- | | |
|--|--|
| — Board of Adjustment | 3 rd Monday of each month or as necessary – 7:00 PM |
| — Economic Development Corporation | 3 rd Monday of each month or as necessary – 6:00 PM |
| — Municipal Development District | As necessary |
| — Park Board Advisory Committee | 1 st Monday of each month or as necessary – 5:00 PM |
| — Planning and Zoning Commission | 1 st Monday of each month or as necessary – 6:00 PM |
| <input checked="" type="checkbox"/> Comprehensive Land Use Plan Review Committee | Meeting dates to be determined. |

NAME

KARL KOUNS

HOME ADDRESS

1203 Red Oak Creek Rd

Ovilla, TX 75154

HOW LONG HAVE YOU LIVED IN OVILLA? 33 yrs. EMAIL:

HOME TELEPHONE

BUSINESS TELEPHONE

PROFESSION

Retired from financial institution

INTERESTS

Anything outdoors

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

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

FINANCIAL EXPERIENCE

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

NO

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

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

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

❖ _____
❖ _____
❖ _____

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

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

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

Karl Kouns
SIGNATURE

3-2-21
DATE

Karl Kouns
PRINTED NAME OF APPLICANT



CITY OF OVILLA OFFICIAL USE ONLY

DATE APPOINTED _____ COMMITTEE APPOINTED TO _____

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

ATTENTION: G Miller



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CITY OF OVILLA
BOARDS AND COMMISSIONS
INFORMATION STATEMENT AND APPLICATION

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- ✓ Not in arrears on city taxes, water service charges or other obligations owed to the city; and
- ✓ Have a creditable record of attendance and performance in any previous board service.

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

BOARDS, COMMISSIONS, COMMITTEES

- ✓ Board of Adjustment
- ✓ Economic Development Corporation
- ✓ Municipal Development District
- ✓ Park Board Advisory Committee
- ✓ Planning and Zoning Commission
- ✓ **Comprehensive Land Use Plan Review Committee**

MEETING INFORMATION

- 3rd Monday of each month or as necessary – 7:00 PM
- 3rd Monday of each month or as necessary – 6:00 PM
- As necessary
- 1st Monday of each month or as necessary – 5:00 PM
- 1st Monday of each month or as necessary – 6:00 PM
- Meeting dates to be determined.

NAME Michael Mohon

HOME ADDRESS 307 Covington Ln., Ovilla TX. 75154-3331

HOW LONG HAVE YOU LIVED IN OVILLA? 11 mos EMAIL

HOME TELEPHONE BUSINESS TELEPHONE N/A

PROFESSION Retired

INTERESTS Learning about others and being involve in our area and town.

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

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

Worked with committees in the past as chair person and as a HOA Treasurer.

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

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

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

No.

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

- ❖ Citizens Police Academy, President
- ❖ Ellis Co. Election Judge and on the Ballot Board
- ❖ Shiloh Downs Property Owners Assoc., Treasurer

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

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

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

Michael Mohon
SIGNATURE

March 5 2021
DATE

Michael Mohon
PRINTED NAME OF APPLICANT



CITY OF OVILLA OFFICIAL USE ONLY

DATE APPOINTED _____ **COMMITTEE APPOINTED TO** _____

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

ATTENTION: G Miller



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



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CITY OF OVILLA
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<input type="checkbox"/> Planning and Zoning Commission	1 st Monday of each month or as necessary – 6:00 PM
<input type="checkbox"/> Comprehensive Land Use Plan Review Committee	Meeting dates to be determined.

NAME KENNETH R. RARICK
HOME ADDRESS 108 OAK FOREST LN
OVILLA, TX 75154
HOW LONG HAVE YOU LIVED IN OVILLA? 22 EMAIL _____
HOME TELEPHONE CHH 8-- 2 BUSINESS TELEPHONE _____
PROFESSION RETIRED
INTERESTS COLLEGE SPORTS

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

YES

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

YES

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

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

PLANNING ZONING, ELECTION JUDGE, VOLUNTEER
FIRE DEPT RETIREMENT BOARD

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

❖ _____
❖ _____
❖ _____

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

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

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

Kenneth R. Rarick
SIGNATURE

02/05/2021
DATE

KENNETH R. RARICK
PRINTED NAME OF APPLICANT



CITY OF OVILLA OFFICIAL USE ONLY

DATE APPOINTED _____ COMMITTEE APPOINTED TO _____

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

ATTENTION: G Miller



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CITY OF OVILLA
BOARDS AND COMMISSIONS
INFORMATION STATEMENT AND APPLICATION

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BOARDS, COMMISSIONS, COMMITTEES

MEETING INFORMATION

- | | |
|--|--|
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| ___ Economic Development Corporation | 3 rd Monday of each month or as necessary – 6:00 PM |
| ___ Municipal Development District | As necessary |
| ___ Park Board Advisory Committee | 1 st Monday of each month or as necessary – 5:00 PM |
| ___ Planning and Zoning Commission | 1 st Monday of each month or as necessary – 6:00 PM |
| <input checked="" type="checkbox"/> Comprehensive Land Use Plan Review Committee | Meeting dates to be determined. |

NAME David Hinson

HOME ADDRESS 402 Montpelier

Ovilla TX 75254

HOW LONG HAVE YOU LIVED IN OVILLA? _____ EMAIL _____

HOME TELEPHONE _____ BUSINESS TELEPHONE _____

PROFESSION Real Estate

INTERESTS Development

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

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

Real Estate Broker For Developers

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

NO

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

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

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

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

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

Commercial Real Estate & Hinson Properties

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

David Hinson
SIGNATURE

3-2-2021
DATE

David Hinson
PRINTED NAME OF APPLICANT



CITY OF OVILLA OFFICIAL USE ONLY

DATE APPOINTED _____ COMMITTEE APPOINTED TO _____

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

ATTENTION: G Miller



This Information is a Public Record
 Public Service opportunities are offered by the City of Ovilla without regard
 To race, color, national origin, religion, sex or disability.

CITY OF OVILLA
BOARDS AND COMMISSIONS
INFORMATION STATEMENT AND APPLICATION

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

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

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

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

BOARDS, COMMISSIONS, COMMITTEES

MEETING INFORMATION

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

NAME Alan Whittaker

HOME ADDRESS 523 Johnson Ln., Ovilla, TX

HOW LONG HAVE YOU LIVED IN OVILLA? 2012 EMAIL _____

HOME TELEPHONE _____ BUSINESS TELEPHONE _____

PROFESSION semi-retired international/national security affairs specialist

INTERESTS _____

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

____ Planning and Zoning Commission member since 2013 _____

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

____ Planning and Zoning Commission member since 2013 (Currently Vice-Chair) _____

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

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

____ Community Relations Council (Board of Directors), Columbia, SC 1979-1983

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

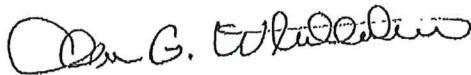
❖ _____
❖ _____
❖ _____

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

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

____ semi-retired, consultant to U.S. government _____

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



SIGNATURE

____ 3 March 2021 _____
DATE

____ Alan G. Whittaker _____
PRINTED NAME OF APPLICANT



CITY OF OVILLA OFFICIAL USE ONLY

DATE APPOINTED _____ **COMMITTEE APPOINTED TO** _____

RETURN TO CITY HALL,

DATE RECEIVED:



RECEIVED
FEB 03 2021

This Information is a Public Record
Public Service opportunities are offered by the City of Ovilla without regard
To race, color, national origin, religion, gender, or disability.

BY: *gm*

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

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

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

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

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

BOARDS, COMMISSIONS, COMMITTEES

MEETING INFORMATION

- | | |
|--|--|
| <input type="checkbox"/> Board of Adjustment | 3 rd Monday of each month or as necessary – 7:00 PM |
| <input type="checkbox"/> Economic Development Corporation | 3 rd Monday of each month or as necessary – 6:00 PM |
| <input type="checkbox"/> Municipal Development District | As necessary |
| <input type="checkbox"/> Park Board Advisory Committee | 1 st Monday of each month or as necessary – 5:00 PM |
| <input checked="" type="checkbox"/> Planning and Zoning Commission | 1 st Monday of each month or as necessary – 6:00 PM |
| <input checked="" type="checkbox"/> COMPREHENSIVE PLANNING | |

NAME DANI MOCKLEROY

HOME ADDRESS 608 GREEN MEADOWS LN
OVILLA TX 75154

HOW LONG HAVE YOU LIVED IN OVILLA? 28 YRS EMAIL cell

HOME TELEPHONE ... BUSINESS TELEPHONE ...

PROFESSION BUSINESS OWNER - RETIRED

INTERESTS VOLUNTEER WORK - CASA, MENTORS CARE

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

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

COMPREHENSIVE PLANNING 2015

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

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

~~COMPREHENSIVE PLANNING 2015~~ NO

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

- ❖ ADVISORY COUNCIL, ELLIS COUNTY SALVATION ARMY
- ❖ BOARD MEMBER, DANIEL'S DEN
- ❖ FINANCE COMMITTEE, FIRST UNITED METHODIST, RED OAK

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

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

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

SIGNATURE

Dani Muckleroy

DATE

1-21-2021

PRINTED NAME OF APPLICANT

DANI MUCKLEROY

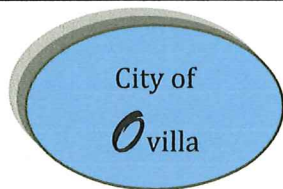


CITY OF OVILLA OFFICIAL USE ONLY

DATE APPOINTED _____ COMMITTEE APPOINTED TO _____

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

ATTENTION: G Miller



Villa City Council

AGENDA ITEM REPORT

Item 7

Meeting Date: April 12, 2021

Department: Administration

☒ Discussion ☒ Action

Budgeted Expense: ☐ YES ☒ NO ☐ N/A

Submitted By: Staff

Amount: \$28,000

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

☒ Finance Director

☒ Other: Deputy CS

Attachments:

1. MDD Cash flow and project cost
2. Flashing signs
3. Fence
4. Lighting

Agenda Item / Topic:

ITEM 7. DISCUSSION/ACTION – Receive recommendation from the Municipal Development District for consideration of and action on a budget amendment to approve signage, lighting, fencing and other miscellaneous additional expenses for the completion of the Main Street Parking Lot.

Discussion / Justification:

Background: The Main Street Park lot on the corner of Cockrell Hill Road at Main Street was initially funded by the Municipal Development District in 2020 with the approved cost of \$250,000. To date, the project is within budget, however, additional items for completion of this project are necessary and were not included in the initial project plans. Staff has yet to receive the final engineering invoice on this project also.

- 1 lighting
- 2 fence
- 3 signs

Financial Impact: Currently staff shows estimation to go over budget \$22,512, but this estimation does not include the final engineering firm's invoice. Estimated additional funds for the completion of the project is not expected to exceed \$28,000. If approved, staff will include the expenses with a presented ordinance at mid-year budget review.

Recommendation / Staff Comments:

Staff recommends approval.

Sample Motion(s):

I move to approve/deny the recommendation received by the MDD to approve a budget amendment for the additional expenses as presented and return with an ordinance for the budget amendment at mid-year budget review.

MDD Cash Flow

Bank Balance as of 3-31-21	257,843.06
Add'l Budgeted Expenses 2021	(1,779.86)
Add'l Sales tax Revenue Expected	<u>51,760.00</u>
Sub-total before additional expenditures	307,823.20
Estimated Cost of Wrought Iron Fence	(3,500.00)
City Hall Parking Lot Final Retainage Pmt.	(10,618.35)
Solar Lighting for City Hall Parking Lot	(24,282.50)
Crosswalk Signs & Lights	<u>(10,197.10)</u>
Total of Additional Expenses	(48,597.95)
Net Estimated Balance remaining	259,225.25

Total Expected cost for City Hall Parking Lot

Total of expenses paid for City Hall Parking Lot To date for FY2020 & FY2021	223,914.04
Total of Additional Expenses listed above	48,597.95
Total for MDD City Hall Parking Lot Project	272,511.99
Original Amount Budgeted without lights, Crosswalk and Fencing In FY2020	<u>250,000.00</u>
Estimated Additional costs over original Budget	22,511.99

City Hall Parking Lot

10/29/2020 8:34:18 AM

Post Date	Transaction Date	Transaction ID	Description	Vendor	Invoice #	Check #	Amount	Account #
9/30/2020	10/22/2020	AP Invoice-7570	City Hall Parking Lot Engineering thru 9-30-20	Eikon Consulting Group, LLC	18138.21-4	1014	\$3,710.84	500-10-9109216
9/18/2020	9/18/2020	AP Invoice-7315	Courier Service to Deliver Bids for City Hall Parking	On Time Couriers and Process	315889	1011	\$209.01	500-10-9109216
9/18/2020	9/18/2020	AP Invoice-7315	City Hall Parking Lot Engineering	Eikon Consulting Group, LLC	18138.21-3	1010	\$7,337.06	500-10-9109216
8/21/2020	8/21/2020	AP Invoice-7123	Engineering Fees for City Hall Parking Lot	Eikon Consulting Group, LLC	18138.21-2	1009	\$3,602.18	500-10-9109216
7/31/2020	7/31/2020	AP Invoice-6954	Engineering for City Hall Parking Lot	Eikon Consulting Group, LLC	18138.21-1 R	1007	\$6,250.00	500-10-9109216
Total Expenditures in FY2020							\$21,109.09	
10/30/2020	10/27/2020	AP Invoice-7618	Progress Billing #1 for City Hall Parking Lot	Leland & Bradlee Construction	18138.21	1015	\$52,426.80	500-10-9109216
11/13/2020	11/13/2020	AP Invoice -7792	Engineering Fees for City Hall Parking Lot	Eikon Consulting Group, LLC	18138.21-5	1017	\$1,075.00	500-10-9109216
12/3/2020	12/3/2020	AP Invoice -7995	Progress Billing #2 for City Hall Parking Lot	Leland & Bradlee Construction	18138.21 #2	1019	\$99,675.00	500-10-9109216
12/3/2020	12/3/2020	AP Invoice -7995	Soil Testing for City Hall Parking Lot	Fargo Consultants	21852	1018	\$1,802.50	500-10-9109216
12/11/2020	12/11/2020	AP Invoice-8081	Admin. Billing from Engineers	Eikon Consulting Group, LLC	18138.21-6	1020	\$790.00	500-10-9109216
1/15/2021	1/5/2021	AP Invoice-8481	Construction Admin	Eikon Consulting Group, LLC	18138.21-7	1021	\$385.00	500-10-9109216
2/5/2021	2/5/2021	AP Invoice-8694	City Hall Parking Final Bill less Retainage	Leland & Bradlee Construction, Inc.	18138.21 1-21-21	1023	\$46,150.85	500-10-9109216
2/25/2021	2/25/2021	AP Invoice-8887	Construction Admin. on City Hall Parking Lot	Eikon Consulting Group, LLC	18138.21-8	1024	\$499.80	
Total Expenditures in FY2021							\$202,804.95	
Total Expenditures in FY2020							\$21,109.09	
Total Expenditures in FY2021							\$202,804.95	
Total Expenditures on City Hall Parking Lot							\$223,914.04	
*Total Budget in FY2020							250,000.00	
Balance Remaining from Original Budget							26,085.96	
Balance Remaining for Leland Contract For \$238,325.00							40,072.40	

*Note- \$250,000 was budgeted in FY2020 for this project. Nothing was budgeted in FY2021 for this project.



Ovilla City Council

AGENDA ITEM REPORT

Item 8

Meeting Date: April 12, 2021

Department: Administration

☒ Discussion ☒ Action

Budgeted Expense: ☐ YES ☒ NO ☐ N/A

Submitted By: Staff

Amount: \$211,000

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

☒ Finance Director

☒ Other: Deputy CS

Attachments:

1. MDD Cash flow
2. Phase 1 cost estimate
3. Police renovation presentation

Agenda Item / Topic:

ITEM 8. DISCUSSION/ACTION – Receive recommendation from the Municipal Development District for consideration of an action on a budget amendment to approve renovations to the Ovilla Police Department Building.

Discussion / Justification:

Background: The Ovilla Police Department is in the beginning stages of a remodel plan that involves the garage area that formerly housed public works. The entire project involves remodeling the existing department and enlarging it from 1800 sq ft to 3600 sq. ft. The project includes:

- enlarging the lobby area
- creating a complaint room
- creating a suspect interview room
- creating a men's and women's locker room
- creating a break room, hardened as a storm shelter
- creating a Sergeant's office
- moving the Detective's office
- creating a standalone property/evidence storage room
- creating a holding cell
- creating a training room
- bringing the existing building up to ADA standards

To begin this involved process, we must first enclose the garage area and create an indoor office space. The existing modified records room must be demolished, and the three garage doors must be removed and walled over. A new back entry door must also be added. There are additional inside repairs that must also be made:

- add HVAC system
- add infrastructure such as wiring and plumbing
- repair existing walls
- repair and relocate attic entry
- repair existing water faucet
- repair ceiling

Staff asked that the MDD allocate money to be put for enclosing the garage and beginning the remodel/repair process as outlined in the Phase 1 cost estimate.

Financial Impact: The Police Department's total renovation conceptual cost estimate was designed in two phases. The goal is to get as close as possible to completing Phase 1 this fiscal year. The Municipal Development District has those funds, and this is an allowed expense under the statute. Certain items on the cost estimate were removed bringing the first phase to a revised need of and request for up to \$211,000.

Recommendation / Staff Comments:

Staff recommends approval.

Sample Motion(s):

I move to approve/deny the recommendation received by the MDD to approve a budget amendment for funds requested (from the MDD) not to exceed \$211,000, to complete the demolition, enclosure and Phase 1 renovations to the police department as presented and return with an ordinance at mid-year budget for revision.

MDD Cash Flow

Bank Balance as of 3-31-21	257,843.06
Add'l Budgeted Expenses 2021	(1,779.86)
Add'l Sales tax Revenue Expected	<u>51,760.00</u>
Sub-total before additional expenditures	307,823.20
Estimated Cost of Wrought Iron Fence	(3,500.00)
City Hall Parking Lot Final Retainage Pmt.	(10,618.35)
Solar Lighting for City Hall Parking Lot	(24,282.50)
Crosswalk Signs & Lights	<u>(10,197.10)</u>
Additional Expenses	(48,597.95)
Net Estimated Balance remaining	259,225.25



CONCEPTUAL COST ESTIMATE

Date: June 4, 2020

City of Ovilla Phase One Police Department Additions and Renovations Project

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

NOTES

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

*Asbestos Testing and Abatement may be necessary



POLICE DEPARTMENT REMODEL OF GARAGE SPACE

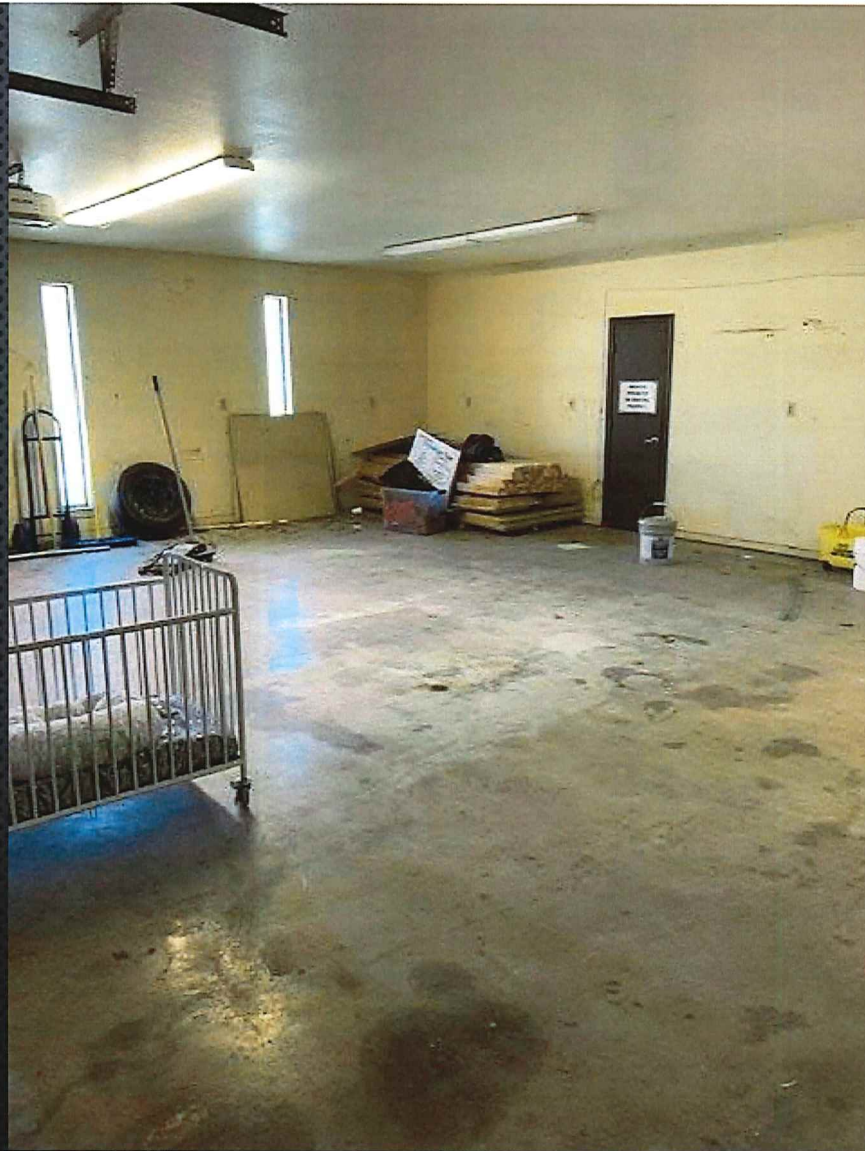


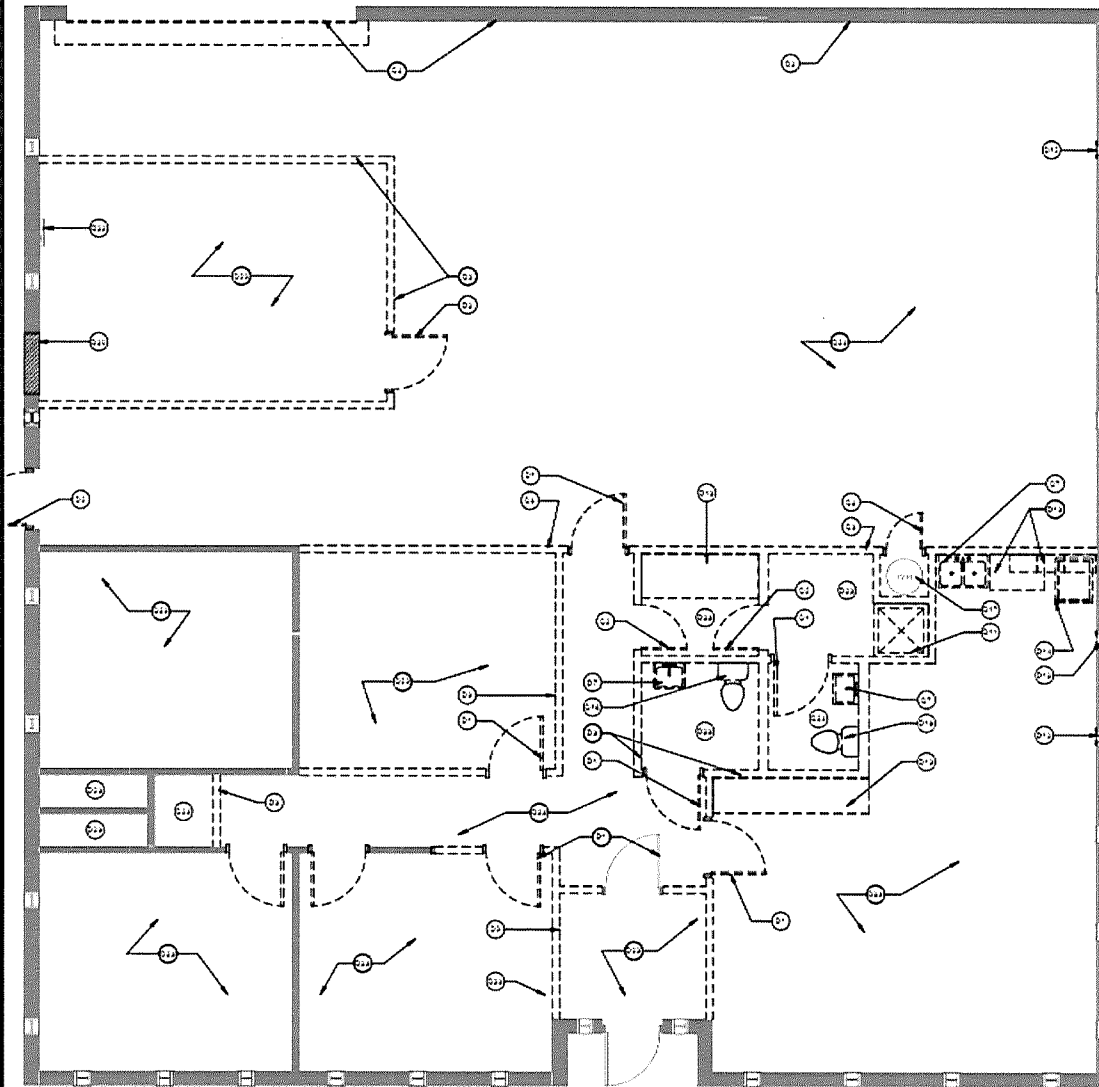


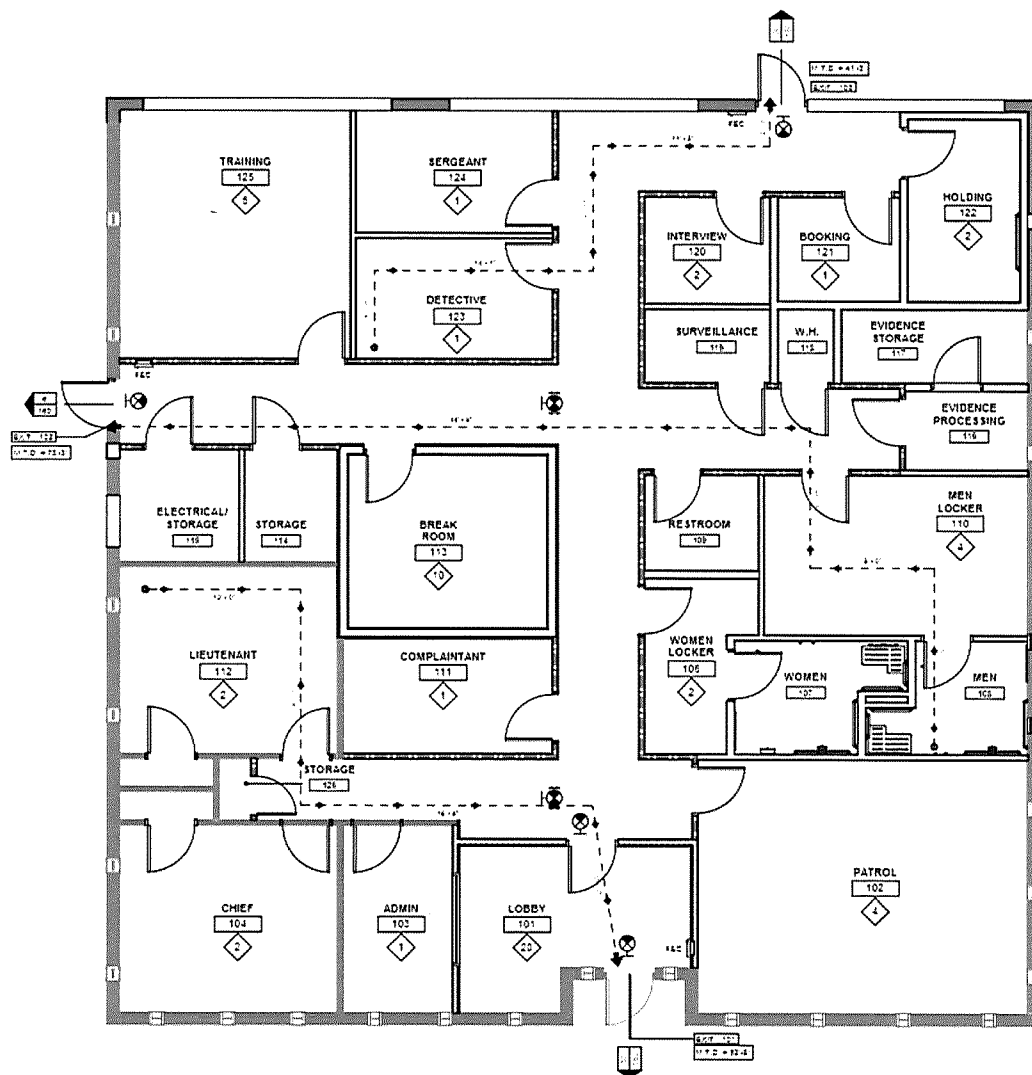


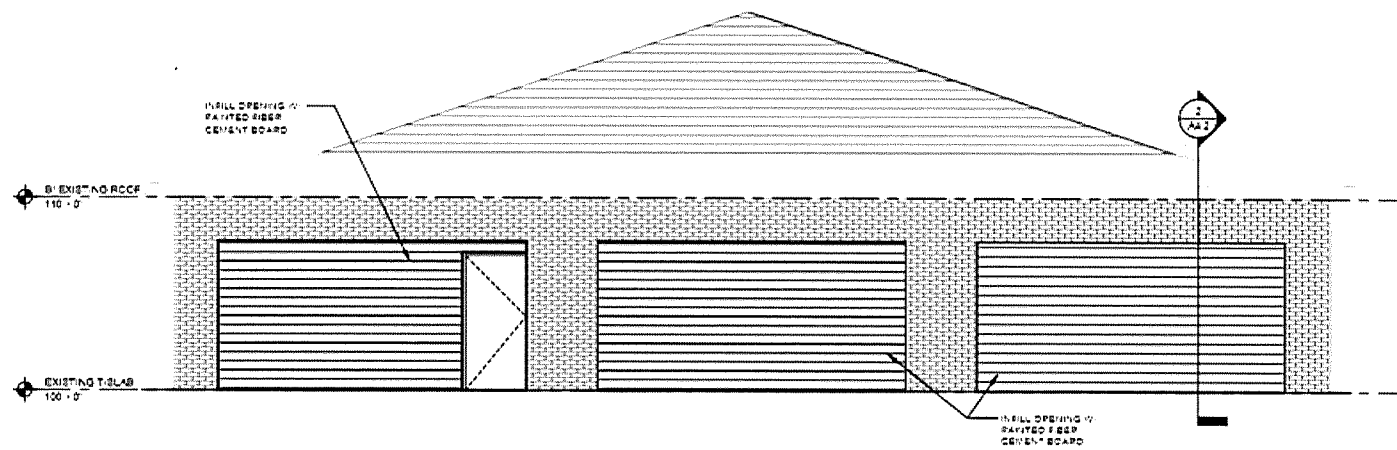


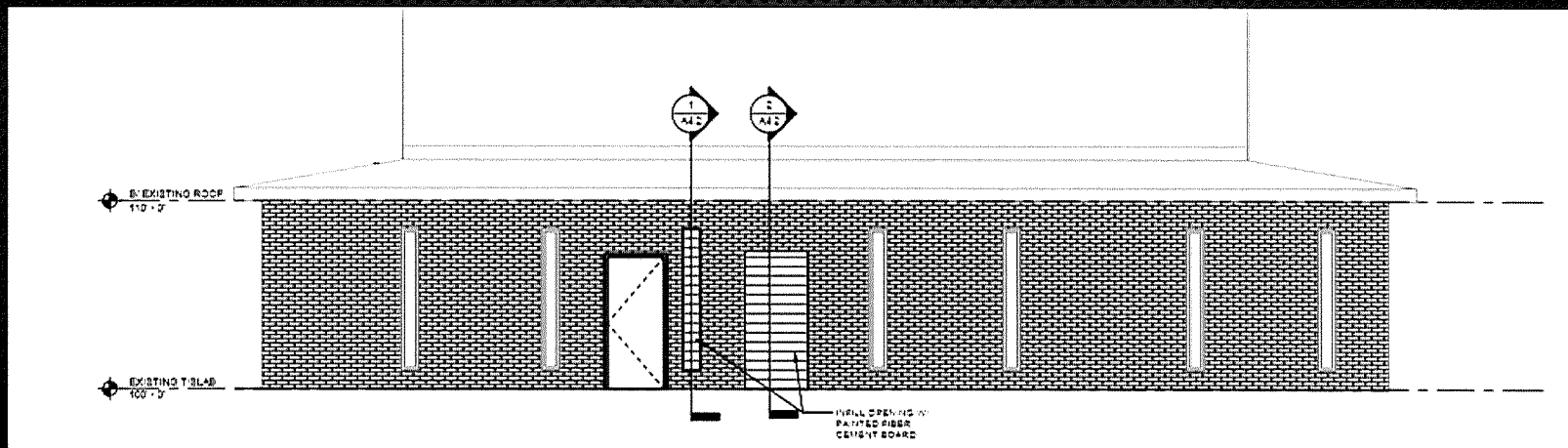














Ovilla City Council

AGENDA ITEM REPORT

Item 9

Meeting Date: April 12, 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

☒ Finance Director

☒ Other: All departments/all buildings

Attachments:

1. Executive Order No. GA-35

Agenda Item / Topic:

ITEM 9. DISCUSSION/ACTION – Consideration of and action on 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.

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.

The governor's office recently issued GA-34, announcing the State Disaster Declaration for COVID-19 will be lifted on March 10, 2021. Along with the issuance of GA-35. In preparation for a possible reopening, the following needs should be addressed and adhered.

1. The most recent Governor's Order GA-35 mandates no government entity should compel disclosure of vaccine information by mandating a so-called 'vaccine passport'.
2. 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.
3. 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.
4. 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 opening of the building for customer services with the mandate for continued masks and social distancing. Staff will continue monitor temperatures and meet with customers by appointment only.

Sample Motion(s):

I make a motion to recommend/not recommend the opening of municipal buildings with the recommended listed provisions.



GOVERNOR GREG ABBOTT

April 5, 2021

The Honorable Ruth R. Hughs
Secretary of State
State Capitol Room 1E.8
Austin, Texas 78701

FILED IN THE OFFICE OF THE
SECRETARY OF STATE
1:50 PM
APR 05 2021
Secretary of State

Dear Secretary Hughs:

Pursuant to his powers as Governor of the State of Texas, Greg Abbott has issued the following:

Executive Order No. GA-35 relating to COVID-19 vaccines and the protection of
Texans' private health information.

The original executive order is attached to this letter of transmittal.

Respectfully submitted,

A handwritten signature in cursive script, reading "Davidson", followed by a long horizontal line.

Gregory S. Davidson
Executive Clerk to the Governor

GSD/md

Attachment

Executive Order

BY THE
GOVERNOR OF THE STATE OF TEXAS

Executive Department
Austin, Texas
April 5, 2021

EXECUTIVE ORDER
GA 35

*Relating to COVID-19 vaccines and the protection
of Texans' private health information.*

WHEREAS, I, Greg Abbott, Governor of Texas, issued a disaster proclamation on March 13, 2020, certifying under Section 418.014 of the Texas Government Code that the novel coronavirus (COVID-19) poses an imminent threat of disaster for all counties in the State of Texas; and

WHEREAS, in each subsequent month effective through today, I have renewed the disaster declaration for all Texas counties; and

WHEREAS, I have issued executive orders and suspensions of Texas laws in response to COVID-19, aimed at protecting the health and safety of Texans and ensuring an effective response to this disaster; and

WHEREAS, the U.S. Food and Drug Administration (FDA) has granted emergency use authorizations for COVID-19 vaccines that are not yet FDA-approved, pursuant to the Project BioShield Act of 2004, 21 U.S.C. § 360bbb-3; and

WHEREAS, that federal statute expressly recognizes that each individual has "the option to accept or refuse administration of the product" under an emergency use authorization, 21 U.S.C. § 360bbb-3(e)(1)(A)(ii)(III); and

WHEREAS, receiving one of these COVID-19 vaccines under an emergency use authorization, while strongly encouraged, is always voluntary in Texas and will never be mandated by the government; and

WHEREAS, Texas has administered over 12 million doses of the COVID-19 vaccines, and every person who is at least 16 years old is now eligible to receive a shot if they so choose; and

WHEREAS, millions more Texans have already recovered from COVID-19 and thus acquired some degree of immunity; and

WHEREAS, some Texans are still waiting to receive a COVID-19 vaccine, while others will opt out altogether due to a religious objection, a health concern, or some other reason; and

WHEREAS, an individual's COVID-19 vaccination status is private health information, and no governmental entity should compel disclosure of this information by mandating a so-called "vaccine passport" for COVID-19 or by otherwise conditioning receipt of

11:30 AM
APR 05 2021

services on an individual's COVID-19 vaccination status; and

WHEREAS, the Constitution does not empower the federal government to mandate nationwide vaccine passports for COVID-19, and Texas will not impose such vaccine passports with the police power that is reserved to the States under our system of federalism; and

WHEREAS, I request that the 87th Legislature address this important privacy issue in the current legislative session; and

WHEREAS, in the Texas Disaster Act of 1975, the legislature charged the governor with the responsibility "for meeting ... the dangers to the state and people presented by disasters" under Section 418.011 of the Texas Government Code, and expressly granted the governor broad authority to fulfill that responsibility; and

WHEREAS, under Section 418.012, the "governor may issue executive orders ... hav[ing] the force and effect of law;" and

WHEREAS, under Section 418.016(a), the "governor may suspend the provisions of any regulatory statute prescribing the procedures for conduct of state business ... if strict compliance with the provisions ... would in any way prevent, hinder, or delay necessary action in coping with a disaster;" and

WHEREAS, under Section 418.018(c), the "governor may control ingress and egress to and from a disaster area and the movement of persons and the occupancy of premises in the area;"

NOW, THEREFORE, I, Greg Abbott, Governor of Texas, by virtue of the power and authority vested in me by the Constitution and laws of the State of Texas, do hereby order the following on a statewide basis effective immediately:

1. I hereby suspend Section 81.082(f)(1) of the Texas Health and Safety Code to the extent necessary to ensure that no governmental entity can compel any individual to receive a COVID-19 vaccine administered under an emergency use authorization.
2. State agencies and political subdivisions shall not adopt or enforce any order, ordinance, policy, regulation, rule, or similar measure that requires an individual to provide, as a condition of receiving any service or entering any place, documentation regarding the individual's vaccination status for any COVID-19 vaccine administered under an emergency use authorization. I hereby suspend Section 81.085(i) of the Texas Health and Safety Code to the extent necessary to enforce this prohibition. This paragraph does not apply to any documentation requirements necessary for the administration of a COVID-19 vaccine.
3. Any public or private entity that is receiving or will receive public funds through any means, including grants, contracts, loans, or other disbursements of taxpayer money, shall not require a consumer to provide, as a condition of receiving any service or entering any place, documentation regarding the consumer's vaccination status for any COVID-19 vaccine administered under an emergency use authorization. No consumer may be denied entry to a facility financed in whole or in part by public funds for failure to provide

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SECRETARY OF STATE
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APR 05 2021

documentation regarding the consumer's vaccination status for any COVID-19 vaccine administered under an emergency use authorization.

4. Nothing in this executive order shall be construed to limit the ability of a nursing home, state supported living center, assisted living facility, or long-term care facility to require documentation of a resident's vaccination status for any COVID-19 vaccine.
5. This executive order shall supersede any conflicting order issued by local officials in response to the COVID-19 disaster. I hereby suspend Sections 418.1015(b) and 418.108 of the Texas Government Code, Chapter 81, Subchapter E of the Texas Health and Safety Code, and any other relevant statutes, to the extent necessary to ensure that local officials do not impose restrictions in response to the COVID-19 disaster that are inconsistent with this executive order.

This executive order does not supersede Executive Orders GA-10, GA-13, or GA-34. This executive order shall remain in effect and in full force unless it is modified, amended, rescinded, or superseded by the governor.



Given under my hand this the 5th
day of April, 2021.

A handwritten signature in black ink, reading "Greg Abbott".

GREG ABBOTT
Governor

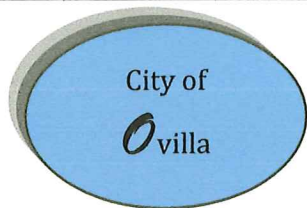
ATTESTED BY:

A handwritten signature in black ink, reading "Ruth R. Hughes".

RUTH R. HUGHES
Secretary of State

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SECRETARY OF STATE
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APR 05 2021



Ovilla City Council

AGENDA ITEM REPORT

Item 10

Meeting Date: April 12, 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

☒ Finance Director

☒ Other

Attachments:	
Agenda Item / Topic:	
ITEM 10.	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

	March 2021	March 2021 YTD	March 2020	March 2020 YTD
Calls For Service				
Accident	7	17	7	15
Alarms	17	46	14	47
Arrest	3	6	1	13
Assault/Assualt FV	0	2	1	3
Assists	61	153	70	195
Building / House Security Check	443	1505	534	1923
Burglary	0	0	2	2
Burglary of Motor Vehicle	0	0	0	1
Criminal Mischief	0	0	0	0
Disturbance	14	33	11	28
Neighborhood Check	959	3074	857	3218
Other Calls for Service	129	304	105	282
Suspicious Person	2	14	3	12
Suspicious Vehicle	18	51	20	65
Theft	1	1	1	2
Traffic Assignment/School Enforcement	98	208	10	70
TOTAL CALLS FOR SERVICE	1752	5414	1636	5876

Volunteer and Reserve Officer Hours	32	102	4	32
Average Response Time (Minutes)	4.05	3.94	4.21	4.556667
Total Citations	62	125	9	105
Total Traffic Stops	296	648	73	507
Traffic Stop Disposition Warning	239	529	64	406
Traffic Stop Disposition Citation	57	119	9	101
PERCENT OF STOPS RECEIVING CITATIONS	19.3	18.4	12.3	19.9

STAFFING

Full Time Sworn	10
Full Time Civillian	1
Part Time Sworn	2
Reserve Officer	2
Total Staffing	15

December	TO	December 2020	MILEAGE	MAINTENANCE PERFORMED
Police Unit #	Begin	End	Accrued	
116	108,043	108,348	305	Repaired A/C
117	104,646	105,380	734	New front tires
216	32,801	33,539	738	Oil Change
119	43,821	45,585	1,764	Oil Change, tire rotation, and inspection
120	28,190	30,684	2,494	New tire pressure sensor and oil change
220	30,682	32,563	1,881	Replaced water pump pulley & oil change

Ovilla Fire Department March Monthly Report



Fire Chief Brandon Kennedy

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

Mission Statement

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

Summary of Staffing for the Department

- Currently the Department has 0 Firefighter Paramedic position open.
- Currently the Department has 4 Firefighter Basic position open.
- Currently the Department has 5 Volunteer Firefighter position open.
- Current Staffing
 - 2 Chiefs
 - 5 Captains
 - 23 Firefighter Paramedics
 - 4 Firefighter EMT-Basics
 - 7 Volunteer Firefighters
 - Total Staffing of 41 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
 - Have Received – \$147,879.00

Summary of Events for the Department

- March, we had a total of 80 (March 2020 we ran 61) 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

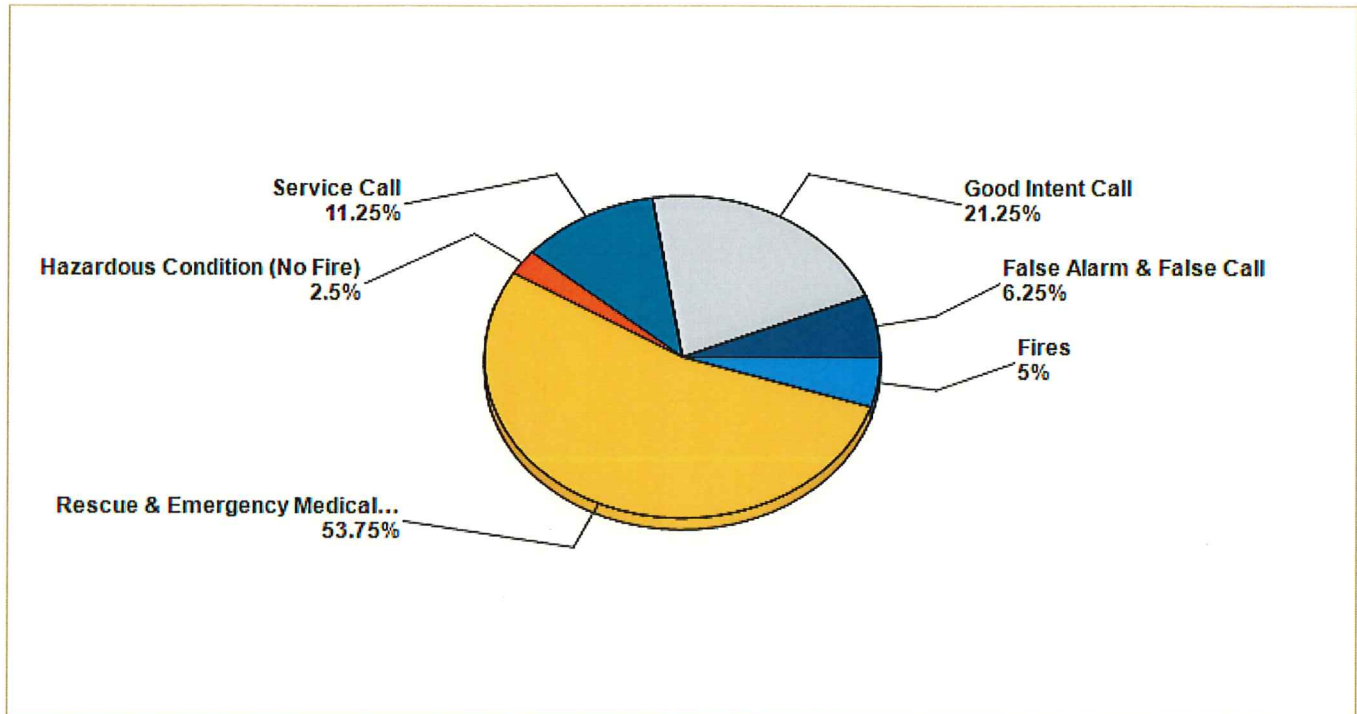
- 7 days a week we have 3 - 24-hour part time positions (0800 – 0800)
- These positions were **100%** filled this month
- 7 Days a week we have 2 – 12-hour shifts that are covered by volunteers (0800 – 2000) and (2000 – 0800)
- **39 / 62** Volunteer shifts were covered, and these 39 shifts we had 4 personnel on the Engine.

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

- 2 PIA requests
- 16 consults
- CQI Reports
- 1 inspection
- 3 meetings
- 2 Assist PD

Monthly Call Summary

INCIDENT COUNT		
INCIDENT TYPE	# INCIDENTS	
EMS	43	
FIRE	37	
TOTAL	80	
MUTUAL AID		
Aid Type	Total	
Aid Given	10	
Aid Received	2	
OVERLAPPING CALLS		
# OVERLAPPING	% OVERLAPPING	
4	5	
LIGHTS AND SIREN - AVERAGE RESPONSE TIME (Dispatch to Arrival)		
Station	EMS	FIRE
Station 701	0:07:16	0:05:31
AVERAGE FOR ALL CALLS		0:06:57
LIGHTS AND SIREN - AVERAGE TURNOUT TIME (Dispatch to Enroute)		
Station	EMS	FIRE
Station 701	0:01:23	0:01:25
AVERAGE FOR ALL CALLS		0:01:22
AGENCY	AVERAGE TIME ON SCENE (MM:SS)	
Ovilla Fire Department	15:23	

Breakdown by Major Incident Type

MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	4	5%
Rescue & Emergency Medical Service	43	53.75%
Hazardous Condition (No Fire)	2	2.5%
Service Call	9	11.25%
Good Intent Call	17	21.25%
False Alarm & False Call	5	6.25%
TOTAL	80	100%

Average 1.00 fire per week

Average 2.58 calls per day

Average 20 calls per week

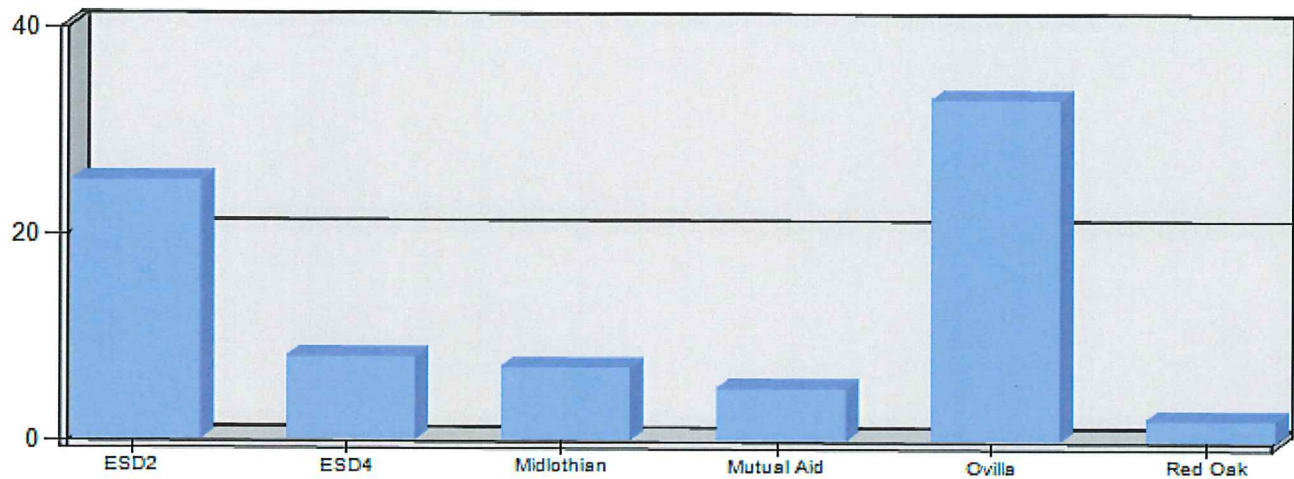
C701 Responses | 19

C702 Responses | 22

Number of Overlapping Calls | **4**

Total Ovilla Fire Department Runs | 80

Breakdown by Districts



ZONE	# INCIDENTS
ESD2 - ESD #2	25
ESD4 - ESD #4	8
Midlothian - Midlothian City Limits	7
Mutual Aid - Mutual Aid	5
Ovilla - City Limits	33
Red Oak - Red Oak City Limits	2

TOTAL: 80

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

ZONE TITLE	AVERAGE RESPONSE TIME IN MINUTES (DISPATCH TO ARRIVED)
Midlothian - Midlothian City Limits	17.08
ESD4 - ESD #4	9.23
ESD2 - ESD #2	7.35
Mutual Aid - Mutual Aid	5.95
Ovilla - City Limits	4.9

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

Average Turn Out Time Dispatch to En-Route by Apparatus

APPARATUS	TURNOUT TIME (min) (Dispatch to Enroute)
B701	1:43
C701	1:00
C702	0:59
E701	1:31
E702	3:41
R755	2:48
S701	0:00
AVERAGE TURNOUT TIME:	1:40

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	6
C701	19
C702	22
E701	61
S701	1

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 March					
Apparatus	Beginning Mileage	Ending Mileage	Mileage for the Month	Fuel Expenses	Maintenance Expenditures
B701	59,814	59,894	80	\$ 71.31	\$ -
B702	4,201	4,219	18	\$ -	\$ -
C701	34,994	35,281	287	\$ 55.00	\$ -
C702	5,237	5,763	526	\$ 196.12	\$ -
S701	109,346	109,481	135	\$ 48.22	\$ -
E701	25,694	26,236	542	\$ 562.64	\$ -
E702	30,801	30,879	78	\$ 100.99	\$ -
E703	-	-	0	\$ -	\$ -
R755	21,336	21,380	44	\$ 76.68	\$ 1,230.63
Station Supplies (Small Equipment Fuel, Propane, Other)				\$ -	\$ -
Totals for the Month			1,710	\$ 1,110.96	\$ 1,230.63

COVID-19 Update as of April 6th, 2021DSHS Dashboard: Ellis County

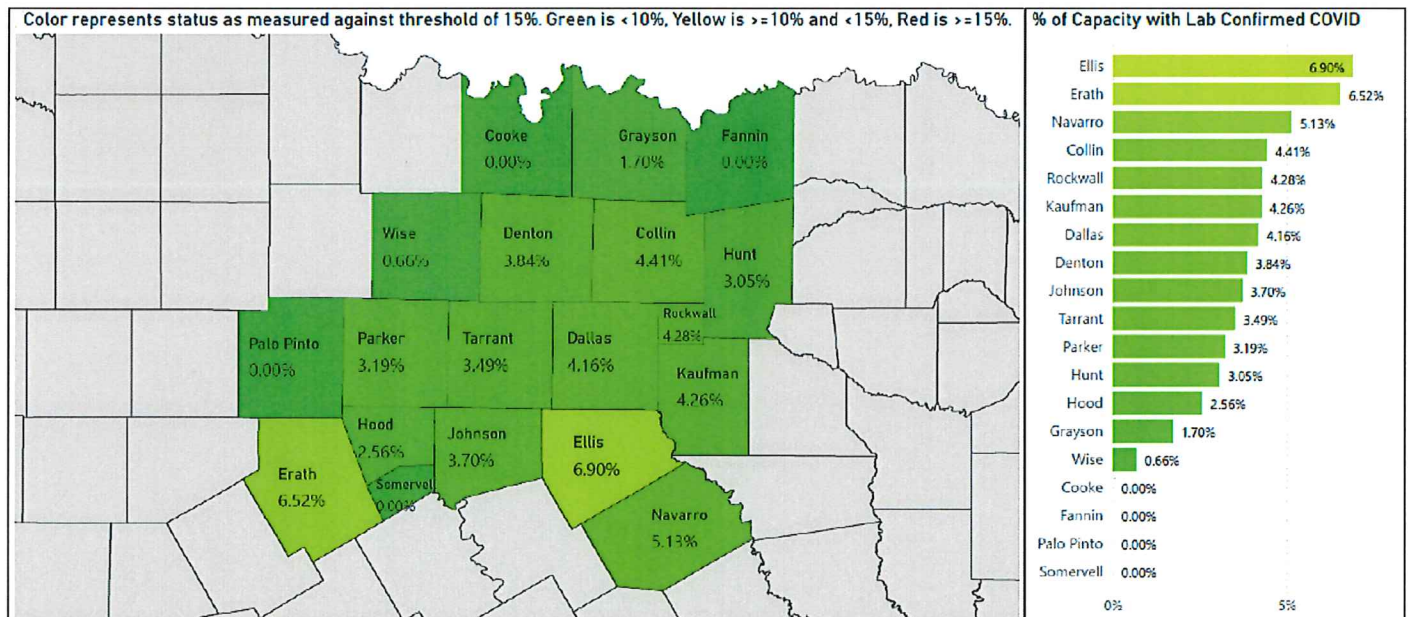
- Confirmed Cases: 22,183
- Active: 66
- Deaths: 309
- Recovered (estimated): 22,042
- Test Administered in Ellis County: 181,373

Current Executive Orders: GA- 10, 13, & 34**Executive Order GA-34 Update: March 2, 2021**

- All businesses of any type may open to 100% capacity
- 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.

4/6/2021

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

*Based off current deaths divided by total confirmed

Globally:**GLOBAL DEATH RATE: 2.17***

*Based off current deaths divided by total confirmed

GOVERNOR'S UPDATES:**COVID:**

On March 30, 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 35 counties participating in the fifth week of the Save Our Seniors COVID-19 vaccine initiative. The Governor announced the Save Our Seniors program in Corpus Christi last month to provide vaccines to seniors throughout the state. To date, 98 counties have participated in the program.

As part of the Save Our Seniors program, TDEM and TMD work alongside local jurisdictions to set up a central drive-through vaccine clinics in each community or administer directly to homebound seniors — these decisions are driven by local officials as they identify vulnerable residents in their communities to participate in this program.

Counties participating in the fifth round of the program are Bastrop, Brewster, Brown, Caldwell, Cameron, Cass, Cherokee, Cottle, Dallas, Gray, Hill, Hopkins, Hutchinson, Hudspeth, Irion, Lee, Liberty, Limestone, McCulloch, Morris, Orange, Panola, Rains, Reagan, Robertson, Rusk, San Jacinto, Shelby, Starr, Val Verde, Walker, Waller, Webb, Wichita, and Willacy. Many of these counties are participating for a second time in order to administer second doses to eligible residents.

In coordination with local and state partners, counties and cities have been selected based on recent data provided from DSHS related to the following factors:

- The state looked at the number of approved providers serving the area.
- The state took into account total allocations over the previous 12 weeks.
- The state utilized data showing the least vaccinated counties for both 65+ and 75+ administered doses.
- The state focused on allocating vaccine equitably across the state.

PUBLIC WORKS DIRECTOR REPORT

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

FROM: James Kuykendall –Public Works Director

TOPIC: March 2021, Public Works Overview Report

Employee Status Report

- At this time we do not have any employees out for covid 19
- We currently have one position open for street maintenance position.
- I currently have one employee in school to get the training he needs to test for his water certifications.

Public Works Project Overview

- **Public Parking Lot** - the final payment has been made and the project is complete. Public Works will maintain the landscaping. We are waiting for approval from MDD for lights so we can get them installed.
- **Walking paths and crosswalks** - Flashing crosswalk signs as well as flashing pedestrian signs have been ordered.
- **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. Total cost is \$34,100.00.
- **Vehicle Status** - 2021 GMC has been delivered and are waiting for the lightbar and strobes to be delivered.
- **Scada System Update** - The scada system has been reprogrammed and we now are using Kimark controls for our Scada needs.
- We currently have one dump truck in the shop for hydraulic hose replacement. This is our best truck also the truck that is used to lay asphalt for street repairs. We should be up and running in two weeks with asphalt repairs.
- **Stand By Generators** - I spoke with a Kohlor representative and he is getting the information together for a quote. He did tell me that it would be cheaper to have two separate units for Public Works and Police Department. The wiring is what drives the price up if we do one unit. We can purchase our propane tanks outright and that way we can shop for the cheapest price for the fuel. He did tell me that a 20kw will operate Public Works no problem. The Police Department is getting some info together so we can see what size unit will be needed for them.

The Public Works Department would like to thank the City Council and staff for continued support on our efforts to make Ovilla a customer friendly city.

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 March ,2021

**Water/Wastewater Staffing: Superintendent- 1 / Utility Crew Leader- 0 /
Utility Worker- 1 (Water Dept is currently fully staffed)**

WORK ORDERS

- Work Orders completed for the month of March ,2021.

Gov Pilot Reporting

Balances

	Completed	Remaining
Water/Wastewater Dept -	22	13

WATER

- **Water repairs** – Water main repair was completed at 915 Cockrell Hill. Rd, Multiple angle stops have been repaired this month per monthly repairs list.
- **Water cutoffs** – Water cutoffs were performed this month this will be the first-time cutoffs have been performed since the beginning of the pandemic.
- **Gallons pumped-** Retail Billed 5.529.300 MG, Retail Unbilled 1.1K , Builder metered 11.7K , Maintenance flushing 75.000K,
- **Daily water sampling and pump station site check.** (State Requirement)
- **Daily Monitoring Chemical Feed** - CL2 & NH3 feed rate and ratio check. (State Requirement)
- **NAP Nitrification Action Plan** performed daily @ 5 distribution locations. (State Requirement)
- **Monthly TCEQ BACTI** water samples collected and sent to lab. (State Requirement)
- **Performed calibration checks** -chlorine meter & HACH SL1000 meter (State Requirement)
- **Flushed dead end main's-** Per state requirement.
- **Water Meter's-** Read monthly water meters.
- **Monthly Repairs List-** Completed monthly repairs list for replacing meter lids, boxes & water meters as needed.

CITY OF OVILLA

WATER DEPT

WASTEWATER

- **Daily Site Checks of Liftstations**
 - 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)
- **Site Maintenance-** Cleaned all stations and wet wells.
- **Liftstation preventive maintenance-** Added lift station degreaser / Emulsifier once weekly to all stations as part of a maintenance program.
- **Cumberland Liftstation-** Pump #1 will be replaced in the month of April it has gotten weak and is having to be pulled at least once a week due to pump failure.

This completes the monthly report for Ovilla Water/Wastewater Dept overview in the month of March ,2021.

CONSTRUCTION/PROJECTS REPORT

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

FROM: Randall Bailey

TOPIC: March 22 - 26, 2021 - Public Works Overview Report

CITY HALL PARKING LOT

- Final payment has been released to contractor

WATER STREET BRIDGE

- Grading at bottom of the creek
- Waiting on material for the County side of the bridge

BRYSON MANOR

- Circle H is installing storm drain inlet top and bringing all manholes up to grade.
- Transverse dummy joints were saw-cut every 20 feet on all concrete that had previously been poured - and sealing was applied over redwood expansion joints.
- Concrete has been completed.

BROADMOOR ESTATES

- Fargo Consultants are performing an ongoing soil study to determine the amount of lime stabilization needed for the roadways.
- 2 lime stabilization tankers were dropped off at the site.
- GTI is mixing stabilization lime on to the roadways,
- Lime stabilization has been completed.

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 March 2021

Bryson Manor Phase III

- Roadways have been completed by GTI Paving
- Circle H Construction is installing storm drain inlet box tops as well as bringing all manholes up to grade. Contractor is also grading glumes in the retention ponds
- ACT Saw Cut Contractor has completed saw cutting on the transvers dummy joints every 20 Feet on all concrete, and sealed expansion and transverse joints

City Hall Parking

- Final payment was released to contractor

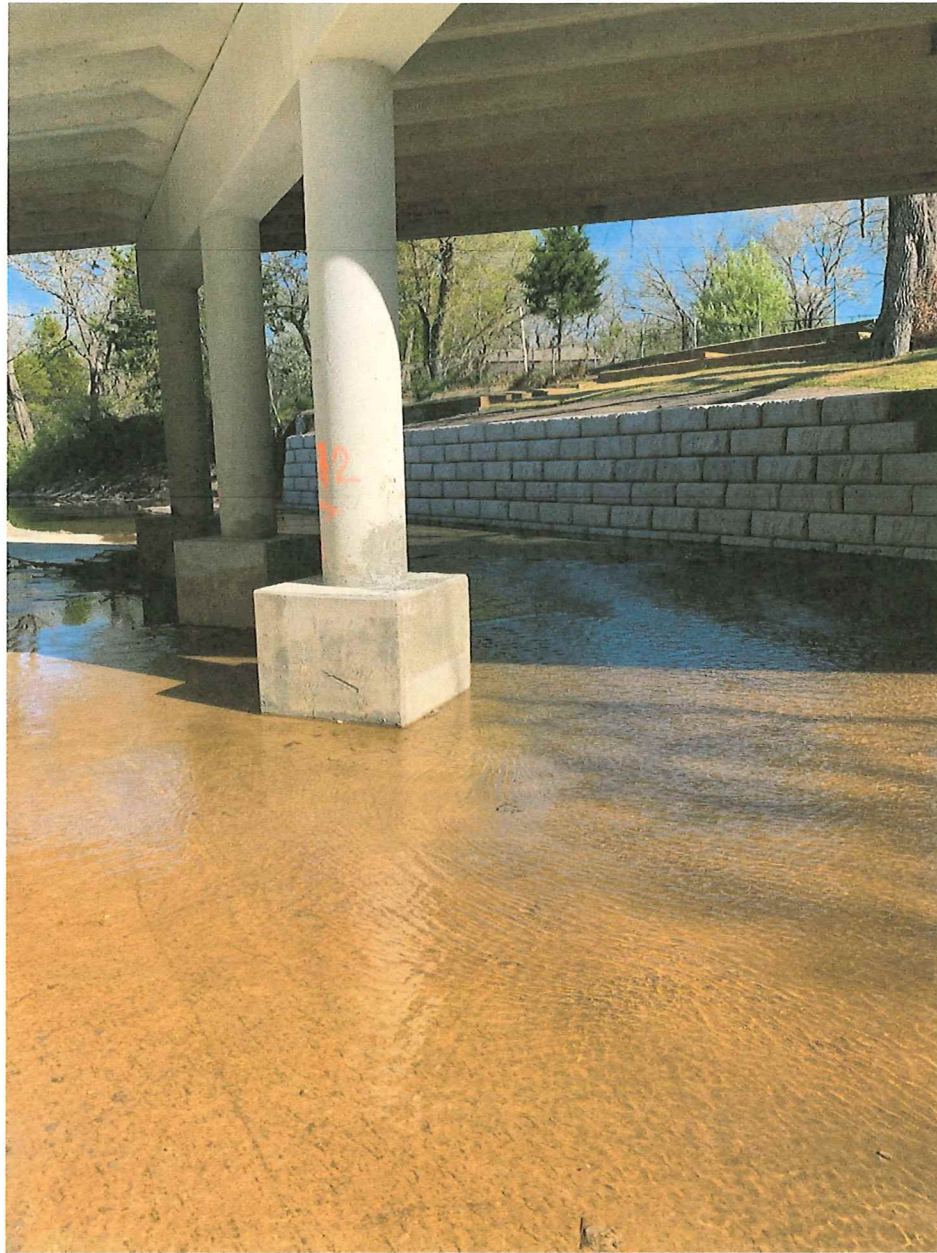
Water Street Bridge

- J&K Excavation has completed the installation of all concrete and has installed the rip-rap rock along all edges of concrete

Broadmoor Estates

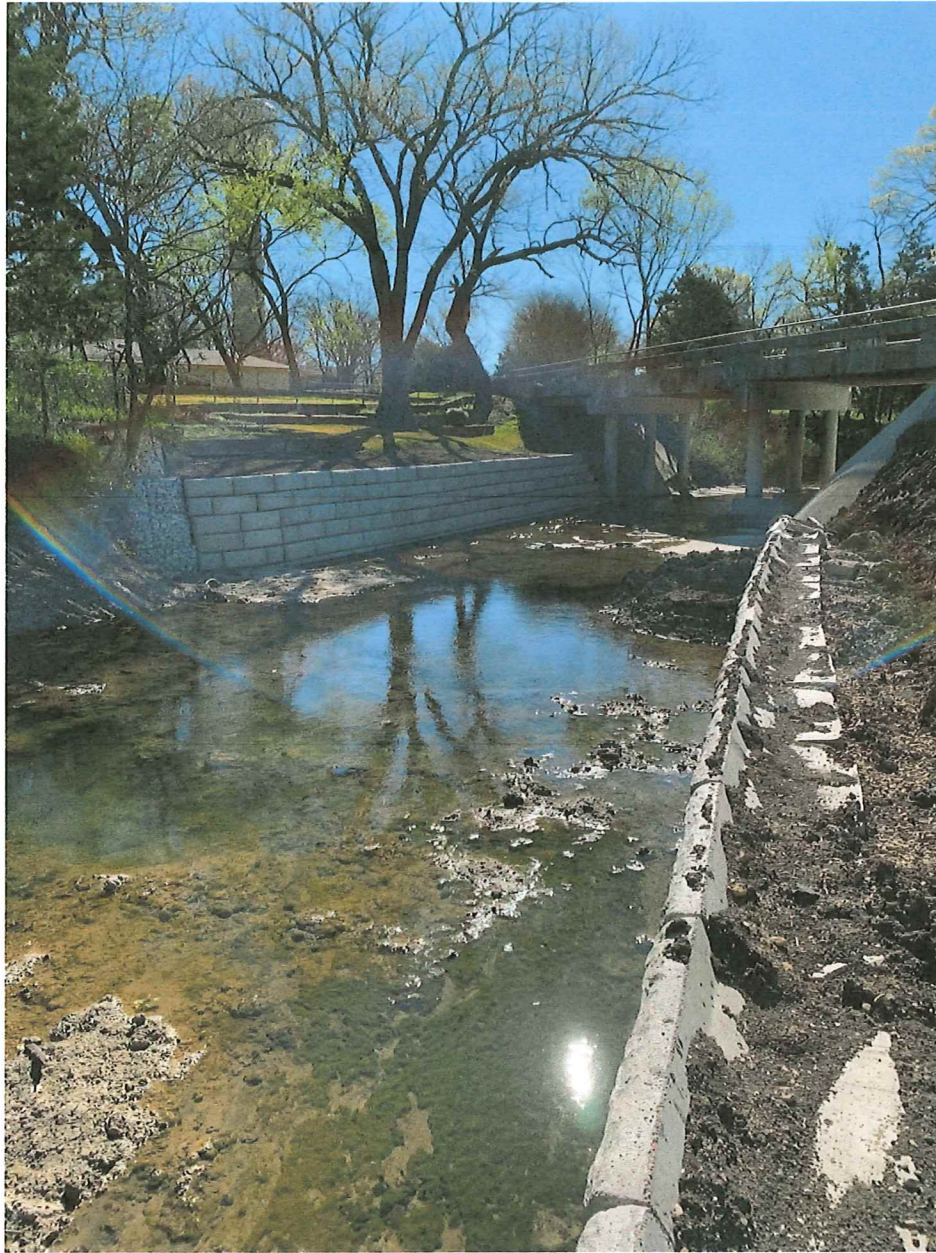
- Fargo Consultants Inc. completed density tests on the roadways and sent results to paving contractor
- GTI has completed the installation of the stabilization lime on the roadways
- Fargo Consultants, Inc. completed density tests on the roadways and sent results to paving contractor

CONSTRUCTION/PROJECTS REPORT



WATER STREET BRIDGE

CONSTRUCTION/PROJECTS REPORT



WATER STREET BRIDGE

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 March 2021

- Picked up 16 tons of hot mix asphalt and 8 tons of cold mix asphalt for patching potholes
- Dug out alligator spot near 749 Cockrell Hill Road and did asphalt patch overlay
- Road damaged from winter freeze near 1930 Duncanville Road was milled up and compacted added chip seal overlay.
- Road damaged from winter freeze near 610 Westmoreland had chip seal overlay
- Road damaged from winter freeze on Shiloh Road near Claremont Dr. and Bryson Manor entrance was milled up compacted and had a chip seal overlay
- Pot-holes patched at Shiloh Road, Johnson Lane, Westmoreland, Joe Wilson, willow Creek Ct.
- Rut was filled in edge of the road Cockrell Hill @ Lariat.
- Replaced Stop sign pole Buckboard @ Hosford due to being ran over
- Installed poles and public parking signs facing Main St. and Cockrell Hill Rd City parking lot
- Fallen tree limb in ditch 700 block of Johnson Ln. was hauled off
- Broken tree limb hung up in tree 689 Johnson Ln was cut out and hauled off
- Cleaned out drainage ditch 915 Cockrell Hill Rd. due from previous water main leak
- Washed and cleaned up service trucks (public works dept)

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**

	Mar 2021	Mar.2021 YTD	Mar .2020	
Calls For Service				
Complaint (Nuis 16 Permit 10,Parking 9)	35	75	20	
Follow up (Nuis 16 Permit 10 Park 9)	35	75	20	
Door Notice (Nui - 7 Permit 3 Parking 4)	14	27	6	
Mail Notice (Parking 1 nuisance 2 perm1)	32	50	9	
Posted Property (nuisance 6)	8	14	2	
Court 3 (2 FTA- 2 Nuisance, 1 Guilty JV,)	\$105	\$316	\$0.00	
Citizen Contacts	31	119	28	
Permits Reviewed	24	57	21	
Permits Issued	20	46	16	
Inspections	42	83	23	
Nuisance Abated by City 2 illegal dump	2	9	1	
Nuisance Signs (Garage sale-12 business 15)	27	83	18	
BOA 1 app fence 1 deny Acc bld location	2	4	0	

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

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

Subject: **Animal Control Monthly Report**

	Mar.2021	Mar.2021 YTD	Mar.2020	
Calls For Service				
Complaint (Regist-22 At Large 7 Bark 2)	31	75	35	
Follow up	32	81	38	
Door Notice (Regis-7, Bark 1 at large1)	9	27	13	
Impounded Animal (Dog 2)	2	7	7	
Animal welfare check	22	75	8	
Impound Results (Transport0 Ret to own 2)	5	12	7	
Impound fee collected	\$70.00	\$210.00	140	
Court	\$0.00	\$0.00	0	
Citizen Contacts	27	61	27	
Animal registration \$84	7	28	7	
Registration Letter Mailed	21	54	19	
Nuisance letter -1 barking 1 At large	2	6	5	
Animals released 2 possum 2 skunk 1 Rac	5	8	1	
Deceased removed	27	76	24	
Oak Leaf - (1 squirrel in car)	1	4	0	
Traps Checked Out	3	9	4	



Date: April 12, 2021

To: Honorable Mayor and Council Members

**Subject: Financial Statement Summaries for
October 1, 2020 thru February 28, 2021**

This period covers 42% of the FY2021 Budget.

(With Unreconciled Bank Statements)

From:

Sharon Jungman – Finance Director

CITY-WIDE OPERATING FUND TOTALS

For FY2021 October 2020 thru Feburay 2021



		2020	2021	2021	2021
		Actual	Actual	Adopted	% of Budget
		To Date	To Date	Budget	Used
TOTAL REVENUES					
100	General Fund	2,117,069	2,318,280	4,097,770	57%
110	Lease	-	-	1,100	0%
120	Street Improvement	17,438	48,478	63,000	77%
130	Court Technology	738	529	2,000	26%
140	Court Security	567	613	1,500	41%
200	Water & Utilities	612,898	706,623	1,664,229	42%
250	WWW Infrasturcture Improv.	23,238	26,510	65,000	41%
400	Debt Service Fund	434,007	540,598	570,550	95%
500	Muncipal Devel. District	25,196	45,926	67,400	68%
600	4B Economic Devel. Fund	36,695	98,206	159,420	62%
700	Park Impact Fund	2,676	-	26,000	0%
800	Water & Utilities Impact Fund	25,700	0	131,705	0%
Total		\$ 3,296,221	\$ 3,785,763	\$ 6,849,674	55%

		2020	2021	2021	2021
		Actual	Actual	Adopted	% of Budget
		To Date	To Date	Budget	Used
TOTAL EXPENDITURES					
100	General Fund	1,239,204	1,791,595	4,097,770	44%
110	Lease	-	-	1,100	0%
120	Street Improvement	-	-	63,000	0%
130	Court Technology	-	-	2,000	0%
140	Court Security	596	320	1,500	21%
200	Water & Utilities	318,223	545,848	1,664,229	33%
250	WWW Infrasturcture Improv.	(4)	-	65,000	0%
400	Debt Service Fund	199,012	75,000	570,550	13%
500	Muncipal Devel. District	70	203,005	67,400	301%
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	\$ 2,615,882	\$ 6,849,674	38%

City of Ovilla
Financial Statement
As of February 28, 2021

4/5/2021 03:50 PM

100 - General Fund	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% of Budget	Budget Remaining
Revenue Summary							
Taxes	294,446.56	221,164.33	73,282.23	2,179,314.42	2,654,965.00	82.08%	475,650.58
Licenses-Permits-Fees	3,470.84	10,621.58	(7,150.74)	16,385.38	127,510.00	12.85%	111,124.62
Services	275.00	47,144.46	(46,869.46)	23,868.69	565,960.00	4.22%	542,091.31
Fines & Forfeitures	2,512.25	10,458.32	(7,946.07)	17,825.18	125,550.00	14.20%	107,724.82
Other Revenue	39,487.05	40,476.70	(989.65)	80,886.36	485,785.00	16.65%	404,898.64
Transfers	0.00	11,708.34	(11,708.34)	0.00	138,000.00	0.00%	138,000.00
Revenue Totals	<u>340,191.70</u>	<u>341,573.73</u>	<u>(1,382.03)</u>	<u>2,318,280.03</u>	<u>4,097,770.00</u>	<u>56.57%</u>	<u>1,779,489.97</u>
Expense Summary							
Employee Benefits	33,985.04	38,820.45	(4,835.41)	187,159.31	466,031.00	40.16%	278,871.69
Other Expense	2,057.80	4,143.97	(2,086.17)	8,656.34	49,745.00	17.40%	41,088.66
Personnel	170,859.03	166,816.69	4,042.34	850,308.50	2,000,046.00	42.51%	1,149,737.50
Special Services	4,194.25	10,989.44	(6,795.19)	27,538.45	131,900.00	20.88%	104,361.55
Contractual Services	17,602.05	24,778.63	(7,176.58)	63,961.35	297,462.00	21.50%	233,500.65
Operating Services	11,256.77	8,193.67	3,063.10	35,840.47	98,360.00	36.44%	62,519.53
Special Expenses	8,292.32	2,720.22	5,572.10	94,856.90	32,650.00	290.53%	(62,206.90)
Supplies	3,230.91	4,711.60	(1,480.69)	18,996.31	56,550.00	33.59%	37,553.69
Professional Development	895.00	2,524.00	(1,629.00)	3,580.77	30,300.00	11.82%	26,719.23
Software & Computer Equipment	27.05	6,477.62	(6,450.57)	39,182.29	77,758.00	50.39%	38,575.71
Printing Expense	1,165.75	1,464.12	(298.37)	5,885.80	17,574.00	33.49%	11,688.20
Utilities	36,426.58	31,570.80	4,855.78	124,421.51	378,995.00	32.83%	254,573.49
Repairs - Bldg & Machinery	3,343.31	11,818.31	(8,475.00)	27,539.19	141,850.00	19.41%	114,310.81
Insurance	0.00	2,715.70	(2,715.70)	23,220.64	32,602.00	71.22%	9,381.36
Minor Capital Outlay	46,170.77	9,276.01	36,894.76	63,506.17	111,347.00	57.03%	47,840.83
Vehicle Expenses	2,176.32	3,857.40	(1,681.08)	9,877.28	46,300.00	21.33%	36,422.72
Capital Outlay	99,764.42	10,416.67	89,347.75	205,431.92	125,000.00	164.35%	(80,431.92)
Rentals	543.82	274.89	268.93	1,631.46	3,300.00	49.44%	1,668.54
Expense Totals	<u>441,991.19</u>	<u>341,570.19</u>	<u>100,421.00</u>	<u>1,791,594.66</u>	<u>4,097,770.00</u>	<u>43.72%</u>	<u>2,306,175.34</u>

City of Ovilla
Financial Statement
As of February 28, 2021

4/5/2021 03:50 PM

110 - LEOSE	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% of Budget	Budget Remaining
Revenue Summary							
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
Expense Summary							
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

City of Ovilla
Financial Statement
As of February 28, 2021

4/5/2021 03:50 PM

120 - Street Improvement Fund	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% of Budget	Budget Remaining
Revenue Summary							
Taxes	11,414.72	5,247.90	6,166.82	48,477.87	63,000.00	76.95%	14,522.13
Revenue Totals	11,414.72	5,247.90	6,166.82	48,477.87	63,000.00	76.95%	14,522.13
Expense Summary							
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

City of Ovilla
Financial Statement
As of February 28, 2021

4/5/2021 03:50 PM

130 - Court Technology	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% of Budget	Budget Remaining
Revenue Summary							
Fines & Forfeitures	78.06	166.60	(88.54)	529.35	2,000.00	26.47%	1,470.65
Revenue Totals	78.06	166.60	(88.54)	529.35	2,000.00	26.47%	1,470.65
Expense Summary							
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

City of Ovilla
Financial Statement
As of February 28, 2021

4/5/2021 03:50 PM

140 - Court Security	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% of Budget	Budget Remaining
Revenue Summary							
Fines & Forfeitures	91.82	124.95	(33.13)	613.30	1,500.00	40.89%	886.70
Revenue Totals	91.82	124.95	(33.13)	613.30	1,500.00	40.89%	886.70
Expense Summary							
Other Expense	159.90	99.96	59.94	319.80	1,200.00	26.65%	880.20
Reserve	0.00	24.99	(24.99)	0.00	300.00	0.00%	300.00
Expense Totals	159.90	124.95	34.95	319.80	1,500.00	21.32%	1,180.20

City of Ovilla
Financial Statement
As of February 28, 2021

4/5/2021 03:50 PM

200 - Water And Utilities Fund	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% of Budget	Budget Remaining
Revenue Summary							
Services	104,261.42	106,190.94	(1,929.52)	678,635.73	1,274,800.00	53.23%	596,164.27
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>104,261.42</u>	<u>138,632.70</u>	<u>(34,371.28)</u>	<u>706,623.39</u>	<u>1,664,229.00</u>	<u>42.46%</u>	<u>957,605.61</u>
Expense Summary							
Personnel	26,829.49	27,994.29	(1,164.80)	141,744.04	336,066.00	42.18%	194,321.96
Employee Benefits	8,012.46	8,203.53	(191.07)	41,739.81	98,482.00	42.38%	56,742.19
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	173.49	578.97	(405.48)	4,367.22	6,950.00	62.84%	2,582.78
Special Expenses	2,762.73	0.00	2,762.73	2,962.73	0.00	0.00%	(2,962.73)
Professional Development	1,026.00	391.52	634.48	2,121.11	4,700.00	45.13%	2,578.89
Software & Computer Equipment	5,105.00	1,124.63	3,980.37	6,311.96	13,500.00	46.76%	7,188.04
Printing Expense	0.00	129.12	(129.12)	0.00	1,550.00	0.00%	1,550.00
Utilities	126,693.96	60,409.65	66,284.31	301,402.79	725,206.00	41.56%	423,803.21
Other Expense	699.23	808.84	(109.61)	3,468.70	9,710.00	35.72%	6,241.30
Rentals	0.00	124.95	(124.95)	276.83	1,500.00	18.46%	1,223.17
Operating Services	264.00	699.84	(435.84)	5,416.26	8,400.00	64.48%	2,983.74
Vehicle Expenses	1,950.46	516.50	1,433.96	3,144.54	6,200.00	50.72%	3,055.46
Repairs - Bldg & Machinery	6,984.22	2,957.74	4,026.48	13,168.60	35,500.00	37.09%	22,331.40
Insurance	0.00	675.95	(675.95)	4,273.46	8,115.00	52.66%	3,841.54
Minor Capital Outlay	4,205.12	249.92	3,955.20	4,477.25	3,000.00	149.24%	(1,477.25)
Capital Outlay	0.00	15,662.74	(15,662.74)	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>184,706.16</u>	<u>138,633.75</u>	<u>46,072.41</u>	<u>545,848.30</u>	<u>1,664,229.00</u>	<u>32.80%</u>	<u>1,118,380.70</u>

City of Ovilla
Financial Statement
As of February 28, 2021

4/5/2021 03:50 PM

250 - WWW Infrastructure Improvements	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% of Budget	Budget Remaining
Revenue Summary							
Services	4,886.00	5,414.50	(528.50)	26,509.94	65,000.00	40.78%	38,490.06
Revenue Totals	<u>4,886.00</u>	<u>5,414.50</u>	<u>(528.50)</u>	<u>26,509.94</u>	<u>65,000.00</u>	<u>40.78%</u>	<u>38,490.06</u>
Expense Summary							
Reserve	0.00	5,414.50	(5,414.50)	0.00	65,000.00	0.00%	65,000.00
Expense Totals	<u>0.00</u>	<u>5,414.50</u>	<u>(5,414.50)</u>	<u>0.00</u>	<u>65,000.00</u>	<u>0.00%</u>	<u>65,000.00</u>

City of Ovilla
Financial Statement
As of February 28, 2021

4/5/2021 03:50 PM

400 - Debt Service Fund	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% of Budget	Budget Remaining
Revenue Summary							
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	65,317.57	38,459.61	26,857.96	540,596.69	461,700.00	117.09%	(78,896.69)
Revenue Totals	<u>65,317.57</u>	<u>47,526.83</u>	<u>17,790.74</u>	<u>540,598.44</u>	<u>570,550.00</u>	<u>94.75%</u>	<u>29,951.56</u>
Expense Summary							
Long Term Debt	<u>75,000.00</u>	<u>47,526.81</u>	<u>27,473.19</u>	<u>75,000.00</u>	<u>570,550.00</u>	<u>13.15%</u>	<u>495,550.00</u>
Expense Totals	<u>75,000.00</u>	<u>47,526.81</u>	<u>27,473.19</u>	<u>75,000.00</u>	<u>570,550.00</u>	<u>13.15%</u>	<u>495,550.00</u>

City of Ovilla
Financial Statement
As of February 28, 2021

4/5/2021 03:50 PM

500 - Municipal Development District Fund	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% of Budget	Budget Remaining
Revenue Summary							
Taxes	12,190.08	5,331.20	6,858.88	45,286.65	64,000.00	70.76%	18,713.35
Other Revenue	0.00	283.22	(283.22)	638.85	3,400.00	18.79%	2,761.15
Revenue Totals	<u>12,190.08</u>	<u>5,614.42</u>	<u>6,575.66</u>	<u>45,925.50</u>	<u>67,400.00</u>	<u>68.14%</u>	<u>21,474.50</u>
Expense Summary							
Special Services	0.00	133.33	(133.33)	0.00	1,600.00	0.00%	1,600.00
Supplies	0.00	8.33	(8.33)	0.00	100.00	0.00%	100.00
Insurance	0.00	23.32	(23.32)	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	<u>46,650.65</u>	<u>0.00</u>	<u>46,650.65</u>	<u>202,804.95</u>	<u>0.00</u>	<u>0.00%</u>	<u>(202,804.95)</u>
Expense Totals	<u>46,650.65</u>	<u>5,614.48</u>	<u>41,036.17</u>	<u>203,005.09</u>	<u>67,400.00</u>	<u>301.19%</u>	<u>(135,605.09)</u>

City of Ovilla
Financial Statement
As of February 28, 2021

4/5/2021 03:50 PM

600 - 4B Economic Development Fund	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% of Budget	Budget Remaining
Revenue Summary							
Taxes	22,829.43	10,412.50	12,416.93	96,955.77	125,000.00	77.56%	28,044.23
Other Revenue	0.00	433.16	(433.16)	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>22,829.43</u>	<u>13,279.68</u>	<u>9,549.75</u>	<u>98,205.57</u>	<u>159,420.00</u>	<u>61.60%</u>	<u>61,214.43</u>
Expense Summary							
Not Categorized	0.00	416.67	(416.67)	0.00	5,000.00	0.00%	5,000.00
Reserve	0.00	11,037.25	(11,037.25)	0.00	132,500.00	0.00%	132,500.00
Special Services	0.00	441.51	(441.51)	0.00	5,300.00	0.00%	5,300.00
Supplies	0.00	16.66	(16.66)	0.00	200.00	0.00%	200.00
Professional Development	0.00	416.50	(416.50)	0.00	5,000.00	0.00%	5,000.00
Printing Expense	0.00	25.00	(25.00)	0.00	300.00	0.00%	300.00
Insurance	0.00	26.65	(26.65)	114.37	320.00	35.74%	205.63
Other Expense	0.00	899.64	(899.64)	0.00	10,800.00	0.00%	10,800.00
Expense Totals	<u>0.00</u>	<u>13,279.88</u>	<u>(13,279.88)</u>	<u>114.37</u>	<u>159,420.00</u>	<u>0.07%</u>	<u>159,305.63</u>

City of Ovilla
Financial Statement
As of February 28, 2021

4/5/2021 03:50 PM

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

City of Ovilla
Financial Statement
As of February 28, 2021

4/5/2021 03:50 PM

800 - Water And Utilities Impact Fee Fund	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% of Budget	Budget Remaining
Revenue Summary							
Services	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
Expense Summary							
Contractual Services	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

Ovilla UB Cut-Off March 2021

FY-2020-2021	TOTAL LETTERS MAILED	TOTAL CUT-OFFS	TOTAL # REMAINING OFF	TOTAL AMOUNT COLLECTED	TOTAL AMOUNT IN ARREARS	CUSTOMERS ON PAYMENT PLAN
MARCH	170	49	7	\$10,236.12	\$2,115.45	1
Totals	170	49	7	\$10,236.12	\$2,115.45	1

Ovilla Municipal Court Report

FY-2020-2021	Total Traffic Cases Filed	City Ordinance Filed	Total Revenue	Amount Kept by City	Amount sent to State	Warrants Issued	Warrants Cleared	Uncontested Disposition	Defensive Driving	Deferred Disposition	Compliance Dismissals	Trial
October	20	0	\$5,853.00	\$2,980.44	\$2,872.56	0	2	7	2	1	0	0
November	15	0	\$5,601.67	\$3,516.61	\$2,085.06	0	3	7	3	6	0	0
December	29	3	\$9,085.90	\$6,032.82	\$3,053.08	0	3	15	9	7	0	0
January	46	1	\$7,019.60	\$4,305.42	\$2,714.18	0	3	5	9	5	0	0
February	19	0	\$4,709.70	\$2,812.74	\$1,896.96	0	7	7	4	7	0	0
March	64	2	\$10,436.61	\$6,312.23	\$4,124.38	0	10	21	5	14	0	0
April												
May												
June												
July												
August												
September												
Totals	193	6	\$42,706.48	\$25,960.26	\$16,746.22	0	28	62	32	40	0	0

2019-2020 FY

March	9	1	\$14,124.03	\$10,169.54	\$3,954.49	47
FY Totals	303	6	\$78,184.62	\$52,780.44	\$25,404.18	157

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 April 2021 Council
City Manager - City Secretary

ADMINISTRATION, front office, and HR –

1. Staff posted the open position for customer service representative (funded position). Front office has been down one employee this entire fiscal year and part of the previous year.
 - o First time since the onset of COVID-19 that the City has implemented cut-offs for non-payment for water services. (Attached itemization)
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 7 applications for CLUP. Staff is presenting the applications to Council for appointments.
 - o The Planning and Zoning Commission have been invited to participate.
4. The review committee completed their review of RFQ for engineering services with recommendation of Birkhoff, Hendricks & Carter, LLP.
5. The Finance Director is in communication with our audit firm to schedule dates to begin the audit process. It is expected to be complete in mid-to-late May. Staff will present at the May or June Council meetings.
6. Final preparation of the newsletter.

BOARDS AND COMMISSIONS –

Board of Adjustment:

1. April 19, 2021:
 - o Special Exception 624 Meadowlark (fence)

Economic Development Corporation:

1. Special meeting held on March 01, 2021.
 - o EDC approved \$5000 grant refund to Tiverton Bakery - paid.
 - o Discussion on the purchase of 104 Cockrell Hill Road.
 - i. Pending market value and comps on property.
 - ii. Pending asbestos report.
2. March 16, 2021 – no meeting.
3. Next scheduled meeting April 19, 2021.

Municipal Development District:

1. First meeting since 2016 held on this date before the Council meeting.
 - a. New officer appointments.
 - b. Request budget amendments for completion of the Main St Parking and police building renovations.

Park Board Advisory Committee:

1. Met on April 05.
 - a. The committee wishes to move forward with a Music in the Park Event in early June. Staff will begin preparations.



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

- b. The Park board recommends to re-purpose the used of funds for the pavilion and install restrooms first. Staff will present this desire to EDC (they fund the pavilion) in April and bring to Council in May if EDC agrees with the Park Board.

Planning and Zoning Commission –

1. Public Hearing for utility easements and recommendation to Council on April 05, 2021. (2nd time with new language on the ordinance).

CURRENT AND PLANNED DEVELOPMENT PROJECTS-

Residential:

- Broadmoor Estates – still putting in utilities and entrance wall.
 - Set storm drains on Red Oak Creek
- Bryson Manor III final walk through with noted deficiencies.
 - Met with James Moon (BM attorney) and Massey Shaw regarding the screening wall along Shiloh Road at Bryson Manor II.
- Miracle Farms – No new information or communications with potential developer.
- Continued communication with Windsor Development LLC, on 35 acres at the SW corner of Westmoreland Road and Red Oak Creek Road. This item is presented to Council at this meeting (April 12)

Infrastructure:

- Water Street Bridge-
 - Ongoing but getting close to completion.
- Main Street Parking lot expansion at 701 W. Main
 - Received recommendation from the MDD to fund additional expenses and is being presented to Council at this meeting (April 12).
- Police Building Renovation
 - Requesting assistance from the MDD to fund Phase 1.

Misc.

- Received first draft of updated city map and Historic District map from Brittain & Crawford, LLC. Staff is reviewing.
- Continued negotiations with the Ovilla Baseball Fields Association for an acceptable Agreement.
- Public Works working on the MS-4 Annual report.



MARCH 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 BLDG 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
3/1/2021	ROY & DIANNA	JONES	509 FOREST EDGE LN	11/12/2020	2020-0659	ROOF	20000	0	2021-006044	591.29	0	0	0	0	0	0	0	0	591.29	0	0	DALLAS
3/18/2021	ARMANDO	AGUILAR	3001 OVILLA RD	3/15/2021	2020-0676	FENCE	0	0	2021-006049	481.89	0	0	0	0	0	0	0	0	481.89	0	0	ELLIS
3/12/2021	MAXINE	MARLOW	3315 OVILLA RD	3/9/2021	2021-0019	FENCE	0	0		40	0	0	0	0	0	0	0	0	40	0	0	ELLIS
3/9/2021	BOBBIE	REAGOR	7231 CHERRY LN	1/29/2021	2021-0029	ACCESSORY BUILDING	3200	0		50	0	0	0	0	0	0	0	0	50	0	0	ELLIS
3/9/2021	ANTHONY	ESTRADA	311 WILLOW CREEK LN	3/9/2021	2021-0037	ACCESSORY BUILDING	5800	5800	2021-004733	536.59	0	0	0	0	0	0	0	0	536.59	0	0	ELLIS
3/8/2021	IAN	BURCH	307 JOHNSON LN	3/8/2021	2021-0041	SOLAR PANELS	53000	0		40	0	0	0	0	0	0	0	0	40	0	0	ELLIS
3/23/2021	TODD	ANDERSON	609 CLINTON ST	3/23/2021	2021-0043	FENCE	0	0		50	0	0	0	0	0	0	0	0	50	0	0	ELLIS
3/9/2021	AGC CUSTOM HOMES		6990 CEDAR CT	2/25/2021	2021-0046	ACCESSORY BUILDING	26500	0		40	0	0	0	0	0	0	0	0	40	0	0	ELLIS
3/10/2021	ANTHONY	ESTRADA	311 WILLOW CREEK LN	3/10/2021	2021-0050	FENCE	1500	0		125	0	0	0	0	0	0	0	0	125	0	0	ELLIS
3/29/2021	RIVER MIST POOLS		311 WILLOW CREEK LN	3/11/2021	2021-0051	SWIMMING POOL	35000	0		50	0	0	0	0	0	0	0	0	50	0	0	ELLIS
3/8/2021	SHANNON	CHANEY	124 OVILLA CREEK CT	3/8/2021	2021-0052	FENCE	3945.07	0		50	0	0	0	0	0	0	0	0	50	41	41	ELLIS
3/4/2021	DANIEL	JOHNSON	213 SPUT ROCK TER	3/4/2021	2021-0053	HVAC	22884	0		40	0	0	0	0	0	0	0	0	40	0	0	ELLIS
3/18/2021	MARIO	HERNANDEZ	713 W MAIN ST	3/9/2021	2021-0055	SPRINKLERS	3750	214000		50	0	0	0	0	0	0	0	0	50	0	0	ELLIS
3/9/2021	PAM	KOVAL	839 E MAIN ST	3/9/2021	2021-0058	FLATWORK	1000	0		25	0	0	0	0	0	0	0	0	25	0	0	ELLIS
3/12/2021	CHRIS	HERNDON	207 WILLOW CREEK LN	3/12/2021	2021-0059	ACCESSORY BUILDING	4000	0	2021-005053	1200	0	0	0	0	0	0	0	0	1200	841	1242	ELLIS
3/10/2021	CHARLOTTE	BAILEY	614 FOREST EDGE LN	3/10/2021	2021-0060	ROOF	25186	25186		0	0	0	0	0	0	0	0	0	0	0	0	ELLIS
3/17/2021	CHRIS	HORN	111 BENT TREE LN	3/16/2021	2021-0062	ADD-ON/REMODEL	240000	104000		275	0	0	0	0	0	0	0	0	275	0	0	ELLIS
3/12/2021	SK SEPTIC SERVICES		740 COCKRELL HILL RD	3/12/2021	2021-0063	SEPTIC	0	0		50	0	0	0	0	0	0	0	0	50	0	0	ELLIS
3/16/2021	SPECTRUM DBA TIME WARNER		3617 OVILLA RD	3/16/2021	2021-0064	OVERHEAD/UNDERGROUND CABLE	0	0		40	0	0	0	0	0	0	0	0	40	0	0	ELLIS
3/24/2021	JOHNNY	ALVARADO	600 WILLIAM DR	3/24/2021	2021-0065	ACCESSORY BUILDING	7500	0		25	0	0	0	0	0	0	0	0	25	1860	1860	ELLIS
3/19/2021	VALERIE	VASQUEZ	101 WILLOW CREEK LN	3/19/2021	2021-0066	ROOF	8372.75	0		50	0	0	0	0	0	0	0	0	50	47	47	ELLIS
3/18/2021	DANIEL	DILL	607 WILLIAM DR	3/18/2021	2021-0067	FLATWORK	2300	271000		40	0	0	0	0	0	0	0	0	40	0	0	ELLIS
3/25/2021	BRIAN	STARNES	103 HOLLY LN	3/25/2021	2021-0069	FLAT WORK	3600	3600		40	0	0	0	0	0	0	0	0	40	0	0	ELLIS
3/24/2021	MAYRA	NINO	219 WILLIAMSBURG	3/24/2021	2021-0073	MECHANICAL	1875	0		40	0	0	0	0	0	0	0	0	40	0	0	ELLIS
3/24/2021	GAYLE	BIEMERET	112 ELMWOOD DR	3/24/2021	2021-0074	ROOF	23000	230000		325	0	0	0	0	0	0	0	0	325	0	0	ELLIS
3/30/2021	KAYLEEN	GREINER	617 TAYLOR ST	3/30/2021	2021-0080	ROOF	19340	0		100	0	0	0	0	0	0	0	0	100	0	0	ELLIS

MONTHLY REPORT A CONCERNS MARCH 2021

Department Assigned	Concern Address	Date Received	Date Entered	Date In Progress	Date Closed	Concern Description
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?

Animal Services	613 BUCKBOARD ST	3/17/2020	3/17/2020	3/17/2020		5 HORSES ON 1 ACRE VIOLATION; MAX 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.

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	307 JOHNSON LN		10/30/2020	10/30/2020		3 dogs plus 1 in yard, 3 loose on johnson 1 pyrinese 3 smaller. 1 heeler.
Animal Services	465 JOHNSON LN	11/10/2020	11/12/2020	11/12/2020		UNREGISTERED ANIMAL
Animal Services	307 JOHNSON LN	11/12/2020	11/12/2020	11/12/2020		UNREGISTERED ANIMALS
Animal Services	200 COCKRELL HILL RD	11/13/2020	11/13/2020	11/13/2020	3/3/2021	BARKING DOG NUISANCE
Animal Services	200 COCKRELL HILL RD	11/13/2020	11/13/2020	11/13/2020		UNREGISTERED ANIMAL
Animal Services	338 JOHNSON LN	11/25/2020	11/30/2020	11/30/2020		
Animal Services	338 JOHNSON LN	11/25/2020	11/30/2020	11/30/2020		UNREGISTERED DOGS
Animal Services	125 LARIAT TRL		12/16/2020	12/16/2020		mario noticed german shepherd in road
Animal Services	125 LARIAT TRL	12/16/2020	12/17/2020	12/17/2020		DOGS/ANIMAL UNRESTRAINED
Animal Services	125 LARIAT TRL	12/16/2020	12/17/2020	12/17/2020		UNREGISTERED DOGS
Animal Services	100 SILVERWOOD DR	12/18/2020	12/21/2020	12/21/2020		UNRESTRAINED DOGS
Animal Services	100 SILVERWOOD DR	12/18/2020	12/21/2020	12/21/2020		UNREGISTERED DOGS
Animal Services	808 COCKRELL HILL RD	1/7/2021	1/7/2021	1/7/2021		UNREGISTERED ANIMALS

Department Assigned	Concern Address	Date Received	Date Entered	Date In Progress	Date Closed	Concern Description
Animal Services	808 COCKRELL HILL RD	1/7/2021	1/7/2021	1/13/2021		PUBLIC NUISANCE DOGS BARKING
Animal Services	338 JOHNSON LN		1/7/2021	1/7/2021		2 dogs running johnson lane, getting into trash
Animal Services	3357 OVILLA RD		1/21/2021		3/30/2021	2 dogs lab and lab mix loose on property , in the venings
Animal Services	204 BURTONWOOD CIR	2/11/2021	2/12/2021	2/12/2021	3/11/2021	UNRESTRAINED ANIMAL
Animal Services	121 WATER ST		2/22/2021	2/22/2021	3/11/2021	trap requested at location
Animal Services	1921 DUNCANVILLE RD		3/1/2021		3/1/2021	skunk in trap
Animal Services	112 WESTLAWN DR		3/3/2021		3/3/2021	house was sold , former tenant left dog in house, new owner concerned former was not coming back for dog, former owner claimed dog
Animal Services	403 COCKRELL HILL RD	3/8/2021	3/8/2021		3/8/2021	
Animal Services	1711 S JOE WILSON RD		3/10/2021	3/10/2021	3/10/2021	cows longhorns 3 loose on joe wilson
Animal Services	1130 N WESTMORELAND RD		3/16/2021		3/16/2021	Officer Malke was notified by a citizen a deceased animal off side of Red Oak Creek road. Animal Control notified.
Animal Services	200 COCKRELL HILL RD		3/22/2021	3/22/2021		dog loose in road , brown tan mix
Animal Services	200 COCKRELL HILL RD		3/29/2021		3/29/2021	deceased dog in yard, white pit bull
Animal Services	311 COVINGTON LN		3/29/2021		3/29/2021	skunk on property
Animal Services	503 SAVANNAH DR		3/29/2021		3/29/2021	skunk in garage
Animal Services	114 LARIAT TRL	4/5/2021	4/5/2021			LARGE REDDISH BROWN DOG RUNNING LOOSE IN FRONT YARD (NOTIFIED DANIEL BY PHONE)

Code Enforcement	905 RED OAK CREEK DR		12/1/2017	12/1/2017		
Code Enforcement	105 COCKRELL HILL RD RD		1/16/2018			Christmas tree in PD parking lot matter taken care of.
Code Enforcement	520 WESTMORELAND RD	6/14/2018	6/14/2018	6/21/2018		
Code Enforcement	1408 RED OAK CREEK DR		9/5/2018			
Code Enforcement	107 GREENWOOD DR		5/1/2019	5/1/2019		High Grass around property
Code Enforcement	109 GREENWOOD DR		5/1/2019	5/1/2019		High Grass around the property
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.

Department Assigned	Concern Address	Date Received	Date Entered	Date In Progress	Date Closed	Concern Description
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	3357 OVILLA RD		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	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	696 W MAIN ST		5/2/2019	2/4/2020		no dumpster screening
Code Enforcement	613 GEORGETOWN RD		5/17/2019			Tall Grass
Code Enforcement	GEORGETOWN RD		5/17/2019			Corner of Hosford Rd & Georgetown- Debris and tall grass.
Code Enforcement	605 MEADOW LARK DR		7/3/2019			Tall Grass
Code Enforcement	JOHNSON LN	7/5/2019	7/5/2019			Concerned about high grass/weeds/snakes.
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	1212 RED OAK CREEK DR		11/5/2019			Tall grass at 1212 ROCD
Code Enforcement	338 JOHNSON LN	11/11/2019	11/14/2019	11/14/2019		PARKING VEHICLE IN YARD
Code Enforcement	613 GEORGETOWN RD	3/27/2020	3/27/2020			QUESTIONS REGARDING INSPECTIONS
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	616 GREEN MEADOWS LN	5/12/2020	5/18/2020	5/18/2020	3/11/2021	BARKING DOG
Code Enforcement	705 W MAIN ST	5/7/2020	5/18/2020	5/18/2020	3/11/2021	PUBLIC NUISANCE OUTSIDE STORAGE
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

Department Assigned	Concern Address	Date Received	Date Entered	Date In Progress	Date Closed	Concern Description
Code Enforcement	701 OVILLA OAKS DR		6/25/2020	6/24/2020		<p>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.</p> <p>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.</p>
Code Enforcement	618 GREEN MEADOWS LN	7/1/2020	7/2/2020	7/2/2020	3/11/2021	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	RED OAK CREEK DR		8/28/2020	2/3/2021		<p>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?</p> <p>Thank you for helping to make our community a safe and friendly place.</p>
Code Enforcement	3155 OVILLA RD	9/15/2020	9/16/2020	9/16/2020		NUISANCE OUTSIDE STORAGE

Department Assigned	Concern Address	Date Received	Date Entered	Date In Progress	Date Closed	Concern Description
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	101 OAKWOOD LN	9/16/2020	9/16/2020	9/16/2020		PUBLIC NUISANCE OUTSIDE STORAGE
Code Enforcement	3153 OVILLA RD	10/22/2020	10/22/2020	10/22/2020	3/26/2021	PUBLIC NUISANCE
Code Enforcement	102 LARIAT TRL	11/3/2020	11/3/2020	11/3/2020		ROOF REPLACED WITHOUT PERMIT
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	11/6/2020	11/6/2020	11/6/2020		NEW ROOF ALREADY CONSTRUCTED
Code Enforcement	513 FOREST EDGE LN	11/6/2020	11/6/2020	11/6/2020		NEW ROOF ALREADY CONSTRUCTED
Code Enforcement	704 W MAIN ST	11/6/2020	11/6/2020	11/6/2020	3/1/2021	BUILDING CONSTRUCTED WITHOUT PERMIT
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	834 E MAIN ST	11/6/2020	11/6/2020	11/6/2020		Lights coming from the church at night disturb him - too bright and come into his house. Kids from the church park at his house and have sex - then get out an urinate in the road. He has fussed at them before. Kids from the church school are seen running (track) and come too close to his property - loud and rude.
Code Enforcement	507 FOREST EDGE LN	11/12/2020	11/12/2020	11/12/2020		NO CONTRACTOR REGISTRATION
Code Enforcement	509 FOREST EDGE LN	11/12/2020	11/12/2020	11/12/2020		NO CONTRACTOR REGISTRATION
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 CONSTURCTION WITHOUT PERMIT

Department Assigned	Concern Address	Date Received	Date Entered	Date In Progress	Date Closed	Concern Description
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	402 THORNTREE DR		1/5/2021		3/1/2021	I am at 402 Thorntree Dr and the septic tank at 400 Thorntree smells very bad every time the system sprinklers go off. It has been in this condition for many months now. I've been waiting to see if they would take care of it but they have not. The smell is incredibly overpowering. I would appreciate it if the city would let them know as I'm sure the runoff is flowing through the neighborhood drainage and our yards. Thank you for your time.
Code Enforcement	228 LARIAT TRL	1/13/2021	1/13/2021	1/13/2021	3/1/2021	DRIVE APPROACH CONSTRUCTION WITHOUT PERMIT
Code Enforcement	3315 OVILLA RD	1/13/2021	1/13/2021	1/13/2021		FENCE CONSTRUCTION WITHOUT PERMIT
Code Enforcement	833 E MAIN ST	1/13/2021	1/13/2021	1/13/2021		OUTSIDE STORAGE
Code Enforcement	616 BUCKBOARD ST	1/13/2021	1/14/2021	1/14/2021	3/29/2021	FENCE CONSTRUCTION WITHOUT PERMIT
Code Enforcement	GEORGETOWN RD		1/20/2021			trash dumped on side of road
Code Enforcement	600 SILVERSPUR LN	1/22/2021	1/22/2021	1/22/2021	3/1/2021	SIGN CONSTRUCTION WITHOUT PERMIT
Code Enforcement	300 E UNIVERSITY ST	1/22/2021	1/22/2021	1/22/2021		Home unkept in many areas outside.
Code Enforcement	609 CLINTON ST	1/25/2021	1/25/2021	1/25/2021		FENCE CONSTRUCTION WITHOUT PERMIT
Code Enforcement	301 E UNIVERSITY ST	1/25/2021	1/25/2021	1/25/2021	3/1/2021	TRAILER PARKED IN YARD
Code Enforcement	800 COCKRELL HILL RD	1/28/2021	1/29/2021	1/29/2021		After receiving a call I drove by this address - or I believe it to be this address. Multiple vehicles parked on the grass at the side of the house. Also, noticed what appeared to be a junked vehicle in the driveway.
Code Enforcement	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 ROOF PERMIT
Code Enforcement	509 FOREST EDGE LN	2/12/2021	2/12/2021	2/12/2021		NO CONTRACTOR REGISTRATION

Department Assigned	Concern Address	Date Received	Date Entered	Date In Progress	Date Closed	Concern Description
Code Enforcement	101 NORTHWOOD ST	2/12/2021	2/23/2021	2/23/2021	3/22/2021	ACCESSORY BUILDING
Code Enforcement	528 SAVANNAH DR	2/12/2021	2/23/2021	2/23/2021	3/29/2021	TRAILER PARKING IN DRIVEWAY
Code Enforcement	800 COCKRELL HILL RD	2/25/2021	2/25/2021	2/25/2021	3/25/2021	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	3/25/2021	JUNK VEHICLE
Code Enforcement	318 COVINGTON LN	3/3/2021	3/3/2021	3/3/2021		Resident voiced concerns that contractors at Bryson Manor are leaving trash and debris at construction site(s) and along Shiloh Road.
Code Enforcement	6769-6935 SHILOH	3/4/2021	3/8/2021	3/8/2021	3/26/2021	ILLEGAL DUMPING SHAW DEVELOPMENT
Code Enforcement	713 W MAIN ST	3/8/2021	3/8/2021	3/8/2021		IRRIGATION CONSTRUCTION WITHOUT PERMIT
Code Enforcement	300 BURTONWOOD CIR		3/8/2021		3/8/2021	wood cut into foot long pieces with 4 large nails driven thru each piece ,placed at the street to deter traffic from driving over his yard. Anything that endangers the public health and safety is a violation.
Code Enforcement	105 COCKRELL HILL RD		3/8/2021	3/8/2021		Please re-hang the hand sanitizer dispensers in the Council Chamber Room before month end (March) THEY WILL PROBABLY NEED CONCRETE SCREWS FOR THE WALLS. I HAVE MARKED WITH BLACK X WHERE TO INSTALL. g
Code Enforcement	200 WILLOW CREEK CT	3/10/2021	3/10/2021	3/10/2021	3/29/2021	
Code Enforcement	696 W MAIN ST	3/11/2021	3/11/2021	3/11/2021		NO BACKFLOW PREVENTION TEST
Code Enforcement	327 COVINGTON LN		3/12/2021		3/15/2021	There is a large brush pile in the street/curb since Sunday March 7 - The owners have left it there all week
Code Enforcement	705 W MAIN ST	3/12/2021	3/15/2021	3/15/2021		DUMPSTER SCREENING
Code Enforcement	803 E MAIN ST	3/12/2021	3/15/2021	3/15/2021		DUMPSTER SCREENING
Code Enforcement	2885 OVILLA RD	3/12/2021	3/15/2021	3/15/2021		DUMPSTER SCREENING
Code Enforcement	696 W MAIN ST	3/12/2021	3/15/2021	3/15/2021		DUMPSTER SCREENING

Department Assigned	Concern Address	Date Received	Date Entered	Date In Progress	Date Closed	Concern Description
Code Enforcement	1908 DUNCANVILLE RD	3/16/2021	3/16/2021	3/16/2021		trailer and other equipment in the front side of the yard.
Code Enforcement	403 COCKRELL HILL RD	3/16/2021	3/16/2021	3/16/2021		Believe this is the correct address. There are multiple houses along this area that have vehicles on the grass.
Code Enforcement	1130 N WESTMORELAND RD		3/16/2021		3/16/2021	trash dumped on side of road
Code Enforcement	1908 DUNCANVILLE RD	3/16/2021	3/16/2021	3/16/2021		TRAILER PARKED IN YARD
Code Enforcement	1910 DUNCANVILLE RD	3/16/2021	3/16/2021	3/16/2021		BOAT PARKED IN YARD
Code Enforcement	837 E MAIN ST		3/22/2021	3/22/2021	3/26/2021	NO FENCE PERMIT
Code Enforcement	203 WILLOW CREEK LN	3/23/2021	3/23/2021	3/23/2021		TREE SERVICE OUTSIDE STORAGE AND TREE BURNING
Code Enforcement	105 COCKRELL HILL RD STE 2		3/23/2021	3/23/2021		PLEASE PURCHASE AND DISTRIBUTE MOUSE TRAPS IN THE OLD PUBLIC WORKS OFFICE (THE NEW RETENTION ROOM) ASAP.
Code Enforcement	609 CLINTON ST		3/23/2021		3/29/2021	
Code Enforcement	105 ELMWOOD DR	3/24/2021	3/24/2021	3/24/2021	4/1/2021	GRASS TALLER THAN 9 INCHES
Code Enforcement	304 E UNIVERSITY ST	3/25/2021	3/29/2021	3/29/2021		TRAILER PARKED IN DRIVEWAY LONGER THAN 48 HOURS
Code Enforcement	6980 CEDAR CT	3/25/2021	3/29/2021	3/29/2021		TRAILER PARKED IN DRIVEWAY LONGER THAN 48 HOURS
Code Enforcement	7010 CHERRY CT	3/25/2021	3/29/2021	3/29/2021		TRAILER PARKED IN DRIVEWAY LONGER THAN 48 HOURS
Code Enforcement	372 JOHNSON LN	3/25/2021	3/29/2021	3/29/2021		TRAILER PARKED IN DRIVEWAY LONGER THAN 48 HOURS
Code Enforcement	625 CARDINAL DR		3/29/2021	3/29/2021		VEHICLE PARKED IN YARD
Code Enforcement	624 CARDINAL DR	3/25/2021	3/29/2021	3/29/2021		TRAILER PARKED IN DRIVEWAY LONGER THAN 48 HOURS
Code Enforcement	830 E MAIN ST	3/25/2021	3/29/2021	3/29/2021		ACCESSORY BUILDING NEEDS REPAIR
Code Enforcement	108 ELMWOOD DR		3/29/2021	3/29/2021		JUNK VEHICLE
Code Enforcement	207 COCKRELL HILL RD	3/29/2021	3/29/2021	3/29/2021		JUNK VEHICLE
Code Enforcement	843 RED OAK CREEK DR	3/29/2021	3/29/2021	3/29/2021		JUNK VEHICLE
Code Enforcement	620 WILLIAM DR	3/29/2021	3/29/2021	3/29/2021		OUTSIDE STORAGE
Code Enforcement	108 LARIAT TRL	3/29/2021	3/29/2021	3/29/2021		NO PERMIT ACCESSORY BUILDING

Department Assigned	Concern Address	Date Received	Date Entered	Date In Progress	Date Closed	Concern Description
Code Enforcement	213 LARIAT TRL	3/30/2021	3/30/2021	3/30/2021		HOME OCCUPATION VIOLATION OUTSIDE STORAGE
Code Enforcement	106 WESTLAWN DR	3/30/2021	3/30/2021	3/30/2021		OUTSIDE STORAGE
Code Enforcement	422 JOHNSON LN	3/30/2021	3/30/2021	3/30/2021		BRUSH
Code Enforcement	307 JOHNSON LN	3/30/2021	3/30/2021	3/30/2021		TRASH AND DEBRIS
Code Enforcement	108 WOODRIDGE CT	3/31/2021	3/31/2021	3/31/2021		HOME REMODEL BATHROOMS

Drainage	7051 PLUM CT	7/28/2020	7/28/2020			Continued concerns resulting from water run off coming from adjacent home built by Lillian Homes. Complainant's pool is under water. Lillian has not done as promised in building 94 ft retaining wall - per meeting with Lillian Homes rep Gary.
Drainage	201 WILLOW WOOD LN	7/31/2020	7/31/2020			Approximately a year ago, culvert and ditch work was conducted along Westlawn to Willow Wood. MS Huber has advised that work was never completed and would like to see that happen.
Drainage	105 COCKRELL HILL RD RD	9/21/2020	9/21/2020			709 Buckboard need to jet out culvert
Drainage	915 COCKRELL HILL RD	3/30/2021	3/31/2021		3/30/2021	correct drainage 915 Cockrell Hill haul off dirt pile and smooth out ruts from water leak. And also prep drive way at 914 Cockrell Hill haul off dirt and roadbase hole in drive way from water leak and compact for asphalt patch

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	1/27/2020	1/27/2020			Please deliver books for the BOA this afternoon.

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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	2/12/2020	2/12/2020			BOA books to be delivered please - they are ready
Facilities	105 COCKRELL HILL RD RD	2/18/2020	2/14/2020			Add: Spaghetti Dinner 2-21 @ 6
Facilities	105 COCKRELL HILL RD RD	3/23/2020	3/23/2020			Thank you! The marquee looks good!
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	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	6/10/2020	6/10/2020	6/12/2020		PLEASE SCHEDULE TO SWITCH CITY MANAGER'S OFFICE WITH CONFERENCE ROOM ON THURSDAY MORNING, 6/11/20
Facilities	105 COCKRELL HILL RD RD	6/10/2020	6/10/2020			NEED TO PAINT SMALL SECTION OF WALL IN FRONT OFFICE NEED TO PAINT CITY MANAGER'S NEW OFFICE
Facilities	105 COCKRELL HILL RD RD		6/15/2020			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	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.

Department Assigned	Concern Address	Date Received	Date Entered	Date In Progress	Date Closed	Concern Description
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	9/23/2020	9/23/2020			Put together conference room table and chairs, move map file to PW building, & complete baseboards in city offices please.
Facilities	105 COCKRELL HILL RD RD	9/25/2020	9/25/2020			Ellis County is starting the dirt work for public works parking lot.
Facilities	105 COCKRELL HILL RD RD	9/25/2020	9/25/2020			Spread the dirt and cover the road base lot next to the city of ovilla monument that the county is hauling from public works parking lot
Facilities	105 COCKRELL HILL RD	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	3/2/2021	3/2/2021		3/2/2021	NEED TO MOVE FILE CABINETS BACK IN PLACE IN FRONT OFFICE PLEASE - COMPLETED
Facilities	105 COCKRELL HILL RD	3/10/2021	3/10/2021	3/10/2021	3/10/2021	PLEASE SWEEP/CLEAN OFF THE FRONT PORCH AREA IN FRONT OF CITY HALL (SAND/GRAVEL). ALSO THE SIDEWALK ENTRANCE AT THE DOOR ON THE SIDE OF THE POLICE DEPARTMENT. (ANT BED LEFTOVERS)
Facilities	105 COCKRELL HILL RD	3/18/2021	3/18/2021		3/19/2021	PLEASE CHANGE THE MARQUEE. ADD CITY OFFICES CLOSED APRIL 2, 2021. MTGS APRIL 5 PARK BOARD 5PM P&Z 6PM
Facilities	105 COCKRELL HILL RD STE 2	3/23/2021	3/23/2021		3/31/2021	MOUSE/RAT FECES IN SUPPLY ROOM

Department Assigned	Concern Address	Date Received	Date Entered	Date In Progress	Date Closed	Concern Description
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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.
Garbage	1707 S Joe Wilson RD	1/8/2021	1/8/2021			TRASH NOT COLLECTED-SEE NOTES
Garbage	104 LARIAT TRL	1/25/2021	1/25/2021			Customer stated his garbage was not collected on Friday.
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	102 RIDGE WAY GAP	3/1/2021	3/1/2021			Customer called- recycle was missed after sitting out all weekend
Garbage	1800 S JOE WILSON RD		3/2/2021		3/2/2021	trash dumped in ditch. both corners
Garbage	622 JOHNSON LN	3/4/2021	3/4/2021		3/4/2021	STATED THAT TRASH WAS NOT PICKED UP LAST WEEK AND TODAY THEY EMPTIED CAN BUT DID NOT PICK UP BAGS ***CONTACTED CWD SUPV AND HE WOULD GET THE TRUCK BACK OVER THERE TODAY.***
Garbage	7031 PLUM CT	3/5/2021	3/5/2021			Customer called stating their recycle has not been collect since before the winter storm. Please collect and advise.
Garbage	827 RED OAK CREEK DR	3/8/2021	3/8/2021			Customer called stating trash was not collected on Friday
Garbage	915 SLIPPERY ELM DR	3/12/2021	3/12/2021			CUSTOMER CALLED STATING WHOLE STREET WAS MISSED FOR RECYCLE.
Garbage	110 ROBIN GLEN LN		3/15/2021			Hello-our recycling was not picked up in Ashburn Glen this last Friday the 12th.

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
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Department Assigned	Concern Address	Date Received	Date Entered	Date In Progress	Date Closed	Concern Description
Parks	ASHBURN GLEN CIR	10/9/2020	10/9/2020	10/9/2020		Ashburne Glen park coming off forest edge side walk is lifting creating a tripping hazard
Parks	105 COCKRELL HILL RD	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.

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

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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.</p> <p>The last two pictures are the other end of Elmwood! Yes, really!!! This end has a mail box and three driveways! We have seen city employees here looking at it, so we know you are aware that it is now worse than ever! This street is a big mess and is approximately 3 feet more narrow than the other streets in Brookwood. I believe this time period that we have been patient and waited for proper repair of over two years is enough (since the last two times Brookwood streets were redone, we were overlooked so really is way over two years). Not sure what we need to do next but we do pay our taxes and we do deserve better than this!! And again, you would not want your street to look like ours!! Totally unacceptable!!</p>
Street Department	SHILOH RD		4/23/2020			East bound shiloh Road, West of Ovilla Road. Limbs and tee debris protruding into the road.
Street Department	105 COCKRELL HILL RD RD	5/15/2020	5/15/2020			Patch pothole at Pickard Bridge turning off Ovilla RD

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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	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	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	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	105 COCKRELL HILL RD RD	8/6/2020	8/6/2020			Purchase paint to spray storage containers
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	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	705 SILVER SPUR LN	8/26/2020	8/26/2020	8/26/2020		Home owner at 705 Silver Spur voiced appreciation for the culvert clean-out being done by Ellis County Precinct, however, he would ask that a City representative contact him and come to his residence to enable him to show how this will affect his property - creating other drainage issues. He asks what can be done to remedy his drainage issue.
Street Department	105 COCKRELL HILL RD RD	9/16/2020	9/16/2020			Purchase paint to spray 40` container

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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	9/23/2020	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 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	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	827 RED OAK CREEK DR	10/8/2020	10/8/2020			827 Red Oak Creek replace old Ovilla City Limit sign
Street Department	105 COCKRELL HILL RD RD	10/9/2020	10/9/2020			Northwood and that section of Brookwood are in bad shape and require much needed road repairs.
Street Department	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	10/19/2020	10/19/2020			Help Parks dept. remove concrete culverts, broken concrete slap etc. (Sliver Spur Park)

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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	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	10/29/2020	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	11/6/2020	11/6/2020			Pick up 6 yards of sand (Living Earth)
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	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	12/31/2020	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	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	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	JOHNSON LN	1/15/2021	1/15/2021			Several potholes down Johnson Ln need patching
Street Department	105 COCKRELL HILL RD	1/19/2021	1/20/2021			Start clearing out garage bays behind police station
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	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!

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Street Department	WESTMORELAND RD	2/25/2021	2/25/2021		3/22/2021	Need to repair crumbled section of road due to hard freeze near 610 Westmoreland
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	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.
Street Department	105 COCKRELL HILL RD	3/1/2021	3/2/2021		3/2/2021	Change out bucket on John Deere Backhoe to grave yard bucket
Street Department	COCKRELL HILL RD	3/2/2021	3/2/2021		3/2/2021	Fill in rut edge of the road Cockrell Hill @ Lariat with asphalt millins
Street Department	303 COVINGTON LN	3/4/2021	3/4/2021			IN FRONT OF THIS HOUSE GOING ALL THE WAY ACROSS THE ROAD THERE IS A CRACK IN THE ROAD THAT IS NOW APPX 1/2` WIDE SINCE THE SNOW STORM. NEEDS TO BE REPAIRED
Street Department	211 WILLOW CREEK LN	3/5/2021	3/5/2021		3/5/2021	Pick up broken chunks of asphalt and patch hole in front of drive way. The area is actually on Willow Creek Ct
Street Department	105 COCKRELL HILL RD	3/5/2021	3/5/2021		3/5/2021	Wash and clean all service trucks (Public Works Dept.)
Street Department	1930 DUNCANVILLE RD	3/1/2021	3/5/2021		3/2/2021	Road damaged from freeze in front of 1930 Duncanville Rd. Need to mill up spread and compact and prep for chip seal overlay.
Street Department	SHILOH RD	3/2/2021	3/5/2021			Road damaged from freeze on Shiloh in front of Claremont Dr. need to mill up spread and compact and prep for chip seal overlay
Street Department	105 COCKRELL HILL RD	3/5/2021	3/5/2021			Need to patch holes on Westmoreland, Shiloh, Johnson Ln,
Street Department	606 CREEK VIEW CIR	3/8/2021	3/8/2021	3/8/2021		Resident wants speed humps in Ovilla Oaks

Department Assigned	Concern Address	Date Received	Date Entered	Date In Progress	Date Closed	Concern Description
Street Department	200 SILVERWOOD DR	3/10/2021	3/10/2021			form and concrete damaged pad around culvert due to water leak repair and asphalt in front of driveway.
Street Department	401 BURTONWOOD CIR		3/12/2021	3/15/2021		STREET LIGHT IS OUT LOCATED 401 Burtonwood cir thks
Street Department	105 COCKRELL HILL RD	3/17/2021	3/17/2021		3/17/2021	Install public parking sings facing W. Main and Cockrell Hill Rd new parking lot
Street Department	689 JOHNSON LN	3/18/2021	3/18/2021		3/18/2021	Broken tree limb hung up in tree need to pull out and haul off
Street Department	105 COCKRELL HILL RD	3/22/2021	3/22/2021		3/22/2021	Stop sign at Buckboard and Hosford was ran over. Need new pole
Street Department	JOHNSON LN	3/22/2021	3/22/2021		3/22/2021	Need to patch pot holes 556, 665, 888 Johnson Ln
Street Department	JOHNSON LN	3/23/2021	3/25/2021		3/23/2021	Fallen tree in ditch 700 block Johnson Ln needs to be hauled off
Street Department	749 COCKRELL HILL RD	3/24/2021	3/25/2021		3/24/2021	749 Cockrell Hill Rd. alligator spot in road needs repaired
Street Department	105 COCKRELL HILL RD	3/24/2021	3/25/2021		3/24/2021	Need to pick up 8 tons of asphalt at the plant
Street Department	3500 BRYSON MANOR DR		3/28/2021			There is a median directly in front of our home and it comes out about 10 feet in front of our driveway which makes it difficult to turn left from our driveway to get to Shiloh road. When I leave my house, I have to swing out to the right, out of my driveway, to make a hard left turn because of this median. My husband has a new truck an cannot make a left turn from our driveway to the correct side of the median. In order for him to leave our driveway to get to Shiloh, he turns left on the wrong side of the median, the on coming traffic side. This is dangerous and inconvenient. We're asking that y'all please come see what we're talking about in hopes that this median can be modified.

Department Assigned	Concern Address	Date Received	Date Entered	Date In Progress	Date Closed	Concern Description
Water/Wastewater	720 E HIGHLAND ROAD	3/27/2020	3/31/2020			PLEASE GET READING..THANKS
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	105 COCKRELL HILL RD RD		7/8/2020			Take monthly water samples and carry to the lab.
Water/Wastewater	1940 DUNCANVILLE RD	8/12/2020	8/12/2020			Check for water leak at the meter box
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

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.</p> <p>I expect a call or text to 214-226-7483 or the courtesy of a reply by email.</p> <p>Due to the pandemic, even though I live less than 2 miles from City Hall, I can't deliver my water payment.</p>
Water/Wastewater	SHILOH RD		9/17/2020			Circle H is now working on the water main installation.
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	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***

Department Assigned	Concern Address	Date Received	Date Entered	Date In Progress	Date Closed	Concern Description
Water/Wastewater	818 COCKRELL HILL RD		10/5/2020			Replace angle stop the old one is leaking and hard to operate.
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	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	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	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	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	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	111 BENT TREE LN		2/24/2021		3/3/2021	Please check the water meter for a possible water leak on the gaskets or the surrounding area.

Department Assigned	Concern Address	Date Received	Date Entered	Date In Progress	Date Closed	Concern Description
Water/Wastewater	100 OVILLA OAKS DR	3/1/2021	3/1/2021		3/2/2021	Customer stating high bill Feb read: 3404.6 Jan: 3357.3
Water/Wastewater	607 CARDINAL DR		3/1/2021		3/1/2021	1.607 Cardinal Old meter reading 2322.2 New meter# 212017880 New meter reading # 000.0
Water/Wastewater	106 OAK FOREST LN		3/1/2021		3/1/2021	2.106 Oak Forest Old meter reading 3299.9 New meter # 20260935 New meter reading# 000.0
Water/Wastewater	749 COCKRELL HILL RD		3/2/2021		3/2/2021	Customers says he has low water pressure please investigate this issue and confirm what the possible problem may be.
Water/Wastewater	916 COCKRELL HILL RD		3/2/2021			Please complete backfill and cleanup from leak that was repaired at 916 Cockrell Hill
Water/Wastewater	806 JOHNSON LN		3/2/2021			Please investigate this address to confirm that water line extends to this property home owner would like to have meter moved closer to her property.

Department Assigned	Concern Address	Date Received	Date Entered	Date In Progress	Date Closed	Concern Description
Water/Wastewater	109 OAK FOREST LN	2/18/2021	3/2/2021	3/2/2021		<p>Complainant, Mr. Rarick sent this during the ice storm. I held it allowing time for crews to handle the water emergencies resulting from the ice storm. I believe we already have a `report of concern` open a large tree branch/log behind this property at the creek also.</p> <ol style="list-style-type: none"> 1. Some type of animal is building a dam, on the south side of the bridge on Shiloh in the creek. 2. Large trucks are travelling over that same bridge that appear to be over the set limits. I think the bridge needs to be inspected. 3. There is a dam building up against the sanitary sewer line that runs across the creek near my lot. There is still a large tree log pushed against the line.. Spring rains could be too much pressure on that line` 4. The creek is still not draining, therefore I have a lake behind our house which becomes a mosquito breeding ground every summer. <p>The bridge is a real concern. The other items need some attention.</p>
Water/Wastewater	112 WESTLAWN DR	3/2/2021	3/2/2021		3/2/2021	<p>Final out reading ***3/2/21***</p> <p>do not lock box app/dep rec'd from new customer</p>
Water/Wastewater	101 NORTHWOOD ST		3/2/2021	3/2/2021	3/2/2021	Please backfill around meter box
Water/Wastewater	206 BROOKWOOD CT	3/3/2021	3/3/2021		3/3/2021	customer stating high bill/ please reread meter & check for leak

Department Assigned	Concern Address	Date Received	Date Entered	Date In Progress	Date Closed	Concern Description
Water/Wastewater	602 GREEN MEADOWS LN	3/8/2021	3/8/2021			customer stating high bill 2/26/21: 5898.7 2/22/21: 5897.4 1/15/21: 5865.7
Water/Wastewater	711 W MAIN ST		3/8/2021		3/8/2021	Had to replace broken angle stop due to Rick Gill Plumbing breaking the operating nut off trying to make repairs to this building. Customer will be billed the cost for parts and repairs.
Water/Wastewater	407 BURTONWOOD CIR		3/8/2021			Please check this water meter for a leak on the customers side. Customer says that he has had a plumber check and found no leaks. If the meter shows no signs of a water leak in the residents please us the flow meter to check the meter for accuracy.
Water/Wastewater	105 COCKRELL HILL RD	3/9/2021	3/9/2021			meter books placed in PW box. Please start readings **March 15th**
Water/Wastewater	438 JOHNSON LN		3/9/2021			Please replace angle stop due old one leaking by when turned off.
Water/Wastewater	3251 OVILLA RD		3/9/2021			2` Valve is leaking needs to be replaced at the second entrance going into the parking lot
Water/Wastewater	3180 OVILLA RD		3/11/2021			please get final out reading & lock box 3/11/21
Water/Wastewater	256 JOHNSON LN	3/18/2021	3/18/2021			FINAL OUT READING **MARCH 19** DO NOT LOCK BOX/NEW APPLICATION & DEP REC'D
Water/Wastewater	105 COCKRELL HILL RD STE 2	3/18/2021	3/19/2021			MARCH 2021 REPAIR LIST *SEE ATTACHMENTS*
Water/Wastewater	105 COCKRELL HILL RD STE 2	3/18/2021	3/19/2021			REREAD LIST MARCH 2021 *SEE ATTACHMENTS*

Department Assigned	Concern Address	Date Received	Date Entered	Date In Progress	Date Closed	Concern Description
Water/Wastewater	602 GREEN MEADOWS LN		3/22/2021			Please test water meter for accuracy using Veroflow testing device. Customer says that their water bill has went from 5,500 gal to 31,000 gal in a matter of a few months.
Water/Wastewater	105 COCKRELL HILL RD STE 2	3/24/2021	3/24/2021			PLEASE START CUT-OFF MARCH 25TH
Water/Wastewater	601 BUCKBOARD ST	3/29/2021	3/29/2021			CUSTOMER STATING HIGH BILL/ METER REREAD ON 3/19 3308 3/16 3302.1 CALL CUSTOMER SHE WANTS TO SPEAK WITH SOMEONE WHEN THEY ARRIVE TO REREAD 972-217-3999 BARBARA BETIK
Water/Wastewater	100 ELMWOOD DR	3/29/2021	3/29/2021			CUSTOMER STATING HIGH BILL
Water/Wastewater	804 COCKRELL HILL RD		3/29/2021			Reset water valve on the SW corner of this property.

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